

BOARD OF DIRECTORS

Oromocto Pioneer Gardens Cemetery Company Inc.

MINUTES OF ANNUAL GENERAL MEETING

25 April 2017

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In Attendance – Board Members

Andrews, Ian	- President
Dexter, Terry	- Vice-President
McHarg, Wayne	- Treasurer
Trainor, Donna	- Secretary
Richard Burchill	- Director
Gallinger, Paul	- Director
Tidd, Fay	- Director
Trainor, Gerry	- 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

Weaver, Charles	- 2 nd Vice-President
Affandi, Rudy	- Ad Hoc Member
Basha, Paul	- Ad Hoc Member
Lesmana, Maryani	- Ad Hoc Member
Sanford, Clifford	- 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

2. President’s Comments & Introduction of Board. The President welcomed all to the meeting and invited them to feel free to ask questions. Copies of various documents as well as the minutes from the 2016 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 stated that if anyone has suggestions for projects, they should contact one of our Board members. 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.

Information

3. Introductory Comments. Deputy Mayor Mawhinney stated that he was very pleased to attend. He stated that he had been a member of Town Council for two terms. When first elected, he was asked which committee he would like to join. He has learned a lot over the years. The Mayor has allowed him to continue to be a part of the cemetery board for his second term and he really enjoys being part of the committee.

Information

4. Approval of Agenda. As no changes or further agenda items were presented, it was moved by Terry Dexter, V-Pres, and seconded by Paul Gallinger, Director, that the agenda be accepted as presented.

CARRIED

Information

5. Approval & Acceptance of Previous Minutes. 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 Brenda Jaillet, Interment Rights Holder and seconded by Richard Burchill, Director:

“that the minutes of the Annual General Meeting of 26 April 2016 be accepted and approved as presented.

CARRIED

Information

6. Presentation of Financial Information. The Treasurer, Wayne McHarg, stated that he received the year-end financial statements from the auditor last night. The results were very good. He read aloud the auditor’s letter which is included in these minutes as Attachment B. He then presented the highlights of the financial statements. The President added that one of the reasons we are doing so well is that we are running things

TOPIC

ACTION BY

entirely as volunteers. No salaries are paid out, although this may change sometime in the future. It is included in the budget each year in the event it is needed. We are almost self-sufficient now. We apply for a grant each year and the Town is very good at giving it to us each year. Sales are never guaranteed so it is nice to have the grant as a base.

As there were no further questions raised, it was moved by Wayne McHarg, Treasurer, and seconded by Gerry Trainor, Director:

“that the financial information for the year ending 31 December 2016 be approved as presented”

CARRIED

Information

7. Appointment of Auditor for 2017 Accounts. The Treasurer reported that Walter Logue, C.A., has been our auditor for the past ten years and he will be filing our 2016 Income Tax return prior to June 30, 2017. He has once again provided us a special price for his services as we are a not-for-profit company. He has again given his consent to be appointed for the year 2017. Accordingly, it was moved by Wayne McHarg and seconded by Paul Gallinger:

“that we appoint Walter Logue, C.A., as the auditor of our 2017 accounts”.

CARRIED

Information

8. Memorial Service – 11 June 2017. Paul Gallinger, Director, provided background on the memorial service scheduled to be held Sunday, 11 June 2017 at 3:00 p.m. (dependent on the availability of the clergymen) on the cemetery grounds. Paul stated that he spoke with Canon Williams and Rev Lori-Beth Sheffield-Bowles. The Baptist minister is on sabbatical. He has not yet contacted the RC Priest and will leave that up to the other two clergymen. The program will probably be the same as last year. Paul will be contacting the Legion regarding a colour party and bugler. The event will be publicized. Logistical details will be discussed at one of our regular meetings. The President thanked Paul for taking on this project. Last year’s service went very well. It was not long but gave people a chance to see the cemetery. It is being held a month later this year to allow the trees and flowers to come out in bloom.

Information

TOPIC

ACTION BY

9. General Discussion.

- a. General Impressions. The President stated that everyone who has done anything for the cemetery has done so in a positive way, at very little cost. A lot of work went into investigating and buying the columbarium units. We are trying to make everything as accessible as possible to the public. We welcome any suggestions to make things better. Wayne McHarg passed on impressions from a person involved in a recent sale. Doug Wright added that he was also involved in a sale. The person looked at various other cemeteries and some friends took her to our cemetery. Her statement was "I'm home". The cemetery is a source of pride to all of us and to the Town. Brenda Jaillet added that she will be sending an email to the person who handles the RCMP net, passing on details of the cemetery.
- b. Thank You. Gerry Trainor passed on his thanks to Rachel Wright and to Brenda Jaillet who spend many hours in the cemetery looking after the flower beds, weeding, etc.
- c. Old Pioneer Cemetery. Ian Andrews stated that the old cemetery is visible from the highway and behind the Baptist Church. There are at least a dozen people buried there. We have done some research and learned that at least one person was buried in 1925. We contacted the archaeological branch of the Govt to do a sounding a couple of years ago and they confirmed that there are people buried there, along with some stones underground. We are interested in doing some exploring but are not sure how to go about it. Ian contacted Tricia Barratt, Manager of the Archaeological Services Branch, Department of Tourism, Heritage and Culture. She offered to assist free of charge. After she has a chance to meet with us, she will be in a better position to offer suggestions, but the project will probably take a couple of years to complete. More to follow.

Information

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ACTION BY

- d. Curbing. Councillor Mawhinney reported that he was asked about the possibility of curbing along Leger Street. He had a quick conversation with the Town Engineer. He learned that before anything major can be done there, it will probably have to wait until storm drains, etc. are in. That may take a couple of years. Leger Street is in poor condition and there is not a huge traffic flow, but it is increasing. Sheridan will be speaking with the CAO to get his thoughts. He expects to see some development in the not too distant future. He acknowledged that curbing would certainly improve the aesthetics of the cemetery, but services have to go in before any other work can be done.

10. Adjournment. As there were no further discussion points or new business, it was moved by Richard Burchill, Director, that the meeting be adjourned at 7:55 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

OROMOCTO PIONEER GARDENS CEMETERY COMPANY
ANNUAL GENERAL MEETING
APRIL 25, 2017

We wish to thank everyone for coming to this Annual General Meeting of the Oromocto Pioneer Gardens Cemetery and for your continued support. We hope that spring will come soon and dry out the grounds so that we will be able to begin our cleanup and start the projects we have planned for this year. Last year we experienced our best financial year yet with over \$90,000 in sales for plots and niches. As more people learn about OPG we expect this trend to continue in future years as well.

Our Beautification Program, which last year featured the planting of additional trees and shrubs, will continue this year. We recognized the contributions of previous Board member Cliff Sanford by designating the quiet area near the plots in Section A as “Cliff Sanford’s Quiet Corner”. We had a new and larger maintenance shed constructed since additional space was required for our landscaping equipment and we were able to sell both smaller sheds. A second industrial mower was purchased to allow mowing to be completed more quickly. Our major project for this year is the installation of three additional grade beams on which monuments can be placed in the Field of Honour. Thanks to Gerry Trainor, Doug Wright and their volunteer workers, the cemetery is kept in a pristine state. Their work allows us to operate without paid employees so all expenditures go toward the completion of cemetery landscaping.

Last year we held our first Memorial Service on May 15 with Canon Walter Williams and Rev. Lori Beth Sheffield-Bowles officiating. Under the leadership of Paul Gallinger we are planning a Memorial Service for June this year. It was thought that by this time of year the Cemetery would look more appealing to those attending. We invite everyone to join us in this annual Memorial Service.

We continue to experience excellent support and cooperation from the Mayor, Town Council, and Town Employees. Special thanks go to both the Town representative on the OPGCC Board, Councillor Sheridan Mawhinney, and Town Works Department head Stephen Basque for their valuable contributions.

Our executive and Board of Directors continue their dedicated work for Oromocto Pioneer Gardens Cemetery. Secretary Donna Trainor keeps our records straight, whether she is in Canada or in a warmer climate. As demand increases, Treasurer Wayne McHarg continues to keep sales and finances in order with the assistance of Lloyd Wilcox and Doug Wright.

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

Ian Andrews, President

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WALTER LOGUE
Chartered 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, 2016, 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.

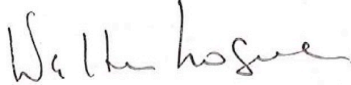
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or 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, 2016, 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 25, 2017


Chartered Accountant