

## 93<sup>rd</sup> Annual Report

*For the period July 1, 2019 through June 30, 2020*



## Table of Contents

The Mandate of The Society of Notaries Public of British Columbia.....	3
President’s Report.....	4
Executive Director’s Report.....	6
Secretary’s Report.....	7
Membership.....	8
Strategic Plan 2020-2023.....	11
Society Services.....	12
Authentication Services.....	12
Practice Advisory Line.....	13
Notary Education Program.....	15
Admissions.....	15
Society of Notaries Public of BC Chair of Applied Legal Studies.....	16
Practice Inspection.....	17
New Developments.....	17
Cullen Commission of Inquiry into Money Laundering.....	17
Counter illicit finance alliance of British Columbia.....	17
FINTRAC.....	18
Summary of Financial Statements (not audited).....	19
Committee Reports.....	21
Audit Committee.....	21
Discipline Committee.....	22
Executive Committee.....	23
Finance Committee.....	23
Legislation & Bylaws Committee.....	24
Membership & Admissions Committee.....	25
Practice Standards Committee.....	26
Wholly Owned Corporations.....	27
ProSuite.....	27
BC Notaries Captive Insurance Corporation.....	28
IN MEMORIAM.....	28

## The Mandate of The Society of Notaries Public of British Columbia

It is the mandate of the Society to act in the public interest by regulating the professional through:

- the delivery of the Notary Education Program education for persons wishing to become Notaries Public,
- establishing standards of Ethics and Practice of members,
- enquiring into the conduct and compliance of members as required and permitted by the Notaries Act,
- implementation and ongoing programs of practice inspection and member audits, and
- seeking to ensure that the provision of Notarial services meet the standards expected of a legal professional.

---

*Notaries Public in British Columbia are legal services providers authorized by the **Notaries Act** and the **Legal Professions Act** to provide non-contentious legal services directly to the public.*

---

## President's Report



It is my pleasure to write this annual message to you having completed my first year as president of the Society of Notaries Public of BC. I want to share with you some of the highlights of the year that ended June 30, 2020.

I was first elected to the Board of the Society in 2009 and in those years, observed and learned from the individuals who preceded me in the position. In 2019, I ran for office on a platform of increased transparency, fiscal responsibility, and sound governance. I believe that, throughout this annual report, you will see evidence of the accomplishments in those areas.

Our journey of transition began with the Board orientation session. Firstly, we made the session mandatory for all members of the Board. Secondly, we brought in an external facilitator with an impressive background in governing in the public interest and transitioning regulatory bodies.

Boards are most effective when they work as a team. The mandate is understood, the goals and objectives clear, and there is a sense of purpose. While working as a team involves consensus, consensus is different than group think. As President, it is my role to create an environment in which every director feels comfortable to share their position on a matter and to ensure that every position is heard and considered.

The Board must also work closely with and have trust in the senior management team of the Society. Elected directors bring knowledge and skills that are often practice focused. It can be somewhat of a challenge to take off the notary hat and view board actions from the public interest perspective. In creating a safe environment for directors, the Board must extend that environment to senior staff. The 2015 changes to the Societies Act make senior managers responsible for the conduct of the organization. It has been a pleasure to work with a dedicated, talented, and knowledgeable senior management team. As I started off my initial year as president, and having the board with a shared vision, allowed us to move quickly on a number of important issues. In the first months, we worked to align governance practices, ideologies, and direction. That included the appointment of a shareholder representative and new Boards of Directors of the subsidiary corporations. In February, the Board conducted a strategic planning session.

The resulting strategic plan is one that I feel will drive the direction of the Society for the foreseeable future. The Society of Notaries Public also completed significant efforts to separate the regulation from advocacy. I congratulate Chad Rintoul on his appoint as CEO of the BC Notaries Association. While membership in the Society is not a matter of choice, membership in the professional association is voluntary. Being a member of your association is an investment in the future of your profession.

I cannot write a president's message without addressing the current situation caused by the Corona Virus. Other than epidemiologists, I suspect few people understood the potential of health pandemic to disrupt society and the economy. While there is no shortage of opinion on the politics of the situation, the reality is that our world has changed. At least for the foreseeable future, gatherings will remain limited. The Society responded quickly to the pandemic with senior staff engaging weekly with members on emerging topics. The Board also took action by suspending the requirement for continuing education and reducing fees to member in these uncertain times. The Board also shifted from full day, in-person meetings to sessions conducted by video conference. This move has also allowed us to open meetings to any member who wanted to listen in and engage with the Board.

I would like to personally thank my colleagues on the Board for their continued dedication and hard work. For those Directors not returning I would like to Thank you for your service over the years. As President I would like to recognize and thank John Mayr for his countless hours and hard work over this past year having to deal with extraordinary matters and for leading the Society in the direction we needed. We also need to appreciate and thank Marny Morin for her continued dedication and hard work, we would be lost without her guidance.

There is still much work to do and I look forward to the opportunity to serve you for another year as president.

Jessie Vaid  
President

## Executive Director's Report



This report reflects on the period from July 2019 through June 2020. A period that is best described as one of incredible transition. The latter half of the period, consumed by the news and events related to the corona virus and the COVID-19 pandemic, have overshadowed the first half.

Recall the special meeting of the Society held at the River Rock Resort in March of 2019 at which the membership approved various amendments to the Bylaws of the Society. The Attorney General approved those amendments in July 2019 which set into motion a series of significant changes. The first of which was the election of directors by electronic voting and the first reduction in the size of the Board. Notwithstanding, or maybe because of, the vociferous election campaigning the election had an 87% voter turnout.

The Board quickly turned its attention to an in-depth orientation and strategic planning session. Over my career, I have facilitated and participated in many strategic planning sessions, with few having resulted in the clarity and focus of the SNPBC's. Having defined the values of the Society, the Board set out the foundational activities and three strategic directions. The plan is included within this annual report for your review.

This year will be memorable if not only for the Corona virus and resulting health pandemic. The Society responded quickly to the concerns of stakeholders supporting calls for changes to legislation to protect clients and stakeholders and welcomed essential services legislation that included legal services providers. The pandemic has been a driver of significant change and reorientation in society at large. Who ever thought that wearing a mask in a bank would not only be acceptable but required? It was the significant challenges within the finance sector that resulted in changes to the rules to allow for wire transfers and other rules changes. Members are encouraged to adopt new practices and move away from cheques.

In closing, I would like to recognize the dedicated and hard working team of staff in the Society office. Also, the Board of Directors who have adapted and embraced a new reality.

John Mayr  
Executive Director

## Secretary's Report



It has been my pleasure to act as Secretary of The Society of Notaries Public of British Columbia again this year. Below are the highlights and statistics for Membership and for authentications. The year was yet another busy one with lots of activity including the COVID disruptions and uncertainty.

The Secretary has specific functions as set out in the Notaries Act and the Society's bylaws including being a member of the Executive Committee.

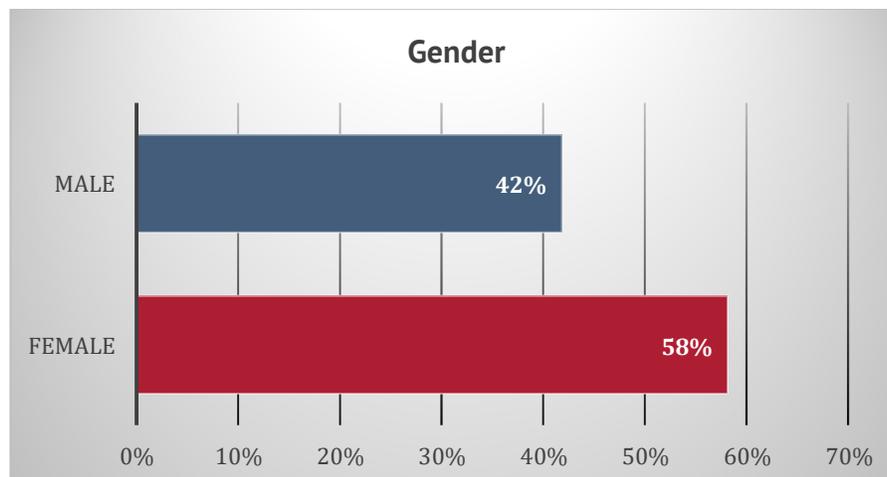
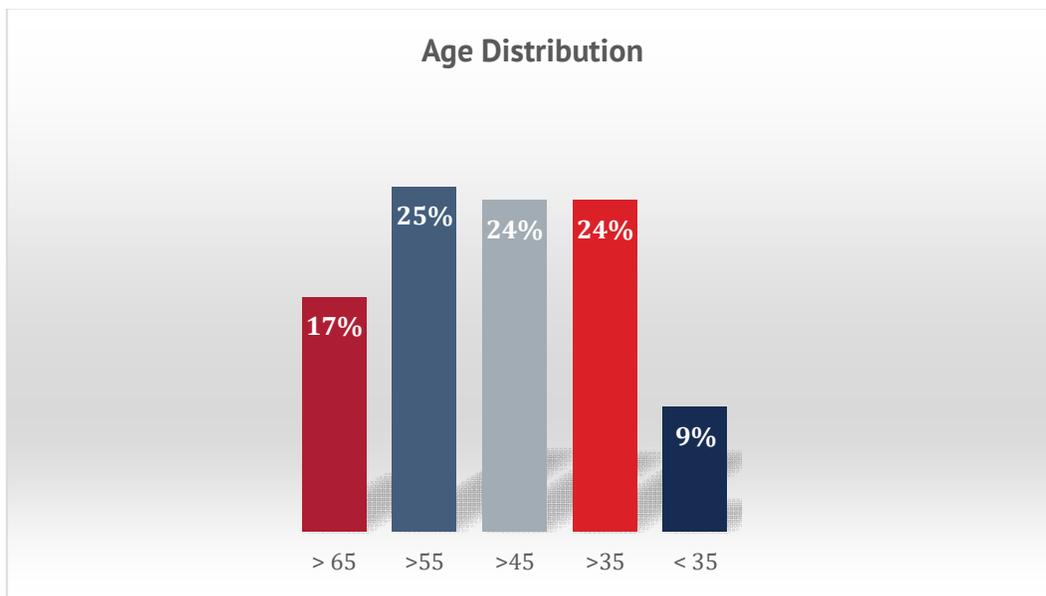
The Secretary is the liaison between the Society and the Registrar of the Supreme Court. On May 13, 2020, 25 graduates were commissioned in a virtual hearing before Chief Justice C. Hinkson of the BC Supreme Court. Justice Hickson administered the Oath and conducted the swearing in of the new members. This only happened through a collaborative effort of the Registrar; Judicial Coordinator; Director, Supreme Court Scheduling; Court Clerks; and the Manager of Information Technology.

In addition to the graduates, over 100 family members, friends, and members of the press observed the ceremony online. Notwithstanding the credentials, qualifications, and accomplishments of each of our new members, what made the event extraordinary was that the ceremony was the first Commissioning Ceremony conducted by the Court using audio-visual technology. The Society of Notaries Public of BC is grateful to the Court for its willingness to conduct the ceremony during a health pandemic. Despite public health guidelines preventing the Society from holding a graduation luncheon, we did our best to make the event memorable.

## Membership

**Active Members:** As of June 30, 2020, there were 408 active members.

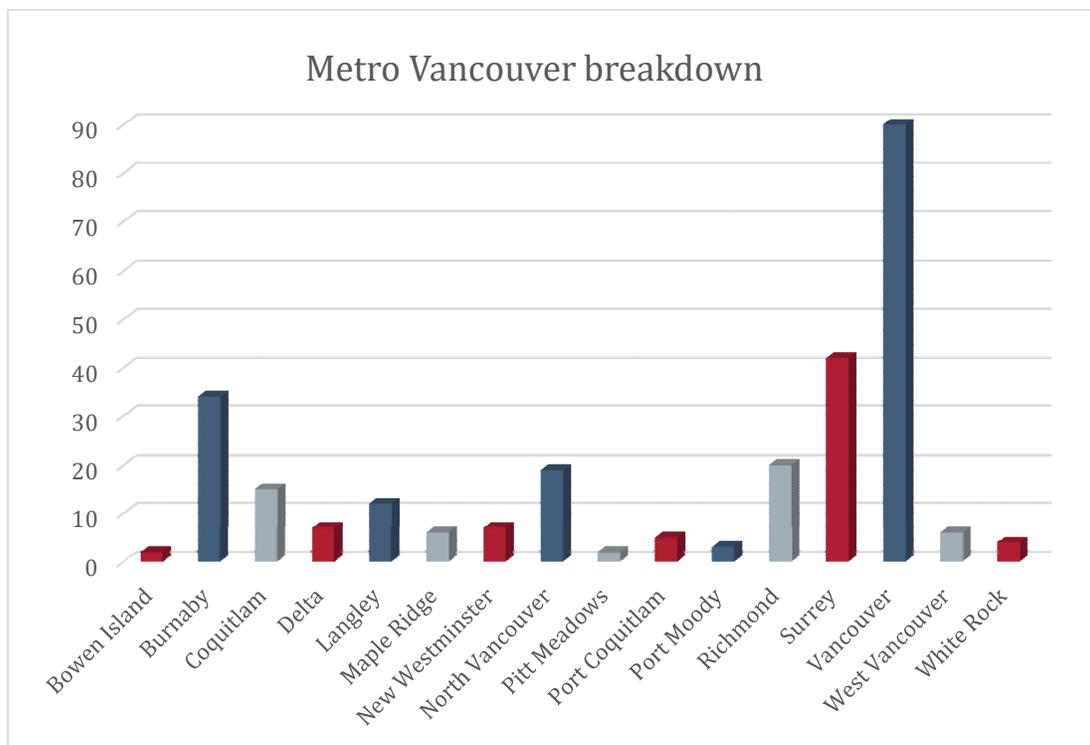
Category	Number of Members
Active	408
Administrative	2
Roving	7
Non-Practicing	6



### Breakdown by Region

Metro Vancouver	274
Fraser Valley	24
Capital	18
Central Okanagan	11
Nanaimo	10
Fraser-Fort George	8
Thompson-Nicola	7
Central Kootenay	5
Comox Valley	5
Cowichan Valley	5
North Okanagan	5
Okanagan-Similkameen	5
Strathcona	5
Kitimat-Stikine	4

Alberni-Clayoquot	3
Columbia Shuswap	3
Kootenay Boundary	3
Cariboo	2
East Kootenay	2
Peace River	2
Sea to Sky	2
Skeena-Queen Charlotte	2
Sunshine Coast	2
Bulkley-Nechako	1
Fort George	1
Northern Rockies	1
Powell River	1



**Resignations:** The Board of Directors approved 12 resignations.

**Custodianships:** There is one active Custodianship

**Suspensions and Terminations:** There have been no suspensions or terminations.

**Special Fund Claims:** There were no Special Fund Claims in 2019-2020.

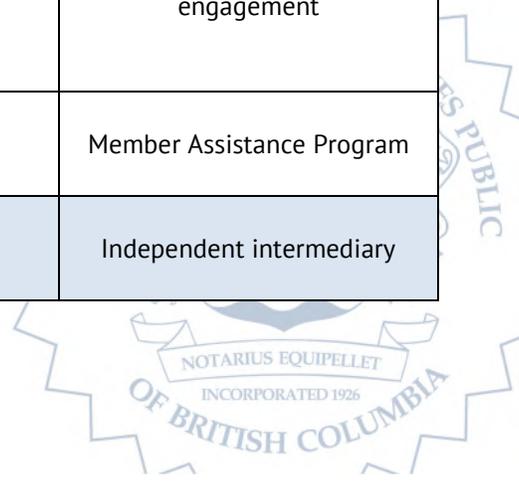
Respectfully submitted,

Marny Morin  
Secretary



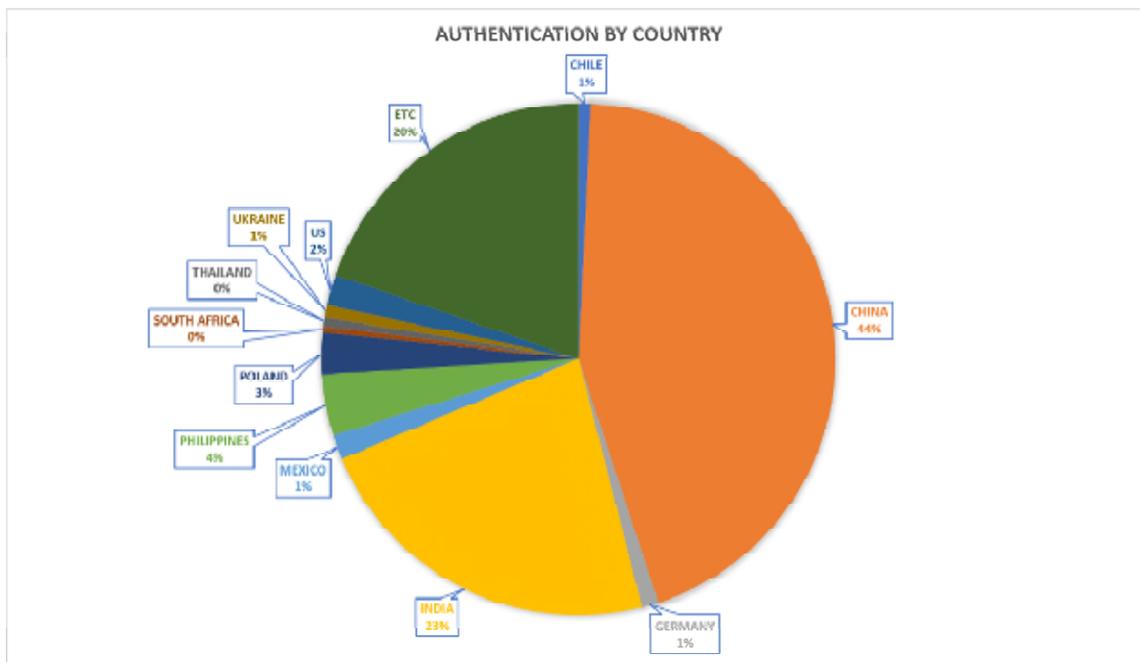
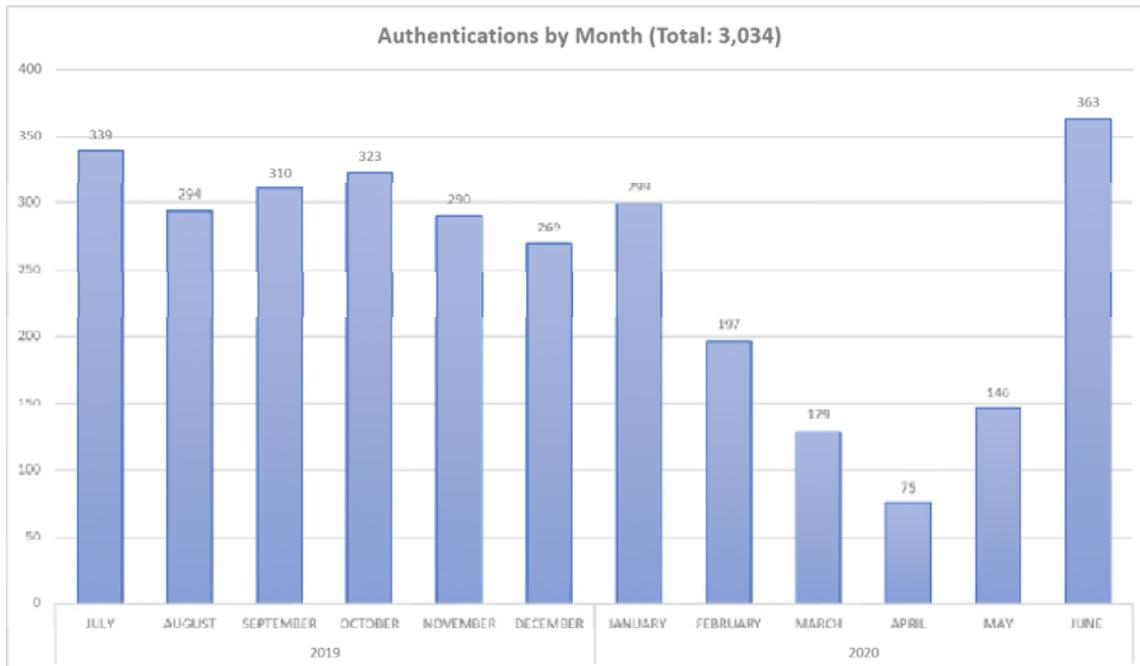
## Strategic Plan 2020-2023

Values	Trust Transparency Competence Integrity Fairness Flexibility		
Foundational Activities	<p>Complete the separation from the formerly associated entities</p> <p>Continue to enhance and improve governance</p> <p>Build a capacity for evidence-based decision making and data collection to support it.</p>		
Strategic Directions	<b>Public interest and risk-focused regulation</b>	<b>Enhancing Professional Competence</b>	<b>Stakeholder Engagement</b>
Priorities	<ol style="list-style-type: none"> <li>Public interest defined</li> <li>Regulatory risks</li> <li>Right Touch Regulation</li> </ol>	<ol style="list-style-type: none"> <li>Baseline Competence articulated</li> <li>Competence assessment framework</li> <li>Notaries enhance their competence</li> </ol>	<ol style="list-style-type: none"> <li>Member Engagement Plan</li> <li>Agency Engagement Plan</li> <li>Government Engagement Plan</li> </ol>
Strategic Initiatives 2020-2021	Develop Regulatory Objectives	Review and revise Notary Competence Profile	Eliminate barriers to engagement
	Articulate – internal and external regulatory risks	Assess requirements for training, assessment of competence and skills for new graduates and experienced practitioners	Crisis management plan
	Develop an Enterprise Risk Framework		Outreach/monitoring – e.g. President’s messages
			Track member contact
			Maximize benefits of Practice Inspections
Strategic Initiatives 2021-2022	Develop a plan to implement ‘Right Touch Regulation’ across the Society		Identify opportunities for engagement
			Member Assistance Program
Strategic Initiatives 2022 - 2023			Independent intermediary



## Society Services

### Authentication Services



## Practice Advisory Line

The Society of Notaries Public provides support to members through the practice advisory line. Staffed by three experienced Notaries, the Line responds to emails and telephone queries by members.

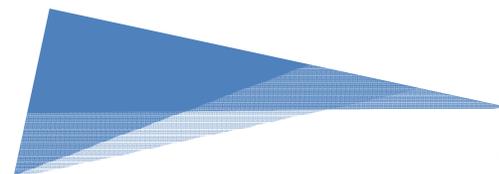
For the period July 1, 2019 to June 30, 2020 there were

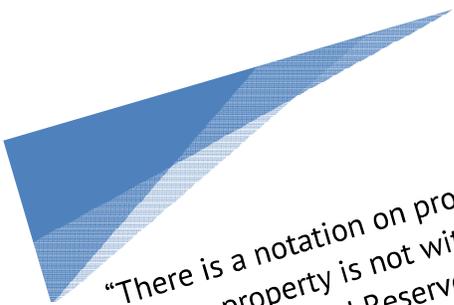
- More than 7,000 email inquiries
- 996 telephone calls made to PAL

Practice Advisors respond to notary members seeking clarification of their professional obligations and evaluation of potential risk. The Practice Advisors seek to provide direction and help with practice and ethical questions without giving legal advice. Members are directed to counsel as may be appropriate.

Practice Advisors provide advice on Rules, Code of Professional Conduct, practice management, client and notary relationships, scams, and fraud alerts.

Some examples of queries received from members:

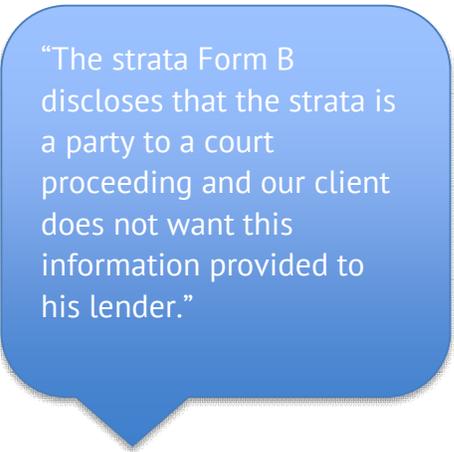




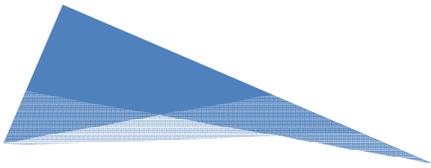
“There is a notation on property title re: ALR but the property is not within the Agricultural Land Reserve. How can this be removed from title?”



“My client owns his home and has asked me to put his partner of one year on the title of his property.”



“The strata Form B discloses that the strata is a party to a court proceeding and our client does not want this information provided to his lender.”



“The Seller has declared that they are a resident of Canada however, their residential address is in China.”



“My transfer has been defected because the property has escheated to the Crown.”

## Notary Education Program

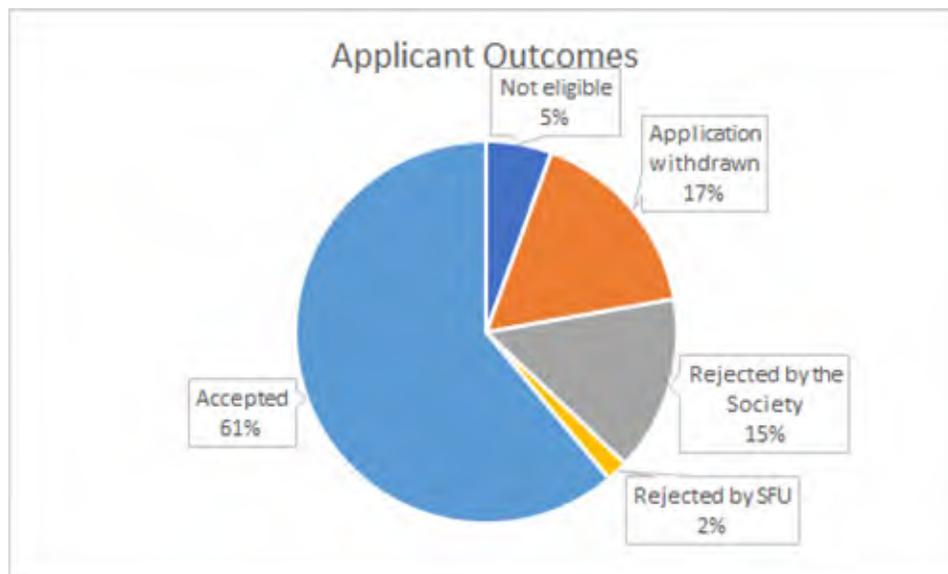
### Admissions

Candidates apply to the Society for enrollment in the Notary Education Program. The program is delivered in stages: a post graduate degree (Master of Arts, Applies Legal Studies - MA ALS) delivered and administered by Simon Fraser University; a practical training program delivered and administered by The Society of Notaries Public of BC, a period of mentoring with an experienced and approved Notary Public in practice, and final statutory admission exams, delivered and administered by a Board of Examiners appointed by the Province of British Columbia.

The Society seeks to enrol 30-35 students in the Notary Education Program each year. In the year 2019-2020 the Society received 54 applications. Some of these applicants did not meet the enrollment requirements and were referred to SFU for information on how to complete an upgrading program to enhance their qualifications. Interviews were then scheduled to allow applicants to ask questions to better understand the requirements of the program, the realities of the course of study, and what it is like to be a Notary Public in practice. Some choose not to proceed with their application after this stage.

Panel interviews were then scheduled with 43 applicants. This is a formal interview with lay members of the Society of Notaries and the Membership & Admissions Committee.

The Society put forward 33 applicants recommended by the panels for admission to the graduate studies program at SFU.



## Society of Notaries Public of BC Chair of Applied Legal Studies

Fall 2019/Summer 2020 was the first year for the Society of Notaries Public of BC Chair in Applied Legal Studies. Dr. Margaret Hall was appointed as Chair in September 2019. Dr. Hall's year one activities are outlined below.

The emergence of the COVID crisis in Spring 2020 of course made this year an unusual one, creating administrative and planning challenges. Dr. Hall along with the Administrative Assistant for the Program navigated their way successfully through the year with 32 students enrolled for Fall 2020.

2020/2021 was the last year of Ron Usher's involvement in the program. Mr. Usher, who has been the instructor for ALS 611 and ALS 612. Three new faculty members will replace Mr. Usher in the delivery of the Courses.

Online course delivery techniques have evolved significantly since the early days of the ALS program, and it is a priority for Dr. Hall to continue to develop online course delivery to utilize the pedagogical benefits of online teaching techniques more fully.



Course scheduling within the program has been re-organized to create a more rational progression in which the courses. ALS 601, which gives students an overview of key legal topics and structures is being delivered in Fall 2020 as a “block” intensive course. The use of “blocks”, especially in the first week/2 weeks of term, is a familiar law school model and the ALS 601 content is highly suitable for this delivery mode. Following the block, students will begin Legal Research and Writing and property law. Focusing on two courses rather than three will provide extra space for students to focus on this content in the first term, providing a strong base for the subsequent courses. Personal Planning has been moved up to Spring with Legal Philosophy being delivered in the summer intersession.

Dr. Hall was privileged to be a Visiting Scholar at the Notary Society Offices for one day a week, until the COVID crisis interrupted her visits. This time was very important to Dr. Hall, and she hopes to be able to resume the Visiting Scholar arrangement when the COVID situation normalizes. Deepening her knowledge of activities and concerns of notaries “on the ground” is important to Dr Hall, and the Visiting Scholar arrangement has enabled this while providing an opportunity for the Society to become more familiar with Dr Hall and her work.

## Practice Inspection

The Society conducts practice audits on all members on a random and directed basis. In addition, all new members are inspected in their first year of practice to ensure that practices and procedures are properly developed and implemented. The focus of the program, particularly for our new Notaries, is educational in nature. Inspectors assist members with the tools needed to improve processes to ensure a consistent standard is achieved and maintained.

The Society currently has 4 dedicated inspectors who have conducted 95 audits this fiscal year. The Covid-19 lockdown in March, April and May impacted the program with in-person inspections curtailed. Going forward, inspections will be conducted online until it is safe to return to in person visits.

## New Developments

### **Cullen Commission of Inquiry into Money Laundering**

The Commission has been making the best of the situation with the COVID-19 pandemic and continues to work towards its report. The most recent session of hearings concluded in June 2020 with the next set of hearing scheduled to begin on October 13, 2020.

The SNPBC was granted standing at the hearings and is represented by Ron Usher as General Counsel. Out opening statement to the Commissioner may be found on the Commission's website. It is anticipated that hearings into the real estate sector will be held in January 2021.

### **Counter illicit finance alliance of British Columbia**

The SNPBC has been invited to participate in the development of the Counter-Illicit Finance Alliance of BC and is actively seeking to develop partnerships and sign agreements to share intelligence. The Counter-Illicit Finance Alliance (CIFA) seeks to transform Canada's approach to financial information sharing and collaboration. CIFA's vision is to optimize the capacity of the public and private sector across Canada to achieve a safe, prosperous, and resilient economy.

Notwithstanding that Notaries are reporting entities under the Federal FINTRAC regime, there continues to be a need to monitor developments and specific matters in which the proceeds of crime may be used to purchase real property.

## FINTRAC

The Federal Government has announced sweeping and deep changes to the requirements for reporting entities with the guidelines set to take effect in June 2021. No unlike other things, the health pandemic will have an impact on reporting entities. While the regulations are set to come into force in June 2021, there are indications that t updated forms may not be ready for use until 2022. Members will be expected to continue to use the existing forms, even though there may be compliance gaps created by the implementation of the guidelines and the delay in launching the forms. Discussion between the ACMLTF working group and FINTRAC appear to suggest that FINTRAC will expect Notaries to continue using the current reporting forms past June 1, 2021 despite the discrepancy created by certain new obligations. To address this challenge while Notaries update their internal processes and systems, FINTRAC will provide flexibility when assessing compliance. FINTRAC examinations will focus on current obligations, which will still be in force after June 1, 2021, as well as the new provisions from the Amended Regulations to which flexibility will not be applied.

During this transitional period, FINTRAC may identify areas or issues that require further attention as part of an examination and may need to broaden the scope of the examination to include obligations that fall under the flexible measures. Where this is the case, FINTRAC will continue to be reasonable, fair, and balanced in its assessments and may include those areas as “observations” in its findings letter sent following an examination.



## SNPBC Summary of Financial Statements (not audited)

### Statement of Financial Position (Condensed)

June 30	Total		Total	
Assets	2020		2019	
Cash (Note 2)	\$	5,413,124	\$	5,060,343
Receivables		274,000		282,246
Accrued interest receivable		11,158		11,337
Prepaid expenses		50,630		70,196
Short-term investments (Note 3)		3,133,255		3,010,416
Govt. Remittance Receivable		41		26,254
Due from The Notary Foundation of British Columbia (Note 9)		1,315,106		1,349,730
		<b>10,197,314</b>		<b>9,810,522</b>
Capital Assets		114,213		140,053
Due from Prosuite Software Ltd.		864,493		1,064,493
Investment in BC Notaries Captive Insurance Co.		3,907,600		2,416,918
	\$	<b>15,083,620</b>	\$	<b>13,431,986</b>
<b>Unclaimed trust funds</b>	\$	<b>717,493</b>	\$	<b>681,471</b>

The above figures are a summary only and are not a replacement for the audited financial statements. Consult the audited financial statements for additional information.

**Statement of Financial Position  
(Condensed)**

<b>June 30</b>	<b>Total</b>		<b>Total</b>	
	<b>2020</b>		<b>2019</b>	
<b>Liabilities</b>				
<b>Current</b>				
Accounts payable and accrued liabilities	\$	135,057	\$	188,699
Government remittances payable		42,063		15,049
Dues received in advance and unearned		826,726		1,066,651
Due to BC Notaries Captive Insurance Company		128,387		85,614
		<b>1,132,233</b>		<b>1,356,013</b>
Due to BC Notaries Association		-		158,687
Provision for settlement of claims		255,000		255,000
		<b>1,387,233</b>		<b>1,769,700</b>
<b>Fund Balances</b>				
Equity in property and equipment		114,213		140,053
Internally restricted		6,769,955		6,184,126
Externally restricted		2,633,135		2,360,582
Unrestricted		4,179,084		2,977,525
		<b>13,696,387</b>		<b>11,662,286</b>
	\$	<b>15,083,620</b>	\$	<b>13,431,986</b>
<b>Unclaimed trust liability</b>	\$	<b>717,493</b>	\$	<b>681,471</b>

The above figures are a summary only and are not a replacement for the audited financial statements. Consult the audited financial statements for additional information.

## Committee Reports

### Audit Committee

---

Susan Tong, Chair  
Kate Manvell, Vice Chair  
Janice Rutherford  
Megan Knight  
Cheryl Kwok  
Alexander Ning

#### **MANDATE**

The Audit Committee shall receive, scrutinize, and assess the Self-Audit reporting form to be submitted to The Society each year by every member under the Rules of The Society made by the Directors, by authority of the Act. The Audit Committee shall enforce all Rules concerning the audit of the Trust account(s) of members of The Society.

#### **Activities**

The Audit Committee met once during the year to consider unsatisfactory member audit reports as received from the auditors. The most common errors have been identified as

1. Funds deposited to wrong bank account
2. Property Transfer Tax form errors – PTT being drawn out of wrong bank account as a result of withdrawing land title transfer documents and refiling and PTT being debited twice.
3. Clients using bank app to deposit cheque electronically then months later depositing the physical cheque.
4. Amount recorded on statement of adjustments different from dollar amount actually received and deposited (eg. From mortgage proceeds) creating shortfall.
5. Banks putting a hold on deposited funds and not advising that this has been done. Not noted on deposit receipts. This appears to be the most common error consistently on all the Trust Account Error Reports.
6. Similar to the bank hold problem described above, bank deducts an arbitrary hold amount and does not advise notary. Bank Statement balance will show current balance but will show a lower amount called "available balance" usually shown in small font at top of bank statement.
7. Miscellaneous bank errors.
8. Excess deposit cheques from realtors deposited into a different bank account than the transaction proceeds.
9. Remote deposit capture cheques showing as scanned and deposited to the account but not appearing in the account.

## Discipline Committee

---

William Anderson Chair  
Linda Caisley, Vice Chair  
Kate Manvell  
Patricia Wright (Resigned)  
Alexander Ning

### MANDATE

The mandate of the Discipline Committee is to further the aims and objectives of The Society by setting policy and procedures regarding the investigation and parameters of the resolution of complaints. The *Notaries Act*, The Society's Rules, and The Society's Principles for Ethical and Professional Conduct set out a guide for the professional, ethical, and moral integrity of BC Notaries.

### Activities

#### *Complaints:*

The Executive Director received 22 formal complaints in 2019 21 of which have been closed without referral to the Committee. In 2020 to the end of June, 24 complaints had been received with 16 being closed without referral to the committee. The others continue to be active investigations some of which may result in referral to the Committee. Complaints are assessed under the provision of the Notaries Act and specifically section 28(1):

- (a) *misappropriation or wrongful conversion by the person of money or other property entrusted to or received by the person in the person's capacity as a member of the society;*
- (b) *incompetence;*
- (c) *other professional misconduct;*
- (d) *a breach of a provision of this Act or a regulation or rule made under it, or of a bylaw of the society.*

If the allegations and evidence cannot be linked to one of the above provisions, the Society risks proceeding to discipline.

#### *Hearings:*

The Discipline Committee conducted one hearing during the year. The final hearing into the matter has been delayed by COVID-19 and while the Society contemplates holding a hearing by electronic means.

## Executive Committee

---

Jessie Vaid, President  
David Watts, 1<sup>st</sup> Vice President  
Hassan El Masri, 2<sup>nd</sup> Vice President  
Marny Morin, Secretary  
Rhoda Witherly, Past President

### **MANDATE**

The Committee is charged with the responsibility of dealing with issues of an urgent nature that arise between Board meetings. On such items, the Committee may approve unbudgeted expenditures from the Contingency Fund or surplus to a maximum amount of \$20,000. The Committee is also charged with the responsibility for the employment of the Chief Executive Officer/Secretary.

### **Activities:**

The Executive Committee has been active throughout the year with meetings prior to most meetings of the Board. In addition, the Committee made recommendations to the Board on the Executive Directors performance.

## Finance Committee

---

David Watts, Chair  
Hassan Al Masri, Vice Chair  
Alexander Ning  
Chris Dupuis  
Andrea Banks

### **MANDATE**

The mandate is to supervise the financial affairs of The Society to ensure there is provision for sound financial planning, an adequate accounting system, and proper accounting procedures and to report to the Board of Directors.

### **Finance Committee Activities:**

The Finance Committee is primarily responsible for receiving and considering the auditor's report to the committee, considering and recommending for approval of the Board the audited financial statements, and considering and approving the annual budget for the Society.

The Committee met on three occasions as well as conducting business by electronic means throughout the year.

### **Legislation & Bylaws Committee**

---

Linda Caisley, Chair  
Bill Anderson, Vice Chair  
Rhoda Witherly  
Susan Tong  
Patricia Wright  
Lilian Cazacu

### **MANDATE**

The mandate is to recommend amendments and additions to the Act, Bylaws, Rules, and the Code of Ethics ensuring that they clearly reflect the intent of the legislation and current policies governing the practice of The Society of Notaries Public of BC.

### **Activities**

The Legislation and Bylaws Committee was active throughout the year overseeing and guiding many of the responsive changes to the Rules. These include various provisions regarding wire transfers, the removal of the section of the Rules that dealt with Chapters, and other minor clarifications.

The revision of the Bylaws project, which was and remains high on the list of priorities, was delayed due to internal capacity and funding.

## Membership & Admissions Committee

---

Linda Manning, Chair  
Patricia Wright, Vice Chair  
Daryl McLane  
Odina Skovgaard  
Jonathan Wong  
Virginia Ashley

### MANDATE

- Screen and consider all applications and evaluate the character fitness, financial responsibility, credentials, and professional qualifications of all Applicants and Candidates.
- Confirm applications where appropriate.
- Hold in abeyance, at their discretion, any application from a person involved in an action pending before any Court of this province, either as plaintiff or defendant, until such time as that action has been resolved.
- Recommend admission and transfer Applicants to the Board of Directors for their decision if the Committee sees fit to do so.
- Follow the guidelines set out in the Membership and Credentials guide and amend such guide from time to time.

### Activities:

The Membership and Admissions Committee oversees and is responsible for the selection and recommendation of suitable applicants to the Notary Education Program. Twelve notaries in three panels of notaries conducted 38 interviews over a two-day period. Based on the recommendation of the panels, the Committee recommended 32 applicants to SFU for their consideration and approval for admission.



## Practice Standards Committee

---

Hassan El Masri  
Janice Rutherford  
Carmen Langstaff  
Marnie Premont

Sabrina Hanousek  
Raman Sadhra  
Cheryl Bennewith

### **MANDATE**

The Practice Standards Committee establishes and communicate the minimum standards of practice for the profession. Professional standards guide Members in their practice and may be used by the public in understanding the roles and responsibilities of Notaries Public.

### **Activities:**

The Practice Standards Committee was created by the most recent amendment to the Bylaws. The Committee commissioned and received a paper on practice standards. The paper set out various aspects for the Committee including a definition, an examination of how standards affect performance, and designing effective standards. The following is a segment on the latter topic:

*As with most undertakings, designing effective standards begins with clarity about the goal(s) and attention to the process. The process will in many ways be dictated by the goal(s) identified. For example, a goal of standardizing a method of communicating may lead to considering alternatives based on cost or speed whereas standardizing politeness or promptness may involve cultural or ethical considerations.*

*Once goals are identified, arriving at a process involves looking at the kind of consensus needed and how it can best be arrived at. There are many levels of investigation that will lead to determining a standard: surveys, interviews, calls for input or using the consensus of a representative group. No particular method is necessarily better than another (Adrian Evans, 2017); it's really a matter again of the goal, resources, time, etc. The important part is carefully considering the process to be used and having a clear understanding of why those steps in particular are chosen.*

*It probably goes without saying that the standards should be clear, concise and accessible to both the profession and public in order to demonstrate the value the professional represents. It is important that a collection of standards appears to use a common voice, in order to have the persuasive effect of a "code".*

*The standards should be considered a "living" proposition and the process should include specific direction as to when and how they will be reviewed and amended if warranted.*

The Committee is looking forward to continuing its work on developing standards for the profession.

Note: Other Committees not listed had no activities in the period.



## Wholly Owned Corporations

### ProSuite

ProSuite is a wholly owned corporation which receives royalties from the use of conveyancing software.

The ProSuite Board members are:

- Todd McKendrick, Chair
- Andrea Bank
- Ron Usher

Financial performance is included in the SNPBC Financial Statements.

## **BC Notaries Captive Insurance Corporation**

BCNINSCO is a wholly owned corporation which provides insurance to members of the Society. Insurance of members through the Captive Insurance provider is mandatory providing assurance to and protecting the public. The BCNINSCO was formed in January 2018 and began operation in October 2018. BCNINSCO is registered with the B.C. Financial Services Authority BC and is licensed to provide insurance services.

The BCNINSCO Board members are:

- Todd McKendrick, Chair
- Brent Atkinson, Treasurer
- Bill Anderson, Director
- Joan Letendre, Director

Financial performance is included in the SNPBC Financial Statements.

## **IN MEMORIAM**

### *Jack Abercrombie*

A former Vancouver Island Notary Public from 1968 – 1997, died May 2020

### *George Adams*

A former Vancouver Notary Public from 1974 – 1986, died November 2019

### *Stephen Chong*

A former Richmond Notary Public from 2008 to 2019, died October 18, 2019

### *John Kenneth Dearden*

A former New Westminster Notary Public from 1964 to 1991, died September 1, 2019

### *Noel Martin*

A former Victoria Notary Public from 1973 to 1987, passed away in July 2019

