

FUNERAL BOARD OF MANITOBA

MINUTES

JULY 18, 2014

PRESENT: Janine Ballingall Scotten, Darin Hoffman, Bob Clarke, C. Fred Olds and Susan Boulter

REGRETS: Beth Rutherford

GUESTS: John Delaney, Ljuba Keenan and Gene Edwards

II. Approval of Minutes

Amend minutes for the June in camera section to be out camera and included in those posted and motion that minutes do not capture funeral director names when complaint file reports are submitted by the Inspector.

Moved by: Janine Ballingall Scotten

Seconded by: Darin Hoffman

Motion carried

III. Approval of Agenda

Jan adds two items; Strategic Planning and next week's meeting with the Minister

Moved by: Janine Ballingall Scotten

Seconded by: Bob Clarke

Motion carried

IV. Inspector's report

a) Statistics and updates:

7 complaint files, 3 are open

8 administrative inquiry files, 3 are open

These numbers are consistent with last year.

Updates: Inspector attended 7 funeral homes for compliance checks. He had lunch with P. Bulbuck and his staff.

b) Complaint files:

- i. **2012-22:** Complaint regarding failure to report to cemetery staff that the complainant's mother's cremated remains were inside the father's casket which caused a delay in getting the father's headstone and mother's memorial markers installed.

- Inspector recommends that no further action be taken as the City by-laws were not clear and a letter be sent to the complainant advising of the results.

- Board members suggest including a comment in the letter that the City of Winnipeg advised they may review the bylaw regarding notification to cemetery staff.

Moved by: Janine Ballingall Scotten

Seconded by: Darin Hoffman

Motion carried

- Recommendations are made to name the Act that the complaint pertains to, when submitting the report.

Moved by: Janine Ballingall Scotten
 Seconded by: C. Fred Olds
 Motion carried

V. Financial

- The Finance Manager reviews the financial statements for the six months ended June 30, 2014.

Moved by: C. Fred Olds
 Seconded by: Janine Ballingall Scotten

- The Finance Manager reviews the budget with the group and which the Chair signed. Motion to approve with changes and contingent to staff positions being addressed/discussed at the meeting with the Minister.

Moved by: C. Fred Olds
 Seconded by: Susan Boulter

IX. Administration

- a) Review of Arbor Memorial proposed pricing:

Members discussed the request from Arbor Memorial and review the list of new tariffs, line by line. Motion is made to response asking for an explanation or description of the items, a current or "going rate" for the new items, and whether the items are being sold for preneed or at-need.

Moved by: Janine Ballingall Scotten
 Seconded by: C. Fred Olds
 All in favour

- b) Board received an email asking for the specific requirements to approve and license a new columbarium. Response was sent quoting the appropriate sections of *The Cemeteries Act* however the writer is asking for additional information. Members suggest writing back confirming the documents required under the Act and requesting the documents be submitted for review at the Board's next meeting.

A member makes a motion to create a Cemetery sub-committee and a Legislative sub-committee once terms of reference are drafted for each.

Moved by: Darin Hoffman
 Seconded by: Bob Clarke
 All in favour

ACTION: Administrator to get a legal opinion whether the Acts allow for the creation of subcommittees.

VI. Chairs Report

- Chair gives a brief overview of the final steps she is taking prior to her August 1st retirement and thanks the members for their support and hard work.
- Chair advises the group that she is meeting with Minister Lemieux to brief him prior to the Board's meeting with him.

I. Audit

- Gene Edwards presents the audit results.

ACTION: Board will send Gene a copy of the minutes of this meeting.


VII. Registrars Report

- Registrar advises the group that Red River College's Funeral Law Course has begun and that there are approximately 10 students enrolled.

VIII. Continuing Education

- a) Request to add the National Funeral Directors Association courses to the list of accredited courses is approved.
- b) Discussion about the correspondence the Board has been receiving regarding Continuing Education ensues. Responses will be drafted and circulated for approval before being sent.


Vice-Chair


Date

