


Leamington Mennonite Home

**POLICY AND PROCEDURE**

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| <b>CATEGORY:</b><br>Administration     | <b>SUBJECT:</b><br>Witnessing Legal Documents  | <b>SECTION:</b><br>W |
| <b>DATE:</b><br>September 2004         | <b>Administrator's Signature:</b>  | <b>POLICY:</b><br>2  |
| <b>REVISION DATE:</b><br>December 2017 |  |                      |

**WITNESSING LEGAL DOCUMENTS**

**POLICY:**

The Leamington Mennonite Home encourages all Residents and Resident Families to maintain accurate and current legal documentation which protects and upholds the rights and wishes of the Resident. In circumstances where such legal documentation is not in order, our Home will endeavour to work with the Resident and/or Resident Family to process the required documentation. Staff of Leamington Mennonite Home shall not witness the signing of any legal documents.

**PROCEDURE:**

- Residents and/or Resident Family members are encouraged to complete any personal legal affairs and documentation with their own legal counsel.
- If a Resident of LMH is not able to attend at a law firm, etc. to sign legal documents either the Administrator or the Chief Financial Officer will be notified.
- By appointment, either the Administrator or the Chief Financial Officer will be available to witness documents requiring signature by a Resident.
- Under no circumstances shall a staff member witness any legal document as it applies to a resident. Upon being approached to act as witness, the staff member will indicate that they are unable to witness legal documents, as that would be a violation of LMH Policy and Procedures. The staff member shall then redirect the inquiry to the Administrator and/or the Chief Financial Officer.