



2023 Candidate Information

BOARD OF DIRECTORS ELECTION



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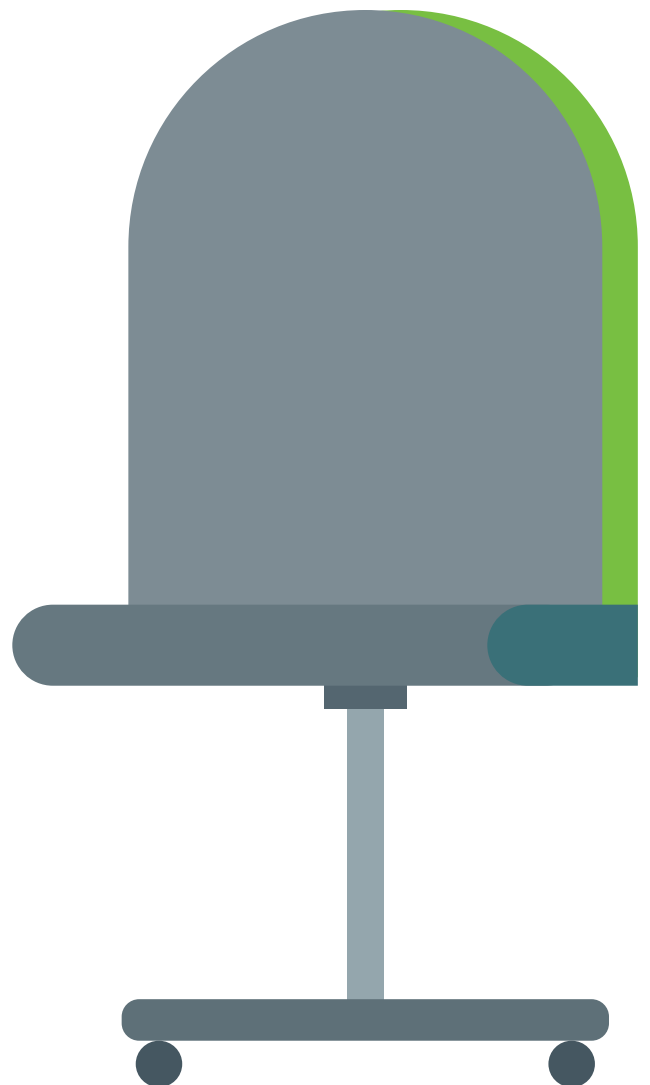
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Key 2023 dates

January 16 | 9 a.m. EST

Nominations open.

February 6 | 2 p.m. EST

Nominations close.

February 9 | 4:30 p.m. EST

Deadline for candidates to withdraw nomination.

February 10 | 9 a.m. EST

Slate of candidates is posted on RECO website, after which candidates may begin campaigning.

March 6

Voting opens. Unique voting links sent via email.

March 20 | 4 p.m. EDT

Voting closes.

March 21 | 9 a.m. EDT

Election results posted on RECO website.

April 12-13

Board conference that new directors must attend.

May 25 | morning

Successful nominees are formally elected at annual general meeting.

May 25 | afternoon

First meeting of the new Board of Directors.

Role of the RECO Board of Directors

What does the board do?

The RECO Board of Directors must perform five important functions, as follows:

1. Define RECO's strategic direction

It is the board's responsibility to determine RECO's vision and mission as well as its strategic goals and priorities. In September 2018, the board passed RECO's current strategic plan, called "Modern Regulation for a Dynamic Marketplace: Strategic Plan 2019-2023."

The strategic plan establishes RECO's vision and mission.

VISION: A real estate marketplace in Ontario where buyers and sellers are well-informed and protected, and where transactions are conducted fairly.

MISSION: Promoting a fair, safe and informed real estate market for consumers in Ontario through effective and innovative regulation of the services offered by those who trade in real estate.

The strategic plan establishes three strategic priorities to be pursued during the life of the plan. They are:

Deliver innovative, progressive regulation.

To be an effective and modern regulator in the current environment, RECO must not merely respond to change. It must have the capacity to forecast and anticipate change and be at the forefront of adapting. The strategic plan commits to building systems, regulatory processes and a culture that enables RECO to do that.

Support an informed real estate market in Ontario.

RECO's consumer and stakeholder outreach efforts must be focused on educating buyers and sellers about their rights and responsibilities, delivering consumer protection advice, and raising awareness

of the regulator and the services RECO provides to protect the public interest. RECO will accomplish this goal with the support of key stakeholders.

Create a resilient organization. RECO must provide employees with the tools and structures to make this possible. RECO must establish a governance structure, planning cycle and the right policies and procedures to make us effective, innovative and agile.

2. Provide financial and legal stewardship

The board approves the annual budget of the organization such that financial resources are allocated in a manner consistent with the strategic plan goals and objectives, and the business plan initiatives. It is the board's responsibility to ensure RECO's stability and sustainability.

The board must also ensure that RECO complies with many legal obligations, captured in statutes, regulations, contracts, and policies.

3. Monitor and evaluate organizational performance

For the board to answer to RECO's stakeholders for organizational performance, it must monitor the results that are achieved and evaluate RECO's performance with regard to the strategic direction approved by the board. Monitoring provides an opportunity for redirection if it is required to achieve the identified goals. Generally, monitoring is accomplished through the following:

- regular management reports to the board
- regular reports from board committees to the board
- the submission of reports commissioned by the board from independent, external third parties, and
- the review of regular financial reports from management

4. Hire and evaluate the Chief Executive Officer

The board is responsible for the engagement, direction and evaluation of RECO's CEO, and for all decisions with respect to the CEO's employment.

5. Regulatory governance

The board is responsible for carrying out the following regulatory governance functions:

- reviewing the adequacy and effectiveness of RECO's consumer protection framework to ensure compliance with REBBA
- reviewing implementation of and reporting on the consumer protection framework, and
- providing strategic advice to the minister on potential or proposed legislative and regulatory changes

How does the board do its work?

RECO's board operates within a model that distinguishes between strategic leadership on the one hand and operations or management on the other. The board provides the overall leadership and strategic direction for the organization, ensuring that RECO's goals are clear, the parameters and approval points are established, and the evaluation criteria are mutually understood.

The board exercises its authority as one. No individual director or committee can act with the authority of the board unless specifically delegated to do so by the board.

Director performance expectations

At a minimum, all members of the RECO Board of Directors will observe the standards set out in the Directors' Code of Conduct, being Schedule 'C' to the Administrative Agreement between RECO and the Government of Ontario, and as such may be supplemented from time to time by the board. For the sake of greater clarity, and not to detract from the provisions of the Code of Conduct, directors must endeavour to meet or exceed the following performance expectations. In the case of conflict between these performance expectations and the Code of Conduct, the provisions of the Code of Conduct will prevail.

- As a group, directors provide leadership and strategic direction to RECO, and monitor its ongoing effectiveness. Directors use their best efforts to be informed, committed to their work, and active participants in the work of the board to assist RECO in fulfilling its core mandate.
- Directors shall be properly prepared for meetings, reviewing meeting materials in advance and reflecting on key issues. Directors should come to meetings prepared to ask questions and seek clarification from those responsible for submissions to the board.
- Directors shall remain attentive throughout meetings, avoiding the temptation to be distracted by electronic devices or other meeting attendees. Directors shall listen respectfully to the viewpoints of others, but think and act independently during debate. The board chair shall be respected as the meeting is conducted.
- All directors shall be careful to avoid dominating the debate, yet be sure to express their view during the meeting, not before or after the meeting is over.
- The discussion at the level of the board shall be kept at the appropriate strategic level, focusing on RECO's strategic and business planning goals and objectives, and positioning the discussion in relation to RECO's risk register. All directors shall refrain from debate at the operational or management level, focusing on what needs to be done rather than how things are done.
- Ethical behaviour is central to a director's responsibility, with a focus on integrity and mutually respectful engagement with other directors. Directors are required to subordinate their own interests to RECO's interests as a matter of fiduciary duty, and shall respect the confidentiality of all board discussions and organizational business issues. Documents, details of meetings and the content of discussions shall not be shared outside the board room.
- When communicating positions on any issue at a meeting of the board or any committee, directors are expected to rely on sound evidence and logical arguments.

About RECO

If you are interested in running in the election, here is what you need to know about RECO, what is involved in being a director and how to submit your nomination form. By-law No. 2 governs the process to nominate and elect directors.

Role of RECO

RECO is a consumer-protection organization that regulates the real estate sector in the public interest. We do this by administering the *Real Estate and Business Brokers Act, 2002* (REBBA), on behalf of the Ontario Ministry of Government and Consumer Services (the ministry), and in accordance with the terms of the Administrative Agreement between the government and RECO.

The ministry is responsible for REBBA and its regulations, including making changes to the legislation when required. It also handles general oversight of RECO. RECO is responsible for the day-to-day interpretation, administration and enforcement of REBBA and its regulations.

RECO seeks to protect the public interest by:

- reaching out to consumers and educating them about the process of buying/selling real estate and working with a real estate professional
- regulating real estate professionals by enforcing the standards required to obtain and maintain registration as a brokerage, broker or salesperson
- establishing minimum education requirements for registration, pre-registration, articling, broker and continuing education
- conducting routine inspections of brokerage offices to ensure compliance with REBBA and to educate brokers
- addressing inquiries, concerns and complaints about the conduct of registrants received from all sources and taking appropriate action to protect the public interest
- establishing and administering an insurance program, which includes, among other things, consumer deposit protection,
- Promoting ongoing education and competent, knowledgeable, and professional service.

For information about RECO's history, please see [page 10](#).

Understanding the difference between MPBSD, RECO and OREA



The Ministry of Public and Business Service Delivery (MPBSD)

MPBSD is a ministry in the Ontario government that delivers vital programs, services and products — ranging from health cards, drivers licences and birth certificates to consumer protection and public safety — all to help create a better quality of life for Ontario's families.

Relationship between MPBSD and RECO

- RECO is one of 11 delegated administrative authorities overseen by MGCS (the ministry). The ministry is responsible for any amendments to the *Real Estate and Business Brokers Act, 2002* (REBBA) and its associated regulations
- RECO has been delegated by the government as the authority that administers and enforces REBBA, and is responsible for day-to-day delivery of services
- The minister is accountable to the Legislative Assembly for the fulfilment of the statutory mandate by RECO
- RECO's Board of Directors is accountable to the minister through the RECO chair for the performance of RECO

Produced by the Real Estate Council of Ontario



Real Estate Council of Ontario (RECO)

RECO is the regulator for real estate professionals in Ontario.

Registration is *mandatory* to legally trade in real estate in Ontario.

RECO's mandate is consumer protection on behalf of the Ontario government. As a delegated administrative authority, RECO enforces the law in the public interest.

RECO's mission is to promote a fair, safe and informed real estate market for consumers in Ontario through effective and innovative regulation of the services offered by those who trade in real estate.

RECO's role

- Help consumers make informed decisions when buying or selling a home and understand that there are benefits to working with a regulated professional
- Administer and enforce REBBA and a code of ethics. Provide advice to government regarding consumer protection legislation
- Help registrants understand and follow REBBA. Investigate complaints about registrants who may have violated REBBA
- Be accountable to the public through the Ontario government
- Set the standards for pre-registration, articling and broker education
- Develop and deliver mandatory continuing education courses
- Administer a mandatory insurance program that includes consumer deposit protection, errors and omissions coverage and commission protection



Ontario Real Estate Association (OREA)

OREA is a professional association.

Membership is *voluntary*.

OREA's mandate is to work on behalf of real estate professionals.

OREA's mission is to help Ontario REALTORS® succeed in building stronger communities.

OREA's role

- Encourage consumers to use a REALTOR® when they buy or sell a home
- Work to create a legislative and regulatory environment at Queen's Park that is favourable to REALTORS® and real estate
- Provide information, tools and services, like standard forms, to help REALTORS® with their businesses
- Be accountable to its REALTOR® members
- Provide voluntary courses for individual professional development
- Develop forms and clauses for residential and commercial transactions. For example, Agreement of Purchase and Sale, Listing Agreement and Buyer Representation Agreement

Election details

Candidate attributes

In 2023, RECO is looking for four (4) candidates: two from region 1 and one each from regions 2 and 3. Please note that in the case of region 1, the candidate with the most votes will serve a three-year term, while the candidate in second place will fulfill the remaining two years of a vacated position.

Each candidate must possess the skills, experience and expertise necessary to perform the board's strategic leadership and oversight responsibilities. To accomplish this work, individual directors are expected to use their best efforts to be informed, committed and participatory in working to help RECO achieve its goals and fulfill its mandate.

See [page 3](#) for a detailed explanation of the director performance expectations.

To be eligible, candidates must be registered in good standing. This means that the candidate is in compliance with all obligations to RECO, such as:

- payment of fees
- providing information
- continuing education
- insurance coverage; and
- not be the subject of proceedings by RECO including, but not limited to, a Registrar's proposal, a referral to discipline or a proceeding before a court.

In addition, if a candidate for nomination/election is in a situation where his or her presence on the board might put RECO's reputation at risk, undermine stakeholder confidence in RECO or is in a situation that might affect the potential director's ability to act honestly and in good faith with a view to the best interests of RECO, the candidate is considered ineligible to stand for nomination/election.

A candidate must meet the qualifying criteria that are established from time to time by the board. A candidate for the position of an industry director can only be a candidate in the region where they maintain their address for service, which shall be the same as the candidate's address for service as a registrant under REBBA.

Directors need the following qualities:

- ability to devote sufficient time and energy to the performance of duties as a director
- willingness to assume the responsibilities associated with being a director
- demonstrated integrity, high ethical standards and respect of privacy and confidentiality
- ability to recognize and assess business risks and strategic opportunities
- ability to distinguish between board and management roles
- ability to think, act and speak independently and with conviction and confidence
- financial literacy (e.g., able to read and understand financial statements and reports, assess the implications and risks)
- strong oral and written communication skills
- ability to conceptualize and think strategically
- good problem-solving and interpersonal skills
- ability to meet time commitments
- ability to participate in group decision-making
- willingness to participate in board orientation and continuing education
- objectivity
- values consistent with those of the organization

Meetings and time commitment

Directors should be able to commit the time and resources to serve on the board, committees and/or task forces, attend conferences and represent RECO as requested.

RECO's board meets approximately six times annually. Meetings are normally scheduled on a Thursday and begin at 9 a.m. In addition to board-related work, directors normally chair, or serve as a member of, at least two committees. A minimum commitment of 20 days per year should be expected. A potential director should take this into consideration.

Remuneration

Director remuneration is based on a \$500 per diem with other expenses, such as travel, paid in accordance with the [Board & Committee Remuneration Policy](#) and [Policy on Reimbursement of Expenses](#).

Term of office

Directors will serve for a term of three years (AGM 2023–AGM 2026). Please note that in the case of region 1, the candidate with the most votes will serve a three-year term, while the candidate in second place will fulfill the remaining two years of a vacated position.

Conflict of interest

Few concerns are more difficult to dispel than an allegation that a board director has a conflict of interest. This is particularly true for a statutory regulatory body, like RECO, that acts in the public interest. An assertion that board directors are too close with the people they are supposed to regulate can impair the reputation of the organization. Even the perception of such a conflict of interest can cause enormous harm. For this reason:

- RECO directors are not permitted to serve as directors of other real estate sector organizations (such as CREA, OREA, local boards/associations or other real estate organizations that represent the interest of the regulated)
- RECO directors are not permitted to serve as members of a committee/task force/working group of other real estate sector organizations (such as CREA, OREA, local boards/associations and other real estate organizations that represent the interest of the regulated) unless they receive express consent from the RECO chair

See [page 13](#) for RECO's full Conflict of Interest Policy.

Registered name

Candidates will run in the election under their registered names.

Video

Submitting a video is optional.

You may make a video of yourself telling voters why they should vote for you. Videos must be submitted at the same time as the nomination form.

Videos not submitted with the nomination form will not be accepted. You will be required to acknowledge that you have read and agree to abide by the 2023 election of directors [video requirements](#).

Video production requirements

Videos must:

- be no longer than two minutes
- be shot in landscape orientation
- not include music or props of any kind (including furniture, art, signs, books, etc.)
- show the candidate speaking directly to the camera. No other people may appear in the video.
- feature the candidate stating their name and which region they are running in (at the beginning of the video)
- not include the RECO logo
- include the candidate's experience, expertise and viewpoint on issues facing RECO

Voting process

Voting opens on March 6, 2023. Voting for nominees will conclude at 4 p.m. ET on March 20, 2023. Voting is conducted electronically only through Simply Voting, whereby unique voting links will be emailed to eligible registrants.

As outlined in RECO By-Law 2, "An individual member shall only be entitled to vote for a nominee for industry director from the region where such member has their address of service, which shall be the same as such member's address of service as a registrant under REBBA as of the date nomination forms must be received" (February 6, 2023).

Publication of results

Once the voting process is completed, RECO will post the results on its website, including the number of votes each candidate received. Results will be posted on March 21, 2023.

The successful nominees shall be named in the resolution to elect RECO directors at the annual general meeting on May 25, 2023.

Code of Conduct

The RECO Board of Directors has adopted this binding code of conduct to prevent the possibility of any board director advancing his or her personal or business interests, or the interests of another organization, ahead of the interests of the RECO. This code of conduct shall extend to candidates standing for nomination/election to the board of directors.

Accountability

The board of directors is accountable to the minister, through the chair, for the performance of the Real Estate Council of Ontario.

Role of the board

The board is established to provide progressive, collective leadership and direction to RECO. All directors, both elected and appointed, are entrusted to direct the activities of the organization, rather than in their own interest or that of any specific group. Directors are also entrusted to protect the public interest. The board is ultimately accountable for all aspects of the organization's activities. However, it distinguishes between those aspects of RECO's processes for which it is directly responsible and those aspects which it delegates to others. There are four ways in which the board meets its leadership responsibilities:

- Defining the strategic direction of the organization
- Setting the macro policies of the organization
- Providing financial and legal stewardship
- Monitoring and evaluating organizational effectiveness

Director duties

- The board shall manage or supervise the management of the activities of RECO
- Directors shall be responsible for the control and direction of all activities of RECO, its committees, the disbursement of its funds and the determination of its policies
- The board shall ensure the performance of RECO of its obligations pursuant to the Administrative Agreement, the *Safety and Consumer Statutes*

Administration Act, REBBA, the *Canada Not-for-profit Corporations Act* and other applicable or successor legislation

- Every director, in exercising his or her powers and discharging his or her duties, shall act honestly and in good faith with a view to the best interests of RECO and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
- Directors shall not act as delegates of another body, group or organization

Director conduct

Directors shall:

- at all times use their best efforts to provide progressive, collective leadership and direction to RECO in support of its mandate to protect the public interest through a fair, safe and informed marketplace that supports a competitive economy
- adhere to RECO's governance policies, including its conflict-of-interest policy
- not speak against or in any way undermine board solidarity once a board decision has been made regardless of their personal viewpoint
- not attempt to exercise individual authority or undue influence over RECO
- attend all board meetings, be prepared to commit sufficient time and energy to attend to RECO business, contribute to discussions in a positive and constructive manner and participate in RECO in ways other than attending board meetings
- maintain the confidentiality of the details and dynamics of board discussions, as well as those items designated as confidential
- abide by REBBA and associated regulations, including the code of ethics, in all actions and conduct
- not embarrass, disparage, discredit or bring into disrepute RECO or its board of directors
- act at all times properly and prudently and in utmost good faith, integrity and professionalism to fulfil the requirement of his or her election or appointment to the board of directors.

Resignations

When a director is in a situation where their continued presence on the board might put RECO's reputation at risk or undermine stakeholder confidence in RECO, such director shall immediately notify the chair and resign. If the board becomes aware of a situation where the continued presence of a director might put RECO's reputation at risk or undermine stakeholder confidence in RECO, the board shall advise the director, review the matter, and make a determination regarding the removal of the director.

The board retains the right to require a director to resign from his or her position if, in the opinion of the board, he or she is unable to fulfil the duties under By-law 1, is no longer considered to be in good standing under By-law 1 or has failed to comply with this code of conduct.



History of RECO

RECO is a delegated administrative authority (DAA) under the *Safety and Consumer Statutes Administration Act*. It was created as a result of the mutual desire of government and the real estate industry to enhance professionalism, increase consumer protection and provide an effective, efficient and responsive regulatory framework.

RECO administers and enforces REBBA on behalf of the ministry. The ministry continues to be responsible for REBBA and associated regulations, as well as general oversight of RECO.

Here are the key milestones that mark RECO's continued progress since its inception in 1997 (date ranges align with RECO's fiscal year):

1997 to 1998

- RECO begins operations

1998 to 1999

- Key by-laws passed to enable enforcement of a code of ethics and establishment of procedures for election of directors

1999 to 2000

- Implemented complaints, compliance and discipline process and began enforcing a code of ethics in order to address ethical misconduct
- Launch of mandatory continuing education
- First election of RECO directors

2000 to 2001

- Launch of insurance program

2001 to 2002

- "Registrant search" feature added to the RECO website

2002 to 2003

- Board of directors approved governance enhancements:
 - Complementary governance model distinguished between strategic leadership and operations/management
 - New Conflict of Interest Policy
 - New Code of Conduct for directors

2003 to 2004

- Introduced courtesy inspection service to assist new brokerages and ensure proper record-keeping procedures from the start

2004 to 2005

- MyWeb launched, enabling registrants to pay insurance premiums, change addresses and access registration information online

2005 to 2006

- REBBA came into force, advancing consumer protection and incorporating programs previously under RECO by-laws, such as the code of ethics and complaints process, the insurance program, and the continuing education program
- Conducted first registrant satisfaction survey
- New public notice policy introduced, providing the public with increased information related to disciplinary actions

2007 to 2008

- Launched redesigned website that included dedicated section for consumers

2009 to 2010

- Introduction of online registration renewal via MyWeb
- Published consumer education brochure in seven languages

2010 to 2011

- Launched a new website with new, interactive features
- Conducted first consumer awareness poll to identify consumer information needs, awareness of RECO and how Ontario consumers get their information about real estate

2011 to 2012

- Introduction of online termination and transfer of employment through MyWeb
- First consumer outreach ads

2012 to 2013

- Attended consumer events for the first time
- Launched the “Ask Joe” column in the *Toronto Star*
- Began using dispute resolution as a way to resolve complaints where RECO helps both parties to a complaint to reach a satisfactory outcome

2013 to 2014

- Launched new mandatory continuing education program
- Shifted RECO's fiscal year to align with the calendar year
- Launched MyRECO Certificate app, which allows registrants to display their registration certificate on a phone, as an alternative to showing their paper certificate

2015

- *Stronger Protection for Ontario Consumers Act, 2013* proclaimed, which enhanced transparency in the offer process
- Launched major registrant consultation and outreach initiative. Feedback resulted in improvements to the complaints process, better customer service and enhanced registrant communications
- Piloted service to review advertising for compliance before it's published

2016

- Introduced enhancements to all three types of insurance coverage
- Launched improvements to the complaints process, including enhanced communication and transparency

2017

- Formed Industry Advisory Group. The group has 14 members, including 10 registrants, a consumer representative, a real estate lawyer, a mortgage broker and a home inspector
- Provided recommendations to government on REBBA reforms. This included recommendations to address conflicts of interest resulting from multiple representation
- Began work on a new registration education program, after awarding contract to NIIT/Humber
- Launched town hall tour to reach out to industry leaders

2018

- Created an all-new strategic plan that charts RECO's path to becoming a modern regulator over the next five years
- Launched a review of RECO's governance
- Initiated a comprehensive review of mandatory continuing education to identify possible enhancements
- Implemented an enterprise risk management plan

2019

- Launched registration education salesperson program at Humber Institute of Technology and Advanced Learning. The program includes simulation sessions, a first of its kind in real estate programs
- Provided general advice to government regarding reforms to REBBA

2020

- Provided advice to government regarding reforms to REBBA, including substantive changes related to the introduction of personal real estate corporations and new advertising terms for personal registration classes in addition to salesperson and broker

2021

- Completed procurement of a new learning management system for Mandatory Continuing Education (MCE) courses
- Launched final components of the new Registration Education Salesperson and Broker Programs
- Launched online payments and ceased using a credit card payment form resulting in greater protection of credit card information
- Launched new online applications for “new” and “reinstatement” applications, removing the burden of submitting a paper application and also helping registrants gather necessary supporting documents
- Phased out all PDF forms and moved to online-only registration applications for individual salespersons and brokers
- Removed the requirement to submit a Criminal Record & Judicial Matters Check during a midcycle category change

2022

- Commemorated RECO's 25th anniversary (1997-2022)
- Implemented a fee-reduction plan effective March 1, 2023
- Created a new Learning Management System and a new learning library
- Increased the coverage limits for consumer deposit and commission protection insurance
- Launched an educational online consumer quiz
- Reduced complaint inventory by over 50 per cent
- Transitioned to paperless registration certificates



Conflict of Interest Policy

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Definition

- 1.1 A “conflict of interest” is any situation where:
- (a) your personal interests, or
 - (b) those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to:
 - (i) act in RECO’s best interests, or
 - (ii) represent RECO fairly, impartially and without bias.

It is important to note that a “conflict of interest” exists if the decision could be, or could appear to be, influenced – it is not necessary that influence takes place.

General Duties

- 2.1 Unless authorized to do so by the Board, or by a person the Board designates, you may not:
- (a) act on behalf of RECO, or deal with RECO, in any matter where you are in a conflict of interest or appear to be in a conflict of interest, nor
 - (b) use your position, office or affiliation with RECO to pursue or advance your personal interests or those of a person described in paragraph 1.1(b).
- 2.2 The “appearance of a conflict of interest” occurs when a reasonably well-informed person properly could have a reasonable perception that you are making decisions on behalf of RECO that promote your personal interests or those of a person described in paragraph 1.1(b).

- 2.3 You must immediately disclose a conflict of interest to the Board of Directors either in writing or as minuted at a Board of Directors’ meeting. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a matter is concluded, nevertheless you must still make the disclosure immediately.
- 2.4 If you are in doubt about whether you are or may be in a conflict of interest, you must request the advice of the Board of Directors or a person the Board designates.
- 2.5.1 Unless otherwise directed, you must immediately take steps to resolve the conflict or remove the suspicion that it exists, by:
- 1. Promptly declaring to the Board of Directors any conflict of interest as defined by this policy and asking that such declaration be recorded in the minutes
 - 2. Excusing yourself from the portion of the meeting where the matter giving rise to the conflict of interest is being discussed
 - 3. Refraining from all discussion of the matter giving rise to the conflict of interest, at any meeting of the Board of Directors, or elsewhere
 - 4. Refraining from voting on the matter giving rise to the conflict of interest, at any meeting of the Board of Directors.
- 2.6 While you are a RECO Director, you must not:
- (a) Serve as a director of other real estate sector organizations (such as CREA, OREA, local board/associations and other real estate organizations that represent the interest of the regulated).
 - (b) Serve as a member of a committee/task force/working group of other real estate sector organizations (such as CREA, OREA, local board/associations and other real estate organizations that represent the interest of the regulated) unless express consent is received from the RECO Chair.

- 2.7 You must make an annual filing related to conflict of interest in the form attached.
- 2.8 If you submit an application or nomination form for election to a real estate sector organization's Board of Directors (such as CREA, OREA, local board/associations and other real estate organizations that represent the interest of the regulated), you will be required to take an immediate hiatus from conducting/attending RECO business and followed by resignation from the RECO Board of Directors in the event your application or nomination with the real estate sector's organization to its Board of Directors is successful.

More About Avoiding a Conflict of Interest

- 3.1 You must not:
 - (a) use your relationship with RECO to confer a benefit on a person described in paragraph 1.1(b). This duty does not prevent you or anyone else from conducting business with other people connected with RECO
 - (b) personally benefit from any business activity involving RECO except in unique situations, authorized by the Board
 - (c) indirectly benefit from any business activity involving RECO except in unique situations, authorized by the Board.
- 3.2 An "indirect benefit" is:
 - (a) a benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or
 - (b) a benefit which advances or protects your interests although it may not be measurable in money.

Using RECO Property and RECO Information

- 4.1 You must have authorization from the Board, or from a person the Board designates:
 - (a) to use, for personal purposes, property owned by RECO, or
 - (b) to purchase RECO property unless it is through channels of disposition equally available to the public. Even then you may not purchase the property without authorization if you are involved in some aspect of the sale.
- 4.2 You may not take personal advantage of an opportunity available to RECO unless:
 - (a) it is clear that RECO has irrevocably decided against pursuing the opportunity, and
 - (b) the opportunity is equally available to members of the public.
- 4.3 You may not use your position with RECO to solicit any RECO stakeholder for a personal business or one operated by a close friend, family member, business associate or a corporation or partnership in which you hold a significant interest. This duty does not prevent you or anyone else from transacting business with other people connected with RECO.
- 4.4 "RECO information" is information that is acquired solely by reason of involvement with RECO and which RECO is under an obligation to keep confidential.
- 4.5 You may use RECO information only for RECO purposes.
- 4.6 You must not use RECO information for your personal benefit.
- 4.7 You must protect RECO information from improper disclosure.
- 4.8 You must report to the Board, or to a person the Board designates, any incident of abuse of RECO information.

- 4.9 You may divulge RECO information if:
- (a) you are authorized by the Board or by a person designated by the Board to release it, and
 - (b) it is to a person who has a lawful right to the information.
- 4.10 If you are in doubt about whether RECO information may be released, you must request advice from the Board or from a person the Board designates.

Rules About Gifts

- 5.1 You may accept a gift made to you because of your involvement in RECO in the following circumstances:
- (a) the gift has no more than token value
 - (b) it is the normal exchange of hospitality or a customary gesture of courtesy between persons doing business together
 - (c) the exchange is lawful and in accordance with local ethical practice and standards, and
 - (d) the gift could not be construed by an impartial observer as a bribe, pay off or improper or illegal payment.
- 5.2 You may not use RECO property to make a gift, charitable donation or political contribution to anyone on behalf of RECO. Any gift must have the authorization of the Board of Directors or a person the Board designates.
- 5.3 You also may not accept a gift or benefit that is more than token in nature from a person or organization that deals with RECO or is involved in issues related to RECO's mandate regardless of the purpose of the gift or benefit.

Preparing your nomination package

Before completing the nomination form, you should:

- Obtain two (2) nominators (including name, contact information and registration number) who are members of RECO and not candidates for election
- Obtain a high-resolution photo (headshot) of yourself
- Read the [Code of Conduct](#) and [Conflict of Interest Policy](#)
- Complete the consent form within the nomination form for video campaign materials if you are submitting a video (optional).

Submitting your nomination

Nomination forms may be found on the [RECO website](#) or by scanning the QR code below. Nomination forms may only be submitted electronically.

You must submit your completed [nomination form](#), photo and video (optional) after 9 a.m. EST on January 16, 2023 and before 2 p.m. EST on February 6, 2023. RECO will confirm receipt of your nomination form within 48 hours.



Withdrawal of nominations

If you wish to withdraw your nomination, you must submit your withdrawal by email to election@reco.on.ca. RECO must receive notification on or before 4:30 p.m. EST on February 9, 2023.

Questions

Please forward any questions about the election process to election@reco.on.ca

Conflict of interest disclosure form

I have read the Real Estate Council of Ontario (RECO) Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a RECO director.

If, at any time after I submit this form, I become aware of any actual, potential or perceived conflict of interest, or of any situation that could give a reasonable person the impression that my ability to act in RECO's best interests could be compromised, or if the information I have set out below becomes inaccurate or incomplete, I will promptly notify the board chair in writing of the nature of the conflict of interest, whether actual or potential, as soon as practically possible and in any event before attending or participating in any subsequent board meeting.

Sample for reference only (will be included in the online nomination form):

INSTRUCTIONS: Place an "X" in all that apply. Please ensure to provide specifics where requested.	Canadian Real Estate Association (CREA)	Ontario Real Estate Association (OREA)	Local board/ association (please specify)	Other real estate organization (please specify)
I am director of:				
If yes, please specify the term of office:				
I am an employee of:				
If yes, please specify the position:				
I am a member of a committee(s) of:				
If yes, please specify: (please include terms of reference)				
I am a member of a task force/working group/ advisory group of:				
If yes, please specify: (please include terms of reference)				
I receive a direct or indirect financial benefit from:				

Signature: _____

Print name: _____ Date: _____

Video requirements

Technical requirements

Videos must be in MP4 format. This is the format produced by almost all cameras and smartphones.

Be sure to:

- Complete the video consent form within the nomination form.
- Submit the video file electronically using the ShareFile application link found in the nomination form.

Production requirements

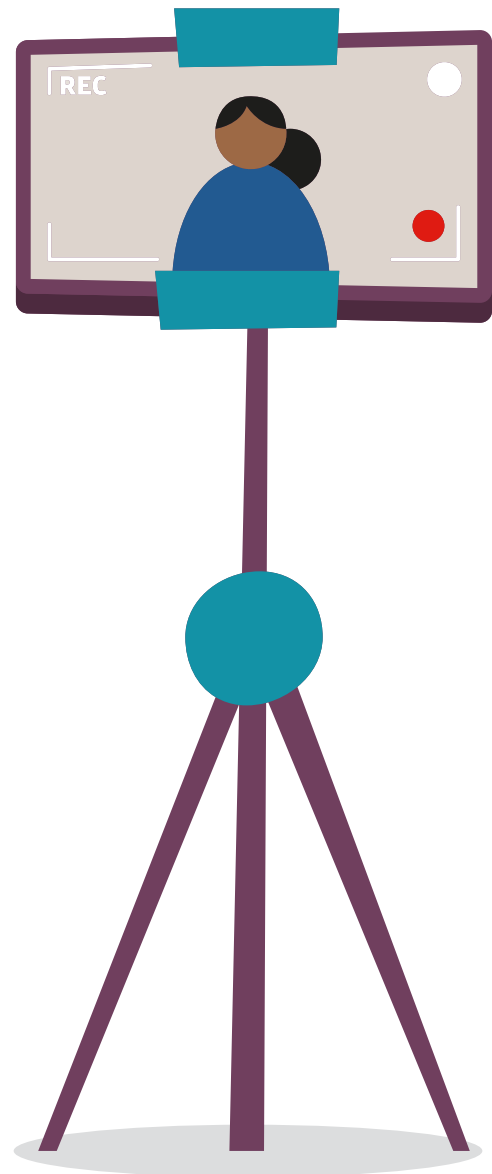
To give all candidates a fair chance to introduce themselves to members, videos will be limited to simple production design. Videos must:

- be no longer than two minutes
- be shot in landscape orientation
- not use music or props of any kind (including furniture, art, signs, books, logos, etc.)
- feature the candidate speaking directly to the camera showing only head and shoulders, as in a Zoom call. Only the candidate may appear in the video.
- show the candidate stating their name and which region they are running in (at the beginning of the video)
- not include the RECO logo
- be relevant to the election, including the candidate's experience, expertise and viewpoint on issues facing RECO

Production guidelines

It's important to avoid unnecessary distractions so that viewers can focus on the speaker and their message. Here are some guidelines:

- look directly into the camera
- shoot against a plain background
- shoot in a quiet room to eliminate background noise
- place the camera on a tripod, table or other stable surface so that the video is not shaky



Sample consent form for video campaign

To help candidates for nomination and election to the RECO Board of Directors (the “board”) to better introduce themselves to RECO members, and to provide members with more information about the candidates, RECO invites all industry director candidates to submit video clips to support their candidacy.

The video clips will be provided according to formats, specifications, requirements and guidelines as determined and directed by RECO, to be uploaded by RECO onto RECO’s website and other media outlets which RECO determines will safely provide wide exposure and provide more information about candidates to members of RECO during the board nomination and election process.

By providing my video clip to RECO for the purposes of supporting my candidacy for nomination and election to the board,

I _____
of _____ hereby;

- a) understand and agree to be bound by the rules, requirements and guidelines as determined by RECO and disclosed to me and posted on RECO’s website for the collection, use and broadcasting or publication of video clips of candidates for nomination and election to the board. I understand that RECO may refuse to broadcast or publish my video clip in the event that RECO determines, in RECO’s sole discretion, that my video clip does not comply with the format, rules, requirements and/or guidelines established by RECO
- b) understand and agree that if my video clip is broadcast, published or appears on the RECO website and through any other media outlet as determined by RECO, contents of the video clip may be open to public comment and critique

by members of RECO, and the potential exists for the video clip to be altered, re-packaged, re-broadcast, re-published, reproduced, duplicated, or downloaded by third parties in ways that may not be within RECO’s control

- c) assume sole responsibility for the video, its contents, and all risks connected or associated with it and its broadcast or publication
- d) consent irrevocably, to the storage, use, communication and publication of the contents of the video clip in any form, format or media, in connection with the election of the board
- e) release and hold RECO and its officers, directors, employees, and agents harmless from all claims, demands, costs, damages, injuries, and liabilities whatsoever in connection with the above and including those associated with the submission of the video clip to RECO and the broadcast or publication of the video clip
- f) hereby acknowledge that I have read, and understand the contents and consequences of this consent which shall be binding on me, my heirs and assigns. I have also obtained or had the opportunity to obtain independent legal advice with respect to this consent

Signature of candidate

Date

Signature of witness

Date