

FCSCS BYLAWS

PART I

1000 DEFINITIONS *Revised October 2011*

PART II

2000 LICENSES
2000 CATEGORIES
2010 CODE OF ETHICS – LICENSEE, INTERN AND STUDENT *Revised January 2012*
2011 LICENSE EXPIRATION
2012 LICENSE REINSTATEMENT
2013 CHANGE OF NAME
2014 CONTINUING EDUCATION *Revised January 2012*
2020 REGISTRATION FOR STUDENTS
2021 LICENSING PROCEDURES – CONDITIONAL LICENSES
2022 OBLIGATION TO INTERN
2023 INTERNSHIP REQUIREMENTS
2030 LICENSING PROCEDURES – EMBALMER AND FUNERAL DIRECTOR PRACTICING LICENSES
2031 TEMPORARY LICENSING UNDER EXIGENT CIRCUMSTANCES
2040 LICENSING PROCEDURES - OWNERS
2041 TEMPORARY OWNERS LICENSE
2050 LICENSING PROCEDURES - SALESPERSONS *Revised Oct & Nov 2011*
2060 STUDENT CREMATORIUM TECHNICIAN
2070 EXAMINATIONS OF COUNCIL
2080 REGULATORY FEES

PART III

3000 OWNERS
3003 MINIMUM STANDARDS FOR FUNERAL HOMES
3005 AUTHORIZATION FOR FUNERAL SERVICES
3010>3020 INSPECTION
3025 OWNERS RECORDS
3030 UNAUTHORIZED ACCESS
3040 LIABILITY PROTECTION
3050 CONTINUOUS IDENTIFICATION
3060 UNAUTHORIZED TITLES AND DESIGNATIONS
3100 STANDARD OF PRACTICE FOR TRANSFER SERVICE OWNERS
3110 AUTHORIZING EMBALMING BY A NON-EMBALMER
3115 GRACE PERIOD – FORMS *Revised July 2011*

PART IV

4000	COUNCIL	
4005	TERM OF OFFICE FOR ELECTED MEMBERS	
4006	TERM OF OFFICE FOR CHAIRPERSON AND VICE-CHAIRPERSON	
4010>4020	SIGNING OFFICERS	
4030	FISCAL YEAR	
4040	AUDITORS	
4050	SEAL OF COUNCIL	
4060>4080	MEETINGS OF COUNCIL	<i>Revised July 2011</i>
4090	GOVERNANCE	
4100	REMUNERATION OF COUNCIL AND COMMITTEES	<i>Revised December 2011</i>
4110	DISBURSEMENTS	
4120>4180	MEETINGS OF LICENSEES	
4200	REGISTER	
4310>4350	COMMITTEES	

PART V

5000>5010	INVESTIGATION COMMITTEE	<i>Revised Oct & Nov 2011</i>
5020	PRELIMINARY EVALUATION	<i>Revised October 2011</i>
5025	ALTERNATE DISPUTE RESOLUTION (ADR)	
5030	PUBLICATION OF DISCIPLINARY ACTION	<i>Revised November 2011</i>

PART VI

6000	PREPAID CONTRACTS	
6010>6020	PREPAID CONTRACTS	
6030	PROVIDE GOODS AND SERVICES	
6040	COMMON TRUST FUNDS ALLOWED	
6045	TRUST FUNDS, RECEIPT TO BUYER FROM FINANCIAL INSTITUTION	
6050	RECORDS OF FUNDS IN TRUST/ANNUAL REPORTS	
6080	RESTRICTED ACCESS TO ANNUAL PREPAID REPORTS	
6090	FUNDS IN TRUST	
6100>6110	WITHDRAWAL OF FUNDS	
6120	ASSIGNMENT BY OWNER	
6130	NOTIFICATION TO BUYER OR BUYER'S LEGAL REPRESENTATIVE	
6140	NOTIFICATION BY NEW OWNER	
6150	BUYER DIRECTED ASSIGNMENT	

PART VII

7000	ASSURANCE FUND	
7010	NOTICE TO COUNCIL OF UNCLAIMED BALANCE	
7020	ASSURANCE FUND CONTRIBUTION LEVY SCHEDULE	
7030	LEVY SCHEDULE	<i>Revised January 2012</i>
7040	FUTURE SUPPLY OF FUNERAL AND/OR CREMATION SERVICES FUNDED BY THE ASSIGNMENT OF INSURANCE BENEFITS	
7050	CONTRACTS OR AGREEMENTS FOR FUNERAL AND/OR CREMATION SERVICES BEING CREATED OR USED BY LICENSEES	

PART VIII

8000	GENERAL PROVISIONS
8010>8020	HOLDING PRIOR TO CREMATION
8030>8040	BURIAL PERMIT
8050	IDENTIFICATION AND PROCESSING PROCEDURES
8060>8080	PACKAGING OF THE CREMATED REMAINS
8090	CREMATION FORMS

Revised November 2011

PART IX

9000	SCHEDULE OF FEES
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PART I

1000 DEFINITIONS

Revised October 2011

- 1010 "Act" means *The Funeral and Cremation Services Act*.
- 1020 "regulations" means The Saskatchewan Funeral and Cremation Services Regulations.
- 1030 "form" means a form in the schedule of forms which are part of these bylaws.
- 1040 "student" means any person who is duly registered in a full-time or part-time capacity at a school or institution whose funeral service education program/curriculum has been evaluated and approved by Council and who has applied to and been accepted by the registrar as having student status in Saskatchewan.
- 1060 "intern" means a person who has graduated from an approved school or institution, and who has been issued a conditional license by the registrar. An intern shall be employed at a funeral home licensed in Saskatchewan, under the supervision of a preceptor employed by the same owner.
- 1065 "internship program" is a mentorship program for an intern's development leading to the issuance of an embalmer and/or funeral director practicing license.
- 1090 "register" means the register kept by the Council under the provisions of the Act.
- 1100 "supervisor" means an embalmer and/or funeral director licensed in Saskatchewan, acting in a supervisory capacity.
- 1105 "preceptor" means an embalmer and/or funeral director licensed in Saskatchewan, acting in a supervisory capacity with an intern.
- 1110 "mentor" means an experienced individual licensed by Council as an embalmer and/or funeral director who has attended a preceptor workshop; who through coaching, counseling and teaching, fosters the personal and professional growth of an assigned intern and in conjunction with the preceptor, develop a positive workplace relationship, attain the required competencies and achieve all program goals. The mentor's recommendation is required before the intern may apply to complete the licensing examination.
- 1115 "educational institution" means a primary, secondary or post secondary facility having the power to educate in Canada.
- 1120 "resource and compliance officer" means the individual engaged pursuant to paragraph 29(2)(b) of the Act.

PART II

2000 LICENSES

2000 CATEGORIES

(1) The following license categories are hereby established in accordance with the Act:

- (a) embalmer
 - (i) embalmer intern, conditional
 - (ii) embalmer, practicing
- (b) funeral director
 - (i) funeral director intern, conditional
 - (ii) funeral director, practicing
- (c) owner
 - (i) funeral home
 - (ii) crematorium
 - (iii) transfer service
- (d) salesperson
 - (i) practicing

2010 CODE OF ETHICS – LICENSEE AND STUDENT *Revised January 2012*

(1) Every licensee or student shall comply with the Code of Ethics established by Council pursuant to section 37(w) of the Act.

(2) In the Code of Ethics:

- (a) the definitions in *The Funeral and Cremation Services Act* (the Act) apply;
- (b) services shall include funeral services, cremation services and transfer services.

(3) Adherence to the Code of Ethics will ensure service providers display a level of professionalism which will promote and enhance public confidence in services delivered in Saskatchewan.

(4) A licensee or student shall:

- (a) endeavor to protect and promote the best interests of the public in the provision of services;
- (b) endeavor to protect the public from fraud, misrepresentation or unethical practice in the provision of services;
- (c) deal fairly, honestly and with integrity with the public, other licensees and third parties;
- (d) keep all personal information in confidence;
- (e) respect the right of the public to free choice in the selection of a service provider;
- (f) respect all customs, faiths, creeds and preferences;
- (g) cooperate with Council in fulfilling its duty to serve and protect the public interest;

- (h) comply with the Act, regulations and the bylaws of Council;
- (i) strive to promote and assist in the education of persons entering the funeral service;
- (j) promptly report to Council any perceived unlawful or unethical conduct on the part of another licensee or student when the conduct becomes known to the licensee or student.

(5) A licensee or student shall not:

- (a) engage in any unprofessional conduct which is likely to defraud, mislead the public or is inconsistent with the guiding principles identified in section 4 or that could bring discredit to the profession in Saskatchewan;
- (b) withhold information from an authorized decision maker where there has been an unlawful act impacting on the services provided for a deceased person;
- (c) engage in false or misleading advertising;
- (d) personally or through an agent or employee solicit business, whether the solicitation occurs after death or while death is imminent; provided, however, that general advertising directed to the public at large would not constitute a violation of this section;
- (e) give, pay or offer to pay a commission or anything of value to third parties, such as medical personnel, nursing home employees, clergy, government municipal employees or other to secure human remains for the provision of services;
- (f) willfully acquire and or use unlawfully obtained personal information for the purposes of securing services;
- (g) perform any service while under the influence of alcohol or an illegal substance;
- (h) discriminate or participate in discrimination against any person when providing or offering to provide a service;
- (i) defame in any manner the services offered by another licensee or student;
- (j) willfully attempt to induce a breach in the agreement between another licensee or student and his or her clients;
- (k) fail to ensure a buyer is fully informed of all relevant information which will allow the buyer to make an informed decision.

2011 LICENSE EXPIRATION

- (1) All licenses with the exception of a conditional license expire on the 31st day of December, annually.
- (2) Conditional licenses expire 13 months from the date of issue.
- (3) The renewal license application and fee shall be received by the Council on or before November 30th, each year. Failure to do so will result in a late fee penalty as stipulated in bylaw 9000.

2012 LICENSE REINSTATEMENT

- (1) Any person formerly licensed in Saskatchewan may reapply within 36 months from the date their license expired. Acceptance of this application is subject to the discretion of the registrar. If the application is refused the registrar shall provide the applicant reasons for rejecting the application.
- (2) The applicant may be required to submit additional fees associated with training/examinations.
- (3) The applicant shall pay the fee stipulated in bylaw 9000.

2013 CHANGE OF NAME

Persons registered with Council who have legally changed their name shall notify Council in writing and provide supporting documentation.

2014 CONTINUING EDUCATION *Revised January 2012*

Every licensed embalmer, funeral director, salesperson holding any combination of said licenses, shall obtain a minimum of six continuing education credits over a 12 month period, every year, during the time period December 1st to November 30th of each year. All seminars/courses must be approved by the education committee. Repeating a course shall not qualify for additional credits.

- (1) Each seminar/course shall represent a certain number of credits to be determined by the education committee.
- (2) Seminars taken out-of-province or in-house seminars/courses sponsored by an owner(s) must be approved by the education committee in order for credit to be granted. A licensee requesting credit shall apply for approval of the seminar/course by forwarding an overview and any supporting documentation.
- (3) A licensee who is a preceptor or mentor to an intern or interns shall be granted three credits annually for continuing education.
- (4) The following are exempt from taking continuing education courses:
 - (a) students and interns; and
 - (b) licensees who present a doctor's certificate which explains why they were unable to attend courses being offered throughout the year.
- (5) Each licensee shall enter their continuing education credits on council's website prior to November 30th, annually. Failure to do so will result in a late fee penalty as stipulated in bylaw 9000.

(6) Each licensee may carry over a maximum of 4 current continuing education credits in to the next year only.

2020 REGISTRATION FOR STUDENTS

- (1) A person who is registered in a funeral service education program at an institution approved by Council, who intends to work on a full time, part time, or volunteer basis and/or engage in a practicum with a Saskatchewan owner shall submit to Council form 20 annually.
- (2) Embalmer and/or funeral director students shall not engage in any licensed activities until their related practicum has commenced.
- (3) The fee for registration shall be the fee stipulated in bylaw 9000.

2021 LICENSING PROCEDURES – CONDITIONAL LICENSES

- (1) A conditional license to practice as an embalmer intern or a funeral director intern may be granted upon receipt of form 21 and the fee stipulated in bylaw 9000.
- (2) Terms of conditional license:
 - (a) the applicant shall have graduated from an education program recognized and approved by Council;
 - (b) the applicant shall be employed at a funeral home licensed in Saskatchewan;
 - (c) the applicant shall comply with the requirements of bylaw 2023;
 - (d) the license shall expire thirteen (13) months from date of issue;
 - (e) the license may be renewed for one additional year upon approval of the licensing committee. The Registrar may consider any subsequent request for an extension of the license.
- (3) When an intern who has been granted an extension to their conditional license is granted a practicing license, the extended conditional licensing fee previously paid shall be applied to their practicing license on a quarterly pro-rated basis as stipulated in bylaw 9000.

2022 OBLIGATION TO INTERN

- (1) An owner of a funeral home or licensee designated by the owner who manages the employment of an intern shall:
 - (a) contribute to the professional training of the intern by providing a safe and supportive work environment;
 - (b) ensure the intern is provided the necessary knowledge, facilities, equipment, materials and supplies to work in a safe and dignified environment ensuring the safe care and respect in handling the deceased;
 - (c) assume professional responsibility for the intern and their actions directly related to the intern's employment.

(2) A preceptor who supervises an intern shall:

- (a) train and coach the intern by sharing his or her knowledge, experience and skill along with their professional expertise;
- (b) provide clear and constructive feedback;
- (c) ensure the intern fulfills the requirements identified in the intern's journal;
- (d) assume professional responsibility for the intern and their actions directly related to the intern's employment.

2023 INTERNSHIP REQUIREMENTS

(1) Embalmer and funeral director interns must complete a one year internship for each specialty.

(2) An intern:

- (a) shall be under the supervision of a preceptor who has completed the preceptor training course and a mentor approved by Council and appointed by the registrar.
- (b) shall complete, record and have certified by their preceptor those activities as required by Council in the intern's journal.
- (c) shall complete quarterly reviews with the preceptor and mentor.
- (d) shall apply to the registrar to write the licensing examinations and pay the fees stipulated in bylaw 9000 only after written confirmation has been received from the intern's mentor that the intern has successfully completed the requirements as outlined in the intern's journal.

(3) Each thirteen (13) month period of internship does not commence until the registrar receives and approves the internship application in that specialty.

(4) An owner shall forthwith give notice in writing to the registrar when the employment of an intern is terminated and this will result in the automatic cancellation of the conditional license.

2030 LICENSING PROCEDURES – EMBALMER AND FUNERAL DIRECTOR PRACTICING LICENSES

A license to practice as an embalmer or funeral director may be granted by the licensing committee upon receipt of:

- (a) form 31 and the fee stipulated in bylaw 9000 for a person having a current license or recognized valid qualifications to practice as an embalmer or funeral director, as issued or certified by an authorized regulatory body recognized by Council, and who has successfully completed the jurisprudence examination for an embalmer and/or funeral director.
- (b) form 30 and the fee stipulated in bylaw 9000 for an intern who has successfully completed the requirements of bylaw 2023. The applicant shall have successfully completed:
 - (i) jurisprudence examination for an embalmer and/or funeral director;
 - (ii) for an embalmer, the practical embalming examination; and

(iii) for a funeral director, the oral funeral director examination.

2031 TEMPORARY LICENSING UNDER EXIGENT CIRCUMSTANCES

(1) Council may, by a motion, grant temporary licenses for licensed embalmers, funeral directors and transfer services from other Provincial jurisdictions where;

(a) a state of emergency is declared pursuant to section 17 of *The Emergency Planning Act*, or;

(b) a serious public health threat is declared pursuant to section 45 of *The Public Health Act 1994*, or;

(c) due to exigent circumstances arising at a funeral home or crematorium, the owner requires the immediate services of persons who are licensed in another provincial jurisdiction to provide temporary relief.

(2) Where an application is made to Council in relation to clause 1(c), the fee stipulated in bylaw 9000 will apply for each license.

(3) A temporary license issued by Council may be valid for up to six (6) months, and may be revoked at any time if Council makes a determination that the exigent circumstances specified in sub-section 1 no longer exists.

2040 LICENSING PROCEDURES - OWNERS

(1) Any person desiring to obtain an owner's license shall make application to the Council, on the applicable form prescribed in the schedule of forms.

(2) The initial application shall include the following:

(a) the owner's name as registered with the Provincial Corporation Branch along with a Certificate of Status for the Business Corporation and a Certified Profile Report for the business name;

(b) the street address and the mailing address of the funeral home, crematorium or transfer service;

(c) the name of the manager of the funeral home, crematorium or transfer service;

(d) the name of the person designated for contact with the Council on any matter;

(e) the locations of all record storage;

(i) if the records are stored in a location outside Saskatchewan, form 4 must be attached to the application.

(f) proof of the required coverage of errors and omission liability insurance, generally called 'Morticians Malpractice Liability Insurance', in the form of a Certificate of Insurance, pursuant to bylaw 3040;

(g) a police criminal record check of the person designated for contact with the Council, which will be taken into consideration when deciding whether to issue or refuse a license. The existence of a criminal record is not an automatic barrier to licensing;

(3) The annual renewal application shall include the following:

- (a) confirmation that the owner's name as registered with the Provincial Corporation Branch remains the same as indicated on the previous application;
- (b) the street address and the mailing address of the funeral home, crematorium or transfer service;
- (c) the name of the manager of the funeral home, crematorium or transfer service;
- (d) the name of the person designated for contact with the Council on any matter;
- (e) confirmation of the required coverage of errors and omission liability insurance, generally called 'Morticians Malpractice Liability Insurance', in the form of a Certificate of Insurance, pursuant to bylaw 3040;
- (f) confirmation the applicant has or has not been convicted of a criminal offence.

(4) An owner shall put in place a protocol which complies with the requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA) to manage the personal information of clients.

2041 TEMPORARY OWNERS LICENSE

A temporary license may be granted by Council where the applicant:

- (a) is an authorized decision maker as defined in section 91 of the Act, in relation to an owner who is deceased;
- (b) is the spouse, next of kin, licensed employee, legal guardian, or holds power of attorney of an owner who is disabled through sickness, mental incapacity or injury;
- (c) is a Receiver who is overseeing the activities of a bankrupt owner.

2050 LICENSING PROCEDURES – SALESPERSONS

Revised October & November 2011

(1) Effective January 1, 2012, a licensed funeral director shall be granted a salesperson's license at no additional cost.

(2) A person who has not previously been licensed as a salesperson in Saskatchewan and who is not a person stipulated in subsection (1) and wishes to obtain a salesperson's license shall:

- (a) make application to the Council on form 32;
- (b) pay the fees stipulated in bylaw 9000;
- (c) be supervised by a licensed salesperson in Saskatchewan who is working at the same location as the applicant;
- (d) attend classes in jurisprudence and any other course as prescribed by Council;
- (e) complete six months continuous employment with the same licensed owner;

(f) be present during the arrangements of a minimum of six funerals within the six months immediately preceding the application;

(g) be present during the preparation and execution of a minimum of ten prepaid funeral contracts under the supervision of a licensed salesperson;

(h) attend a minimum of fifteen funeral services as an assistant to a licensed funeral director within the six months immediately preceding the application; and

(i) pay, if applicable, any supplemental examination fees, as stipulated in bylaw 9000.

(3) Training for a salesperson shall be for a period of six months from the date of approval by the registrar.

(4) Where an applicant has not attended the jurisprudence course and withdraws from the education program, the course fee stipulated in bylaw 9000 will be refunded.

(5) Upon the completion of at least one month of training with his or her supervisor, an applicant may, under the supervision of his or her supervisor, prepare prepaid contracts with buyers, but only the supervisor or another licensed salesperson of that owner may sign or enter into the contracts on behalf of the owner.

(6) The salesperson's jurisprudence licensing examination cannot be taken until the applicant has completed the requirements in subsection (2).

(7) Failure to pass the examination with the required pass mark will require the applicant to write a supplemental examination within four months. Failure to pass the supplemental examination requires the applicant to repeat the course and pay any additional course fees stipulated in bylaw 9000.

(8) If an applicant is unable to complete the education program to become a salesperson due to medical reasons and provides a doctor's certificate attesting to this fact, an extension of six months may be granted to repeat the program at no additional cost.

(9) Where a salesperson's license has been suspended or cancelled pursuant to section 69(2) of the Act, that individual may establish a relationship with another owner and make application for reinstatement of the salesperson's license pursuant to section 70 of the Act, and make application on form 32.

2060 STUDENT CREMATORIUM TECHNICIAN

(1) A crematorium owner shall register each student crematorium technician with the Council by submitting form 23 and the fees stipulated in bylaw 9000.

(2) A student crematorium technician shall work at a licensed crematorium under the direct supervision of a certified technician for a period of not less than seven working days and observe/participate in not less than 25 cremations.

(3) Each student crematorium technician trainee shall attend and successfully complete a course of instruction on crematorium procedures, safety and operations and any other requirements approved by Council.

(4) Upon completion of the approved course(s) and the practical work, a student crematorium technician may apply to Council to write the crematorium technician jurisprudence examination, and upon successful completion shall be granted a crematorium technician's certificate.

(5) Where a passing mark is not attained, a supplemental examination may be written after 14 days.

(6) The fee for writing any supplemental examination shall be the fee stipulated in bylaw 9000.

2070 EXAMINATIONS OF COUNCIL

(1) All written examinations of Council shall be proctored at an educational institution or council office. The applicant shall provide council administration with the date, time, proctor's name and location where the examination shall be proctored. Any fees associated with an educational facility proctoring an examination can be billed to Council.

(2) The pass mark for all written and practical examinations of Council shall be 75%.

(3) Where an intern fails an examination, a supplemental examination must be written.

(4) The fee for writing any supplemental examination shall be the fee stipulated in bylaw 9000.

(5) Continuation of internship is at the discretion of the registrar. In exercising this discretion the registrar shall consider:

(a) illness or injury;

(b) maternity or paternity leave;

(c) personal circumstances or any other such material factor that the registrar considers relevant.

2080 REGULATORY FEES

(1) An owner or a person authorized by an owner, who registers a death shall remit to Council the regulatory fee stipulated in bylaw 9000.

(2) The regulatory fee shall be remitted to Council quarterly on form 61 by the following dates:

(a) April 21st for the months of January, February and March;

(b) July 21st for the months of April, May and June;

(c) October 21st for the months of July, August and September;

(d) January 21st for the months of October, November and December.

(3) Where the regulatory fees are not received by Council on the dates prescribed, the late fee penalty stipulated in bylaw 9000 shall apply.

(4) Stillbirths are not subject to this regulatory fee.

PART III

3000 OWNERS

3003 MINIMUM STANDARDS FOR FUNERAL HOMES

- (1) Every funeral home which offers services to the public shall:
 - (a) have a room for meeting with a person using or inquiring about the use of its services.
 - (b) have at least one separate room for the holding of human remains and their placement into caskets or containers if it is intended that unembalmed human remains be held on the premises.
- (2) The interior of a room used for any of the purposes described in clause (b) shall be,
 - (a) inaccessible to unauthorized persons;
 - (b) well lit and mechanically ventilated to the outside;
 - (c) capable of being easily disinfected, and surfaced in a material impervious to fluids;
- (3) A room where the preparation of human remains or their placement into caskets or containers occurs shall be maintained in a sanitary condition and equipped with:
 - (a) a sink supplied with hot and cold running water;
 - (b) storage facilities for equipment and supplies;
 - (c) protective covering for the hands, body and feet of the people working in the room;
 - (d) sheets or towels; and
 - (e) disinfectants, germicidal soap.
- (4) In a funeral home where embalming is performed, the room used shall conform to the requirements noted in section 3, subject to section (5).
- (5) In addition to the requirements of clauses 3 and 4, a room where embalming is performed shall be equipped with:
 - (a) an examining table that is easily disinfected;
 - (b) face masks, eye glasses or goggles, and disposable body suits in addition to protective coverings;
 - (c) sanitary drainage, or facilities for the disposal of bodily fluids and in addition a backflow valve must be installed.
- (6) In a funeral home where embalming is performed there shall be readily accessible a first aid kit and an eye wash station.

3005 AUTHORIZATION FOR FUNERAL SERVICES

Every owner shall ensure their funeral service agreement or at-need contract contains, at a minimum:

- (a) name, address, birth date and date of death of the deceased;
- (b) name, address and relationship of authorized decision maker;
- (c) an authorized decision maker's statement as required by sub-section 92(2) of the Act;
- (d) direction with respect to embalming;
- (e) description of goods and services to be provided;
- (f) direction for final disposition; and
- (g) signature of the authorized decision maker and the funeral director.

3010 INSPECTION

The premises, accommodation, equipment and records specified in bylaw 3025 of every owner shall be subject to the inspection and approval of Council.

3020

In the event the Council, upon an inspection, finds deficiencies it shall issue a notice to the owner who shall rectify the noted deficiencies within the time frame set by Council. Failure to do so shall result in disciplinary proceedings.

3025 OWNERS RECORDS

(1) Every owner, in compliance with section 20 (2) and section 100 of the Act, subject to subsection (3), shall keep proper records at the owner's office in Saskatchewan respecting all of the owner's sales which shall include:

- (a) all funeral and business records including, but not limited to, prepaid funeral contract, trust records, assignments of policies of insurance relating to pre-need contracts and other documents maintained in relation to, pre-paid, pre-need and at-need sales contracts with consumers and without limiting the foregoing such records shall also include invoices to consumers and written funeral estimates;
- (b) records maintained pursuant to this bylaw, shall not be destroyed.

(2) Prior to closing a licensed facility, an owner shall arrange for the storage of records at a location approved by Council.

(3) An application may be made to Council by an owner whose head office is located outside Saskatchewan for an exemption from keeping the records required by section 20 (2) of the Act.

(4) The owner must make application on form 4 (Request for Exemption from Keeping of Records in Saskatchewan) within 30 days after issuance of the owner's license.

3030 UNAUTHORIZED ACCESS

An owner of a funeral home, crematoria or transfer service shall ensure that no unauthorized persons have access to all areas for final disposition, including preparation room, body storage area and cremation chamber area.

3040 LIABILITY PROTECTION

Every owner shall maintain professional liability insurance generally known as Morticians Malpractice Liability coverage either directly or by endorsement to a minimum value of \$2,000,000 per occurrence. Proof of such coverage must be submitted to Council at each renewal of the policy in the form of a Certificate of Insurance or in a form acceptable to the registrar indicating the coverage within 30 days of renewal.

3050 CONTINUOUS IDENTIFICATION

An owner shall establish a standard and documented system that provides for the continuous identification of human remains and cremated human remains while in his or her care and custody, from receipt of the remains until final disposition, or until transferred to another owner or transferred to the authorized decision maker or his or her designated representative.

3060 UNAUTHORIZED TITLES AND DESIGNATIONS

(1) An owner or licensee shall not use, agree to, or cause an employee, agent, partner, associate or representative to use any title, designation, wording, abbreviation, or otherwise that would lead the public to believe such licensee or person possesses expertise, training, facilities or equipment to provide, direct, arrange, prearrange, or pre-sell funeral, cremation or transfer goods and services unless they are licensed to do so. Only such titles, designations, or abbreviations as stipulated in the Act and regulations or those subsequently approved by Council shall be used.

(2) Council may approve the use of a title, words, designations, abbreviations or other provided this does not imply or lead the public to believe that persons using it possesses expertise and training to provide, direct, arrange, pre-arrange or pre-sell funeral or cremation services unless they are licensed to do so.

3100 STANDARD OF PRACTICE FOR TRANSFER SERVICE OWNERS

(1) An owner of a transfer service or an agent or employee of the owner:

(a) shall engage in only the minimum direct contact necessary with the human remains for the removal of the human remains,

(b) must proceed to the intended destination as quickly as is practicable, and the remains must not be left in a stationary transfer vehicle for more than two (2) hours unless the vehicle is parked in a clean, secure building so that the remains are out of public view,

(c) may obtain or offer to obtain services for the removal of a pacemaker or other device prescribed pursuant to section 94 of the Act.

(2) The owner of a transfer service or an agent or employee of a transfer service shall only transfer human remains in a vehicle specifically set aside for that purpose and that vehicle must:

(a) be kept in a sanitary condition both during and after the transfer;

(b) be of adequate size to accommodate the full length of the remains;

(c) have no advertising display on its exterior except the name, address and telephone number of the owner transferring the remains;

(d) be capable of transferring the remains so that they are out of the public view.

3110 AUTHORIZING EMBALMING BY A NON-EMBALMER

A funeral director managing an establishment that does not have an embalmer on staff and requires the services of an embalmer, shall:

(a) sign a duplicate authorization form as set out in the schedule of forms prior to the embalming taking place,

(b) require the embalmer to sign the form upon completion of the embalming,

(c) fax the Council the signed form within 24 hours of the embalming,

(d) have the embalmer retain the duplicate copy of the form with the original being retained by the employer (owner) of the funeral director requesting the embalming, and,

(e) both forms must be kept on file by both parties and be available for Council's immediate inspection for a period of not less than five (5) years.

3115 GRACE PERIOD – FORMS *Revised July 2011*

An owner shall be allowed ninety (90) days from the date of approval to adopt, revise or change forms or documents to comply with new or revised bylaws **unless otherwise specified by Council.**

PART IV

4000 COUNCIL

4005 TERM OF OFFICE FOR ELECTED MEMBERS

(1) A licensee shall be elected at the Annual General Meeting and serve a term of three years.

(2) At each annual general meeting two licensees shall be elected for a three year term to replace members whose terms have expired.

(3) An elected licensee may serve up to two consecutive terms on council.

4006 TERM OF OFFICE FOR CHAIRPERSON AND VICE-CHAIRPERSON

(1) The Chairperson and Vice-Chairperson shall be elected by members of council for a term of one year.

(2) The person who held the office of chairperson for the year immediately preceding each annual meeting and who was not re-elected or re-appointed to council may, upon invitation of the council, attend any or all meetings of council held in the year following such annual meeting as immediate Past Chairperson but shall have no vote. In the event of such person attending any meeting of council, the provisions of bylaw 4100 shall apply as if he/she were a member of the council.

4010 SIGNING OFFICERS

The Chairperson, Vice-Chairperson, treasurer and registrar and any other member of Council, so appointed, shall serve as a signing officer for the purpose of executing cheques, notes, contracts and negotiable instruments.

4020

The registrar is authorized to sign cheques in the amount up to two thousand five hundred dollars (\$2,500). Cheques in excess of two thousand five hundred dollars (\$2,500) require the signatures of two of the signing officers noted in bylaw 4010.

4030 FISCAL YEAR

The fiscal year of the Council shall be the calendar year, January 1 to December 31.

4040 AUDITORS

The Council shall at each annual general meeting call for the appointment of an auditor or auditors, to hold office until the next annual general meeting.

- (1) If the appointment of an auditor or auditors is not made at any annual general meeting of the licensees, the current auditors shall remain until the next annual meeting or the Council appoints an auditor or auditors for the current year.
- (2) No member of the Council, his or her spouse, relative or business associate, shall be eligible for appointment as an auditor of the Council.
- (3) An annual audit shall be conducted of the financial records of Council by the appointed auditor or auditors and be distributed to all licensees in conjunction with an annual general meeting.

4050 SEAL OF COUNCIL

The seal shall be the official seal of the Council.

- (1) The registrar shall have the custody of the seal and shall use it only as the Council may direct.
- (2) The seal shall not be affixed to any instrument except by the authority of a resolution of the Council.

4060 MEETINGS OF COUNCIL *Revised July 2011*

All meetings of the Council shall be conducted in accordance with Robert's Rules of Order.

4070

Council meetings may be called by the Chairperson of the Council or, on the written request of any three (3) members of the Council, the registrar shall summon a meeting of the Council.

4080

In the absence of the Chairperson or Vice-Chairperson after fifteen (15) minutes of the time appointed for holding the meeting, the Chairperson or Vice-Chairperson or both of them are unable to or unwilling to act as chairperson, the members present may choose someone of their number to be chairperson.

4090 GOVERNANCE AND COMMITTEES

Council members, committees of Council and the registrar shall conduct themselves in accordance with the Governance Policies of Council.

4100 REMUNERATION OF COUNCIL

Revised December 2011

- (1) Council members attending a regular Council meeting will be compensated at a per diem rate of \$350. This rate will also apply to a member of a committee of Council attending a committee meeting.
- (2) The Chairperson of Council will be compensated at a per diem rate of \$450.
- (3) Members participating in teleconference meetings will be compensated at a per diem rate of \$200.
- (4) All reasonable travel expenses, other than mileage, will be paid at actual cost, supported by original receipts.
- (5) Mileage will be the same as the rate paid by the Provincial Government.
- (6) Council and committee compensation rates will be reviewed annually.

4110 DISBURSEMENTS

The Council may:

- (a) pay the registrar such salary or other remuneration as it determines, by resolution,
- (b) pay for clerical, professional or other services as it deems necessary,
- (c) purchase books, equipment and supplies and pay incidental expenses as it deems necessary for properly carrying out its duties,
- (d) pay rent for the office or other accommodation as may be required,
- (e) pay the traveling and other expenses as it deems proper to persons other than members of the Council,
- (f) generally pay all expenses incurred in directing and managing the affairs of the Council and carrying out the provisions of the bylaws, rules and regulations made under the authority of the Act.

4120 MEETINGS OF LICENSEES

Council shall determine the date, time and location of any annual general meeting or special general meeting of the licensees and shall advise each licensee.

4130

In case of special business to be transacted at any special general meeting, the general nature of the business shall be given in the notice calling the said meeting.

4140

- (1) Thirty (30) licensees in good standing, personally present, shall constitute a quorum.
- (2) Voting by proxy shall not be permitted.

4150

- (1) All meetings of the licensees shall follow Roberts Rules of Order, with the exception of the following:
 - (a) election of licensees to council shall be by plurality,
 - (b) balloting to fill vacant council positions shall be voted on individually.
- (2) The election of licensees to council shall be by secret ballot.

4160

If within half an hour after the time appointed for any general meeting of the licensees a quorum is not present, the meeting shall be re-scheduled.

4170

If present, the Chairperson of the Council, or the Vice-Chairperson, shall preside at every general meeting of the licensees. If at any meeting either one or the other is not present within 15 minutes after the time appointed for holding the meeting, the licensees present may choose a chairperson.

4180

Any vote held at a general meeting of the licensees shall be decided on a show of hands, unless a ballot is demanded by a licensee. The ballots may be demanded either before or upon the declaration of the result of the show of hands. If a ballot is so demanded the result thereof shall be deemed to be the resolution of the meeting.

4200 REGISTER

The Council shall establish and provide a register in which shall be entered:

- (a) the name and address of every person to whom a license has been granted,
- (b) the category of license of each licensee,
- (c) the date a license was first issued,
- (d) the date a license was suspended, cancelled or not renewed,
- (e) the name and address of each person registered as a student or intern,
- (f) in the case of holders of a salesperson's license, the name of the owner(s) for whom the salesperson sells prepaid contracts.

4310 COMMITTEES

(1) The members of Council may delegate any of their powers, except bylaw making powers, to committees consisting of such member or members of the Council or licensees as Council decides fit.

(2) A committee may consist of licensees or persons who are not members of Council or licensees, provided the majority of the members of the committee shall be either members of the Council or licensees.

4320

Committees shall, in exercising the powers delegated to them, conform to any rules or regulations that may be imposed on them by the Council.

4330

A Committee of the Council may meet as it thinks fit.

4340

Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of a tie vote, the chairperson shall have the deciding vote.

4350

In addition to the committees required by the Act, the Council shall establish an education committee.

(1) The education committee shall have one elected member of the Council to serve as liaison to the Council on the committee but who cannot be appointed as committee chairperson.

(a) the education committee shall have the responsibility to oversee all aspects of the continuing education program of Council and education upgrade seminars.

(2) The education committee shall have the authority to oversee all aspects of the student internship program, including:

(a) selection and approval of licensing examinations;

(b) reporting inconsistencies on the part of the preceptor or intern to the registrar.

PART V

5000 INVESTIGATION COMMITTEE

5010 *Revised October & November 2011*

(1) Subject to sub-section 3, complaints received in writing by the Council or on its own motion, shall be forwarded to the **resource and compliance** officer appointed by Council for preliminary evaluation to determine necessity for an investigation.

(2) Where the resource and compliance officer **during the course of his or her duties** believes on a balance of probabilities that a contravention of the Act, **Regulations or Bylaws** may have occurred, the resource and compliance officer may **proceed to conduct a preliminary evaluation pursuant to Bylaw 5020 without the requirement of a complaint.**

(3) Where the complaint involves an elected member of Council, Council shall appoint an investigation committee and forward the complaint to the committee for review pursuant to section 46 of the Act.

5020 PRELIMINARY EVALUATION *Revised October 2011*

(1) The **resource and compliance** officer shall provide to the licensee and/or student whose conduct is the subject of the complaint:

(a) a copy of the complaint, or

(b) a written summary of the conduct complained of that is alleged to constitute professional misconduct or professional incompetence.

(2) The **resource and compliance** officer may request verification of any information or material related to the action or complaint from the licensee and/or student whose conduct is the subject of the complaint or from any other licensee or individual.

(3) A licensee and/or student shall respond, in writing, to the request made pursuant to subsection (2) and deliver the response to the **resource and compliance** officer by the date set out in the request.

(4) On completion of the preliminary evaluation, the **resource and compliance** officer shall report back to the registrar with a recommendation that:

(a) further action be taken and Council instruct the investigation committee to consider the complaint pursuant to the Act sections 46, 47 & 48;

(b) no further action be taken, if the **resource and compliance** officer is satisfied that the complaint meets any of the following criteria:

i) the complaint does not fall within the Council's jurisdiction,

ii) the complaint is without basis,

iii) the complaint is trivial, frivolous or of a vexatious nature,

iv) the complaint does not raise an issue of professional misconduct or professional incompetence.

(c) notwithstanding, (4)(a) and (b) above, should the Registrar disagree with the recommendation of the **resource and compliance** officer, the complaint will automatically be forwarded to Council for evaluation.

(5) When a report is made pursuant to clause (4)(a), that the complaint be forwarded to an investigation committee, the registrar shall:

(a) notify the complainant, the licensee and the investigation committee, in writing, of the **resource and compliance** officer's recommendation, together with the reasons for that recommendation, and

(b) where the **resource and compliance** officer recommends that no further action is to be taken, advise the complainant in writing of his or her right to appeal to the investigation committee for a review of the recommendation that is to be accompanied by the complainant's reasons for requesting a review of the **resource and compliance** officer's recommendation by the investigation committee.

5025 ALTERNATE DISPUTE RESOLUTION (ADR)

(1) The investigation committee may during the investigation of a complaint, make an offer to the parties to address the complaint by means of alternate dispute resolution which may include:

(a) an informal resolution to the matter;

(b) a consensual agreement for resolution; or

(c) mediation to the parties subject of the complaint.

(2) The investigation committee shall only offer alternate dispute resolution in accordance with Policy and Procedures of Council.

(3) Upon successful completion of alternate dispute resolution the investigation committee shall recommend that no further action be taken respecting the matter under investigation.

(4) If alternate dispute resolution is attempted and is not successful, evidence from the alternate dispute resolution process is not admissible at the subsequent, if any, discipline hearing.

5030 PUBLICATION OF DISCIPLINARY ACTION *Revised November 2011*

(1) Where a discipline committee is convened to hear and determine a formal complaint, the Registrar shall publish the formal complaint and notice of hearing on the Council website.

(2) The Registrar shall publish on the Council website **and in any other medium stipulated by a discipline committee**, any order or decision of a discipline committee and any agreed statement of fact and/or penalty.

(3) Unless stipulated otherwise in an order of discipline, the Council website publication referred to in sub-sections (1) and (2) shall remain in effect for one year following the date upon which the order of discipline is made.

PART VI

6000 PREPAID CONTRACTS

6010

Each owner selling prepaid contracts may use the generic standard fully guaranteed and deposit contracts as per the schedule of forms. An owner may modify these generic forms or produce their own contract form(s). In all cases the prepaid contract forms to be used by an owner or licensee must be submitted to Council to review for compliance with the Act, regulations and bylaws.

6020

Every prepaid contract entered into by a buyer through a salesperson shall be made between the buyer and the licensed owner. In no case shall an agent or salesperson be party to the contract.

6030 PROVIDE GOODS AND SERVICES

An owner selling prepaid contracts shall, prior to entering into any prepaid contract and at all times during the existence of a prepaid contract to which they are a party or have obligations arising as a result thereof, have the ability to provide all goods and services specified in the prepaid contract. The ability to provide all goods and services specified in the prepaid contract shall be determined by Council.

6040 COMMON TRUST FUNDS ALLOWED

Funds to be deposited for more than one prepaid contract may, at the option of the owner, be placed in a common or commingled trust fund, provided, however, that the said common or commingled trust fund shall never exceed the limit of deposit insurance applicable and available to the said common or commingled trust fund.

6045 TRUST FUNDS, RECEIPT TO BUYER FROM FINANCIAL INSTITUTION

As a condition of deposit of trust funds, an owner shall seek assurance from the financial institution that they will issue a receipt to the buyer within ten days of receipt of trusted funds.

6050 RECORDS OF FUNDS IN TRUST/ANNUAL REPORTS

- (1) Each owner shall file with the Council an annual report advising on prepaid trust funds.
- (2) Homes that do have prepaid trust funds will complete and submit form 1 on or before March 31st of each year covering the period from January 1st to December 31st of the preceding year.
- (3) A copy of form 2 signed by the owner and countersigned by the financial institution(s) where the owner has trust funds must be completed and submitted if not previously submitted or where there have been changes from forms previously filed.
- (4) Homes that do not have prepaid trust funds shall complete and submit form 3, declaring that they do not have prepaid trusts.
- (5) A list of each buyer to whom a contract was sold in the twelve (12) months of the reporting year shall be maintained at the funeral home.

(6) An owner who fails to file either a form 1 or form 3 by March 31st shall, in addition to all other fees, pay a late fee penalty as stipulated in bylaw 9000.

6080 RESTRICTED ACCESS TO ANNUAL PREPAID REPORTS

Access to the annually filed prepaid reports shall be restricted. No persons, including Council members, shall have access to the reports except: the registrar, designated employees, auditors, Superintendent of Funeral and Cremation Services or his or her authorized representative and persons directly involved with a disciplinary matter relating to the reports.

6090 FUNDS IN TRUST

(1) The owner shall only place trust account funds in a Saskatchewan financial institution that agrees to include the name of each contract buyer and/or beneficiary to track the funds. The owner must include the name of each contract buyer when the owner instructs the financial institution to trust the funds.

(2) Prior to an owner initiating a transfer of a trust account to another Saskatchewan financial institution the owner shall advise in writing:

- (a) the contract buyer;
- (b) Council.

6100 WITHDRAWAL OF FUNDS

(1) Where the buyer initiates through the original owner a transfer of a prepaid contract, the funds are to be transferred in trust between financial institutions. The record of such transfer shall be exercised by the Order for Transfer of Prepaid Contracts and Trusted Funds on form 8.

(2) The original owner who receives the Order for Transfer of Prepaid Contracts and Trusted Funds on form 8 shall effect the transfer within 15 business days from receipt of instructions.

6110

Where a prepaid contract has been serviced and there are excess funds refunded to the estate of the beneficiary, the owner shall provide for a T-5 to be issued.

ASSIGNMENT OF PREPAID CONTRACTS

6120 ASSIGNMENT BY OWNER

(1) An owner intending to assign a prepaid contract to another owner shall notify the council of the intended assignment 45 days in advance of the intended assignment. The owner is not entitled to retain an administrative fee where the owner initiates such an assignment. The notification shall include:

- (a) the name, address, license number, location where contract will be serviced and name of contact person of the new owner,
- (b) the reason for the assignment,
- (c) an itemized list to be assigned to the new owner,

(d) a written affidavit from the new owner accepting the assignment and which indicates agreement to all incumbent contract obligations and liabilities in accordance with the Act, regulations and bylaws, and

(2) The owner shall file, with the registrar at least 7 days in advance of the intended assignment an interim prepaid report indicating:

(a) the name of the buyer,

(b) the amount of funds and specially ordered goods refunded, transferred or assigned on an individual contract basis,

(c) the buyer has received notification in accordance with bylaw 6130, and the option the buyer chose in accordance with bylaw 6130(2).

(d) if a transfer or assignment, the name and license number of the owner receiving such transfer or assignment.

6130 NOTIFICATION TO BUYER OR BUYER'S LEGAL REPRESENTATIVE

(1) An owner intending to assign prepaid funds to another owner shall notify the Buyer or the Buyer's Legal Representative of the intended assignment 45 days in advance of the intended assignment. The notification to the buyer shall include:

(a) the name, address, license number, location where contract will be serviced and name of contact person of the new owner,

(b) the total current dollar value of the contract including trusted funds, accrued interest, management expense allowance as allowed pursuant to Section 74(2)(b) of the Act, prepaid taxes and specially ordered goods.

(2) The notification shall also clearly state the buyer's options and request written confirmation of the buyer's choice of option. The options are:

(a) agree – agrees to the assignment, without penalty and have the new proposed owner take on all obligations for the future provision of goods and services as specified in the contract. Such assignment shall include all funds paid pursuant to the contract including any management expense allowance, all interest on these funds and the transfer of all specially ordered goods;

(b) transfer – requests the contract be transferred to an owner of the buyer's choice, without penalty. Such assignment shall include all funds paid pursuant to the contract including any management expense allowance, all interest on these funds and the transfer of all specially ordered goods; or

(c) refund – requests that all funds paid pursuant to the contract, including any management expense allowance, all interest on these funds, any prepaid taxes and the transfer of all specialty ordered goods be returned to the buyer without penalty.

6140 NOTIFICATION BY NEW OWNER

The owner accepting the assignment shall:

- (1) Notify the buyer in writing upon completion of the assignment and transfer of trust funds and confirm the new contractual relationship, and
- (2) File an interim prepaid report with the registrar, in the same manner as in subsection 6120(2).

6150 BUYER DIRECTED ASSIGNMENT

After the death of the contract beneficiary, the legal representative of the beneficiary can instruct an owner to assign the prepaid contract to another owner. Such assignment shall be treated as a buyer requested transfer. The owner shall instruct the financial institution to process the transfer of funds within 15 days of receipt of the written request. The owner shall be entitled to an administration fee.

PART VII

7000 ASSURANCE FUND

7010 NOTICE TO COUNCIL OF UNCLAIMED BALANCE

If trust funds are unclaimed, an owner shall notify the Council in writing stating that he or she believes the funds currently held in trust for the buyer or beneficiary are and will remain unclaimed together with the reasons upon which this belief is based. The owner shall then pay to the assurance fund the aforementioned funds less the administration fee as per regulation 10(b).

7020 ASSURANCE FUND CONTRIBUTION LEVY SCHEDULE

- (1) Pursuant to section 84(2)(a) of the Act a levy schedule pursuant to bylaw 7030(1) and (2) shall apply to each owner creating a specific risk.
- (2) An owner shall make a quarterly remittance on form 5 to Council, pursuant to bylaw 7030(2).
- (3) The quarterly remittance shall be submitted to Council by the following dates:
 - (a) five (5) business days following April 30th for the months of January, February and March;
 - (b) five (5) business days following July 31st for the months of April, May and June;
 - (c) five (5) business days following October 31st for the months of July, August and September;
 - (d) five (5) business days following January 31st for the months of October, November and December.
- (4) Where remittance of levies due pursuant to bylaw 7030 are not received at Council office by the prescribed dates, the late fee penalty stipulated in bylaw 9000 and any additional costs shall be charged. In addition, interest shall be charged on the non-remitted levy assessment at the interest rate stipulated in section 4 of the Funeral and Cremation Services Regulations.
- (5) The registrar shall deposit to the assurance fund all levy assessments remitted by owners.

(1) Each category of risk is to be calculated individually for each contract.

(a) Fraudulent activity risk

Owners exercising the option to enter into either a guaranteed or a deposit prepaid contract shall remit a levy to address the risk created to the assurance fund by this action. The levy shall be 0.6% of the amount deposited to trust.

Example (i) 100% Trusted \$5000 pre-paid contract levy to be remitted $\$5000 \times 0.006 = \30.00

Example (ii) 85% Trusted \$5000 pre-paid contract owner trusts 85% $\$5000 \times 85\% = \4250 levy to be remitted $\$4250 \times 0.006 = \25.50 plus, where applicable;

(b) Guaranteed contracts risk

Owners exercising the option to enter into a guaranteed prepaid contract shall remit a levy to address the risk created to the assurance fund by this action. The levy shall be 0.66% of the amount deposited to trust.

Example (i) 100% Trusted \$5000 pre-paid contract levy to be remitted $\$5000 \times 0.0066 = \33.00

Example (ii) 85% Trusted \$5000 pre-paid contract owner trusts 85% $\$5000 \times 85\% = \4250 levy to be remitted $\$4250 \times 0.0066 = \28.05 plus, where applicable;

(c) 15% Withholding risk

Owners exercising the option to withhold up to 15% of the contract total shall remit a levy to address the risk created to the assurance fund by this action. The levy shall be 9.8% of the amount of funds withheld.

Example: (i) \$5000 pre-paid contract amount withheld: $\$5000 \times 0.15 = \750 levy to be remitted $\$750 \times 0.098 = \73.50

(2) The levy remittance is due and payable within 30 days of the quarter end for which funds are being remitted. For the purpose of this bylaw the quarter endings are March 31st, June 30th, September 30th and December 31st.

(3) An owner who sells, or intends to sell, prepaid contracts but has not issued any new contracts during a quarter shall submit a nil return for that quarter.

(4) An owner who does not offer prepaid contracts and has filed a Statutory Declaration in form 3 to this effect with Council is not required to submit a nil return.

(5) An owner who possesses prepaid contracts, but has not issued any contracts since July 1, 2006, and does not intend to do so in the future, may be exempt from the requirements to submit a quarterly nil return upon filling a Statutory Declaration in form 3 to this effect with Council.

7040 FUTURE SUPPLY OF FUNERAL AND/OR CREMATION SERVICES FUNDED BY THE ASSIGNMENT OF INSURANCE BENEFITS

(1) No later than September 30, 2009, any owner or licensee offering or entering into contracts or agreements with consumers to supply future funeral and/or cremation services as a result of or contingent upon receiving an assignment of benefits under an insurance policy must provide Council with a completed copy of form 10 as per the schedule of forms. The original of the completed form 10 shall be retained by the owner and attached to the related funeral and/or cremation services contract or agreement and a copy of the contract or agreement and form 10 must be given to the buyer at the time of purchase. A copy of form 10 must be forwarded to Council within 10 business days of the date of the signature of the buyer.

(2) As an alternative to form 10 as described in bylaw 7040(1), an Owner may elect to embed the alternative wording in form 10 in the contract or agreement described in subsection (1). The embedded wording shall be bolded and of the same font size as the contract text.

7050 CONTRACTS OR AGREEMENTS FOR FUNERAL AND/OR CREMATION SERVICES BEING CREATED OR USED BY LICENSEES

In all cases, any contracts or agreements involving the supply of funeral and/or cremation services created or used by licensees and offered to or entered into with consumers, regardless of the method of funding, shall be submitted to Council to review for compliance with the Act, regulations and bylaws.

PART VIII

8000 GENERAL PROVISIONS

8010 HOLDING PRIOR TO CREMATION

Where a crematorium owner is unable to cremate the human remains the day of taking custody, the human remains shall be placed in a holding facility that is inaccessible to the public and enclosed within a secure building.

8020

Human remains delivered to a crematorium shall not be removed from the cremation container or casket and the cremation container or casket shall be cremated with the human remains.

(1) The cremation container or casket shall not be opened by the crematory technician.

(2) For inspection purposes, prior to cremation, a crematorium owner may require a casket or cremation container to be opened by the authorized decision maker or designated representative who delivered the casket or container to the crematorium.

8030 BURIAL PERMIT *Revised November 2011*

A crematorium owner must receive with the required cremation documents an original copy of the burial permit prior to cremation taking place.

8040

A crematorium owner may accept, as part of the required cremation documents, a faxed or electronically transferred copy of the Cremation Authorization Form which has been completed and bears the witnessed signature of the authorized decision maker. However, visual identification must be done by the authorized decision maker or designated representative. The crematorium shall require the original signed Cremation Authorization Form to be sent to the crematorium by mail or similar means for the permanent records.

8050 IDENTIFICATION AND PROCESSING PROCEDURES

A crematorium owner shall establish a standard and documented system of continuous identification of human remains and cremated remains from receipt of the casket or cremation container through to return of the cremated remains. Such system shall include but not be limited to:

- (a) signed receipting process upon transfer of human remains and cremated remains,
- (b) a method of cremation container identification that cannot be removed,
- (c) provision of a permanent identification device encoded to identify the crematorium and the specific cremated remains from receipt of human remains through the entire cremation process and to be placed with the cremated remains in an urn or temporary container prior to delivery or storage.

8060 PACKAGING OF THE CREMATED REMAINS

- (1) Upon completion of each cremation, in so far as possible,
 - (a) all recoverable cremated remains shall be removed from the cremation chamber,
 - (b) anything other than bone fragment shall be separated from the cremated remains.
- (2) The cremated remains shall be processed so as to reduce them to unidentifiable particles.
- (3) Anything other than the recoverable cremated remains may be disposed of by the crematorium owner.

8070

The cremated remains from each cremation shall be placed in a container provided by the crematorium or an urn or container provided by the Authorized Decision Maker or designated representative.

- (1) If all cremated remains from a cremation will not fit within the container or urn provided for the cremated remains, the remainder of the cremated remains shall be identified and returned in a separate container to the authorized decision maker or the designated representative.

8080

A crematorium owner shall establish and maintain a thorough and complete record keeping system, which each cremation technician shall adhere to, that must include the following:

- (a) the method of delivery to the crematorium,
- (b) the name of delivery entity (e.g. funeral home, business),
- (c) the name (printed) of delivery person and the person's signature,

- (d) the day, date and time of delivery,
- (e) the description of the container or casket,
- (f) the full name of the deceased,
- (g) the place of death,
- (h) the date of death,
- (i) the date of birth, if known,
- (j) the name, address and phone number of authorized decision maker and their relationship to the deceased,
- (k) the cremation chamber used for the cremation if the facility has more than one chamber
- (l) the day and date of cremation,
- (m) the time cremation started and was completed,
- (n) the identification number of the cremated remains,
- (o) the description of the container/urn into which the remains were placed and description of additional container/urn, if required to hold remains,
- (p) the name of person or firm to whom the cremated remains are being returned,
- (q) the method of return delivery,
- (r) the location of final disposition of cremated remains, if known,
- (s) providing any comments that are relevant to a cremation, including the need for the opening of a container in which the deceased was delivered along with the reason for the opening and any extraordinary happenings or circumstances related to the cremation.

8090 CREMATION FORMS

A crematorium owner shall provide the following forms and certificates for each cremation as set out in the Schedule of Forms. With the approval of Council, an owner may produce their own forms by adding to them but not deleting any information requirements as stated on the standard forms. The original signed documents must accompany the deceased or remains:

- (a) Authorization To Cremate and Order for Disposition form
- (b) Certificate of Cremation form
- (c) Separation of Cremated Remains Authorization and Instruction form
- (d) Commingling of Cremated Remains Authorization and Instruction form

PART IX

9000 SCHEDULE OF FEES

9000 SCHEDULE OF FEES

(1) The schedule of fees for Council shall be;

Student

- students enrolled in a funeral service education program approved by Council annually \$25 + GST annually

Intern

- embalmer intern conditional license \$160
- funeral director intern conditional license \$160
- extension of a conditional license \$160
- jurisprudence examination for an embalmer and/or funeral director \$75
- supplemental examination \$75

Student Salesperson

- administration fee \$75 + GST
- course fee \$300
- supplemental examination \$75

Salesperson course exemption

- exemption processing fee \$75
- salesperson's jurisprudence licensing examination \$75
- supplemental examination \$75

Student Crematorium Technician

- certification and jurisprudence examination \$160
- supplemental examination \$75

Licensee from another jurisdiction

- administration and jurisprudence examination \$200 + GST
- supplemental examination \$75

License Reinstatement

- administration fee \$200 + GST

Licensee annual fees

- embalmer \$160
- funeral director \$160
- salesperson \$160

Temporary licensing under exigent circumstances

- embalmer \$80
- funeral director \$80

Owners'

- initial compliance review per location \$200 + GST

Owners' annual fees

- funeral home \$200
- crematorium \$200
- transfer services \$200

Pro-rated licensing

- licenses acquired from January 1st to March 31st full fee
- licenses acquired from April 1st to June 30th, 75% of the fee
- licenses acquired from July 1st to September 30th 50% of the fee
- licenses acquired from October 1st to December 31st 25% of the fee

Refunds in the case of death

- up to January 31st full refund
- up to February 28th 75% refund
- up to March 31st 50% refund
- April 1st and thereafter no refund

Regulatory fee

- each registration of death \$50 + GST

Late fee penalty

- late fee penalty payable within 30 days of invoice for:
 - annual prepaid report \$100 + GST
 - renewal license application and fee \$100 + GST
 - continuing education credits \$100 + GST
 - reporting and regulatory fees \$100 + GST
 - remittance of levies \$100 + GST

(2) Where an owner or licensee believes there are extenuating circumstances for a late fee penalty to be reduced or waived, a written application for variance shall be forwarded to Council including the remittance and the late payment fees.