



# COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 a.m. – 10:00 a.m. Wednesday, December 6, 2023

Virtual Microsoft Teams Meeting

## MINUTES

**In Attendance:** Terry Engen, *Chair*  
Elan MacDonald, *RECA BOD Chair*  
Brittanee Laverdure  
Ben Van Dyk  
Cheri Long  
Laura Sharen

**Resources:** Russ Morrow  
Stacy Paquin  
Rina Hawkins

**Recording Secretary:** Christina Harrington

**Absent:** Janice Harrington  
Warren Martinson

### 1. Call to Order

The meeting of the Commercial Real Estate Broker & Commercial Property Manager Industry Council (“Industry Council”) was called to order at 9:08 a.m.

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

No conflicts of interest were declared.

### 3. Approval of Agenda

The Chair presented the agenda for December 6, 2023.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the December 6, 2023, meeting agenda, as amended.*

*Moved by Brittanee Laverdure,*

*Seconded by Laura Sharen*

*Carried*

### 4. Chair’s Opening Remarks

The Chair welcomed members and the Real Estate Council of Alberta Board of Directors (the “Board”) Chair, Elan MacDonald, to the meeting.

## 5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the minutes of the meeting of November 21, 2023, as presented within the meeting package.*

*Moved by Ben Van Dyk,  
Seconded by Cheri Long,  
Carried*

## 6. Industry Council Election Results

Management presented the [results of the Industry Council Election](#). The Minister of Service Alberta and Red Tape Reduction re-appointed public members to the Board, and each Industry Council. The terms for public member appointees and elected Industry Council members are staggered, for posterity, pursuant to the *Real Estate Act* ("REA") Bylaws and by Ministerial Order<sup>1</sup>.

## 7. Election of Industry Council Vice-Chair

The Chair presented that in December 2020, the Industry Council elected a Vice-Chair for a one-year term in accordance with sections 7.4(2) & (5) of REA Bylaws in effect at the time. The REA Bylaws were amended on November 25, 2021, to amend the Vice-Chair's term to two-years. The former Vice-Chair's term expired November 30, 2023.

The Industry Council discussed the appointment of a Vice-Chair for a two-year term.

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council elects Cheri Long to the position of Industry Council Vice-Chair for a term commencing immediately and ending on November 30, 2025, by acclamation.*

*Moved by Ben Van Dyk,  
Seconded by Brittane Laverdure,  
Carried*

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

The Chair advised that the term of the Board appointee expired on November 30, 2023. In accordance with REA section 6(1)(b), each Industry Council shall appoint a member to the Board who must be an elected licensee pursuant to section REA 7.1(2)(b).

*MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council appoints Laura Sharen to the*

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<sup>1</sup> Ministerial Order, Service Alberta and Red Tape Reduction, MINISTERIAL ORDER No. SA:014/2023

*RECA Board of Directors, for a term of two (2) year(s) in accordance with the Real Estate Act and Real Estate Act Bylaws, by acclamation.  
Moved by Ben Van Dyk,  
Seconded by Cheri Long,  
Carried*

**9. Orientation for New Industry Council Members and Mandatory Governance Training for all Industry Council Members**

Management advised that new Industry Council members will participate in orientation training on December 14, 2023. Mandatory governance training for all Industry Council members will take place in April or May 2024, in accordance with section 11.2 of the *REA* and 4.1 of the *REA* Bylaws.

**10. In-Camera Session with the CEO**

The In-Camera Session with the CEO was not observed.

**11. In-Camera Session with Industry Council only**

The In-Camera Session with the Industry Council, only, was not observed.

**12. Next Meeting**

The Industry Council will advance its March 2024 Industry Council meeting to February 2024, to set goals for the coming year, and to review trends within the commercial real estate and commercial property management industries.

The Industry Council will have an information session in January 2024 to review the recent activities of the Rules Review Steering Committee.

**13. Final Adjournment**

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of the December 6, 2023, meeting.*

*Moved by Ben Van Dyk,  
Seconded by Laura Sharen  
Carried*

The meeting adjourned at 9:29 a.m.

**14. Next Meeting(s)**

- February 2024

Approved at Calgary, Alberta on February 16, 2024

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Terry Engen, Industry Council Chair