SOCIETY OF NOTARIES PUBLIC OF BC

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Society of Notaries Public of British Columbia

Board of Directors Meeting

DRAFT AGENDA — OPEN SESSION

Trust • Transparency • Competence • Integrity • Fairness • Flexibility

Date: December 1, 2026
Time: 9:30 a.m.
Location: Held electronically via Microsoft Teams

Board	Staff
Vicki van As – President	Max Logan – Executive Director & CEO
Jonathan Wong – First Vice President	Marny Morin – Secretary; Director of Programs & Services
Daniel Boisvert – Second Vice President	Eric Fryatt – Chief Financial Officer
Alan Treleaven	Grace Kim - Director, Strategy & Governance
Bill Chan	Anastasia Kostaki – Manager, Legal Compliance & Discipline
Hassan El Masri	Filip de Sagher – Manager, Complaints
Michelle Broughton	Hilde Deprez – Manager, Education
Lilian Cazacu	Jade Wong– Governance & Executive Coordinator
Linda Caisley	
Olesea Zadoinova	**Guests**
Rosalyn Mow	None

The Board, at each meeting and prior to taking any action, purposely focuses on how an action may be perceived by an informed person considering the public interest.

Agenda Item	Type	Time
1.0 Call to Order & Confirmation of Quorum	–	2 min

2.0 Territorial Acknowledgement	–	2 min
3.0 Approval of Agenda	Resolution	2 min
4.0 Declaration of Conflicts of Interest	–	2 min
5.0 Consent Agenda 5.1 Minutes of the Previous Meeting 5.2 Report of the Secretary 5.3 Report of the Director of Programs & Services 5.4 Report of Complaints and Discipline	Information / Resolution	2 min
REPORTING & OVERSIGHT		
6.0 Report of the Executive Director & CEO	Information	5 min
7.0 Legal Professions Act Update 7.1 Letter to the Attorney General	Information	5 min
8.0 Financial Reports	Information	5 min
MEMBER & GOVERNANCE BUSINESS		
9.0 Update to Authorized Banking Signatories	Resolution	2 min
10.0 Notary Foundation of British Columbia Board of Governors Appointments	Resolution	2 min
11.0 Member Q&A	Discussion	15 min
12.0 Meeting Dates – Open Sessions • Tuesday, January 19, 2027 • Friday, April 9, 2027 • Tuesday, July 13, 2027 • Tuesday, September 14, 2207 • Tuesday, November 2, 2027 (Annual General Meeting)	–	1 min
TRANSITION TO CLOSED SESSION		
13.0 Adjournment of Open Session	Resolution	1 min
Total Estimated Time		**46 min**

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Board of Directors (Open Session) Meeting

Draft Minutes

Values

Trust Transparency Competence Integrity Fairness Flexibility

Date:	Tuesday, September 15, 2026
Call to Order:	09:00 a.m. PT
Location of Meeting:	Virtual via Microsoft Teams
In Attendance:	Vicki van As, Jonathan Wong, Dan Boisvert, Andrea Banks, Michelle Broughton, Lilian Cazacu, Bill Chan, Rosalyn Mow, Alan Treleaven, Olesea Zadoinova, Hassan el Masri
Absent:	None
Staff in attendance:	Max Logan, Marny Morin, Eric Fryatt, Hilde Deprez, Filip de Sagher, Joan Letendre, Jade Wong

1.0 MEETING CALL TO ORDER

The President called the meeting to order at 09:02 a.m.

2.0 TERRITORIAL ACKNOWLEDGEMENT

The Board meeting began with a territorial acknowledgment, recognizing and honouring the traditional territories on which the directors, staff, and notaries are located across British Columbia.

3.0 APPROVAL OF AGENDA

Resolution: The agenda was approved as circulated.

MOVED/SECONDED/CARRIED

4.0 DECLARATION OF CONFLICTS OF INTEREST

Bill Chan, Alan Treleaven, and Hassan el Masri declared their conflicts of interest with respect to item 8.2 Public Representative and External Board Appointments and abstained from voting on the resolution relating to this item.

5.0 CONSENT AGENDA

The following consent items were acknowledged by the Directors and the resolutions were approved in one motion.

5.1 Minutes of the Previous Meeting

Resolution: The minutes of the previous meeting dated July 7, 2026 was approved as circulated.

MOVED/SECONDED/CARRIED

5.2 Report of the Secretary

The Directors received two Reports of the Secretary, both dated September 15, 2026.

Resolutions: (i) The Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Raminder Sidhu effective July 1, 2026, subject to her fulfilling end of practice matters as required.

MOVED/SECONDED/CARRIED

(ii) The Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Olive McLean effective October 31, 2026, subject to her fulfilling end of practice matters as required.

MOVED/SECONDED/CARRIED

(iii) The Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Jody Conroy effective October 31, 2026, subject to her fulfilling end of practice matters as required.

MOVED/SECONDED/CARRIED

5.3 Report of the Director of Programs & Services

The Directors received the Report of the Director of Programs & Services dated September 15, 2026.

Resolution: N/A

5.4 Report of Complaints and Discipline

The Directors received the Report of Complaints and Discipline dated September 15, 2026.

Resolution: N/A

6.0 REPORT OF THE EXECUTIVE DIRECTOR & CEO

6.1 Operational & Strategic Update

The Board received the briefing note titled "Operational & Strategic Update" dated September 15, 2026. The Executive Director provided a summary relating to the regulatory, Legal Professional Act, and operations aspects. The Executive Director highlighted that there was a series of break-ins in notary offices with the Fraser Valley and Surrey area. A member notice had been sent out to advise members of best practices to secure their offices.

Resolution: N/A

6.2 100th Anniversary Commemoration

The Board received the briefing note titled "100th Anniversary Commemoration" dated September 15, 2026. The Executive Director provided a summary on the proposed scope and estimated budget of the commemoration to recognize the Society's history. The Directors acknowledged the importance of the commemoration program to recognize the long history of legal services provided by the Society to the public and approved the motion.

Resolution: The Board approve a budget of up to $43,500 for the Society's 100th anniversary commemoration program, and authorize management to engage the necessary external support and finalize expenditures within this budget.

MOVED/SECONDED/CARRIED

7.0 FINANCIAL REPORTS

The Directors received Commentary on Financial Reports and the draft financial reports for the two months ended August 31, 2026. The Chief Financial Officer provided a high-level summary of the financial reports. It was noted that a Finance Committee meeting has been scheduled on September 28, 2026 to discuss and approve the audited financial statements.

Resolution: N/A

8.0 REGULATORY OVERSIGHT

8.1 Update on Enforcing Rule 3.51 – Trust Account Reconciliation

The Board received a briefing note titled "Update on Enforcing Rule 3.51 – Trust Account Reconciliation" dated September 15, 2026. The Executive Director provided a brief update on the trust account reconciliation.

Resolution: N/A

8.2 Public Representative and External Board Appointments

The Board received a briefing note titled "Public Representative and External Board Appointments" dated September 15, 2026. The Executive Director provided the background and the proposed process of the public representative and external board appointments. Bill Chan, Alan Treleaven, and Hassan el Masri excused themselves from the meeting.

Resolution: The Board approve the proposed Vetting Process for Public Representative and External Board Appointments, with authorization to the Executive Director and direction to the Executive Committee to adopt the process accordingly for the 2026 Public Representative and external nominee appointments.

MOVED/SECONDED/CARRIED

9.0 QUESTION AND ANSWER WITH NOTARIES

No questions were raised.

10.0 MEETING DATES

- Monday, November 2, 2026 – Annual General Meeting

11.0 MOTION TO MOVE TO CLOSED SESSION

MOVED/SECONDED/CARRIED

12.0 ADJOURNMENT

The Board adjourned the open session meeting at 9:53 a.m.

MINUTES APPROVED BY:



Max Logan, Executive Director



Vicki van As, President

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Report of the Secretary

To: Board of Directors
From: Marny Morin, Secretary
Meeting Date: December 1, 2026
Purpose: For Information and Decision

1. **Total Membership**: As of November 15, 2026

   Total Members– 485 of which:
   453 are Full Active
   5 are Active but Roving
   26 are Non-Practicing
   1 Suspended

   Since September 1, 2026, there have been 4 retirements, 4 movements to non-practicing, 1 return from non-practicing to practicing, and one death. One has been terminated. 29 candidates graduated and became active members.

2. **Resignation Applications**: The following members have submitted applications for resignation:

   Shabbir Nanji: Commissioned May 2004, Resignation effective October 31, 2026. Shabbir practiced in Vancouver and then in North Vancouver.

   Resolved that the Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Shabbir Nanji effective October 31, 2026, subject to his completing end of practice requirements.

   Kate Manvell: Commissioned May 2005, Resignation effective October 26, 2026. Kate practiced in West Vancouver, British Columbia.

   Resolved that the Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Kate Manvell effective October 26, 2026, subject to her completing end of practice requirements.

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Jody Conroy: Commissioned June 2000, Resignation effective October 31, 2026. Jody practiced in Sechelt.

Resolved that the Board of Directors of the Society of Notaries Public of British Columbia accept the resignation of Jody Conroy effective October 31, 2026. Her practice was taken over by another member.

3. **Deaths**: Nicholas Aubin passed away on September 14, 2026. Nick practiced in Kelowna since his commission in December 1992.

4. **Suspensions and Terminations:** Jagdish Singh continues to be suspended for failure to pay membership dues for 2025-2026.

   Jitendre Desai was terminated by the Board of Directors on November 4, 2026.

5. **Special Fund Claims:** As a result of the Desai complaint leading to his termination, the Society received, investigated and paid out a claim from Ms. H in the amount of $200,000. Payment of this claim will not result in an assessment to members.

6. **Custodianship**: Joan Letendre and Amar Kler have agreed to act as Co-Custodians to wind up the practice of Nicholas Aubin, Deceased. Nick operated a very active practice in Kelowna right up until his death and the wind-up of his business and the safe-guarding of the work-in-progress and relevant files will take some time.

7. **Authentications:** Members are encouraged to review the authentication procedures on the BC Government website at Guide to the Authentication of Documents - Province of British Columbia (gov.bc.ca)

Respectfully submitted:
Marny J. Morin,
Secretary

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Report of the Director of Programs and Services

To: Board of Directors
Meeting Date: December 1, 2026
For: Information – No Action Required

1. Student Education

2026 Graduation

On Thursday, September 17, 2026, 29 candidates in Cohort 17 were commissioned in the Supreme Court of British Columbia and became members of the Society of Notaries Public. We welcome them and wish them every success in their new career.

2027 Notary Education Program (NEP)

Applications and timeline. The application period closes on November 30, 2026. We have received 27 active applications to date and anticipate, once again, a full-sized cohort. Shortly after the period closes, the Chair of the Admissions Committee will convene a meeting to review and give final approval to all applicants. The 2027 NEP will begin on January 4, 2027, and run until April 30, 2027. Students are expected to write the Statutory Examinations in early June.

Program review. Following this year's program, we conducted an in-depth anonymous survey of students and course presenters. Based on the results, we completed NEP review and recommendation reports that provide context, analysis, and recommendations for consideration.

Changes for 2027. We will implement recommendations to increase practical learning opportunities, with significant updates to course delivery in key subject areas, particularly Conveyancing and Anti-Money Laundering. This reflects the reality that most Notary candidates have limited or no prior knowledge of or experience in conveyancing. Given the success of our subscription to the online ConveyBC course, we will restructure our existing conveyancing course so students better understand how a basic conveyance is structured and documented.

Expense Reimbursement Program. An expense reimbursement program has been approved and implemented to address geographic and financial barriers and to improve access to the NEP for candidates throughout British Columbia.

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Simon Fraser University

We have been advised that Margaret Hall, Chair of the MAALS program, will take a year-long sabbatical in 2027. An interim director will temporarily fill the vacancy, and a new instructor, funded through our endowment grant, will be hired to teach the two courses Margaret has been teaching.

2. Practice Advice Line (PAL)

PAL continues to receive and respond to dozens of questions from members every week.

Issue: CIBC third-party deposits. CIBC recently announced a policy refusing third-party deposits, which would have included deposits made by lawyers and notaries for clients, such as debt repayments and sale proceeds. After we reached out for more information, CIBC confirmed that legal representatives will continue to be permitted to make cheque deposits and payments on behalf of their clients, including sale proceeds.

The policy appears to follow updated Fintrac requirements for financial institutions, so members should expect that other banks may introduce similar policies over the coming weeks or months. Please let us know if you hear of changes that significantly affect your services. Holds also remain an issue that members should raise with their clients.

3. Practice Inspections

Practice Inspections continue to be conducted and submitted as scheduled. This year, 69 inspections have been assigned, plus 23 for new notaries. The current practice inspectors are:

- Joan Letendre
- Daryl McLane
- Tia Workman
- Raman Sadhra
- Irina Bartnik

4. Practice Standards Committee

The Committee continues to meet regularly to set priorities for drafting standards. It is currently drafting standards for:

- Conflict of interest
- Undertakings
- Client Identification & Verification (Fintrac)

This work requires a significant time commitment from Committee members. The Chair therefore asked members for new volunteers, and three more members have now joined the Committee. The Committee still intends to have the draft standards ready for the Board to consider in early 2027.

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Report of Complaints and Discipline

To: Board of Directors
From: Filip de Sagher, Manager of Complaints; Anastasia Kostaki, Manager of Legal Compliance and Discipline
Meeting Date: December 1, 2026
Purpose: For Information

Complaints

Between the last Board meeting on September 15, 2026, and the writing of this note (November 19, 2026), we received 13 complaints.

In addition, the Director of Programs and Services referred 1 unsatisfactory practice inspection report for review.

Currently 9 complaints and 1 unsatisfactory practice inspection reports are under review.

4 matters were closed mainly because they fell outside the Regulator's authority or the filing of the complaint was an abuse of the complaints-process.

Discipline

Agreements for Remedial Action with Consent[1]: One (1) Agreement was extended to a member and two (2) members were released from their Agreements[2].

Warning Letters: One (1) Warning Letter was issued.

Notices of Administrative Monetary Penalties for Breach of Accounting Rules: One (1) Notice was issued ($2,000).

Hearings: One (1) Penalty Hearing took place and an $8,000 fine was collected, following that hearing.

Termination: One (1) member was terminated as a result of a Penalty hearing.

Closed matters: Five (5) matters were closed: two members were released from their Agreements, one member was issued a Warning Letter, one member was terminated and one member was reinstated to the regular practice inspection rota.

Open matters: Thirteen (13) matters are pending a Practice Inspection in 2026 and 2027. All of these inspections are directed and the members will bear the cost.

One (1) member will have their practice audited under S.24 of the *Notaries Act* TBC.

[1] By signing a proposed Agreement, a member undertakes to implement specified corrective actions intended to remedy the breaches identified through previous practice inspection report(s) and/or complaint investigation(s). Once the member provides the Society with evidence, within the established deadline, demonstrating that the identified deficiencies have been adequately addressed, the Agreement is considered fulfilled and the member is released from their obligations.

[2] Members are released from their Agreements upon providing a detailed report showcasing all the measures they implemented to address the breaches identified in their latest practice inspection reports and/or complaints investigations.

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Briefing Note

To: Board of Directors
From: Max Logan, Executive Director & CEO
Date: December 1, 2026
Re: Operational & Strategic Update
Purpose: For Information

Executive Summary

The purpose of this report is to provide the Board with visibility into key areas of activity within the Society since the last board meeting. These matters are strategically important to the organization and its ability to carry out its mandate and are therefore important for Board awareness. However, due to their operational nature, or because there is no Board decision associated, they may not otherwise be addressed at a board meeting. This report provides that opportunity. It also serves to streamline the board agenda by consolidating what would otherwise be several short, discreet reports or agenda items.

- One major discipline matter concluded resulting in termination.
- An expense reimbursement policy has been implemented for the Notary Education Program, reimbursing eligible participants for travel and accommodation expenses.
- A new date is proposed for strategic planning.
- *Legal Professions Act* transitional work is largely on hold, pending direction from the incoming government.
- Formal hybrid work policy for Society staff implemented; recruitment concluded for an Associate Director, Investigations & Discipline.
- The Society recognized its 100th anniversary on November 2, 2026. To commemorate the centennial, a commemorative video was produced showcasing the history of the Society and the profession. In addition, a commemorative notebook was produced, and each member will receive one this month.

Regulatory

Complaints and Discipline

A major discipline case has reached conclusion, resulting in termination of the member. The results have been published to the Society website:

Case		Status
Jitendra Desai	Re: misappropriating funds under s. 28(1)(a) of the *Notaries Act*; providing brokerage and lending services when not registered to do so under s. 17(1)(a) of the Act; conduct that is contrary to the best interests of the profession as per s. 28(2) of the *Notaries Act*.	**Closed** *No penalty hearing occurred with written submissions provided by both parties instead.* *The panel determined that termination of membership was the appropriate penalty. In addition, the Society was awarded $8000 in costs.*

Notary Education Program

Following a comprehensive review of the 2026 Notary Education Program, the Society has introduced a Notary Education Program Travel and Accommodation Reimbursement Policy.

This reimbursement program provides financial assistance toward the main extra cost for participants from outside the Lower Mainland: accommodation and, for distant communities, airfare. It applies from the January 2027 intake.

Eligible Reimbursement Expenses:

Benefit	Who	Amount	Maximum per year
Accommodation	All eligible regions	Flat rate of $2,200 per in-person session month, or actual receipted cost if lower	$4,400 (January and April)
Airfare	Okanagan, Interior, Northern BC	One economy return trip per session, plus one checked bag, up to $1,000 per trip	$2,000

The application phase is in full swing, with final decisions on admission anticipated by mid-December. To date, 27 applications have been received.

Legal Professions Act

Rules

The Transitional Board has agreed to substantially reduce activities and expenses at least until the new year while we await direction from the incoming government. The final meeting of 2026 was held on November 9 with largely routine business discussed. The Board reviewed a list of potential legislative amendments (if the LPA continues) as well as a list of supporting policies and forms to be developed in support of the rules.

Combined Operations Group

The Combined Operations Group (COG) comprising senior staff representatives from the Society and the Law Society of BC is responsible for the operational amalgamation of the two organizations. Both societies have agreed to suspend any further activity on amalgamation planning until there is direction from the new government.

Operations

Strategic Planning

The Board's planned strategic planning session for October has been deferred in light of the provincial election results and uncertainty regarding the future of the *Legal Professions Act*. The Society anticipates some direction from government by spring 2027, which will allow for longer-term planning, either for amalgamation or for an independent Society.

In consultation with the President, it is proposed that a planning session be scheduled to coincide with the next scheduled in-person Board meeting on April 9, 2027.

Governance

The organization concluded the annual election and Annual General Meeting cycle on November 2, 2026. In total, ten members were nominated for open positions. This marked a significant increase in participation over prior years. In total, 280 members cast votes, a participation rate of approximately 57 per cent.

In addition, a call for public representatives resulted in a total of 17 applications. Short-listed candidates were interviewed by the Executive Committee with the two finalist candidates recommended to the Board for approval.

Staff continue to make administrative changes to the Board meeting agendas and calendars to improve efficiency and execution. Agendas have been simplified and will be accessible through the board portal as a webpage, with links to reports. This change will simplify presentation of materials

and will also substantially reduce staff administrative time in preparing and loading documents for future meetings.

In addition, the document archive has been moved to a secure SharePoint site to improve information security.

Staffing

In July there was a voluntary departure from the organization from the Discipline team. As a result, the organization has been without a qualified lawyer on staff. Recruitment for the role has concluded and a new Associate Director, Investigations & Discipline has been hired to address this gap, effective December 1, 2026.

Since September, there has been an additional voluntary departure from the Membership Services team. Effective December 1, 2026, a new Membership Services Coordinator has been hired to fill this role.

Finance

Refer to agenda item 8.0 Financial Reports

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Briefing Note

To: Board of Directors
From: Max Logan, Executive Director & CEO
Date: December 1, 2026
Re: Legal Professions Act (LPA) Update
Purpose: For Information

Background

At its meeting of November 2, 2026, the Board passed the following motion:

> *The Society calls upon the provincial government to repeal the LPA, maintain the Society of Notaries Public as the regulator of the notarial profession and provide notaries with a modern and effective act and regulatory framework. Doing so ensures an independent, well-resourced, modern and effective regulator of the profession and best reflects the interests of the public.*

This note summarizes the actions taken by the Society to implement the Board's direction since that meeting.

Activities Since November 2

- **Letter to the Attorney General.** The Society has written to the Attorney General setting out its position. A copy of the letter is attached.
- **Engagement with the Ministry.** I spoke with Paul Craven, Assistant Deputy Minister in the Attorney General's Ministry, about the Society's position. In addition to affirming our position that the LPA should be repealed, I communicated that the Society does not support amendments that would result in a board majority of elected lawyers.
- **Member communication.** A member bulletin advising members of the Society's position has been drafted and distributed.
- **Pause of transition activities.** The Society and the Law Society of British Columbia have agreed to pause all Combined Operations Group (COG) activities immediately. The Transitional Board has not yet confirmed its agreement to pause, but has committed to reduce spending wherever possible, slow its activities over December, and cancel its December meeting. Both societies continue to request that the Transitional Board formally pause any remaining activity until government provides further direction.

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Next Steps

Staff will continue to monitor developments and will report to the Board as government direction is received.

Attachment

Letter to the Attorney General

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November 20, 2026

The Honourable Caroline Elliott
Attorney General of British Columbia
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Attorney General:

Re: The Legal Professions Act and the Regulation of B.C. Notaries

Congratulations on your appointment. I am writing on behalf of the Society of Notaries Public of British Columbia to set out our position on the *Legal Professions Act* (LPA) and to ask for one immediate step while government considers its direction.

Our position

The LPA should be repealed, and the Society should remain the independent regulator of BC's notaries under a modernized Notaries Act. A modern Act would allow the Society to regulate effectively and notaries to provide the expanded legal services government has already recognized they are qualified to offer.

For many years, the Society has pursued two objectives in the public interest: a modern regulatory framework and expanded access to justice. We initially supported the LPA because it promised to deliver both. A single legal regulator was never in itself the goal. We share your government's view that the LPA is not the best way to reach these objectives, and we would like to work with you on a better approach.

A proven regulator with a dated statute

The Society has regulated notaries in the public interest for 100 years. We have the expertise, resources and programs to keep doing so. Government's own 2022 review of legal regulation, the Ministry's Intentions Paper, raised no concerns about how the Society regulates. It recognized that many regulatory best practices are already in place: our investigative and adjudicative functions are separate; and, since 2017, advocacy for notaries has been carried out by a separate body, the BC Notaries Association, so the Society can focus on regulation.

The concerns the review did identify were with our legislation: the *Notaries Act* has not been substantively revised in over 40 years and has no public-interest mandate. A modernized Act can fix that.

Simply amending the LPA presents a risk to the public interest

The Society does not support any changes to the LPA that would give lawyers elected by lawyers a majority on the board of the new regulator. This would run counter to the core objectives of the LPA – a modern statute

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and expanded access to justice - contravening the precise reasons the Society supported the LPA in the first place.

Over the past century, lawyers' organizations have repeatedly sought to limit notaries: capping their numbers, opposing new services and going to court to narrow their scope. A board controlled by elected lawyers would decide notaries' fees, entry requirements and rules. It could narrow what notaries may do or make notarial practice less viable. Fewer notaries offering fewer services would mean fewer affordable options for British Columbians, and less access to justice. Placing the regulation of notaries in the hands of a board elected to represent a competing profession presents a real and material risk to the public interest. Repeal, together with a modern *Notaries Act*, is the clearest way to mitigate this risk and protect the public.

Immediate request: pause transition work

While government decides its direction, the Society, the Law Society and the LPA's transition bodies continue to spend time and money preparing for a single regulator. For the Society, that means staff time, legal and advisory costs, and members' fees directed to a transition that may not proceed, rather than to regulating notaries and protecting the public.

We respectfully ask that government direct a pause in all LPA transition work until it has made its decision. A pause preserves the current regulatory system, which continues to operate under the existing statutes, and avoids spending that could not be recovered if the LPA is repealed.

Next steps

The Society is ready to work with you and your ministry on a modernized *Notaries Act*, and on maintaining the LPA's expanded scope for notaries in the meantime. I would welcome the opportunity to meet with you at your convenience.

Thank you for considering our position.

Sincerely,

Max Logan
Chief Executive Officer
Society of Notaries Public of British Columbia

cc: Paul Craven, Assistant Deputy Minister, Ministry of Attorney General
Vicki Van As, President, Society of Notaries Public of British Columbia

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Commentary on Financial Reports

Meeting Date: December 1, 2026

This commentary relates to the first four months of the fiscal year ended June 30, 2027 and is intended to supplement the financial reports as prepared for the meeting date noted above. This commentary should be read in conjunction with these reports and is not intended to replace them. All figures as reported are unaudited.

Discussion focuses primarily on significant unfavorable variances to budget, but may also include major line items, areas of significant change, or areas that are otherwise deemed noteworthy.

General Fund

REVENUE

1. MEMBER DUES (row 18)

Actual YTD revenue is largely as budgeted. Slight variations arise due to the quantity and timing of retirements given that members' dues are refundable (a pro-rata portion of member dues are returned when a member retires). Movements between member classes can also result in slight actual-to-budget differences.

2. TUITION FEES (row 19)

Tuition fees are collected at a few, limited times throughout the year (to coincide with the delivery of student programming). This has resulted in what appears to be an unfavourable variance to budget YTD, however this simply represents uneven recognition of tuition revenue in the fiscal year.

TRANSFERS

3. TRANSFER FROM OTHER FUNDS (row 37)

All TAF transfers have been completed YTD and no further TAF transfers are anticipated in the fiscal year. The budgeted transfer from Contingency Fund remains outstanding as of the report date.

EXPENSES

4. ADVERTISING AND PUBLIC RELATIONS (row 52)

Costs associated with the production and distribution of items commemorating the 100th anniversary of the Society. These expenses were unbudgeted in the fiscal year and not recurring.

5. AUDIT – MEMBERS (row 56)

Member audit program YTD expenditures are currently higher than budgeted to this point in the fiscal year. The expense pattern of these costs is not linear and may vary somewhat throughout the year to reflect the timing of the audit work. Current expectation is they will not vary materially from budget in the FY.

6. CONSULTING FEES (row 64)

Contracted governance and board support to assist with the leadership transition and LPA deliverables. YTD expenses largely limited to fiscal Q1 and not expected to persist throughout the fiscal year.

7. LEGAL FEES (row 77)

Includes expenses related to the Society's retainer agreement, discipline, and other ad hoc legal expenses. YTD expenditures are 86.1% higher than budget due to the timing of irregular billings as numerous discipline, legal and custodianship matters required funding in the period. It is anticipated the unfavourable variance to budget will persist throughout the fiscal year, although not as profoundly as seen YTD. This budget line does not include legal expenses related to the single legal regulator initiative as these are reported elsewhere (rows 112 and 113).

8. RENT AND UTILITIES (row 89)

The Society's current office lease agreement commenced August 2024, and related expenses are as anticipated. This agreement includes an option to terminate any time after July 31, 2026. This agreement includes some minor variable cost components which result in the slight variations from budget.

9. WAGES (row 99)

Actual expenditure is as anticipated YTD, with the actual figure showing a slight (5.1%) favourable variance to budget. This line item does not include employees dedicated exclusively to the SLR initiative, as these costs are included in SLR Transition line (row 113).

10. SLR TRANSITION – INTERNAL (row 112)

This budget line represents costs of the single legal regulator initiative which are borne solely by the Society (i.e. not shared with the LSBC). YTD this is comprised exclusively of legal fees related to the constitutionality question.

11. SLR TRANSITION – SHARED W/LSBC (row 113)

These budgeted funds are intended to support transition costs associated with the single legal regulator initiative. SNPBC has an agreement with LSBC to share these costs on a 25%/75% basis. Costs as presented YTD include SNPBC's share (25%) of forecasted expenditures to the end of October.

Trust Administration Fund

12. TAF REVENUE (row 9)

YTD TAF revenue of $458k is 4.7% ahead of budget. The actual figure presented only includes YTD results through September due to the 30-day TAF reporting period.

Society Reserve Fund

The Society Reserve Fund is comprised of restricted funds which must be used for salaries and administration of the Notary Foundation, as well as for the education and continuing education of notaries and notary applicants. In the current fiscal year, the Society incurs expenses in this fund related to student and/or member education.

13. PRACTICE INSPECTION (row 64)

Budget line represents contract providers of practice inspection services. The completion of practice inspection reports (which triggers their payment) is inconsistent throughout the year and is responsible for the current favourable variance to budget.

14. EDUCATION – PROGRAM STAFFING (row 66)

Costs specific to management of the Notary Education Program are recognized in the Society Reserve budget in the current fiscal year. This has been done to take further advantage of the Society Reserve Fund balance and its narrow restriction on usage.

Society of Notaries Public
FOR THE FOUR MONTHS
ENDED OCT 31, 2026

DRAFT
CASH BASIS

	A	B	C	D	E	F	G	H
2					GENERAL FUND			
3					2026-2027	2026-2027	2026-2027	2026-2027
4					ACTUAL	BUDGET	BUDGET	PERCENT
5								OVER(UNDER)
6					OCTOBER	OCTOBER	ANNUAL	ANNUAL
7		**REVENUES**						
13		EVALUATION FEES			4,050	5,000	15,000	(73.00)
15		INCORPORATION FEES			2,000	833	2,500	(20.00)
16		INTEREST - BANK ACCT			19,747	23,333	70,000	(71.79)
17		MEMBER FINES			4,625	8,333	25,000	(81.50)
18		MEMBER DUES		*	480,447	495,000	1,485,000	(67.65)
19		TUITION FEES			13,050	83,333	250,000	(94.78)
22		MISCELLANEOUS			460	1,167	3,500	(86.86)
24								
25		**TOTAL OPERATING INCOME**			524,379	617,000	1,851,000	(72.00)
26								
27		**TRANSFERS IN (OUT) FROM OTHER FUNDS**						
33		TAF	Transfer		1,450,000	483,333	1,450,000	-
36		CON	Transfer		-	133,333	400,000	(100.00)
37		**TOTAL TRANSFERS IN (OUT)**			1,450,000	483,333	1,850,000	(21.62)
38								
47		**GROSS RECEIPTS**			1,974,379	1,100,333	3,701,000	(46.65)
48								

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Society of Notaries Public
FOR THE FOUR MONTHS
ENDED OCT 31, 2026

DRAFT
CASH BASIS

	A	B	C	D	E	F	G	H
2					GENERAL FUND			
3					2026-2027	2026-2027	2026-2027	2026-2027
4					ACTUAL	BUDGET	BUDGET	PERCENT
5								OVER(UNDER)
6					OCTOBER	OCTOBER	ANNUAL	ANNUAL
49								
50		GENERAL AND ADMINISTRATIVE EXPENSE						
51		ADMISSION EXPENSE			29,975	10,333	31,000	(3.31)
52		ADVERTISING AND PUBLIC RELATIONS			7,634	-	-	100.00
56		AUDIT - MEMBERS			288,900	233,333	700,000	(58.73)
57		AUDIT AND ACCOUNTING			15,225	23,333	70,000	(78.25)
58		AUTO EXPENSE- PARKING			2,453	2,000	6,000	(59.11)
59		BANK CHARGES			1,552	1,667	5,000	(68.97)
60		BANKCARD FEES			23,043	21,667	65,000	(64.55)
62		COMMITTEE MEETINGS			10,591	10,000	30,000	(64.70)
63		COMMUNITY ENGAGEMENT			-	1,667	5,000	(100.00)
64		CONSULTING FEES			39,229	1,667	5,000	684.58
65		CONTINUING EDUCATION & PRO DEV (STAFF)			2,519	8,333	25,000	(89.92)
66		CREDIT REPORTS & EVALUATION			-	1,667	5,000	(100.00)
67		DEPRECIATION			-	6,667	20,000	(100.00)
68		DIRECTORS MEETINGS			9,900	16,667	50,000	(80.20)
70		INFORMATION TECHNOLOGY			60,537	63,333	190,000	(68.14)
73		EXECUTIVE DIRECTOR			-	1,667	5,000	(100.00)
74		INSURANCE			9,500	13,333	40,000	(76.25)
76		LEASED EQUIPMENT			2,288	2,333	7,000	(67.31)
77		LEGAL FEES - TOTAL		*	108,533	58,333	175,000	(37.98)
81		MEMBER WELLNESS INITIATIVES			5,167	5,167	15,500	(66.66)
82		MISCELLANEOUS			5,968	4,167	12,500	(52.25)
84		OFFICE SUPPLIES AND SERVICES			4,560	5,833	17,500	(73.94)
85		POSTAGE AND COURIER			1,456	1,667	5,000	(70.88)
88		PURCHASE OF EQUIPMENT			1,713	3,333	10,000	(82.87)
89		RENT AND UTILITIES		*	114,000	116,667	350,000	(67.43)
90		RENT RECOVERED			-	(4,917)	(14,750)	(100.00)
93		GOVERNMENT RELATIONS			-	1,667	5,000	(100.00)
94		EDUCATION - NEW NOTARIES - LUNCHEON			3,628	4,000	12,000	(69.77)
95		EDUCATION - NEW NOTARIES			18,175	8,333	25,000	(27.30)
96		TELEPHONE AND FAX			1,413	1,833	5,500	(74.31)
97		TRAVEL			-	2,667	8,000	(100.00)
99		WAGES - REGULAR			427,134	450,000	1,350,000	(68.36)
100		BENEFITS REGULAR			40,407	43,333	130,000	(68.92)
101		WAGES - CASUAL			-	1,667	5,000	(100.00)
102		SHARED EXPENSES RECOVERED			-	(2,500)	(7,500)	(100.00)
103								
104		**TOTAL GENERAL AND ADMINISTRATIVE**			1,235,500	1,123,417	3,370,250	(63.34)
105								
106								
107		**NET SURPLUS (SHORTFALL)**			738,879	(23,083)	330,750	123.40

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Society of Notaries Public
FOR THE FOUR MONTHS
ENDED OCT 31, 2026

DRAFT
CASH BASIS

	A	B	C	D	E	F	G	H
2					GENERAL FUND			
3					2026-2027	2026-2027	2026-2027	2026-2027
4					ACTUAL	BUDGET	BUDGET	PERCENT
5								OVER(UNDER)
6					OCTOBER	OCTOBER	ANNUAL	ANNUAL
108								
109		PROJECTS						
110		STRATEGIC PLANNING			1,000	10,000	30,000	(96.67)
112		SLR TRANSITION - INTERNAL (LEGAL, OTHER)			49,022	50,000	150,000	(67.32)
113		SLR TRANSITION - SHARED W/LSBC			177,000	153,333	460,000	(61.52)
114		RETENTION			-	43,333	130,000	(100.00)
115		TOTAL PROJECTS			227,022	256,667	770,000	(70.52)
116								
117		**INCREASE (DECREASE) FUND BAL**			**511,857**	**(279,750)**	**(439,250)**	(216.53)
118								
119								
120								
121		FUND BAL - START			10,491,057	10,491,057	10,491,057	-
122		FUND TRANSFER - PRIOR YEAR			-	-	-	-
123		**FUND BAL - END**			**11,002,914**	**10,211,307**	**10,051,807**	9.00
124								
125								
126								
127		OPERATIONS SUMMARY						
128		TOTAL OPERATING INCOME			524,379	617,000	1,851,000	(71.67)
129		TOTAL GENERAL AND ADMINISTRATIVE			1,235,500	1,123,417	3,370,250	(63.34)
130		NET OPERATIONS			(711,121)	(506,417)	(1,519,250)	(53.19)
131								
132		NON OPERATIONS						
133		TRANSFERS			1,450,000	483,333	1,850,000	(21.62)
134		INTEREST INCOME			-	-	-	-
135		LESS PROJECTS			227,022	256,667	770,000	-
136		TRANSFERS			-	-	-	-
137								
138		INCREASE (DECREASE) FUND BAL			511,857	(279,750)	(439,250)	(216.53)
139								

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SOCIETY OF NOTARIES PUBLIC
FOR THE FOUR MONTHS
ENDED OCT 31, 2026

DRAFT
CASH BASIS

	A	B	C	D	E
2		Trust Administration Fund			
3		2026-2027	2026-2027	2026-2027	2026-2027
4		ACTUAL	BUDGET	BUDGET	PERCENT
5					OVER(UNDER)
6		OCTOBER	OCTOBER	ANNUAL	ANNUAL
7	REVENUES				
9	TRUST ADMINISTRATION FEE	458,180	583,333	1,750,000	(73.82)
10					
11	INTEREST AND INVESTMENT INCOME				
12	DIVIDEND INCOME	1,124	2,500	7,500	(85.02)
13	INTEREST REVENUE	16,241	26,667	80,000	(79.70)
14	GAIN (LOSS) ON INVESTMENTS	9,466	6,667	20,000	(52.67)
15	FMV ADJUSTMENT	-	-	-	-
16	TOTAL INVESTMENT INCOME	26,831	35,833	107,500	(75.04)
17					
20	TOTAL REVENUE	485,011	619,167	1,857,500	(73.89)
21					
22	TRANSFERS IN (OUT)				
27	GENERAL - TRANSFER	(1,450,000)	(483,333)	(1,450,000)	-
29	TOTAL TRANSFERS IN (OUT)	(1,450,000)	(483,333)	(1,450,000)	-
30					
31	GENERAL AND ADMINISTRATIVE EXPENSE				
32	BANK CHARGES	15	133	400	(96.26)
34	MANAGEMENT FEES - DIXON	1,473	1,667	5,000	(70.54)
35	WITHHOLDING TAX	-	167	500	(100.00)
36	PAL	-	6,667	20,000	(100.00)
39	TRUST ACCOUNT MONITOR	-	3,333	10,000	(100.00)
40	TOTAL GENERAL AND ADMINISTRATIVE	1,488	11,967	35,900	(95.85)
41					
42	TOTAL EXPENSE & TRANSFERS	1,451,488	495,300	1,485,900	(2.32)
43					
44	INCREASE (DECREASE) FUND BALANCE	(966,477)	123,867	371,600	(360.09)
45					
46					
47	FUND BAL - START	7,754,718	7,754,718	7,754,718	-
48					
49	FUND BAL - END	6,788,241	7,878,585	8,126,318	(16.47)
50					

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Society of Notaries Public
FOR THE FOUR MONTHS ENDED
OCT 31, 2026

DRAFT
CASH BASIS

	A	B	C	D	E	F	G	H
2					SPECIAL RESERVE			
3					2026-2027	2026-2027	2026-2027	2026-2027
4					ACTUAL	BUDGET	BUDGET	PERCENT
5								OVER (UNDER)
14					OCTOBER	OCTOBER	ANNUAL	ANNUAL
15		**REVENUES / TRANSFERS**						
18		FOUNDATION GRANTS		*	-	-	-	-
19								
20		**TOTAL REVENUE / TRANSFERS IN (OUT)**			-	-	-	-
29								
30		**GROSS RECEIPTS**			-	-	-	-
31								
32		**EXPENSES**						
60								
61		NOTARY EDUCATION (SNPBC)						
63		LIBRARY			1,794	3,333	10,000	(82.06)
64		PRACTICE INSPECTION			13,500	40,000	120,000	(88.75)
65		EDUCATION - NEW NOTARIES			-	20,000	60,000	(100.00)
66		EDUCATION - PROGRAM STAFFING			20,000	20,000	60,000	(66.67)
67		EDUCATION - STUDENT PORTAL			8,600	8,667	26,000	(66.92)
68		EDUCATION - REG REQ'D			-	1,667	5,000	(100.00)
70		TOTAL NOTARY EDUCATION			43,894	93,667	281,000	(84.38)
71								
72		**TOTAL RECURRING EXPENSES**			43,894	93,667	281,000	(84.38)
73								
74		**NET OPERATING SURPLUS (DEFICIT)**			(43,894)	(93,667)	(281,000)	(84.38)
75								
76		**PROJECTS**						
90		NOTARY EDUCATION (SNPBC)						
95		COURSE UNIT DEVELOPMENT			-	6,667	20,000	(100.00)
96		TOTAL NOTARY EDUCATION			-	6,667	20,000	(100.00)
97								
98		TOTAL PROJECTS			-	6,667	20,000	(100.00)
99								
100		**INCREASE (DECREASE) FUND BAL**			**(43,894)**	**(100,333)**	**(301,000)**	(85.42)
101								
102		FUND BAL - START			758,219	758,219	758,219	-
103		FUND TRANSFER			-	-	-	-
104		**FUND BAL - END**			**714,325**	**657,886**	**457,219**	56.23
105								

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SOCIETY OF NOTARIES PUBLIC OF BC

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Briefing Note

To: Board of Directors

From: Eric Fryatt

Meeting Date: December 1, 2026

Re: Bank signatories

The annual election of new directors necessitates a review of the Society's authorized bank signing authorities.

Appointed signatories are most effective when in reasonably close in proximity to the Society offices as this allows for the quick and convenient transmission of documents or attendance at the bank branch as required.

It is proposed (see following Resolution) that the following members of the Society's senior management be appointed, as well as the President and First Vice President who both have offices in the Greater Vancouver area.

Recommendation/Action

Resolution:

Be it resolved that the Board of Directors approve the appointment of the following individuals as banking signatories on the Society's bank accounts as soon as is practicable.

i) Vicki van As, President
ii) Jonathan Wong, First Vice President
iii) Max Logan, Executive Director
iv) Marny Morin, Secretary
v) Eric Fryatt, Chief Financial Officer

THE SOCIETY OF NOTARIES PUBLIC OF BRITISH COLUMBIA
NOTARIUS EQUIPELLET
INCORPORATED 1926

SOCIETY OF NOTARIES PUBLIC OF BC

P.O. Box 44 Suite 700 625 Howe Street
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Briefing Note

To: Board of Directors
From: Executive Committee
Date: December 1, 2026
Re: Notary Foundation of British Columbia Board of Governors Appointments
Purpose: For Decision

Background

Per Section 51 of the *Notaries Act*, the Notary Foundation of British Columbia is administered by a Board of Governors consisting of eleven members; three appointed by government (one of whom is from the office of the Attorney General) and eight appointed by and from within the directors of the Society. Appointees hold office for a term of three years or until their successors are appointed and may be reappointed.

Analysis

Six of the Society's current appointees' terms expire this year, resulting in the same number of vacancies as follows:

- Vicki van As (Chair) – *term expires*
- Lilián Cazacu – *term expires*
- Bill Chan – *term expires*
- Hassan El Masri – *term expires*
- Tegan Tang – *term expires*
- Alan Treleaven – *term expires*
- Daniel Boisvert
- Jonathan Wong

Incumbents Lilian Cazacu, Hassan El Masri, and Vicki van As have confirmed their interest in renewing their terms. Michelle Broughton and Rosalyn Mow have also expressed interest in serving on the foundation's board.

Recommendation

The Committee recommends to the Board of Directors the appointment of directors Michelle Broughton, Lilian Cazacu, Hassan El Masri, Rosalyn Mow, and Vicki van As to the foundation's Board of Governors. The remaining vacancy will be filled once the public representative appointments to the Society's board take effect in January 2027.

THE SOCIETY OF NOTARIES PUBLIC OF BRITISH COLUMBIA
NOTARIUS EQUIPELLET
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Proposed Motion(s)

"BE IT RESOLVED that Michelle Broughton, Lilian Cazacu, Hassan El Masri, Rosalyn Mow, and Vicki van As are hereby appointed as the Society's representatives to the Notary Foundation of British Columbia Board of Governors, each for a term of three years commencing December 1, 2026"