

Oromocto Pioneer Gardens Cemetery Company Inc.

MINUTES OF ANNUAL GENERAL MEETING

24 April 2018

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In Attendance – Board Members

Andrews, Ian	- President
Maurice (Moe) Dubé	- Treasurer
Trainor, Donna	- Secretary
Richard Burchill	- Director
Gallinger, Paul	- Director
Tidd, Fay	- Director
Walker, Ken	- Director
Wilcox, Lloyd	- Director
Wright, Doug	- Director
Wright, Rachel	- Director
Mawhinney, Sheridan	- Deputy Mayor, Ex-Officio Member, Town of Oromocto

Absent – Board Members

Dexter, Terry	- Vice-President
Trainor, Gerry	- Director
Affandi, Rudy	- Ad Hoc Member
Basha, Paul	- Ad Hoc Member
Lesmana, Maryani	- Ad Hoc Member

TOPIC

ACTION BY

1. Call to Order. The President called the meeting to order at 7:00 p.m.

TOPIC	ACTION BY
<p>2. <u>President's Comments & Introduction of Board.</u> The President welcomed all to the meeting and invited all to feel free to ask questions. Copies of various documents including his comments and the minutes from the 2017 AGM were made available. The minutes were also posted on our website. Rather than read his entire address, which is included as Attachment A, the President noted some of the more important issues. He noted that it has only been a year since we lost our Treasurer, Wayne McHarg. Wayne had been part of our Board since its inception and he even attended our AGM last year, despite being very ill. We all miss him. He thanked The Mayor, Town of Oromocto, Steven Basque, the Town Engineer, as well as Councillor Sheridan Mawhinney, the Town's representative on our Board. The President then introduced each member of the Board of Directors, including those who were newly elected, and expressed his personal thanks to all.</p>	Information
<p>3. <u>Introductory Comments.</u> Deputy Mayor Mawhinney stated that he was very pleased to attend as the Town's liaison on the OPGCCI Board. He stated that he had been a member of Town Council since 2012. When first elected, he was asked which committee he would like to join and he asked to be part of OPGCCI's Board. Although participation would normally be cycled out every two years, that has not happened in his case.</p>	Information
<p>4. <u>Approval of Agenda.</u> As no changes or further agenda items were presented, it was moved by Paul Gallinger, and seconded by Moe Dubé, Treasurer, that the agenda be accepted as presented.</p> <p style="text-align: right;"><u>CARRIED</u></p>	Information
<p>5. <u>Approval & Acceptance of Previous Minutes.</u> Copies of last year's minutes were available. They had been posted on the website and earlier sent to Board Members for review. As there were no questions, errors or omissions raised, it was moved by Doug Wright, Director, and seconded by Richard Burchill, Director:</p> <p style="text-align: center;">"that the minutes of the Annual General Meeting of 25 April 2017 be accepted and approved as presented.</p> <p style="text-align: right;"><u>CARRIED</u></p>	Information
<p>6. <u>Presentation of Financial Information.</u> The Treasurer, Moe Dubé, reminded all that copies of the year-end financial statements were available. He the spoke on some of the highlights and read the Auditor's cover letter to the statements. We are in a very healthy financial position.</p>	

TOPIC	ACTION BY
<p>The President added that we have reached the stage where we are now self-sufficient and will no longer need to apply for a grant from the Town. As there were no further questions raised, it was moved by Moe Dubé, Treasurer, and seconded by Rachel Wright, Director:</p> <p>“that the financial information for the year ending 31 December 2017 be approved as presented”</p>	<p>CARRIED</p> <p>Information</p>
<p>7. <u>Appointment of Auditor for 2018 Accounts.</u> The Treasurer reported that Walter Logue, C.A., has been our auditor for the past eleven years and he will be filing our 2017 Income Tax return prior to June 30, 2018. He has again accorded us a special price for his services as we are a Non-profit company. He has again given his consent to be appointed for the year 2018. Accordingly, it was moved by Moe Dubé, Treasurer, and seconded by Richard Burchill, Director:</p> <p>“that we appoint Walter Logue, C.A., as the auditor of our 2018 accounts”.</p>	<p>CARRIED</p> <p>Information</p>
<p>8. <u>Memorial Service.</u> Paul Gallinger, Director, provided background on the memorial service planned for this summer. The finish date for our planned retaining wall is projected to be 15 June, but this will be weather-dependent. When it is finished, a date will be chosen for the memorial service. Paul will then be approaching various people to confirm their participation and would like to get some more support from the Base, possibly the RCMP and firefighters. This will be the third service to be held. It is a common practice in other areas of the country but no-one else in our area has ever done it. All were asked to come forward with any ideas that might help to attract a larger crowd. The event will be publicized and logistical details will be discussed at one of our regular board meetings. The President thanked Paul for taking on this project and hopefully it will become a tradition.</p>	<p>Information</p>

TOPIC**ACTION BY**9. General Discussion.

Base under Columbarium Units. Paul Gallinger requested an update. Doug Wright replied that he and Gerry Trainor met with Steven Basque from the Town's Work Dept, who agreed that work is definitely needed. The bases will be jack-hammered out and new pads installed. There will be no cost to us. They also discussed installing a French drain in the area, which will involve a cost to us.

Information

10. Adjournment. As there were no further discussion points or new business, it was moved by Sheridan Mawhinney, that the meeting be adjourned at 7:25 p.m.

Minutes Prepared By: Donna Trainor

Approved:

Ian Andrews

President

Oromocto Pioneer Gardens Cemetery Committee

Attachments:

A. President's Address

B. Independent Auditor's Report

PRESIDENT'S MESSAGE

We wish to thank everyone for coming to this Annual General Meeting of the Oromocto Pioneer Gardens Cemetery and for your continued support. After suffering through a particularly difficult winter we hope that fine weather during the spring, summer and fall will allow us to forget the snow, freezing rain and cold that seemed to linger much longer than normal.

Many changes can take place over a year. This time last year our dedicated treasurer, Wayne McHarg, delivered his final financial report at this AGM, and it was only a few weeks ago that the life of Cliff Sanford, a long-time member of our Board, was celebrated at his funeral service. We appreciate the contributions that both Wayne and Cliff gave to our cemetery and to the community at large.

I am pleased to say that after a decade after our official opening in 2008 we have reached a point of self-sufficiency where we do not have to rely on grants to operate. Without the financial assistance of the town of Oromocto, this would not have been possible. We thank Mayors Fay Tidd and Bob Powell and their councillors for their faith in our organization and our vision. We also thank the employees of the Engineering and Town Works Department, under the leadership of Stephen Basque, for all they have done to enhance the appearance of our cemetery.

But the volunteers who serve on our Board are the ones who have provided, and continue to provide, the day-to-day leadership that saw Oromocto Pioneer Gardens evolve from a concept and an idea to a facility that all of us can view with pride. Guided by Gerry Trainor and Doug Wright, the appearance of our cemetery continues to impress, while the various aspects of our business operations are capably handled by our secretary Donna Trainor and new treasurer Moe Dubé. Our busy sales team of Lloyd Wilcox and Doug Wright were ably assisted by Richard Burchill who spent many hours over the winter months meeting the needs of prospective clients.

During the past year we made great strides with our beautification program in all portions of the cemetery:

- Additional curbing was added from near the maintenance shed toward the rear of the site while shrubs were planted within Section A.
- New trees were planted toward the back of section B while new memorial benches were placed facing the plots and columbaria.
- In the Field of Honour the curbing was replaced and straightened resulting in the addition of several new plots to this area.

- New shrubbery was added behind the columbaria, along with the construction of three new monument beams which will substantially increase the number of available plots in the Field of Honour.
- Decaying trees were removed from the quiet area and replaced with new trees and improvements to the landscaping.

Our major project for this year is the construction of an Allan Wall between the entrance gate and the quiet area that should positively impact on the cemetery's appearance.

We held our second annual Memorial Service in June under the leadership of Paul Gallinger with Canon Walter Williams and Padre Keith Gale officiating. The Memorial Service will again be held in June this year although the date will be set depending on the completion of construction of the new Allan Wall. We encourage all to attend at a time when the appearance of the cemetery should be at its best.

We encourage everyone to offer suggestions on ways to improve our community Cemetery. Thank you for your continued interest in Oromocto Pioneer Gardens Cemetery.

Ian Andrews, President

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

WALTER LOGUE
Chartered Professional Accountant

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

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WALTER LOGUE

Chartered Professional Accountant

INDEPENDENT AUDITOR'S REPORT

To the Directors of the Oromocto Pioneer Gardens Cemetery Company Inc.

I have audited the accompanying financial statements of the Oromocto Pioneer Gardens Cemetery Company Inc., which comprise the statement of financial position as at December 31, 2017, and the statements of operations and net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

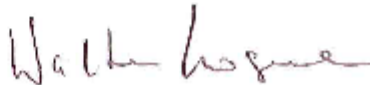
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Oromocto Pioneer Gardens Cemetery Company Inc. as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Fredericton, New Brunswick
April 4, 2018


Chartered Professional Accountant

OROMCTO PIONEER GARDENS CEMETERY COMPANY INC.
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017

ASSETS		
	<u>2017</u>	<u>2016</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 135,470	\$ 98,346
HST recoverable	2,469	2,655
Accounts receivable	1,720	100
Prepaid expenses	<u>2,707</u>	<u>2,657</u>
	<u>142,366</u>	<u>101,758</u>
RESTRICTED CASH AND DEPOSITS (Note 3)	<u>38,498</u>	<u>37,661</u>
LAND FOR PLOT SALES	<u>289,400</u>	<u>291,400</u>
CAPITAL ASSETS (Note 4)	<u>1,186,489</u>	<u>1,210,400</u>
	<u>\$ 1,656,753</u>	<u>\$ 1,841,219</u>
LIABILITIES		
CURRENT LIABILITY		
Accounts payable and accrued liabilities	\$ <u>2,754</u>	\$ <u>1,500</u>
NET ASSETS		
Unrestricted net assets (Note 4)	1,570,558	1,589,708
Perpetual care fund (Note 3)	40,945	39,332
Internally restricted net assets (Note 5)	<u>42,498</u>	<u>30,681</u>
	<u>1,653,999</u>	<u>1,639,719</u>
	<u>\$ 1,656,753</u>	<u>\$ 1,641,219</u>

The accompanying notes are an integral part of the financial statements.

APPROVED ON BEHALF OF THE BOARD:

Director

Director

WALTER LOGUE
Chartered Professional Accountant

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017

	General	Perpetual Care	Total 2017	Total 2016
REVENUE				
Grant - Town of Oromocto	\$ 5,000	\$ -	\$ 5,000	\$ 10,000
Donations	7,989	-	7,989	6,743
Plot sales	8,245	255	8,500	17,000
Niche sales	36,783	1,137	37,900	41,950
Interments & engravings	20,898	-	20,898	24,750
Interest income	150	221	371	307
	<u>79,045</u>	<u>1,613</u>	<u>80,658</u>	<u>100,750</u>
EXPENSES				
Office supplies	1,608	-	1,608	1,362
Computer software and maintenance	1,942	-	1,942	1,813
Bank charges	1,208	-	1,208	1,086
Insurance	2,235	-	2,235	2,228
General supplies and ground maintenance	24,345	-	24,345	15,864
Telephone & Internet	582	-	582	620
Contracted services	4,052	-	4,052	8,275
Audit	1,613	-	1,613	1,598
Loss on disposal of capital assets	-	-	-	1,726
Miscellaneous	575	-	575	664
	<u>38,960</u>	<u>-</u>	<u>38,960</u>	<u>35,036</u>
INCOME BEFORE OTHER ITEMS	<u>40,085</u>	<u>1,613</u>	<u>41,698</u>	<u>65,714</u>
OTHER ITEMS				
Cost of plot sales	2,000	-	2,000	4,000
Amortization of capital assets	25,418	-	25,418	25,556
	<u>27,418</u>	<u>-</u>	<u>27,418</u>	<u>29,556</u>
EXCESS OF REVENUE OVER EXPENSES	<u>12,667</u>	<u>1,613</u>	<u>14,280</u>	<u>36,158</u>
NET ASSETS BEGINNING OF YEAR	<u>1,800,387</u>	<u>39,332</u>	<u>1,839,719</u>	<u>1,803,561</u>
NET ASSETS END OF YEAR	<u>\$ 1,813,054</u>	<u>\$ 40,945</u>	<u>\$ 1,853,999</u>	<u>\$ 1,839,719</u>

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>2017</u>	<u>2016</u>
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	\$ 14,280	\$ 36,158
Adjustment for items not requiring a current cash payment		
Cost of plot sales	2,000	4,000
Amortization of capital assets	25,418	25,556
Loss on disposal of capital assets	-	1,726
	<u>41,698</u>	<u>67,440</u>
Changes in non-cash components of working capital		
HST recoverable	188	(1,052)
Accounts receivable	(1,620)	108
Prepaid expenses	(50)	(24)
Accounts payable and accrued liabilities	1,254	(1,053)
	<u>41,468</u>	<u>65,417</u>
CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Acquisition of capital assets	(1,507)	(24,677)
Proceeds on disposal of capital assets	-	5,000
	<u>(1,507)</u>	<u>(19,677)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	39,961	45,740
CASH POSITION BEGINNING OF YEAR	<u>134,007</u>	<u>88,267</u>
CASH POSITION END OF YEAR	<u>\$ 173,888</u>	<u>\$ 134,007</u>
COMPONENTS OF CASH		
Cash and cash equivalents	\$ 135,470	\$ 96,346
Restricted cash and deposits	<u>38,498</u>	<u>37,661</u>
	<u>\$ 173,968</u>	<u>\$ 134,007</u>

The accompanying notes are an integral part of the financial statements.

**OROMCTO PIONEER GARDENS CEMETERY COMPANY INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

1) OPERATION

Oromocto Pioneer Gardens Cemetery Company Inc. is incorporated as a not-for-profit entity under the New Brunswick Companies Act and its operations are governed by the Cemetery Companies Act of New Brunswick and its Regulations. Its principal activity is to operate a non-denominational community cemetery offering burial of whole remains and cremated remains to residents of Oromocto and the surrounding area.

The Company is a registered charity under the Income Tax Act.

2) SIGNIFICANT ACCOUNTING POLICIES

a) Revenue Recognition

The Company follows the deferral method of accounting for contributions, which includes donations and grants.

Unrestricted contributions are recognized as revenue when received or receivable if the amounts to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

b) Asset and service contributions

Volunteers contribute a significant amount of time to assist the Company carry out its services. Because of the difficulty in determining their fair value, contributed services are not recognized in these financial statements.

Contributions of assets, supplies and services that would otherwise have been purchased are recorded at fair value at the date of contribution, provided a fair value can be reasonably determined.

c) Cash and cash equivalents

Cash and cash equivalents include cash and short-term investments with maturities of three months or less from their date of acquisition, which are readily convertible into a known amount of cash, and are subject to an insignificant risk to changes in their fair value.

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017

d) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from these estimates. These estimates are reviewed annually and as adjustments become necessary they are recorded in the financial statements in the period in which they become known.

e) Capital assets

Purchased capital assets are stated at cost. Contributed capital assets are recorded at fair value at the date of the contribution. The Company records amortization on its capital assets on a straight-line basis over the useful life of the assets as follows:

Land improvements	4%
Columbariums	percentage of cost per sold niche
Buildings	4%
Furniture & equipment	20%

f) Land for Plot Sales

The value of the land held for the sale of burial plots is being reduced upon the sale of each plot. This amount is deducted from the original cost assigned to this asset.

3) PERPETUAL CARE FUND

As part of the regulations set out under the Cemetery Companies Act of New Brunswick, the Board of Directors must establish and administer a Perpetual Care Fund for future maintenance and upkeep of the cemetery. These funds, along with any related investment income earned, are to be held in a separate account.

Currently each burial plot and each niche sold in the columbarium require 3% of the sales proceeds to be contributed to this fund.

At year end the balance of this account was underfunded by \$2,447.

OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017

4) CAPITAL ASSETS

	2017			2016
	Cost	Accumulated Amortization	Net	Net
Land – Columbarium Site	\$ 116,310	\$ -	\$ 116,310	\$ 116,310
Land – Improvements	123,933	46,354	77,579	82,536
Columbarium – Regular	159,864	36,277	123,587	127,891
Columbarium – Field of Honor	220,770	72,755	148,015	160,134
Buildings	18,439	1,046	17,393	16,593
Furniture & Equipment	16,316	12,711	3,605	6,936
	655,632	169,143	486,489	510,400
Land – Future Development	700,000	-	700,000	700,000
	<u>\$ 1,355,632</u>	<u>\$ 169,143</u>	<u>\$ 1,186,489</u>	<u>\$ 1,210,400</u>

5) UNRESTRICTED NET ASSETS

Although the Board has not formally restricted net assets for specific purposes, all of the net assets are intended for the ultimate use of the Oromocto Pioneer Gardens Cemetery Company Inc.

6) INTERNAL RESTRICTION ON NET ASSETS

In 2011, the Board of Directors approved a motion to allocate 25% of sales of plots and niches to a future acquisition fund, retroactive to July, 2009. These funds can not be used for any other purpose without formal approval of the Board.

**OROMOCTO PIONEER GARDENS CEMETERY COMPANY INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017**

7) FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Liquidity risk

Liquidity risk is the risk that the Company will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Company manages its liquidity risk by monitoring its operating requirements. The Company prepares a budget and cash forecasts to ensure it has sufficient funds to fulfil its obligations.

(b) Credit risk

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Company is exposed to credit risk with respect to the accounts receivable. The Company assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. Management does not expect any counterparties to fail to meet their obligations.

(c) Interest rate and currency risks

The Company is exposed to interest rate risk on its cash equivalents balance but is not exposed to significant currency risk.

There has been no change to the risk exposures from 2016.