

INTRODUCTION

Purpose and currency of checklist. This checklist is designed for use with the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1), CLIENT FILE OPENING AND CLOSING (A-2), FAMILY PRACTICE INTERVIEW (D-1), and FAMILY LAW AGREEMENT PROCEDURE (D-2) checklists. The provisions suggested in this checklist must be considered in relation to the particular facts in the matter at hand and augmented and revised as appropriate. The checklist is current to September 4, 2025.

LEGEND



Checkbox



Important Reminder



Deadline or Limitation Date

NEW DEVELOPMENTS

- **Divorce Act.** On December 1, 2024, s. 23 of the Divorce Act, R.S.C. 1985, c. 3 (2nd Supp.) (“*Divorce Act*”) came into force in British Columbia, allowing parties to conduct *Divorce Act* proceedings in English, French, or both official languages.
- **Supreme Court Family Rules.** Recent amendments to the Supreme Court Family Rules, B.C. Reg. 169/2009 include procedures to conduct proceedings in either or both official languages under the *Divorce Act* (Rule 20-7) and permitting affidavits to be sworn or affirmed by video conference (Rule 10-4(6.1)).
- **Division of Pensions Regulation.** Effective January 1, 2025, amendments were made to the Division of Pensions Regulation, B.C. Reg. 348/2012, including: requiring plan administrators to notify limited members not yet receiving benefits, on an annual basis, of the earliest date to which the limited member is eligible to receive pension benefits (s. 11(1)(c)); new provisions for dividing LIRA and LIF benefits (s. 17(1.1)); new provisions for dividing annuities “not purchased by an administrator” (s. 17.1); and revised forms.
- **Family Law Act.** Amendments to the *Family Law Act*, S.B.C. 2011, c. 25 (the “*FLA*”) received Royal Assent on May 1, 2023, including amendments to: rules applying to the presumption of advancement or presumption of resulting trust (s. 81.1); exclusions applying to excluded property (ss. 85(3) and 96); designations of limited members (s. 113(2)); disability benefits (s. 122); and calculation of a limited member’s proportionate share on death of a member prior to pension commencement (s. 124). The applicability of certain amendments may depend on whether the family law proceeding is a “pre-existing proceeding”, meaning a proceeding under the *FLA* respecting property division or to set aside or replace an agreement respecting property division, commenced before May 11, 2023.
- **Companion animals.** Provisions addressing pets as “companion animals” came into force on January 15, 2024, under s. 92 of the *FLA*. A companion animal is an animal kept primarily for the purpose of companionship, and spouses may make agreements over who has ownership of, or right of possession to, a companion animal (s. 92(e) to (g)).

OF NOTE

- **Aboriginal law.** If the client or the other party has ties to an Indigenous community, special considerations may apply (e.g., see items 1.13 and 2.18.6 in the FAMILY PRACTICE INTERVIEW (D-1) checklist). Note the requirements of Part 10, Division 3 of the *FLA*, which sets out standing and notice in cases concerning Nisga'a and treaty First Nations children and treaty lands. The *Family Homes on Reserves and Matrimonial Interests or Rights Act*, S.C. 2013, c. 20, (the "*FHRMIRA*") applies to married couples or common-law partners living on-reserve lands, where at least one spouse is a First Nation member. The *FHRMIRA* provides mechanisms for First Nations to create laws pertaining to matrimonial real property and sets out provisional federal rules for use until First Nations establish their own laws. Consider seeking the advice of a lawyer with experience in Aboriginal law. Further information on Aboriginal law issues is available on the "Aboriginal Law" page in the "Practice Areas" section of the CLEBC website (www.cle.bc.ca) and in other CLEBC publications.
- **Tax alert.** As some aspects of a separation agreement may have significant tax implications for the parties, it is recommended the parties seek advice from their respective tax advisors, especially if pensions or other property are involved.
- **Law Society of British Columbia.** For changes to the Law Society Rules and other Law Society updates and issues "of note", see LAW SOCIETY NOTABLE UPDATES LIST (A-3).
- **Additional resources.** For detailed information about the drafting of separation agreements, see *Family Law Agreements: Annotated Precedents*, 3rd. ed. (CLEBC, 1998–).


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| 1. EFFECTIVE DATE OF AGREEMENT | |
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| 1.1 | Depending on the use to which the document is put, it may be a fraud on either the court or Canada Revenue Agency to indicate that an agreement was executed before it was actually signed by the last party. Ensure that the date of the agreement is <i>not later</i> than commencement of spousal support payments. If the date <i>is</i> later than the commencement of spousal support, ensure that earlier payments are specifically set out as prior spousal support (see also item 9.13 in this checklist) and obtain tax advice, if necessary, regarding the specific wording required to make prior spousal support tax-deductible to the payor spouse. See <i>Code of Professional Conduct for British Columbia</i> (the “BC Code”), rules 5.1-2 and 3.2-7, as well as Law Society Rule 3-109(1), regarding a lawyer’s duty to not participate in fraud. <input type="checkbox"/> |

| 2. NAMES AND ADDRESSES OF PARTIES | |
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| 2.1 | Complete the CLIENT FILE OPENING AND CLOSING (A-2) and FAMILY PRACTICE INTERVIEW (D-1) checklists. <input type="checkbox"/> |
| 2.2 | Confirm compliance with Law Society Rules 3-98 to 3-110 for client identification and verification and the source of money for financial transactions, and complete the CLIENT IDENTIFICATION, VERIFICATION, AND SOURCE OF MONEY (A-1) checklist. Note that a lawyer must not negotiate the division of property involving a family asset consisting of the proceeds of crime (see Anti-money laundering: settlement agreements). Note <i>BC Code</i> rule 3.2-7 and Law Society Rule 3-109. Consider periodic monitoring requirements (Law Society Rule 3-110). <input type="checkbox"/> |
| 2.3 | Set out the full name and address of the first spouse. Include a defined term to use when referring to the first spouse throughout the agreement, such as their first name. <input type="checkbox"/> |
| 2.4 | Set out the full name and address of the second spouse. Include a defined term to use when referring to the second spouse throughout the agreement, such as their first name. <input type="checkbox"/> |
| 2.5 | Others (e.g., individuals contracting with the separating spouses concerning children or assets). Note that separation agreements are typically between spouses and do not usually include third parties. Consider any obligations owed to or by third parties that should be settled by the agreement. Caution that s. 44 of the <i>Family Law Act</i> , S.B.C. 2011, c. 25 (the “FLA”) provides that agreements by a child’s guardians on parenting arrangements are only binding if made after separation or when the parties are about to separate, and terms are to be effective on separation. <input type="checkbox"/> |
| | Note also <i>FLA</i> , s. 50: a person cannot become a child’s guardian by agreement except where the person is a parent or as provided under the <i>Adoption Act</i> , R.S.B.C. 1996, c. 5, or the <i>Child, Family and Community Service Act</i> , R.S.B.C. 1996, c. 46. Other non-parent guardians must be appointed by the court (<i>FLA</i> , s. 51).  |

| 3. | RECITALS | |
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| 3.1 | Particulars of marriage (date and place of marriage) or marriage-like relationship (cohabitation date and place of relationship), birthdates and ages of parties. If the parties cohabited prior to marriage refer to both dates. | <input type="checkbox"/> |
| 3.2 | Particulars of separation. | <input type="checkbox"/> |
| | .1 Date(s) of separation and any periods of reconciliation. | |
| | .2 Expectation of continued separation without prospect of reconciliation. | |
| 3.3 | Children. | <input type="checkbox"/> |
| | .1 Names, ages, and birthdates of dependent children. | |
| | .2 List independent children, if necessary. | |
| | .3 If no children, are any expected? | |
| | .4 Are any of the children stepchildren of one of the spouses? (Note that under <i>FLA</i> , s. 147(4), a stepparent does not have a duty to support a stepchild unless that stepparent contributed to that child's support for at least a year and a claim for support for that child is brought within one year of the date the stepparent last contributed. The test under the <i>Divorce Act</i> , R.S.C. 1985, c. 3 (2nd Supp.), is more complex. Caution: review <i>FLA</i> , Part 3: Parentage. | |
| | .5 Consider listing any pertinent information regarding the children, such as disabilities, special needs, or attendance at post-secondary education. | |
| 3.4 | Companion animals. | <input type="checkbox"/> |
| | .1 Circumstances in which the companion animal was acquired. | |
| | .2 Extent to which each spouse cared for the companion animal. | |
| | .3 Any history of family violence. | |
| | .4 The risk of family violence. | |
| | .5 A spouse's cruelty, or threat of cruelty, toward a companion animal. | |
| | .6 The relationship that a child has with the companion animal. | |
| | .7 The willingness of each spouse to care for the basic needs of the companion animal. | |
| | .8 Any other circumstances that may be relevant to "humanize" the division of the companion animal. | |
| 3.5 | Reasons for agreement. | <input type="checkbox"/> |
| | .1 Separation. | |
| | .2 Avoidance of acrimony and litigation. | |

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| | .3 Final settlement of rights. | |
| | .4 Interim settlement or partial settlement. | |
| | .5 Statement that arrangements are in the best interests of the children, with supporting reasons. | |
| | .6 Consider whether to include a clause about non-variation, stating the parties have resolved all matters between them and it is their intention that the entire agreement is binding upon them, that provisions for property division and spousal support are not intended to be varied by a court. | |
| 3.6 | Issues to be settled by the agreement. | <input type="checkbox"/> |
| | .1 Guardianship, decision-making responsibility, and parenting time. | |
| | .2 Child support. | |
| | .3 Spousal support. | |
| | .4 Management of, ownership in, or division of family property or other property, including companion animals, after separation. Note that there are no triggering events under the <i>FLA</i> , except separation. | |
| | .5 Excluded property. | |
| | .6 Responsibility for debts. | |
| 3.7 | Previous agreements (should be appended as a schedule): | <input type="checkbox"/> |
| | .1 Identify any prior agreements, including marriage or cohabitation agreements, as well as interim agreements. | |
| | .2 Rescind or replace prior agreements. | |
| | .3 Vary prior agreements. | |
| | .4 Continue all or part of a prior agreement, if applicable. | |
| 3.8 | Previous and current court orders, and whether these are being varied by agreement (draft the variation order consistent with agreement). | <input type="checkbox"/> |
| 3.9 | Previous and current legal proceedings. | <input type="checkbox"/> |
| 3.10 | Whether agreement is the result of negotiation, mediation, or the result of a collaborative process. | <input type="checkbox"/> |
| 3.11 | Legal and municipal description of family residence and any other real property. | <input type="checkbox"/> |
| 3.12 | Schedule of property (assets and liabilities) or completed Form F8 pursuant to the Supreme Court Family Rules, B.C. Reg. 169/2009 (Form F8 is preferable given the duty to disclose in <i>FLA</i> , s. 5) of spouses. | <input type="checkbox"/> |
| 3.13 | Statement of knowledge of assets of other party. | <input type="checkbox"/> |

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| | .1 Consider provision to ensure full disclosure. Note the <i>FLA</i> , s. 5, duty to disclose, and consider terms to acknowledge that failure to make full and frank disclosure may result in the agreement being set aside (see <i>FLA</i> , s. 93(3)). | |
| | .2 Statements that each party has made full disclosure of their assets and liabilities and is aware the other party is relying on same. | |
| | .3 Attach sworn statements of property. | |
| 3.13 | Statement of what the parties acknowledge to be family property within the meaning of <i>FLA</i> , Part 5, and acknowledge to be excluded property (<i>FLA</i> , s. 85) (see Schedules, items 15.1 and 15.2 of this checklist below). | <input type="checkbox"/> |
| | .1 Acknowledge and detail any third-party contributions to family or excluded property and whether the contributions were made to one spouse or the spouses jointly. | |
| 3.14 | Statement of occupation and income, including most recent Line 150 Income, of parties. Identify any disability of spouses, and third parties and dependent children, if applicable. | <input type="checkbox"/> |
| 3.15 | Statement that parties have obtained or had the opportunity to obtain independent legal advice or representation. See <i>BC Code</i> rules 3.4-32 and 3.4-33 regarding a certification of independent legal advice and rule 7.2-9 with respect to dealing with an unrepresented person on a client's behalf. | <input type="checkbox"/> |
| 3.16 | Preamble to operative clauses. | <input type="checkbox"/> |

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| 4. | INTRODUCTORY/INTERPRETATION CLAUSES | |
| 4.1 | General. (Placement of general clauses is a matter of drafting style. They are variously placed at the beginning and the end of the agreement. See also item 14 of this checklist.) | <input type="checkbox"/> |
| | .1 Statement that recitals are correct and form part of the agreement. | |
| | .2 Statement that any schedules to the agreement form a part of the agreement. | |
| | .3 Statement of governing law. Consider including a statement that the parties are aware of the <i>FLA</i> , the <i>Divorce Act</i> , and the <i>Wills, Estates and Succession Act</i> , S.B.C. 2009, c. 13 (the " <i>WESA</i> "), and agree that, regardless of any subsequent amendments or legislative changes, the terms in their separation agreement are intended to apply. Review <i>FLA</i> , s. 109, concerning extraprovincial property. | |
| | .4 Statement that each party has been advised of their rights and has obtained independent legal advice or has been advised of their rights and has chosen not to obtain independent legal advice. | |
| | .5 Statements that each party signs the agreement voluntarily, without undue influence or coercion, and that the agreement adequately provides for their present and future needs. | |
| | .6 Definitions. | |

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| | .7 Statement that the agreement constitutes the full and final settlement of all issues, except that it may be amended by written agreement of the parties (witnessed independently in the same manner as this agreement). Review <i>FLA</i> , ss. 44(4), 58(4), 93, 148(3), and 164, as to the court’s jurisdiction to alter or set aside agreements about specific issues. | |
| | .8 Release by both spouses of all claims, including claims in trust, arising out of the marriage, marriage-like relationship, or joint ownership of property, except as set out in the agreement. | |
| | .9 Statement that the agreement survives divorce. Consider provisions for obtaining a divorce, who will pay for it, and cooperation concerning service. | |
| | .10 Provisions that the parties have read and understood the contents of the agreement and are aware of the effect, purpose, and intent of the agreement. | |
| | .11 Provision that the agreement binds an estate. Consider whether support payments should be specifically included or excluded. | |
| | .12 Provision that the words of the agreement are those of both parties (<i>contra proferentem</i> does not apply). | |
| | .13 Provision for resolution of disputes. The agreement may specify different dispute resolution processes for different issues (e.g., parenting coordinator for specified child-related issues, mediation, or arbitration for income disputes, while some issues may be reserved to the court, such as varying terms of supervised parenting time/contact). | |
| | .14 Provision setting out the effective date of the agreement. | |
| | .15 Provision that any headings are for reference and do not have legal meaning. | |
| 4.2 | Personal relations statements. | <input type="checkbox"/> |
| | .1 No reasonable prospect of reconciliation. | |
| | .2 Each spouse or party has the right to live separate and apart from the other as though unmarried. | |
| | .3 The agreement does not constitute a bar to actions based on subsequent misconduct. | |
| | .4 The effect of reconciliation and what constitutes reconciliation. | |

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| 5. | GUARDIANSHIP | |
| 5.1 | Only one parent with guardianship (Note: the <i>FLA</i> does not use the term sole guardianship). Review <i>FLA</i> , Part 4 (Care of and Time with Children). Note that the <i>FLA</i> provides a significantly different parenting regime than the now-repealed <i>Family Relations Act</i> , R.S.B.C. 1996, c. 128. Consider the interplay between decision-making responsibility and parenting time under the <i>Divorce Act</i> and guardianship and parenting arrangements under the <i>FLA</i> . If both parents have guardianship by virtue of <i>FLA</i> , s. 39, set out clear terms regarding when one parent alone might exercise guardianship rights. | <input type="checkbox"/> |

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| 5.2 | Both parents with guardianship and the terms or definition of it, if any. Note: although “joint guardianship” and “joint guardians” are frequently used terms, the <i>FLA</i> does not use those terms. Parents living together are presumed to be the guardians of their children, including upon separation (<i>FLA</i> , s. 39), and they share all parental responsibilities (<i>FLA</i> , s. 40). Consider how the parties will share or allocate parenting responsibilities between themselves, and how they will resolve disputes if they are unable to agree (e.g., mediation before applying to court, application to court pursuant to <i>FLA</i> , s. 49, or involvement of a parenting coordinator—see <i>FLA</i> , s. 14, and www.bcparentingcoordinators.com for information). | <input type="checkbox"/> |
| 5.3 | Authority of the non-custodial guardian of the child or children. | <input type="checkbox"/> |
| | .1 Of the person of the child. | |
| | .2 Of the estate of the child. Review <i>FLA</i> , Part 8, concerning children’s property. Note that guardians are not automatically entitled to receive children’s property. | |
| 5.4 | Statement that corresponding provisions are to be included in wills. | <input type="checkbox"/> |

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| 6. | PARENTING ARRANGEMENTS | |
| 6.1 | Designation of guardian(s) and/or parent(s) with decision-making responsibility. If separating parties are married, consider which regime should apply to the parenting arrangements. Consider whether decision-making responsibility or guardianship provisions should apply. Consider doctrine of paramountcy if using provisions for decision-making and guardianship. | <input type="checkbox"/> |
| | .1 Sole decision-making/only one individual with guardianship. | |
| | .2 Joint decision-making/more than one individual with guardianship. Set out the sharing of or allocation of parenting responsibilities under s. 41 of the <i>FLA</i> or s. 16 of the <i>Divorce Act</i> . | |
| | .3 Define further any terms and expectations in relation to joint decision-making or guardianship, which might include a parenting schedule or a substantial portion of the child(ren)’s time being spent with each parent, with each parent having full control of the child(ren) at that time. If the plan is for joint decision-making and guardianship, or shared or split parenting (one or more children primarily resident with each parent), consider how the parenting responsibilities will be allocated and how the parties will make important decisions if they are unable to agree. | |
| 6.2 | Define the allocation of parenting time between the guardian parents and any non-parent guardian. Consider including detailed provisions for holidays, special events, and scheduling adjustments. | <input type="checkbox"/> |
| | .1 Acknowledgment of fitness of one or both parties and that one or both continue(s) to have responsibilities as parent(s). | |
| | .2 Define the roles of each parent. | |

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| 6.3 | Statement of the agreement to co-operate and support each other in their respective parenting roles. | <input type="checkbox"/> |
| 6.4 | Provisions for education and upbringing. | <input type="checkbox"/> |
| | .1 Type of education. | |
| | .2 Type of religious instruction. | |
| | .3 Other aspects of child(ren)'s upbringing. | |
| 6.5 | Provision for right of first refusal. (Note that rights of first refusal for short periods (e.g., two hours) of parenting time can be impractical and lead to increased conflict.) | <input type="checkbox"/> |
| 6.6 | Views of child(ren) (see <i>FLA</i> , s. 37(2)(b)). If appropriate, a statement that the child(ren)'s wishes were taken into account in setting out the terms of the agreement. | <input type="checkbox"/> |
| 6.7 | Provision dealing with emergency care of child(ren). Also consider emergencies arising where the guardian is unable to act, and see <i>FLA</i> , ss. 43(2) and 55 to 57. | <input type="checkbox"/> |
| 6.8 | Provision for death of parent or guardian. (see <i>FLA</i> , ss. 53 to 57). | <input type="checkbox"/> |
| 6.9 | Provision for right of, or restriction against, a guardian to move with child(ren). Review <i>FLA</i> , Part 4, Division 6 (Relocation). | <input type="checkbox"/> |
| | .1 Provision that a guardian must not move ordinary residence of the child(ren) outside a specified area without either the written consent of the other guardian(s) or a court order. Advise client as to what constitutes a "relocation". Metro Vancouver is large and moves within it may not constitute a relocation but can be very inconvenient for parenting. | |
| | .2 Provision that before any move the relocating guardian must notify all other guardians of the date of the move and the new telephone number and address. Specific length of time for notice to be given prior to move. | |
| | .3 Statement of who is to bear costs of parenting or contact time, including increased travel time, if a guardian moves outside a specified area. | |
| 6.10 | Provision for taking the child(ren) out of the jurisdiction. | <input type="checkbox"/> |
| | .1 Signed consent of both parties required before passports are obtained for the child(ren), consent not to be unreasonably withheld. | |
| | .2 Provision that guardian(s) will provide passport (if necessary) for another to travel with child(ren), with travelling parent to provide itinerary, contact coordinates, and proof of adequate medical insurance. Consider provisions for timing and the cost of applications to compel provision of passports unreasonably withheld. | |
| | .3 Provision that a party who takes the child(ren) outside the jurisdiction will be responsible for obtaining travel insurance for the child(ren) during the time away. If the party fails to obtain travel insurance, they will be solely responsible for the costs that would have been covered under a standard travel insurance policy. | |

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| | .4 Consider whether parties wish to execute non-expiring travel letters at the time they execute agreement. Consider specific protocols for travel with children, including restrictions to countries that are signatories to the <i>Hague Convention on the Civil Aspects of International Child Abduction</i> . Consider whether children should be restricted to travel on Canadian passports only. | |
| 6.11 | Provisions with respect to introducing new partners to the children. | <input type="checkbox"/> |
| 6.12 | Administrative provisions/dispute resolution. | <input type="checkbox"/> |
| | .1 Variation. | |
| | .2 Counselling. | |
| | .3 Mediation. | |
| | .4 Parenting coordinator. | |
| | .5 Arbitration. | |
| | .6 Collaborative law. | |
| 6.13 | Provision acknowledging that parties recognize the child(ren)'s needs will change, so the parties will review parenting arrangements from time to time, as appropriate and in their best interests. | <input type="checkbox"/> |

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| 7. | CONTACT WITH CHILD (IF APPLICABLE) | |
| 7.1 | Designation of who is to have contact (see <i>FLA</i> , s. 58). | <input type="checkbox"/> |
| | .1 First spouse. | |
| | .2 Second spouse. | |
| | .3 Grandparents. | |
| | .4 Other relatives. | |
| | .5 Others. | |
| 7.2 | Right of contact for non-guardian parent. | <input type="checkbox"/> |
| | .1 Liberal and generous contact—specify meaning of “liberal”. | |
| | .2 Reasonable contact—specify meaning of “reasonable”. | |
| | .3 Specified contact (set out in schedule). | |
| | .4 Correspondence, email, text messages. | |
| | .5 Telephone calls. | |
| | .6 Annual vacations, holidays. | |

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| | .7 Making or approving requests to change these terms. | |
| 7.3 | Limitations on rights of contact (see <i>FLA</i> , s. 61, concerning penalties for wrongful denial of parenting time or contact). | <input type="checkbox"/> |
| | .1 Specified times. | |
| | .2 Specified places (geographical limitations). | |
| | .3 Specified conditions. | |
| | .4 No parenting time/contact or supervised parenting time/contact (specify who will supervise and how supervision will be paid for). | |
| 7.4 | Parenting time/contact obligations. | <input type="checkbox"/> |
| | .1 Reasonable. | |
| | .2 Specified (i.e., scheduled) parenting time/contact. | |
| | (a) State whether all or only some children, and how determined. | |
| | (b) Specify beginning and ending of parenting time/contact periods by date and hour, who is to pick up and deliver the child(ren), and from where. | |
| | (c) Advance notice of circumstances requiring change in schedule. | |
| | (d) Provision for alternate child care arrangements (babysitter) paid for by non-guardian parent when unable to comply with scheduled parenting time/contact. | |
| 7.5 | Additional discretionary parenting time/contact to be scheduled by advance notice and agreement of parties (and child(ren), where appropriate). Consider specific notice requirements (e.g., email, text, time frame). Consider such events as: | <input type="checkbox"/> |
| | .1 Statutory holidays. | |
| | .2 Religious holidays. | |
| | .3 Birthdays and other special occasions (e.g., Mother's Day, Father's Day, Halloween, school breaks, vacations). | |
| | .4 Graduations. | |
| | .5 Weddings. | |
| | .6 Serious illness. | |
| | .7 Death of family member. | |

| 8. | CHILD SUPPORT | |
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| 8.1 | Specify amounts, beginning dates, and continuing dates of all payments. Specify Child Support Guidelines (the “Guidelines”) income of payor spouse, and the Guidelines income of receiving spouse (if relevant). (Note, the Federal Child Support Guidelines, SOR/97-175, proclaimed under the <i>Divorce Act</i> , apply in British Columbia as described in Family Law Act Regulation, B.C. Reg. 347/2012, Part 4.) | <input type="checkbox"/> |
| 8.2 | Type of payment. | <input type="checkbox"/> |
| | .1 Monthly Guidelines amount. If Guidelines s. 9 (shared parenting time) applies, set out the formula or method used to determine the amount. Use caution to ensure no impact to the parties’ ability to claim tax benefits, see government of Canada Income Tax Folio S1-F3-C3, Support Payments and see <i>Verones v. The Queen</i> , 2013 FCA 69; both parents must pay support. | |
| | .2 Guidelines s. 7 expenses. Specify s. 7 expenses and quantifying a specific monthly amount payable for agreed s. 7 expenses. Also consider requirement of agreement in advance for s.7 expenses over a certain amount. Provide for a periodic accounting and a mechanism to adjust s. 7 expenses, to aid in enforcement. | |
| | .3 If the amount differs from the Guidelines amount, say why it differs. | |
| 8.3 | Manner of payment. | <input type="checkbox"/> |
| | .1 Monthly cheque from the supporting spouse. | |
| | .2 Deposit into the other spouse’s account. | |
| | .3 E-transfer to the other spouse’s email address. | |
| 8.4 | Review and variation in quantum of payment. | <input type="checkbox"/> |
| | .1 Tied to the spouses’ incomes and the Guidelines. | |
| | .2 Alternative variation terms (e.g., tied to the Consumer Price Index for Canada or for a specified city or region), with reasons for these terms, to comply with <i>Divorce Act</i> , s. 15.1(5). | |
| | .3 Provision for variation tied to any change in the Guidelines. | |
| | .4 Provision for a child who reaches 19 years of age but is dependent for a reason other than for pursuing post-secondary education (addressed in item 8.7.3 in this checklist). | |
| | .5 Provision for annual exchange of income tax returns and other applicable income documents pursuant to the Guidelines, s. 21 (e.g., automatically as at a specified date, or on written request of one party). Consider dispute resolution terms (e.g., mediation). | |
| | .6 Provision for reduction of payment where supporting spouse is unemployed due to sickness, accident, strike, or lay-off. Consider terms for dispute resolution if the parties cannot agree. | |

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| 8.5 | Provision for interest on arrears of support. | <input type="checkbox"/> |
| 8.6 | Provision for security for payment. | <input type="checkbox"/> |
| | .1 Clause giving the supported spouse a charge on the supporting spouse's assets in the amount of the arrears of support. | |
| | .2 Clause giving the supported spouse the right to deduct an amount equal to the arrears of support from the proceeds of sale of the family residence. | |
| | .3 Posting of a cash sum to be held in trust as long as payments are not in arrears. | |
| | .4 Filing against the supporting spouse's real property under the <i>Family Maintenance Enforcement Act</i> , R.S.B.C. 1996, c. 127. | |
| | .5 Post-dated cheques. | |
| | .6 Clause requiring life insurance to secure support obligations. Consider having proposed wording reviewed by the insurer to ensure effectiveness. | |
| | .7 Clause securing the support by binding the payor's estate. | |
| 8.7 | Events that would trigger the ending or variation of the obligation to pay support. | <input type="checkbox"/> |
| | .1 Child ceases to be a child of the marriage (<i>Divorce Act</i> , s. 2(2)), or as defined in <i>FLA</i> , s. 146, and for greater clarity, consider items .2 to .8 below. | |
| | .2 Child reaches age 19 and is independent. | |
| | .3 Child completes a first degree, diploma or certificate from an accredited post-secondary educational institution. Consider terms for continued support for qualifying adult children pursuing post-secondary education, based on specified criteria: costs of post-secondary education, the child's contributions, application of RESP funds, adjustments to basic table support if the child attends school away from home, full-time attendance, passing grades, right to receive a budget and proof of expenses, proof of registration and grades, etc. | |
| | .4 Child ceases to attend an educational institution on a full-time basis. Define full-time. | |
| | .5 Child takes full-time employment (there may be an obligation to revive support if the child is subsequently unemployed and not in receipt of EI benefits). Define full-time. | |
| | .6 Child ceases to live with the supported spouse and is not living away from home to be able to attend an educational institution on a full-time basis. | |
| | .7 Child marries. | |
| | .8 Child dies. | |
| | .9 Payor dies. | |

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| 8.8 | If child support is a lower amount than set out in the Guidelines, explain this and say whether <i>Divorce Act</i> , s. 15.1(5)(a), applies. Detail “special provisions” in place to assist a reviewing court to assess arrangements. | <input type="checkbox"/> |
| 8.9 | Support for stepchildren. Note <i>FLA</i> , s. 147(4). | <input type="checkbox"/> |
| 8.10 | Provision for special or extraordinary expenses and how they will be apportioned between the spouses. (Alternatively, statement that in determining the amount of the support payment, the parties have taken into account all current special and extraordinary expenses and included in the amount of support any expenses under the Guidelines, s. 7. Consider listing the s. 7 expenses that are included in the amount of support.) | <input type="checkbox"/> |
| | .1 Child care expenses (net of any tax break or subsidy). | |
| | .2 Medical insurance premiums. Require one or both parents to keep the child(ren) on any medical insurance plan available through their employment. | |
| | .3 Dental insurance premiums. Require one or both parents to keep the child(ren) on any dental insurance plan available through their employment. | |
| | .4 Health-related expenses not included in basic insurance coverage, such as orthodontia, eyeglasses, and mental health care by medical and non-medical professionals. Require prior approval of expenditures for non-insured items. Consider requiring mutual consent to counselling, psychological or psychiatric treatment. | |
| | .5 Educational expenses (define). Consider requiring prior approval of expenditures. Consider a protocol for post-secondary expenses such as requirements to take into account: child’s earnings, RESPs, student loans, and bursaries and scholarships before parents’ contribution, as well as attendance and performance standards for post-secondary contribution obligations. | |
| | .6 Expenses for extracurricular activities. Consider requiring prior approval if expenditures exceed a certain amount. | |
| | .7 Support for children over the age of 19. Consider what effect the following will have on a supporting parent’s child support obligation: | |
| | (a) Child’s income. | |
| | (b) Scholarships. | |
| | (c) Bursaries. | |
| | (d) Scholarship trust funds. | |
| | (e) RESPs accumulated during marriage. | |
| | (f) RESPs accumulated by one parent after separation. | |
| | (g) Student loans. | |
| 8.11 | Provision for the death of either parent. (Consider consulting an estate law specialist.) | <input type="checkbox"/> |

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| | .1 Obligation of parents to maintain life insurance, including: | |
| | (a) Irrevocable designation of the children, or a trustee, as beneficiaries of the policy pursuant to the <i>Insurance Act</i> , S.B.C. 2012, c. 1, s. 60. | |
| | (b) Length of time for which insurance is to be provided. | |
| | (c) Provision that each parent is to provide evidence from time to time on demand that insurance is in effect and that if this is not done, then the other parent has the right to pay the premiums and charge them to the supporting spouse pursuant to the agreement. Alternatively, consider having each parent acquire insurance on the life of the other parent or have the life-insured person sign an authorization permitting the other party to contact insurers directly. | |
| | (d) Other enforcement provisions. Consider having proposed wording reviewed by the insurer to ensure effectiveness. | |
| | .2 Obligation to make provisions for the children in wills. (Note: this may not be binding.) | |
| | .3 Provision that the obligation to pay support is binding on the supporting spouse's estate, if insurance funds are inadequate. See <i>FLA</i> , s. 171 regarding support obligations after the death of a payor. | |
| | .4 Alternatively, a provision that life insurance proceeds are payable to the supporting spouse's estate, and that the obligation to pay support is binding on the estate. Include terms for the release or transfer of insurance once the support obligation is concluded. | |
| 8.12 | Tax considerations. | <input type="checkbox"/> |
| | .1 Child support paid under orders or agreements made after April 30, 1997, are not taxed as income to the supported spouse, or deducted from income by the supporting spouse. | |
| | .2 Where there is shared parenting time of a child, provision needs to be made for which spouse is entitled to claim Child Tax Benefits and the equivalent-to-married deduction for a dependent child. Where there is a shared parenting regime the Child Tax Benefit is split to provide each parent with a monthly cheque. Contact Canada Revenue Agency—the payment of benefits is ultimately its decision. | |

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| 9. | SPOUSAL SUPPORT | |
| 9.1 | Specify amounts, beginning dates, and continuing dates of all payments. Specify the purpose of payments, if applicable (e.g., to obtain education). Consider the language in <i>Miglin v. Miglin</i> , 2003 SCC 24 specifying that the parties agree the terms are equitable and do not want the agreement varied. Consider stating that the parties are aware of the Spousal Support Advisory Guidelines available at www.justice.gc.ca (and if they do not follow the Guidelines, why that is considered fair and not to be varied). | <input type="checkbox"/> |
| 9.2 | Type of payment. (Consider income tax implications.) | <input type="checkbox"/> |

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| | .1 Monthly maintenance. | |
| | .2 Yearly maintenance. | |
| | .3 Lump-sum payment. | |
| 9.3 | Amount and duration, unless indefinite, of payment. | <input type="checkbox"/> |
| 9.4 | Manner of payment. | <input type="checkbox"/> |
| | .1 Monthly cheque or electronic funds transfer from supporting spouse. | |
| | .2 Purchase of life annuity. | |
| | .3 Purchase of annuity for a term of years. | |
| | .4 Payment to third party. Consider provisions of the <i>Income Tax Act</i> , R.S.C. 1985, c. 1 (5th Supp.), regarding payments to third parties. | |
| | .5 Delivery of post-dated cheques. | |
| | .6 Direct deposit. | |
| 9.5 | Variation in quantum of payment (ensure all deductibility requirements are met): | <input type="checkbox"/> |
| | .1 Sliding scale tied to the supporting spouse's income. | |
| | .2 Sliding scale tied to the supported spouse's income. | |
| | .3 Combination of items .1 and .2. | |
| | .4 Sliding scale tied to the Consumer Price Index (for Canada or for a specified city or region). | |
| | .5 Provision for reduction of payment where supporting spouse is unemployed owing to sickness, accident, strike, or lay-off. | |
| 9.6 | Provision for interest on arrears of support. | <input type="checkbox"/> |
| 9.7 | Provision for security for payment. | <input type="checkbox"/> |
| | .1 Clause giving the supported spouse a charge on the supporting spouse's assets in the amount of the arrears of support. | |
| | .2 Clause giving the supported spouse the right to deduct an amount equal to the arrears of support from the proceeds of sale of the family residence. | |
| | .3 Filing against the supporting spouse's real property under the <i>Family Maintenance Enforcement Act</i> . | |
| | .4 Clause requiring life insurance to secure support obligations. | |
| | .5 Clause securing the support by binding the payor's estate. | |


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| 9.8 | Provision for events that would trigger termination or review of support obligations: | <input type="checkbox"/> |
| | .1 Remarriage of the supported spouse (or commencement of new marriage-like relationship). Consider strength of compensatory basis for support to assess whether termination on remarriage is fair. | |
| | .2 Supported spouse taking up cohabitation with another person for a specified period of time. Consider strength of compensatory basis for support to assess whether termination on cohabitation is fair. | |
| | .3 Supported spouse begins earning a specified amount of money from employment. | |
| | .4 Specified time period elapses. | |
| | .5 Death of a spouse. | |
| | .6 Retirement of a spouse. | |
| | .7 If support is to be reviewed, decide time period, which party has the onus of proving that support should continue or be varied/terminated, and how the review is to take place. Decide the terms of review (e.g., what information is relevant, what information must be provided, and the aspects to be reviewed, such as entitlement, quantum, or duration). Decide if support continues during the review period. Consider events that would not constitute a material change of circumstances triggering a review or variation. | |
| 9.9 | Provision for the death of the supporting spouse. | <input type="checkbox"/> |
| | .1 Obligation of the supporting spouse to maintain life insurance, including: | |
| | (a) Irrevocable designation of the supported spouse as a beneficiary of the policy pursuant to <i>Insurance Act</i> , s. 60. | |
| | (b) Length of time for which insurance is to be provided. | |
| | (c) Provision that the supporting spouse will provide evidence from time to time that insurance is in effect and that, if this is not done, the supported spouse has the right to pay the premiums and charge them to the supporting spouse pursuant to the agreement. Alternatively, consider having the supported spouse acquire insurance on the life of the supporting spouse, or have the supporting spouse sign an authorization allowing the supported spouse to contact the insurer directly. | |
| | (d) Other enforcement provisions. | |
| | .2 Obligation to make provisions for the supported spouse in the supporting spouse's will. | |
| | (a) If acting for the supported spouse, advise of the possibility that this provision will be breached, leaving the supported spouse to sue the estate for breach of contract. | |
| | (b) Note Part 4, Division 6 of the <i>WESA</i> regarding variation. | |

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| | .3 Provision that the executors will pay a lump sum to the supported spouse in satisfaction of a present debt. | |
| | .4 Provision that the obligation to pay support is binding on the supporting spouse's estate (see <i>FLA</i> , s. 171). | |
| 9.10 | Provision for dental and medical insurance. | <input type="checkbox"/> |
| | .1 Retention of family coverage; note that many plans do not cover spouses who have not cohabited for a specified period or are divorced. | |
| | .2 Supporting spouse to pay premiums. | |
| | .3 Duration of obligation of supporting spouse. | |
| | .4 Provision for the responsibility to pay medical and dental expenses not covered by insurance (note: most insurance companies will not cover a person who is no longer a spouse, or after a specific period of time following separation). | |
| 9.11 | Effect of divorce on support provisions. | <input type="checkbox"/> |
| | .1 Support provisions are incorporated into the order for divorce. | |
| | .2 Support provisions are incorporated into the order for divorce at the option of the supported spouse. | |
| | .3 Support provisions will (or will not) merge into the order for divorce. | |
| 9.12 | Tax considerations. | <input type="checkbox"/> |
| | .1 Periodic payments are taxable in the hands of the supported spouse; lump sum payments generally are not. Consult a tax expert if necessary. | |
| | .2 Supported spouse is required to pay income tax on spousal support payments, and supporting spouse can claim a tax deduction for the payments (<i>Income Tax Act</i> , ss. 56(1)(b) and 60(b)). Consider tax effect if payor spouse is non-resident in Canada. Consult a tax expert with respect to non-residency. | |
| | .3 In order for payments to third parties to be deemed to be received by the supported spouse, the agreement must provide that <i>Income Tax Act</i> , ss. 56.1(2) and 60.1(2) will apply to such payments. Consult a tax expert for wording, if necessary. | |
| 9.13 | Prior spousal support. | <input type="checkbox"/> |
| | .1 The agreement may provide that payments made before the date it came into effect are taxable in the hands of the supported spouse (<i>Income Tax Act</i> , ss. 56.1(3) and 60.1(3)). Note that the agreement must be executed no later than the end of the year following receipt of payments. | |
| | .2 Take care in drafting to specifically set out "prior spousal support payments" and ensure that these can be verified (e.g., by cancelled cheque). Consult a tax expert if necessary. | |

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| | .3 If third-party payments are to be included as prior spousal support, consider having clauses reviewed by a tax expert and ensure that the client can provide proof of payment. | |
| 9.14 | If no support is payable by either spouse, consider a clause estopping either party from claiming interim or permanent support. Explain to the client that this may not preclude a subsequent application for spousal support. See comments at item 9.8.7 in this checklist re limiting events that constitute a material change in circumstances for the purposes of variation. | <input type="checkbox"/> |

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| 10. | RESPONSIBILITY FOR DEBTS | |
| 10.1 | Debts between the parties. Note <i>FLA</i> , s. 86 regarding “family debts”. | <input type="checkbox"/> |
| | .1 Acknowledgment of existence. | |
| | .2 Provision for payment (set out who pays what in a schedule). | |
| | .3 Security for payment (e.g., proceeds of sale of family property). | |
| | .4 Responsibility/indemnity for non-scheduled debts. | |
| 10.2 | Debts due to third parties (individually incurred). | <input type="checkbox"/> |
| | .1 Payable by first party. | |
| | .2 Payable by second party. | |
| | .3 Indemnity of each against third-party claims resulting from failure to pay. | |
| | .4 Undisclosed debts to be assumed by the party who incurred them. | |
| 10.3 | Recovery of specific property loaned. | <input type="checkbox"/> |
| 10.4 | Property of spouse pledged to secure debts of the spouse. | <input type="checkbox"/> |
| 10.5 | Joint obligations to third parties. | <input type="checkbox"/> |
| | .1 Continued joint obligations. | |
| | .2 Close joint accounts. | |
| | .3 One party assumes responsibility. (Note: this will not be sufficient to release the other party from liability for the debt unless the debt document is renegotiated with the third party.) | |
| | .4 Indemnity to non-assuming party. | |
| | .5 Consider responsibility for amounts due by either spouse to the Canada Revenue Agency for income earned prior to separation. | |


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| 10.6 | Return of credit cards to the spouse responsible for payment. | <input type="checkbox"/> |
| 10.7 | Indemnification from the supported spouse to the supporting spouse for debts contracted in the supported spouse's name after the date of the agreement. Consider how the indemnification will be paid and whether those debts paid by the supporting spouse will be deducted from support payments. | <input type="checkbox"/> |
| 10.8 | Provision that each spouse is solely responsible for debts and liabilities incurred after the date of the agreement. Consider specific possible future debts and how to protect against liability (e.g., joint liability for a spouse for income tax liabilities relating to past income splitting, related to a spouse's past role in a corporation, or capital gains tax). | <input type="checkbox"/> |

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| 11. | DIVISION OF PROPERTY | |
| | A lawyer must not negotiate the division of property involving a family asset that they know or ought to know consists of the proceeds of crime. Note <i>BC Code</i> rule 3.2-7 and Law Society Rule 3-109. |  |
| 11.1 | Family residence. | <input type="checkbox"/> |
| | .1 Transfer of title to one spouse. | |
| | (a) Date of transfer. | |
| | (b) Division of transfer costs. | |
| | (c) Release of transferor from liability under existing mortgage. | |
| | (d) Indemnity for transferor. | |
| | .2 Deferred sale. | |
| | (a) State of title pending sale. | |
| | (i) Obligation not to sell interest. | |
| | (ii) Obligation not to encumber title. | |
| | (iii) Consider whether to sever joint tenancy (i.e., if not severed, sole title goes to survivor). | |
| | (iv) Obligation to fully insure and keep insured. | |
| | (v) Obligation to keep in good, saleable condition. | |
| | (b) Events upon which right to exclusive occupation is to terminate. | |
| | (i) Supported spouse takes up cohabitation with another person for a specified period of time. | |
| | (ii) Spouse ceases to live in the family residence. | |
| | (iii) Youngest child reaches the age of 19. | |

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| | (iv) After a specified number of years. | |
| | (c) During the occupancy period, which spouse is to pay expenses for: | |
| | (i) Mortgage installments. | |
| | (ii) Property taxes. | |
| | (iii) Insurance premiums. | |
| | (iv) Sewage and garbage charges. | |
| | (v) Water and electricity rates. | |
| | (vi) Maintenance and repairs. | |
| | (vii) Heating. | |
| | (viii) Capital improvements or renovations. | |
| | (d) Statement requiring notification to spouse of failure to meet any obligations imposed with respect to the property. | |
| | (i) As set out in item 11.1.2(c) of this checklist. | |
| | (ii) Vacancy of property for more than 30 days. | |
| | (iii) Change of principal residence designation. | |
| | (e) Procedure for valuation, listing, and sale. | |
| | (i) Earliest date for listing for sale. | |
| | (ii) Sale price or method for determining value. | |
| | (iii) Costs of sale (e.g., real estate commission, legal fees). | |
| | (iv) Failure to find buyer within stipulated time. | |
| | (f) Application of proceeds of sale. | |
| | (i) Removal of registered encumbrances (list). | |
| | (ii) Real estate licensee's commission. | |
| | (iii) Legal fees and disbursements. | |
| | (iv) Arrears of support and interest on arrears. | |
| | (g) Division of net proceeds of sale. | |
| | (h) Provisions to cover prior death of either spouse. | |
| | (i) Right of first refusal of either spouse. | |
| | (j) Filing of provisions in the land title office under <i>FLA</i> , s. 99. <i>FLA</i> , s. 100 permits filing a financing statement regarding a manufactured home in the personal property registry. | |

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| | (k) Provision that spouses will claim the family residence as their principal residence for income tax purposes from the time of purchase of the home until the date of the agreement. | |
| 11.2 | Other real property. | <input type="checkbox"/> |
| | .1 State of title pending disposition. | |
| | .2 Manner of disposition. | |
| | (a) Right to, and term of, occupancy. | |
| | (b) Sale of property and division of proceeds. | |
| | (c) Transfer of property pursuant to a division of property. | |
| | .3 Specify who is responsible for capital gains/losses (<i>Income Tax Act</i> , ss. 74.1 to 74.5 and 160). Ensure that the agreement conforms with <i>Income Tax Act</i> , s. 73(1). Consider seeking tax advice. | |
| 11.3 | Contents of family residence. | <input type="checkbox"/> |
| | .1 Present division. | |
| | (a) All contents. | |
| | (b) Listed contents (prepare schedule listing property owned by each spouse or party, and where it is located). | |
| | .2 Deferred division. (Specify the method of distribution.) | |
| | (a) All contents. | |
| | (b) Listed contents (prepare schedule listing property owned by each spouse or party, and where it is located). | |
| | (c) Date and manner of delivery. | |
| | (d) Obligation to insure. | |
| | (e) Obligation to maintain property in present state of repair. | |
| | (f) Gifts to child(ren). | |
| 11.4 | Motor vehicles. | <input type="checkbox"/> |
| | .1 Right to possession. | |
| | .2 Obligation to make payments. | |
| | .3 Obligation to insure. | |
| | .4 Transfer of title. | |
| | .5 Obligations under leases. | |

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| 11.5 | Other chattels. | <input type="checkbox"/> |
| | .1 List any chattels that are to be jointly used and specify circumstances, terms, and conditions. | |
| | .2 Ultimate disposition of the chattels. | |
| | (a) Division of property. | |
| | (b) Sale of property and division of proceeds. | |
| 11.6 | Companion animals. | <input type="checkbox"/> |
| | .1 Right to possession. | |
| | .2 Right of access. | |
| | .3 Cost of care. | |
| | .4 Transfer of ownership. | |
| 11.7 | Insurance. | <input type="checkbox"/> |
| | .1 Disposition of policies. | |
| | (a) Transfer of policy ownership to the supported spouse. | |
| | (b) Retention of policy by the supporting spouse but with irrevocable designation of the supported spouse as beneficiary. | |
| | (c) Cashing in whole life policy, with equal division of proceeds. | |
| | (d) Consider income tax implications on value of policy if one spouse is retaining a whole life policy that has a cash surrender value and is paying the other spouse compensation. | |
| | .2 Obligations of the supporting spouse where the supported spouse is named as beneficiary. | |
| | (a) To pay all premiums as they come due until full maturity of the policy. | |
| | (b) To provide the supported spouse with evidence of payment. | |
| | (i) Within 14 clear days of the date on which payment is due; | |
| | (ii) On a reasonable request by the supported spouse; or | |
| | (iii) At a specified regular time, such as annually. | |
| | (c) To deliver the policies to the supported spouse. | |
| | .3 Rights of the supported spouse with respect to the policy. | |
| | (a) Where the supporting spouse defaults on the premiums, to make payment and then recover the costs from the spouse. | |

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| | (b) In accordance with the authorization contained in the agreement, to obtain, on a written demand to the insurer, information on the status of the policy. | |
| | .4 Termination events for the supported spouse as named beneficiary. | |
| | (a) Remarriage of the supported spouse. | |
| | (b) Supported spouse takes up cohabitation with another person for a specified period of time. | |
| | (c) Supported spouse predeceases the supporting spouse. | |
| | (d) Support obligations have been met and are no longer ongoing. | |
| 11.8 | RRSPs. | <input type="checkbox"/> |
| | .1 Division of fund (Specify amount or percentages of plans to be transferred.) | |
| | .2 Consider provisions in the <i>Income Tax Act</i> with regard to transfer of RRSPs to spouse without attracting a tax liability (using T2220 form). | |
| | .3 Eventual collapse of fund and responsibility for own RRSPs when cashed. | |
| | .4 Address payment of taxes on spousal RRSPs and transferred RRSPs when cashed. | |
| 11.9 | RESPs. | <input type="checkbox"/> |
| | .1 Identify the plan. | |
| | .2 Who will contribute? | |
| | .3 How will the fund be handled when disbursed, considering the Guidelines, ss. 3(2) and 7? | |
| | .4 Who will administer the fund? | |
| | .5 What will happen to the fund if the child does not pursue post-secondary education (e.g., pass on to other child(ren) or divide between parties)? | |
| 11.10 | Pension plans. Review <i>FLA</i> , Part 6: Pension Division. Consider seeking expert advice regarding pension clauses. Consider having proposed wording reviewed by the plan administrator to ensure effectiveness. | <input type="checkbox"/> |
| | Consider recent amendments to the Division of Pensions Regulation, B.C. Reg. 348/2012, effective January 1, 2025. |  |
| | .1 Include parties' social insurance numbers in the agreement. | |
| | .2 Determine whether the plan is a provincial plan (that is, a "local plan") or an extra-provincial plan. | |
| | .3 Determine whether the plan is a defined contribution plan or a defined benefit plan. | |
| | .4 Present division based on <i>FLA</i> , Part 6. | |

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| | .5 Present division based on the actuarial value of the plan (who pays for the valuation?). | |
| | .6 Deferred division. | |
| | .7 Elections and nominations under the plan. | |
| | (a) Non-owner spouse named as beneficiary. | |
| | (b) Refiling of the nominations, including the election in (a), on remarriage of the pension-holder. | |
| | (c) Where the plan has provision for election by the plan beneficiary to divide payments at source, and the parties have agreed to divide pension benefits on receipt, provide that the plan beneficiary will make such an election. | |
| | (d) Where the non-owner spouse can become a limited member of the plan, provide that the pension-holder will give the non-owner spouse a copy of their birth certificate (required to apply for limited membership in a plan). | |
| | (e) Where the plan is non-divisible at source, consider using a joint life and last survivor option with the non-owner spouse named as the last survivor. | |
| | (f) Stipulate that the pension-holder will provide the non-owning spouse with a certified birth certificate to comply with pension division. | |
| | .8 Compensation will be payable where the pension-holder elects to continue in pensionable employment beyond the earliest possible date of pensionable retirement. | |
| | (a) In lieu of eventual payments under the plan, payment of a monthly amount equal to one-half of the indexed pension payments to which the pension-holder was entitled on early retirement. | |
| | (b) Other forms of compensation. | |
| | (c) Disposition of pre-retirement death benefits. | |
| | .9 Have the administrator of the pension plan review the pension clauses in the agreement, to ensure that they apply to the plan in question. | |
| | .10 Note s. 126 of the <i>FLA</i> with respect to a spouse's entitlement to survivor benefits. In order to effect a valid waiver of the survivorship interest under the <i>FLA</i> , the waiver must be in Form P10 under the Division of Pensions Regulation, B.C. Reg. 348/2012, s. 4(1)(e). | |
| 11.11 | Pensionable earnings credits under CPP and Old Age Security. | <input type="checkbox"/> |
| | .1 Review parties' CPP credits. This information can be obtained by the client calling 1-800-O-Canada or going online. | |
| | .2 Determine whether credits are to be divided. Consider obtaining an opinion from CPP on the effect of equalization. Provide signed authorizations from each party to the Income Security Program Branch. | |

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| | .3 Consider the effect of CPP “drop out provisions” if a spouse has taken time out of the work force to care for children. | |
| | .4 Where parties decide not to divide credits, include a statement to that effect, citing <i>FLA</i> , s. 127(2) and refer specifically to ss. 55, 55.1, and 55.2 of the <i>Canada Pension Plan</i> , R.S.C. 1985, c. C-8. | |
| | .5 Consider a division of Old Age Security, the sharing of which would be administered by the parties. | |
| 11.12 | Securities, including stocks, bonds, and notes receivable. | <input type="checkbox"/> |
| | .1 Present division. Consider income tax ramifications. | |
| | .2 Deferred division with securities to be held in trust until a specified event takes place. | |
| | (a) Supported spouse to receive income. | |
| | (b) Equal division of income. | |
| | (c) Re-investment of income. | |
| | (d) Obligation to pay income tax. | |
| | .3 Disposition of shares in a private company. | |
| | (a) Restrictions on transfer. Company policies may limit internal trades of shares and options. | |
| | (b) Restrictions on voting rights of transferring spouse (needed in order to prevent spouse from stripping company of its assets or depleting its treasury). | |
| | (c) Consider the income-tax ramifications of the transfer of shares in a private company (consider consulting a tax expert). | |
| 11.13 | Stock options. | <input type="checkbox"/> |
| | .1 Determine whether stock options are family property. | |
| | .2 If yes, insert a trust clause describing the non-owning spouse’s interest, and set out a mechanism for exercising the non-owning spouse’s options, paying for the options, and dealing with tax consequences. | |
| 11.14 | Business Interests | <input type="checkbox"/> |
| | .1 Identify ownership and nature of interest. | |
| | .2 Valuation. Consider consulting a business valuator. | |
| | .3 Consider buy-out or sale terms. | |
| | .4 Third-party considerations (e.g., franchise, shareholders’ or partnership agreements). | |

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| 11.15 | Funds on deposit. | <input type="checkbox"/> |
| | .1 Present division. | |
| | (a) Consider the earliest date on which transfer is possible. | |
| | (b) Consider whether there should be an interest penalty for an unavoidable delay in transfer. | |
| | .2 Deferred division until a specified event takes place. | |
| | (a) Supported spouse to receive income. | |
| | (b) Equal division of income. | |
| | (c) Re-investment of income. | |
| | (d) Obligation to pay income tax. | |
| 11.16 | Club memberships. Consider applicable club rules. | <input type="checkbox"/> |
| 11.17 | Air miles, frequent flyer and loyalty program points. Consider plan rules and penalties for division. | <input type="checkbox"/> |
| 11.18 | Undisclosed property of a spouse. Consider the following provisions: | <input type="checkbox"/> |
| | .1 Undisclosed property having a value over \$1,000 is deemed to be property owned by the spouses as tenants-in-common. | |
| | .2 If the spouses cannot otherwise agree on how to divide such un-disclosed property, the property must be sold and the proceeds divided equally between the spouses. Consider the non-owning spouse having conduct of sale. | |
| 11.19 | Consider whether to specifically waive variation provisions of <i>FLA</i> , s. 95. | <input type="checkbox"/> |
| 11.20 | If not otherwise identified in the agreement, any compensation/equalization payment settling property division and any required security. | <input type="checkbox"/> |

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| 12. | PROVISION FOR DEATH | |
| 12.1 | Provision for payment of support out of the estate of the supporting spouse. | <input type="checkbox"/> |
| | .1 To the supported spouse. | |
| | .2 To children. | |
| 12.2 | Provision for the supported spouse and children in the will. | <input type="checkbox"/> |
| 12.3 | Mutual provisions in the will. | <input type="checkbox"/> |

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| 12.4 | Renunciation of rights under the <i>Land (Spouse Protection) Act</i> , R.S.B.C. 1996, c. 246, and the <i>Partition of Property Act</i> , R.S.B.C. 1996, c. 347. | <input type="checkbox"/> |
| 12.5 | Release of claims against the estate that are not included in the agreement. | <input type="checkbox"/> |
| | .1 On an intestacy under Part 3 of the <i>WESA</i> . | |
| | .2 Part 4, Division 6 of the <i>WESA</i> applies to applications to vary a will. See item 9.9.2(b) of this checklist. | |
| 12.6 | Consider the effect of CPP death benefits for spouse and child(ren). | <input type="checkbox"/> |
| 12.7 | Return of powers of attorney and cancellation of access authorizations. | <input type="checkbox"/> |

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| 13. | SUBSTANTIVE TERMS WITH THIRD PARTIES | |
| 13.1 | Consider what terms need to be included between the separating spouses and any third-party signatories to the agreement. | <input type="checkbox"/> |
| 13.2 | Consider whether any positive obligations regarding third parties can be contracted by the separating spouses rather than having a third party signatory to the agreement (e.g., John will cause ABC Inc. to execute a release in favour of Mary in the form attached as Schedule X or as acceptable to counsel acting on a commercially reasonable basis). Consider consequences of failure to receive release(s) contracted for (e.g., holdback from sale proceeds of home). | <input type="checkbox"/> |
| 13.3 | Consider whether any obligations between the separating parties and third parties (e.g., corporations) should be addressed in a separate agreement incorporated by reference or attached as a schedule to the separation agreement. Consider the terms of any applicable shareholders' agreement or guarantee in place. | <input type="checkbox"/> |

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| 14. | GENERAL CLAUSES | |
| | (Placement of general clauses is a matter of drafting style. See also item 4 in this checklist.) | |
| 14.1 | What constitutes reconciliation, and its effect. | <input type="checkbox"/> |
| 14.2 | Effect of divorce. | <input type="checkbox"/> |
| 14.3 | Severability of: | <input type="checkbox"/> |
| | .1 Void or voidable clauses. Consider whether these clauses should be severed or if there are specific clauses that, if severed, may make the entire agreement unfair. Note <i>FLA</i> , s. 93(3). | |
| | .2 Clauses incorporated or confirmed by court order. | |

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| 14.4 | Entire agreement provision, and that there are no outside warranties or representations. | <input type="checkbox"/> |
| 14.5 | Provision for filing with the Supreme Court or with the Provincial Court under <i>FLA</i> , ss. 44(3), 58(3), 148(2), and 163(3), or with the land title office or personal property registry, <i>FLA</i> , ss. 99 and 100. But under <i>FLA</i> , s. 6(4)(c), filing with the court is not necessary to ensure that the agreement is binding. | <input type="checkbox"/> |
| 14.6 | No variation except by signed written agreement, witnessed in the same manner as the agreement. | <input type="checkbox"/> |
| 14.7 | Binding on the parties and their heirs, executors, administrators, and assigns (<i>FLA</i> , s. 6(3)). | <input type="checkbox"/> |
| 14.8 | Provision regarding who will bear the legal costs of the agreement and subsequent divorce. | <input type="checkbox"/> |
| 14.9 | Consider a clause stating that costs of a successful application for enforcement of the agreement will be paid by the party in breach on a solicitor and own client basis. | <input type="checkbox"/> |
| 14.10 | Provision for incorporation of parenting time or support provisions in an order for divorce. | <input type="checkbox"/> |
| 14.11 | Notice provisions, including address of the parties and means by which notice may be given. | <input type="checkbox"/> |
| 14.12 | Dispute resolution clauses: e.g., mediation, arbitration, collaborative law, parenting coordinator. Note that dispute resolution may be mandatory in some cases (<i>FLA</i> , s. 9). Consider whether different dispute resolution methods may be appropriate for different types of dispute (e.g., parenting coordinator appointment, mediation, arbitration). | <input type="checkbox"/> |

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| 15. | SCHEDULES | |
| 15.1 | Family property in which first party has beneficial interest. | <input type="checkbox"/> |
| 15.2 | Family property in which second party has beneficial interest. | <input type="checkbox"/> |
| 15.3 | First party's liabilities. | <input type="checkbox"/> |
| 15.4 | Second party's liabilities. | <input type="checkbox"/> |
| 15.5 | Or attach as a schedule property portion of Form F8 for each party. | <input type="checkbox"/> |
| 15.6 | Allocation of property after division pursuant to agreement. | <input type="checkbox"/> |

| 16. | APPENDICES | |
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| 16.1 | Irrevocable designation of beneficiary. | <input type="checkbox"/> |
| 16.2 | Authorizations to pension plans for release of information to non-owner spouse. | <input type="checkbox"/> |
| 16.3 | Authorizations to insurance companies for release of information to non-owner spouse. | <input type="checkbox"/> |
| 16.4 | Travel letters notarized by each parent. | <input type="checkbox"/> |
| 16.5 | Certificates of independent legal advice. | <input type="checkbox"/> |
| 16.6 | Releases of or by third parties. | <input type="checkbox"/> |
| 16.7 | If applicable, a detailed parenting plan. | <input type="checkbox"/> |
| 16.8 | Documents evidencing facts stated in the premise clauses, as applicable: valuation reports, corporate financial statements, appraisals, pension valuations, investment/RESP statements, etc. | <input type="checkbox"/> |