

THE EMBALMERS AND FUNERAL DIRECTORS  
BOARD  
Of  
NEWFOUNDLAND AND LABRADOR

ANNUAL ACTIVITY REPORT 2020

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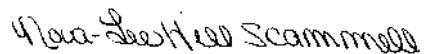
## Chair's Message

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 2020. 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, and comprises 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 black ink that reads "Nova Lee Hill-Scammell". The signature is written in a cursive style with some loops and flourishes.

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 from its members. 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 2020: Nova Lee Hill-Scammell-Chairperson, Connie White-Vice Chairperson, John Anderson Jr., Donald Green, Lydia Dutton, Terry Hutchings and Deputy Registrar-Pleman Menchenton and the position of Administrator/Registrar is held by Bert Twyne.

In the fiscal year of 2020, the Embalmers and Funeral Directors Board had revenues of \$71,140 and expenditures of \$64,545, as indicated in the unaudited financial statements, resulting in a surplus of \$6,594. Due to COVID-19 restrictions, expenses for travel have decreased dramatically as meetings and inspections have taken place virtually. Although in the future, we may continue to do some inspections virtually, it will be important to do many in-person, which will result in increased expenditures. The Board has chosen, however, not to raise fees for licencing for 2021.

## **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.

In 2020, the Embalmers and Funeral Directors Board licensed 117 directors/embalmers, 65 funeral directors and 87 funeral homes.

## **Highlights and Accomplishments**

Due to COVID-19 restrictions, none of our members attended in-person conferences this year. However, the Funeral Services of Canada Conference was conducted virtually and was attended by our chairperson. The Administrator attended a virtual graduation for the Canadian School of Funeral Services.

Board elections went ahead in early 2020. We acknowledge Brent Abbott and Paul Hoskins for their service to the Board and welcome new members, Connie White and John Anderson Jr.

## **Activities**

In the fiscal year 2020, the Board met virtually two times, 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 position of Inspector continued to work very well. One hundred per cent of the funeral homes in the province have been inspected. The Board's mandate to the Inspector was to have all funeral homes in the province inspected in a two-year period. We were well ahead of that goal. Various deficiencies were identified, from health and safety issues to facility delinquencies. All have been resolved through co-operation of the industry members and the inspector. The inspector has also been beneficial to the Board in assisting with development of policies and suggestions for changes to the legislation.

The Board continues to be in discussion with government departments relative to legislation that will reflect the changing needs of our industry as we move forward. This is an important issue as the need for new legislation, including cremation legislation, has increased substantially over the last year.

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 2020, the Board received two complaints. One was resolved by the Registrar and one complaint that was ongoing last year was turned over to the Complaints Authorization Committee. The complaint was determined to not be worthy of sanction.

In 2020, the Board received three new applications for Funeral Directors Licences and two new applications for Embalmers Licences along with two new registrations for Apprenticeship. It licensed 117 directors/embalmers, 65 funeral directors and 87 funeral homes.

## **Financial Statements**

Unaudited Financial Statements attached.

Audited statements to follow