



**SOCIETY OF**  
**NOTARIES**  
**PUBLIC OF BC**



**98<sup>th</sup> ANNUAL REPORT**

**For the period of July 1, 2023, through June 30<sup>th</sup>, 2024**

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## TERRITORIAL ACKNOWLEDGEMENT

The office of the Society of Notaries Public of BC is located on the ancestral, unceded territory of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tseil-Waututh) nations.

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



## 2023 -2024 BOARD OF DIRECTORS

Hassan El Masri - *President*

Steve Woo - *First Vice President*

Vicki van As - *Second Vice President*

Michelle Broughton

Lilian Cazacu

Bill Chan

Cheryl Kwok

Kate Manvell

Tegan Tang

Alan Treleaven

Jonathan Wong

David Watts - *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 in British Columbia,
- establishing principles of ethics and professional conduct of members,
- inquiring into complaints about and the conduct and compliance of members under the authority of the *Notaries Act*,
- implementation and conduct of practice inspection and member trust audits programs, and
- delivery of the Notary Education Program 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



It has been my honor and pleasure to serve as President for the year ending June 30, 2024. I was first elected as a director in 2017, and since then I have witnessed significant changes and developments within the Society and our profession. Notably, 2017 marked the beginning of our current Executive Director's tenure and our separation from a combined organization that served multiple roles: representing members, providing insurance to members, managing the Foundation that collects and distributes interest from Notary trust accounts, and regulating the profession.

This transformation has required considerable effort and focused energy. I am now confident in stating that the Society of Notaries Public of British Columbia effectively regulates the profession in the public interest. The Directors wholeheartedly support and promote our core values: Trust, Transparency, Competence, Integrity, Fairness, and Flexibility.

However, the past year has not been without challenges. As you will read elsewhere in this report, our focus has been on the transition to the *Legal Professions Act* and Legal Professions BC, ensuring we uphold what the public and our clients value: Notaries as the Trusted Profession. Newer members may not be as familiar as those of us with deep roots in the profession with the historical challenges we have faced. For a detailed account, I encourage you to review the works of Dr. Joan Brockman and Ann Gourley.

This past year also brought a long-awaited change to Section 18 of the current *Notaries Act*. I encourage all members of the Society to educate themselves about the impact this change may have on their practice and how they serve their communities.

As we reflect on the past, we must also look towards the future, which presents both opportunities and challenges. Having qualified, competent notaries public as a choice in legal service providers is in the public interest.

While we cannot predict the future with certainty, I am confident that the Society and its membership will navigate the challenges ahead for the betterment of our clients and our profession.

Thank you to the members of the Society for your dedication, year in and year out, in conducting important work for the people of British Columbia with diligence, skill, and dignity, especially in a landscape filled with growing challenges and increasingly complex requirements and expectations.

I would also like to take this opportunity to express my gratitude to the directors, the members who volunteered for committees, and the staff of the Society, who consistently perform outstanding work.

Hassan El Masri  
President



## EXECUTIVE DIRECTOR'S REPORT



It is my pleasure to report on the year that ended on June 30, 2024, and for this 98th Annual Report of the Society of Notaries Public of British Columbia.

This Annual Report is full of information about the year that was and really, what a year. As reported elsewhere in this report, I think it fair to say that the Government's initiative to create a single legal regulator for legal practitioners in B.C. was the main focus for the Board of Directors and staff of the Society.

Change, especially when it is change of this magnitude, is hard. More so because of the unknown, there are many. For all the unknowns, there is at least one aspect of the single legal regulator which makes this initiative different than in the past. Importantly, this initiative is not lawyers taking over and subsuming the members of the Society of Notaries Public. What will be known as *Legal Professions B.C.* will be a new regulatory body with modern, forward-looking, public interest-focused legislation.

But the single legal regulator wasn't the only major development in the year. In January, cohort 15 was the first group to attend the revised notary education program. The Society transitioned to the Blackboard Learning Management platform which supports updated course curriculum and online access to material that, combined with a longer mentorship requirement, seeks to better prepare new notaries for entry to practice.

As the year came to a close, we bid farewell to Mr. Ron Usher. There are many superlatives that one could use to describe Ron's contributions not only to the Society and its members, but to Real Estate practice, legal research, and legal education. Ron's value as a practice advisor and his commitment to best practice was second to none and I think it fair to say that we are all better off because of Mr. Usher.

I would like to thank the members of the Board for their support throughout the year, and the dedicated staff of the Society. We are a small, supportive team that strives to meet the demands of the public, members, and others.

John Mayr MBA, LL.M

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. 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.

### Active Members

As of June 30, 2024, there were 437 members of the Society.

| Category  | Number of Members |
|---|-------------------|
| Active  | 410               |
| Administrative (Included into the total number) | 05                |
| Roving  | 06                |
| Non-Practicing                                  | 21                |

### Resignations

The Board approved the following resignations from the membership:

Jane Capwell

Commissioned May 4, 2005

Retired July 4, 2023

Douglas M. Franks

Commissioned December 3, 1992

Retired October 31, 2023

Ann Sohyun Lee

Commissioned June 13, 2018

Retired July 5, 2023

Tracey Peet

Commissioned May 25, 2021

Retired February 1, 2024

Jacqueline Kinsey

Commissioned December 2, 1993

Retired April 30, 2024

Kathryn Battrum

Commissioned May 2, 2013

Retired March 31, 2024

Cheryl Bennewith

Commissioned December 8, 1994

Retired June 30, 2024

Carmen Langstaff

Commissioned June 13, 2002

Retired June 30, 2023

Martin B. Kastelein

Commissioned June 11, 1987

Retired January 11, 2024

Ronald Usher

Commissioned June 8, 2016

Retired June 30, 2024

### Authenticating Documents for International Use

*Notaries Registered with the OIC Office for the purposes of authenticating documents for international use*

There were 361 Notaries registered with the Government of BC as of June 30, 2024.

Marny Morin  
Secretary



## NOTARY EDUCATION PROGRAM

In January 2024, the revised Notary Education Program (NEP) welcomed the first cohort of 24 students. The revised program marks a timely development in the training of notarial candidates. This year's program represents a significant advancement, incorporating a range of enhancements designed to provide a comprehensive educational experience.

The NEP has been extensively upgraded to include practical training, increased mentoring from experienced notaries, and a rigorous assessment framework. The curriculum now features expanded units on critical areas such as fraud prevention, ethics, anti-money laundering, jurisprudence, and information security. These new components are complemented by core subjects including conveyancing, personal planning, and notarial procedures. Additionally, the pre-requisite requirement of an accounting course and the introduction of the Law Society of BC's Practice Management Program adopted for notarial practice aims to equip students with essential skills for establishing and managing a legal services practice.

The program is delivered over a six-month period, through a blend of in-person and online formats. This hybrid approach is designed to offer flexibility and deepen learning. This year's NEP is the first to include six weeks dedicated mentoring, providing students with tailored guidance and support from seasoned professionals.

The application process for the NEP was streamlined through an online portal, open from the last week of September to the last week of November. Applications were reviewed on a rolling basis by the Membership and Admissions Committee, with decisions communicated promptly. Applicants are required to submit a variety of documents, including a Statement of Personal Assets and Liabilities, a resume or CV, a biography, a Statement of Intent, letters of reference, a Notary reference, an unofficial MA ALS transcript, and the application fee. Additionally, background checks and the completion of an accounting course were mandatory requirements for admission.

To support the delivery of the NEP, the Society has utilized the Blackboard Learning Management System, which facilitates both online and in-person education sessions. This system enhances the overall learning experience by providing a versatile and interactive platform for students.

The NEP is designed to provide a robust foundation for students entering the notarial profession. By combining comprehensive theoretical knowledge with practical experience, the program aims to equip students with the skills and insights necessary for success in their future roles as notaries.

## International Credentials Recognition Act Implementation

On November 8, 2023, the *International Credentials Recognition Act* received Royal Assent, officially coming into effect on July 1, 2024. This legislation aims to dismantle barriers for internationally trained professionals seeking employment in British Columbia, thereby enhancing the province's workforce diversity and inclusivity.

Throughout the reporting period, the Society actively engaged in various initiatives related to the Act's implementation. These engagements focused on understanding and meeting the new reporting requirements, ensuring timely compliance, and addressing issues around Canadian work experience and exemptions.

The Act introduces several key provisions designed to foster fairness, efficiency, transparency, and accountability in the credential recognition process. These include:

1. **Elimination of Unfair Canadian Work Experience Requirements:** The Act removes unnecessary and discriminatory requirements that often hinder internationally trained professionals from entering their fields in B.C.
2. **Streamlined Processing Timelines:** By mandating specific timelines for credential assessments, the legislation aims to reduce delays, enabling quicker integration of skilled professionals into the workforce.
3. **Transparency in Assessment Processes:** The Act requires regulatory bodies to publicly publish their assessment processes online, providing clarity and transparency for applicants.
4. **Accountability for Public Health and Safety:** Regulatory bodies are held accountable to ensure that all credentialing practices prioritize public health and safety.



In response to the government's initiative, the Society has streamlined processes to align with the Act's objectives. Recognizing the importance of equitable treatment for all applicants, the Society has implemented a universal application fee structure. This approach eliminates discrepancies based on the applicant's degree or country of origin, reinforcing our commitment to fairness and inclusivity.

The Society remains focused on standards of practice that protect the public and ensuring that all persons seeking enrolment by the Supreme Court have the knowledge, skills, and ability to practice law in BC.

## **INQUIRY & DISCIPLINE PROCEEDINGS**

It is the Discipline Committee that decides, in compliance with Section 27(1) of the *Notaries Act*, whether an inquiry will be conducted into a complaint, a concern raised by a member of the public, or by the Society. That decision is made after a preliminary inquiry, as is provided for by section 27(2) and rule 9.01, is conducted under the direction of the Secretary of the Society.

### **Merits of a complaint is assessed under Section 28 of the Notaries Act.**

The Act provides for the Society to inquire into the following:

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.*

Over the past year, the Society continued its diligent efforts to uphold the standards of professional conduct among its members. A total of **six hearings** were conducted, addressing various disciplinary matters at both the Discipline Committee and Directors'

panel levels. The procedures reflect the Society's commitment to maintaining ethical and professional standards in the legal services provided by its members.

These hearings addressed various allegations, resulting in disciplinary measures, including reprimands, suspensions, fines, and costs. The panels' decisions are based on a strong commitment to upholding the Society's standards of conduct. The reports of hearings are available on the Roll of Notaries on the public website.

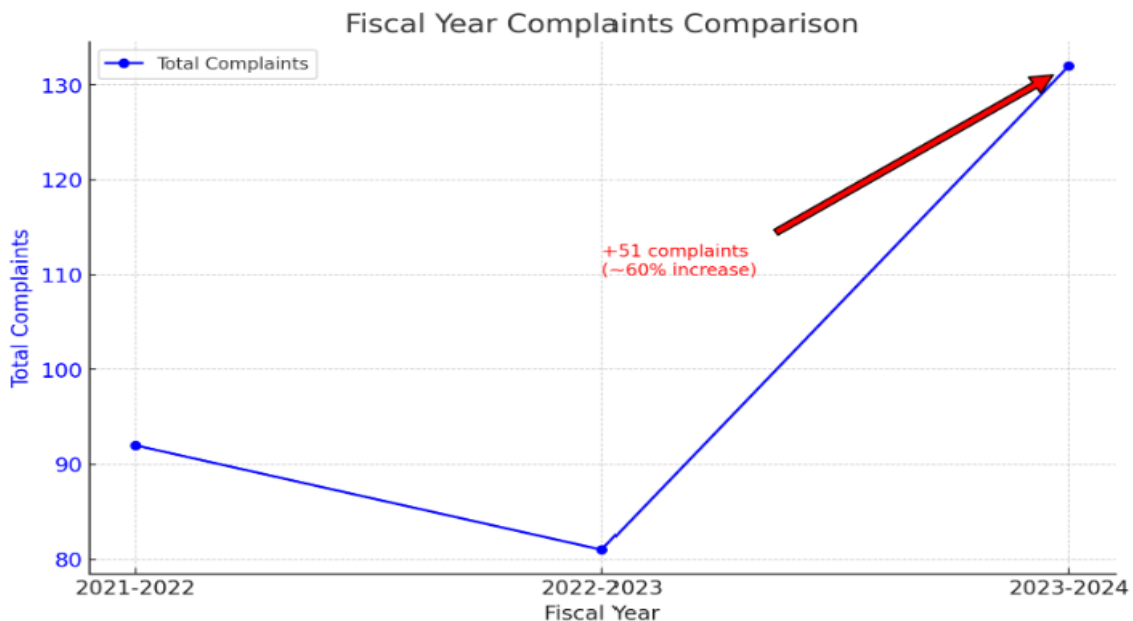
The Society's disciplinary process, guided by the principles of the *Notaries Act*, is one of the cornerstones of the Society's governance framework. The Society remains steadfast in its mission to uphold the integrity and professionalism of its members, building on the reputation of trust and in the services provided by B.C. Notaries.

### Complaints Summary

Activities July 01, 2023, to June 30, 2024

During this fiscal year the Society received 132 complaints which is 51 complaints more than last fiscal year (or about 60% more).

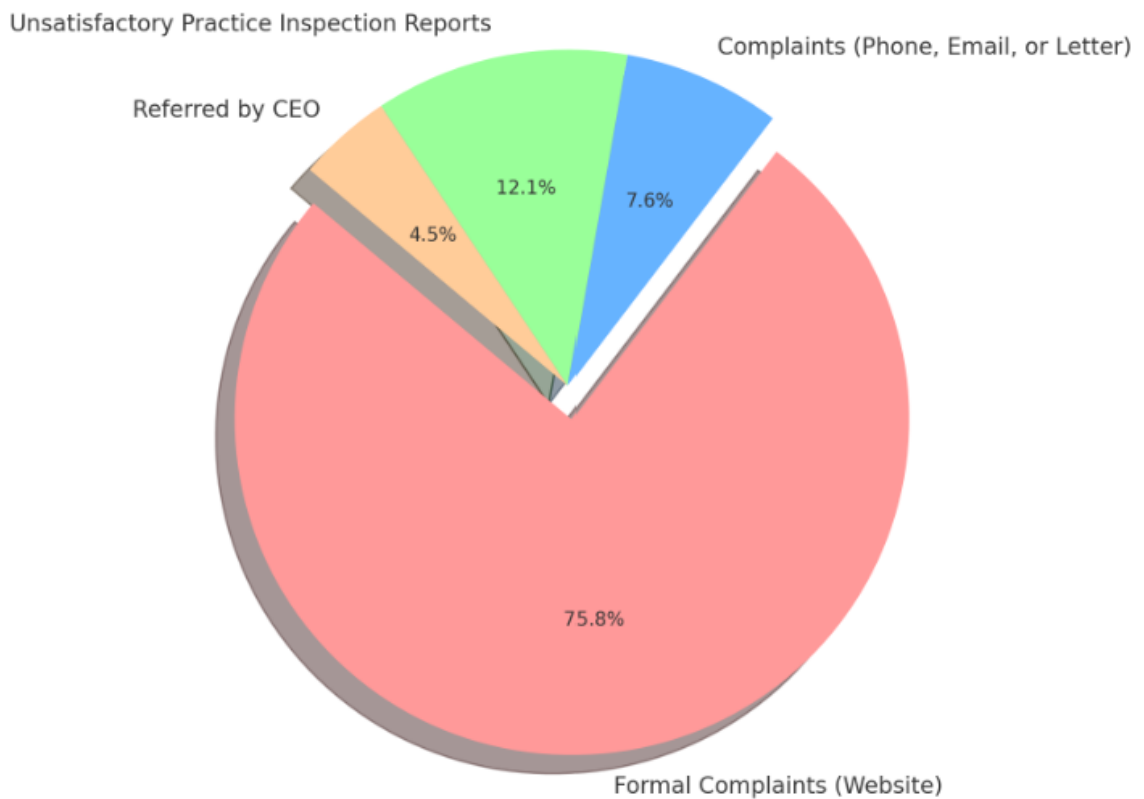
- Fiscal year 2021-2022: 92 (about 8/month)
- Fiscal year 2022-2023: 81 (about 7/month)
- Fiscal year 2023-2024: 132 (11/month)



**Breaking down the 132 complaints:**

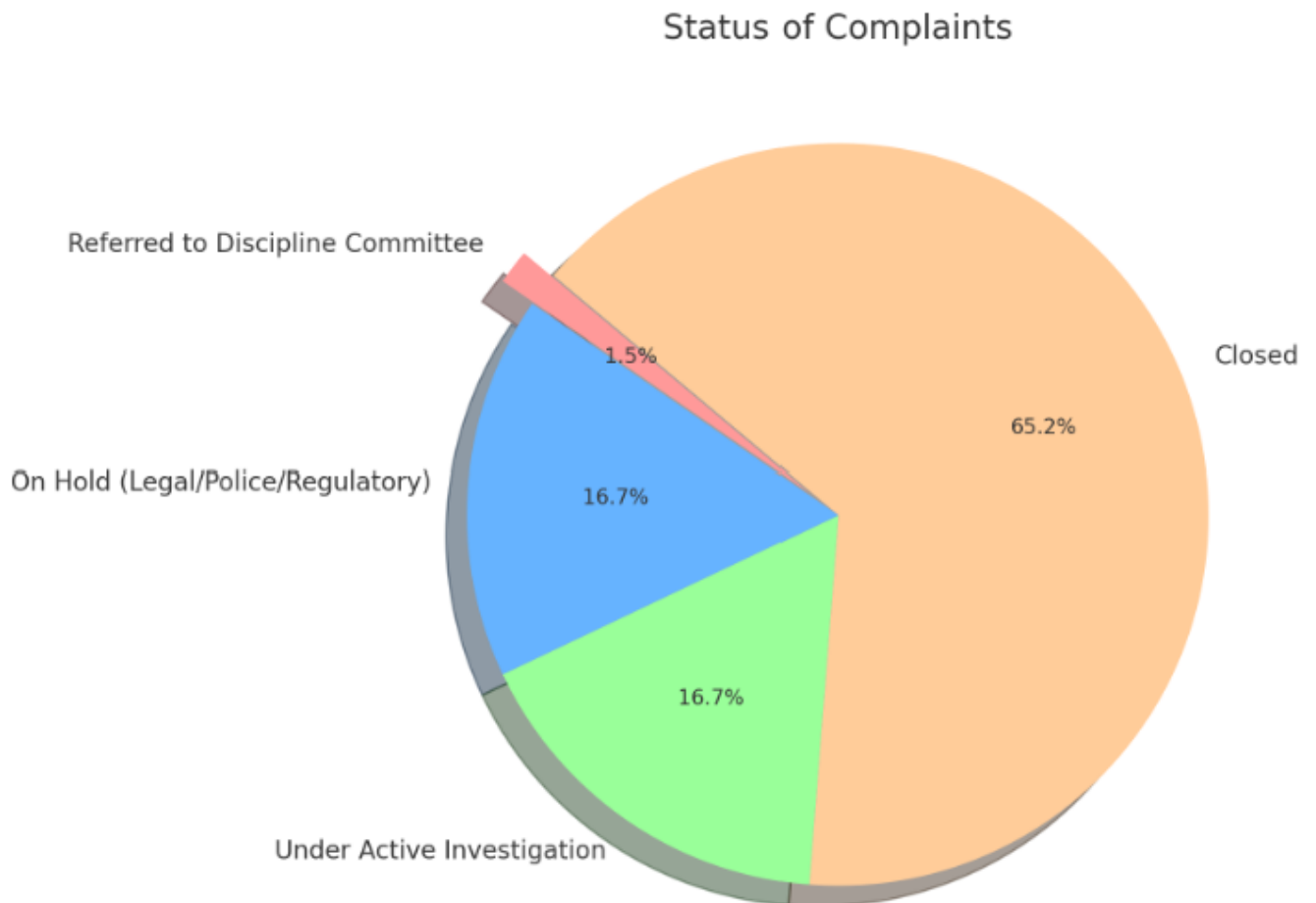
- 100 were formal complaints received via the Society’s website.
- 10 were received via phone, email, or letter.
- 16 arose from unsatisfactory Practice Inspection Reports.
- 6 were referred to the Committee by the Executive Director/CEO.

Sources of Complaints



**Status of the 132 complaints is as follows:**

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



**Observations:**

65% of the complaints were closed mainly for the following reasons:

- They fall outside the Regulator's authority,
- The filing of the complaint is an abuse of the complaints-process, or

- They originated because of a lack of communication between client and Notary Public which the Notary addressed in a timely manner.

22 complaints were put on hold because other proceedings are taking place:

- Legal proceedings: the matter includes an allegation of an error or omission made and involves a claim for loss or damages,
- 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 2 matters that were referred to the Discipline Committee involved an allegation of non-cooperation with the Society and a breach of the Oath of Office.

**Trends:**

- With regards to complaints that allege that the Notary made an error, we notice an increase in allegations of Property Transfer Tax errors.
- Insufficient or lack of communication with clients and fellow professionals. Non-communication almost always leads to the submission of a complaint.
- Failing to comply with the Rules and the deficiencies indicated in Practice Inspection Reports. Typical Rule breaches are:
  - Accounting, especially with regards trust account reconciliation, disclosure of legal fees, and inappropriate disbursements.
  - Making and keeping records: incomplete files and lack of contemporaneous notes.
  - Conflict of interest: lack of awareness of, and not properly addressing, the conflicting interest between parties and legal practitioners.
- When acting as an Executor, insufficient clarification of the distinction between the role of a Notary Public as opposed to the role of an Executor.

## SINGLE LEGAL REGULATOR

Bill 21, the *Legal Professions Act*, was tabled in April 2024 and received Royal Assent on May 16, 2024. Initially, planned for introduction in the Fall (2023) session of the legislature, the Bill was delayed until the Spring session.

A single regulator for legal professionals in BC has long been in the planning. As long ago as 2002, a single regulatory body was suggested. Later, in 2008, the Attorney General at the time suggested that the Society of Notaries Public should engage in discussions with the Law Society and sometime later, a draft Memorandum of Understanding was signed by the two organizations. The result would have been that members of the SNPBC would be regulated by the Law Society, Notaries would be granted one or possibly two seats at the Benchers table, and increased scope of practice. For various reasons, the agreement was never implemented.

With the demise of the agreement, the Society engaged with the Ministry of the Attorney General with the goal of modernizing the *Notary Act*. Each of those was without success, although there was, at one time, a consultation draft of a new Notaries Act.

Umbrella legislation as it has come to be known, has been gaining momentum in Common Law countries. In fact, Canada is one of the last to have profession specific legislation. In BC, the *Health Professions Act* was introduced in 1996 and eliminated profession specific Acts for health regulators. More recently, in 2018, the *Professional Governance Act* received Royal Assent and was to “govern five regulatory bodies”. The PGA is intended to strengthen government oversight by establishing a statutory Office of the Superintendent of Professional Governance (Office) in the Ministry of Attorney General.

Unlike the PGA, the *Legal Professions Act* seeks to protect the independence of lawyers while establishing a regulatory body with a clear public interest mandate. Legal Professions BC will regulate lawyers, notaries public, paralegal who apply to be regulated, and “others”. The legislation, as adopted, has many positive aspects including protecting the scope of practice of notaries and the immediate change in the age from 19 – 25 for the assets of a will maker to vest.

The Law Society of BC and the Trial Lawyers Association immediately filed for an injunction to prevent the implementation of Bill 21. As of June 30, 2024 no decision had been made by the Court.

The Directors of the SNPBC are supportive of Bill 21 and will continue to work with the parties seeking to ensure that the public has options with respect to non-adversarial legal service in this Province.

## **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, 2023, to June 30, 2024, 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. 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.

| <b>Member Trust Audits</b>   | <b>Number of Audits</b> |
|------------------------------|-------------------------|
| Scheduled                    | 88                      |
| Satisfactory Result          | 50                      |
| Unsatisfactory               | 38                      |
| <b>Total complete audits</b> | <b>85</b>               |

## Practice Inspections

The Society has a team of Practice inspectors, who work diligently to ensure that Members practices meet 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 programs. Based on standards of practice the program seeks to ensure not only standards but adherence to the Rules.

Inspections completed from July 1, 2023, to June 30, 2024

| Inspection type   | Number of inspections |
|-------------------|-----------------------|
| New Notary        | 26                    |
| Scheduled         | 156                   |
| Re-inspection     | 04                    |
| Total inspections | 186                   |

## SUMMARY OF SNPBC FINANCIAL STATEMENTS 2023 - 2024

### Statement of Financial Position (Condensed)

| June 30   | Total         | Total         |
|---|---------------|---------------|
| Assets  | 2024          | 2023          |
| Cash  | \$ 11,517,951 | \$ 11,278,428 |
| Receivables                                     | 315,140       | 322,048       |
| Accrued interest receivable                     | 12,625        | 11,186        |
| Prepaid expenses                                | 101,967       | 163,219       |
| Short-term investments                          | 4,050,225     | 3,532,628     |
| Govt. Remittance Receivable                     | 538           | 49            |
| Due from BC Notaries Captive Insurance Co.      | 49,123        | -             |
|   | 16,047,569    | 15,307,558    |
| Capital Assets                                  | 61,437        | 81,458        |
| Due from <del>ProSuite</del> Software Ltd.      | 85,221        | 85,221        |
| Investment in ProSuite Software Ltd.            | 2,381,737     | 1,598,973     |
| Investment in BC Notaries Captive Insurance Co. | 5,181,975     | 4,765,882*    |
|   | 23,757,939    | 21,839,092*   |
| <b>Unclaimed trust funds</b>                    | \$ 1,479,316  | \$ 1,264,569  |

\*Restated

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                                  | Total         | Total          |
|--|---------------|----------------|
| Liabilities                              | 2024          | 2023           |
| <b>Current</b>                           |               |                |
| Accounts payable and accrued liabilities | \$ 654,384    | \$ 506,032     |
| Government remittances payable           | 66,827        | 59,870         |
| Dues received in advance and unearned    | 1,040,903     | 1,079,392      |
| Due to related parties                   | -             | 51,571         |
|  | 1,762,114     | 1,696,865      |
| Reserve Fund                             | 3,000,000     | 3,000,000*     |
|  | 4,762,114     | 4,696,865*     |
| <b>Fund Balances</b>                     |               |                |
| Equity in capital assets                 | 61,437        | 81,458         |
| Internally restricted                    | 9,323,146     | 8,183,368*     |
| Externally restricted                    | 1,259,942     | 1,776,730      |
| Unrestricted                             | 8,351,300     | 7,100,671*     |
|  | 18,995,825    | 17,142,227*    |
|  | \$ 23,757,939 | \$ 21,839,092* |
| <b>Unclaimed trust liability</b>         | \$ 1,479,316  | \$ 1,264,569   |

\*Restated

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        | Total         |
|---|--------------|---------------|
| <b>Revenue</b>                                      | <b>2024</b>  | <b>2023</b>   |
| Authentication fees                                 | \$ 752,671   | \$ 572,920    |
| Membership dues and incorporation fees              | 1,245,292    | 1,185,964     |
| Trust administration                                | 1,806,152    | 1,698,243     |
| Other   | 282,310      | 267,343       |
|   | 4,086,425    | 3,724,470     |
| <b>Expenses</b>                                     |              |               |
| Legal fees  | 216,367      | 126,696       |
| Member audits                                       | 512,186      | 463,652       |
| Office supplies and service                         | 254,767      | 163,153       |
| Practice inspection and assistance                  | 205,567      | 109,260       |
| Rent and utilities                                  | 275,438      | 268,153       |
| Tuition   | 247,755      | 257,672       |
| Wages and benefits                                  | 1,310,012    | 1,635,840     |
| Other   | 409,592      | 445,073       |
|   | 3,431,684    | 3,469,499     |
| <b>Other Items</b>                                  |              |               |
| Equity in income (loss) of controlled entities      | 1,198,857    | 2,396,465     |
| <b>Excess (deficiency) of revenue over expenses</b> | \$ 1,853,598 | \$ 2,651,436* |

\*Restated

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

## COMMITTEES

The Society relies on its committees to handle important regulatory duties and promote professional growth. Made up of Directors and members from across the province of British Columbia, these volunteers contribute their time and expertise to support the Society's work.

### Audit Committee

The Audit Committee reviews and evaluates the annual member trust audit reports as required by the Society's Rules. It also refers matters for inquiry and discipline when the audit reports violation of the rules.

- Michelle Broughton - Chair
- Cheryl Kwok- Vice Chair
- Bill Chan
- Brenda Balogh
- Odina Skovgaard

### Discipline Committee

The Discipline Committee aims to advance the Society's goals by establishing policies and procedures for investigating and resolving complaints. It is guided by the Notaries Act, the Society's Rules, and Principles for Ethical and Professional Conduct to ensure the integrity of BC Notaries.

- Vicki van As- Chair
- Jonathan Wong- Vice Chair
- Lilian Cazacu
- Bill Chan
- Kate Manvell

### Executive Committee

The Executive Committee handles urgent issues between Board meetings and is responsible for hiring the Chief Executive Officer and Secretary.

- Hassan El Masri- Chair
- Steve Woo- Vice Chair
- Vicki van As
- David Watts
- Marny Morin

## Finance Committee

The Finance Committee oversees the Society's financial affairs, ensuring sound financial planning, an effective accounting system, and proper procedures. It reports to the Board of Directors.

- Steve Woo- Chair
- Alan Treleaven- Vice Chair
- Alex Ning
- Andrea Banks
- Bill Chan

## Insurance Advisory Committee

The Insurance Committee manages the Society's Insurance Fund and monitors insurance market conditions. This committee is an Ad Hoc Committee established by the Board under Section 8.04 of the bylaws, which requires it to follow any rules set by the Board.

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



### Legislation, Bylaw and Rules Committee

The Committee aims to suggest changes and updates to the Act, Bylaws, Rules, and Code of Ethics to ensure they align with the legislation and current policies of The Society of Notaries Public of BC.

- Tegan Tang-Chair
- Vicki van As- Vice Chair
- Amy Badesha
- Armita Mossalanejad
- Bill Chan
- Juliana Castro
- Jonathan Wong

### Membership and Admissions Committee

The Membership and Admission Committee evaluates applications by reviewing character, financial responsibility, credentials, and qualifications. They may delay applications pending court cases, recommend admissions and transfers to the Board of Directors, and update the Membership and Credentials guide.

- Jonathan Wong- Chair
- Cheryl Kwok - Vice Chair
- Bill Chan
- Juliana Castro
- Michelle Broughton
- Odina Skovgaard
- Ravinder Dhani
- Steve Woo
- Virginia Ashley

## Practice Standards Committee

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

- Lilian Cazacu – Chair
- Alan Treleaven - Vice Chair
- Hassan El Masri
- Juliana Castro
- Sally Houghton
- Vicki van As
- Virginia Ashley

## Special Fund Committee

The Special Fund Committee manages the Society's Special Fund, handling claims of misappropriation or wrongful conversion against members or former members, and advises the Board on the fund's operation and investment

- Hassan El Masri- Chair
- Steve Woo- Vice Chair
- Alan Treleaven
- David Watts

## Taxation Committee

The Taxation Committee suggests changes 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.

- Hassan El Masri - President
- Steve Woo- Chair of Finance
- Vicki van As- Chair of Discipline
- John Mayr- Executive Director

## WHOLLY OWNED CORPORATION

### Pro Suite Software Corporation

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

- Todd McKendrick, Chair
- Eric Fryatt
- Ron Usher

### Shareholder Representative

- John Mayr

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, Director and Shareholder Representative

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

Financial performance is reflected in the SNPBC Financial Statements.



## RECOGNIZING THE STAFF

The Society of Notaries Public of BC would like to extend sincere gratitude to all the staff members for their invaluable contributions to the completion of this report:

- **John Mayr** – Executive Director & CEO
- **Marny Morin** – Secretary & Director of Education Programs
- **Eric Fryatt** – Chief Financial Officer
- **Ron Usher** – General Counsel & Practice Advisor
- **Filip de Sagher** – Manager of Complaints
- **Denise Conway** – Manager of Public Protection
- **Hilde Deprez** – Manager of Education Programs
- **Jaspreet Chandi** – Executive Assistant
- **Rizalyn Griffiths** – Program Coordinator – Admissions, Students & Education
- **Jennifer Lee** – Financial Services
- **Anna Popova** – Licensee Support & Regulatory Officer

