



**COURIER:** 307-3450 Uptown Blvd. Victoria, BC V8Z 0B9  
**MAIL:** PO Box 9244 Victoria, B.C. V8W 9J2  
**FAX:** (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888.564.9963  
**EMAIL:** operations@consumerprotectionbc.ca  
www.consumerprotectionbc.ca

## Cemetery and Funeral Services

### Crematorium Operator Application Checklist

---

#### CREMATORIUM OPERATOR

##### Section 28 of the Cremation, Interment and Funeral Services Regulations

An applicant for a licence to act as or hold himself, herself or itself out as an operator of a crematorium must submit the following to the Director, Consumer Protection BC:

- a) a document that is executed on behalf of the municipal council, regional board, or local trust committee as the case may be, in which the council, board or trust committee confirms that the proposed use is permitted by its bylaws, and the site and building plans for the crematorium have been approved by or on behalf of the municipal council, regional board, or the local trust committee as the case may be;
- b) the site and building plans for the crematorium approved by or on behalf of the appropriate local government
- c) a document signed by a professional engineer that certifies that
  - i. the crematorium is constructed in accordance with the plans referred to in (b) above;
  - ii. a test operation of the crematorium has been completed and the test demonstrated that the crematorium operates in accordance with the manufacturers specifications, the bylaws of the applicable local government and the laws of the Province, and
  - iii. the professional engineer has the necessary knowledge, skill, and experience to certify this document
- d) if the applicant is a corporation
  - iv. the names of all the directors, senior officers, as defined in the *Business Corporations Act*, and beneficial owners of the voting shares of the corporation, and;
  - v. copies of the most recent financial statements or, if a newly incorporated company is the applicant, a statement of the proposed financial organization of the company
- e) if the applicant is a partnership, the full name and address of each partner
- f) if the applicant is a proprietorship, the full name and address of the proprietor
- g) **A completed criminal record check for senior corporate officers, partners, or proprietor.** ALL APPLICANTS that reside in Canada MUST complete a online criminal record check within one day of sending the licence application to Consumer Protection BC by going to the following link:  
<http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC. For more information please visit our website <https://www.consumerprotectionbc.ca/component/content/article/163-about-cpa/general/1359-criminal-record-check>

ALL APPLICANTS that do not reside in Canada MUST submit a certified criminal record check from their home jurisdiction.

h) A crematorium operator is required to create bylaws which address:

- cremation and operational procedures
- training
- document and authorization requirements
- proper processing of paper work
- housekeeping
- company policy matters
- identification process

In addition, each crematoria operator is required to keep a maintenance log with the following information:

- Date
- Description and nature of work done; i.e. equipment service, repairs, adjustments, inspection.
- Name of company responsible for the above noted work.
- Name and signature of technician or service representative having done the actual work.