

Workshop to Make and Register a Representation Agreement

3rd Friday of every month at 10:00 am

Location: 12th Avenue and Hemlock in Vancouver (South Granville Seniors Centre)

Pre-registration is required

What is a 'Make and Register' Workshop?

Nidus has Representation Agreement forms on its website that you can download and use to make their own Representation Agreement. However, if you are unable to access a computer, you can attend a Nidus Workshop. At the workshop, Nidus will provide the forms and help you complete and register the agreement. Please note that the Workshop is not an information session.

What is a Representation Agreement? Why would I make one?

If you are seriously ill or injured, someone may need to pay your bills or consent to treatment on your behalf. If you are an adult (19 years or older), no one has automatic right to act on your behalf, not even a spouse. A Representation Agreement is a way to give someone you trust legal authority to assist you or to act on your behalf.

I have an Enduring Power of Attorney. Do I still need a Representation Agreement?

An Enduring Power of Attorney (EPA) can only cover financial and legal affairs; it does not cover health care or personal care matters. In B.C., a Representation Agreement is the legal document for appointing someone to act on your behalf for health care and personal care. A Representation Agreement can also cover routine financial and legal affairs.

What if I need more information?

The Make and Register Workshop is for people who are ready to make a Representation Agreement. You may need more information and time to discuss it with others. Nidus has lots of information on our website; we also offer presentations in partnership with community organizations. For a list of upcoming presentations, see our Calendar of Events at www.nidus.ca – Our News – Events.

What forms are available at the Nidus Workshop?

1) Representation Agreement Section 9 (RA9) – for health care and personal care matters.

The RA9 form is for appointing two people: one as a representative and the other as an alternate representative.

The RA9 form gives your representative authority to help you make health care and personal care decisions or act on your behalf if you are incapable. The representative will have authority to 'do whatever is necessary,' according to your wishes, values and beliefs for:

- Health care including tests, surgery, medications, refusing life support and consenting to treatment you wanted when well but refuse to consent to when it is offered because your illness or condition has affected your judgment and perception (this can happen with dementia, delirium, mental illness).
- Personal care including living arrangements, diet, exercise, participating in activities, personal safety issues, and physically restraining you even if you object and as long as it is necessary to carry out your wishes or for your well-being.

2) Representation Agreement Section 7 (RA7) – for routine financial and legal affairs.*

The RA7 form is for appointing two people: one as a representative and the other as a monitor.

The RA7 form gives your representative authority to help you or to act on your behalf for routine management of financial and legal affairs, including the following:

- Banking, applying for or managing benefits such as pension income, dealing with taxes and managing investments (a representative can delegate this to a qualified investment specialist).
- Obtaining legal services and instructing a lawyer. This can involve settling an insurance claim from a car accident or representing you in Small Claims Court.

** **Note:** Most people make an Enduring Power of Attorney (EPA) to cover financial and legal affairs as it can cover more aspects than the RA7. For example, the RA7 does not cover dealing with real estate matters. If you own real estate, own a business or are an officer or a director of a corporation or you have very complex investments, you would need to make an EPA. Please contact a lawyer or notary public about making an EPA.*

How much does the Workshop cost?

The fee to make and register one legal document is \$25.00 per person. The fee to make and register an RA9 and an RA7 is \$35.00 per person (details under next heading).

How do I sign up?

#1 Return 'Sign-Up' Form: Complete the attached 'Workshop Sign-Up' form. You can return to Nidus by:

Regular mail: Nidus, 1440 West 12th Avenue, Vancouver, BC V6H 1M8.

Fax: 604-801-5506

E-mail: info@nidus.ca

#2 Nidus will confirm Workshop details: Nidus staff will phone you on a Tuesday between 9:30 am and 4:30 pm, after we have reviewed your sign-up sheet. The brief phone call is to discuss details and ensure readiness for the Workshop.

#3 Payment: Payment is due in advance. Nidus staff will provide details when they phone you. Payment can be made by cheque or money order.

#4 Location: Workshops are held at 1420 West 12th Avenue at Hemlock in Vancouver (South Granville Seniors Centre) on the 3rd Friday of each month at 10:00 am: August 17, September 21, October 19 or November 16.

What information do I bring to the Workshop?

Complete form and bring to Workshop

Your legal name, current address, and phone number: _____

At least 2 of personal identifiers from the list below:

Date of Birth (Day / Month / Year): _____

Care Card Number: _____

Driver's License or BC ID Number: _____

Social Insurance Number: _____

An email address (required): _____

Note: *If you do not have an email, please ask your representative/alternate or a trusted family member/ friend to use their email. (The Registry service uses email to recover your password if you forget it.)*

Information for each person you are appointing, along with their full name, address with postal code, phone number and date of birth: _____

Nidus Workshop to Make and Register Your Representation Agreement

SIGN-UP FORM - Complete one form per person.

Return this form to Nidus by:

Regular mail: Nidus, 1440 West 12th Avenue, Vancouver, BC V6H 1M8.

Fax: 604-801-5506

Scan and E-mail: info@nidus.ca

Your contact information

Name: _____ Phone Number: _____

Best time for Nidus to contact you: Tuesday (between 9:30 am and 4:30 pm)

Time: _____

Select the form(s) you wish to make at the Workshop:

RA9 (health and personal care): for appointing 2 people in roles of 1 representative, 1 alternate

RA7 (for routine finances and legal): for appointing 2 people in roles of 1 representative, a monitor

Preferred Workshop Date (*circle the preferred date for 10 am Friday*):

August 17

September 21

October 19

November 16

Details of Referral (*if applicable*):

Agency Name: _____

Personnel Name: _____

Number: _____ Email: _____

Terms and conditions:

- 1) *Payment Terms: Registration is not confirmed until after the Nidus phone appointment and following that, full payment has been received.*
- 2) *Refund Policy: Please note that the Workshop fee is non-refundable, although it may be used for a later workshop date if one is available.*
- 3) *Cancellation: Workshop dates may be cancelled due to lack of registration. Nidus staff will inform you of any changes and reimburse you accordingly.*
- 4) *Special Needs: If you have any mobility needs or require special assistance, please inform us of those needs when we call and we will endeavor to make appropriate arrangements.*