

BOARD OF DIRECTORS

Oromocto Pioneer Gardens Cemetery Company Inc.

MINUTES OF ANNUAL GENERAL MEETING

28 April 2015

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In Attendance – Board Members

Andrews, Ian	- President
Dexter, Terry	- Vice-President
McHarg, Wayne	- Treasurer
Trainor, Donna	- Secretary
Gallinger, Paul	- Director
Tidd, Fay	- Director
Trainor, Gerry	- Director
Walker, Ken	- Director
Wright, Doug	- Director
Wright, Rachel	- Director

Absent – Board Members

Weaver, Charles	- 2 nd Vice-President
Mawhinney, Sheridan	- Deputy Mayor, Ex-Officio Member, Town of Oromocto
Powell, Capt John	- Ex-Officio Member, 5 th Cdn Division Support Base Gagetown
Affandi, Rudy	- 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

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 2014 AGM were made available. It was noted that the minutes were also posted on our website. Rather than read his entire address, he noted some of the more important issues. He stated that Mayor Robert Powell and members of the Town Council continue to provide excellent support. Thanks also went out to Deputy Mayor 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. We are currently short two Directors on the Board. Interested people were asked to contact one of our members. The President's report is attached to these minutes as Attachment A.

Information

3. Introductory Comments. Deputy Mayor Mawhinney was unable to attend but following the meeting he provided his comments: "The Town continues to work along with the committee and thanks all of the volunteers for their hard work." The President added that Mr. Mawhinney attends all of our regular meetings. He is very active and supportive as are all members of Town Council.

Information

4. Approval of Agenda. As no further agenda items were presented, it was moved by Paul Gallinger, Director, and seconded by Ken Walker, 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 Fay Tidd, Director, and seconded by Gerry Trainor, Director:

"that the minutes of the Annual General Meeting of 24 April 2014 be accepted and approved as presented.

Information

CARRIED

6. Presentation of Financial Information.

a. Financial Statements. The Treasurer, Wayne McHarg, stated that he had received a draft of the independent audited report from Mr. Walter Logue, CA. Donna Trainor read the covering letter to that report, dated 27 April 2015. The synopsis is as follows: "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, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted

accounting principles.”

- b. The Treasurer discussed details of some of the key issues from 2014.
- (1) Major Expense this year was \$162K for two columbarium units in the Field of Honour. These were installed in the fall of 2014.
 - (2) HST Change Canada Revenue Agency changed our HST structure by amending our classification from a filing to a non-filing HST charitable organization. The main aspect of this change is that instead of receiving a 100% refund of any HST we spend, we now receive only 50%. We also no longer charge HST on sales.
 - (3) Beautification Plan. We spent \$25K on our beautification plan during the past year and have \$15K to \$20K slated for 2015.
 - (4) Monument Area, Field of Honour. Approximately \$3K to \$4K was spent on this area during 2014 with installation of a monument. There are plans to complete the area during 2015.
 - (5) Quiet Area. The Bergeron family has provided funds of \$5K to complete this area from proceeds from softball tournaments they have organized the past two years in memory of their daughter, Amber-Lynn. The area will remain rustic and there are plans to install some benches.
 - (6) Fence. We have entered into a contract to install a fence along the front. Work will start as soon as the weather permits.

Question: Lloyd Wilcox, Interment Rights Holder, asked about the funding source for the new fence. The Treasurer replied that it was funded through normal operations.
 - (7) Roads. Work will begin on the roads soon. There was some erosion last year. Over 300 tons of crusher dust was spread. The cemetery remains closed because the roads are still soft.

TOPIC

ACTION BY

The President added that most major projects have been completed, but we are open to suggestions for others. We have no more expected major expenses. We have enough space for 20 – 25 years. What is now landscaped is only 4 acres, however, we have 10 acres in total.

As there were no further questions raised, it was moved by Wayne McHarg and seconded by Doug Wright, Director:

“that the financial information for the year ending 31 December 2014 be approved as presented”

CARRIED

Information

7. Appointment of Auditor for 2015 Accounts. The Treasurer reported that Walter Logue, C.A., has been our auditor for the past eight years and he will be filing our 2014 Income Tax return prior to June 30, 2015. He has again accorded 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 2015. Accordingly, it was moved by Wayne McHarg and seconded by Paul Gallinger:

“that we appoint Walter Logue, C.A., as the auditor of our 2015 accounts”.

CARRIED

Information

8. Presentation of Newly Elected Officers. This topic was covered during the President’s opening address, as discussed at para 2 above.

Information

9. General Discussion

a. Cleanliness of Cemetery Site. Helene Boyko asked if we expected the new fence to prevent people from walking their dogs within the cemetery. Wayne McHarg replied that we recognize that this is a problem. This is not Town property, so is outside the Town’s authority. Enforcement is very difficult but we have had an individual volunteer to make a sign. We hope this will make some difference.

Information

b. Additional Seating. Helene Boyko also asked if there were any plans to provide additional seating in the Field of Honour. Wayne McHarg replied that there will be another bench installed and the current benches will be repositioned.

Information

TOPIC

ACTION BY

The President added that we hope to make the quiet area and the rest of the cemetery more like a park. A number of additional trees will be planted. George Scott from Scott’s Nursery put the plans together for our beautification plan.

Information

- c. Main Entrance. Elizabeth Geburt asked about access through the main entrance during the winter months. The President replied that there is a small pedestrian gate which remains open year round. Wayne McHarg added that we left the main entrance gate open one year and there was considerable damage done to the roads. For that reason, we do not do any snow removal at present and have no plans to do so in the future.

Information

- d. General Information. The President reported that the cemetery started in 2006 when it was a completely wooded area. No one had any ideas about cemeteries so it has been a very steep learning curve. Everything is subject to change as required and we encourage input from everyone. Wayne McHarg added that work will be done in Section A this summer. One beam is about 6” too low but will be repaired by the Town. The President explained the purpose of these beams. They are used as bases for headstones and the idea was to get something that was permanent and would prevent headstones from tilting or moving out of place.

Information

- e. Memorial Benches. Carol Brown asked about plans for memorial benches. Wayne McHarg replied that we are looking at catalogues now. Prices are not yet available.

Information

10. Adjournment. As there were no further discussion points or new business, it was moved by Murray Parlee, Interment Rights Holder, that the meeting be adjourned at 7:40 p.m.

Minutes Prepared By: Donna Trainor

Approved:

Original Signed By

Ian Andrews

President, Oromocto Pioneer Gardens Cemetery Committee

Attachments:

A – President’s Comments

We wish to thank everyone for coming to this Annual General Meeting of the Oromocto Pioneer Gardens Cemetery and for your continued support. After a very hard winter, we look forward to the warmth, sunshine, and good weather that we hope the spring and summer will bring. Our Beautification Program will continue as soon as weather permits and by this fall all of our major plans regarding the cemetery should be finished. We trust that once this phase of our Beautification Program is complete even more interest will be shown by prospective purchasers of plots and niches in Oromocto Pioneer Gardens Cemetery.

During the past year we installed two new columbaria in the Field of Honour. Our original plan called for the purchase of only one columbarium, but due to the use of new materials we were able to purchase two units for slightly more than the previous cost of one. We now have the quantity of niches to fulfill requirements for several years. At the entrance to the Field of Honour a memorial stone has been erected to identify this as a special resting place for veterans of military, police, fire fighting and emergency services. The first phase of our Beautification Program involved the planting of shrubs, bushes and trees throughout the cemetery. The berm between the cemetery and the highway was graded and the town created additional parking spaces outside the cemetery gates on Leger Street.

This year our Beautification Program will concentrate on the landscaping of the quiet area near the plots in Section A. Bushes and shrubs will be planted, pathways will be outlined and benches will be placed at appropriate locations in the quiet area. The Bergeron Family have been instrumental in allowing us to proceed with the Beautification Program in this quiet area by donating proceeds from their annual invitational softball tournament to Oromocto Pioneer Gardens in memory of their daughter Amber Lynn. The berm area will be hydra seeded and trees will be planted on top of the berm to help cut down on the sound from the highway. A major project will involve replacing the temporary fencing with a more permanent one constructed from galvanized steel. The area around the flagpole and memorial stone in the Field of Honour will also be landscaped.

When the Beautification Projects have been completed we are planning to invite members of the community to view the cemetery in conjunction with a ceremony where we can acknowledge the contributions of the Last Post Fund to the Field of Honour.

We acknowledge the excellent support and cooperation we continue to receive from the Mayor, Town Council, and Town Employees. The Town grant of \$10,000 was appreciated as we approach our goal of self-sufficiency. We thank both the Town representative on the OPGCC Board, Councillor Sheridan Mawhinney, and Town Works Department head Stephen Basque for their valuable contributions.

Gerry Trainor and Doug Wright, along with their crew of dedicated volunteers, continue to keep our grounds in pristine condition throughout the spring, summer, and fall. Their work allows us to operate without paid employees so all expenditures go toward the completion of cemetery landscaping.

I wish to personally thank all members of our executive and Board of Directors for their continued dedication to this project. My special thanks continue to go to our Secretary Donna Trainor and our Treasurer Wayne McHarg. The workload for both has increased considerably as our business has increased. Thanks also go to those who, in addition to our Directors, have offered many hours of volunteer work in an effort to improve the appearance of our Cemetery. 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
Oromocto Pioneer Gardens Cemetery Company