



COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

1:00 p.m. – 4:00 p.m. Tuesday, November 21, 2023

Virtual Microsoft Teams Meeting

MINUTES

In Attendance: Terry Engen, *Chair*
Brittanee Laverdure
Ben Van Dyk
Cheri Long
Laura Sharen

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

Recording Secretary: Christina Harrington

1. Call to Order

The meeting of the Commercial Real Estate Broker & Commercial Property Manager Industry Council ("Industry Council") was called to order at 1:02 p.m.

2. Approval of Agenda

The Chair presented the agenda for November 21, 2023.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the November 21, 2023, meeting agenda as presented.*

Moved by Brittanee Laverdure,

Seconded by Laura Sharen

Carried

3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

4. Chair's Opening Remarks

The Chair welcomed the Industry Council members to the meeting.

5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the minutes of the meeting of September 19, 2023, and receives the Action Register Update and Regulatory Activity Scorecard, as information, as presented within the meeting package.

*Moved by Laura Sharen,
Seconded by Ben Van Dyk
Carried*

Cheri Long joined the meeting at 1:35 p.m.

6. RECA Board of Directors Update

The RECA Board of Directors (“Board”) member updated the Industry Council on the activities of the Board.

7. Industry Council Election

Management reported that the terms of the Board and Industry Council will collectively expire on November 30, 2023. The Industry Council awaits the appointment of public members by the Minister of Service Alberta in accordance with the *Real Estate Act* (“*REA*”) and *REA* Bylaws (“Bylaws”). Industry members will be elected by licensees within their industry sector.

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

Polls will open at 8:00 a.m. on November 22, 2023, and close at 4:00 p.m. on November 27, 2023. Results will be verified and announced by MNP on or before November 29, 2023. All licensee members will begin their terms on December 1, 2023, for two-years.

8. Industry Council Chair/Vice-Chair Appointment Update

On November 25, 2021, the Minister of Service Alberta amended the *REA* Bylaws which set a two-year term for the Vice-Chair position. That position expires on November 30, 2023. Accordingly, the Industry Council will elect a Vice-Chair at its December 2023 meeting. The Industry Council will also appoint a member to the Board pursuant to Section 7.1(2)(b) of the *REA*. The Chair’s term expires November 30, 2024.

9. Approval of November 2023 Minutes by Written Resolution

To ensure that newly elected and appointed Industry Council members are not responsible for verifying the accuracy of minutes that pre-date their term, Management recommended that the Industry Council

approve the November minutes by written resolution prior to November 30, 2023, if possible.

10. Industry Council Annual Evaluation Process

Management presented that, in accordance with REA Bylaw 4.4, the Industry Council must undertake an annual self-evaluation process to review personal and collective performance, as well as to review the performance of any of the Industry Council's committees. Submissions are collected anonymously and shared with the Industry Council Chair.

To ensure the annual evaluation process remains objective the Industry Council will consider other evaluation methods such as a third-party audit or a revised questionnaire. The subject will be placed on the Industry Council Roundtable agenda for further discussion.

11. Licensing Renewal Update

Management reported that the commercial sector is on-track to maintain license numbers from the previous licensed period.

12. Credentialing Report and Learner Success Rates

Management provided the credentialing report and learner success rates, which were received as information.

13. Labour Mobility, Agribusiness, Credentialing Requirements

The Industry Council discussed the complexity of trading in agribusiness, that is, real estate with the primary purpose of large farming operations. The Industry Council considered agribusiness as a potential relicensing education module for all commercial real estate broker and commercial property manager licensees. At its June 16, 2022, meeting, the Industry Council identified that it preferred the prescriptive model of relicensing education. The prescriptive model requires a licensee to complete a third-party course, on a subject selected by the Industry Council, which is relevant to competent practice and enhances consumer protection. The Industry Council will consider agribusiness as a competency gap and may address the subject through future relicensing education.

14. Rules Review Steering Committee Update

In accordance with RECA's 2022-2025 Strategic Plan, RECA will conduct a comprehensive review of the REA Rules to reduce red tape and enhance public protection. The review is broken into three phases, undertaken by the Rules Review Steering Committee ("RRSC").

The RRSC held a Town Hall on November 2, 2023, to consult on proposed amendments to REA Rules 2 – 40. These Rules address licensing framework, classes of licences, licence eligibility requirements, and notification periods. The RRSC also discussed amendments to

incentive Rules. Consultations are underway and the deadline for licensees to respond is November 30, 2023.

Pursuant to the RRSC Terms of Reference, the RRSC will bring forward clear and precise recommendations, and where more than one feasible option exist, the RRSC will provide all options to the relevant Industry Councils for consideration. The final decision on all proposed Rule amendments is made by the relevant Industry Councils and the Minister of Service Alberta, as required by the *REA*.

15. In-Camera Session with the CEO

The Industry Council moved in-camera session with the CEO.

16. In-Camera Session with Industry Council only

The Industry Council moved in-camera.

17. Final Adjournment

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of the November 21, 2023, meeting.*

***Moved by Laura Sharen,
Seconded by Ben Van Dyk
Carried***

The meeting adjourned at 2:24 p.m.

18. Next Meeting(s)

- December 6, 2023 (Special meeting)

Approved at Calgary, Alberta, December 6, 2023

Terry Engen,
Industry Council Chair