

**35<sup>th</sup> ANNUAL GENERAL MEETING  
CANADIAN NAVAL MEMORIAL TRUST  
27 JUNE 2020 – ZOOM Meeting**

**35.01 Welcome and Introduction: Chairperson**

The Chairman, Wendall Brown, called the meeting to order at 1:15 pm. He welcomed everyone from across the country on this the Trust's first zoom AGM. There were 49 people signed in to the virtual annual general meeting.

**A. Prayer for departed Trustees: Padre Andrew Cooke**

The CNMT Chaplain, LCdr (Ret'd) Andrew Cooke, had difficulty in signing into the meeting. The Recording secretary Bill Gard read the names of Trustees who had Crossed the Bar during the past year. (Annex A)

**35.02 Approval of Minutes for 34<sup>rd</sup> AGM**

**MOTION:** It was moved by Bill Gard and seconded by Vern Lunan that the minutes of the 34<sup>th</sup> AGM on 28 June 2019 be accepted. **CARRIED**

**35.03 Chairman's Report: Wendall Brown**

Wendall Brown presented his Annual Report: (Annex B)

**35.04 Audited Financial Statement Report: Bryn Weadon**

The Treasurer, Bryn Weadon, presented a report on the Audited Financial Statement. There were no questions. (Annex C)

**MOTION 1:** Bryn Weadon moved and Bill Woodburn seconded that the 31 December 2019 Audited Financial Statements, provided to members in advance of the meeting be approved. **CARRIED**

**MOTION 2:** Bryn Weadon moved and seconded by Rick Payne that MNP be retained for another year as our Trust's auditors. **CARRIED**

**34.05 Investment Committee Report: Bryn Weadon**

Bryn Weadon presented the Investment Committee Report. (Annex D)

**35.06 Ships Operations Report: Gary Reddy**

Cdr Reddy presented the Ship's Operations Report. (Annex E)

**35.07 Membership Report: Patrick Charlton**

Patrick Charlton presented the Membership Report. (Annex F)

### **35.08 New Business: Wendall Brown**

There was no new business.

### **35.09 Ratification and Confirmation: Bill Gard**

**MOTION:** It was moved by Bill Gard and seconded by Vernan Lunan that all actions and conduct of the Board of Directors of the Canadian Naval Memorial Trust, made or undertaken on behalf of the Trust, up to date 27 June 2020, be and are ratified and confirmed. **CARRIED**

### **35.10 Proposed Board of Directors for 2020/2021: Bryan Elson (Annex G)**

**MOTION:** It was moved by Bryan Elson and seconded by Bill Gard that the Slate of Directors as presented for 2020/2021 be accepted as presented. **CARRIED**

### **35.11 Working Committees:**

A list of individuals helping the CNMT (Annex H)

### **35.12 Presentations:**

A message penned by retired Vice-Admiral Hugh MacNeil was read to the members attending the meeting (Annex J)

### **35.13 Adjournment:**

There being no further business, it was moved by Vernan Lunan and was seconded by Len Canfield that the meeting be adjourned at 2:25 pm.

Respectfully Submitted  
William Gard  
Recording Secretary

## **Attached Annexes A to K**

### **Annex A to 35<sup>th</sup> AGM MINUTES**

#### **Crossed the Bar**

ALLAN, Roy (Rusty)	Cdr.	RCN	March 28 <sup>th</sup> 2019
REDDY, James P. (Jim) (Captain HMCS Sackville)	LCdr	RCN	August 25 <sup>th</sup> 2019
GARNHAM, Peter B.	Master Mariner	MN	August 6 <sup>th</sup> 2019
MCDONALD, Mary	Wife of Capt. Angus McDonald		September 24 <sup>th</sup> 2019
WILLIAMSON, Albert Clare (Whitey)	LCdr.	RCN	October 29 <sup>th</sup> 2019
RUDNICKI, Richard	Civ. Artist		November 4 <sup>th</sup> 2019

HIRSCHMANN, Werner	Chief Engineer	FGN	November 7 <sup>th</sup> 2019
WILCOX, Harold Russell (Russ)	Cdr	RCN	December 4 <sup>th</sup> 2019
FOWLER, Frederick Knight		RCNVR & RN	January 10 <sup>th</sup> 2020
MCDONALD, Angus	Master Mariner	MN	March 3 <sup>rd</sup> 2020
TIMBRELL, Helen Patricia Kathleen (Patsy) (Wife of RAdm Timbrell)	Rear-Admiral	RCNVR	May 29 <sup>th</sup> 2020
WOOD, James Crilley	Vice-Admiral	RCN	March 2 <sup>nd</sup> 2020
BROWN, Donald Henry	CPO1	RCN	April 11 <sup>th</sup> 2020
ISLES, Kenneth	LCdr	RCN	April 16 2020
HOWARD, Lou	S/Lt	RCNVR	May 4 <sup>th</sup> 2020
TOOLE, J. H. Vernon		RCNVR	May 7 <sup>th</sup> 2020
ROBINSON, Wayne Albert	CPO1	RCN	May 24 <sup>th</sup> 2020

## **Annex B to 35<sup>th</sup> AGM MINUTES**

### **Chairman's Annual Report: Wendall Brown**

Welcome to our new venture of holding a virtual annual meeting. I believe that it will prove to be beneficial to all trustees from outside the Halifax Regional Municipality as it enables you to attend the meeting without the time and financial commitment of travelling to Halifax. It is a new venture for the Trust and we will try to be alert to trustees wishing to pose questions to the Board. If you cannot catch our attention any other way, wave vigorously at your computer camera. We will try leaving everyone un-muted and if each of you would mute your own audio and just un-mute when you wish to speak.

### **REVIEW OF THE PAST YEAR**

2019, following the annual meeting presented both highs and lows. We were shocked and saddened by Jim Reddy's rapid decline from apparent good health to his death from cancer on 25 August. We not only lost SACKVILLE's Commanding Officer and former 1<sup>st</sup>. Lieutenant a total of 14 year's Command team service; but, as well he was the Trust's connection with many of the marine associated organizations and a was friend to all who knew him.

The high for the summer was the very successful visitor interaction. The ship logged approximately 50,000 visitors who were admitted free. They reciprocated by surpassing the expected ticket price equivalent by generous donations to our donation chest. SACKVILLE remained in our Sackville Landing summer berth open to the public until 28 October, our latest summer season to date.

SACKVILLE returned to dockyard on 28 October to prepare for an imminent return to the Submarine shed to complete the below waterline hull cladding process that had to be terminated in the fall of 2018 because the Synchrolift and shed had to be cleared for HMCS Victoria's scheduled refit. The Chair's Report contained in the minutes of last year's annual meeting, which was distributed in your package for this meeting, provides details of the refit actions that resulted in the hull cladding decision to make

SACKVILLE harbour seaworthy as an interim solution to allow time to raise funds, acquire resources and the technical expertise to replace the below waterline hull plate with new plate to give a long-time seaworthy hull. Arisings during Victoria's refit and particularly in the extensive equipment certification trials required to return the submarine to active service continually moved the availability date of the facility for SACKVILLE to the right to the point that FMF and the Trust agreed to move SACKVILLE's refit to the fall of 2020 to ensure that she would be available for the 75<sup>th</sup>. Anniversary celebration and commemoration of the end of the Battle of the Atlantic.

THEN CAME COVID-19 and all but mission essential work ceased in the RCN and the Dockyard. Battle of Atlantic and all other celebrations or gatherings are in abeyance, normal operations and maintenance work remains on hold. The RCN has arranged, with Heritage Canada, for \$100,000 in FMF maintenance to be conducted in SACKVILLE annually. The majority of the 2019 – 2020 work package was aborted by COVID-19. The unspent funds will carry forward; but it is uncertain when work will recommence on the 2019 package or commence the work scheduled to be completed under this program in 2020. I don't have to tell you that we are living in very uncertain times. The fallout from COVID 19 is having serious effect on our maintenance, preservation plans, and public program. The dislocation of the economy may well have negative impact on our fund-raising initiatives from public, corporate and private sources while the window for replacement of the current cladded hull plating with new steel is relatively narrow, probably in the range of 5 to 10 years. This situation places significant importance on our "Just for the Hull of It" campaign. I hope that you like Patrick Charlton's catchy fund-raising slogan because every dollar in our piggy bank will demonstrate our level of support to the cause as we seek public support. Patrick will give you a detailed report later. FMF is keen to lift SACKVILLE and move her into the Submarine Shed to complete the underwater cladding. This intention is complicated by several factors. It is uncertain when the work force required will return to work in the dockyard, the submarine still occupies the shed and her launch date is uncertain until certification to launch is completed, and I have submitted a letter to the Premier requesting Provincial support to have the re-plating of the underwater hull considered as a shovel ready return to work project for marine welding and steel work trades at all skill levels. The criteria for the projects are maximum cost \$10M the province or organization pays 20% and the Federal Government pays 80%. Project to start and finish in 2021. I have committed the Trust to the 20% to improve our chances of Provincial approval. As we meet today our request is still in play. SACKVILLE's return to dockyard is dependent on the re-launch of HMCS VICTORIA. It is the intent to get SACKVILLE into the Submarine Shed as soon as possible to start work on the keel and either continue cladding or prepare for plate replacement

The Trust, in the past year has worked with Naval officials to change SACKVILLE's non-entity status of "third party to the Navy" to a status of official recognition which would allow the Navy to legally support the Trust. Commissioning is not in the cards but we have put in a proposal which should meet the requirements of both the Navy and the Trust. It is, we understand, under consideration in Ottawa.

The Memorandum of Understanding has been signed by Develop Nova Scotia, the Maritime Museum of the Atlantic, the Canadian Maritime Heritage Foundation and the Trust to create the Canadian Maritime Heritage District on the waterfront. It is expected that the effectiveness and influence of this association will be much greater than the sum of the parts. Tony Goode from our Board is currently drafting the Strategic Plan for the development of the District for the approval of the partners.

SACKVILLE is now alongside Sackville Landing. We will work in cooperation with the MMA to present the best program that we can in this COVID environment. Gary Reddy, SACKVILLE's new CO will give you details of our arrival and planned interaction with the public.

## Annex C to 35<sup>th</sup> AGM MINUTES

### 2019 CNMT FINANCIAL STATEMENTS: Bryn Weadon

The 2019 Financial Statements have been prepared by MNP in conjunction with their 2019 audit. These financial statements provide the financial position as of 31 December 2018 and 31 December 2019 as well as the financial operations for 2018 and 2019.

There were no changes in accounting policies in 2019. No issues were detected with respect to fraud or internal control deficiencies.

The 2018 refit work, funded primarily by the DND Grant, was previously capitalized on the Statement of Financial Position (along with a matching deferred contribution) and is being amortized over five years based on the estimated useful life of the work.

2019 Financial Results for each of the four CNMT funds were as follows:

- a. The Operating Fund had a revenue deficiency of \$47,044 in 2019. Operating expenses, excluding the amortization of the 2018 refit work, were \$73,833 higher in 2019 compared to 2018, the result increased promotion and publicity (including the Brookes Diamond video) and a resumption of Mess and Gift Shop activity. Revenues, excluding the deferred contributions for the 2018 refit, were \$79,207 lower in 2019, reflecting a decline in donations (primarily from Estates) partially offset by summer admission revenue as well as modest gift shop and mess sales. The Operating Fund ended 2019 with a balance of \$401,574.
- b. The Preservation Fund had excess revenue in 2019 of \$279,058. \$10,053 of the Preservation Fund's revenue came from donations while investment income was \$284,507 based on unrealized gains of \$213,738. The Preservation Fund ended 2019 with a balance of \$2,164,453.
- c. The Project Fund had excess revenue in 2019 of \$25,786 based on unrealized gains from investments. The Project Fund ended 2019 with a balance of \$133,486.
- d. The Endowment Fund received \$10,280 in donations in 2019, bringing the total balance at the end of 2019 to \$81,285. One percent of the balance as of 1 January 2019 was provided to the Operating Fund as an admin fee while the remainder of the investment income is included as part of the Preservation Fund.

Included as part of the Project Fund are capital assets purchased for the Bedford Row Office. As these capital assets are now being used to support CNMT operations, the CNMT Board has subsequent to year-end approved the transfer of these assets to the Operations Fund. The CNMT Board has also agreed that the Project Fund will be used to record donations received for the Just for the Hull of It Campaign.

## Annex D to 35<sup>th</sup> AGM MINUTES

### Investment Committee Report: Bryn Weadon

As of 31 December 2019, the CNMT had total investments of \$2,520,326.

	1 Jan 19	Transfers In/Out	Investment Gains/Losses	31 Dec 19	2019 YTD Return
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<b>Seamark</b>	\$1,484,066	Nil	\$207,767	\$1,691,833	14.0%
<b>= RBC</b>	\$598,152	\$110,280	\$120,061	\$828,493	18.1%
<b>Total</b>	<b>\$2,082,218</b>	<b>\$110,280</b>	<b>\$327,828</b>	<b>\$2,520,326</b>	<b>15.3%</b>

\$70,381 of the 2019 investment gains/losses are the result of dividends or pooled fund distributions that have been reinvested. The realized and unrealized net capital gains are \$257,447.

Positive investment returns were achieved in all asset classes.

Seamark Pooled Bond Fund and PH&N Bond Fund distributions were reinvested. Seamark also made a few changes in US and Global Holdings. The RBC Account received \$100,000 from the Operating Fund as well as a stock donation for the Endowment Fund.

We have been holding a high than normal level of cash in the RBC Account awaiting further details on the upcoming refit requirements.

As of 30 April 2020, the market correction had reduced the portfolio value by approximately \$240,000 or a decline of 9.6%. A verbal update on the performance as of 31 May 2020 will be provided during the AGM.

Note: The CNMT Investment Committee is made up of Bryn Weadon, Ted Kelly, Ian McKee and Rick Payne

Submitted by: Bryn Weadon, Investment Committee Chair

## **Annex E to 35<sup>th</sup> AGM MINUTES**

### **Ship's Operations Report: Gary Reddy**

My name is Cdr (ret'd) Gary Reddy. I was honoured to be approached and offered the position as CO HMCS SACKVILLE. Jim Reddy was such a huge part of the ship and he embodied what it was to be the Captain. I hope I can live up to his legacy and continue his great work in promoting SACKVILLE and what she means to all Canadians.

The following report is submitted for AGM 2020:

1. Organization. I have attached the ship's organization chart. The ship has an awesome team. I am supported by:
  - a. Cdr (ret'd) Bob Klein - 1<sup>st</sup> Lt/XO,
  - b. CPO1 Craig MacFadgen – COXN,
  - c. CPO1 (ret'd) Art Forward – Chief of the SHIP (COTS),
  - d. CPO1 (ret'd) Pat Devenish – CERA,

- e. CPO1 (ret'd) Jeff Morrison – Chief Shipwright,
- f. PO2 (ret'd) Reid Hall – Chief ET,
- g. LCdr Hal Shields – Communications Officer,
- h. LCdr (ret'd) Rick Powell – Trustee Guide Coordinator,
- i. Sandy McClearn – Twitter,
- j. Grant Thompson – Bar, and
- k. PO2 (ret'd) Chuck Goldberg – Bar.

The ship could not function without the outstanding volunteer support from our team. My goal is to fill the remaining vacancies as soon as possible. Our focus remains the preservation of the ship, the summer visitor experience, and Trustee sponsored activities.

2. Sackville Landing. COVID 19 has halted all shipboard activities and delayed deployment to our downtown berth. We will have greater clarity by the AGM. The ship is analysing options but any decisions will be based on NS Provincial soft opening protocols. Our critical concern remains protection of the ship's staff. SACKVILLE is a vital piece of the downtown core and we would like to be at our Sackville Landing berth. Time will tell but we will not be open for visitors nor hosting shipboard activities for the time being. As we move into the summer, we may be able to reduce restrictions and this will be communicated to the Trustees. The bottom line for SACKVILLE is crew safety.
3. Engineering Programme. The 1<sup>st</sup> Lt/XO is developing a ship's Engineering Programme. I can provide greater detail if anyone is interested. This is a work in progress. Our intent is to establish an engineering Requirements List that will look out 2 - 5 years. The 1<sup>st</sup> Lt/XO will maintain this list until our Engineering Maintenance Programme Manager (EMPM) position is filled. The requirements list is a living document with repair items assigned to First, Second, and Third Line maintenance. 1<sup>st</sup> Line will be completed by ship's staff, 2<sup>nd</sup> Line will be special projects, and 3<sup>rd</sup> Line will be FMF Dockyard.

Today our major 1<sup>st</sup> Line maintenance project is Bridge renovations. This work will be completed by the time we meet at our AGM.

Unfortunately, this winter's 3<sup>rd</sup> Line maintenance work was placed on hold when Dockyard shut down. The work assigned was:

- a. Port and Starboard Lights,
- b. 4" Gun,
- c. Deck Plates (Engine Room),
- d. Hedge Hog,
- e. Whaler,
- f. Dent in Hull,
- g. Install Electrical, and
- h. Install Forward Submersible Pump,
- i. Emergency Generator - Exhaust system, and
- j. Breakers for ship/shore power connection.

4. Social Media. The Ship's Comms O is working on our communications strategy that will incorporate the ship's website, Facebook, twitter, linked -in and other social mediums. Our goal is to reach across all age groups to spread our message.

The ship's Facebook page is corrupt so we are not posting to this page until it can be squared off. In the interim the COTS established "The Paint Locker" FB page. We are piggybacking off this page to share pictures to other FB sites.

To-date we have shared:

- a. Stay Home Flag Hoist,
  - b. Half Mast – sinking HMCS ESQUIMALT,
  - c. Picture of SACKVILLE and MCDV in WWII paint scheme,
  - d. Half Mast – sinking HMCS ATAHABASKAN.
  - e. BoA ceremony, and
  - f. VE Day ceremony.
5. Battle of the Atlantic – Bell Ringing. On 24 April, the Coxn and I, supported by Chief of the Ship (COTS) and Chuck Goldberg, completed the BoA bell ringing ceremony. The video was forwarded to Ottawa PA for inclusion in the National BoA Bell ringing ceremony.

On behalf of SACKVILLE's crew, I would like to thank you for your support to Canada's Naval Memorial. Stay safe and Be well!

## **Annex F to 35<sup>th</sup> AGM MINUTES**

### **Membership Report: Patrick Charlton**

New Members 2019. Life: 22 - Annual: 33. 2020 (to date). Life: 8 - Annual: 10

Membership statistics: 970 members on the books. 56% Nova Scotia. 44% outside NS. Life: 446 (46%)  
Annual active: 412 (42.5%) Annual unpaid 2014-2017: 112 (11.5%)

Membership Initiatives for 2020

The Covid - 19 pandemic has impacted the ability to connect with the general public. However, some information is getting out there via Action Stations, our social media outlets and word of mouth.

Membership promotion in conjunction with the hull re-plating fundraising campaign.

Advertising in military newspapers in the fall.

Working in conjunction with RCN on events for the 75th Anniversary of the end of the Battle of the Atlantic.



With HMCS SACKVILLE at her summer berth, promotion of the ship and membership during the tourist season will be via the joint information kiosk with the Maritime Museum of the Atlantic.

Donor Recognition Programme modern-day parameters for the Just for The Hull of It campaign:

\$100 - \$499 General Donation  
\$500 - \$2499 Convoy Class Supporter  
\$2,500 - \$4,999 Corvette Class Supporter  
\$5,000 - \$9,999 Frigate Class Supporter  
\$10,000 – \$24,999 Destroyer Class Supporter  
\$25,000 - \$49,999 Cruiser Class Supporter  
\$50,000 - \$99,999 Carrier Class Supporter  
\$100,000 - \$249,999 Division Level Supporter  
\$250,000 - Squadron Level Supporter

To date, there have been 83 donations made to the Just for The Hull of It Campaign totalling \$44K. That represents 8.5% of the membership making a contribution.

## **Annex G to 35<sup>th</sup> AGM MINUTES**

### **Election of Board of Directors: Bryan Elson**

1. Anderson, Carl
2. Armstrong, Heather
3. Benoit, David (New this year, former CO FMFCS Halifax)
4. Black, Neil
5. Brown, Wendall
6. Charlton, Pat
7. Chiasson, Roger
8. Weadon, Bryn
9. Findlay, Debbie
10. Woodburn, Bill
11. Goode, Tony
12. Jessup, Pat
13. McFadden, Dean
14. Pickford, John
15. Reddy, Gary
16. Stoffer, Peter
17. Elson, Christopher
18. Gard, William

Bryan Elson: Past Chairman

## **Annex H to 35<sup>rd</sup> AGM MINUTES**

### **WORKNG COMMITTEES**

#### **MOU Committee:**

Bill Woodburn

Tony Goode  
Wendall Brown

**FUND RAISING COMMITTEE:**

Bill Woodburn  
Tony Goode  
Roger Chiasson

**ADVISORS TO THE BOARD:**

Bryan Elson	Former Past Chairperson
Doug Thomas	Former Executive Director
Sean Layden	Legal Advisor
Brian Flemming	

**Annex J to 35<sup>rd</sup> AGM MINUTES**

**PRESENTATIONS:**

Message from retired Vice-Admiral Hugh MacNeil was read by Debbie Findlay on his behalf:

Hello CNMT and all the hard-working TEAM.

The CNMT now must, with the necessary reluctance, recognize a major milestone in its august history, with the pending retirement of Wendall Brown, our outstanding and long serving Chair of our Trust; and who can correctly be termed: our " Naval Memorial's modern-day Saviour".

It is fair and accurate to state, that without his understanding of how the Navy 'works', his Naval historical knowledge, his understanding of the TRUE meaning of what "SACKVILLE" represents to the Navy and our nation, and how that should be portrayed in a meaningful and wise manner; his knowledge and supporting relationship with the Maritime Museum of the Atlantic; his understanding, knowledge and good working relationship with important officials of the city of Halifax; and the drive and wisdom to bring all together, and how to achieve the wise and sensible long reaching vision, have all been key supporting elements in ensuring the long term future of our Naval Memorial.

Bravo Zulu Wendall

Cheers Hugh