



# COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 a.m. – 12:00 p.m. Tuesday, March 12, 2024

Virtual Microsoft Teams Meeting

## MINUTES

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

**Resources:** Russ Morrow  
Janice Harrington  
Warren Martinson  
Stacy Paquin  
Rina Hawkins

**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 9:05 a.m.

### 2. Chair’s Opening Remarks

The Chair welcomed participants to the meeting.

### 3. Approval of Agenda

The Chair presented the agenda for March 12, 2024.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the March 12, 2024, meeting agenda as presented.*

*Moved by Cheri Long,*

*Seconded by Ben Van Dyk*

*Carried*

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

No conflicts of interest were declared.

### 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 special meeting of February 16, 2024, and receives the Action Register Update and Regulatory Activity Scorecard, as information, as presented within the meeting package.*

*Moved by Brittanee Laverdure,*

*Seconded by Cheri Long*

*Carried*

## **6. RECA Board of Directors Update**

The CEO reported on the activities of the RECA Board of Directors ("Board"). The Industry Council may provide the Board with Enterprise Risk Management suggestions to supplement the Board's risk review.

## **7. Industry Council Annual Self-Evaluation Results**

The Chair advised that the results of the Industry Council annual review process and self-assessment questionnaire, in accordance with s. 4.4 of the *Real Estate Act* Bylaws, were reviewed at the last meeting. As per the Industry Council's direction, the Chair has been working with Management on potential amendments to the assessment questionnaire which will be brought back to the Industry Council for consideration in June 2024.

## **8. Credentialing Report and Learner Success Rates**

Management reported on credentialing and learner success rates, which was received as information. The Industry Council may consider a cut-off-score analysis to confirm the examination pass marks.

Laura Sharen joined the meeting at 9:42 a.m.

## **9. Labour Mobility, Agribusiness, Credentialing Requirements**

Management reported on sectoral licensing in other jurisdictions which may lend itself to the creation of an agribusiness specialized licence. Licensing standards and framework are a part of the broader *Real Estate Act* Rules review.

## **10. Industry Council Workplan – Strategic Planning**

The Industry Council continued the review of the draft Workplan. The Workplan sets the Industry Council's strategic priorities, and creates a timeline for completion of tasks, identifies risks, and sources RECA resources to meet objectives.

## **11. Rules Review Steering Committee Update**

Management presented an update on the activities and recommendations of the Rules Review Steering Committee. The Industry Council had a detailed discussion on the proposed

recommendations of the Rules Review Steering Committee resulting from the February 15, 2024, meeting.

***MOTION:** On the recommendation of the RECA Rules Review Steering Committee, the Commercial Real Estate Broker and Commercial Property Manager Industry Council, approves, in principle, the following recommendations:*

- 1. A single licence with sectoral authorizations with all seven sectors.*
- 2. That existing brokers, associate brokers, and associates' current authorizations are grandfathered.*
- 3. That related licenses need to be at the same brokerage.*
- 4. To allow brokers to approve individual incentives, rather than brokerage-wide incentives*

*Moved by Laura Sharen,  
Seconded by Brittane Laverdure  
Carried*

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Minutes of Meeting

March 12, 2024

#### **12. In-Camera Session with the CEO**

The Industry Council in-camera session with the CEO was dispensed with.

#### **13. In-Camera Session with Industry Council only**

The Industry Council only in-camera session was dispensed with.

#### **14. Closing Remarks**

The Industry Council will call a special meeting prior to the Governance Training Retreat in May 2024 to discuss Enterprise Risk Management.

#### **15. Final Adjournment**

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of the March 12, 2024 meeting.*

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

The meeting adjourned at 10:37 a.m.

#### **16. Next Meeting(s)**

- June 18, 2024

Approved at Calgary, Alberta

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**Terry Engen**, Industry Council Chair