

Real
Estate
Council
Alberta

reca.ca

RESIDENTIAL REAL ESTATE BROKER INDUSTRY COUNCIL BY-ELECTION 2025

CANDIDATE INFORMATION PACKAGE



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Key Dates

January 6, 2025

Nominations Open

January 6 – January 28, 2025

Election Officer Reviews Candidate Packages

January 28, 2025

Nominations Close at 5:00 p.m. (MST)

January 31, 2025

By-Election Candidates Announced

January 31 – February 18, 2025

Campaigning Period

February 19, 2025

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

February 25, 2025

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

February 26 – 27, 2025

By-Election Results Announced

February 27, 2025

Elected Industry Council Member Begins Term

About RECA

The Real Estate Council of Alberta (RECA) is an independent governing authority, responsible for regulating real estate, mortgage broker, property management and condominium manager professionals under the *Real Estate Act* (Act) of Alberta.

The *Real Estate Amendment Act 2020*, restructured and reinforced RECA's mandate to protect consumers and to facilitate the business of licensees in Alberta's real estate sectors. RECA was restructured to consist of a Board of Directors (Board) and four Industry Councils.

The Board consists of three Public Members, who are not licensees, appointed by the Minister of Service Alberta and Red Tape Reduction (Minister). Of the three Public Members, one is appointed as the Chair of the Board. The Board also includes four Industry Council Members, appointed by each Industry Council.

Each Industry Council consists of three licensees, elected by peers in their respective industry, and two Public Members appointed by the Minister. The term of elected Industry Council Members is two (2) years, commencing December 1, 2023, and three (3) years, commencing December 1, 2025.

The term of office of Public Members may be up to three (3) years, at the discretion of the Minister.

THE PURPOSES OF THE RECA BOARD ARE:

- to set strategic direction and ensure effective operation of RECA
- to protect against, investigate, detect and suppress fraud as it relates to the business of licensees and to protect consumers
- to provide, or support the provision of, services and other things that facilitate the business of licensees, as provided for in the Regulations
- to administer the Act as provided in the Act, the Regulations, the Bylaws and the Rules

THE PURPOSES OF RECA'S INDUSTRY COUNCILS ARE:

- to set and enforce standards of conduct for licensees and the business of licensees in order to protect consumers and promote the integrity of the industry
- to administer the Act as provided for in the Act, Regulations, Bylaws and the Rules

THERE ARE FOUR INDUSTRY COUNCILS:

- Residential Real Estate Broker Industry Council
- Residential Property Manager Industry Council (which includes Condominium Management)
- Commercial Real Estate Broker and Commercial Property Manager Industry Council
- Mortgage Broker Industry Council

Election Officer

In accordance with section 3.5 and 3.6 of the Bylaws, the Board has appointed MNP LLP as the Election Officer. The Election Officer is a qualified firm, independent of the Board, Industry Councils, and RECA staff. The Election Officer is appointed to supervise, validate, and certify results of the Industry Council nominations and elections. The elections forms & processes are set by the Board, in consultation with the Industry Councils, in accordance with section 3.4 of the Bylaws and section 7.1(2)(b) of the Act.

The Industry Council Election Policy of the Board is available [here](#).

To view the Bylaws in their entirety, [click here](#).



Role of Industry Councils

Industry Councils serve as 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 ARE RESPONSIBLE FOR

- protecting consumers and promoting the integrity of the industry
- identifying and addressing emerging industry issues
- setting standards (rules) determining licensing and education requirements
- coordinating with other Industry Councils to seek alignment, where applicable, to ensure effective regulation

SKILLS AND EXPERIENCE DESIRED

Ideally, candidates will have demonstrated the following skills and experiences:

- understand the importance of teamwork to the success of an organization
- able to inspire, motivate, and offer direction and leadership to others
- 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 of policies, rules, and standards
- critical thinking, problem solving, strategic decision-making, policy analysis, and conflict resolution
- superior verbal and written communication, demonstrated by the ability to communicate complex ideas accurately, concisely and effectively
- able to act with tact and diplomacy and handle discreet issues in a confidential manner
- a strong desire to support RECA's mandates and build productive relationships with stakeholders
- member and/or volunteerism in charities, community support organizations, and/or boards or councils, is considered an asset

MEMBER APPOINTED TO THE BOARD OF DIRECTORS

Each Industry Council will appoint one of its industry representatives to sit on the Board.



Basic Eligibility Requirements

The Board, in consultation with the Residential Real Estate Broker Industry Council, has prescribed the following basic eligibility requirements for Residential Real Estate Broker Industry Council candidates.

Candidates must:

- be a licensee in the industry in which they are seeking election
- have at least five (5) years of continuous experience in the industry in which they are seeking election
- in a form prescribed by the Board, submit:
 - a Candidate Declaration Form to the Board
 - at least ten (10) endorsements from active licensees licensed by the Residential Real Estate Broker Industry Council
 - a current resume or curriculum vitae that clearly demonstrates the election candidate's experience that includes experience in residential real estate
 - a video no longer than three (3) minutes or a candidate statement no longer than 700 words explaining why they are a suitable candidate, that will be shared with licensees and the public

Candidates must attest that they:

- are a resident of Alberta
- are at least 18 years of age
- are not currently the subject of proceedings under the Act
- in the past five (5) years, have not been the subject of proceedings under the 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 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
- 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

Available Seat, Nomination and Voting



AVAILABLE SEAT

The available seat on the Residential Real Estate Broker Industry Council is for a residential real estate licensee of any class with at least five (5) years of experience in the industry. The term for the available seat will commence immediately following the by-election and will end on November 30, 2025.

NOMINATIONS

The nomination period begins on January 6, 2025, and ends on January 28, 2025. During that time, interested candidates will submit their candidate packages to the Election Officer for review and validation, via email, to RECAelection@mp.ca

Candidates must meet the basic eligibility requirements and any additional requirements, as set by the Board in consultation with the Industry Councils.

VOTING ELIGIBILITY

All individuals actively licensed by the Residential Real Estate Broker Industry Council are eligible to vote.

VOTING PROCESS

Anonymous ballots will be distributed to the email address recorded in licensee's [myRECA](#) accounts. Please log in and make sure your email is current in your [myRECA](#) account by February 14 at 12:00 PM (MST). Failure to do so can result in you not receiving the anonymous ballot. Polls will open on February 19, 2025 at 9:00 a.m. (MST), and close on February 25, 2025 at 4:00 p.m. (MST). Results will be announced by February 27, 2025.

CANDIDATE PACKAGE

Candidates must submit their complete Candidate Package to the Election Officer for review and validation by 5:00 p.m. (MST), January 28, 2025. Any incomplete or deficient package will not be eligible after 5:00 p.m. (MST) January 28, 2025. The Election Officer encourages candidates to submit their packages early, to allow for appropriate, and timely validation and review.

Questions can be raised to the Election Officer at RECAelection@mp.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 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.



Preparing Your Candidate Package

The Board has appointed MNP LLP as the Election Officer in accordance with the Bylaws. The Election Officer will review all candidate packages to determine candidate eligibility, and administer the voting process.

All candidate packages must be sent to MNP directly at RECAelection@mnp.ca.

All candidate packages must include the following information:

ENDORSEMENTS

- the candidate must collect a minimum of ten (10) endorsements by licensees in good standing in the residential real estate industry
- see the Nominee Endorsement Form attached to this package at page 13

RESUME AND CANDIDATE STATEMENT

- a current resume or curriculum vitae that clearly demonstrates the by-election candidate's experience that includes experience in the residential real estate industry
- a video no longer than three (3) minutes or
- a written submission no longer than 700 words explaining their suitability for the Residential Real Estate Broker Industry Council

Candidates must attest, either by signature or by electronic acceptance, that their submissions for the candidate package are true. If anything within the candidate package is found to be dishonest or willfully misleading, the candidate will be deemed ineligible by the Election Officer, and may be removed from the Industry Council.



Candidate Declaration Form

Residential Real Estate Broker Industry Council

This Industry Council is comprised of three elected licensees, elected by the industry, and two public members appointed by the Minister of Service Alberta and Red Tape Reduction. This Candidate Declaration Form is for the available seat of a residential real estate licensee of any class with at least five (5) years' experience in the industry.

Name:

Brokerage:

Email:

Phone:

Contact ID (CON-XXXXXXXX):

Date of Birth:

Please initial below:

I declare that I am a candidate for the **Residential Real Estate Broker Industry Council**.

I currently hold an active licence in (please check all that apply):

Residential Real Estate

Commercial Real Estate

Property Management

Rural Real Estate

Mortgage Brokerage

Condominium Management

Please check the box to confirm :

I am currently licensed by the Residential Real Estate Broker Industry Council as a residential real estate licensee and have at least five (5) years of continuous experience in the residential real estate sector.

Please initial below:

I have enclosed ten (10) endorsements from active licensees in the residential real estate industry for which I seek election to an Industry Council seat.

By signing this Candidate Declaration Form, I attest,

- I have a minimum of five (5) years of continuous experience in residential real estate, and
- I am a resident of Alberta
- I am at least 18 years of age
- I am not currently the subject of proceedings under the *Real Estate Act*
- in the past five (5) years, I 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
- I 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
- I have not been convicted within the past five (5) years of an indictable offence in Canada or another jurisdiction
- I am not the subject of incapacity or a represented adult as defined in the *Adult Guardianship and Trustee Act*
- I am not a formal patient as defined in the *Mental Health Act*
- I have not been found to be a person of unsound mind by a court in any jurisdiction
- I do not hold the status of undischarged bankrupt
- if elected, I 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.
- 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.

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

- information submitted in the candidate package other than my Contact ID 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 for verification purposes.

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 Residential Real Estate Broker Industry Council. I believe this person meets the eligibility criteria outlined in the Residential Real Estate Broker Industry Council By-election 2025 Candidate Package and feel confident in their abilities. For the purpose of endorsing a candidate for election to the Residential Real Estate Broker Industry Council, I consent to the disclosure of my name to the public.

I consent to the disclosure of my name to the public.

Signature of Endorser

Date