



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

10:30 am – 1:00 pm, Tuesday, September 16, 2025

In Person, Nakiska Boardroom, RECA Office, Calgary, Alberta

### MINUTES

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

**Resources:** Stacy Paquin, *CEO*  
Janice Harrington  
Warren Martinson  
Bryan Douey  
Kehinde Ige

**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 10:33 am.

#### 2. Approval of Agenda

The Industry Council reviewed the agenda.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the September 16, 2025, meeting agenda, as presented.*

*Moved by Cheri Long,*

*Seconded by Brittanee Laverdure*

*Carried*

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

The Chair called for conflicts of interest to be declared. No conflicts of interest were declared.

#### 4. Chair's Opening Remarks

The Chair welcomed 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 July 9, 2025, meeting Minutes, as presented within the meeting package, and receives the Action Register Update and Regulatory Activity Scorecard, as information, as presented within the meeting package.*

*Moved by Ben Van Dyk,  
Seconded by Cheri Long  
Carried*

## 6. Real Estate Act Rule Amendments

Kehinde Ige, RECA Practice Review Manager, joined the meeting.

As part of its 2022-2025 Strategic Plan, the RECA Board of Directors ("Board") established the Rules Review Steering Committee ("Committee"), to conduct a comprehensive review of the Real Estate Act ("REA") Rules. In December 2024, all Industry Councils received the Committee's final recommendations and consultation results. RECA conducted additional stakeholder outreach from January to March 2025, and feedback from this outreach was considered by the Industry Councils from June to August 2025. While not a decision-making forum, the Industry Chair Roundtable assisted in bringing consensus.

The Industry Council received the final recommended REA Rule amendments. The Industry Council will prioritize relicensing education within their Strategic Workplan to address competency gaps.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the proposed amendments to the Real Estate Act Rules affecting all classes of property manager licensees with a commercial focus, and all classes of commercial real estate, and rural real estate licensees, pursuant to section 12 of the Real Estate Act, as presented in Tab 8F of the meeting materials, being the version without the proposed licensing structure. The Commercial Real Estate Broker and Commercial Property Manager Industry Council further requests that the RECA Board of Directors submits the amended Real Estate Act Rules to the Minister of Service Alberta and Red Tape Reduction, for final approval.*

*Moved by Brittanee Laverdure,  
Seconded by Ben Van Dyk  
Carried*

**ACTION:** To ensure a clear and professional product, the Industry Council directs Management to:

- Review and modify the language within the proposed *REA* Rules, to correct any spelling, grammar, numbering, and punctuation issues;
- Carry out minor reorganizations and revisions, and to delete duplications; and
- Reformat and retitle sections.

Kehinde Ige, RECA Practice Review Manager, left the meeting.

## 7. Designated Agency Course for Labour Mobility

The *REA* Rules do not impose residency requirements for licensees, thereby enabling and supporting labour mobility across jurisdictions. Currently, applicants from provinces without Alberta-specific education, excluding British Columbia, Saskatchewan, Ontario, and Nova Scotia, are required to complete RECA's Consumer Relationships eLearning course, which addresses designated agency practices.

Following consultation with Service Alberta and Red Tape Reduction, Management recommends that this course be made available as an optional resource rather than a mandatory requirement for labour mobility applicants. This change aligns with RECA's divestiture from education and helps streamline the licensing process for labour mobility applicants entering Alberta's real estate industry.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council directs that the Consumer Relationships eLearning materials be offered to new labour mobility applicants (property management, commercial real estate, and rural real estate), solely as a resource. Completion of the eLearning course will not be a licensing requirement, and there will be no examination associated with the review of the Consumer Relationships eLearning materials.*

***Moved by Cheri Long,  
Seconded by Ben Van Dyk  
Carried***

## 8. RECA Board of Directors Report

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

## 9. Government of Alberta 5-Year Review

The Industry Council met with the third-party consultant, appointed by the Minister of Service Alberta and Red Tape Reduction ("Minister") as part of the government's 5-year review of RECA. The Industry Council will await the Minister's final report and findings.

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

Management reported on the development of a graduated licensing pilot project for property managers. This initiative will be made available to licensees of two of RECA's Industry Councils, including this Industry Council and the Residential Property Manager Industry Council.

A draft list of activities commonly performed by property manager licensees was developed to determine appropriate activities that may be performed under a graduated licence structure. Unlike the condominium management graduated licensing pilot project, which has multiple levels, the property management model is anticipated to have a single level, as property management generally involves fewer discrete activities. The proposed framework will be brought back before the Industry Council in November 2025 for review.

#### 11. Industry Council Elections

The Board appointed third-party Election Officer, MNP, to supervise, validate and certify the results of the Industry Council Election 2025. The nomination period for all available seats closed September 9, 2025. MNP confirmed that no complete candidate packages were received for the rural real estate seat. As such, the Board approved the reopening of the nomination period for a rural real estate seat. The reopened nomination period will close September 29, 2025. The report was received as information.

Brittanee Laverdure left the meeting at 12:48 p.m.

#### 12. Virtual Meeting Policy for Board and Industry Council Members

The Industry Council received the Board's draft *Virtual Meeting Policy for Board of Directors & Industry Council Members*, to establish a clear guideline for the conduct of virtual meetings, to ensure transparency, participation, and compliance with legal and organizational standards. The Industry Council requested the inclusion of comparable virtual meeting platform applications, to allow flexibility to meet. The policy will proceed before the Board in November 2025, for review and approval.

#### 13. Credentialing Report and Learner Success Rates

The Industry Council received the credentialing report and learner success rates, as information.

#### 14. License Renewal Update 2025

Management provided a verbal report on the 2025 interim licence renewal statistics. The verbal report was received as information.

## 15. Stakeholder Engagement Update

Management presented the Stakeholder Engagement Update. The report was received as information.

## 16. Industry Council Strategic Workplan

The Industry Council received and discussed the Industry Council's Strategic Workplan to prioritize decision-items.

**ACTION:** Management will poll the Industry Council's availability to attend a virtual meeting to set strategic priorities prior to the November 2025 Industry Council Meeting

**ACTION:** Management will proceed with the development of the graduated licensing pilot project for property managers, as proposed.

## 17. In-Camera Session with the CEO

The Industry Council moved in-camera with CEO.

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

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

## 19. Final Adjournment

**MOTION:** *The Commercial Real Estate Broker and Commercial Property Manager Industry Council adjourns the September 16, 2025, meeting.*

*Moved by Cheri Long,*

*Seconded by Ben Van Dyk*

*Carried*

The meeting adjourned.

## 20. Next Meeting(s)

- November 18, 2025

Approved at Calgary, Alberta on November 18, 2025

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Terry Engen,  
Industry Council Chair