

THE EMBALMERS AND FUNERAL DIRECTORS  
BOARD  
Of  
NEWFOUNDLAND AND LABRADOR

ANNUAL ACTIVITY REPORT 2018

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## Chair's Message

As Chair of The Embalmers and Funeral Directors Board of Newfoundland and Labrador, I am pleased to submit this annual report for the activities of the Board for 2018. The Board is accountable for the preparation of this report and for the results reported.

The Embalmers and Funeral Directors Board's function is to license and permit embalmers and funeral directors in the province. It is comprised of seven members; four elected from within the industry and three appointed by Government. Further, the Board is responsible for prescribing training and educational requirements for licensure, providing and holding examinations as well as the suspension or revocation of licenses.

With the proclamation of a new Act and regulations for embalmers and funeral directors on January 1, 2010, the Board has assumed responsibility as a self-regulating occupation.

Sincerely,

A handwritten signature in cursive script that reads "Nova-Lee Hill Scammell".

Nova Lee Hill-Scammell  
Chair

## **Overview**

The Board is established under Section 3 of the *Embalmers and Funeral Directors Act* with responsibility of establishing licensing requirements, reviewing applications for licenses, disciplinary action as well as the continuing education of licensees. The Board comprises seven persons (four elected and three appointees): two embalmers, two funeral home directors and three other persons who are not embalmers or funeral home directors. The Board is required to elect a Chairperson, Vice-Chairperson, and a Registrar. Members are appointed to a three-year term and are eligible for re-appointment, but cannot serve for a continuous period exceeding nine years.

The following people served on the Embalmers and Funeral Directors Board for 2018:

- Nova Lee Hill-Scammell - Chairperson
- Brent Abbott - Vice Chairperson
- Pleman Menchenton - Deputy Registrar
- Paul Hoskins
- Donald Green
- Lydia Dutton
- Terry Hutchings

Donna Rideout completed her term mid-year. Government appointed two new non-industry members to the Board through the Independent Appointments Commission process. Bert Twyne holds the position of Administrator/Registrar.

In the fiscal year of 2018, the Embalmers and Funeral Directors Board had revenues of \$69,910 and expenditures of \$67,641, as indicated in the unaudited financial statements.

Although the Board is currently in a healthy position financially, the funds will be significantly depleted as we progress through the proposed activities outlined in this report, i.e. a part-time inspector.

## **Vision**

Quality and ethical embalmer and funeral services offered to the citizens of Newfoundland and Labrador.

## **Lines of Business**

The Embalmers and Funeral Directors Board has three lines of business, including establishing licencing requirements and reviewing applications and issuing licences to embalmers, funeral directors and funeral homes; establishing educational standards and overseeing the continuing education of licensees; and taking disciplinary action.

## **Highlights and Partnerships**

In September 2018, the Board welcomed two new non-industry Government appointees: Lydia Dutton and Terry Hutchings. We thank Donna Rideout for her service on the Board.

Two of our Board Members were able to attend the Funeral Services of Canada Convention held in Ottawa, Ontario in June.

Our Board Chairperson attended The Atlantic Funeral Service Association of Canada Convention held in Moncton, New Brunswick in September.

The Board hired a part-time Inspector in September of 2018.

## **Activities**

In the fiscal year 2018, the Board met twice and participated in two conference calls focusing on policy, continuing education and improvements to the provincial exams, both practical and written. The Education Committee, Complaints/Disciplinary Committee, and the Governance Committee were all actively pursuing improvements again this year.

The Board hired a part-time Inspector in September. His duties and responsibilities include inspecting funeral homes and outlining improvements relative to industry standards, occupation health and safety issues, etc. Close attention is given to follow-up in an attempt to present a professional service to the people of our province. Our members are receptive and very cooperative with the inspections and welcome this addition to the industry.

The Board is also in discussion with government departments relative to legislation that will reflect the changing needs of our industry as we move forward.

The Written Provincial Exam is now offered in three forms: A Funeral Director Only Exam, A Legislation Exam and An Embalmer and Funeral Director Exam. This reflects the new implementation of our Director Only option for licencing. A New Practical Exam has also been developed with the placement of three examiners—eastern, central and western.

The Board sponsored a continuing education seminar for its membership in November entitled “End of Life Program” presented by Central Health. Informative sessions were offered by representatives from the R.C.M.P, a Grief Counsellor from Central Health, as well as a Paramedic. It was well attended and received positive feedback from the membership. The Board is preparing for another continuing education seminar in 2019, relative to occupational health and safety in the workplace.

The Board is responsible for establishing criteria for licenses; hearing complaints against members; disciplining, if deemed appropriate; and establishing criteria for the continuing education of licensees. In 2018, the Board received one complaint, which was resolved by the Registrar.

In 2018, the Board received four new applications for Funeral Directors Licences and three new applications for Embalmers' Licences along with six new registrations for Apprenticeship. It licensed 111 directors/embalmers, 61 funeral directors and 89 funeral homes.

## **Financial Statements**

Audited financial statements are attached.