



## COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL REGULAR MEETING

12:00 pm – 5:00 pm, Wednesday, July 9, 2025

Virtual Microsoft Teams Meeting

### MINUTES

#### In Attendance:

Terry Engen, *Chair*  
Ben Van Dyk  
Brittane Laverdure  
Cheri Long  
Laura Sharen

#### Resources:

Stacy Paquin, *Acting CEO, and General Counsel & Corporate Secretary*  
Janice Harrington  
Warren Martinson

#### 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 12:04 pm

#### 2. Approval of Agenda

The Industry Council reviewed the agenda.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the July 9, 2025, meeting agenda, as presented.*

*Moved by Cheri Long*

*Seconded by Ben Van Dyk*

*Carried*

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

No conflicts of interest were declared.

#### 4. Chair's Remarks

The Chair delivered opening remarks, thanking attendees for their dedication and strong commitment to review the proposed *Real Estate Act ("REA")* Rule amendments, stemming from the work of the Rules Review Steering Committee.

## 5. Consent Agenda

The Industry Council reviewed the consent agenda. The Industry Council removed the special meeting minutes of May 14, 2025, for review and discussion.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the March 18, 2025, meeting Minutes, as presented within the meeting package, and receives the Action Register Update, the Regulatory Activity Scorecard, and the Credentialing Report and Learner Success Rates as information, as presented within the meeting package.*

*Moved by Laura Sharen*

*Seconded by Brittane Laverdure*

*Carried*

## 6. Industry Council Special Meeting Minutes of May 14, 2025

The Industry Council reviewed the minutes of the May 14, 2025.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the May 14, 2025, special meeting Minutes, as presented within the meeting package.*

*Moved by Cheri Long*

*Seconded by Laura Sharen*

*Carried*

## 7. Real Estate Act Section 54 Application

The Industry Council considered the *REA* section 54 *Application to Withdraw from the Industry* of [REDACTED] (the "Applicant"), and the Registrar's submissions, in response.

Applicant submissions: The Applicant signed, consented to, and submitted a *REA* section 54 *Application to Withdraw from the Industry*.

Registrar submissions: The Applicant is a licensee subject to investigative proceedings under *REA* Part 3. The Applicant submitted an *Application to Withdraw from the Industry* voluntarily, having had the opportunity to seek legal counsel. The Registrar is investigating a suspicion of fraud or criminal activity on the part of the Applicant. Section 54(4) prohibits an Industry Council from approving an application to have a licence withdrawn under these circumstances.

The Industry Council considered the correspondence of April 10, 2024, from the Honourable Minister Dale Nally of Service Alberta and Red Tape Reduction ("Minister"), addressed to the Board Chair and Industry Council Chairs. The correspondence provided ministerial direction on the interpretation and application of section 54 of the *REA*.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council denies [REDACTED] application under section 54 of the Real Estate Act.*

*Moved by Cheri Long*

*Seconded by Ben Van Dyk*

*Carried*

## **8. REA Rule Amendments**

The Industry Council met on December 11, 2024, December 16, 2024, and March 18, 2025, to review the REA Rule amendments proposed by the Rules Review Steering Committee. Management presented the results of further independent, third-party consultations arranged by RECA in April 2025. The further consultation was held to gather perceived strengths and limitations of the current licensing model and the proposed licensing structure.

The Industry Council reviewed the REA Rule amendments, and provided direction, for the purpose of drafting. The REA Rule amendments will return to the Industry Council in September 2025 for review and approval. Once approved by the Industry Council the RECA Board of Directors will transmit the REA Rule amendments to the Minister of Service Alberta and Red Tape Reduction, for review and final approval, in accordance with the REA and REA Regulations.

**ACTION:** Management will compile potential benefits and draw-backs of prohibiting pooled trust accounts for commercial property managers, to identify how consumers will be protected by or hindered by the prohibition of pooled trust accounts.

The Industry Council recessed at 1:54 p.m.

The Industry Council reconvened at 2:04 p.m.

## **9. Board of Directors Report**

The Acting CEO presented the RECA Board of Directors report, which was received by the Industry Council, as information.

## **10. Graduated Licensing Pilot Project – Property Management**

Management presented stakeholder feedback regarding the potential implementation of a Graduated Licensing Program for property managers in Alberta, based on survey responses received in Spring 2025.

A graduated licensing program would allow new entrants to begin practicing in a limited capacity under supervision and licensing conditions, while completing their required prelicensing courses. This model, already in use for condominium manager licensees, was considered as a possible solution to recruitment challenges and concerns about new licensee preparedness.

The survey results indicated broad industry support for the concept of a graduated licensing program for property managers. Respondents value the potential for increased preparedness, improved professionalism, and enhanced support for new entrants.

**ACTION:** Graduated Licensing for property manager licensees is committed to the Industry Council Strategic Workplan. A preliminary framework will be developed and returned to the Industry Council in September 2025.

#### 11. Mentorship and Broker Responsibilities – *Real Estate Act Enforcement*

The Industry Council considered a mentorship model for new licensees entering the industry. A challenge in mentorship for commercial and rural real estate licensees, exists due to the commissions-based environment. New entrants (mentees) may not receive commission from a trade in real estate when assisting a mentor. A strong framework would need to accompany a mentor/mentee model.

The Industry Council considered that a global approach would best benefit the industry, by upholding professional standards through education, information bulletins, and guidance materials to ensure brokers are held to the highest standard. Broker Forums, regularly held by RECA, help identify areas of improvement in the industry.

#### 12. Industry Council Strategic Workplan

The Industry Council received its Strategic Workplan and considered foundational projects in place for the future Industry Council, as appointed and elected December 1, 2025.

#### 13. In-Camera Session with the Acting CEO

The Industry Council moved in-camera with the Acting CEO, only.

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

The Industry Council moved in-camera.

#### 15. Final Adjournment

**MOTION:** *The Commercial Real Estate Broker and Commercial Property Manager Industry Council adjourns the July 9, 2025, meeting.*

*Moved by Ben Van Dyk*

*Seconded by Brittane Laverdure*

*Carried*

The meeting adjourned at approximately 3:20 pm.

#### 16. Next Meeting(s)

- September 16, 2025

Approved at Calgary, Alberta on September 16, 2025

---

**Terry Engen,**  
Industry Council Chair

COMMERCIAL REAL  
ESTATE BROKER &  
COMMERCIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Meeting

July 9, 2025