

Meeting Minutes

Minutes of the meeting of the Real Estate Council of British Columbia held at 9:00a.m on Monday, March 11, 2019 in the **Douglas Fir Room, RECBC Offices, 900-750 West Pender St, Vancouver, B.C.**

Present: E. Duvall (Chair), R. Gialloreto, S. Heath, L. Hrycan, E. Mignosa, S. Sidhu, M. Chan, Y. Amlani, B.C hisholm, M. Bond, L. Allen, K. Ameyaw, N. Nicholson, R.Hanson, C. Ludgate

Support Staff: L. Holst, M. Peters, E. Seeley, P.Skinner, D. Avren, N. Liddell, M. Mullarkey

Regrets: M. Chan, E. Mignosa

PROCEEDINGS

The Chair welcomed everyone, acknowledging the land on which we gather today is the traditional, ancestral, and unceded Indigenous territories of the ʷməθkʷəyəm (Musqueam), skwxwú7mesh (Squamish), and selílwitlh (Tsleil-Waututh) First Nations.

PROCEEDINGS

The Chair convened the open meeting at 9:06a.m.

CONSENT AGENDA

The Chair inquired if Council members had questions about the consent agenda items, or any disclosure of conflicts of interest.

Karen Ameyaw joined at 9:09a.m.

UPON MOTION IT WAS RESOLVED TO:

Approve the Consent Agenda items, as follows:

1. The Meeting Agenda for March 11, 2019, as presented, be approved;
2. The Minutes of the January 21, 2019 Council meeting, as presented, be approved;

It was queried whether RECBC should publish Council member remuneration for 2018/19 on the website ahead of the requirements to report under the *Financial Information Act.*, which take effect after the 2019/20 fiscal year. Staff suggested that this item could be tabled with the Finance and Audit Committee for consideration at its next meeting.

NEW BUSINESS

Executive Officer's Report

E. Seeley, Executive Officer, directed Council members to the presentation on Tab 5 of the agenda package for information.

The Executive Officer provided an update on RECBC operations. She also provided an overview of government engagement and noted that there is a new Acting Assistant Deputy Minister in the Ministry of Finance, Christina Dawkins.

Mike Walker joined at 9:33a.m.

Revisions to Consumer Disclosure Forms and Videos

M. Peters, Manager, Communications provided a presentation and overview of the proposed revisions to consumer disclosure forms and videos. She indicated that staff would continue to gather feedback from licensees on the forms through focus groups. The Executive Officer confirmed that under the delegated authorities' matrix, the form revisions may be approved at the staff level.

Legal and Compliance Statistics

D. Avren, Director, Legal Services and Compliance, referred Council members to Tab 6a, 6b and 6c of the material for information.

Regular statistical updates for the Compliance (investigation) and Legal (prosecution) groups indicate that the total inventory of complaints reduced by approximately 40 from December 31, 2018 to January 31, 2019

It was queried what was the average time and what is the reduced time for a complaint.

Staff advised that average time for a complaint file to remain within Legal department was 16 months, but he would like to see that halved, to something between 6 and 9 months.

REPORT FROM EDUCATION AND LICENSING COMMITTEE

S. Heath, Chair of the Education and Licensing Committee provided an overview of the agenda items and minutes from the Committee meeting on February 19, 2019.

Meeting Package and Draft Meeting Minutes from February 19, 2019.

S. Heath referred Council members to Tab 7 and 8 of the material for information.

Relicensing Education Program 2020 – 2022 Requirements

S. Heath referred Council members to Tab 9 of the material for decision.

Staff has been directed to work with appropriate content experts on development of a new Relicensing Education Program (REP) course to replace the “Rule Changes: Agency and Disclosure” course. The course content and delivery will be determined in collaboration with the relevant education experts and stakeholders, and will have a focus on ethics, professionalism, consumer protection, and commitment to upholding societal values, including education on and compliance with federal Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) requirements for the real estate industry.

UPON MOTION IT WAS RESOLVED TO:

Proceed with development of the new REP course to focus on ethics, professionalism, consumer protection, and commitment to upholding societal values, including education on and compliance with FINTRAC requirements for the real estate industry.

REPORT FROM GOVERNANCE COMMITTEE

R. Gialloreto, Chair of the Governance Committee provided an overview of the agenda items from the Committee meeting on February 20, 2019.

Meeting Package and Draft Meeting Minutes from February 20, 2019.

R. Gialloreto referred Council members to Tab 10 and Tab 11 of the material for information.

Amendments to Council Bylaw 3-8(4)

R. Gialloreto referred Council members to Tab 12 of the material for decision and provided an overview of the Committee’s discussion.

UPON MOTION IT WAS RESOLVED TO:

Amend by-law 3-8 by the addition of the proposed new by-law 3-4, as submitted. Staff were also directed to further amend by-law 3-8 to provide that decision-writing is always remunerated at committee chair level regardless of who writes the decision, with specific language of the amendment to be as provided by the Director, Legal Services.

The Director, Legal Services also confirmed that Guidelines to Hearing Committee Selection document is intended to be easily amendable over time.

REPORT FROM FINANCE AND AUDIT COMMITTEE

L. Holst, Director, Accounting and Audit provided an overview on behalf of E. Mignosa, Chair of the Finance and Audit Committee and reviewed the agenda items from the Committee meeting on February 21, 2019.

Meeting Package and Draft Meeting Minutes from February 21, 2019.

L. Holst referred Council members to Tab 13 and Tab 14 of the material for information.

Delegated Financial Approval Authorities

L. Holst referred Council members to Tab 15A and 15B of the material for decision.

The current Financial Approvals Authority Matrix requires any expenditure above \$10k for the expense reimbursements/approvals for the Executive Officer and Directors for Operating, Capital, and Investigation expenditures. It is proposed that this be increased to \$25k to reflect the ongoing realities of current expenditures.

Approvals by the Council and Council Chair/Vice-Chair are proposed to be amended to reflect that the Council Chair reviews and approves all expense claims for the Executive Officer and Council Members and the footnote amended to capture the approval. For ease of and timeliness of reporting, the Finance and Audit committee may approve unaudited quarterly reports, which should include the quarterly Forecast Update.

Council members pointed out two additional minor corrections to the matrix to remove a duplicate line and ensure clarity.

UPON MOTION IT WAS RESOLVED TO:

Amend the Financial Approvals Authority Matrix, with additional corrections as identified.

Unrestricted Surplus and Internally Restricted Funds Policy Statement

L. Holst referred Council members to Tab 16A and 16B of the material for decision.

Adopting a general policy statement for unrestricted surplus and internally restricted funds ensures that RECBC is transparent and accountable to stakeholders. The draft policy statement contemplates three categories of restricted funds to respond to specific risks and opportunities: contingency, specific use and capital. The policy statement also proposes that RECBC continue to adhere to the practice of maintaining at least 6 months budget operating expenses as unrestricted surplus.

UPON MOTION IT WAS RESOLVED TO:

Approve the adoption of this general policy statement as presented.

Travel Expense Policy

E. Seeley referred Council members to Tab 17 of the material for decision.

The primary objective of revising the policy is to align RECBC's travel expense policy with the government's established policy framework in terms of the per diem and mileage, and harmonize requirements for employees and appointees

UPON MOTION IT WAS RESOLVED TO:

Approve the revised policy as presented. The effective date will be April 1, 2019.

PROCEEDINGS

IN CAMERA SESSION

UPON MOTION IT WAS RESOLVED TO: move the meeting business to *in-camera* at 11:10a.m and limit it to Council members and staff.

PROCEEDINGS

The Chair returned the proceedings from *in-camera* and reconvened the open meeting at 12:31p.m.

GUEST SPEAKERS

The Chair and Executive Officer introduced guest speakers who provided brief presentations to Council members:

12:30 pm – 1:00 pm

Dave Moore, Executive Director, Licensing Education Programs, UBC Sauder School of Business
Kevin Arndt, Associate Director, Licensing Education, UBC Sauder School of Business
Devin Kanhai, Associate Director, Legal Education, UBC Sauder School of Business

1:15 pm – 2:00 pm

Darlene Hyde, Chief Executive Officer, British Columbia Real Estate Association

2:00 pm – 3:00 pm

Errol Samuelson, Chief Industry Development Officer, Zillow Group

PROCEEDINGS

IN CAMERA SESSION

UPON MOTION IT WAS RESOLVED TO: move the Council meeting business to *in-camera* at 2:59p.m and limit it to Council members and the Executive Officer.

PROCEEDINGS

The Chair returned the proceedings from *in-camera* and convened the open meeting at 3:14p.m.

Next Meeting: May 13, 2019

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 3:15p.m.