



**NSREC BOARD OF DIRECTORS**  
**Record of Decisions**  
**June 27, 2019**

PRESENT: Chairperson Gary Morse  
Vice Chairperson Mary MacDonald  
Board Members:  
Susan Green  
Nancy McGrath  
Linda Smardon  
Clinton Wilkins  
Anthony Brown  
Kim Fox  
Greg Taylor  
Brad Chisholm, Registrar

REGRETS: N/A

STAFF: Courtney Leblanc (recorder)

*The following does not represent a verbatim record of the proceedings of this meeting.*

## **AGENDA**

Call to Order  
Approval of the Agenda

## **CONSENT AGENDA**

Approval of the minutes April 9, 2019  
Approval of the minutes April 25, 2019 AGM  
Approval of the minutes April 25, 2019

## **REPORTS**

Registrar's Report  
Chair's Report

## **BUSINESS ARISING FROM THE MINUTES**

Bank Service Fees

## **COMMITTEE REPORTS**

Finance Committee Report  
Complaints Review Committee Report  
Discipline Committee Report  
Commercial Committee Report  
Licensing Committee Report  
Forms Committee Report  
Bylaw Taskforce Report  
Audit Taskforce Report

## **NEW BUSINESS**

Letter from L. White about the Audit Guide  
Strategic Plan/Operational Plan  
Proposed Committee/Task Forces  
Act Revisions  
Sales Corporation Licensing Fees

## **ADJOURNMENT**

*The meeting was called to order at 11:29 a.m. and recessed at 12:10 p.m. for lunch and reconvened at 12:35 p.m. The meeting adjourned at 1:48 p.m.*

#### CALL TO ORDER

G. Morse, Chair, called the meeting to order at 11:29 a.m.

#### APPROVAL OF THE AGENDA

MOVED by L. Smardon and seconded

**To discuss L. White's letter as the first order of business under "new business", and add Sales Corporation licensing fees to the agenda.**

**To approve the revised agenda.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

#### CONSENT AGENDA

Approval of the minutes April 9, 2019

Approval of the minutes April 25, 2019 AGM

Approval of the minutes April 25, 2019

MOVED by A. Brown and seconded

**To approve the consent agenda.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

#### REGISTRAR'S REPORT

B. Chisholm provided an oral report on the operations of the Commission.

#### CHAIR'S REPORT

G. Morse updated the Board about the committee appointments and possible changes to the *Real Estate Trading Act*.

#### FINANCE COMMITTEE REPORT

M. MacDonald said everything seems to be moving along and the Commission is in a sound financial position.

MOVED by M. MacDonald and seconded

**To approve the finance committee report.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

#### COMPLAINTS REVIEW COMMITTEE REPORT

M. MacDonald said the Complaints Review Committee met yesterday. The committee reviewed statistics, with 11 investigations initiated to date.

MOVED by M. MacDonald and seconded

**To approve the Complaints Review Committee report.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

**DISCIPLINE COMMITTEE REPORT**

N. McGrath said there is nothing to report.

**COMMERCIAL COMMITTEE REPORT**

G. Taylor said there is nothing to report, however now that the Commercial Committee appointments have been made, they will begin to meet more frequently.

**LICENSING COMMITTEE REPORT**

K. Fox gave an overview of the last Licensing Committee meeting. The committee discussed exam pass rates, international student work permits, measuring and forms.

MOVED by K. Fox and seconded

**To approve the Licensing Committee report.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

**FORMS COMMITTEE**

G. Morse spoke on behalf of the Forms Committee.

MOVED by L. Smardon and seconded

**To approve the changes to the following forms:**

**Form 404—Vacant Land Schedule**

**Form 430B—Sale of Buyer’s Property: Seller Notice to Buyer**

**Form 440—Termination of Agreement of Purchase and Sale and Release of Deposit**

**Form 441—Deposit Disclaimer**

**Form 443—Deficiencies**

**MOTION PUT AND PASSED UNANIMOUSLY.**

**BYLAW TASKFORCE REPORT**

L. Smardon said the Terms of Reference for Committees were in need of revision. Staff drafted the Terms of Reference policies and the Task Force is reviewing them.

MOVED By L. Smardon and seconded

**To approve the Bylaw Taskforce report.**

**MOTION PUT AND PASSED.**

**AUDIT TASK FORCE REPORT**

G. Morse gave an update on the Audit Task Force, which is reviewing the categorization of discrepancies.

MOVED by C. Wilkins and seconded

**To approve the Audit Task Force report.**

**MOTION PUT AND PASSED.**

**NEW BUSINESS**

**LETTER FROM L. WHITE ABOUT THE AUDIT GUIDE**

L. White wrote a letter to the Board providing feedback on the Audit Guide ratings system.

MOVED by M. MacDonald and seconded

**To have L. White provide the Board with suggestions on revising the rating system.**

**MOTION PUT AND PASSED.**

**STRATEGIC PLAN/OPERATIONAL PLAN**

The Board directed staff to prepare a report of the progress of the Strategic Plan/Operational Plan for each Board meeting.

**PROPOSED COMMITTEE/TASK FORCES**

G. Morse updated the board on Committee and Task Force appointments and composition.

MOVED by G. Morse and seconded

**That Buyer Brokerage Agreement Task Force and Education Task Force should have the following professionals in attendance: lawyer, commercial licensee, broker, salesperson, licensee from common law, licensee from designate, consumers (public), and commissioners.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

**ACT REVISIONS**

G. Morse gave an overview of the meeting with government and stated that the Superintendent of Real Estate will be in attendance at the next Board meeting to discuss changes to the *Real Estate Trading Act*.

**SALES CORPORATION LICENSING FEES**

A. Brown raised a question about approved sales corporation fees.

MOVED by C. Wilkins and seconded

**For staff to create an information piece of the takeaways from the new licensing system.**

**MOTION PUT AND PASSED UNANIMOUSLY.**

**ADJOURNMENT**

The Chair adjourned the meeting at 1:48 p.m.

Moved by G. Taylor and seconded

**For meeting to adjourn.**

**MOTION PUT AND PASSED UNANIMOUSLY.**