

# Meeting Minutes

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Minutes of the meeting of the Real Estate Council of British Columbia held at 9:00 am on Tuesday April 10, 2018 in the Garibaldi Room of the Four Seasons Hotel in Vancouver.

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<b>Present:</b>	J. Daly, R. Gialloreto, R. Holmes ( <i>Chair</i> ), S. Heath, L. Hrycan, K. Lonsdale, G. Martin, E. Mignosa, S. Sidhu, L. Sterritt, M. Wong
<b>Support Staff:</b>	T. Albrecht (portion of meeting), C. Allen (portion of meeting), M. Heeren, L. Holst, J. Millerd (portion of meeting), M. Peters (portion of meeting), E. Seeley, G. Thiele
<b>Regrets:</b>	T. Styffe
<b>Guests:</b>	K. Arndt, D. Kanhai, UBC Real Estate Division

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## PROCEEDINGS

The Chair welcomed everyone and called the meeting to order at 9:09 a.m.

## IN CAMERA SESSION

**UPON MOTION IT WAS RESOLVED TO:** move the meeting business to *in camera* and limit it to Council members and the Executive Officer, Director, Legal Services, Legal Counsel and Corporate Secretary.

## PROCEEDINGS

The Chair returned the proceedings to an open meeting at 11:06 am.

## CONSENT AGENDA

**UPON MOTION IT WAS RESOLVED TO:** approve the Consent Agenda items, as follows:

- 1) The Meeting Agenda for April 10, 2018, as present, be approved;
- 2) Quorum and declaration of conflicts of interest (quorum satisfied; no conflicts declared);
- 3) The Minutes of the February 27, 2018 Council meeting, as presented, be approved;
- 4) Ratification of Lease Agreement, be approved.

## **BUSINESS ARISING FROM PREVIOUS MEETING**

### Settlement Conferences

The Director, Legal Services noted that the memo with an update on the proposed Settlement Conferences was discussed initially at the October, 2017 meeting where Council instructed staff to explore options with external legal counsel. As noted in the memo, with the permission of the Chair and Vice Chair, staff piloted two Settlement Conferences that were deemed to have been successful. Council member L. Hrycan chaired both of the Settlement Conferences and commented that they had been extremely useful as an opportunity to engage the licensee in a dialogue about the allegations and the consequences should the matter proceed to hearing. In both cases, the settlement conferences resulted in a consent order similar to that of a Consent Order Review Committee meeting (CORC). Based on this initial pilot staff proposed to continue to use this process moving forward where possible.

### Judicial Review/Appeals

The Director, Legal Services advised a list of pending judicial review or appeal proceedings was included in the meeting package. It was noted Council was still awaiting a hearing date for the judicial review pending between the Council and the Superintendent of Real Estate.

### Forms Usability Demonstration

Staff provided an online usability demonstration using a web application developed for mobile devices of three new Council disclosure forms that will be required on June 15, 2018 as part of the new Superintendent rules.

## **NEW BUSINESS**

### Executive Officer's Report

The Executive Officer (EO) advised the short list of candidates for the 4 vacant Council positions was currently with the Minister of Finance for consideration, however no timelines had been set for a decision.

It was advised there had been a joint news release with the Ministry announcing the launch of the Anonymous Tipline on March 15, 2018 resulting in some positive media coverage. The EO advised a usage data report would be provided at the next Council meeting on May 22, 2018.

It was noted that at a meeting on March 21, 2018, the Council Chair and EO provided updates to the Minister of Finance on the Council's achievements toward the Independent Advisors Group (IAG) report. Additionally, a meeting has been scheduled with the EO and the Assistant Deputy Minister of Housing Policy in April to review collaboration opportunities related to the Council's mandate priority for affordable housing. An update on this discussion will be presented at the May 22, 2018 meeting.

The EO advised semi-monthly meetings are being held with the Office of the Superintendent of Real Estate (OSRE) staff to work through protocols of collaboration.

An invitation has been extended to the Superintendent for the May 22, 2018 meeting.

It was noted there had been a lot of change with regard to staffing and in addition to information provided in the meeting package, two additional resignations had been received. The Manager, Human Resources is working to increase the RECBC profile for recruitment that will include a careers page on the RECBC website as well as a profile on LinkedIn. Additionally, it was advised salary adjustments were finalized and communicated to staff as a result of the total compensation review. A meeting with Mercer Canada has been scheduled to build out a more formal and structured performance management framework for staff that will include job goals. Staff is also researching options to purchase a software service that will enable staff to manage leave reporting and performance management plans to streamline human resource administration.

A Request for Proposal (RFP) will be posted in the coming weeks for the launch of the consumer awareness strategy.

It was noted the office would be moving on Friday April 13, 2018 to the 10<sup>th</sup> floor to accommodate renovations to the 9<sup>th</sup> floor space and no onsite meeting space would be available during the renovation period. It was advised three responses were received for the furniture RFP with pricing lower than initial expectations.

The EO advised Grant Thornton will be conducting its annual financial audit and findings would be presented to the Finance and Audit Committee for approval at the meeting on May 22, 2018.

A final agenda for the Real Estate Research Council conference would be circulated for information to all Council members. The conference will be held June 6-8, 2018 in Saskatoon.

Council member S. Heath provided a briefing on the ARELLO mid-year conference held in New Orleans. Additional notes would be circulated via BoardVantage for information.

#### Superintendent of Real Estate Letters

A recent letter from a number of real estate boards to the Superintendent of Real Estate and the Superintendent's response were included in the meeting package for Council member information.

#### **New Superintendent Rules and Proposed 5-18 Conflict of Interest in Dual Agency**

Staff continues to work on preparation for the implementation of new rules and are developing another new form to respond to the Superintendent's proposed conflict of interest rule 5-18. As outlined in the memo, given the short timeline to develop the new form before the proposed effective date June 15, 2018, staff proposes to delegate the Council approval of the form to the Policy and Legislative Consultation Committee.

**UPON MOTION IT WAS RESOLVED TO:** delegate to the Policy and Legislative Consultation Committee the authority to approve the form contemplated in proposed section 5-18 of the Superintendent's draft rules published March 21, 2018.

## **REPORT FROM EDUCATION AND LICENSING COMMITTEE**

### Legal Update Course Budget

**UPON MOTION IT WAS RESOLVED TO:** approve the revised 2018 Legal Update Course budget as submitted by the BC Real Estate Association (BCREA).

### Legal Update Statement of Course Principles

**UPON MOTION IT WAS RESOLVED TO:** approve the Legal Update Statement of Course Principles and delegate final edits to staff, for the purposes of providing direction to BCREA in the administration and operations of the Legal Update course on behalf of the Council.

## **REPORT FROM GOVERNANCE COMMITTEE**

### Meetings Policy

**UPON MOTION IT WAS RESOLVED TO:** approve the Meetings Policy as presented with an amendment to include “subject to the discretion of the Council Chair” to consider allowing individual observers to attend who had not met the 72 hours notification period.

### Internal Management Policies

**UPON MOTION IT WAS RESOLVED TO:** approve amending the Internal Management Policies to allow that up to \$2,500 per year of the \$5,000 Council member allocation for conferences may be used for relevant courses or professional development opportunities with the prior written approval of the Chair.

### Terms of Reference

**UPON MOTION IT WAS RESOLVED TO:** approve the updated Terms of Reference for Council Committees.

### Council Appointments to Council Committees

**UPON MOTION IT WAS RESOLVED TO:** ratify the re-appointments to Council committees to November 1, 2018.

### Social Media Policy

**UPON MOTION IT WAS RESOLVED TO:** approve and adopt the Social Media Policy.

### Meetings Policy

**UPON MOTION IT WAS RESOLVED TO:** approve and adopt the Media Relations Policy.

## **OTHER BUSINESS**

Presentation: UBC Real Estate Division

**UPON MOTION IT WAS RESOLVED TO:** approve the proposed content of the mandatory education course 'Rule Changes: Agency and Disclosure' as presented by staff from UBC.

Next Meeting: Tuesday May 22, 2018

**ADJOURNMENT**

There being no further business to transact, the meeting was adjourned at 1:07 pm