



COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL SPECIAL MEETING

3:30 – 4:30 pm, Friday, December 12, 2025

Virtual Teams Meeting

MINUTES

In Attendance: Terry Engen, *Chair*
LaVerne Planden
Ken Morris

Resources: Stacy Paquin, *CEO*
Rina Hawkins

Absent: David Olson
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 3:31 pm.

2. Approval of Agenda

The Industry Council reviewed the meeting agenda.

The Election of the Industry Council Vice-Chair was removed from the agenda, as the *Real Estate Act* ("REA") Bylaws require that the election of a Vice-Chair may only be held at a meeting where all members of the Industry Council are present. The election of the Industry Council Vice-Chair will be addressed at the March 12, 2026 meeting.

MOTION: *The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the December 12, 2025, special meeting agenda, as amended.*

Moved by LaVerne Planden

Seconded by Ken Morris

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 & Welcoming of New Members

The Chair welcomed members and guests to the meeting. LaVerne Planden, elected by property management licensees (with a commercial focus), Ken Morris, elected by rural real estate licensees, and David Olson, elected by commercial real estate licensees, began their respective three-year terms on December 1, 2025.

5. Update on Public Appointment(s) to the Industry Council

Management reported that the Industry Council awaits the appointment of a public member. The REA establishes that the Industry Council must be comprised of two public members, appointed by the Minister of Service Alberta & Red Tape Reduction ("Minister"), and three elected licensees. The one public vacancy does not invalidate the constitution of the Industry Council, nor impair its members ability to act, provided quorum remains at meetings.

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

Management reported that the Industry Council must appoint a licensee member to the RECA Board of Directors ("Board"), in accordance with the REA and REA Bylaws. The Board meets on a quarterly basis and has three standing committees: the Finance & Audit Committee, the Governance & Human Resources Committee, and the Hearings Committee.

The Board sets RECA's strategic direction, ensures its effective operation, protects, investigates, detects and suppresses fraud as it relates to the business of a licensee, protects consumers, supports services that facilitate the business of a licensee, and administers the REA, Regulations, Bylaws and Rules.

The Industry Council adopted the recommended election process, as used in the prior appointment of the RECA Board member. The CEO called for nominations and the election was carried out in accordance with the established process.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council appoints **Ken Morris** to the RECA Board of Directors, whose term is effective immediately and expires November 30, 2028.*

Moved by LaVerne Planden

Seconded by Ken Morris

Carried

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the destruction of the confidential ballots pertaining to the RECA Board of Directors position.*

Moved by Ken Morris

Seconded by LaVerne Planden

Carried

7. Update on Orientation and Mandatory Governance Training for Industry Council Members

Management reported that all members will receive or are in the process of receiving governance training including an overview of the Industry Council's mandate and legislated duties, the REA Bylaws, the mechanics of dispute resolution, and an overview of risks and issues being addressed by the RECA Board, Industry Councils and RECA.

The Board Chair will establish fixed dates in the spring of 2026 for additional mandatory governance training for Board and Industry Council members pursuant to the REA and REA Bylaws.

8. In-Camera Session with the CEO

The Industry Council dispensed with the in-camera session with the CEO and Industry Council, only.

9. In-Camera Session with Industry Council, only

The Industry Council in-camera session was dispensed with.

10. Final Adjournment

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of the December 12, 2025, special meeting.*

Moved by LaVerne Planden

Seconded by Ken Morris

Carried

The meeting adjourned at 4:00 pm.

11. Next Meeting(s)

- March 12, 2026

Approved at Calgary, Alberta on March 12, 2026.

Terry Engen,
Industry Council Chair