



# RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL SPECIAL MEETING

Thursday, May 23, 2024 2:00 p.m. – 4:00 p.m.  
Virtual Teams Meeting

## MINUTES

### In Attendance:

Don Newell, *Chair*  
Don Brown  
Carrie Plett  
Keith McMullen

### Resources:

Warren Martinson

### Guests:

Sarah Ferguson, *reSOLVE Education, for the Condominium Property Management Education Competencies Ad-Hoc Committee*

### Absent:

Janice Harrington  
Stacy Paquin  
Rina Hawkins  
Russ Morrow  
Jacquie Lesperance

### Recording Secretary:

Christina Harrington

### 1. Call to Order

The special meeting of the Residential Property Manager Industry Council ("Industry Council") was called to order at 2:00 p.m.

### 2. Approval of Agenda

The Industry Council reviewed the agenda.

***MOTION:** The Residential Property Manager Industry Council approves the May 23, 2024 special meeting agenda, as presented.*

*Moved by Carrie Plett,*

*Seconded by Keith McMullen*

*Carried*

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

The Chair called for conflicts of interest to be declared. No conflicts of interest were declared.

### 4. Chair's Opening Remarks

The Chair welcomed participants to the meeting, which included Sarah Ferguson, of reSOLVE Education, attended as the education expert of the Condominium Property Management Education Competencies Ad-Hoc Committee.

## 5. Condominium Property Management Education Competencies Ad-Hoc Committee Report

The Industry Council continued its review of the final report of the Condominium Property Management Education Competencies Ad-Hoc Committee (the "Committee"), which reviewed the competencies of three courses; the fundamentals of condominium management, the practice of condominium management and the broker competencies for condominium management. Ms. Ferguson provided the rationale for suggested amendments.

ACTION: Management will return the examination weightings to the Industry Council for review and reallocation.

ACTION: Management will poll the Industry Council's availability to attend a virtual town hall, to be held with stakeholders to introduce key amendments to the condominium competencies.

ACTION: Sarah Ferguson, Education Consultant, will compile the Industry Council amendments to the competencies, and will circulate a final curriculum document to the Industry Council.

MOTION: *The Residential Property Manager Industry Council approves the amendments to the condominium competencies, as recommended by the Condominium Property Management Education Competencies Ad-Hoc Committee, in principle, subject to incorporation of the clerical and grammatical changes discussed at the April 4, 2024 and May 23, 2024 special meetings.*

*Moved by Carrie Plett,  
Seconded by Keith McMullen  
Carried*

## 6. Final Adjournment

MOTION: *The Residential Property Manager Industry Council approves the final adjournment of the May 23, 2024 special meeting.*

*Moved by Carrie Plett,  
Seconded by Don Brown  
Carried*

The meeting adjourned at 3:46 p.m.

## 7. Next Meeting(s)

- June 4, 2024

Approved at Calgary, Alberta on June 4, 2024

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**Don Newell,**  
Industry Council Chair