



# RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL SPECIAL MEETING

1:30 – 2:30 pm, Thursday, December 11, 2025

Virtual Teams Meeting

## MINUTES

**In Attendance:** Don Newell, *Chair*  
Anand Sharma  
Charissa Shine  
Tania Andrushko

**Resources:** Stacy Paquin, *CEO*  
Warren Martinson

**Recording Secretary:** Christina Harrington

### 1. Call to Order

The meeting of the Residential Property Manager Industry Council ("Industry Council") was called to order at 1:40 pm.

### 2. Approval of Agenda

The Industry Council reviewed the meeting agenda. The agenda was accepted as presented.

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

*Moved by Anand Sharma*

*Seconded by Charissa Shine*

*Carried*

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

The Chair called for conflicts of interest to be declared. No conflicts of interest were declared. The Chair reminded members that conflicts of interest may also be declared prior to each meeting, once the agenda and meeting materials are provided, and the conflict is known.

### 4. Chair's Opening Remarks

The Chair welcomed new Industry Council members Anand Sharma, Charissa Shine, and Tania Andrushko, whose three-year terms collectively began December 1, 2025. The Chair thanked members for their availability to attend a special meeting at year-end.

## 5. Update on Public Appointment to the Industry Council

The Industry Council awaits the appointment of a second public member. The *Real Estate Act* (“*REA*”) establishes that the Industry Council is composed of two public members appointed by the Minister of Service Alberta & Red Tape Reduction (“*Minister*”) and three elected licensees. The public vacancy does not invalidate the constitution of the Industry Council, nor impair its members to act, provided that quorum remains at meetings.

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

In accordance with the *REA* and *REA* Bylaws, the Industry Council must appoint a licensee member to the RECA Board of Directors (“*Board*”). The Board is composed of three public members appointed by the Minister and four elected licensees, one appointed from each Industry Council.

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. 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.

The purpose of the Board is to set RECA’s strategic direction, ensure its effective operation, protect, investigate, detect and suppress fraud as it relates to the business of a licensee, and to protect consumers, support services that facilitate the business of a licensee, and to administer 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 Residential Property Manager Industry Council appoints **Anand Sharma** to the RECA Board of Directors, whose term is effective immediately and expires November 30, 2028.*

*Moved by Charissa Shine*

*Seconded by Tania Andrushko*

*Carried*

***MOTION:*** *The Residential Property Manager Industry Council approves the destruction of the confidential ballots pertaining to the RECA Board of Directors election.*

*Moved by Anand Sharma*

*Seconded by Charissa Shine*

*Carried*

## 7. Industry Council Vice-Chair Election

Management reported that the former Vice-Chair's position expired November 30, 2025. An election for Vice-Chair must be held accordance with the REA and Bylaws.

The Industry Council adopted the recommended election process, as used in the prior election for the Industry Council Vice-Chair. The CEO called for nominations and the election was carried out in accordance with the established process.

***MOTION:** The Residential Property Manager Industry Council elects Charissa Shine, by acclamation, to the position of Industry Council Vice-Chair, whose term is effective immediately and expires November 30, 2027.*

*Moved by Anand Sharma*

*Seconded by Tania Andrushko*

*Carried*

## 8. 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.

Onboarding continues, and the Board Chair will establish fixed dates for additional mandatory governance training pursuant to the REA and Bylaws.

## 9. In-Camera Session with the Industry Council and CEO

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

## 10. In-Camera Session with the Industry Council, Only

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

## 11. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the December 11, 2025, special meeting.*

*Duly moved and seconded*

*Carried*

The meeting adjourned at 2:38 pm.

## 12. Next Meeting(s)

- March 10, 2026

Approved at Calgary, Alberta on March 10, 2026

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**Don Newell,**  
Industry Council Chair

RESIDENTIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Special  
Meeting

December 11, 2025