

A. Determine the Actors

Actors:

- **Person A:** the witness
- **Person B:** the maker
- **Person C:** the maker's signatory

B. Follow Each Applicable Step

STEP 1: Confirm identity

Person A satisfies themselves as to the identity of Person B and Person C by way of:

- (a) Person B or C being personally known to Person A; or
- (b) Person B or C proving their identity to the satisfaction of Person A.

STEP 2: Confirm communication method satisfactory

Person A and Person B and Person C confirm that they are able to see and hear one another while the action is being taken.

STEP 3: Confirm document

Person A sees the document in Person B's possession before Person B acknowledges the signing by Person C.

STEP 4: See signature and acknowledgement

Person A sees Person C sign the document, Person A sees Person B acknowledge the signature of Person C, and, if Person B is capable of acknowledging the signature audibly, Person A hears Person B acknowledge the signature of Person C.

STEP 5: Confirm same document

Person A sees the document immediately after Person C signs it.

STEP 6: Receive signed document

Person A receives the signed document and is satisfied that

- (a) it is the same one that Person A saw in Person B's possession;
- (b) the signature on the document matches the one Person A saw being made.

STEP 7: Sign document and confirm how identity was verified

Person A signs the document and records in writing that the document was signed through a glass or plexiglass partition **or** by videoconference and how Person A satisfied themselves as to the identity of Person B and Person C.

C. ADDITIONAL REQUIREMENTS OR STEPS

Health Care Directives Act - Reference to signatory

- 1) The maker's signatory referred to as Person C is the person who signs the health care directive at the direction and in the presence of the maker as permitted by clause 8(2)(b) of *The Health Care Directives Act*.
- 2) The signatory must meet the eligibility requirements set out in subclause 8(2)(b)(i) of *The Health Care Directives Act*.