

Strata Management Services Advisory Group

Terms of Reference

Purpose

Advisory Groups are a part of the Real Estate Council of British Columbia's commitment to engaging with individuals and organizations affected by its actions as a regulator.

The purpose of the Strata Management Services Advisory Group (SMSAG) is to support and enhance the Council's ability to regulate licensees and brokerages providing strata management services. The SMSAG serves in an advisory capacity, making recommendations on matters that impact consumers and industry members relating to strata management services.

The SMSAG brings together industry members, external stakeholders and professionals with relevant knowledge and expertise to:

- Provide feedback on, and ideas for, initiatives and measures to increase industry professionalism and compliance with the legislated requirements for licensees; and
- Advance consumer protection by bringing issues and concerns relating to practices in the strata management services sector to the Council's attention.

Chair and Membership

The Chair of the SMSAG, usually a member of Council, is appointed by the Council Chair and the Vice-Chair and approved by Council. The Chair of the SMSAG, or his/her designate, will chair meetings of the SMSAG, with support of Council staff.

At the beginning of each fiscal year, RECBC staff will recommend an appropriate membership slate, by organization or category, to Council for approval. The final named appointees will be approved by the Executive Officer or delegate once appropriate volunteers have been identified. Appointments will be for up to two years.

The categories of membership may include, but not be limited to:

- Industry representatives
- Condominium Home Owners' Association (CHOA) representative
- Lawyer practicing in the real estate field

Conduct of Meetings

Meetings are held at the call of the Chair, and are conducted in accordance with RECBC policies. Members are provided with a copy of RECBC's *Guide for Advisory Group Members*.

Accountability

Recommendations of the SMSAG are brought forward to the Council for review and approval.

Authorities, Duties and Responsibilities

1. As requested by Council and outlined in the annual charges to the Advisory Group, the SMSAG will advise the Council on:
 - issues relating to strata management services;
 - issues relating to informing and educating licensees; and
 - other issues as requested by Council.
2. The SMSAG will advise Council of any issues of significant concern to the SMSAG and, if appropriate, will make recommendations on how those concerns may be addressed.

Member Conduct

The Code of Conduct for Advisory Group Members as included in the Guide for Advisory Group Members applies to any members of the SMSAG. Members shall provide written acknowledgement that they have read, understand, and agree to be bound by the Code of Conduct and other applicable policies before assuming their duties as a member.

Revised:	January 2019
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