



NSREC BOARD OF DIRECTORS
Record of Decisions
December 8, 2022

PRESENT: Linda Smardon, Chairperson
Greg Taylor, Vice Chairperson
Tunde Awoyiga
Anne Da Silva
Kim Fox
Gary Mailman
Nancy McGrath
Logan Morse
David Woo
Aaron Millen
Brad Chisholm, Registrar

STAFF: Peggy Kell (recorder)
Chloe Kenney

REGRETS:

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

The meeting was called to order at 10:06 a.m. and adjourned at 11:41 a.m.

CALL TO ORDER

L. Smardon, Chair, called the meeting to order at 10:06 a.m.

APPROVAL OF THE AGENDA

MOVED by K. Fox and seconded

To approve the agenda.

MOTION PUT AND PASSED. G. MAILMAN VOTED NO.

APPROVAL OF THE MINUTES

MOVED by G. Taylor and seconded

To approved the September 15 minutes.

MOTION PUT AND PASSED UNANIMOUSLY.

CHAIR'S REPORT

L. Smardon asked if there were any questions about her written report.

MOVED by D. Woo and seconded

To accept L. Smardon's report.

MOTION PUT AND PASSED UNANIMOUSLY.

REGISTRAR'S REPORT

B. Chisholm said staff continues to be very busy. There were 46 people in the December exam writing and licensing numbers continue to rise. B. Chisholm said a lot of consumers and brokers are calling compliance staff. All scheduled modified audits have been completed for the year. B. Chisholm said he was contacted by CMHC about participating in a working group session regarding the federal government's buyers bill of rights. The group included all provinces and territories, though he was one of the only regulators. Most attendees were provincial/territorial employees. It is anticipated that meetings will be held monthly.

MOVED by K. Fox and seconded

To accept B. Chisholm's report.

MOTION PUT AND PASSED UNANIMOUSLY.

BUSINESS ARISING FROM THE MINUTES

Audit Policy Report and Recommendations

B. Chisholm provided highlights from the written Audit Policy Report. B. Chisholm said real estate has drawn interest from both provincial and federal governments in response to the market conditions caused by the pandemic. B. Chisholm said he had preliminary discussions with Baker Tilley in regards to contracting them to conduct brokerage trust audits. One of the advantages they have is conducting audits remotely using an online service called InFlo. By contracting Baker Tilley to do trust audits, it'll free up staff resources to work on compliance and consumer projects. The next recommendation is regarding transaction file review. B. Chisholm said we should look at who needs the most work and audit those brokerages more frequently than brokerages with good audit results. We would also use the same InFlo service for conducting audits. In both trust and transaction file audits, the sample sizes would be reduced. B. Chisholm said we would use 2023 as the year to set everything up and roll out the new audit program in 2024.

MOVED by G. Mailman and seconded

To accept the two recommendations.

MOTION PUT AND PASSED UNANIMOUSLY.

EDUCATION COMMITTEE REPORT

A. Millen said the committee will meet in the spring to set the CPE course(s) for the next licensing cycle. The committee participated in the CPE pilot for this year. Exam sittings are still high.

MOVED by A. Millen and seconded

To accept the Education Committee Report.

MOTION PUT AND PASSED UNANIMOUSLY.

FINANCE COMMITTEE

G. Taylor said everyone received the financial reports, which included the 2022 budget and the 2023 proposed budget. G. Taylor said he will finish the year with revenues just about \$200,000 ahead of budget and expenses coming in \$57,000 below budget. The 2023 budget, at a high level, will be \$1.45 million with expenses budgeted at \$1.3 million and a projected surplus of \$123,000. The strategic planning budget for 2023 will be \$60,000.

MOVED by G. Taylor and seconded

To accept the 2022 budget and 2023 proposed budget as presented by the Finance Committee.

MOTION PUT AND PASSED UNANIMOUSLY.

K. Fox said five cases were presented at the last Complaints Review Committee. A number of the cases was dealt with unlicensed trading for failure to renew their licences.

MOVED by K. Fox and seconded

To accept the Complaints Review Committee Report.

MOTION PUT AND PASSED UNANIMOUSLY.

LICENSING COMMITTEE REPORT

T. Awoyiga provided the licensing numbers for all licence categories and examination statistics for the last quarter.

MOVED by T. Awoyiga and seconded

To accept the Licensing Report Committee.

MOTION PUT AND PASSED UNANIMOUSLY.

FORMS COMMITTEE REPORT

A. Da Silva said they've had two meetings since the fall. The committee is strong. A. Da Silva said the committee has been working on form consistency and the Clause Book, which needs a comprehensive review. The Committee intends on delivering the forms in one group for approval by the board. The Forms Committee intends on doing more work on the Coming Soon policy. A. Da Silva said the Form 408 wording is different in a number of schedules so we are looking at making them consistent.

MOVED by A. Da Silva and seconded

To accept the Forms Committee Report including the recommendations regarding Form 408, Coming Soons, and Clause Book.

MOTION PUT AND PASSED UNANIMOUSLY.

OTHER BUSINESS

By-law Task Force

L. Smardon said she provided a written report of the work of the By-law Task Force. She said the existing Part 7 is less than ideal and needs significant work. The By-law Task Force approved a table of contents for Part 7 and staff is now tasked with flushing it out. Staff drafts it, then it is submitted for legal review, updated, and then presented to the Task Force for review and discussion.

G. Taylor took over as Chair.

MOVED by L. Smardon and seconded

To accept the By-law Task Force report as presented.

MOTION PUT AND PASSED UNANIMOUSLY.

L. Smardon resumed the Chair position.

Investment Policy

G. Taylor gave a brief overview of the new Finance Committee Investment Policy for the Recovery Fund. It sets out a conservative investment process for the Recovery Fund.

MOVED by G. Taylor and seconded

To accept Investment Policy for the Recovery Fund as presented.

MOTION PUT AND PASSED UNANIMOUSLY.

ADJOURNMENT

The Chair adjourned the meeting at 11:41 a.m.