

# THE ESTATE PLANNING COUNCIL OF VANCOUVER

## CRITERIA FOR ELIGIBILITY FOR MEMBERSHIP

### General Qualifications shall be as follows:

- Applicant must have a minimum of three years of relevant experience in estate planning to be considered for membership;
- Applicant must meet the minimum criteria for eligibility for his/her category of member as defined below; applicant will be categorized based on the type of work performed;
- Applicant must be sponsored by two sponsors, both of whom must be members of the Council in good standing; only one of whom may be from the same category as the applicant; and only one of whom may be from the same organization as the applicant.

### Specific Qualifications shall be as follows:

#### LAWYERS

Maximum: 30 members

Member in good standing of the British Columbia Bar who holds a current practice certificate from the Law Society of British Columbia.

#### ACCOUNTANTS

Maximum: 30 members

Member in good standing of one of the Institute of Chartered Accountants of British Columbia, the Certified General Accountants Association of British Columbia or the Chartered Professional Accountant Association of British Columbia.

#### CHARTERED LIFE UNDERWRITERS

Maximum: 10 members

Member in good standing of one or both of the Financial Advisors Association of Canada (Advocis) or the Canadian Institute of Financial Planners who holds the Canadian Life Underwriter designation.

#### TRUST COMPANY REPRESENTATIVES

Maximum: 20 members

Current occupation and area of expertise in estate and trust administration in a trust company.

#### FINANCIAL PLANNERS

Maximum: 30 members

Member in good standing of one or more of the Financial Advisors Association of Canada (Advocis), the Institute of Advanced Financial Planners or the financial Planners Standards Council who hold one or more of the following designations:

- A. Certified Financial Planner;
- B. Registered Financial Planner;
- C. Chartered Financial Planner

#### GIFT PLANNERS

Maximum: 20 members

Member of the Canadian Association of Gift Planners and the individual must work for or be retained by a registered charity.

#### PORTFOLIO MANAGER

Maximum: 20 members

Licensed with the B.C. Securities Commission as a Portfolio Manager.

#### DESIGNATED OTHERS

Maximum: 10 members

These may include:

##### A. **Academics**

Member of the academic staff of any University, Community College, or other post-secondary institution within the Province of British Columbia;

##### B. **Pension Consultants**

A Fellow of the Canadian Institute of Actuaries who specializes in pension consulting, or otherwise experienced in the field of pension consulting.

##### C. **Others** - these may include an applicant who:

- I. Does not meet the criteria for any other category of membership;
- II. Has specific qualifications, knowledge or experience which the Executive Committee considers will contribute towards the advancement of the Council, and
- III. Is approved for membership by at least a two-thirds (2/3) majority of the Executive Committee

### **PRIVATE BANKERS**

Maximum: 10 members

Must be employed by a financial institution entitled to provide services to the public and regulated by the Office of the Superintendent of Financial Institutions, in such financial institution's private banking, or equivalent, department, and must have also have one of the following designations:

- A. Certified Financial Planner;
- B. Registered Financial Planner;
- C. Chartered Financial Consultant;
- D. Member in a good standing of the Chartered Professional Accountants of British Columbia;
- E. Member in good standing of the British Columbia Bar; or
- F. Such other designation approved by the Executive Committee

### **LIMITATION ON GROUP MEMBERSHIP**

No more than four (4) members of any group shall be members of one organization unless they are existing members of the Council whose firms or organizations have merged or amalgamated and there are exceptions for organizations that have stand-alone operating divisions such as those owned by many of the Canadian chartered banks.

### **APPLICATION FOR MEMBERSHIP**

1. The Estate Planning Council of Vancouver is limited to a maximum number of members in the following categories:

Lawyers	30
Accountants	30
Chartered Life Underwriters	10
Trust Company Representatives	20
Financial Planners	30
Portfolio Managers	20
Gift Planners	20
Designated Others (academics, consultants & others)	10
Private Banker	10

2. An applicant must be sponsored by two members from the above Categories, both of whom must be members of the Council in good standing; only one of whom may be from the same Category as the applicant; and only one of whom may be from the same organization as the applicant.
3. All applications are subject to review and approval by the Executive Committee and contingent upon the availability of an opening in the Candidate's proposed Category. The Council membership has traditionally accepted individuals for membership who have worked in the estate planning field for a considerable period time and have developed a reputation and expertise which will enhance the Council. Please review the Criteria for Eligibility for Membership for the specific qualifications for each Category.

# THE ESTATE PLANNING COUNCIL OF VANCOUVER

## APPLICATION FOR MEMBERSHIP

### The Candidate

#### Personal Information:

Name:

Occupation:

Company Name:

Address:

Telephone:

Fax:

Email:

#### Professional Qualifications:

# THE ESTATE PLANNING COUNCIL OF VANCOUVER

## APPLICATION FOR MEMBERSHIP

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### The Candidate

#### EDUCATION:

#### PROFESSIONAL EXPERIENCE IN ESTATE PLANNING AND MANAGEMENT:

#### MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS:

#### CATEGORY OF MEMBERSHIP APPLIED FOR:

I consent to the Council collecting, using and disclosing the information in this document and in the attached application package for the purpose of considering my application for membership in the Council and (if my application is approved) for the purposes of: (a) including my personal information in the Council's membership directory, a copy of which is distributed to all members, (b) sending me notices and other correspondence, (c) managing my membership and participation in the Council, and (d) for the other purposes described in the Council's Privacy Policy which I have read and understood.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

# THE ESTATE PLANNING COUNCIL OF VANCOUVER

## APPLICATION FOR MEMBERSHIP

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### The Sponsors

#### FIRST SPONSOR

Name: \_\_\_\_\_

EPCV Membership Category \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

ATTACH RECCOMENDATION OF SPONSOR TO APPLICATION (see note 1 below)

#### SECOND SPONSOR

Name: \_\_\_\_\_

EPCV Membership Category \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

ATTACH RECCOMENDATION OF SPONSOR TO APPLICATION (see note 1 below)

**Note 1:** Include a brief summary explaining how long you have known the Candidate and your knowledge of his or her work in the estate planning field.

**Note 2:** Applications that do not include comments from Sponsors will not be considered.

#### WHEN COMPLETED, PLEASE SEND THIS APPLICATION FORM TO:

Rose Shawlee, EPCV  
c/o Boughton Law Corporation  
700 - 595 Burrard Street  
Vancouver BC V7X 1S8

Tel: 604.647.6424

E-mail: rshawlee@boughtonlaw.com

**Note:** sending only by email is sufficient. Originals are not needed.

## **THE ESTATE PLANNING COUNCIL OF VANCOUVER PRIVACY POLICY**

### **OUR COMMITMENT TO PRIVACY**

The Estate Planning Council of Vancouver (the “Council”) is committed to maintaining the security, confidentiality and privacy of your personal information. This Privacy Policy documents our on-going commitment to you and has been developed in compliance with the British Columbia Personal Information Protection Act.

### **SCOPE OF POLICY**

This Policy addresses personal information about individuals and does not apply to the information collected, used or disclosed with respect to corporate or commercial entities. This Policy does not impose any limits on the collection, use or disclosure of the following information by the Council: your business contact information; and certain publicly available information.

### **ACCOUNTABILITY**

The Council has designated the Membership Chair as the Privacy Officer who is responsible for the Council’s compliance with this Policy. The Privacy Officer may be contacted as described below.

### **PURPOSES**

When collecting information, the Council will state the purpose of collection and will provide, on request, contact information for the Privacy Officer who can answer questions about the collection. If you are applying for membership in the Council, the Council collects, uses and discloses your personal information for the purpose of evaluating and considering your membership application.

If you are a member of the Council, the Council collects, uses and discloses your personal information for the following purposes:

- to allow the Council to communicate with you;
- to protect the Council and its members from fraud, theft and similar risks;
- to administer and enforce the Council’s Articles of Association and (if applicable) standards of professional conduct;
- to conduct investigations into your professional conduct and to discipline you as permitted by the Council’s Articles of Association;
- to manage your membership in the Council;
- to process and collect membership dues and other fees;
- to organize and invite you to Council meetings and events;
- to include your personal information in the Council’s membership directory (a copy of which is distributed to all members);
- to facilitate the ongoing administration of the Council (e.g., to allow your participation in committees, elections and other governance activities); and
- to comply with the Council’s obligations at law and under the Council’s Articles of Association.

Subject to legal and contractual restrictions, you may instruct the Council to refrain from using or sharing information in some of the ways described above by providing written notification to the Council’s Privacy Officer. If you do so, the Council will inform you of the likely consequences of your instructions.

When personal information that has been collected is to be used for a purpose not previously identified, Council will notify you of the purpose and obtain your consent as described below.

### **CONSENT**

The Council will obtain your consent to collect, use or disclose personal information except where the Council is authorized or required by law to do so without consent. For example, the Council may collect, use or disclose personal information without your knowledge or consent where:

- the information is publicly available, as defined by statute or regulation;
- the Council is obtaining legal advice; or
- the Council reasonably expects that obtaining consent would compromise an investigation or proceeding.

Other exceptions may apply. Your consent can be express, implied or given through an authorized representative such as a lawyer, agent or broker.

Consent may be provided orally, in writing, electronically, through inaction (such as when you fail to notify the Council that you do not wish your personal information collected, used or disclosed for various purposes after you have received notice of those purposes) or otherwise.

The Council will destroy, erase or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

The Council will take due care when destroying personal information to prevent unauthorized access to the information.

### **ACCURACY**

The Council will make a reasonable effort to ensure that personal information it is using or disclosing is accurate and complete.

If you demonstrate the inaccuracy or incompleteness of personal information, the Council will amend the information as required. If appropriate, the Council will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of personal information is not resolved to your satisfaction, the Council will annotate the personal information under its control with a note that the correction was requested but not made.

### **SAFEGUARDING PERSONAL INFORMATION**

The Council protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.

The Council will take reasonable steps, through contractual or other reasonable means, to ensure that a comparable level of personal information protection is implemented by the suppliers and agents who assist in providing services. Some specific safeguards may include:

- physical measures such as locked filing cabinets;
- organizational measures such as restricting employee access to files and databases as appropriate;

- electronic measures such as passwords and firewalls; and
- investigative measures where the Council has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.

When a challenge regarding the accuracy of personal information is not resolved to your satisfaction, the Council will annotate the personal information under its control with a note that the correction was requested but not made.

Where an access request is refused, the Council will notify you in writing, document the reasons for refusal and outline further steps which are available to you.

#### **EMAIL COMMUNICATION**

You agree that while you are a member, the Council may use any email address you provide to the Council for the purpose of sending emails to you with respect to the business and activities of the Council.

#### **COMPLAINTS**

On request, the Council will provide information regarding its complaint procedures.

Any inquiries, complaints or questions regarding this Policy should be directed in writing to the Council's Privacy Officer, who is also the Council's Membership Chair. For contact information please refer to the Council's Membership Directory, as the holder of that office changes annually.

**THE ESTATE PLANNING COUNCIL OF VANCOUVER**

**PRIVACY POLICY CONSENT**

The undersigned applicant, hereby consents to the Council collecting, using and disclosing the information in the application for membership in the Council for the purpose of considering my application for membership in the Council and (if my application is approved) for the purposes of:

- A. including my personal information in the Council’s membership directory, a copy of which is distributed to all members;
- B. sending me notices and other correspondence;
- C. managing my membership and participation in the Council; and,
- D. for the other purposes described in the Council’s Privacy Policy, which I have read and understood.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned applicant, hereby consents to the Council sending to me emails, and other commercial electronic messages, with respect to the business and activities of the Council.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_