

How do I write a personal directive?

A voluntary standard form is available on our website or you can create your own personal directive.

In order to be valid, your personal directive must be signed, dated and witnessed after the *Personal Directives Act* became law on December 1, 1997.

If you already have a living will or an advanced directive, verify it meets the requirements of the *Personal Directives Act* to ensure it is legally binding.

A directive made outside of Alberta is valid when it complies with the requirements of the *Personal Directives Act* in Alberta.

Personal Directives Registry

The registry permits Albertans to voluntarily register the existence of their personal directive and contact information for your agent(s).

For any questions about the Personal Directives Registry, please contact the Office of the Public Guardian nearest you or call toll-free at **1-877-427-4525**.

There is information available on the following topics:

- the requirements of making a personal directive;
- issues to consider when making a personal directive;
- how to register a personal directive;
- the obligations of the service provider(s);
- concern about an agent(s); and
- How is a personal directive brought into effect?

Information is available on the Alberta Seniors and Community Supports website: **www.seniors.alberta.ca/opg**

WHERE CAN I GET MORE INFORMATION?

Website

www.seniors.alberta.ca/opg

Telephone

Office of the Public Guardian
1-877-427-4525 (toll-free)

Visit

The office of the Public Guardian has locations across the province. They are open Monday to Friday between 8:15 a.m. and 4:30 p.m.

Grande Prairie	780-833-4319
St. Paul	780-645-6278
Edmonton	780-427-0017
Red Deer	403-340-5165
Calgary	403-297-3364
Lethbridge	403-381-5648
Medicine Hat	403-529-3744

Personal Directives

Choosing now for the future



A personal directive is a legal document you write in case you cannot make your own personal decisions in the future.

What is a personal directive?

- a personal directive is a legal document you write in case you cannot make your own personal decisions in the future;
- a personal directive ensures your written instructions are known in case something happens and you cannot make your own personal decisions;
- a personal directive lets you choose another person, an agent, to act on your behalf and make personal decisions for you when you cannot make them yourself;
- making a personal directive is optional and voluntary; and
- a personal directive comes into effect if you are found to lack capacity to make personal decisions.

Why is a personal directive necessary?

If you want to choose who your decision maker is, write a personal directive, and name an agent. Otherwise, under the *Adult Guardianship and Trusteeship Act*, a health care provider may select a nearest relative to make decisions for a person who is assessed as being incapable of providing informed consent for health care or temporary residential placement.

Who will benefit if I make a personal directive?

YOU. If you are 18 years of age or over and are currently able to make your own decisions, you can gain greater control over your future personal matters by making a personal directive.

YOUR FAMILY AND FRIENDS. If you have a personal directive, the people who care about you can feel confident that the decisions made on your behalf are what you want. Personal directives can ease stress in difficult times.

SERVICE PROVIDERS. People like doctors, nurses, lawyers and residential care providers who give you care and services will be able to rely on your written instructions or instructions provided by your agent.

Who should I give a copy of my personal directive to?

Give a copy to your agent, doctor or your health care service provider.

What are the planning options during my life?

If you wish to plan in advance, you may want to:

- write a personal directive (for non-financial matters);
- write a supported decision-making authorization (for personal matters);
- write an enduring power of attorney (for financial matters); and
- write a will (to plan for financial and personal assets after death).

What kind of instructions can I leave in a personal directive?

Your instructions can be about any or all personal matters that are non-financial, such as:

- medical treatments you would or would not want;
- where you would like to live;
- who you would like to live with;
- choices about other personal activities (recreation, employment or education);
- any other personal and legal decisions; and
- who you want to care for and educate your minor children if you are not capable of doing so.

A personal directive cannot be used to request illegal actions.

	Decisions made by you...	Decisions made by the Court...
	... while you are alive	
Personal decisions	Personal Directive: Agent Supported Decision Authorization: Supporter	Co-decision-making: Co-decision Maker Guardianship: Guardian
Financial decisions	Enduring Power of Attorney: Attorney	Trusteeship: Trustee
	... after death	
Financial assets	Will: Executor	Intestate Succession Act: Administrator