

INDUSTRY COUNCIL ELECTION – URBAN COMMERCIAL REAL ESTATE 2026

CANDIDATE
INFORMATION
PACKAGE



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Election Details

ELECTION OFFICER

To ensure a fair, transparent process, the RECA Board of Directors (Board) has appointed MNP as the official Election Officer under [section 3.5 and 3.6](#) of the *Real Estate Act* Bylaws (Bylaws). MNP will validate candidate eligibility, supervise nominations, and certify election results in accordance with the Industry Councils' Election Policy set by the Board.

Questions about the by-election may be addressed to the Elections Officer, MNP, via email at RECAelection@mnp.ca.

VACANCY

MNP will conduct a by-election for the urban commercial real estate seat on the Commercial Real Estate Broker and Commercial Property Manager Industry Council.

The Board has approved a provisional, one-time amendment to the Election Process to allow a condensed timeline for this by-election.

The [prescribed time](#) to elect a licensee under the *Real Estate Act* [Ministerial Regulation](#) is 90 days after the member's position otherwise became vacant. RECA was made aware of the vacancy on May 19, 2026. The position became vacant on April 24, 2026.

TERM

The successful candidate will begin their term immediately following the announcement of the MNP certified election results.

The successful candidate will assume the unexpired portion of the past-member's term. The term will expire on November 30, 2028.

Role of Industry Councils

The Industry Councils are independent governing bodies under RECA, responsible for self-regulation of their respective sectors, supported by RECA's administration for licensing, enforcement, and administrative resources.

INDUSTRY COUNCILS:

- protect consumers and promote the integrity of the industry
- identify and address industry issues
- set licensing and education standards and rules
- coordinate with other Industry Councils to ensure effective regulation

The Commercial Real Estate Broker and Commercial Property Manager Industry Council is made up of three elected licensees and two public members appointed by the Minister of Service Alberta and Red Tape Reduction. Together, they set the bar for ethics, competence, and professionalism in Alberta's commercial real estate, commercial property management and rural real estate sectors.

By upholding rigorous licensing standards, proactively addressing fraud, and enforcing rules firmly but fairly, Industry Councils help ensure a marketplace where Albertans can buy, sell, and manage property with confidence.



How To Apply/Key Dates

Nominations Open June 2, 2026

From June 2, 2026 – June 17, 2026 (4:00 pm MST), eligible licensees can submit their candidate packages to the Election Officer for review and validation.

How to Apply

- Review **this package** for eligibility requirements (basic criteria plus the industry-specific requirements set by the Commercial Real Estate Broker and Commercial Property Manager Industry Council under the [Board's Industry Council Election Policy](#)).
- Submit your completed candidate package early—this gives the Election Officer, MNP, time to review and validate it.
- **Incomplete or late packages will not be accepted after 4:00 pm MST on June 17, 2026.**
- Send your package directly to MNP at RECAelection@mnp.ca.

June 2, 2026

Nominations Open (at 9:00 a.m. MST)

June 17, 2026

Nominations close (at 4:00 p.m. MST)

June 22, 2026

By-Election Candidates Announced

June 22, 2026

Campaigning period begins, and remains open until polls close on July 14, 2026 at 4:00 p.m. (MST)

July 7, 2026

Polls Open at 9:00 a.m. (MST)

July 14, 2026

Polls Close at 4:00 p.m. (MST)

July 15-17, 2026

By-Election results tabulated, validated, and announced

Elected member's term begins once announced by Election Officer

Eligibility Requirements

To run in this by-election, you must meet all of the following requirements.

1. GENERAL REQUIREMENTS

Meet all criteria under the *Real Estate Act*, the *Real Estate Act Bylaws*, and the [Industry Council's Elections Policy](#). Specifically, as follows:

As part of your candidate declaration, as an urban commercial real estate nominee, you must affirm on [page 10](#) that:

- 70% or more of your business is in trades of urban commercial real estate; and
- you have completed fifty (50) or more commercial transactions in the past five (5) years either yourself or by someone directly reporting to you.

2. BASIC ELIGIBILITY REQUIREMENTS

In accordance with the *Real Estate Act* and [Bylaws](#), you must attest on [page 10](#) that you:

- are a licensee, as defined by the *Real Estate Act*
- are registered with a licenced Alberta brokerage in the industry for which you are seeking election
- are a resident of Alberta
- are at least 18 years of age
- are actively engaged on a day-to-day basis, within the past five (5) years, in the industry for which you are seeking election
- are not currently the subject of proceedings under the *Real Estate Act* at the time of nomination
- in the past five (5) years, have not been the subject of proceedings under the *Real Estate Act* or similar legislation in another jurisdiction and have not received a sanction greater than a Letter of Reprimand
- are not currently the subject of proceedings or have been convicted of an offence under the Canada Criminal Code or the Controlled Drugs and *Substances Act* within the past five (5) years, or at the time of nomination
- have not been convicted within the past five (5) years of an indictable offence in Canada or another jurisdiction
- are not the subject of a certificate of incapacity and are not a represented adult as defined in the Adult Guardianship and *Trustee Act*
- are not a formal patient as defined in the *Mental Health Act*
- have not been found to be a person of unsound mind by a court in any jurisdiction
- do not hold the status of undischarged bankrupt, and
- if elected, will not concurrently hold a position on the board or a governing body of an industry association, be an employee of an industry association, act in an official capacity for an association, or act on behalf of an association in any manner other than as an ordinary member of the association.

Eligibility Requirements

3. REQUIRED SUBMISSIONS

- **Candidate Declaration** on [page 10](#) of this package
- **Endorsements:**
 - 10 endorsements from commercial real estate licensees [a sample form is included at [page 12](#) to give to your endorsers to complete]
 - Resume or curriculum vitae clearly showing your industry experience in commercial real estate.
- **Suitability Statement and Introduction to Voters:**
 - Either a video (max 3 minutes) or a written submission (max 700 words) explaining your suitability for the Commercial Real Estate Broker and Commercial Property Manager Industry Council. This will be provided to the voters, to get to know you.
- **ADDITIONAL CONDITIONS**
- You must attest—by signature or electronic acceptance—that all information in your candidate package is true.
- If any part of your submission is found to be dishonest or willfully misleading, you will be deemed ineligible by the Election Officer and may be removed from the Industry Council in accordance with the *Real Estate Act* Bylaws.

Skills and Experience Desired

Ideally, candidates will demonstrate the following skills and experiences:

- teamwork, strategic leadership and effective decision making
- knowledge of regulatory principles, including:
 - interpreting and applying legislation,
 - setting and enforcing standards of conduct; and
 - an understanding of the legal dimensions of organizational issues
- development and analysis of policies, rules, and standards
- critical thinking
- problem solving
- conflict resolution
- advanced, concise communication
- tact and diplomacy
- discretion and confidentiality
- support of RECA's mandate
- volunteer experience for charities, non-profits
- engagement in community organizations, boards or councils

Preparing Your Candidate Package

WHEN & WHERE

Send your completed candidate package directly to MNP at RECAelection@mnp.ca between 9:00 a.m. (MST) on June 2, 2026, and 4:00 p.m. (MST) June 17, 2026.

The deadline to submit candidate packages is June 17, 2026 at 4:00 pm MST.

MNP will review and validate candidates. Incomplete or deficient candidate packages will become ineligible after 4:00 pm (MST), on June 17, 2026.

Submit your completed candidate package early — this gives the Election Officer time to review and validate it.

CAMPAIGNING

- MNP will alert the successful nominees that they are candidates for the by-election.
- Notified candidates begin campaigning on June 22, 2026.
- Campaigning ends on July 14, 2026 at 4:00 p.m. (MST), at the moment polls close.

Need help? Submit your questions to MNP directly, at RECAelection@mnp.ca



Member Remuneration and Time Commitment

In accordance with RECA's Remuneration Policy for Board and Industry Council Members, Industry Council Members receive an annual retainer, paid monthly, to secure overall governance services provided by Industry Council Members. The Remuneration Policy for Board and Industry Council Members is reviewed annually by RECA's Governance and Human Resources and Finance and Audit committees. Any changes are subject to Board approval.

The Industry Council Chairs are paid an additional retainer, in addition to receiving Industry Council Member retainer, in recognition of their additional responsibilities. Industry Council Members who are appointed by their Industry Council to the Board are also eligible for a Board Member retainer.

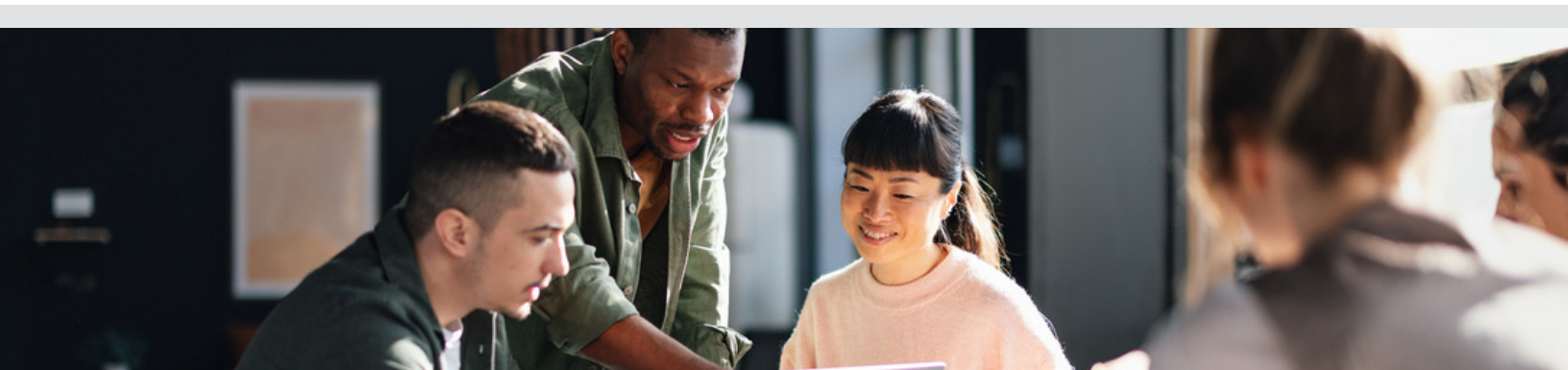
Quarterly, the Board Chair will host an Industry Council Chair Roundtable where the Board Chair, Industry Council Chairs, and licensed Board Members will discuss common issues. Those present are eligible for an additional retainer.

Retainers for Board and Industry Council Members are:

- Industry Council Chair: \$7,000
- Industry Council Member: \$5,000
- Industry Council Chair Roundtable Member: \$3,000
- Board Member: \$5,000

Members are also entitled to be reimbursed for all necessary expenses in accordance with RECA's Reimbursement of Expense Policy.

The estimated time spent by an Industry Council Member, including attending meetings, committees, conferences, and training, is 30 days per year or 2.5 days/month. Actual time commitment will vary, depending on the respective Industry Council responsibilities and the Member's availability. Meetings are held in person or virtually.



Candidate Form

Commercial Real Estate Broker & Commercial Property Manager Industry Council

The deadline to submit is June 17, 2026 at 4:00 pm MST. Candidate Packages must be sent to the Election Officer, MNP, at RECAelection@amnp.ca. Incomplete packages or deficiencies will not be eligible/remedied after 4:00 pm (MST), June 17, 2026.

This election is for the urban commercial real estate seat, only.

Name:

Brokerage:

Email:

Phone:

Contact ID (CON-XXXXXXXX):

Please initial below:

I declare that I am a candidate for the **Commercial Real Estate Broker & Commercial Property Manager Industry Council**.

Please check:

I am an urban commercial real estate licensee, and affirm that 70% or more of my business is in trades of urban commercial real estate; and

I have completed fifty (50) or more commercial transactions in the past five (5) years either by myself or by someone directly reporting to me.

Please initial below:

I have enclosed ten (10) endorsements from active licensees, practicing within the same licensed sector, licensed by the Commercial Real Estate Broker and Commercial Property Manager Industry Council.

By signing this Candidate Declaration Form, I attest, that I;

- am a licensee, as defined by the *Real Estate Act*;
- am registered with a licenced Alberta brokerage in the industry for which I am seeking election;
- am a resident of Alberta;
- am at least 18 years of age;
- am actively engaged on a day-to-day basis, within the past 5 years, in the industry for which I am seeking election;
- am not the subject of proceedings under the *Real Estate Act* at the time of nomination;
- in the past five (5) years, have not been the subject of proceedings under the *Real Estate Act* or similar legislation in another jurisdiction and have not received a sanction greater than a Letter of Reprimand;
- am not currently the subject of proceedings or have been convicted of an offence under the *Canada Criminal Code* or the *Controlled Drugs and Substances Act* within the past five (5) years, or at the time of nomination;
- have not been convicted within the past five (5) years of an indictable offence in Canada or another jurisdiction;
- am not the subject of a certificate of incapacity and am not a represented adult as defined in the *Adult Guardianship and Trustee Act*;
- am not a formal patient as defined in the *Mental Health Act*;
- have not been found to be a person of unsound mind by a court in any jurisdiction;
- do not hold the status of undischarged bankrupt; and
- if elected, will not concurrently hold a position on the board or a governing body of an industry association, be an employee of an industry association, act in an official capacity for an association, or act on behalf of an association in any manner other than as an ordinary member of the association.

I further attest that:

- all submissions in support for my candidacy for this Industry Council seat and attached hereto are true; and
- if anything is found to be dishonest or willfully misleading, I will be deemed ineligible by the Election Officer, and may be removed from the Industry Council in accordance with the Bylaws.

By signing this document, for the purposes of this Election, I consent to,

- information submitted in the candidate package other than my Contact ID number and date of birth being publicly displayed on RECA.ca, and also
- additional information provided in support of my candidacy (ex. Contact ID and date of birth) being shared with the Election Officer and its affiliates.

Signature of Candidate

Date

Enclosures (check all that apply):

Resume (REQUIRED)

Candidate Statement (REQUIRED if no video submitted)

Candidate video link
(REQUIRED if no Candidate Statement submitted)

Nominee Endorsement Forms (REQUIRED)

Nominee Endorsement Form

I _____, Contact ID (CON-XXXXXXXX)

endorse

(nominee name) of _____ (employer/brokerage)

in their pursuit of a position on the the Commercial Real Estate Broker and Commercial
Property Manager Industry Council

I believe this person meets the eligibility criteria outlined in the Industry Council Election -
Urban Commercial Real Estate Seat Candidate Information Package, and feel confident in
their abilities. For the purpose of endorsing
as a candidate for election to the Commercial Real Estate Broker and Commercial Property
Manager Industry Council, I consent to the disclosure of my name to the public.

Signature of Endorser

Date