

RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL SPECIAL MEETING

9:00 a.m. – 10:00 a.m. Tuesday, December 5, 2023

Virtual Microsoft Teams Meeting

MINUTES

In Attendance:

Don Brown
Don Newell, *Chair*
Elan MacDonald, *RECA Board of Directors Chair*
Keith McMullen
Carrie Plett

Resources:

Russ Morrow, *CEO*
Janice Harrington
Warren Martinson
Stacy Paquin
Rina Hawkins

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 December 5, 2023, meeting agenda as presented.*

Moved by Don Brown,

Seconded by Carrie Plett

Carried

3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

4. Chair's Opening Remarks

The Chair welcomed members, the Chair of the Real Estate Council of Alberta Board of Directors (the "Board"), Elan MacDonald, and Management to the meeting.

5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

***MOTION:** The Residential Property Manager Industry Council approves the consent agenda which includes the November 8, 2023, Minutes, as presented.*

*Moved by Carrie Plett,
Seconded by Don Brown
Carried*

6. Industry Council Election Results

Management presented the results of the Industry Council Election. The Minister of Service Alberta and Red Tape Reduction has re-appointed public members to the Board and to each Industry Council. There is currently one vacant public position on this Industry Council. The Industry Council looks forward to welcoming the new public member once appointed by the Minister.

The terms of both public appointees and elected Industry Council members are staggered pursuant to the *Real Estate Act* ("REA") Bylaws and by Ministerial Order¹.

7. Election of Industry Council Vice-Chair

In December 2020, the Industry Council elected a Vice-Chair for a term of one year, in accordance with sections 7.4(2) & (5) of the *REA* Bylaws, which were in effect at the time. On November 25, 2021, the *REA* Bylaws were amended and the Vice-Chair's term is now two years. Accordingly, the current Vice-Chair's term expired November 30, 2023.

The Industry Council discussed the appointment of a Vice-Chair for a two-year term.

***MOTION:** The Residential Property Manager Industry Council elects Don Brown to the position of Industry Council Vice-Chair for a term commencing immediately and ending on November 30, 2025, by acclamation.*

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

8. Appointment of Industry Council Member to the RECA Board of Directors

¹ Ministerial Order, Service Alberta and Red Tape Reduction, MINISTERIAL ORDER No. SA:014/2023

Management advised that the term of industry council members appointed to the Board expired November 30, 2023. In accordance with REA section 6(1)(b), each Industry Council shall appoint a member to the Board who must be an elected licensee pursuant to section REA 7.1(2)(b).

***MOTION:** The Residential Real Estate Broker Industry Council appoints Carrie Plett to the RECA Board of Directors, for a term of two (2) year(s) in accordance with the Real Estate Act and Real Estate Act Bylaws, by acclamation.*

*Moved by Keith McMullen,
Seconded by Don Brown
Carried*

9. Correspondence from Executive Director, Consumer Services, Service Alberta and Red Tape Reduction

The Chair reported that on November 27, 2023, Management received correspondence from the Executive Director, Consumer Services regarding RECA's graduated licensing program for condominium managers.

The Industry Council will provide further updates to the Minister regarding consultation efforts and the review of condominium management competencies conducted by the Condominium Property Management Education Competencies Ad-Hoc Committee.

The Chair and Board Chair will provide a response to the Executive Director, Consumer Services.

10. Orientation for New Industry Council Members and Mandatory Governance Training for all Industry Council Members

Management advised that new Industry Council members will participate in Orientation training on December 14, 2023. Mandatory governance training for all Industry Council members will occur in April or May 2024, in accordance with section 11.2 of the REA and 4.1 of the REA Bylaws.

11. In Camera Session with the CEO

The Industry Council moved in camera with the CEO.

12. In Camera Session with Industry Council, only

The Industry Council moved in camera.

13. Final Adjournment

MOTION: The Residential Property Manager Industry Council approves the final adjournment of the December 5, 2023, meeting.

Moved by Carrie Plett,

Seconded by Don Brown

Carried

The meeting adjourned at 9:57 a.m.

14. Next Meeting(s)

- March 5, 2024

Approved at Calgary, Alberta on March 5, 2024.

RESIDENTIAL
PROPERTY
MANAGER INDUSTRY
COUNCIL SPECIAL
MEETING

Minutes of Meeting

December 5, 2023

Don Newell
Industry Council Chair