

Procedures for Resigning as a Monitor Named in a Representation Agreement

Who would resign from a Representation Agreement?

A representative, alternate and/or monitor can resign from a Representation Agreement (RA).

This information is about the procedures for a monitor to resign.

If a representative or alternate is resigning, there are different procedures and requirements. Click [Related Forms](#).

How do I resign as a monitor?

In section 12 of the BC Representation Agreement Act (RA Act) it spells out procedures for resigning as a monitor from a RA. Check if the RA you are named in has additional procedures for resigning.

A resignation must be communicated in writing (not by a verbal statement). This is called giving 'Notice.'

The legal procedures require that the Notice of Resignation be given to specific people. This is explained under a later heading.

If you do not follow the procedures outlined in the legislation (and any listed in the RA) your resignation may not be valid and you may be responsible for not carrying out your duties as monitor.

When is resignation not required?

If the adult who made the RA revokes (cancels) the RA, then the entire RA and all authorities given in it are ended. It would not be necessary for those named as representative, alternate representative, or monitor to resign. See where to find more resources on page 2 if you want details on *Revoking a RA*.

Do I need to give a reason for resigning?

The law does not require you to state a reason for resigning. However, if asked, people often say 'for health reasons' or 'for personal reasons.'

What is the effect of a resignation by a monitor?

The effect of a resignation by the person named as monitor in the RA depends on the wording in the Agreement and the requirements of the RA Act. The entire RA may be ended or only specific authorities (such as for financial matters) may be ended. Check the wording in the Representation Agreement.

Generally, if a monitor dies, or becomes incapable, or is otherwise no longer able or willing to act, the adult will sign a Notice of Revocation to revoke the existing RA and then make a new RA, naming a new person as monitor. This is the easiest and clearest way to address any problem that may result from lack of someone in the monitor role.

For information on revocation, see heading on page 2 for where to find more resources.

What does a Notice of Resignation look like?

See the sample on page 3 for an example of a Notice of Resignation. You may use or adapt it.

Is a witness required?

Although it is not required by the law, it may be helpful to ask someone to witness (watch) you sign and date the Notice of Resignation. After you sign, the witness can sign the Notice and print their name and contact information.

What if I don't know the date it was made?

If you don't have the RA and don't remember when you signed use general wording. For example, on the sample form: *I hereby resign from a Representation Agreement made on "before [current date]"*

Who do I give the Notice of Resignation to?

In order for your resignation as a monitor to be valid, you must give a signed and dated copy of the Notice of Resignation to:

1. The adult (who the Agreement belongs to), and
2. Each representative named in the Agreement, and
3. Each alternate named in the Agreement.

It is a good idea to keep proof that your Notice was delivered (see next) to those required.

How do I deliver the Notice of Resignation?

In order to be valid, section 6 of the Representation Agreement Regulation says you must give a copy of the Notice of Resignation to each person (see list above) in one of the following ways. (Please note that email is not currently one of the ways).

- By registered mail to the person's last known address; or
- By leaving it:
 - with the person, or
 - at the person's address, or
 - with an adult who appears to reside with the person; or
- If the person operates a business, at the business, with an employee of the person; or
- By transmitting it by fax to the person with the number they provided for notification purposes.

The law does not say you must get confirmation that the notice was received. Keep a record to prove that it was delivered/sent as required.

When does the Resignation take effect?

The resignation takes effect on the date when Notice is given to everyone required in one of the required ways. Or, you can put a future date in the Notice for when the revocation takes effect.

Who else needs to be informed about the resignation? Some tips.

Do NOT cross out names on the original Representation Agreement, instead keep a copy of the Notice of Resignation with the original. Changes can be made on future photocopies of the original.

Send a copy of the Notice to any third parties where the RA has been distributed – for example, to the bank or government agencies.

Keep your own copy of the Notice of Resignation, you might need it later.

It is also a good idea to register a copy of the Notice with the Nidus Registry. One of the challenges when resigning from your role in a legal document is how to let third parties (banks, government agencies, etc.) know about it. Registering the resignation helps with communication.

If the adult has set up a Nidus Registry Account and you or someone authorized has the required information to Log In, the Notice of Resignation can be registered. There is a fee to register.

If you are not able to register the Notice of Resignation in the adult's Nidus Registry Account, you can request help from the Nidus Registry staff to register it. Email a copy of the Notice to registry@nidus.ca If there is no existing account for the adult; it will not be registered and no fee.

Where to find more resources?

The Nidus Resource Centre has lots of free information on the website at nidus.ca

For RA:

- To make changes, revoke or resign go to [Related Forms](#)
- To make a Representation Agreement, go to [RA Forms](#) Scroll down to RA7ALL, or RA7H+P etc. There are two buttons to click/download for each type of Agreement. (Be sure to see page 2 at the first download button.)
- [How to Register](#)

To use this sample, type in fields and then print this page to sign, or print this page and handwrite in fields.

NOTICE OF RESIGNATION BY MONITOR

**In accordance with section 12 (6) and (7) of
the Representation Agreement Act, R.S.B.C. 1996, c. 405 as amended,**

I, _____
(TYPE or HANDWRITE your full name as it appears in the Representation Agreement)

of _____
(TYPE or HANDWRITE current address)

phone _____
(TYPE or HANDWRITE current phone with area code + number)

hereby resign as the monitor named in the Representation Agreement (RA):

Made by _____
(TYPE or HANDWRITE full name of adult, as it appears in the RA)

of _____
(TYPE or HANDWRITE adult's current address)

phone _____
(TYPE or HANDWRITE adult's current phone with area code + number)

Signed on _____
(TYPE or HANDWRITE date the adult signed the RA with witnesses - Month, Day, Year)
(If don't know date put wording such as, 'a date before [put current date or a date you prefer]')

This resignation is signed by me: _____
(Your signature)

This resignation takes effect on: _____, 20____
(TYPE or HANDWRITE current or future date - Month, Day, Year)

To be valid, the notice of resignation must be delivered/given to the adult and to each person named in the Representation Agreement as representative(s), alternate(s) and monitor. The Representation Agreement Regulation says that a written notice must be delivered/given to each person in one of these ways:

- By registered mail to the person's last known address; or
- By leaving it:
 - with the person, or
 - at the person's address, or
 - with an adult who appears to reside with the person; or
- If the person operates a business, at the business, with an employee of the person; or
- By transmitting it by fax to the person with the number they provided for notification purposes.