



## RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 a.m. – 12:00 p.m. Thursday, September 21, 2023

Nakiska Boardroom, RECA Office, Calgary, Alberta

### MINUTES

**In Attendance:** Don Brown  
Keith McMullen  
Don Newell, *Chair*  
Carrie Plett

**Resources:** Russ Morrow, *CEO*  
Stacy Paquin  
Warren Martinson  
Janice Harrington

**Recording Secretary:** Christina Harrington

#### 1. Call to Order

The meeting of the Residential Property Manager Industry Council ("Industry Council") was called to order at 9:00 a.m.

#### 2. Approval of Agenda

The Industry Council reviewed the agenda.

*MOTION: The Residential Property Manager Industry Council approves the September 21, 2023, meeting agenda as amended.*

*Moved by Don Brown,*

*Seconded by Keith McMullen*

*Carried*

#### 3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

#### 4. Chair's Opening Remarks

The Chair welcomed participants to the meeting. Management reported briefly on the meeting with the Honourable Dale Nally, Minister of Service Alberta and Red Tape Reduction ("Minister") and Stephanie Clarke, Deputy Minister of Service Alberta and Red Tape Reduction. RECA and the Minister's office discussed strategic objectives, which included the Condominium Management Graduated Licensing Pilot Project, and amendments to the [Residential Measurement Standards \("RMS"\) Principles](#).

## 5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

*MOTION: The Residential Property Manager Industry Council approves the consent agenda, including the June 22, 2023 meeting minutes, as presented, and receives the correspondence from the Minister of Service Alberta and Red Tape Reduction regarding approval of submitted amendments to the Real Estate Act Bylaws and Rules, the Action Register Update, as information, as presented within the meeting package.*

*Moved by Carrie Plett,  
Seconded by Keith McMullen  
Carried*

ACTION: The Industry Council will revisit the topic of relicensing education at its November 2023 meeting.

## 6. RECA Board of Directors Report

The RECA Board of Directors ("Board") member presented a report on the activities of the Board which was received as information.

## 7. RECA Policy Training

*Reimbursement of Expenses Policy and Professional Development Policy (collectively referred to as "Policies")*

Management reviewed the Policies, as amended by the Board to clarify that pre-authorization from the Board Chair and RECA CEO are required for certain expenses related to hospitality and hosting events. The Professional Development budget for Industry Council members is provided to enhance understanding of governance, administrative law, and regulatory trends. The Professional Development budget is provided annually and expires at the fiscal year-end.

## 8. Industry Council Election

Management presented the Industry Council Elections 2023 Candidate Information Package, in part. Board and Industry Council member terms expire on November 30, 2023. Public members will be appointed by the Minister. Licensed individuals will be elected by their peers in their respective industry sectors. The successful elected licensee incumbents will begin their two-year terms on December 1, 2023.

The Board appointed MNP LLP as the Election Officer, being a qualified firm that is independent of the Board, Industry Councils, and RECA staff, who is appointed to supervise, validate, and certify results of the Industry Council nominations, voting and elections.

## 9. Credentialing Report and Learner Success Rates

Management reported on RECA's meeting with the Alberta Condominium Management Education Consortium ("ACMEC") to review the condominium competencies, examinations, and review by subject matter experts.

*The Industry Council recessed at 10:20 a.m.*

*The Industry Council reconvened at 10:30 am*

## 10. Graduated Licensing Pilot Project for Condominium Management Licensees

Management reported on the Graduated Licensing Pilot Project (the "Project"). Under the Project, new condominium managers can join a condominium management brokerage with a supervised, graduated licence, permitting them to complete tasks under supervision of a licenced condominium management brokerage. The pilot project will be extended to existing conditionally licensed condominium managers who have not completed their required education by September 30, 2023.

Under a **Level 1 Licence**, a new individual joining the condominium management industry, or a conditional licensee who has renewed their licence but has not yet completed the *Fundamentals of Condominium Management* and the *Practice of Condominium Management* courses, may complete set tasks with supervision.

Under a **Level 2 Licence**, an individual who is active in the condominium management industry and has completed the *Fundamentals of Condominium Management* course, and a conditional licensee who has renewed their licence but has not yet completed the *Practice of Condominium Management* course, may complete an extended set of tasks, with supervision.

Each licence level may complete certain, restricted activities; some activities that must be done under broker supervision, and some unrestricted activities that the licensee can complete on their own.

A complete task list showing restricted activity by licence Level is available **on RECA's website**.

**ACTION:** Management will create a list of frequently asked questions (FAQs) relating to the Graduated Licensing Pilot Project for Condominium Management licensees.

## 11. Condominium Property Management Education Ad Hoc Committee

In response to industry and educator feedback, and in accordance with the *Real Estate Act* Bylaws, the Board has established the Condominium

Property Management Education Competencies Ad-Hoc Committee (the "Committee"). The Committee will review condominium competencies to ensure the education framework effectively equips individuals with the knowledge, skills, and professionalism needed to be successful in the industry. The Committee's scope will be limited to the educational competencies of condominium managers.

The Committee is comprised of the Committee Chair, being the RECA Registrar, two condominium manager brokers, one condominium manager associate, one representative from the Association of Condominium Managers of Alberta (ACMA), one representative from the Canadian Condominium Institute (CCI) North, one representative from CCI South, and one representative from each educator providing condominium management education. An independent educational consultant has been retained by RECA to facilitate the Committee's review. The Committee's term expires on March 30, 2024.

## 12. Rules Review Steering Committee Update

Management provided an update on the activities of the Rules Review Steering Committee. The Rules Review Steering Committee is entering Phase Two of consultation. This includes introducing possible amendments to Rules 2 – 40 to stakeholders, associations, and the public, for feedback, while concurrently reviewing Rules 41 – 80.89.

The Industry Council considered Rule 43(2); written service agreements. The Industry Council discussed the issue of outdated service agreements which pre-date the current condominium management rules. However, amending clauses of an existing agreement could cause contractual issues. As such, Rule 43 will be reviewed during Phase Two, Part Two, of the Rules Review Steering Committee process.

## 13. In-Camera Session with the CEO

The Industry Council moved in-camera with the CEO at 11:16 a.m.

## 14. In-Camera Session with Industry Council, only

The Industry Council moved in-camera.

## 15. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the September 21, 2023, meeting.*

***Moved by Keith McMullen,***

***Seconded by Carrie Plett***

***Carried***

The meeting adjourned at 11:34 am

## 16. Next Meeting(s)

- November 8, 2023

Approved at Calgary, Alberta on November 8, 2023

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**Don Newell,**  
Industry Council Chair

RESIDENTIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Meeting

September 21, 2023