



RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 a.m. – 12:00 p.m. Tuesday, March 5, 2024
Virtual Teams Meeting

MINUTES

In Attendance: Don Newell, *Chair*
Don Brown
Keith McMullen
Carrie Plett
Jacquie Lesperance
Elan MacDonald, *RECA Board of Directors Chair*

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

Recording Secretary: Christina Harrington

1. Call to Order

The meeting of the Residential Property Manager Industry Council ("Industry Council") was called to order at 9:00 a.m.

2. Welcome and Introductions

The Industry Council welcomed newly appointed public member, Jacquie Lesperance, to the Industry Council, effective January 26, 2024, term concluding November 30, 2025.

3. Approval of Agenda

The Industry Council reviewed the agenda.

***MOTION:** The Residential Property Manager Industry Council approves the March 5, 2024, meeting agenda, as presented.*

Moved by Keith McMullen,

Seconded by Don Brown

Carried

4. Conflict(s) of Interest Declared

No conflicts of interest were declared.

5. Chair's Opening Remarks

The Chair welcomed participants to the meeting.

6. Consent Agenda

The Industry Council reviewed the Consent Agenda.

***MOTION:** The Residential Property Manager Industry Council approves the consent agenda, which includes the December 5, 2023 Special Meeting minutes, and receives, as information, the Action Register Update and Regulatory Activity Scorecard, as presented.*

Moved by Carrie Plett,

Seconded by Don Brown

Carried

7. RECA Board of Directors Report

The RECA Board of Directors ("Board") member presented a report on the activities of the Board which was received as information.

8. Industry Council Annual Self-Evaluation Results

Management presented and the Industry Council discussed the results of the Industry Council annual review process and self-assessment questionnaire in accordance with section 4.4 of the *Real Estate Act* Bylaws. The results were received as information.

9. Credentialing Report and Learner Success Rates/ Graduated Licensing Pilot Project for Condominium Manager Licensees

Management reported on the credentialing report, learner success rates, and the progress of the graduated licensing pilot project for condominium manager licensees, which were received as information.

10. Condominium Property Management Education Competencies Ad-Hoc Committee

Management reported on the activities of the Condominium Property Management Education Competencies Ad-Hoc Committee. Out of an abundance of caution, the Industry Council recommended an extension to the Committee's term end from March 30, 2024, to April 30, 2024 to ensure that the committee is able to finalize its work.

***MOTION:** The Residential Property Manager Industry Council recommends to the Real Estate Council of Alberta Board of Directors, an amendment to the Terms of Reference of the Condominium Property Management Education Competencies Ad-Hoc Committee (the "Committee") to provide for an extension of the Committee's term end from March 30, 2024 to April 30, 2024.*

Moved by Don Brown,

Seconded by Carrie Plett

Carried

The Industry Council recessed 9:57 a.m.

The Industry Council reconvened at 10:02 a.m.

Elan MacDonald left the meeting.

11. Industry Council Workplan Strategic Planning

The Industry Council discussed and set a preliminary workplan to enhance strategic planning, to create a timeline for completion of tasks, to identify resources required and responsible parties, and to monitor and evaluate risks. The details of the workplan will be further reviewed at the next meeting.

ACTION: Management will review credentialing reports to identify gaps in examination materials for potential relicensing education topics.

12. Open House

Management discussed opportunities for stakeholder engagements, such as an Open House to introduce Industry Council members to stakeholders and licensees in an informal setting.

13. Rules Review Steering Committee Update

Management presented an update on the activities and recommendations of the Rules Review Steering Committee from the committee's February 15, 2024, meeting. The Industry Council had a detailed discussion on the proposed recommendations.

14. In-Camera Session with the CEO

The Industry Council moved in-camera with the CEO.

15. In-Camera Session with Industry Council, only

The Industry Council moved in-camera.

16. Final Adjournment

MOTION: *The Residential Property Manager Industry Council approves the final adjournment of the March 5, 2024, meeting.*

Moved by Don Brown,

Duly seconded

Carried

The meeting adjourned at 11:33 a.m.

17. Next Meeting(s)

- June 4, 2024

Approved at Calgary, Alberta on June 4, 2024

Don Newell, Industry Council Chair