

2019 CEMETERY ADMINISTRATION TRAINING

Thursday, November 14, 2019 • Cambridge Hotel and Conference Centre

AGENDA (subject to change)

	TOPIC	PRESENTED BY
8:00 – 8:45 AM	▶ Registration & Breakfast	
8:45 – 9:00	▶ Introductions and Program Objectives	John Perrotta, <i>Hamilton Municipal Cemeteries & Cemetery Administration Committee Chair</i>
9:00 – 10:15	▶ Care & Maintenance and Pre-Paid Trust Compliance <ul style="list-style-type: none"> • Trusting Requirements • Investment Compliance • Who can receive prepaid funds? 	Gary Carmichael, <i>Guaranteed Funeral Deposits (GFD)</i>
10:15 – 10:45	Break and Networking	
10:45 – 12:00	▶ Administrative Requirements <ul style="list-style-type: none"> • Price Lists, Contracts • Minimum Public Register Requirements • By-laws and By-law changes 	Corina Burnell, <i>City of Cambridge Cemeteries, OACFP 2nd Vice-President</i>
12:00 – 1:00 PM	Lunch and Networking	
1:00 – 2:15	▶ Panel Discussion. Topics may include: <ul style="list-style-type: none"> • Legislation & Regulations • Legal Issue • Insurance/Liability/Financials • Administration Best Practices 	John Perrotta, Moderator Michael D’Mello, <i>Bereavement Authority of Ontario</i> John O’Brien, <i>The Catholic Cemeteries of the Diocese of Hamilton</i> Howard Mammon, <i>Toronto Hebrew Memorial Parks</i> Laura Eccles, <i>Arbor Memorial</i>
2:15 – 2:45	Break	
2:45 – 4:00	▶ Monument and Memorial Administration Best Practices <ul style="list-style-type: none"> • Monument and Memorial By-Laws • Care and Maintenance • Standards of Practice • Monument Dealer Rights • Inscription Permissions 	John Perrotta, <i>Hamilton Municipal Cemeteries & Cemetery Administration Committee Chair</i> Justin Des Roches, <i>Wholesale Lettering and Carving & Director, OACFP Board</i>
4:00 – 4:15	Conclusion, distribution of Attendance Certificates and Depart	

PANEL DISCUSSION QUESTIONS

Please submit your Panel Discussions questions prior to the program (info@oacfp.com) or bring any questions with you.