

# **FUNERAL BOARD OF MANITOBA**

## **MINUTES**

**FEBRUARY 21, 2014**

**PRESENT:** Darin Hoffman, Beth Rutherford, Janine Ballingall Scotten, Robert Clarke and Susan Boulter

**REGRETS:** C. Fred Olds

**GUESTS:** John Delaney and Ljuba Keenan

### **IN CAMERA**

#### **IV. Financial Report:**

- a. The Auditor reviews the highlights of the Audit Plan
  - i. Audit fee is \$3,400.00 + PST (8%)
  - ii. Inventory has been set up for the first time 2014
  - iii. Going concern: Susan advises the group that the Government approved a transfer of \$180,000 from Vital Statistics Agency to the Funeral Board of Manitoba for one year. Transfer will occur between April 1 – December 31, 2014. The Board will have to develop a proposal for future years funding.
  - iv. The Financial Manager reviews the 4<sup>th</sup> Quarter report.
  - v. Additional foot notes are needed for projected budget.
  - vi. Members agree in principal to increase the inspectors salary

**ACTION:** The Board will review the Inspector's Job Description for discussion at the March 5<sup>th</sup> meeting.

#### **V. Inspectors Report:**

- a. The Inspector provides current 2014 statistics:
  - i. 2 open complaint files
  - ii. 6 open administrative inquiry files
- b. Complaint Files
  - i. **Complaint: #2014-03**  
Recommendation: Inspector recommends the file be closed as licensee has complied.
  - ii. **Complaint: #2013-17**  
Recommendation: Inspector recommends going to hearing.  
All in favour
  - iii. **Complaint: #2013-18**  
Recommendation: Inspector recommends no further action.  
All in favour
  - iv. **Complaint: #2013-19**  
Recommendation: Inspector recommends no further action.  
All in favour

**NOTE:** Mr. Hoffman recuses himself

**NOTE:** Mr. Hoffman asked to return to meeting

- c. Workplace Safety and Health
  - i. A funeral home was closed due to improper respiratory equipment.

**ACTION:** The Board administrative staff to review and add to the website

- d. The Chair advises the Inspector that the Board will be reviewing his job description.

## IN CAMERA

- I. Approval of Agenda  
Moved by: Janine Ballingall Scotten  
Seconded by: Bob Clarke  
All in Favour
- II. Approval of December 6, 2013 minutes:  
Moved by: Janine Ballingall Scotten  
Seconded by: Darin Hoffman  
All in Favour

## IN CAMERA

- VI. Chairs Report:
  - a. *The Cemeteries Act*
    - i. The Chair notifies the Board that the Administrative team has been working on the new application forms under *The Cemeteries Act*.
  - b. Red River College: The Chair reads a letter the Board received from the Administrator of Red River College.

**ACTION:** The Board administrative staff to invite Red River College to either March or April meeting to report to the Board.

- c. 2012 Annual Report: The Chair briefly reviewed the report with the Board members.  
Approval of the 2012 Annual Report  
Moved by: Darin Hoffman  
Seconded by: Beth Rutherford  
All in Favour
  - VII. Administration
    - a. Yearly attendance letters handed out to Members
    - b. Training: Members are given information and asked to participate in some training sessions.
    - c. Newsletter: to be provided to the members electronically
- ACTION:** Staff to forward the newsletter to the Members by email

- VIII. Registrar's Report
  - a. Registrar advises the Board that a review of the Small Business course was provided at the last Funeral Directors Steering Committee meeting.
  - b. Registrar suggests that a graduate be asked to participate on the committee in the future.

- IX. Education Committee:
  - a. International Conference of Funeral Service Examining Board:  
Education Committee recommends approval on a selection from 13 possible hours total Continuing Education credits for this conference.  
Moved by: Bob Clark  
Seconded by: Janine Ballingall Scotten  
All in Favour
  - b. Cropo Letter:  
Education Committee recommends that the Board reply to the letter.  
Moved by: Darin Hoffman

Seconded by: Beth Rutherford

**ACTION:** Letter to be drafted acknowledging receipt of letter. Forward a copy of the Continuing Education Policies and Procedures to be followed.

**XI. Labour Mobility / Jurisprudence**

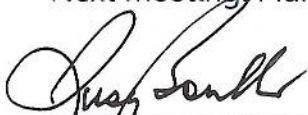
- a. Discussed to motion to make Policy
- b. The Board discussed at length and has decided that they would like to discuss further at the next meeting.

**IN CAMERA**

Chair advises that she received a call from Mr. Owen McKenzie requesting a private meeting with her. The Board decided that for the sake of transparency, all issues should be discussed at a joint meeting between the MFSA and the Board. Further, it unanimously agreed that the Chair and Administrative staff should avoid private meetings with individual funeral directors. The Board also decided it shall not meet with anyone from the MFSA until after its AGM in May 2014.

**IN CAMERA**

Meeting Adjourned: 3:10pm  
Next meeting: March 21, 2014

  
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Chair

  
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Date