

## My Representative - Standard Agreement (section 7)

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### Section 7 Representation Agreement Form (p.34-39)

Use a section 7 form **if you want** your representative to be authorized to make decisions about your routine financial affairs, your personal care and some health decisions.

A section 7 form does not provide a representative with the authority to refuse life support and life-prolonging medical interventions.

In addition to a Section 7 Representation Agreement form, the following certificates must be completed (if they apply) for the agreement to be effective:

Form 1: Certificate of Representative or Alternate Representative (p.40)

Form 2: Certificate of Monitor (p.41)

Form 3: Certificate of Person Signing for the Adult (p.42)

Form 4: Certificate of Witnesses (p.43)

## My Representative - Enhanced Agreement (section 9)

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### Section 9 Representation Agreement Form (p.44-49)

Use a section 9 form **if you want** your representative to be authorized to make decisions about accepting or refusing life support and life-prolonging medical interventions on your behalf, in addition to other health and personal care decisions.

**REPRESENTATION AGREEMENT (SECTION 7)**

Made under Section 7 of the *Representation Agreement Act*.

The use of this form is voluntary. Be advised that this form may not be appropriate for use by all persons, as it provides only one option of how a Representation Agreement may be made. In addition, it does not constitute legal advice. For further information, please consult the *Representation Agreement Act* and Representation Agreement Regulation or obtain legal advice.

This form reflects the law at the date of publication. Laws can change over time. Before using this form, you should review the relevant legislation to ensure that there have not been any changes to the legislation or section numbers.

The notes referenced in this Representation Agreement are found at the end of this Agreement and are provided for information only.

**1. THIS REPRESENTATION AGREEMENT IS MADE BY ME, THE ADULT:**

Full Legal Name of the Adult	Date (YYYY / MM / DD)
Full Address of the Adult	

**2. REVOCATION OF PREVIOUS REPRESENTATION AGREEMENTS**

I revoke all previous Representation Agreements granting authority under section 7 of the *Representation Agreement Act* made by me.

(See Note 1 – actions that must be taken to revoke a previous Representation Agreement)

(See Note 2 – effect of revocation on a previous section 7 Representation Agreement)

**3. REPRESENTATIVE**

(See Note 3 – naming a Representative)

I name the following person to be my Representative:

Full Legal Name of Representative
Full Address of Representative

**4. ALTERNATE REPRESENTATIVE (OPTIONAL)**

(See Note 3 – naming a Representative)

*(Strike out this provision if you do not want to appoint an Alternate Representative.)*

If my Representative

- dies,
- resigns in accordance with the *Representation Agreement Act*,
- is my spouse, as defined in the *Representation Agreement Act*, at the time that I make this Representation Agreement, and our marriage or marriage-like relationship subsequently terminates as set out in the *Representation Agreement Act*, or
- becomes incapable,

then I name the following person to be my Alternate Representative:

Full Legal Name of Alternate Representative
Full Address of Alternate Representative

**5. EVIDENCE OF AUTHORITY OF ALTERNATE REPRESENTATIVE**

(See Note 4 – statutory declaration for evidence of authority of Alternate Representative)

*(Strike out this provision if you are not appointing an Alternate Representative.)*

A statutory declaration made by my Representative, my Alternate Representative (if one is named), or the Monitor (if one is named), declaring that one of the circumstances referenced in section 4 of this Representation Agreement has occurred, and specifying that circumstance, is sufficient evidence of the authority of my Alternate Representative to act in place of my Representative.

**6. AUTHORITY OF REPRESENTATIVE**

(See Note 5 - what a Representative may and may not be authorized to do under a section 7 Representation Agreement)

Pursuant to section 7 of the *Representation Agreement Act*, I authorize my Representative to:

*(If you want your Representative to have both types of authority, do not strike out either of the following provisions. If you want your Representative to have authority over only one of the following matters, strike out the provision over which you do not want your Representative to have authority. You may not strike out both types of authority.)*

- a. help me make decisions
- b. make decisions on my behalf

about the following:

*(Strike out any of the following matters for which you do not want your Representative to have authority.)*

- a. my personal care;
- b. the routine management of my financial affairs, as set out in the Representation Agreement Regulation;
- c. major health care and minor health care, as defined in the *Health Care (Consent) and Care Facility (Admission) Act*;
- d. obtaining legal services for me and instructing counsel to commence proceedings, except divorce proceedings, or to continue, compromise, defend or settle any legal proceedings on my behalf.

**7. MONITOR**

(See Note 6 - what a Monitor is and whether one is required)

*(Strike out this provision if a Monitor is not required and you do not want to name a Monitor.)*

I name the following person as Monitor of this Representation Agreement:

Full Legal Name of Monitor
Full Address of Monitor

**8. EFFECTIVE DATE**

This Representation Agreement becomes effective on the date it is executed.

**9. SIGNATURES**

**ADULT AND WITNESS SIGNATURES**

**ADULT'S SIGNATURE**

- The Adult must sign and date in the presence of both Witnesses.

Signature of Adult	Date Signed (YYYY / MM / DD)
Print Name	

**WITNESSES TO ADULT'S SIGNATURE**

(See Note 7 – information for witnesses)

**WITNESS NO. 1**

- Witness No. 1 must sign in the presence of the Adult and Witness No. 2.

Signature of Witness No. 1	Date Signed (YYYY / MM / DD)
Print Name	
Address	
If witness is a lawyer or member of the Society of Notaries Public of British Columbia, check relevant box below: <input type="checkbox"/> lawyer <input type="checkbox"/> member of the Society of Notaries Public of British Columbia	

**WITNESS NO. 2**

- Not required if Witness No. 1 is a lawyer or member in good standing of the Society of Notaries Public of British Columbia.
- Witness No. 2 must sign in the presence of the Adult and Witness No. 1.

Signature of Witness No. 2	Date Signed (YYYY / MM / DD)
Print Name	
Address	

**REPRESENTATIVES' SIGNATURES**

(See Note 8 - when a Representative may exercise authority under this Representation Agreement)

**REPRESENTATIVE**

Signature of Representative	Date Signed (YYYY / MM / DD)
Print Name	

**ALTERNATE REPRESENTATIVE**

*(Strike out if an Alternate Representative is not appointed.)*

Signature of Alternate Representative	Date Signed (YYYY / MM / DD)
Print Name	

(See Note 9 - additional forms required for this Representation Agreement to be effective)

**STATUTORY DECLARATION FOR EVIDENCE OF  
AUTHORITY OF ALTERNATE REPRESENTATIVE**

This statutory declaration may be completed by the representative, the alternate representative, or the monitor, as evidence of the authority of the alternate representative to act in place of the representative. This statutory declaration would be completed if one of the circumstances in which the alternate representative is authorized to act in place of the representative occurs to establish the authority of the alternate representative.

CANADA  
PROVINCE OF BRITISH COLUMBIA

IN THE MATTER OF the *Representation Agreement Act* re: a Representation Agreement made by

\_\_\_\_\_ naming \_\_\_\_\_ as Representative  
name of Adult name of Representative

TO WIT:

I, \_\_\_\_\_  
Name

of \_\_\_\_\_  
Full Address

SOLEMNLY DECLARE THAT:

- a. I am the (*strike out the descriptions that do not apply*):
  - representative named under the representation agreement
  - alternate representative named under the representation agreement
  - monitor named under the representation agreement.
- b. One of the circumstances referenced in the Representation Agreement in which the alternate representative is authorized to act in place of the representative has occurred, specifically (*describe the specific circumstance resulting in the alternate representative having authority to act*):  
\_\_\_\_\_  
\_\_\_\_\_

AND I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME AT

\_\_\_\_\_ location  
on \_\_\_\_\_ date

\_\_\_\_\_  
Declarant's Signature

\_\_\_\_\_  
Signature of Commissioner for taking Affidavits  
for British Columbia

\_\_\_\_\_  
Commissioner for taking Affidavits for British Columbia  
(Apply stamp, or type or legibly print name of commissioner)

## **NOTES RESPECTING THIS REPRESENTATION AGREEMENT MADE UNDER SECTION 7 OF THE REPRESENTATION AGREEMENT ACT**

The notes provided below are for the purpose of providing information only, and do not constitute legal advice.

These notes are prepared for the purposes of this representation agreement form. They should not be considered a complete description of matters to be taken into account in making a representation agreement. A person making a representation agreement, or acting as a representative, alternate representative or monitor, should consult the *Representation Agreement Act* and the Representation Agreement Regulation to ensure that they understand their rights and duties.

### **NOTE 1: Actions that must be taken to revoke a previous Representation Agreement**

To revoke a previous representation agreement, you must also give written notice of the revocation to each representative, each alternate representative, and any monitor named in that representation agreement. Revocation is effective when this notice is given, or on a later date stated in the notice.

### **NOTE 2: Effect of revocation on a previous section 7 Representation Agreement**

If you have previously made a section 7 representation agreement that is still effective, it will be revoked by the revocation provision in this representation agreement.

### **NOTE 3: Naming a Representative**

- (a) This form provides for the naming of one representative and one alternate representative. If you wish to name more than one representative to act at the same time, do not use this form.
- (b) The *Representation Agreement Act* sets out who may be named as a representative. If an individual is appointed, that individual must be 19 years of age or older, and must not be an individual who provides personal care or health care services to the adult for compensation, or who is an employee of a facility in which the adult resides and through which the adult receives personal care or health care services, unless the individual is a child, parent or spouse of the adult.
- (c) A representative must complete the Certificate of Representative or Alternate Representative in Form 1 under the Representation Agreement Regulation.

The information in this note also applies in respect of an alternate representative.

### **NOTE 4: Statutory declaration for evidence of authority of Alternate Representative**

A statutory declaration that may be used is included with this form.

Additional evidence establishing the authority of the alternate representative to act in place of the representative may be required for some purposes.

### **NOTE 5: What a Representative may and may not be authorized to do under a section 7 Representation Agreement**

Under a section 7 representation agreement, a representative may be authorized to help the adult make decisions, or to make decisions on behalf of the adult, about all of the following things:

- the routine management of the adult's financial affairs, as described in the Representation Agreement Regulation;
- obtaining legal services for the adult and instructing counsel to commence proceedings, or to continue, compromise, defend or settle any legal proceedings on the adult's behalf;
- the adult's personal care, and major health care and minor health care, as defined in the *Health Care (Consent) and Care Facility (Admission) Act*.

Under a section 7 representation agreement, a representative may not be authorized to do any of the following:

- to help the adult make decisions, or to make decisions on behalf of the adult, about the adult's financial affairs, other than the routine management of the adult's financial affairs as described in the Representation Agreement Regulation;
- to commence divorce proceedings on the adult's behalf;
- to help make, or to make on the adult's behalf, a decision to refuse health care necessary to preserve life;
- to help the adult make decisions, or to make decisions on behalf of the adult, about the kinds of health care prescribed under section 34 (2) (f) of the *Health Care (Consent) and Care Facility (Admission) Act*;
- despite the objection of the adult, to physically restrain, move or manage the adult, or authorize another person to do these things;

- to refuse consent to those matters in relation to the *Mental Health Act* set out in section 11 of the *Representation Agreement Act*.

(Please note that this list may not be complete.)

In addition, a representative must not do either of the following:

- consent to the provision of professional services, care or treatment to the adult for the purposes of sterilization for non-therapeutic purposes;
- make or change a will for the adult.

(Please note that this list may not be complete.)

**NOTE 6: What a Monitor is and whether one is required**

- (a) A monitor is a person responsible for making reasonable efforts to determine whether a representative is complying with the representative’s duties under the *Representation Agreement Act*.
- (b) A monitor is required for this representation agreement if the representation agreement authorizes a representative to make, or help make, decisions concerning routine management of the adult’s financial affairs, unless the representative is the adult’s spouse, the Public Guardian and Trustee, a trust company or a credit union.
- (c) A monitor must complete the Certificate of Monitor in Form 2 under the Representation Agreement Regulation.

**NOTE 7: Information for witnesses**

- (a) The following persons may not be a witness:
  - i. A person named in the representation agreement as a representative or alternate representative;
  - ii. A spouse, child or parent of a person named in the representation agreement as a representative or alternate representative;
  - iii. An employee or agent of a person named in the representation agreement as a representative or alternate representative, unless the person named as a representative or an alternate representative is a lawyer, a member in good standing of the Society of Notaries Public of British Columbia, the Public Guardian and Trustee of British Columbia, or a financial institution authorized to carry on trust business under the *Financial Institutions Act*;
  - iv. A person who is under 19 years of age;
  - v. A person who does not understand the type of communication used by the adult unless the person receives interpretive assistance to understand that type of communication.
- (b) Only one witness is required if the witness is a lawyer or a member in good standing of the Society of Notaries Public of British Columbia.
- (c) A witness must complete the Certificate of Witnesses in Form 4 under the Representation Agreement Regulation.
- (d) Section 30 of the *Representation Agreement Act* provides for a number of reasons to object to the making and use of a representation agreement. If you believe that you have grounds to make an objection at this time, you must not witness the representation agreement or execute the Certificate of Witnesses, and you may report your objection to the Public Guardian and Trustee of British Columbia.

**NOTE 8: When a Representative may exercise authority under this Representation Agreement**

Before a person may exercise the authority of a representative under a representation agreement, that person must sign the representation agreement.

**NOTE 9: Additional forms required for this Representation Agreement to be effective**

The following certificates must be completed, if applicable:

- Form 1 (Certificate of Representative or Alternate Representative);
- Form 2 (Certificate of Monitor), if the Representation Agreement names a Monitor;
- Form 3 (Certificate of Person Signing for the Adult), if a person is signing the Representation Agreement on behalf of the Adult;
- Form 4 (Certificate of Witnesses).

These certificates can be found in the Representation Agreement Regulation.

# Form 1 - Certificate of Representative or Alternate Representative

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To be completed by each representative and alternate representative named in a representation agreement made under section 7 of the *Representation Agreement Act* [sections 5 (4) and 6 (2)].

## Part I - Identification of representative or alternate representative

1. This certificate applies to the representation agreement made \_\_\_\_\_ [date]

by \_\_\_\_\_ [name of adult].

2. I am named in the representation agreement as representative or alternate representative.

3. My contact information is as follows:

\_\_\_\_\_ [name]

\_\_\_\_\_ [telephone number], of

\_\_\_\_\_ [address],

\_\_\_\_\_ [city, province, postal code],

\_\_\_\_\_ [date of birth, if not a trust company or credit union].

## Part 2 - Certifications made by representative or alternate representative

I certify that

- (a) I am an adult [does not apply to a trust company or credit union],
- (b) I do not provide, for compensation, personal care or health care services to the adult who made the representation agreement, or I do provide the services described in this paragraph, but I am a child, parent or spouse of the adult,
- (c) I am not an employee of a facility in which the adult who made the representation agreement resides and through which he or she receives personal care or health care services, or I am an employee described in this paragraph, but I am a child, parent or spouse of the adult,
- (d) I am not a witness to the representation agreement,
- (e) I have read and understand, and agree to accept, the duties and responsibilities of a representative as set out in section 16 of the *Representation Agreement Act*, and
- (f) I have read and understand section 30 of the *Representation Agreement Act* and have no reason to make an objection as described in that section.

\_\_\_\_\_  
signature of representative, alternate representative or  
authorized signatory of a trust company or credit union

\_\_\_\_\_  
date

## Form 2 - Certificate of Monitor

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To be completed by the person named as monitor as set out in section 12 (5) of the *Representation Agreement Act*.

### Part I - Identification of monitor

1. This certificate applies to the representation agreement made \_\_\_\_\_ [date]

by \_\_\_\_\_ [name of adult].

2. I am named in the representation agreement as monitor.

3. My contact information is as follows:

\_\_\_\_\_ [name]

\_\_\_\_\_ [telephone number], of

\_\_\_\_\_ [address],

\_\_\_\_\_ [city, province, postal code].

### Part 2 - Certifications made by monitor

I certify that

- (a) I am an adult,
- (b) I have read and understand, and agree to accept, the duties and responsibilities of a monitor as set out in section 20 of the *Representation Agreement Act*, and
- (c) I have read and understand section 30 of the *Representation Agreement Act* and have no reason to make an objection as described in that section.

\_\_\_\_\_  
signature of monitor

\_\_\_\_\_  
date

# Form 3 - Certificate of Person Signing for the Adult

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To be completed by the person who signs a representation agreement made under section 7 of the *Representation Agreement Act* [section 13 (4) (d)] for the adult making the agreement, if the adult is physically incapable of signing.

## Part I - Identification of the person signing on behalf of the adult

1. This certificate applies to the representation agreement made \_\_\_\_\_ [date]

by \_\_\_\_\_ [name of adult].

2. I signed the representation agreement on behalf of the adult.

3. My contact information is as follows:

\_\_\_\_\_ [name]

\_\_\_\_\_ [telephone number], of

\_\_\_\_\_ [address],

\_\_\_\_\_ [city, province, postal code].

## Part 2 - Certifications made by the person signing on behalf of the adult

I certify that

- (a) I am an adult [does not apply to a trust company or credit union],
- (b) the adult who made the representation agreement was present when I signed the representation agreement on his or her behalf, and directed me to sign because he or she was physically incapable of signing,
- (c) I understand the type of communication used by the adult who made the representation agreement when he or she directed me to sign the agreement,
- (d) I am not named in the representation agreement as a representative or an alternate representative, and
- (e) I am not a witness to the representation agreement.

\_\_\_\_\_  
signature of person signing for the adult

\_\_\_\_\_  
date

# Form 4 - Certificate of Witnesses

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To be completed by each person witnessing the signing of a representation agreement made under section 7 of the *Representation Agreement Act* [sections 13].

## Part I - Identification of, and certifications made by, first witness

1. This certificate applies to the representation agreement made \_\_\_\_\_ [date]

by \_\_\_\_\_ [name of adult].

2. I witnessed the signing of the representation agreement by, or on behalf of, the adult.

3. My contact information is as follows:

\_\_\_\_\_ [name]

\_\_\_\_\_ [telephone number], of

\_\_\_\_\_ [address],

\_\_\_\_\_ [city, province, postal code].

4. I certify that

- (a) I am an adult [does not apply to a trust company or credit union],
- (b) the adult who made the representation agreement was present when I witnessed the representation agreement,
- (c) I understand the type of communication used by the adult who made the representation agreement, or had interpretive assistance to understand that type of communication,
- (d) I am not named in the representation agreement as a representative or an alternate representative,
- (e) I am not a spouse, child, parent, employee or agent of a person named in the representation agreement as a representative or an alternate representative [does not apply to an employee or agent of the Public Guardian and Trustee, or a trust company or credit union], and
- (f) I have read and understand section 30 of the *Representation Agreement Act* and have no reason to make an objection as described in that section.

\_\_\_\_\_  
signature of witness

\_\_\_\_\_  
date