

To protect the public interest by ensuring that registrants act within a professional framework that promotes ethical conduct and integrity and strengthens consumer trust and confidence.



THE REGISTER

WINTER 2023



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Important Dates and Deadlines

Annual Financial Returns for 2022

Begin January 3, 2023

Deadline: March 15, 2023

Continuing Professional Development (CPD) 2022-2023

Begins early January 2023

Deadline: May 31, 2023

The Commission Office will be closed :

Friday, Apr 7 - Good Friday
Monday, May 22 - Victoria Day
Monday, July 3 - for Canada Day
Monday, Aug 7 - Civic Holiday
Monday, Sep 4 - Labour Day
Monday, Oct 2 - for National Day
for Truth and Reconciliation
Monday, Oct 9—Thanksgiving Day
Monday, Nov 13 - for
Remembrance Day
Friday, Dec 22 at noon - Monday,
Jan 1/24 Holiday Season

Regular Office Hours

Monday to Friday
8:30am - 12:00pm
1:00pm - 4:30pm

Closed Saturday, Sunday and
Statutory Holidays

WELCOME NEW COMMISSION MEMBERS

The Saskatchewan Real Estate Commission is comprised of up to 12 members, including four public members appointed by the provincial government. Six members are chosen through an election process from real estate registrants in the province of Saskatchewan. One or two members are appointed by the Commission members and must be a registrant trading in commercial, farm or property management.

Carla Browne - Appointed



Carla started her work life journey in the Real Estate industry in 1993 with CENTURY 21 Dome and no word of a lie has done every job role within the company! Always having the need to enhance her professional life she was always wanting to learn more about the industry so she obtained her Real Estate license and then her Broker's license in the Province of Saskatchewan. In 2005 the CENTURY 21 offices in 4 cities were purchased by Conexus Credit Union. Carla became the Provincial Broker for all 6 offices within Regina, Saskatoon, Moose Jaw, and Prince Albert. Then in 2011 she along with 4 others invested in the Regina brokerage.

Then in 2013 to add another challenge to her plate she ventured into Property Management Industry and currently brokers the office of Real Canadian Property Management Professionals in Saskatoon.

Her passion for the professionalism of the Real Estate and Property Management Industry along with seeing others alongside her excel are her main drivers. She is dedicated to the industry and the community she lives and works in. She is a past board member with the Saskatchewan Landlord Association, Director with the Saskatchewan Real Estate Commission and a past Chair with the Board of Directors of the Saskatoon Chamber of Commerce.

In 2016 she was recognized as shaping the future of Real Estate as one of Canada's Top 100 Elite Women in Real Estate. In the fall of 2016, she was honored to receive the inaugural CENTURY 21 Canada Brand Leadership Award in recognition of outstanding Leadership and Brand Loyalty. In addition her Real Property Management office in Saskatoon was awarded Rising Star of the Year in 2014 with RPM Canada & Franchisee of the Year with RPM System in 2018.

Michael Hurman - Appointed



Micheal has been in the commercial real estate industry since 2013 when he joined Colliers McClocklin Real Estate Corp. (Colliers / Saskatoon) as Property Administrator for the University of Saskatchewan portfolio. He gained valuable knowledge and experience in the day-to-day operations and lease administration of commercial and residential property, and now Micheal successfully manages a large and diverse portfolio of office, retail, industrial, multi-family, and mixed-use properties.

Micheal holds an active Real Estate License in the Province of Saskatchewan and a Certified Manager of Commercial Properties® (CMCP®) designation from BOMI International. In addition, Micheal currently sits on the Building Owners and Managers Association (BOMA) Saskatchewan Board of Directors and is an appointed member of the Saskatchewan Real Estate Commission.

REGION 2 ELECTION NOMINEES

Pursuant to Bylaw 216.2, the six elected Commission members are two from each of the three regions: Region 1 – Saskatoon, Region 2 – Regina and Region 3 – all areas of the province outside of Saskatoon and Regina. Elected Commission members are elected to serve a three-year term commencing July 1st following that election.

This Year's Election

Cliff Iverson and Lori Patrick, the registrants currently representing Region 2, are completing their respective 3 year terms.

Candidates nominated for election in a Region must be a registrant with a brokerage in that Region. Any registrants, regardless of location, may nominate other registrants as candidates for Region 2 - Regina.

Electronic voting instructions will be sent to all Region 2 registrants in early March.

The following three registrants are nominated for Region 2:

Jason Cossette



With a background primarily in residential real estate since 2010, servicing mostly referral and repeat clients, I am also licensed to conduct Farm and Commercial transactions. I'm proud to have achieved my Associate Broker designation, and previously served as Broker of Record for a large brokerage in Regina. Furthering my commitment to the industry, I've served on local boards and committees, becoming the President of the Regina Real Estate Association in 2017. In addition, I served on the transition board which brought about the change in Saskatchewan to a single member Association in 2020 (Saskatchewan REALTORS® Association). Currently, I am actively involved in the Professional Standards Committee with the same association, and offer my services out of Sutton Group - Results Realty in Regina.

My passion for real estate has always been rooted in the desire to learn, apply my strengths, and contribute to the betterment of the real estate industry in our province - as a professional, I'm deeply invested in its success. After a short break from direct involvement in order to dedicate focus to my own business, I'm thrilled about the opportunity to use my knowledge and energy once again to serve the public and my peers in Saskatchewan.

Cliff Iverson



Since the beginning of his career in 1978, Cliff has believed in volunteerism whether it be in the community or in the real estate profession. He has served as president of all three levels of associations—Regina (twice), Saskatchewan, and culminating with CREA in 2016. Cliff has also served as the Chair of the Saskatchewan Real Estate Commission since 2021.

“I've decided to put my name forward for SREC for one more term. I'm looking forward to the advancement and/or completion of a number of initiatives including the streamlining of pre-registration education and increased communication with stakeholders such as brokers, registrants, and SRA, among others. Further work needs to be done on the Governance of the organization, broker inspections, along with our increased sanctions, approach to education of registrants, and compliance.” Cliff and his partner Karen have five boys between them, all in long-term relationships and doing well, as well as five grandchildren.

Continued on page 4...

REGION 2 ELECTION NOMINEES...*continued*

Lori Patrick



Lori Patrick is 30 year registrant, Associate Broker and has been Vice Chair of the Saskatchewan Real Estate Commission since 2021.

I have enjoyed my time on SREC and feel we've made significant progress in many areas during my tenure. I have decided to let my name stand for one more term. I would like to continue in my role as Chair of the Education Committee in order to see some long worked on policy to completion. For many years I've navigated Education policy initiatives that will streamline pre-registration and the education process for new and existing registrants. This work will benefit not only our membership by reducing education redundancies currently in place but also strengthens our mandate to protect the public at large. Moving these anticipated policy changes forward has been rewarding and challenging work. Bylaw changes

have been submitted and I believe it requires the experience I've obtained to see these education improvements to fruition and ask for your support. Thank you!

BROKERAGE ANNUAL FINANCIAL REPORTING

Online Filing:

To file your brokerage's report, sign into your brokerage screen on the Commission's Online Registration System. The top section of the page is related to the brokerage. Look to the far right for the Actions box and click on the drop down menu. Click on "File annual financial report" and press the GO button.

Reports for the 2022 year must be filed on or prior to March 15, 2023. The report is not considered complete until all requested and supporting documentation is received by the Commission, or post marked, on or prior to March 15, 2023.

Documentation may be submitted by any of the following methods:

- Clearly scanned as PDFs and emailed to afr@srec.ca
- Faxed to 306.373.2295
- Mailed to 104-210 Wellman Crescent Saskatoon SK S7T 0J1

In accordance with Commission Bylaw 407, a late submission fee of \$1,500.00 will be levied against each brokerage whose complete report and supporting documentation are received dated/postmarked after March 15, 2023.

If you have any questions, concerns or difficulties regarding the filing process, please email afr@srec.ca

INCOME TAX RECEIPTS

From the Commission: Any fees paid by the registrant will have receipts available for printing from their personal page of the Commission's online registration system, <http://www.srec.ca/home.asp>, using the "Registrant Login".

From UBC Sauder: Students and registrants can find their tax and payment history on their course welcome page under "FEES AND TAX RECEIPTS"

CPD INDUSTRY UPDATES 2023 REGISTRATION

Getting Started

You may start your Course immediately by logging into your Course Resources webpage. To access your Course, follow the instructions below.

1. Log in online using your Student Number:
www.realestate.ubc.ca/srec/login
2. Click on your course name (Saskatchewan CPD: Industry Updates 2023)

The Course is divided into modules. On the Course Welcome page, you will find everything that you need to navigate the Course and to complete the course requirements. You must complete the modules in order **and** complete the final assessment with a **mark of 70% or higher**. You may retake the final assessment as many times as you like in order to obtain the required 70%. Once you have completed and passed the final assessment, you will have access to a completion letter and certificate. Remember, you must successfully complete the Course prior to the Course Due Date.

Once you successfully complete the Course, you will have access to an electronic (PDF) copy of the course content. In addition, you will have access to another PDF copy containing all three of the Saskatchewan CPD courses offered from the same year. This is available by logging into your Course Resources webpage and clicking on "Course History". You may save these PDFs to use in the future as a resource.

Once you complete the Course, you will have access to a Course Evaluation, which can also be accessed by clicking on "Course History" on your Course Resources webpage.

Course Withdrawals

All withdrawal requests must be made online via the Course Withdrawal Request link, which is available on your Course Resources webpage. Withdrawal requests received within one week of your Course Registration Date will be subject to a \$50.00 administration fee. **No refund will be available for a withdrawal request received after one week.**

SREC Continuing Professional Development Program

Commission Bylaws 329, 330, 331, and 409 outline the requirements for completing the CPD course, the consequences of not complying, and the procedure and costs associated with applying for an extension of the date for completion. Please visit www.srec.ca/edctnquidecpd.asp or contact the Commission at info@srec.ca for more information.

Contact Information

If you have any questions relating to course registration, the Course, or if the troubleshooting solutions in the course menu have not helped and you still require assistance, please email or phone:

Email: saskinfo@realestate.sauder.ubc.ca

Phone assistance is available Monday to Friday, 10am to 5pm.

604.306.8169 (for surnames beginning with the letter A-L)

604.306.8161 (for surnames beginning with the letter M- Z)

ELECTRONIC SIGNATURES

Commission Bylaw 625(a)(i) states that the signature requirement will be satisfied by an electronic signature that is originally created by the signatory by way of:

- A. a handwritten signature;
- B. a keyboard allowing the signatory to enter in their name as their signature; or
- C. drawing their signature and initials in a custom fashion utilizing a mouse, stylus or their finger depending upon the device being used to access the signing.

A “handwritten signature” is a signature that is made with a pen and ink on paper and converted into a digital format for use in electronic signing. This conversion could be accomplished by taking a picture of the signature or scanning it and using the resulting image file as a “stamp” signature in electronic signature software.

A signature created by way of a keyboard would involve a person typing his or her name into electronic signature software or word processing software and converting the typed signature into an image format. The resulting digital signature can then be applied to documents.

The third option for an electronic signature would involve a person using a device to draw their signature in a custom fashion in electronic signature software or image capture software and then applying the resulting image to documents.

CONDOMINIUM SALES – RESERVE FUND STUDIES

The Condominium Property Act governs the establishment and operations of condominiums in Saskatchewan. While the Saskatchewan Real Estate Commission does not enforce this legislation, registrants involved in the purchase and sale of condominiums should take steps to familiarize themselves with the legislation to the extent needed to assist their clients.

To this end, the pre-registration education provided by the UBC Sauder School of Business – Real Estate Division includes some general information about condominiums.

Up until recently, the pre-registration education stated that condominiums with 12 or fewer units are exempt from the requirement to conduct a reserve fund study. However, this did not accurately reflect the current legislation, which states that a condominium with “less than 12 units” is exempt from the requirement to conduct a reserve fund study and to prepare a reserve fund study report.

At this time, the pre-registration education has been corrected to accurately reflect the wording of *The Condominium Property Act* and a notice regarding the change has been sent out to students.

INVESTIGATION SUMMARIES

FOR REGISTRANTS: In order to maintain the professionalism of the industry, it's important for you to keep up-to-date on practice issues and disciplinary histories so you can continue to competently serve clients and customers.

FOR STAKEHOLDERS AND CONSUMERS: Everyone has the right to be aware of who has been disciplined in the real estate industry. It is important information to know, especially if you are looking to hire the services of a registrant (agent).

Full decisions can be found through our [website](#) (posted for three years) or on [CanLII](#) (posted indefinitely).

2022-31 Catherine Aldous: On December 14, 2022, Catherine Aldous was issued an order of reprimand and a \$2,000 fine for breaching s.58(1)(b)(v) of *The Real Estate Act* by drafting an offer that did not clearly show, prior to execution by the buyer, the amount of deposit, if any, made at the time of the offer.

QUESTIONS?

Contact the Commission's Legal & Compliance department at:

compliance@srec.ca
306.374.5233

REIX

Regulation 18.1(2) states:

Every registrant shall maintain errors and omissions insurance in the minimum amount of \$1,000,000, with respect to a claim, by participating as a subscriber in the Real Estate Insurance Exchange in accordance with the terms and conditions of the Real Estate Exchange Agreement.

The Real Estate Insurance Exchange (REIX) is a non-profit organization that provides mandatory, cost-effective errors and omissions insurance to real estate industry professionals in Alberta and Saskatchewan. Errors & Omissions Insurance premiums are paid by all Saskatchewan brokerages and registrants as part of your annual registration fees.

Check out the **PUBLICATIONS** tab on the Commission's website. In a joint effort to provide regular communication to all registrants, REIX is providing their newsletters and informational Blogs to the Commission to post.

Contact REIX : 1.877.462.7349



EDUCATION

The Commission's mandatory education provider, the University of British Columbia's Sauder School of Business, Real Estate Division ([UBC Sauder](#)), provides all pre-registration courses as well as continuing professional development (CPD) courses. For education related questions, concerns or technical support contact UBC Sauder directly:

saskinfo@realestate.sauder.ubc.ca

1.888.776.7733



CPD will become available in January 2023. If you plan to renew your registration for the next fiscal year (July 1, 2023 – June 30, 2024), it is mandatory to complete one of the course options by May 31, 2023.

If you do not complete the course by the deadline and plan to renew your Certificate of Registration, you may request a 30-day extension from the Registrar of the Commission. All requests must be in writing and include a detailed explanation for why you were unable to complete the course in the allotted time.

IF an extension is granted, you will have until June 30 to successfully complete the CPD course and pay the \$300 extension fee. All requests are to be sent to registration@srec.ca with *CPD Extension* as the subject line.

QUESTIONS OR CONCERNS

Contact Us

Phone: 1.306.374.5233

Toll Free: 1.877.700.5233

Fax: 1.306.373.2295

E-Mail: info@srec.ca

www.srec.ca

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Commission Members

Cam Bristow, Saskatoon, elected
Carla Browne, Saskatoon, appointed
Tim Hammond, Biggar, elected
Michael Hurman, Saskatoon, appointed
Cliff Iverson, Chair, Regina, elected
Alberta Mak, Battleford, elected
Kayla McQueen, Saskatoon, elected
Anne Parker, Regina, appointed
Lori Patrick, Regina, elected
Dean Staff, Saskatoon, appointed
Bob Volk, Regina, appointed
Vacant, Public Member