



## DECISION OF THE DIRECTOR

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**In the Matter of:** *Business Practices and Consumer Protection Act, S.B.C. 2004, c.2  
Cremation Interment Funeral Services Act, S.B.C. 2004, c.35 and  
Cremation Interment Funeral Services Regulation*

**Respondent:** **Lorianne Huggan**

**Case Number:** **31111**

**Licence Number:** **67484**

**Adjudicator:** **Shahid Noorani, Vice President**

**Date of Decision:** **April 26, 2021**

### **A. INTRODUCTION**

1. Lorraine Huggan (“the respondent”) is an embalmer, licensed to engage in the activity under Consumer Protection BC licence number 67484 (“the licence”).
2. Unless ordered otherwise by the Director, all embalmers must complete six hours of training in a program of embalming services approved by the Director during each successive two-year period (“the successive period”) from the when the licence was issued.
3. On March 15, 2021 a Business Practices Officer with Consumer Protection BC delivered to the respondent a Report to Director (“the Report”). The Report alleged the respondent failed to complete the required training as an embalmer in the past two-year successive period, as required under the Cremation Interment Funeral Services Regulation (“CIFSR”).

4. As the Vice President I have been delegated the authority of the Director to decide if a contravention to the legislation has taken place and what consequences, if any, should flow from a confirmed contravention.

#### **B. OPPORTUNITY TO BE HEARD.**

5. Prior to an action being taken under the *Business Practices and Consumer Protection Act* (“BPCPA”) and the *Cremation Interment and Funeral Services Act* (“CIFSA”), the person subject to the action must be provided with an opportunity to be heard.
6. A notice of hearing was emailed to the respondent on March 18, 2021. It provided the respondent with the opportunity to submit a written reply to the Report by March 31, 2021. The hearing notice indicated that after the opportunity to respond was completed, a decision maker for Consumer Protection BC would determine whether the alleged violation occurred. Possible licensing and enforcement consequences for a confirmed contravention were described in the hearing notice.
7. The respondent provided a written response to the Report on March 22, 2021.
8. I conclude the requirement for providing an opportunity to be heard has been completed.

#### **C. ALLEGED CONTRAVENTION**

9. The Report advances the following allegation:
  - i. The respondent contravened CIFSR section 38(1)(b) by failing to complete the minimum required six hours of training in a program of embalming services approved by the Director during the past two-year successive period commencing on the date the respondent was first issued an embalmer licence.

#### **D. LEGISLATION**

10. The legislation relevant to the alleged contravention is contained within the CIFSR:

##### ***Continuing education***

**38** (1)A person licensed as a funeral director, embalmer or both must complete a minimum of

(a) [...]

(b) 6 hours of training in a program of embalming that is approved by the director, if licensed as an embalmer,

during each successive two-year period where the first two-year period commences on the date the person first received his or her licence to act as a funeral director or an embalmer or both in the Province.

(2) Despite subsection (1), the director may at any time require a funeral director or embalmer to take additional training in a program of funeral services education or embalming.

#### **E. EVIDENCE**

11. I have reviewed the Report and the respondent's written reply in their entirety. I limit my comments to only the parts of the evidence necessary to give context to my decision.
12. The respondent was first issued the licence on January 12, 2015 to act and hold themselves out as an embalmer and embalmer.
13. The successive two-year periods from when the respondent was first issued the licence commenced January 12, 2015 to January 12, 2017. The last successive two-year period was January 12, 2019 to January 12, 2021.
14. On July 20, 2020, Consumer Protection BC emailed all licensed funeral directors and embalmers providing information about changes being made to share the status of individual continuing education training requirements. The communication provided a reminder that it was the responsibility of the funeral director and embalmer to ensure course completion documentation is submitted to Consumer Protection to receive credit for completion. It was also noted in the communication that funeral directors and embalmers would receive a status report every six months as a reminder of credits completed and how many remained due.
15. On July 21, 2021, the respondent was sent an email from Consumer Protection BC that showed the respondent had not completed any credits for embalmer service in the current two-year successive period. The communication noted the required education credits were due on "1/12/21."
16. On January 21, 2021 the respondent was sent an email from Consumer Protection BC indicating the respondent had completed zero hours of continuing education requirements for embalming services during the period January 12, 2019 to January 12, 2021 and that these credits were overdue.
17. Before the end of the last two-year successive period (January 12, 2019 to January 12, 2021), Consumer Protection BC did not receive a record or other form of confirmation from the respondent to confirm completion of the requiring education requirements for an embalmer.

18. The respondent says the previously contacted Consumer Protection BC about training requirements. She says her recollection may not be entirely accurate but believes an extension was granted.
19. The respondent says that after receiving notice from Consumer Protection BC stating continuing education credits completed by March 15, 2021” she signed up for 2 courses with 3 credits per course.
20. The respondent says she has taken another 6 hours of training in embalming services, giving her 12 credits completed.
21. The next set of credits are due on January 12, 2023 and the respondent says they will be done long before they are due.
22. The respondent says the courses were prioritized low on list of things to do given volume of work during the time. “This was not a conscious defiance of rules. This was only done as a hum error.” Between COVID-19 and the work at the funeral home, “it simply got away from me.”
23. In reviewing an up-to-date Consumer Protection BC continuing education status report dated April 20, 2021, I note that the respondent completed 6 hours of approved training in embalming services between the dated of March 4 and 13, 2021.

#### **F. ANALYSIS**

24. The evidence clearly establishes that in the last two-year successive period of January 12, 2019 to January 12, 2021, the respondent was required to complete six hours of approved training in embalming services. The respondent did not complete any of the required training in embalmer services before the end of the last two-year successive period. Therefore, I find the respondent contravened CIFSR section 38(1)(b).

#### **G. DUE DILIGENCE**

25. The respondent is entitled to the complete defence of due diligence against the allegation if they show that all reasonable steps were taken to *prevent* the contravention from happening. The onus is on the respondent to establish this defence. With the respondent not providing a response to the allegation, there is no due diligence defence for me to consider.

## **H. CONCLUSION**

26. I conclude the respondent contravened CIFSR section 38(1)(b) by failing to complete the minimum required six hours of training in a program of embalming services approved by the Director during the past two-year successive period (January 12, 2021 to January 12, 2021) from when the licence was first issued.

## **I. LICENSING AND ENFORCEMENT ACTION**

27. As the Director determining that a contravention has occurred, I may take one or more of the following actions:

- suspend, cancel a license and/or impose conditions on a license (BPCPA section 146 and CIFSA section 55(3));
- accept an undertaking on terms I consider appropriate (BPCPA section 154 BPCA and CIFSA section 56(2)(b));
- issue a compliance order to take specified further corrective action, and to repay Consumer Protection BC costs of this inspection and any associated legal costs (BPCPA section 155(4)(c)(d) and CIFSA section 56(2)(c));
- impose an administrative penalty of up to \$5,000 on an individual (BPCPA section 164-165 BPCPA and CIFSA section 58)

### **Compliance Order**

28. Education requirements are in place to ensure funeral director and embalmers stay up to date and expand in their level of skill and knowledge to perform the functions of the profession. I am not comfortable in allowing the respondent to maintain the licence without acquiring the full training that should have been obtained during the last two-year successive period. Therefore, I exercise my authority under BPCPA section 155(4)(c) and CIFSA section 56(2)(c) to order that the six hours of training in embalming services the respondent completed between March 4 and March 13, 2021 be applied to the previous successive period that expired on January 12, 2021 in order to satisfy training requirements for that period. In applying the hours of approved training completed in March 2021 to the previous successive period, the respondent's continuing education report will now show zero hours of approved training completed in the current successive period of January 12, 2021 to January 12, 2023. The respondent should take note of this to ensure they meet education requirements that will come due on January 12, 2023. The precise terms are described in the Compliance Order attached to this decision. I pause here to note the respondent says they have completed 6 more hours of credits beyond the courses taken between March 4 and March 13, 2021. Consumer Protection BC records do not reflect these additional 6 hours. The respondent may want to contact Consumer Protection BC about this.

29. I also exercise my authority under BPCPA section 155(4)(d) and CIFSA section 56(2)(c) to require the respondent reimburse Consumer Protection BC *partial* inspection costs associated with preparing the Report in the amount of \$150.00. Details of payment are described in the attached Compliance Order.

### **Administrative Penalty**

30. As per CIFSA section 58(1), an administrative monetary penalty (“AMP”) may be imposed where a person contravenes a prescribed provision of the CIFSR. A contravention to CIFSA section 38(1)(b) is prescribed by the Administrative Penalties Regulation and may, therefore, attract an AMP.

31. BPCPA section 164 (2) and CIFSA section 58(3) set out the following factors that must be considered before imposing an AMP:

- (a) previous enforcement actions for contraventions of a similar nature by the respondent
- (b) the gravity and magnitude of the contravention
- (c) the extent of the harm to others resulting from the contravention
- (d) whether the contravention was repeated or continuous
- (e) whether the contravention was deliberate
- (f) any economic benefit derived by the person from the contravention
- (g) the person's efforts to correct the contravention

32. For the contravention at issue, I consider all these factors to decide whether an AMP should be imposed. If imposing an AMP, to determine the *amount* that should be imposed, I consider the BPCPA section 164(2) and CIFSA section 58(3) factors together with the Consumer Protection BC policy, “Calculation of Administrative Monetary Penalties Policy and Procedures” (the “Policy”). The Policy model and rationale are discussed below.

33. The Policy, normally applied by Consumer Protection BC, sets out how the AMP amount is calculated, starting with a base penalty amount. The Policy helps to ensure that calculations of AMP amounts are consistent, transparent, flexible, and proportionate to the contraventions at issue, and that suppliers subject to AMPs know how Consumer Protection BC interprets the BPCPA and CIFSA, and analyses the criteria determining AMP amounts. Consumer Protection BC has developed the Policy from its experience and expertise in providing consumer protection services, and from its mandate to administer the BPCPA and CIFSA in the public interest.

34. According to the Policy, contraventions for which AMPs are imposed are first categorized into Type A, Type B, or Type C, as set out in the Appendix. Consumer Protection BC makes these assignments based on its purposes and experience in delivering consumer protection services in

the public interest, and the consideration of two factors: (1) the inherent severity of harm specific to the contravention, and (2) the probability that a person will experience harm from the contravention.

35. After categorization of the contravention, the decision maker considers a set of “adjustment factors” laid out in the Policy. These “adjustment factors” are based on section 164 (2), plus one additional criterion consistent with the legislation. The Policy requires the decision maker to choose a “gravity” value for each adjustment factor based on consideration of the relevant aggravating or mitigating circumstances.
36. When applying the Policy, the decision maker is considering all the factors under BPCPA section 164 (2) and CIFSA section 58(3) in his or her calculation or analysis of the AMP amount that should be imposed. The decision maker continues by then deciding in his or her discretion whether the amounts in the Policy or different amounts imposed based on consideration of the factors under BPCPA section 164 (2) and CIFSA section 58(3) (and one additional related criterion) and any other relevant circumstances.
37. In the respondent’s notice of hearing, I identified the Policy and advised that it will be applied as part of any decision that may impose an AMP. This notice further stated that the Policy can be viewed on our website and would be otherwise provided to the Respondent in paper form upon its request. Therefore, in this hearing the respondent had an opportunity to respond to the Policy by making submissions on the appropriateness of its application or its consistency with criteria in the BPCPA and CIFSA. However, in this hearing I have not received any submissions from the respondent on the Policy.
38. I have determined that an AMP should be imposed for the respondent’s failure to complete the minimum required six hours of training in a program of embalming services approved by the Director during the past 2-year successive period (January 12, 2019 to January 12, 2021), beginning from when the licence was first issued. I now will consider the specific AMP to be applied.

#### **Calculation of the AMP amounts**

39. I first apply the Policy to calculate an AMP amounts. I then decide whether that amount or a different amount should be imposed based on consideration of the factors under BPCPA section 164(2) and CIFSA section 58(3), and one additional criterion, and any other relevant circumstances.
40. A breach to CIFSR section 38(1)(b) is a Type A contravention under the Policy (page 20 Appendix A, line 225). I agree with this categorization given the circumstances of this violation. It

represents the appropriate level of severity and potential harm for prescribed contraventions according to the Policy.

41. Consequently, according to the AMP “Matrix” in part 4.3 (page 5) of the Policy, the “base” amount for penalty is \$500.00 for an individual.

42. My assessment of the adjustment factors applicable to these contraventions under the Policy’s penalty matrix is set out in the table below and on page 9.

<b>Adjustment Factor</b>	<b>Effect on Gravity</b>	<b>Analysis</b>
1. <i>Previous enforcement actions for contraventions of a similar nature</i>	<b>0</b>	There are no previous enforcement actions by Consumer Protection BC against the respondent. I maintain the gravity level at neutral.
2. <i>Gravity and magnitude of the contravention</i>	<b>0</b>	As mentioned in the decision, continuing education requirements are in place to ensure embalmers grow and expand their knowledge in the profession. This is extremely important for embalmers when handling human remains as part of the process of preservation. The respondent has continued to offer its service and professional expertise as funeral director without completing the requisite training. Imposing an AMP is intended to correct the non-compliance and deliver a message to the respondent about completing their education requirements into the future.
3. <i>Extent of the harm to others resulting from the contravention</i>	<b>0</b>	There is no evidence or basis to infer harm to others resulting from the contraventions. I maintain the gravity level at neutral.



<p><b>4. Whether the contravention was repeated or continuous</b></p>	<p>0</p>	<p>The contravention was not repeated or continuous. I maintain the gravity level at neutral.</p>
<p><b>5. Whether the contravention was deliberate</b></p>	<p>0</p>	<p>I have no reason to believe the respondent’s actions were of a deliberate or intentional nature. I maintain the gravity level at neutral.</p>
<p><b>6. Economic benefit derived by the person from the contraventions</b></p>	<p>0</p>	<p>I have no reason to believe the respondent derived any economic benefit from the contravention. I maintain the gravity level at neutral.</p>
<p><b>7. Whether the person made reasonable efforts to mitigate or reverse the effects of the contravention</b></p>	<p>-2</p>	<p>I have taken into consideration that following receipt of the January 21, 2021 correspondence advising continuing education credits were overdue, the respondent took fairly immediate steps and before receipt of the Report to obtain all of the outstanding training. As such, I have treated this as a mitigating factor and have reduced the gravity level accordingly.</p>
<p><b>8. The person’s efforts to correct the contraventions &amp; prevent recurrence</b></p>	<p>0</p>	<p>I have not been given evidence on measures that will be taken to ensure completion dates for education requirements are not missed again. I maintain the gravity level at neutral.</p>

**Final Calculation of AMP**

43. According to my application of the Policy and its AMP Matrix, the overall adjustment for the CIFSA section 38(1)(b) contravention involves an overall score of “minus two.”

44. The Policy determines that a violation of CIFSA section 38(1)(b) is a Type A contravention with a base penalty amount of \$500.00 for an individual. In this case, having found a gravity level of “minus two” and in following the Matrix, I apply a penalty of **\$400.00**. In this hearing no

additional relevant circumstances have been brought to bear on my analysis and calculation of penalty as to vary it from the Policy amount. Attached to these reasons is a Notice of Administrative Penalty in the amount of **\$400.00**.

## **J. RECONSIDERATION**

30. A compliance order or monetary penalty may be reconsidered in accordance with Division 1 of Part 12 of the Act, subject to the provisions outlined in sections 181 and 182 (2). A request for reconsideration must be submitted within 30 days of delivery of the order to the respondent. The request must be in writing, identify the error the person believes was made or other grounds for reconsideration, and be accompanied by a \$252 application fee. A request for reconsideration should be addressed to:

Consumer Protection BC  
Attention: Shahid Noorani, Vice President  
200 – 4946 Canada Way, Burnaby, BC V5G 4H7  
[shahid.noorani@consumerprotectionbc.ca](mailto:shahid.noorani@consumerprotectionbc.ca)

Decided on April 26, 2021 in Burnaby, BC.



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Shahid Noorani, Vice President