



# RESIDENTIAL REAL ESTATE BROKER INDUSTRY COUNCIL

9:00 am, Tuesday, September 12, 2023  
In Person, Nakiska Room, RECA Office,  
1506 11 Avenue SW, Calgary, AB

## MINUTES

**In Attendance:** Bill Briggs  
Brad Hamdon  
Brad Kopp  
Erika Ringseis  
Sano Stante, *Chair*

**Resources:** Russ Morrow  
Janice Harrington  
Warren Martinson  
Stacy Paquin  
Rina Hawkins

**Recording Secretary:** Christina Harrington

### 1. Call to Order

The meeting of the Residential Real Estate Broker Industry Council ("Industry Council") was called to order at 9:08 a.m.

### 2. In-Camera Session with the Industry Council Only

The Industry Council moved in camera, and reconvened.

### 3. Approval of Agenda

Chair presented the agenda of September 12, 2023.

***MOTION:** The Residential Real Estate Broker Industry Council approves the September 12, 2023 meeting agenda, as presented.*

*Moved by Bill Briggs,  
Seconded by Brad Kopp  
Carried*

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

No conflicts of interest were declared.

## 5. Chair's Opening Remarks

The Chair welcomed participants to the meeting. At the request of the Chair, Management reported briefly on the recent 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 discussed, with the Minister, strategic objectives and amendments to the [Residential Measurement Standards \("RMS"\) Principles](#), and the implementation of Below Grade Measurement Standards ("BGMS").

RECA Management also met with Build Industry and Land Development Association of Alberta ("BILD") President, Scott Fash, to discuss the RMS Principles, BGMS, and establishing a consistent means of representing a property's measured space.

## 6. Consent Agenda

The Industry Council reviewed the Consent Agenda.

***MOTION:** The Residential Real Estate Broker Industry Council approves the consent agenda, including the June 13, 2023 Industry Council Minutes, and accepts the following for information purposes; correspondence received 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, and the following Consent Resolutions:*

- Residential Real Estate Education Advisory Committee Chair Appointment (Resolution 2023-2)*
- Amend Previously Adopted Motion of June 13, 2023 - Implementation of RMS Principle Amendments and Implementation of BGMS (Resolution 2023-3)*

*as presented within the meeting package.*

*Moved by Brad Hamdon,*

*Seconded by Bill Briggs*

*Carried*

## 7. RECA Board of Directors Report

The Industry Council's Board member reported on the activities of the RECA Board of Directors ("Board"). The Board member advised that the Hearings Committee is reviewing the process for complainant appeals outlined in the [Hearing and Appeal Practice and Procedures Guidelines](#), to determine if any amendments should be recommended to the Board.

## 8. RECA Policy Training

### Reimbursement of Expenses and Professional Development

Management reviewed the Reimbursement of Expenses Policy and Professional Development Policy for Board and Industry Council members for information and training. The Reimbursement of Expenses Policy was 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 is provided to enhance members' governance, administrative law, and regulatory knowledge. The Professional Development budget is provided annually and expires at the fiscal year-end.

**ACTION:** Management will provide the Industry Council with a list of professional development courses recommended by the Board.

## 9. Industry Council Elections

Management presented the *Industry Council Elections 2023 Candidate Information Package*. Twelve positions on the four Industry Councils will collectively expire on November 30, 2023, in accordance with the Real Estate Act ("REA") Bylaws. Public members will be appointed by the Minister of Service Alberta and Red Tape Reduction. Licensed individuals will be elected by peers in their respective industry sectors. Following the election results, the successful incumbents will begin their two-year terms on December 1, 2023.

The Board has appointed MNP LLP as the Election Officer. The Election Officer is a qualified firm, independent of the Board, Industry Councils, and RECA staff, appointed to supervise, validate, and certify results of the Industry Council nominations, voting and elections. The Industry Council received the *Candidate Information Package* as information.

## 10. Credentialing Report and Learner Success Rates

Management presented the credentialing report and learner success rates. The report was received as information.

*The Industry Council recessed at 10:32 a.m.*

*The Industry Council reconvened at 10:45 am*

## 11. Residential Real Estate Education Advisory Ad Hoc Committee

The Industry Council reviewed the Terms of Reference of the Residential Real Estate Education Advisory Committee (the "Committee") and received a report from the Chair on the first meeting of the Committee, held August 28, 2023. The Committee will bring

together real estate professionals and course providers to inform the residential real estate education framework.

## 12. Mentorship

The Industry Council discussed the possibility of mentorship within the real estate sector. Through the program a broker or associate broker could potentially provide formal guidance to new licensees.

**ACTION:** Management will review Canadian real estate mentorship programs and report on potential frameworks to the Industry Council.

## 13. Rules Review Steering Committee Update

The representative of the Rules Review Steering Committee ("RRSC") and Management reported on the activities of the RRSC.

With the assistance of a third-party survey design expert, the RRSC have developed consultation questions for the industry on proposed amendments to REA Rules 2 – 40, based on feedback received on the [Phase One Discussion Paper](#). Primary audiences for Phase Two consultation include all licensees, industry associations, trade associations, the Industry Councils, Government, consumers, RECA staff, and bodies governed by the REA, for example the Alberta Real Estate Foundation ("AREF") and the Real Estate Insurance Exchange ("REIX"). Secondary audiences are other provincial regulators and related professions (real estate lawyers, appraisers, and insurers).

The Chair of the RRSC and RECA's COO will attend the Alberta Real Estate Association ("AREA") Industry Leaders Meeting on September 26 – 28, 2023 to discuss the mandate and consultation process of the RRSC.

## 14. Utility and Plain-Language of RECA Forms

Management advised and the Industry Council discussed, pursuant to section 12(1)(d) of the REA, each Industry Council may, *"with respect to the licensees in the industry which the Industry Council relates, make rules requiring the use of standard forms for matters related to the industry and prescribing or providing for the establishment of those forms"*.

**ACTION:** Management will provide a draft timeline to the Industry Council for the review of RECA's [Relationship and Disclosure](#) forms for plain language and utility.

## 15. Review of RECA Information Bulletins

The Industry Council had a high-level discussion regarding RECA's Information Bulletins.

**ACTION:** Management will meet with the Chair to discuss the form and function of the RECA Information Bulletins.

*The Industry Council recessed at 12:10 p.m.*

*The Industry Council reconvened at 1:00 p.m.*

## 16. REA Rules Review

Management presented the red-line amendments to REA Rules 2 – 40, as proposed by the RRSC, which will proceed to industry for consultation. The overview was received by the Industry Council as information.

## 17. In-Camera Session with RECA CEO

The Industry Council moved in-camera with the CEO.

## 18. In-Camera Session with Industry Council Only

The Industry Council moved in-camera.

## 19. Final Adjournment

**MOTION:** *The Residential Real Estate Broker Industry Council approves the final adjournment of the September 12, 2023 meeting.*

*Moved by Erika Ringseis,*

*Seconded by Bill Briggs*

*Carried*

The meeting adjourned at 2:14 p.m.

## 20. Next Meeting(s)

- November 15, 2023

Approved at Calgary, Alberta on November 15, 2023

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Sano Stante,  
Industry Council Chair