

SOCIETY OF
**NOTARIES
PUBLIC** OF BC

96th ANNUAL REPORT

For the period of July 1, 2022 through June 30, 2023



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TERRITORIAL ACKNOWLEDGEMENT

The office of the Society of Notaries Public of BC are located on the ancestral, unceded territory of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) nations.

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



2022 -2023 BOARD OF DIRECTORS

David Watts – President

Hassan el Masri - First Vice President

Steve Woo - Second Vice President

Vicki van As

Michelle Broughton

Bill Chan

Megan Knight (Resigned in May 2023)

Cheryl Kwok

Kate Manvell

Tegan Tang

Alan Treleaven

Jonathan Wong (Appointed in May 2023)

Jessie Vaid - Past President



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.

*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.*

PRESIDENT'S REPORT



It's been an interesting year.

For many of us in our practices, it has been a year where we have seen wide shifts in activity levels as interest rate increases have shifted us from all time high volumes of real estate transactions in 2020 and 2021 to levels in the past year that are drastically below the 10-year averages. This affects each of our offices, and while its hard when in these times; they do pass. We've seen a decent summer in terms of volume in many of our offices and hope for continued busy times ahead.

The Society has been busy.

Earlier in the year, arrangements were finalized with Simon Fraser University to endow the MAALS program, making it is a permanent program. We had been making annual payments, and this marked the end of a 5-year commitment. We thank the Notary Foundation for the funding of this \$3.5 million dollar contribution to the Simon Fraser University. Having this as a permanent program, with perpetual funding will ensure this formal part of the education program continues. As we move toward the Single Legal Regulator, I believe its vitally important that we continue to do what we can to maintain our notary identity and culture, and the MAALS program is a big part of that.

Speaking of the Single Legal Regulator, we recently received a letter from Attorney General Niki Sharma confirming that the work of this initiative continues, though the legislation will now likely be introduce in the Spring 2024 session rather than the Fall 2023 session as previously envisioned. The timelines are exciting, and we credit the work of ADM Paul Craven and legal counsel to the Attorney General Katie Armitage in continuing to move things forward. John Mayr and Marny Morin continue to work closely with the Law Society, Paralegals and Government in this regard.

This year's AGM will mark the end of my second term as President and the end of my 12 years as a Director on the Society Board, as well as several years on the Notary Foundation Board of Governors including 2 years as Chair. The Society has seen remarkable change over this time. When I joined the Board, the Society was central in providing regulation, advocacy, insurance, and even guiding development of our conveyancing software though Pro-Suite. Today, the BC Insurance Captive manages our practice insurance; the BC Notary Association continues to advocate for the profession and the Society is able to focus at being our regulator. I'm excited to see where things go next; in terms of incorporating the

regulatory function into the new Single Legal Regulator and how our identity as notaries is maintained with our pillar of community and comradery that currently exists. We as BC Notaries practice in non contention law. This doesn't mean its not complicated and we are often able to find common sense solutions for our clients, which is what they want and usually best serves the situation. It was great to see so many at the Association's Spring Conference in Kelowna after years away due to Covid, and I look forward to many in-person BC Notary Conferences to come.

In closing, I'd like to thank John Mayr for guiding the Board and the Society. As president, I've spoken with John weekly, if not more often, and am confident in John's abilities as our regulator. I would also like to thank Marny Morin for always being there and Eric Fryatt for capably handling the financial aspects of the organization, as well as all society staff who keep things running for us all. I'd like to thank past president Jessie Vaid for his leadership, effort, and contributions to the Society. I'm encouraged to see new directors on our Board and wish the best for next President, Executive, Board and all the Membership in the years to come.

David Watts
President



EXECUTIVE DIRECTOR'S REPORT



It is my pleasure to report on the year that ended on June 30, 2023, and for this 96th Annual Report of the Society of Notaries Public of British Columbia. Unlike recent reports, the pandemic does not play a leading role in this year's report. That is not to say that the pandemic wasn't a factor, as the effects of the pandemic were notable in the legal services marketplace, mostly in the real estate sector. There has always been complexity and challenges, but it seems as though the complexity has increased over the period of this report.

As an educator in the Notary Education Program, I share with the future notaries the following: a student cannot learn, nor can a program deliver everything a notary starting out needs to know. The most valuable information you can take from the program is the ability to recognize what you don't know. Sometimes referring a client is the best advice you can give them.

Complexity leads to complaints. The Society, as a public interest regulator, has a duty and responsibility to investigate complaints made against members. The complete report on complaints is included elsewhere in this report. A common complaint is against members for failing to provide evidence of the discharge of a mortgage. For years, legal regulators have collected information about delays in mortgage discharges. A historic problem, which got exponentially worse during the pandemic, resulted in Consumer Protection BC taking action against financial institutions. We will continue to collect information in the hopes of demonstrating compliance with the law in BC by financial institutions.

The tone and texture of the year took on a different hue in the latter months of 2022, as the Ministry of the Attorney General indicated that it would seek to create a new regulatory body for legal professionals in BC. With the release of the Intentions Paper the directors and members were given insight into the plan which would lead to the amalgamation of the two current legal regulatory bodies and provisions for the regulation of paralegals.

The SNPBC meets its requirements under the *Notaries Act* through the efforts and dedication of a small staff. The success of the organization is a direct result of a board of directors who seek to embrace professional regulation and are commitment to learning, engagement, and critical thought.

John Mayr
Executive Director

SECRETARY REPORT



It has been my pleasure to act as Secretary of the Society of Notaries Public of British Columbia again this year. The Board of Directors has entrusted me with specific powers and responsibilities under the *Notaries Act*. In accordance with the Act and the Society's bylaws, the Secretary holds distinct responsibilities, including being a member of the Executive Committee. Below are the highlights and statistics for our Membership.

Marny Morin
 Secretary

Active Members

As of June 30, 2023, there were 447 members of the Society.

Category	Number of Members
Active	425
Administrative (Included into the total number)	6
Roving	6
Non-Practicing	16

Retirements

The Board approved the following resignations from the membership:

Joanne Zipser

Commissioned December 8, 1994
Retired July 31, 2022

Kieu-Hanh Dang

Commissioned May 3, 2007
Retired December 31, 2022

Elaine Aubry

Commissioned December 5, 1991
Retired September 30, 2022

John Eastwood

Commissioned December 2, 1993
Retired June 30, 2023

Kim Guthrie

Commissioned June 5, 2003
Retired September 30, 2022

Marian Gravelle

Commissioned June 14, 1984
Retired June 30, 2023

Karen Siemens

Commissioned June 4, 1998
Retired October 31, 2022

Megan Knight

Commissioned June 4, 1998
Retired June 30, 2023

Shemin Jamal

Commissioned December 7, 1995
Retired October 31, 2022

Chad Kwon

Commissioned June 13, 2002
Retired June 30, 2023

Rhoda Witherly

Commissioned June 4, 1998
Retired October 31, 2022

Lucy Neville

Commissioned June 13, 2018
Retired June 30, 2023

Rhoda Chapman

Commissioned June 15, 1989
Retired November 9, 2022

Tracy Parker

Commissioned June 8, 2000
Retired June 30, 2023

Pankaj Shah

Commissioned June 18, 1985
Retired June 30, 2023

Wanda Wong Wilson

Commissioned June 7, 2001
Retired June 30, 2023

Deceased

None

Suspension and Termination

None

Newly Commissioned Notaries

29 members were commissioned on June 15, 2023

Authentications

Notaries Registered with the OIC Office

There were 344 Notaries registered as of June 30, 2023.



DISCIPLINARY HEARINGS

During the period covered by this report, the Society actively engaged in addressing disciplinary matters. A total of six hearings were conducted: three Disciplinary Committee hearings and three Director's hearings, all conducted through electronic means. Below, is the list of the disciplinary hearings held during this time.

Disciplinary Committee Hearings:

- Ashok Bhatti
- Gurdeep Sidhu
- Wing Yan Tsui
- Aanchal Ghai
- Hong (Henry) Fei Lu
- Nicholas Aubin

Directors' concluded hearings for the following matters:

- Ashok Bhatti
- Gurdeep Sidhu
- Wing Yan Tsui

The Disciplinary process is determined by the *Notaries Act* which establishes a multi-stage process. The Society remains resolute in its commitment to upholding high standards of conduct and professionalism of its members as independent legal services providers. Final decisions on completed matters are available on the Roll of Notaries.



SOCIETY SERVICES

Notary Education Program

This year has brought a significant change to the Notary Education Program. Those wishing to become notaries now apply directly to Simon Fraser University to obtain the Master of Arts in Applied Legal Studies degree (MAALS). Upon completion, graduates apply to The Society of Notaries Public of BC to enroll in our Notary Education Program (NEP). The first cohort to undertake the new course will commence in January 2024.

The NEP has been reimagined with enhanced practical training, increased mentoring with experienced notaries, practical written and oral skills assessments, and statutory examinations. The program is delivered both in-person and online over six months, with six weeks of mentoring to take place within that time frame. The curriculum includes expanded units on fraud prevention, ethics, anti-money laundering, jurisprudence, and information security. These areas are in addition to the core education in conveyancing, personal planning, and notarial procedures. The program further incorporates a Practice Management Course, an accounting course, and the business of practice that will guide students on the practical elements of building and running a professional practice as a notary public.

The revisions to the program are a result of a valuable blue-sky planning sessions with members with a range of experience and years in practice. The session participants provided meaningful insight on considerations for the content and structure of the new program.

The Society has adopted the Blackboard learning management software platform for online courses and to support in-person education sessions. Blackboard includes a range of features to enhance the program's delivery and student learning experience.

Notary Foundation Endowment Contribution to SFU

Leveraging Notary Education

The Society of Notaries Public of British Columbia (SNPBC) is pleased to share information about our ongoing commitment to advancing notary education. Through a generous contribution of \$3.5 million from the Notary Foundation, SNPBC has paved the way for the creation of a permanent professorship for the Master of Arts in Applied Legal Studies program.

The Board engaged in discussion and evaluation of the proposal to fund the program through an endowment with the vision and intent of establishing a permanent program

through the creation of an endowment. The gift to Simon Fraser University (SFU) will enrich notary education.

The endowment positions the university as a vital partner in the academic education of notaries with a focus on legal education including the potential for expanded scope of practice.

The \$3.5 million gift will establish an endowed professorship within the Master of Arts in Applied Legal Studies (MA ALS) graduate program, marking a significant milestone in SNPBC's enduring partnership with the University. This partnership began in 2008 with the inception of the MA ALS program. Over 50% of active members are graduates from the MA ALS program.

The MA ALS program combined with the Notary Education Program sees applicants complete their education and statutory examination in approximately two years, which is both cost and time effective and a significant contribution to increasing access to justice.



SINGLE LEGAL REGULATOR

The Ministry of the Attorney General has advanced an initiative to create a new regulatory body with responsibility to assume the regulation of members of the Society of Notaries Public, the Law Society, and to implement a framework to regulate paralegals.

Information about the Attorney General's plan can be found on the [Engage BC website](#), which includes the [Intentions Paper](#) and the [results of the public consultation](#).

This initiative is not a new one; in fact, the Society records reflect discussions in the latter part of the 1990s and the early part of 2000. The idea gained further momentum in 2008 as the Society of Notaries Public actively engaged the Law Society in discussions that would have seen the Law Society assume the responsibility for regulating non-lawyer notaries public. This was actively supported by the AG at the time but never came to fruition.



There are a number of factors leading to the current initiative. The creation of legislative frameworks for multiple professions is routine in most Commonwealth countries. Canada has been slow to adopt this model, notwithstanding the 1996 BC statute for the regulation of healthcare providers. It makes some sense that all providers of legal services are regulated under one statute with standardized rules. In or about 2017, there was a proposal to amend the Legal Profession Act to provide for the regulation of paralegals, but opposition to this proposal meant that the amendments were never achieved.

The issue of access to justice is truly a historic one and funding for legal services has remained a significant barrier to access. Although the intentions paper does not specifically deal with funding issues, increasing access to justice is the primary focus. Having Notaries Public provide legal services directly to the public has been an almost 100-year experiment in access to justice, and by almost every measure, a success story.

What the future holds for legal professionals in BC under a single legal regulatory body is yet to be determined. The focus must be on addressing the issue of access, removing barriers that increase costs, and being willing to address deeply embedded structural impediments to regulating in the public interest.

PUBLIC PROTECTION PROGRAMS

Practice Advisory Line (PAL)

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

For the period July 1, 2022, to June 30, 2023, there were:

- More than 3150 email inquiries and responses, and
- Approximately 1000 telephone calls.

Practice Advisors seek to 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. PAL does not give legal advice. Members are directed to counsel as may be appropriate.

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

Member Trust Audit

Member trust audits are a critical public protection program of the Society. The program is designed to evaluate compliance with the Trust Accounting Rules and seeks to ensure the protection of clients' money.

The Society contracts the member audit process to the accounting firm BDO. As a result of the pandemic, the process shifted from in-person audits to online audits. This has caused some challenges for offices that maintained their records in paper form. The Society is keenly aware that, for office that don't keep digitized records, the shift to providing digital information is time intensive.

Each year, the Society plans to conduct regular trust audits on 25% of members and with additional audits at the request of the Audit or Discipline Committee, or as may be required because of concerns.

Member Trust Audit type	Number of Audits
Scheduled	135
Re-Audit	21
In progress	50
Total complete audits	106

Practice Inspections

The Society has a team of Practice inspectors, who work diligently to ensure that Members practices meets or exceeds the standards expected.

Routine inspections are scheduled for all newly commissioned notaries and others on a 4-year cycle. Staff Notaries are not subject to separate inspection but are considered as part of the inspection process of the practice in which they work.

The Practice Inspection program is another of the Society’s public protection program. Based on standards of practice the program seeks to ensure not only standards but adherence to the Rules.

Inspections completed from July 1, 2022, to June 30, 2023

Inspection type	Number of inspections
New Notary	14
Scheduled	73
Re-inspection	8
Total inspections	95



SUMMARY OF SNPBC FINANCIAL STATEMENTS 2022 - 2023

Statement of Financial Position (Condensed)

June 30, 2023	Total	Total
Assets	2023	2022
Cash	\$ 11,278,428	\$ 10,908,809
Receivables	322,048	383,671
Accrued interest receivable	11,186	10,852
Prepaid expenses	163,219	107,966
Short-term investments	3,532,628	3,213,502
Govt. Remittance Receivable	49	47
Due from The Notary Foundation of British Columbia	-	-
	15,307,558	14,624,847
Capital Assets	81,458	85,611
Due from Prosuite Software Ltd.	85,221	85,221
Investment in ProSuite Software Ltd.	1,598,973	812,684
Investment in BC Notaries Captive Insurance Co.	4,159,385	2,738,690
	\$ 21,232,595	\$ 18,347,053
Unclaimed trust funds	\$ 1,264,569	\$ 917,359

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)

June 30, 2023	Total	Total
Liabilities	2023	2022
Current		
Accounts payable and accrued liabilities	\$ 506,032	\$ 158,232
Government remittances payable	59,870	68,816
Dues received in advance and unearned	1,079,392	1,041,847
Due to related parties	51,571	4,383
	<u>1,696,865</u>	<u>1,273,278</u>
Fund Balances		
Equity in capital assets	81,458	85,611
Internally restricted	11,183,368	10,289,366
Externally restricted	1,776,730	2,152,453
Unrestricted	6,494,174	4,546,345
	<u>19,535,730</u>	<u>17,073,775</u>
	\$ 21,232,595	\$ 18,347,053
Unclaimed trust liability	\$ 1,264,569	\$ 917,359

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 Operations (Condensed)

June 30	Total	
	2023	2022
Revenue		
Authentication fees	\$ -	\$ 298,261
Investment income	572,920	16,742
Membership dues and incorporation fees	1,185,964	1,190,545
Trust administration	1,698,243	2,732,358
Other	267,343	263,683
	\$ 3,724,470	\$ 4,501,589
Expenses		
Legal fees	\$ 126,696	\$ 143,705
Member audits	463,652	507,846
Office supplies and service	163,153	250,527
Practice inspection and assistance	109,260	141,418
Rent and utilities	268,153	252,322
Tuition	257,672	238,434
Wages and benefits	1,635,840	1,246,251
Other	445,073	550,515
	\$ 3,469,499	\$ 3,331,018
Other Items		
Settlement of claims	\$ -	\$ 255,000
Equity in income of controlled entities	2,206,984	(637,421)
Excess (deficiency) of revenue over expenses	\$ 2,461,955	\$ 788,150

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

Committee Members

- Megan Knight - Chair (resigned in May 2023)
- Michelle Broughton - Vice Chair
- Bill Chan
- Cheryl Kwok
- Jonathan Wong- (appointed in May 2023)
- Odina Skovgaard

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

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 the wrong bank account,*
2. *Property Transfer Tax form errors – PTT being drawn out of the wrong bank account because of withdrawing land title transfer documents and refiling and PTT being debited twice,*
3. *Clients using bank apps to deposit cheque electronically then later depositing the physical cheque,*
4. *Amount recorded on the statement of adjustments different from the dollar amount received and deposited creating a 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.*

Discipline Committee

Committee Members

- Steve Woo- Chair
- Bill Chan
- Jonathan Wong- Appointed in May 2023
- Megan Knight- Resigned in May 2023
- Kate Manvell
- Vicki Van As

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:

During this period of the annual report the Society received 81 complaints which is 11 complaints less than last fiscal year (or about 10% less). Status is as follows:

- 11 are under active investigation.
- 5 were referred to the Discipline Committee.
- 11 are on hold as legal proceedings, police investigations or other regulatory investigations are in progress.
- 54 (or about 65%) were closed without action.

Complaints are assessed under Section 28 of the *Notaries Act*.

Section 28(1):

- (a) *misappropriation or wrongful conversion by the person of money or other property(...);*
- (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.*

Section 28(2):

(...) conduct that is contrary to the best interest of the public or the notarial profession or tends to harm the standing of the notarial profession.

The investigation of a complaint is conducted in compliance with Section 27(2) of the *Notaries Act* ('Preliminary Inquiry') and Rules 9.01 and following.

It is the Discipline Committee that decides, in compliance with Section 27(1) of the *Notaries Act*, whether a hearing ('Inquiry') will be held.

Observations:

65% of the complaints received are closed mainly for the following reasons:

- They fall outside the Regulator's authority; or
- The filing of the complaint is an abuse of the complaints-process; or
- They originate because of a lack of communication between client and Notary Public which can be addressed immediately.

13% of the complaints received are put on hold because other proceedings are taking place:

- Legal proceedings: the matter includes an allegation of an error or omission made and involves the Captive Insurance; or
- Police investigations (such as an allegation of fraud); or
- Other regulatory proceedings. These are mainly investigations by the BC Financial Services Authority into the alleged provision of unlicensed mortgage broker services.

The 5 matters that were referred to the Discipline Committee involve allegations of: incompetence, professional misconduct, or a breach of the Act and Rules.

Trends:

- Apparent misuse of video-technology to witness signatures as well as non-compliance with FINTRAC rules regarding the authentication of ID.
- Non-compliance with Sections 17 and 59 of the *Notaries Act*. These Sections prescribe what a Notary and a Notary Corporation can and cannot do.
- Insufficient or lack of communication with clients and fellow professionals. Non-communication almost always leads to a complaint.
- Not attending to the deficiencies indicated in Practice Inspection Reports.
- Failure to report to the Mortgage Discharge Centre.



Executive Committee

Committee Members

- David Watts- Chair
- Hassan el Masri- Vice Chair
- Jessie Vaid
- Steve Woo
- Marny Morin

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

Committee Members

- Hassan el Masri- Chair
- Alan Treleaven- Vice Chair
- Alex Ning
- Andrea Banks
- Steve Woo

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

Activities:

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

The Committee also considers and recommends for approval the annual budget for the Society to the Board of Directors.



Insurance Advisory Committee

Committee Members

- David Watts – Chair
- Hassan el Masri- Vice Chair
- Alan Treleaven
- Alex Ning
- Bill Anderson
- Lilian Cazacu
- Tegan Tang

Mandate: The Insurance Committee operates the Insurance Fund of the Society, monitors insurance market conditions, and makes recommendations to the Directors in all insurance matters; they also consider claims that are presented to the Society. This committee is an Ad Hoc Committee formed by the Board pursuant to Section 8.04 of the bylaws where it states:

Any ad hoc committee formed by a decision of the Board shall, in the exercise of the power so delegated, conform to any rule that may be imposed by the Board.

Activities:

The committee met to consider the implementation of transactional insurance and made recommendation to the Board of the Captive Insurance Company.

Considered the minimum amount of insurance coverage for the various types of insurance required to protect the public in the event of a loss. The committee makes recommendation on these items to the Board of Directors of the Society.

Legislation, Bylaw and Rules Committee

Committee Members

- Tegan Tang-Chair
- Vicki Van As- Vice Chair
- Amy Badesha
- Bill Chan
- Juliana Castro
- Marnie Premont
- Megan Knight- Resigned in May 2023
- Jonathan Wong- Appointed in May 2023

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

Activities:

During the period outlined in this report, the Legislation, Bylaw, and Rules Committee was notably engaged and dedicated to the revision of the Rules, which subsequently became effective in April 2023.



Membership and Admissions Committee

Committee Members

- Cheryl Kwok – Chair
- Steve Woo - Vice Chair
- Bill Chan
- Jonathan Wong –appointed in May 2023
- Juliana Castro
- Michelle Broughton
- Megan Knight- Resigned in May 2023
- Odina Skovgaard
- Ravi Dhami
- 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

Activities:

The committee met to consider correspondence related to a complaint made by an applicant to the Ombudsperson. Based on those discussions made recommendations to the Board regarding the applications process, pre-requisites, and procedures of the Society, and met to consider changes to the notary education program,

Practice Standards Committee

Committee Members

- Hassan el Masri – Chair
- Alan Treleaven - Vice Chair
- Alex Ning
- Jonathan Wong –appointed in May 2023
- Juliana Castro
- Megan Knight- Resigned in May 2023
- Vicki Van As
- Virginia Ashley

Mandate: The Practice Standards Committee establishes and communicates the minimum standards of practice for the profession.

Activities: The committee did not meet in the period of this report.

Special Fund Committee

Committee Members

- David Watts- Chair
- Hassan el Masri- Vice Chair
- Alan Treleaven
- Jessie Vaid

Mandate: The Special Fund Committee shall manage the Special Fund of the Society with respect to claims or possible claims of misappropriation or wrongful conversion against a member or former Member and make recommendations to the Board in all matters dealing with the operation and investment of the Special Fund.

Activities: There were no special fund claims and as such the committee did not meet.

Taxation Committee

Committee Members

- David Watts- President
- Hassan el Masri- Chair of Finance
- Steve Woo- Chair of Discipline
- John Mayr- Executive Director

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

Activities: There were no requests for taxation and as such the committee did not meet.



WHOLLY OWNED CORPORATION

ProSuite Software Corporation

ProSuite is a wholly owned corporation that receives royalties from the sale of an asset under the terms of an agreement. The ProSuite Board members are:

- Todd McKendrick, Chair
- Eric Fryatt
- Ron Usher
- John Mayr, Shareholder Representative

Financial performance is reflected in the SNPBC Financial Statements.

BC Notaries Captive Insurance Corporation

BCNINSCO is a wholly owned corporation that 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

The Society sets the minimum requirement for insurance coverage for members. The Captive looks to the marketplace to obtain that coverage.

During the period, the Board of Directors considered the move to a form of transactional insurance for the next insurance period.

Financial performance is reflected in the SNPBC Financial Statements.

