

RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL REGULAR MEETING

9:00 a.m. – 12:00 p.m., Thursday, September 11, 2025

Virtual Microsoft Teams Meeting

MINUTES

In Attendance:

Don Newell, *Chair*
Carrie Plett
Jacquie Lesperance
Keith McMullen
Don Brown

Resources:

Stacy Paquin, *CEO*
Janice Harrington
Warren Martinson
Bryan Douey
Kristian Tzenov
Kehinde Ige
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 8:59 a.m.

2. Approval of Agenda

The Industry Council reviewed the agenda.

***MOTION:** The Residential Property Manager Industry Council approves the September 11, 2025, meeting agenda, as presented.*

Moved by Keith McMullen

Seconded by Carrie Plett

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 and Industry Council congratulated Stacy Paquin on her transition to RECA's Chief Executive Officer ("CEO") position.

5. Consent Agenda

The Industry Council reviewed the consent agenda.

MOTION: *The Residential Property Manager Industry Council approves the consent agenda, which includes the June 12, 2025, meeting minutes, as presented, and receives the Regulatory Activity Scorecard, and the Credentialing Report and Learner Success Rates, as information, as presented within the meeting package.*

Moved by Carrie Plett

Seconded by Jacquie Lesperance

Carried

6. RECA Board of Directors Report

Management provided the Industry Council with an update on the RECA Board of Directors ("Board") activities. The report was received as information.

7. Virtual Meeting Policy

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 hybrid meeting protocols (online and in-person), and increased training regarding VPN and AI usage. The policy will proceed before the Board in November 2025, for review and approval.

8. Licence Renewal Update 2025

The Industry Council received the 2025 interim licence renewal statistics, as information.

9. Industry Council Election

Management reported on RECA's Industry Council Elections for 2025, to elect licensee representatives to each Industry Council, in accordance with the *Real Estate Act* ("REA") and Bylaws. The election will be held from October 14–22, 2025. The Minister of Service Alberta and Red Tape Reduction may re-appoint and make new appointments of public members to the Board and each Industry Council. Elected and appointed members will collectively take their seats December 1, 2025.

10. Governance Succession and Transition Planning

The Chair will meet with each Industry Council member, independently, to conduct a self-assessment as part of its annual self-evaluation. A list of strategic successes and areas of improvement will be compiled to transition from current members to newly elected members.

11. Designated Agency Course for Labour Mobility

RECA's 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 Residential Property Manager Industry Council directs that the Consumer Relationships eLearning materials are offered to new labour mobility applicants (property management), solely as a resource. Completion of the course will not be a licensing requirement and there will be no examination associated with the completion of the Consumer Relationships eLearning materials.*

Moved by Don Brown

Seconded by Keith McMullen

Carried

ACTION: Designated Agency has been added to the Industry Council's Strategic Workplan to evaluate the potential implications of removing the Consumer Relationships eLearning course requirement.

12. Clauses in Condominium Management Agreements

Kristian Tzenov, RECA Stakeholder Engagement Manager, joined the meeting.

The Canadian Condominium Institute North Alberta Chapter (CCI) has raised concerns about restrictive clauses in condominium management agreements that may negatively impact labour mobility, consumer choice, and service quality. These clauses can prevent condominium corporations from rehiring former employees of management companies for up to 12 months after contract termination, with some extending beyond the agreement's end. The Industry Council discussed the matter and RECA's role, acknowledging the potential consumer protection implications and broader industry effects.

ACTION: The Industry Council will provide a written response to CCI North's correspondence.

Kristian Tzenov, RECA Stakeholder Engagement Manager, left the meeting.

13. REA Rule Amendments

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

As part of its 2022-2025 Strategic Plan, the Board created the Rules Review Steering Committee ("Committee"), to conduct a comprehensive review of the REA Rules. In December 2024, all Industry Councils received the Committee's recommendations and final consultation results. RECA conducted additional stakeholder outreach from January – March 2025, and all results were brought before each Industry Council in June 2025. The Industry Council reviewed the recommended REA Rule amendments.

***MOTION:** The Residential Property Manager Industry Council approves the proposed amendments to the Real Estate Act Rules affecting all classes of property manager licensees, with a residential focus, and all classes of condominium management licensees, pursuant to section 12 of the Real Estate Act, as presented in Tab 15F of the meeting materials, being the version without the proposed licensing structure. The Residential 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 Carrie Plett

Seconded by Keith McMullen

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.

14. Graduated Licensing Pilot Project for Property Managers

Kristian Tzenov, RECA Stakeholder Engagement Manager, joined the meeting.

Management reported on the development of a graduated licensing pilot project for property managers. The project will affect all property manager licensees of this Industry Council, and the Commercial Real Estate Broker and Commercial 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. 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. RECA will contact property management associations, in addition to brokers, to compile the list. The proposed framework will be returned to the Industry Council in November for review and approval.

Kristian Tzenov, RECA Stakeholder Engagement Manager, left the meeting.

15. Industry Council Strategic Workplan

The Industry Council received its Strategic Workplan, as information. The Industry Council will review its Strategic Workplan at the November Industry Council meeting, to set strategic initiatives.

16. In-Camera Session with the CEO

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

17. In-Camera Session with Industry Council, only

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

18. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the September 11, 2025, meeting.
Duly moved and seconded
Carried*

The meeting adjourned at 11:07 am

19. Next Meeting(s)

- November 4, 2025

Approved at Calgary, Alberta on November 4, 2025

Don Newell,
Industry Council Chair