



# RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL MEETING

Tuesday, November 5, 2024  
Virtual Teams Meeting

## MINUTES

**In Attendance:** Don Brown  
Keith McMullen  
Carrie Plett  
Jacquie Lesperance

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

**Recording Secretary:** Christina Harrington

**Absent:** Don Newell, *Chair*

### 1. Call to Order

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

In absence of the Chair, Vice-chairman Brown chaired the meeting.

### 2. Approval of Agenda

The Industry Council reviewed the agenda and amended it to add *Bill 30 – Proposed Amendments to Alberta’s Condominium Property Act, establishment of Condominium Dispute Resolution Tribunal.*

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

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

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

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

### 4. Chair’s Opening Remarks

The Vice-Chair welcomed members to the meeting. The current Industry Council Chair’s term will expire November 30, 2024. The Industry Council

will elect an Industry Council Chair at the special meeting on December 16, 2024, when all members of the Industry Council are present.

## 5. Consent Agenda

The Industry Council reviewed the consent agenda.

***MOTION:** The Residential Property Manager Industry Council approves the September 17, 2024, meeting minutes, as amended, and receives the Action Register Update and Regulatory Activity Scorecard for information, as presented within the meeting package.*

*Moved by Keith McMullen,  
Seconded by Jacquie Lesperance  
Carried*

## 6. Industry Council Annual Self-Evaluation

In September 2024, the Industry Council reviewed and discussed the annual evaluation process in accordance with the *Real Estate Act (REA)* Bylaws. The self-evaluation process will include a questionnaire in November 2024, one-on-one interviews in January 2025, and a group debrief in March 2025.

## 7. Service Alberta and Red Tape Reduction (SARTR), Questionnaire for Alberta's Regulated Professionals (Freedom of Speech and Expression)

SARTR distributed a questionnaire to gather feedback from regulators on upholding standards of competence and ethics, without infringing on an individual's rights including freedom of speech and expression. RECA's standard requires that a sufficient nexus between a licensee's statements and their licensed activities is established prior to making a finding that the licensee has brought the profession into disrepute. RECA does not police simple opinions. Management will respond to the SARTR questionnaire on RECA's behalf.

## 8. Credentialing Report and Learner Success Rates

Management presented the credentialing report and learner success rates. The report was received as information.

The Industry Council awaits exam statistics resulting from the updated examination blueprints, reflecting the amended competencies recommended by the Condominium Property Management Education Competencies Ad-Hoc Committee ("Committee"). Each course provider endorsed the amendments proposed by the Committee. The new examination blueprints are effective January 6, 2025.

## 9. Estoppel and Service Agreements

The *Condominium Property Act (CPA)*, provides that, on the written request of an owner, purchaser or mortgagee (or their solicitor or

authorized person), a condominium corporation may deliver an estoppel certificate within 10 days after receiving the request. The Industry Council discussed the pressure that has recently been placed on condominium management brokers and lawyers to deliver estoppel certificates on an expedited basis due to changes to the purchase and sale agreement. Management advised that AREA is currently reviewing their purchase and sale agreement and has included the issue regarding estoppel certificates in their review.

Janice Harrington joined the meeting at 9:46 a.m.

## 10. Industry Council Strategic Workplan

The Industry Council reviewed its Strategic Workplan, including:

1. REA Rules Review (currently in progress)
2. Competency Review - Residential Property Management
3. Condominium Competencies Review (near-conclusion)
4. Relicensing education
5. Condominium management pilot project effectiveness review (currently in progress) /potential graduated model for residential property managers

The strategic initiatives will be advanced in 2025-2026.

## 11. RECA's Regulator October 2024

The Industry Council reviewed RECA's Regulator October 2024 article, *Ensuring Smooth Transitions in Condominium Management*, by Doug Dixon, RECA Regulatory Compliance Advisor. The article reviewed the key responsibilities of an outgoing condominium manager, transfer of funds, return of property and documents, and the importance of cooperation between outgoing and incoming condominium management teams. Benefits of an orderly transition include reliable continuity of service, efficiency for condo boards and owners, and compliance with legislation and service agreements.

## 12. Bill 30 – Proposed Amendments to Alberta's Condominium Property Act (CPA), establishment of Condominium Dispute Resolution Tribunal

Bill 30, introduced November 4, 2024, amends the CPA, *Prompt Payment and Construction Lien Act* (PPCLA), and *Public Works Act*. If passed, Bill 30 would establish a Condominium Dispute Resolution Tribunal, establish that chargebacks would be treated as contributions, and would improve condominium governance.

The Industry Council supports the amendments in principle and eagerly awaits the publication of draft regulations.

Amendments to the CPA may result in the development of related competencies for condominium management licensees.

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

The Industry Council moved in-camera with the CEO, only

**14. In-Camera Session with Industry Council, only**

The Industry Council moved in-camera.

**15. Final Adjournment**

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

***Moved by Carrie Plett***

***Seconded by Keith McMullen***

***Carried***

The meeting adjourned at 10:36 a.m.

**16. Next Meeting(s)**

- December 16, 2024 (Special Meeting)
- March 4, 2025

Approved at Calgary, Alberta on March 4, 2025.

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**Don Newell,**  
Industry Council Chair

RESIDENTIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Meeting

November 5, 2024