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Funeral Board of Manitoba

Board Members

Chairperson

Alena Lukes +

Board Members

Denise Koss, East St. Paul

Rev. Donald Bernhardt, Virden

Linda Muirhead, Portage la Prairie

David Klassen, Russell

Natasha M. Henderson Gray, Portage la Prairie

+ Civil Servant

Mandate:

The Funeral Board of Manitoba is established under *The Funeral Directors and Embalmers Act*. The purpose of this Act is to regulate funeral directors and embalmers operating in Manitoba.

Authority:

The Funeral Directors and Embalmers Act

Responsibilities:

The Funeral Board of Manitoba is responsible for issuing licences, permits and certificates of qualification to funeral directors and embalmers under *The Funeral Directors and Embalmers Act*. The Board receives public complaints concerning the funeral profession, as a result of which it may hold hearings. Following a hearing, the Board may, for cause, suspend or revoke or cancel a licence or permit, reprimand and/or fine a licence or permit holder, impose licence or permit conditions, or suspend, revoke or cancel a certificate of qualification. The Board may also approve, establish or maintain a school or college for instruction in embalming and general preparation for burial.

The Board must prepare and publish a code of ethics for funeral directors and embalmers that includes standards of conduct pertaining to the business of being a funeral director and the practice of embalming.

The Board must make available to the public the name of every licensed funeral director, licensed embalmer and holder of a permit or certificate of qualification issued under *The Funeral Directors and Embalmers Act*, as well as information about the roles and responsibilities of the Board and the process for complaints and hearings under the Act.

Membership:

One person designated by the minister from within the minister's department, who is the chair of the Board, and five additional members appointed by the Lieutenant Governor in Council, of whom two, but not more than two, must be licensed funeral directors.

The Board elects one of its members as vice-chair and another as secretary-treasurer. The Board also appoints a Registrar to carry out the duties and perform the functions set out in the Regulations under the Act, as well as duties and functions assigned by the Board.

Three members of the board constitute a quorum, of whom a majority must be persons who are not licensed funeral directors.

Length of Terms:

Board members other than the chair are appointed for three years, unless the order appointing the member provides otherwise, and are eligible for re-appointment, unless they resign or are removed from office. The Lieutenant Governor in Council may fill a vacancy on the board by appointing a person to fill the unexpired term of the former member.

The Board specifies the term of appointment for the Registrar.

Desirable Expertise:

Two Board members must be licensed funeral directors.

There are no formal educational requirements for other Board members; however, the Board has significant regulatory powers that must be exercised in accordance with the Act and Regulations, as well as principles of administrative fairness. An effective Board member must be able to:

- Read complex written material, analyze written and verbal information to ascertain facts, and apply relevant legislation to this written and verbal information;
- Communicate verbally and ask questions using open ended, non-judgmental language;
- Demonstrate active listening skills;
- Use plain language;
- Adhere to a high degree of confidentiality; and
- Make decisions in a fair and unbiased manner.

Time commitment:

A quorum of at least three of the six Board members must meet at least twice in a year, and may hold additional meetings at the call of the Chair. Meeting frequency is at least partly a function of the volume of public complaints. Currently the Board meets approximately monthly. Members must attend no fewer than three quarters of all meetings in any twelve month period.

Meetings:

Frequency: Currently the Board meets approximately monthly.

Location: Meetings are held at 254 Portage Avenue, Winnipeg.

Remuneration:

Chair: No remuneration

Members: \$109 per meeting up to 3 ½ hours

Plus travel expenses as per the General Manual of Administration.