



COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL MEETING

Thursday, September 24, 2024

In Person/Virtual Microsoft Teams Meeting

MINUTES

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

Resources: Janice Harrington
Warren Martinson
Stacy Paquin

Recording Secretary: Christina Harrington

Absent: Russ Morrow
Rina Hawkins

1. Call to Order

The meeting of the Commercial Real Estate Broker & Commercial Property Manager Industry Council ("Industry Council") was called to order at 10:00 a.m.

2. Approval of Agenda

The Industry Council agenda was amended to add the Industry Council Chair election so that it can occur when all Industry Council members are present, as required by the *Real Estate Act* ("REA") Bylaws.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the September 24, 2024, meeting agenda, as amended.*

Moved by Cheri Long,

Seconded by Ben Van Dyk

Carried

3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

4. Chair's Opening Remarks

The Chair welcomed participants to the meeting.

5. Consent Agenda

The Industry Council reviewed the consent agenda, which included an overview of the licence renewal statistics, to date.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the consent agenda, which includes the June 21, 2024, meeting minutes, and receives the Action Register Update and Regulatory Activity Scorecard, as information, as presented within the meeting package.*

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

6. RECA Stakeholder Engagement Policy and Stakeholder Engagement Guidelines Update

Management reported that, over the past quarter, RECA met with brokers, brokerages, the Building Owners and Managers Association ("BOMA") Edmonton, the National Association for Industrial and Office Parks ("NAIOP") commercial real estate development association, Calgary, and the Calgary Real Estate Board ("CREB").

RECA's Regulatory Compliance Advisors attended events put on by CIR and Re/max Central. Management met informally with several provincial elected officials in July and had two meetings with the Minister of Service Alberta and Red Tape Reduction. RECA hosted the annual Stakeholder Breakfast Summit, which included attendees from BOMA and NAOIP.

7. Industry Council Strategic Workplan

The Industry Council set its workplan and strategic direction. The strategic workplans will return to the Board to operationalize, allocate staff, and arrange funding. The Industry Council await the collective workplans of all Industry Councils, to prioritize objectives, across RECA.

8. RECA Board of Directors Report

Management reported on the activities of the RECA Board of Directors ("Board"). The report was received as information.

The Industry Council recessed at 10:50 a.m.
The Industry Council reconvened at 11:00 a.m.

9. REA Bylaws

The REA Bylaws must be reviewed by the Governance & Human Resources Committee, in consultation with the Industry Councils, at least once every three (3) years. Revisions, if any, are recommended to the Board for approval. Management invited the members of the

Industry Council to submit proposed amendments, if any. The Industry Council had no recommended amendments.

10. Industry Council Annual Self-Evaluation Discussion

Management reported that, in accordance with the *REA* Bylaws, the Industry Council must undertake an annual review involving a self-assessment of their personal performance as Industry Council members, as well as review their overall performance, and effectiveness of any committees. To enhance engagement and more accurately measure outcomes, the Industry Council explored potential adjustments to the annual self-evaluation process to increase its value. Management will present the Industry Council's feedback to the Governance & HR Committee for further review and consideration.

Janice Harrington left the meeting at 11:05 a.m.

Laura Sharen and Brittane Laverdure joined the meeting at 11:08 a.m.

11. Industry Council Chair Election

In accordance with the *REA* Bylaws, the Industry Council Chair is elected for a two-year term, expiring November 30th of the applicable year. As the current Chair's term is set to expire November 30th, 2024, the Registrar, in absence of the CEO, called for nominations to elect a new Chair for the Industry Council.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council elects Terry Engen, by acclamation, to the position of Industry Council Chair, for a two-year term, commencing December 1, 2024 and expiring November 30, 2026.*

Moved by Laura Sharen

Seconded by Brittane Laverdure

Carried

Brittane Laverdure left the meeting at 11:12 a.m.

12. Credentialing Report, Learner Success Rates and Passing Examination Grade Commercial Real Estate, Rural Real Estate, and Commercial Property Management

Management presented the credentialing report and learner success rates. The Industry Council reviewed the education eligibility requirements for commercial real estate, commercial property management, and agribusiness, and the examination pass rates.

***ACTION:** Management will review the examination cut off scores, and areas of difficulty within the examinations identified by learners. The Registrar will conduct market research with commercial real estate and agribusiness practitioners to identify common issues observed in the*

industry (with consideration to geographic needs). The Registrar will report findings at the March 2025 Industry Council meeting.

13. Rules Review Steering Committee

The Industry Council reflected on the September 12, 2024, working session to review the Phase Three consultation concepts, resulting from the work of the Rules Review Steering Committee.

14. In-Camera Session with the CEO

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

15. In-Camera Session with Industry Council only

The Industry Council dispensed with the in-camera session with the Industry Council, only.

16. Final Adjournment

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council adjourns the September 24, 2024, meeting.*

Moved by, Laura Sharen

Seconded by Ben Van Dyk

Carried

The meeting adjourned at 12:00 p.m.

17. Next Meeting(s)

- November 13, 2024

Approved at Calgary, Alberta

Terry Engen,
Industry Council Chair