



## 94<sup>th</sup> Annual Report

*For the period July 1, 2020 through June 30, 2021*



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## **ACKNOWLEDGEMENT**

The offices of The Society of Notaries Public of BC are located on the ancestral, unceded territory of the Coast Salish peoples and the x<sup>w</sup>mə θ k<sup>w</sup>əy<sup>ə</sup>m (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliwətał (Tseil-Waututh) nations.

Our members live and practice on the unceded territories and provide services to many of the 308 nations in the province.

## MANDATE

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

- establishing standards of practice for members,
- seeking to ensure that the provision of notarial services meets the standards expected of a legal professional,
- 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 conduct of programs of practice inspection and member audits, and
- the delivery of the Notary Education Program education for persons wishing to become Notaries Public.

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

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## PRESIDENT'S REPORT



This will be my final report to you as President of the Society of Notaries Public. This year's annual meeting will conclude my 12 years as a director of the Society. Those early days as a director were filled with listening and learning. The organization is and has for many years been a complex one. The combination of what was later referred to as "the houses" was one that had been built over time. Starting in 2015, the Board looked to separate the houses.

While there was lots of talk and discussion about the separation, the Society operated as many things including: the regulatory body, the profession's advocacy body, the Foundation, an insurance company, and a software company. Dismantling all those pieces took some real effort; however, in retrospect, two things were missing: planning and professional advice. I can recall being in numerous meetings at which the directors were told over and over that the separation wouldn't cost members more money. As we are now finding out, that was far from the accurate.

As I end my two-year term as president, I think back to the election of two years ago. While members faced differing points of view, the results of that election really set into motion some of what I believe are some of the greatest advancements for the Society in recent memory. The directors changed the bylaws so that elections are now conducted separately from the AGM. This has increased participation in our elections immensely. The change also saw the Board welcome two non-notary directors. While the Government appoints public members to agencies and bodies in BC, the Society did this on its own initiative, and I can attest to the value that the two public members bring to the Board.

There was no foretelling that a pandemic would have such an incredible impact. While I am aware of the struggles this has caused for many of us in practice, I am happy to report that the Society acted quickly and pivoted to an online operation with only a few hiccups. Senior staff

managed a strong communications campaign and kept members informed of the changing dynamic and threats. But it wasn't just keeping members informed – the staff responded to the pandemic by quickly adapting our systems so that Board meetings could be held electronically. For the period of this AGM, we have held eight board meetings and conducted business through electronic means on several other occasions. We have not only invited members to observe meetings, but we have provided full board packages to members for their review. When I was running to be your president, I ran on a platform of transparency. I firmly believe that the Board has delivered on this promise.

I want to take this opportunity to express my thanks to you, the members, for trusting in me but I also need to thank my fellow board members throughout the years. I wanted like to thank John Mayr and the staff for all their hard work and dedication as together you are our backbone. To Marny Morin, Ron Usher and Todd McKendrick thank you for your countless hours of service. I would like to acknowledge Dan Boisvert and the Board of Directors along with Chad Rintoul, Executive Director from the BC Notaries Association: thank you for advocating for the profession. To Mr. Quang Duong, of McKenzie Fujisawa, thank you for protecting and defending our profession over the years.

The profession of a Notary Public is one steeped in honour and trust. Our profession has so much to look forward to. As I transition to the position of past president, I want to encourage all members to be interested and invested in the Society.

Jessie Vaid  
President



## EXECUTIVE DIRECTOR'S REPORT



This report is for the period July 1, 2020, through June 30, 2021.

What a year it has been! It is hard to believe that the starting period of this annual report was some 4 months into the COVID-19 health pandemic. Way back then, because it seems like it was so long ago, we were diligently wiping surfaces, setting up pods and plexiglass, and discovering the realities of infectious disease protocols. Many staff were working remotely with senior managers attending to the office daily. The year saw some familiar faces leave the Society office with Amber Rooke, Donald Ross, and later Megan Turner moving on to other pursuits. Those departures gave us the opportunity to welcome Krystel Aquino as Executive Assistant, Mona Chan at the front office, and Samantha Leader and Kelsey Mohr in Education Services.

Much of the work of the SNPBC has been focused on continuing to deliver services notwithstanding the pandemic. This would be the first year in which the Notary Education Program was delivered entirely online through video conference technology. Shifting what is a very practical and practice-oriented program to an online delivery service was a challenging task. The Society worked closely with the Board of Examiners to ensure that the statutory exams were accessible to candidates and delivered on schedule. For the second year in a row, the Commissioning Ceremony was conducted online via video conference. It is important that we recognize the willingness and flexibility of the Supreme Court of BC to ensure that candidates who successfully completed all the requirements were commissioned in a timely manner.

While COVID-19 fundamentally affected how we did things, there were many activities aside from pandemic-related initiatives. The Cullen Commission into Money Laundering in British Columbia was one of the activities we focused on. As the regulator of profession with a significant involvement in real estate, we were keen to participate and share our views. As legal services providers, members of the SNPBC are partners in seeking to reduce money

laundering through real estate. Members are subject to and comply with the federal requirements of FINTRAC.

The Board of the Society is nine elected members and two appointed non-notary members with a committee structure that relies heavily on the directors. This was a challenging year for several of the committees. The incredibly busy pace of the real estate market made it difficult to schedule meetings and ensure quorum with some committees not conducting business.

As a public interest regulator, the SNPBC focusses on administrative fairness, transparency, and objectivity in its activities. Working within the limitations of the *Notaries Act* makes this task, at times, more difficult. Supporting members of the Society through proactive initiatives designed to enhance practice is in the public interest. Much of this work is done by practice advisors, practice inspectors, and the office of the Secretary. As we look forward to what will be another challenging year, it is important to recognize the dedication, commitment and efforts of the directors, committee members and other volunteers. I look forward to welcoming the new directors and to continuing progress on the many initiatives of the SNPBC.

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 for the period of this annual report. Below are the highlights and statistics for Membership and for authentications. Given the uncertainty and limited travel opportunities of this “COVID year”, processing documents for international use has kept our members extremely busy.

The Secretary has specific functions flowing from the *Notaries Act* and the Society’s bylaws. The Secretary is a member of the Executive Committee as well as the liaison between the Society and the Registrar of the Supreme Court.

On May 25, 2021, 21 graduates were commissioned in a virtual hearing before Chief Justice C. Hinkson of the BC Supreme Court. Justice Hinkson administered the Oath and conducted the swearing in of the new members. This was possible through a collaborative effort of the Registrar, Judicial Coordinator, Supreme Court Scheduling, Court Clerks, the Manager of Information Technology, and our own Society counsel, Mackenzie Fujisawa. The Society is grateful to the Court for its willingness to conduct the ceremony despite a health pandemic.

In addition to the graduation proceeding, family members, friends and colleagues attended an online “reception” where speeches were made, awards were given, and congratulations extended. We did our best to make the event memorable despite public health guidelines preventing in-person events.

On a much more somber note, the Society lost four members/former members. The death of a notary in active practice necessitates the appointment of a custodian. My thanks to those members who stepped up to assist in such difficult circumstances.

Marny Morin  
Secretary

## MEMBERSHIP

### Active Members

As of June 30, 2021, there were 429 members of the Society.

Category	Number of Members
Active	406
Administrative	4
Roving	8
Non-Practicing	11

### Retirements

The Board approved the following resignations from the membership:

Wayne Braid

Commissioned June 6, 1986

Retired July 13, 2020

Cherry Inglis

Commissioned May 6, 2004

Retired November 1, 2020

Rick Evans

Commissioned May 27, 1975

Retired October 31, 2020

Kate Greening

Commissioned December 6, 1990

Retired June 1, 2021

Naib Singh Brar

Commissioned June 2, 1983

Retired October 31, 2020

Charmaine L. Van Tine

Commissioned December 6, 1990

Retired June 30, 2021

Joanne Johnson

Commissioned December 2, 1993

Retired October 31, 2020

## Deceased

Frank Kitto  
Commissioned 1971  
Passed away September 2020

Reginald "Reg" Titus  
Commissioned 1968  
Passed away December 2020

John Salvador  
Commissioned 1968  
Passed away October 2020

Bruce Rutherford  
Commissioned December 6, 1990  
Passed away April 2021

## Suspensions and Terminations

None

## New Notaries

21 members from Cohort 12 were commissioned on May 25, 2021.

## Custodianships

There was one active Custodianship for the period of this report.

## Special Fund Claims

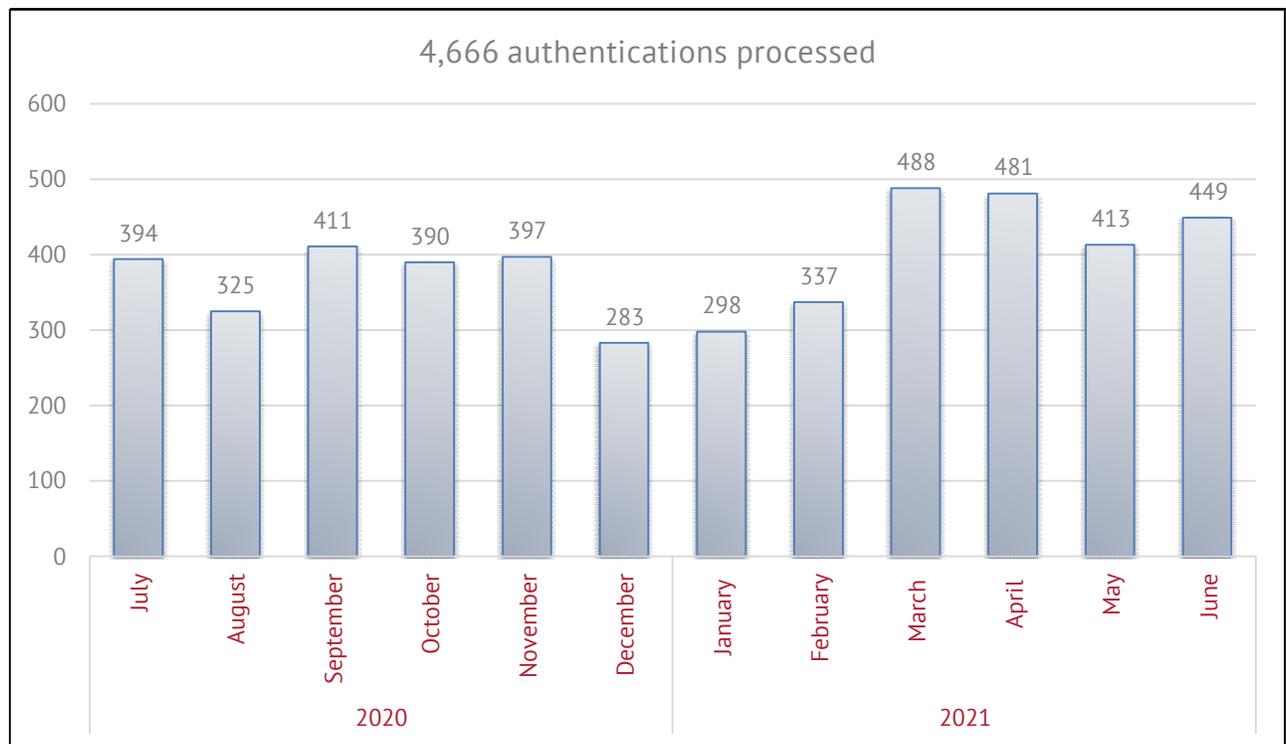
There were no Special Fund claims in 2020-2021



## SOCIETY SERVICES

### Authentications

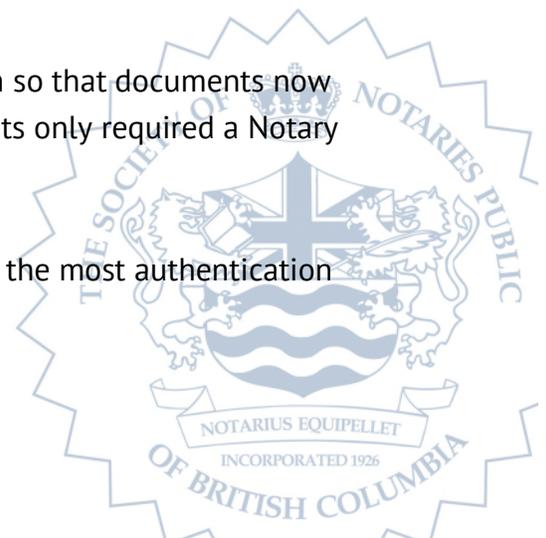
Authentications processed from July 1, 2020, to June 30, 2021



### Authentication Facts

**South Korea:** In April 2021, the country changed its legislation so that documents now require full Ministry authentication. Previously, their documents only required a Notary signature hence the increase in authentications.

**India and China:** continue to be the two countries that require the most authentication work.

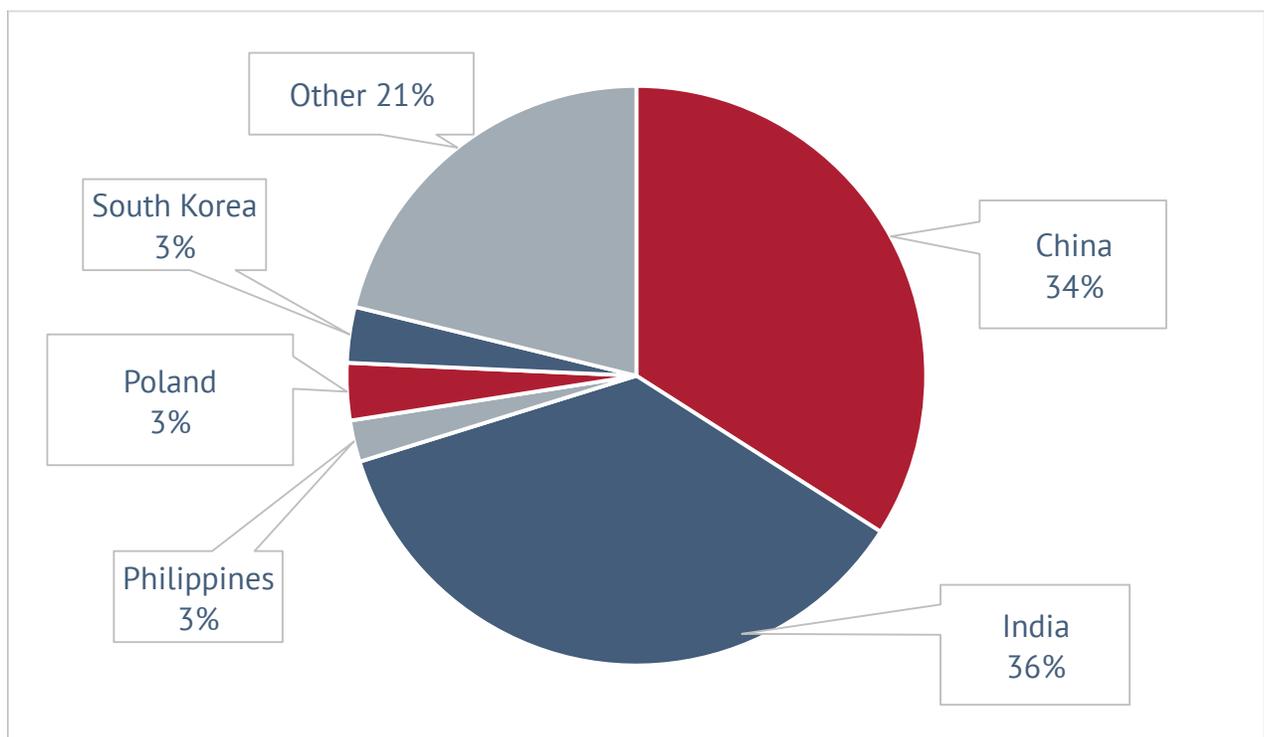


Document type processed most often: Marriage certificates, Powers of Attorney, Death certificates.

Common issues: Discrepancies in dates on the Form 10, the POA itself, incorrect fees, missing the Form 10.

35% increase: in authentications this year compared to last year.

### Authentications by Country



*Note: "Other" includes Chile, Egypt, Greece, Guatemala, Mexico, South Africa, Thailand, the USA, and others.*

## PUBLIC PROTECTION PROGRAMS

### Practice Inspections

The Society has four Practice inspectors: Joan Letendre, Carmen Langstaff, Daryl McLane and Janice Rutherford. We would like to thank them for their continuous contribution and efforts to ensure that the Members operate a practice which meets or exceeds the Society's standards. Practice inspections were conducted remotely for the period. We acknowledge that this created additional work for members and thank those who were inspected for their cooperation.

Inspections completed from July 1, 2020 to June 30, 2021

Inspection type	Number of inspections
New Notary	23
Scheduled	69
<b>Total inspections</b>	<b>92</b>

### Member Trust Audit

The member trust audit program is one of the primary programs the Society relies upon to ensure members are meeting the requirements of the Rules as they apply to trust accounts.

For the period of this Annual Report, the Society's external auditors completed the audit and reported the following:

Member Trust Audits	Number of inspections
<b>Total for period</b>	<b>172</b>
% of members audited	42%
<b>Failed to meet standards</b>	<b>13</b>

Member trust audits were conducted remotely for the period. We acknowledge that this created additional work for members and thank those who were subjected to audit for their cooperation.

## Practice Advisory Line (PAL)

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

For the period July 1, 2020, to June 30, 2021, there were:

- More than 4,300 email inquiries
- Hundreds of 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.



## STRATEGIC PLAN 2020 - 2023

Values	Trust	Transparency	Competence	Integrity	Fairness	Flexibility
<b>Foundational Activities</b>	<p><i>Complete the separation from the formerly associated entities</i></p> <p><i>Continue to enhance and improve governance</i></p> <p><i>Build a capacity for evidence-based decision making and data collection to support it.</i></p>					
<b>Strategic Directions</b>	<b>Public interest and risk-focused regulation</b>		<b>Enhancing Professional Competence</b>		<b>Stakeholder Engagement</b>	
<b>Priorities</b>	<ol style="list-style-type: none"> <li>1. Public interest defined</li> <li>2. Regulatory risks</li> <li>3. Right Touch Regulation</li> </ol>		<ol style="list-style-type: none"> <li>1. Baseline Competence articulated</li> <li>2. Competence assessment framework</li> <li>3. Notaries enhance their competence</li> </ol>		<ol style="list-style-type: none"> <li>1. Member Engagement Plan</li> <li>2. Agency Engagement Plan</li> <li>3. Government Engagement Plan</li> </ol>	
<b>Strategic Initiatives 2020-2021</b>	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		
<b>Strategic Initiatives 2021-2022</b>	Develop a plan to implement ‘Right Touch Regulation’ across the Society				Identify opportunities for engagement	
					Member Assistance Program	
<b>Strategic Initiatives 2022 - 2023</b>					Independent intermediary	

## NOTARY EDUCATION PROGRAM

### Admissions

Persons interested in becoming members apply to the Society for enrollment in the Notary Education Program. The program is delivered in stages and in combination with the Master of Arts, Applies Legal Studies. MA ALS is delivered and administered by Simon Fraser University. The Notary Education Program is a practical training program delivered and administered by The Society of Notaries Public of BC that includes a period of mentoring with an experienced and approved Notary Public in practice, and preparation for the statutory admission exams. The exams are 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 2020-2021 the Society received 48 applications. Some of these applicants did not meet the enrollment requirements and were referred to SFU for information on how to upgrade or otherwise 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 chose not to proceed with their application after this stage.

Panel interviews were then scheduled with 34 applicants. This is a formal interview with panels of members of the Membership & Admissions Committee and general members of the Society.

The Society recommended and referred 30 applicants as identified by the panels to SFU for consideration.

## SUMMARY OF SNPBC FINANCIAL STATEMENTS

### Statement of Financial Position (Condensed)

June 30	Total	Total
<b>Assets</b>	<b>2021</b>	<b>2020</b>
Cash	<b>\$ 8,670,689</b>	\$ 5,413,124
Receivables	<b>467,794</b>	274,000
Accrued interest receivable	<b>10,567</b>	11,158
Prepaid expenses	<b>2,082</b>	50,630
Short-term investments	<b>3,451,126</b>	3,133,255
Govt. Remittance Receivable	<b>45</b>	41
Due from The Notary Foundation of British Columbia	<b>541,047</b>	1,315,106
	<b>13,143,350</b>	10,197,314
Capital Assets	<b>85,736</b>	114,213
Due from Prosuite Software Ltd.	<b>484,493</b>	864,493
Investment in ProSuite Software Ltd.	<b>28,972</b>	-
Investment in BC Notaries Captive Insurance Co.	<b>4,159,823</b>	3,907,600
	<b>\$ 17,902,374</b>	\$ 15,083,620
<b>Unclaimed trust funds</b>	<b>\$ 725,485</b>	\$ 717,493

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

**Statement of Financial Position (Condensed)**

<b>June 30</b>	<b>Total</b>	<b>Total</b>
<b>Liabilities</b>	<b>2021</b>	<b>2020</b>
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 47,454	\$ 135,057
Government remittances payable	89,088	42,063
Dues received in advance and unearned	1,221,692	826,726
Due to BC Notaries Captive Insurance Company	3,515	128,387
	<b>1,361,749</b>	<b>1,132,233</b>
Provision for settlement of claims	255,000	255,000
	<b>1,616,749</b>	<b>1,387,233</b>
<b>Fund Balances</b>		
Equity in property and equipment	85,736	114,213
Internally restricted	8,766,030	6,769,955
Externally restricted	2,538,369	2,633,135
Unrestricted	4,895,490	4,179,084
	<b>16,285,625</b>	<b>13,696,387</b>
	<b>\$ 17,902,374</b>	<b>\$ 15,083,620</b>
<b>Unclaimed trust liability</b>	<b>\$ 725,485</b>	<b>\$ 717,493</b>

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

**Statement of Operations (Condensed)**

<b>June 30</b>	<b>Total</b>	<b>Total</b>
<b>Revenue</b>	<b>2021</b>	<b>2020</b>
Authentication fees	\$ 365,014	\$ 221,223
Distribution from Foundation	541,782	1,315,531
Investment income	401,970	187,507
Membership dues and incorporation fees	968,506	1,346,211
Trust administration	2,903,461	1,925,365
Others	228,090	243,174
	<b>\$ 5,408,823</b>	<b>\$ 5,239,011</b>
<b>Expenses</b>		
Legal fees	\$ 131,926	\$ 145,185
Member audits	505,116	337,880
Office supplies and service	247,692	345,969
Practice inspection and assistance	127,096	105,053
Rent and utilities	253,516	280,646
Tuition	258,488	346,565
Wages and benefits	1,086,380	1,049,291
Others	490,565	631,955
	<b>\$ 3,100,779</b>	<b>\$ 3,242,544</b>
<b>Other Items</b>		
Transfer to BC Notaries Association	\$ -	\$ (653,048)
Transfer to the Notary Foundation of BC	-	(800,000)
Equity in income of controlled entities	281,194	1,490,682
	<b>\$ 281,194</b>	<b>\$ 1,490,682</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 2,589,238</b>	<b>\$ 2,034,101</b>

## COMMITTEE REPORTS

### Audit Committee

#### 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 because 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 received and deposited creating shortfall,*
5. *Banks placing a hold on deposited funds. This appears to be the most common error consistently on all the Trust Account Error Reports,*
6. *Like 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.*

#### Committee Members

Janice Rutherford, Chair  
Kate Manvell, Vice Chair  
Liza Aboud  
Megan Knight  
Cheryl Kwok  
Susan Tong

#### 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.

## Discipline Committee

### Activities

#### *Complaints:*

The Executive Director received 38 formal complaints in 2020, 22 of which have been closed without referral to the Committee. There are six matters pending a Notice of Hearing before 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. The Society has shifted to holding a hearing by electronic means.

The Board of Directors received one report from the Discipline Committee. The decision of the Board will be posted to the SNPBC website.

#### **Committee Members**

Hassan el Masri, Chair  
 Sabrina Hanousek, Vice Chair  
 Liza Aboud  
 Alex Ning  
 Steve Woo

#### **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.

## Executive Committee

### 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.



### Committee Members

Jessie Vaid, President  
David Watts, 1<sup>st</sup> VP  
Hassan el Masri, 2<sup>nd</sup> VP  
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.

## 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.

### Committee Members

David Watts, Chair  
Hassan el Masri, Vice Chair  
Alex Ning  
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.

## Legislation, Bylaws and Rules Committee

### 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 the health pandemic, internal capacity and funding.

### Committee Members

Lilian Cazacu, Chair  
Sabrina Hanousek, Vice Chair  
Amy Badesha  
Tegan Tang  
Rhoda Witherly  
Steve Woo

### 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.

## Membership and Admissions Committee

### 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 35 interviews over a two-day period. Based on the recommendation of the panels, the Committee recommended 30 applicants to SFU for its consideration and approval for admission.

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



### Committee Members

Sabrina Hanousek, Chair  
 Alex Ning, Vice Chair  
 Liza Aboud  
 Virginia Ashley  
 Amy Badesha  
 Juliana Castro  
 Ravi Dhami  
 Cheryl Kwok  
 Daryl McLane  
 Odina Skovgaard  
 Jonathan Wong

### 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.

## Practice Standards Committee

### 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:

*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.*

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

### Committee Members

Hassan el Masri, Chair  
Janice Rutherford, Vice Chair  
Alan Treleaven  
Virginia Ashley  
Megan Knight  
Gary Kwan  
Carmen Langstaff  
Marnie Premont  
Raman Sadhra

### Mandate

The Practice Standards Committee establishes and communicates 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.

## Taxation Committee

### Activities:

The Taxation Committee met twice for matters related to fees charged by a member. The reasons for decisions are published on the Society's public website ([www.snpbc.ca](http://www.snpbc.ca)). See the Professional Regulation tab, under Discipline and Committee reports.



### Committee Members

Jessie Vaid, President  
David Watts, Chair of Finance  
Hassan el Masri, Chair of Discipline

### Mandate

The Taxation Committee shall consist of the President, and the chairmen of the Finance and Discipline Committee. The Taxation Committee shall investigate complaints of excessive notarial fees charged by Members. The decisions of the Taxation Committee shall be final and binding upon all Members.

## WHOLLY OWNED CORPORATIONS

### ProSuite Software Corporation

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

The ProSuite Board members are:

- Todd McKendrick, Chair
- Andrea Banks
- 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
- John Mayr, Shareholder Representative

Financial performance is included in the SNPBC Financial Statements.