

Fundy Model Forest

Our Forests, Our Communities, Our Future

Annual Report 2015-2016



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Appendix A – Financial Summary

Introduction

The 2015-2016 fiscal year was the second year that the Fundy Model Forest (FMF) has been without secured core funding. The challenge for the organization, was and is, to ensure the support structures in the organization survive as well as carrying out projects that are meaningful to the partners. It is a big challenge and this past year the FMF has made significant steps to reduce the overhead, diversify funding sources and still do work that is within the objectives.

Over the past year the FMF has focused on:

- Ensuring efficient administration of the funding and programs associated with the FMF,
- Sought alternative funding sources and secured funding to operate for the next two or more years,
- Deliver projects that contribute to the knowledge and education of our partners,
- Supported partners in the delivery of projects relevant to their organizations.

Governance and Administration

Purpose:

One of the assets of the Fundy Model Forest (FMF) is its governance, administration and financial oversight. Organizations investing in the FMF can be assured that the funds are allocated to the appropriate projects and activities and that reporting on those expenditures is transparent.

Deliverables:

The deliverables included:

- Workplan and Annual Reports
- BOD, Executive and partnership meetings, meeting minutes and agendas
- Monthly financial summaries
- Project and financial management on behalf of FMF partners
- Project proposals interim and final reporting
- Administration of all activities associated with the organization

Budget Summary:

Expenses	Cash	In-kind	Total
Rent	\$913	\$0	\$913
Salaries - Benefits and Levies	\$43213	\$0	\$43,213
Travel (Administration)	\$816	\$0	\$816
Office Expenses (Consumables and equipment)	\$5,549	\$0	\$5,549
Insurance	\$3465	\$0	\$3,465
FMF Governance	\$0	\$4,275	\$4,275
total	\$53,955	\$4,275	\$58,231

Programs

Community Capacity

1 Communications and Outreach

Description:

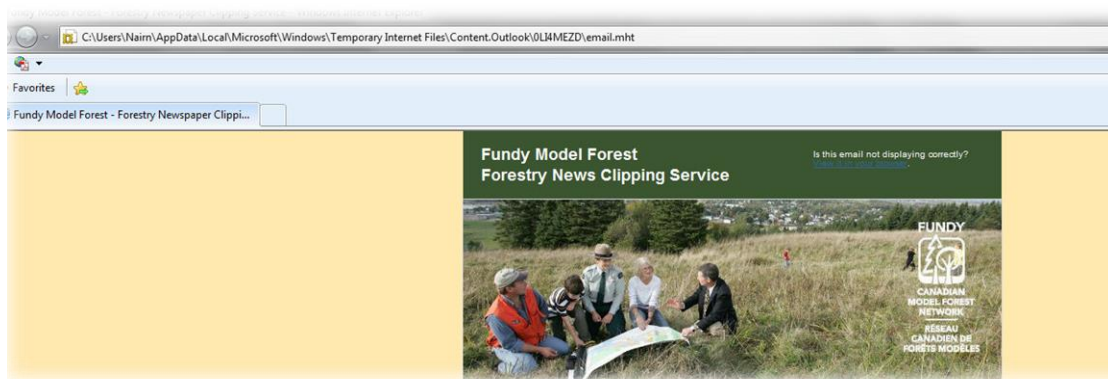
With the changes that have taken place in the FMF over the past 2 years, it has been critical to keep the organization visible to our partners and the public. Through the News Clipping service and our outreach and education events, the FMF has remained highly visible and relevant in the New Brunswick forest sector. Our audience continues to grow through social media and other communication tools.

Deliverables:

- Newspaper Clipping
- Updates through social media: the FMF Facebook page
- A new FMF website
- Liaison with partner organizations
- Education and outreach projects

Budget Summary:

Cash	Inkind	Total Budget
FMF Partners		
\$3,217	\$0	\$3,217



2 Spruce Budworm Communications

Description:

There is a looming Spruce Budworm infestation under way in Quebec. The infestation is moving south and has entered the northern fringes of New Brunswick. The pest will likely begin to move south in the next few seasons. On February 2th, 2014, the FMF, in partnership with the Association of Registered Professional Foresters of New Brunswick, hosted a workshop focused on the current knowledge, status and potential treatments to minimize the damage to New Brunswick forests by Spruce Budworm.

Deliverables:

- Public Spruce Budworm Technical Workshop
- Outreach literature and information
- Technical session for Marketing Boards
- Decision Support System App

Partners:

- I. Government of New Brunswick
- II. Forest Protection Limited
- III. University of New Brunswick
- IV. Canadian Forest Service
- V. Forest sector

Budget Summary:

Cash	Inkind	Total Budget
Forest Protection Limited		
\$88,563	\$0	\$88,563



3 Tree Canada

Description:

Fundy Model Forest is the representative for Tree Canada in the Province of New Brunswick. The FMF coordinates events, provides information to potential funding recipients, attends recognition events, provides over-site and reporting and, coordinates projects.

Deliverables:

- Reports, recognition events, information to potential participants

Partners:

- I. Tree Canada
- II. Local Organizations

Budget Summary:

Cash	Inkind	Total Budget
Tree Canada		
\$3,557	\$0	\$3,557

4 Envirothon Workshop

Description:

The FMF partnered with Science East to host a workshop for competitors in the New Brunswick Envirothon competition. 40 students and teachers participated in the workshop held at Elmhurst Outdoors. Presentation topics included: mensuration, ecology, forest management and local food.

Deliverables:

- Workshop

Partners:

- I. CFS
- II. Science East

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund		
\$1, 875	CFS - \$500	\$4,534
FMF Partnership	Science East - \$500	
\$159	UNB - \$1,250	
	Ducks Unlimited - \$250	
	Total - \$2,500	

Knowledge Mobilization

5 Watershed Restoration Training For Inner Bay Of Fundy Salmon Forum

Description:

There was and is a, need to coordinate the delivery of technical transfer in the Non-Governmental. However, this past fiscal year, the project was not funded and no additional outside funding was found.

Deliverables:

- The Save the Inner Bay of Fundy Salmon Facebook page was maintained

Partners:

- I. N/A

Budget Summary:

Cash	Inkind	Total Budget
\$0	\$0	\$0



6 Woodlot Forest Management Planning

Description:

The FMF has partnered with the Southern New Brunswick Wood Cooperative to carry out woodlot management planning for owners in Southern New Brunswick.

Deliverables:

- Woodlot Owner outreach
- Woodlot management plans

Partners:

- I. SNB
- II. NB Woodlot Owners

Budget Summary:

Cash	Inkind	Total Budget
SNB		
\$4,804	\$0	\$4,804

7 Indonesia Model Forest Development

Description:

The FMF partnered with the Canadian Model Forest Network to host workshops in Yogyakarta Indonesia. The workshops focused on the development of Model Forests the local area.

Deliverables:

- Workshops, meetings, presentations, field trips and networking

Partners:

- I. CMFN
- II. IMFN
- III. CIDA

Budget Summary:

Cash	Inkind	Total Budget
CMFN		
\$1,958	\$0	\$1,958



Research and Monitoring

8 Capturing the Diversity of Unique New Brunswick Butternut Populations

Description:

Butternut Canker, a pervasive tree disease, has infected many stands of butternut in New Brunswick. In the past year genetic analysis was conducted and it indicated that the population is unique and should be saved. Over the past year, genetic testing indicated that the population of Butternut in New Brunswick is unique. The project was put on hold while further analysis is conducted.

Deliverables:

- Protocols for the archiving of butternut nuts or scions

Partners:

- I. CFS
- II. NB DNR
- III. Wildlife Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB WTF		
\$2,647	\$0	\$2,647



9 Hayward Brook Re-survey

Description:

The FMF partnered with the UNBSJ and U de M to re-measure bryophyte and aquatic plots created in the 1990's. The purpose of the project is to track changes in aquatic and bryophyte communities as the adjacent forest ages post-harvest.

Deliverables:

- Data collection and analysis
- Preliminary Reports on results of bryophyte and aquatics
- Reporting to funders

Partners:

- I. UNBSJ
- II. U de M
- III. Sustainable Forestry Initiative
- IV. New Brunswick Environmental Trust Fund
- V. J.D. Irving Ltd
- VI. Province of New Brunswick

Budget Summary:

Cash	Inkind	Total Budget
NB Environmental Trust Fund	UNBSJ	
\$20,000	\$2,000	\$84,328
NB One Job Pledge	U de M	
\$4,500	\$2,000	
SFI Environment Fund		
\$20,655		
NB WTF		
\$8000		
Environment Canada		
\$32,395		
Total		\$85,550

10 City of Moncton – Green Algae Project

Description:

Over the past decade, blue-green algae has become a problem in the City of Moncton reservoir. The city has partnered with the University of Moncton, Crandal University, University of New Brunswick, Department of Environment, Department of Health and local landowners to work together on a plan to mitigate the occurrence of algae. In addition to the research, the City is monitoring and posting results so the public has information about its impact.

Deliverables:

- Research into methods to mitigate the impact of algae to the watershed
- Data and information about algae levels
- Outreach and education for the public

Partners:

- I. City of Moncton
- II. University of Moncton
- III. Environmental Trust Fund
- IV. Crandal University
- V. University of New Brunswick
- VI. Government of New Brunswick



Budget Summary:

Cash	Inkind	Total Budget
City of Moncton		
\$26,004	\$0	\$26,004

Financial Summary

Table 1 presents the financial statement for the 2015-2016 fiscal year. A full financial report can be found in Appendix A.

Table 1: Summary of expenditures for April 1, 2015 to March 31, 2016

Revenue				
Beginning Balance	\$123,897			
Other Income	\$218,606			
Total Funding	\$342,503			
Expenses				
	External Cash	FMF Cash	In-kind	Total
Rent	\$913	\$0	\$0	\$913
Salaries - Benefits and Levies	\$4,3533	\$38,859	\$0	\$43,213
Travel (Administration)	\$816	\$0	\$0	\$816
Office Expenses (Consumables and equipment)	\$4,800	\$0	\$0	\$4,800
Insurance	\$3,465	\$0	\$0	\$3,465
FMF Governance	\$750	\$0	\$4,275	\$4,750
Subtotal	\$15,097	\$38,859	\$4,275	\$58,231
Community Capacity				
Communications and Outreach	\$0	\$3,217	\$0	\$3,217
Spruce Budworm Communications	\$70,402	\$0	\$0	\$70,402
Tree Canada	\$3,557	\$0	\$0	\$3,557
Envirothon Workshop	\$2,034	\$0	\$2,500	\$4,534
Subtotal	\$75,993	\$3,217	\$2,500	\$81,710
Activity Area – Knowledge Mobilization				
Watershed Restoration Training for Inner Bay of Fundy Salmon Forum	\$0	\$0	\$0	\$0
Woodlot Forest Management Plans	\$4,804	\$0	\$0	\$4,804
Indonesia Model Forest Development	\$1,711	\$0	\$0	\$1,711
Subtotal	\$6,515	\$0	\$0	\$6,515

Expenses	External Funding	FMF Cash	In-kind	Total
Activity Area – Research and Monitoring				
Capturing the Diversity of Unique				
New Brunswick Butternut Populations	\$2,647	\$0	\$0	\$2,647
Hayward Brook Re-survey	\$84,328	\$0	\$4,000	\$88,328
City of Moncton – Green Algae Project	\$26,004	\$0	\$0	\$26,004
Subtotal	\$112,979	\$0	\$4,000	\$116,979
Total	\$210,584	\$42,076	\$10,775	\$263,435
Excess Revenue over Expenditures		\$81,821		

Inkind Contributions

Table 2 describes the inkind contributions by organization.

Table 2: Summary of leveraged and in-kind funding from partner organizations

Contributor	April 1, 2014 to March 31, 2015		
	Cash	In-kind	Total
Canadian Forest Service	\$0	\$500	\$500
City of Moncton	\$26,004	\$0	\$26,004
Conservation Council of New Brunswick	\$0	\$750	\$750
Elmhurst Outdoors	\$0	\$400	\$400
Environment Canada	\$32,395	\$0	\$32,395
FMF Partnership	\$42,076	\$0	\$42,076
Fundy National Park	\$0	\$250	\$250
J.D. Irving Ltd	\$0	\$500	\$500
New Brunswick Department of Natural Resources	\$0	\$0	\$0
Southern New Brunswick Wood Cooperative	\$4,804	\$750	\$5,554
U de M	\$0	\$2,000	\$2,000
UNB	\$0	\$2,000	\$2,000
UNBSJ	\$0	\$2,750	\$2,750
Village of Petitecodiac	\$0	\$750	\$750
Subtotal - Partners	\$105,279	\$10,650	\$115,929
Non-partner Organizations			
Canadian Model Forest Network	\$1,958	\$0	\$1,958
Forest Protection Limited	\$88,563	\$0	\$88,563
Individual Members	\$0	\$0	\$0
New Brunswick Wildlife Trust Fund	\$12,522	\$0	\$12,522
New Brunswick Environmental Trust Fund	\$20,000	\$0	\$20,000
New Brunswick One Job Pledge	\$4,500	\$0	\$4,500
Sustainable Forestry Initiative	\$19,433	\$0	\$19,433
Tree Canada	\$3,557	\$0	\$3,557
Subtotal – Non-partners Organizations	\$150,533	\$0	\$150,533
Total	\$255,812	\$10,650	\$266,462

Organizational Structure

Board of Directors

Individual representatives on the FMF Board of Directors are senior members of their organizations. The Board of Directors facilitates the application of FMF. Listed below are members of the Board for the 2013/2014 fiscal year.

Mr. Jamie Floyd SNB Wood Cooperative Ltd.	Vacant NB Department of Environment and Local Government	Ms. Heather Hawker City of Moncton
Mr. Anthony Hourihan J.D. Irving, Limited	Mr. Ken Hardie NB Federation of Woodlot Owners	Dr. Shawn Dalton Washademoak Environmentalists
Mr. Willard Mallory Sussex Fish and Game Association	Mr. Jerry Gogan Village of Petitcodiac	Dr. Ron Smith Canadian Institute of Forestry
Dr. Kate Frego University of New Brunswick Saint John	Dr. Alyre Chiasson Université de Moncton	Vacant Indian and Northern Affairs Canada
Mrs. Moranda van Geest Elgin Eco Association	Ms. Stephanie Coburn Conservation Council of New Brunswick	Mr. Gig Keirstead Anglophone South School District
Mr. Jerry Gogan Petitcodiac Sportsman's Club	Vacant Red Bank First Nation	Mr. Paul Chamberland Environment Canada
Mr. Edouard Daigle Fundy National Park	Mr. Mark Thorne Town of Sussex	Ms. Anna Hollaway Fundy Environmental Action Group
Vacant NB Department of Natural Resources	Vacant Eel Ground First Nation	Vacant Fisheries and Oceans Canada
Vacant Atlantic Society of Fish and Wildlife Biologists	Mr. Robert Whitney Maritime School of Forest Technology	Mr. Bernie Daigle Canadian Forest Service

Dr. Graham Forbes
Greater Fundy Ecosystem
Research Group

Vacant
K.C. Irving Chair in
Sustainable Development

Vacant
INFOR Inc.

Vacant
Sussex and District Chamber
of Commerce

Dr. Dave MacLean
University of New Brunswick
FOREM

Supporting Organizations

Organization

NB Federation of Naturalists
REMSoft
Nova Forest Alliance

Representative

Mr. Gart Bishop
Mr. Doug Jones
Mr. Jorge Beylor

Fundy Model Forest Officers

Officers of the company, elected by the Board are:

President

Dr. Dave MacLean, UNB Faculty of Forestry
and Environmental Management

Vice-President

Mr. Edouard Daigle, Fundy National Park

Secretary

Ms. Amanda Pieroway, Fundy Model Forest
Clerk of the corporation, custodian of the seal and maintains all votes and minutes

Treasurer

Ms. Amanda Pieroway, Fundy Model Forest
Custody of all funds and maintains full and accurate records of accounts

Executive Committee

The Executive Committee is comprised of the following:

President

Dr. Dave MacLean

General Manager (non-voting)

Mr. Nairn Hay

Secretary (non-voting)

Ms. Amanda Pieroway

One seat from Natural Resources Canada (Ex-officio)

Mr. John Henderson

Four Landowner Seats

J. D. Irving, Limited.

Mr. Anthony Hourihan

Fundy National Park

Mr. Edouard Daigle

SNB Wood Cooperative

Mr. Jamie Floyd

NB Department of Natural Resources

Vacant

Five Elected sector representatives

Education

Environmental

Public at Large

Research

First Nations

Mr. Gig Keirstead

Ms. Stephanie Coburn

Mr. Jerry Gogan

Dr. Kate Frego

Vacant

Administration

Dr. Dave MacLean, Faculty of Forestry and Environmental Management at the University of New Brunswick, is the Chair and President of the FMF.

The FMF office staff consists of:

Nairn Hay, General Manager;

Phone: (506)432-7575

Email: Nairn@fundymodelforest.net

Amanda Pieroway, Office Administrator,

Phone: (506) 944-0393

Email: Amanda@fundymodelforest.net

Appendix A
Financial Summary

The following financial statements are unaudited and were prepared by Nairn Hay of Fundy Model Forest Inc.

Fundy Model Forest Inc.

March 31, 2016

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Fundy Model Forest Inc.
Statement of Financial Position
(Unaudited)
March 31, 2015

	2016	2015
Assets		
Current Assets		
Cash	\$48,140	\$58,267
Accounts Receivable	41,705	68,966
Prepays	<u>657</u>	<u>81</u>
	\$90,502	\$127,314
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	\$7,570	\$5,940
Deferred revenue	<u>0</u>	<u>0</u>
	\$7,570	\$5,940
Net Assets		
Fund Balance, Fundy Model Forest	<u>\$82,935</u>	<u>\$121,374</u>
	\$82,932	\$121,374

Approved on behalf of the board:

_____ Director

_____ Director

Fundy Model Forest Inc.
Statement of Income and Fund Balance
(Unaudited)
March 31, 2016

	Actual 2015	Actual 2015	Budget 2016
Revenue			
Income	<u>\$210,584</u>	<u>\$244,296</u>	<u>\$217,806</u>
	\$210,584	\$244,296	\$217,806
Program Expenses			
Education and Communications	\$3,217	\$2,002	\$3,217
Projects	195,488	213,644	204,891
Working Group Support	<u>750</u>	<u>310</u>	<u>750</u>
	\$199,455	\$215,946	\$208,858
Administrative Expenses			
Salaries and Fringe Benefits	\$43,213	\$39,016	\$35,000
Travel and Training	816	642	900
Miscellaneous	16	905	16
Office Expenses	<u>9,160</u>	<u>9031</u>	<u>9,152</u>
	\$53,205	\$48,689	\$45,068
Total Expenses	\$252,660	\$264,635	\$253,926
(Deficiency) Excess of Revenue over Expenses	\$ (42,076)	\$ (20,339)	\$ (36,120)
Fundy Model Forest Fund Balance			
Beginning of year	\$123,897	\$144,337	\$123,897
Fundy Model Forest Fund Balance			
End of year	\$81,821	\$123,998	\$87,777

Fundy Model Forest Inc.

Statement of Cash Flows
(Unaudited)
March 31, 2016

	2016	2015
Cash Provided By (Used In)		
Operating Activity		
Working capital from operations		
Excess Revenue over Expenditures	\$(42,076)	\$(20,339)
Net change in non-cash working capital balances:		
Accounts Receivable	\$27,261	\$(34,932)
Accounts Payable and Accrued Liabilities	630	3,649
Prepaid Expenses	(3,258)	(3,258)
Deferred Revenue	0	0
	31,949	(60,342)
Financing Activities		
	\$ 0	\$ 0
Investing Activities		
	\$ 0	\$ 0
Increase (Decrease) in Cash	\$ 10,127	\$ (60,342)
Cash, beginning of year	\$ 58,267	\$ 118,609
Cash, end of year	\$ 48,140	\$58,267

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2015

Accounts Receivable

	2016	2015
NB Wildlife Council	\$0	\$625
Workforce Expansion	\$0	\$1,500
NB Wildlife Council	\$0	\$625
Workforce Expansion	\$0	\$1,500
NB WTF – Final Payment	\$4,000	\$625
NB ETF – Hayward Brook	\$2000	\$0
Environment Canada – Hayward Brook	\$3,250	\$0
Forest Protection Limited	\$25,678	\$55,874
ARPFNB	\$0	\$3,509
Southern NB Wood Cooperative	\$0	\$2,554
Sustainable Forestry Initiative	\$5,000	\$5,000
HST refundable	\$977	\$1,905
Accounts Receivable	<u>\$40,728</u>	<u>\$68,966</u>

Bank Indebtedness

The FMF has a revolving line of credit with Royal Bank of Canada, bearing interest at prime plus 2.4% and limited to \$45,000.

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2016

Payables and Accruals

	<u>2016</u>	<u>2015</u>
Trade payables	\$5,725	\$ 81
Holdbacks on projects	0	0
Wages payable	1,845	5,859
Audit accrual	<u>0</u>	<u>0</u>
	\$ 7,570	\$ 5940

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2016

Education and Communications – Schedule 1

	Actual 2016	Actual 2015	Budget 2016
Communication Coordinator Salary	\$0	\$0	\$0
Communication – Media, Website, Translation	3,217	2,002	3,217
Educational Materials and Activities	0	0	0
Media (Video, Radio, Print, Ads, Etc.)	0	0	0
Web Site (Maintenance, Hosting and Upgrades)	0	0	0
Translation	0	0	0
Travel	0	0	0
Special Events/Public Tours	0	0	0
	\$ 3,217	\$2,002	\$ 3,217

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2016

Projects – Schedule 2

	Actual 2016	Actual 2015	Budget 2016
Capturing the Diversity of NB Unique Butternut Populations	\$2,647	\$330	\$2,647
City of Moncton – Blue Green Algae	\$26,004	\$49,511	\$26,004
Outdoor Education	\$2,034	\$1,958	\$1,875
Inner Bay of Fundy Salmon	\$0	\$13,404	\$0
CMFN - Indonesia	\$1,711	\$1,074	\$1,711
Tree Canada	\$3,557	\$2,181	\$3,557
Hayward Brook – Tim and Expenses	\$84,328	\$49,692	\$85,550
Biodiversity Thresholds and Targets for the Conservation of Old Forests in New Brunswick	\$0	\$8,605	\$0
SNB Forest Management Plans	\$4,804	\$2,554	\$4,804
Urban Forest Workshop	\$0	\$5,967	\$0
Spruce Budworm Woodlot Communication	\$70,402	\$78,367	\$70,743
	\$195,488	\$213,644	\$204,891

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2016

Working Group Support – Schedule 3

	Actual 2016	Actual 2015	Budget 2016
FMF Meetings	\$ 750	\$300	\$750
	\$ 750	\$300	\$750

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2016

Administrative Expenses – Schedule 4

	Actual 2016	Actual 2015	Budget 2016
Administrative Expenses			
Salaries and Fringe Benefits	\$43,213	\$ 39,016	\$35,000
	43,213	39,016	35,000
Travel and Training			
Travel Expenses (all requirements)	816	642	900
Miscellaneous			
Audit Fees	-	-	-
Liability Insurance	3,465	3,370	3,465
Bank Charges	359	447	400
Miscellaneous	16	0	16
	3,840	3,817	3,881
Office Expenses			
Office Supplies	869	642	800
Rent and maintenance (office and storage)	913	914	913
Office equipment and maintenance	1,150	1,150	900
Telephone	1,601	1,641	1,544
Postage and Courier	186	251	200
Subscriptions and memberships	939	600	930
	5,338	5,214	5,287
Total Administrative Expenses	\$53,205	\$48,698	\$45,068