

Fundy Model Forest

Our Forests, Our Communities, Our Future

Annual Report 2016-2017

FUNDY



CANADIAN
MODEL FOREST
NETWORK

RÉSEAU
CANADIEN DE
FORÊTS MODÈLES

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Appendix A – Financial Summary

Introduction

The 2016-2017 fiscal year was the third 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 our 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	\$47	\$0	\$47
Salaries - Benefits and Levies	\$38,876	\$0	\$38,876
Travel (Administration)	\$1,114	\$0	\$1,114
Office Expenses (Consumables and equipment)	\$6,468	\$0	\$5,781
Insurance	\$3,658	\$0	\$3,658
FMF Governance	\$0	\$3,875	\$3,875
total	\$50,163	\$3,875	\$54,038

Programs

Community Capacity

1 Communications and Outreach

Description:

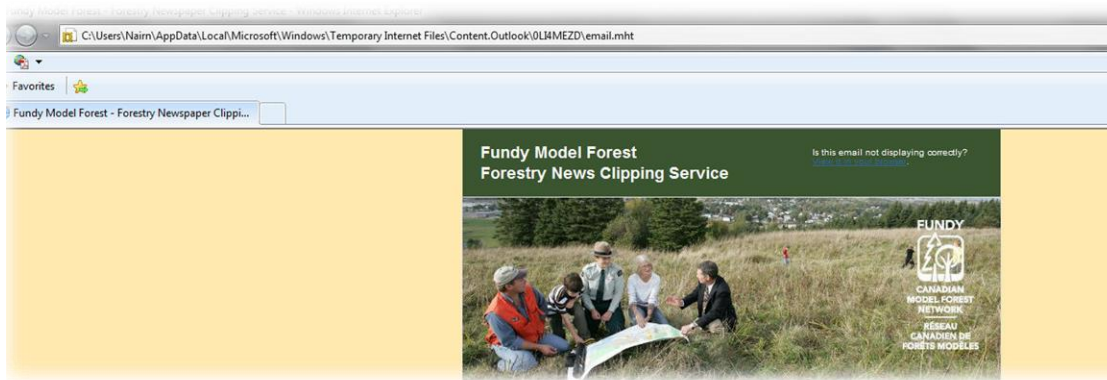
With the changes that have taken place in the FMF over the past 2 years, it has been critical to keep the organization visible to our partners and the public. Through the News Clipping service and our outreach and education events, the FMF has remained highly visible and relevant in the New Brunswick 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
- Liaison with partner organizations
- Education and outreach projects

Budget Summary:

Cash	Inkind	Total Budget
FMF Partners		
\$383	\$0	\$383



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. The FMF has been the liaison between the woodlot community, the public and the Healthy Forest Partnership (the partnership conducting the research).

Deliverables:

- Public Spruce Budworm Technical Workshops
- Outreach literature and information
- Technical sessions 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		
\$84,887	\$0	\$84,887



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		
\$3,050	\$0	\$3,050

4 Envirothon Workshop

Description:

The FMF partnered with Science East to host a workshop for competitors in the New Brunswick Envirothon competition. Due to timing of team development and the competition, the workshop was postponed until April, 2017

Deliverables:

- Workshop

Partners:

- I. CFS
- II. Science East

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund		
\$0		
FMF Partnership		
\$0		

5 Deer oh Deer Outdoor Experiential Program

Description:

The FMF partnered with Elmhurst Outdoors to develop and host outdoor experiential activities centered on deer. The curriculum focused on grade 4 children. The workshops taught basic ecology, biology and stewardship with a specific focus on deer populations. Six workshops were hosted with 200 students and teachers participating.

Deliverables:

- Workshop

Partners:

- I. Elmhurst Outdoors
- II. Wildlife Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund	Elmhurst Outdoors	\$4,403
\$2,903	\$1,500	

6 Greater Fundy Search and Rescue Infrastructure and Capacity Building

Description:

The FMF partnered with Greater Fundy Search and Rescue, Fundy National Park and Public Safety Canada to develop build infrastructure and capacity for search and rescue in the Fundy region. The FMF provided financial and project management support for the project. The current year was year one of three.

Deliverables:

- Financial management
- Project management
- Reports and financial summaries

Partners:

- I. Greater Fundy Search and Rescue
- II. Fundy National Park
- III. Public Safety Canada

Budget Summary:

Cash	Inkind	Total Budget
Public Safety Canada	Various partners	\$232,062
\$141,846	\$90,216	

Knowledge Mobilization

7 Watershed Restoration Training For Inner Bay Of Fundy Salmon Forum

Description:

To fill the need for technical transfer, networking and strategic planning, a workshop was hosted on February 15, 2017 in Sackville, New Brunswick. The workshop was co-hosted by the Atlantic Salmon Federation, the Provincial Salmon Councils and organized by the FMF . Fifty participants attended the workshop. The workshop was partially funded by the Habitat Stewardship Program at Environment Canada.

Deliverables:

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

Partners:

- I. Atlantic Salmon Federation
- II. Provincial Salmon Councils
- III. Environment Canada

Budget Summary:

Cash	Inkind	Total Budget
\$4,829	\$11,580	\$16,409



8 Woodlot Forest Management Planning

Description:

The FMF has partnered with the Southern New Brunswick Wood Cooperative to develop a proposal for the sale of carbon from New Brunswick private forests. The proposal was submitted to the NB Environmental Trust fund.

Deliverables:

- Carbon focused project proposal

Partners:

- I. SNB

Budget Summary:

Cash	Inkind	Total Budget
SNB		
\$300	\$0	\$300

9 Greenest Workforce Website Rollout

Description:

The FMF partnered with the Canadian Model Forest Network to roll out the Forest Products Association of Canada's Greenest Workforce website. Staff from the FMF contact Human Resource representatives from New Brunswick forest companies and presented to classes a local universities and colleges.

Deliverables:

- Workshops
- Outreach

Partners:

- I. CMFN
- II. FPAC

Budget Summary:

Cash	Inkind	Total Budget
CMFN		
\$1,200		\$1,200

Research and Monitoring

8 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

Partners:

- I. U de M
- II. New Brunswick Environmental Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB Environmental Trust Fund	U de M	
\$192	\$2,000	\$2,192

Financial Summary

Table 1 presents the financial statement for the 2016-2017 fiscal year. A full financial report can be found in Appendix A.

Table 1: Summary of expenditures for April 1, 2016 to March 31, 2017

Revenue				
Beginning Balance		\$81,820		
Other Income		\$272,533		
Total Funding		\$354,353		
Expenses				
	External Cash	FMF Cash	In-kind	Total
Rent	\$47	\$0	\$0	\$47
Salaries - Benefits and Levies	\$8,552	\$30,324	\$0	\$38,876
Travel (Administration)	\$1,114	\$0	\$0	\$1,114
Office Expenses (Consumables and equipment)	\$5,781	\$0	\$0	\$5,781
Insurance	\$3,658	\$0	\$0	\$3,658
FMF Governance	\$687	\$0	\$3,875	\$4,562
Subtotal	\$19,839	\$30,324	\$3,875	\$54,038
Community Capacity				
Communications and Outreach	\$383	\$0	\$0	\$383
Spruce Budworm Communications	\$84,887	\$0	\$0	\$84,887
Tree Canada	\$3,050	\$0	\$0	\$3,050
Envirothon Workshop	\$0	\$0	\$0	\$0
Deer oh Deer	\$2,903	\$0	\$1,500	\$4,403
Greater Fundy Search and Rescue Capacity	\$141,846	\$0	\$90,216	\$232,062
Subtotal	\$233,069	\$0	\$91,716	\$324,785
Activity Area – Knowledge Mobilization				
Watershed Restoration Training for Inner Bay of Fundy Salmon Forum	\$4,829	\$0	\$11,280	\$16,409
Woodlot Forest Management Plans	\$300	\$0	\$0	\$300
Greenest Workforce Rollout	\$1,200	\$0	\$0	\$1,200
Subtotal	\$6,329	\$0	\$11,280	\$17,909

Expenses	External Funding	FMF Cash	In-kind	Total
Activity Area – Research and Monitoring				
Hayward Brook Re-survey	\$192	\$0	\$2,000	\$2,192
Subtotal	\$192	\$0	\$2,000	\$2,192
Total	\$289,753	\$30,324	\$107,171	\$427,248
Excess Revenue over Expenditures		\$64,600		

Inkind Contributions

Table 2 describes the in-kind contributions by organization.

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

Contributor	INKIND		
	April 1, 2016 to March 31, 2017		
	Cash	In-kind	Total
Canadian Forest Service	\$0	\$500	\$500
Conservation Council of New Brunswick	\$0	\$500	\$500
Elmhurst Outdoors	\$0	\$1,625	\$1,625
Environment Canada	\$4,829	\$0	\$4,829
FMF Partnership	\$30,324	\$3,875	\$34,199
Fundy National Park	\$0	\$375	\$375
J.D. Irving Ltd	\$0	\$500	\$500
New Brunswick Department of Natural Resources	\$0	\$250	\$250
New Brunswick Federation of Woodlot Owners	\$0	\$250	\$250
Southern New Brunswick Wood Cooperative	\$300	\$375	\$675
U de M	\$0	\$2,000	\$2,000
UNB	\$0	\$625	\$625
UNBSJ	\$0	\$375	\$375
Village of Petitecodiac	\$0	\$625	\$625
Subtotal - Partners	\$35,453	\$11,875	\$47,323
Non-partner Organizations			
Canadian Model Forest Network	\$1,200	\$0	\$1,200
Forest Protection Limited	\$90,885	\$0	\$90,885
Individual Members	\$0	\$101,796	\$101,796
New Brunswick Wildlife Trust Fund	\$2,903	\$0	\$2,903
New Brunswick Environmental Trust Fund	\$192	\$0	\$192
Public Safety	\$154,950	\$0	\$154,950
Tree Canada	\$3,050	\$0	\$3,050
Subtotal – Non-partners Organizations	\$253,180	\$101,796	\$354,976
Total	\$288,633	\$113,671	\$402,304

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 2016/2017 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	Ms. Susannah Banks 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 Sussex and District Chamber of Commerce
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	Dr. Dave MacLean University of New Brunswick FOREM
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
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Supporting Organizations

Organization

NB Federation of Naturalists
REMSOFT

Representative

Mr. Gart Bishop
Mr. Doug Jones

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. Alyre Chiasson

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, 2017

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Fundy Model Forest Inc.
Statement of Financial Position
(Unaudited)
March 31, 2017

	2017	2016
Assets		
Current Assets		
Cash	\$ 32,322	\$47,129
Accounts Receivable	44,773	41,705
Prepays	<u>0</u>	<u>657</u>
	\$77,095	\$89,492
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	\$12,493	\$7,570
Deferred revenue	<u>0</u>	<u>0</u>
	<u>\$12,493</u>	<u>\$7,570</u>
Net Assets		
Fund Balance, Fundy Model Forest	<u>\$64,600</u>	<u>\$81,922</u>
	\$77,093	\$89,492

Approved on behalf of the board:

_____ Director

_____ Director

Fundy Model Forest Inc.
Statement of Income and Fund Balance
(Unaudited)
March 31, 2017

	Actual 2017	Actual 2016	Budget 2017
Revenue			
Income	<u>\$272,533</u>	<u>\$210,584</u>	<u>\$356,570</u>
	\$272,533	\$210,584	\$356,570
Program Expenses			
Education and Communications	\$383	\$3,217	\$383
Projects	239,207	195,488	247,783
Working Group Support	<u>687</u>	<u>750</u>	<u>674</u>
	\$240,277	\$199,455	\$248,840
Administrative Expenses			
Salaries and Fringe Benefits	\$38,876	\$42,213	\$38,000
Travel and Training	1,114	816	1,011
Miscellaneous	225	16	225
Office Expenses	<u>9,261</u>	<u>9,160</u>	<u>9,838</u>
	\$49,476	\$53,205	\$49,476
Total Expenses	\$289,753	\$252,660	\$298,316
(Deficiency) Excess of Revenue over Expenses	\$(17,220)	\$(42,076)	\$(58,254)
Fundy Model Forest Fund Balance			
Beginning of year	\$81,820	\$123,897	\$81,820
Fundy Model Forest Fund Balance			
End of year	\$64,600	\$81,820	\$23,566

Fundy Model Forest Inc.

Statement of Cash Flows
(Unaudited)
March 31, 2017

	2017	2016
Cash Provided By (Used In)		
Operating Activity		
Working capital from operations		
Excess Revenue over Expenditures	\$(17,220)	\$(42,076)
Net change in non-cash working capital balances:		
Accounts Receivable	\$(3,067)	\$27,260
Accounts Payable and Accrued Liabilities	4,823	620
Prepaid Expenses	657	3,058
Deferred Revenue	0	0
	2,413	(11,138)
Financing Activities		
	\$ 0	\$ 0
Investing Activities		
	\$ 0	\$ 0
Increase (Decrease) in Cash	\$ (14,807)	\$ (11,138)
Cash, beginning of year	\$ 47,129	\$ 58,267
Cash, end of year	\$ 32,322	\$ 47,129

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2017

Accounts Receivable

	2017	2016
NB WTF – Final Payment	\$0	\$4,000
NB ETF – Hayward Brook	\$0	\$2,000
Environment Canada – IBoF Forum	\$3,129	\$3,250
Forest Protection Limited	\$35,801	\$25,678
Sustainable Forestry Initiative	\$0	\$5,000
HST refundable	\$5,842	\$977
Accounts Receivable	<u>\$44,773</u>	<u>\$40,728</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, 2017

Payables and Accruals

	<u>2017</u>	<u>2016</u>
Trade payables	\$10,357	\$ 5,720
Holdbacks on projects	0	0
Wages payable	2,136	1,845
Audit accrual	0	0
	\$ 12,493	\$ 7,570

Fundy Model Forest Inc.
 Details of Expenses
 (Unaudited)
 March 31, 2017

Education and Communications – Schedule 1

	Actual 2017	Actual 2016	Budget 2017
Communication Coordinator Salary	\$0	\$0	\$0
Communication – Media, Website, Translation	383	3,217	383
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
	\$ 383	\$3,217	\$ 383

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2017

Projects – Schedule 2

	Actual 2017	Actual 2016	Budget 2017
Capturing the Diversity of NB Unique Butternut Populations	\$0	\$2,647	\$0
Deer oh Deer	\$2,903	\$0	\$2,903
Outdoor Education	\$0	\$2,034	\$0
Inner Bay of Fundy Salmon	\$4,829	\$0	\$6,000
Tree Canada	\$3,050	\$3,557	\$3,050
Hayward Brook	\$192	\$84,328	\$192
Canadian Model Forest Network – HR	\$1,200	\$0	\$1,200
SNB Forest Management Plans	\$300	\$4,804	\$300
Greater Fundy Search and Rescue - Infrastructure	\$141,846	\$0	\$149,714
Spruce Budworm Woodlot Communication	\$84,887	\$70,402	\$84,424
	\$239,207	\$195,488	\$247,783

Fundy Model Forest Inc.
 Details of Expenses
 (Unaudited)
 March 31, 2017

Working Group Support – Schedule 3

	Actual 2017	Actual 2016	Budget 2017
FMF Meetings	\$ 687	\$ 750	\$ 674
	\$ 687	\$ 750	\$ 674

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2017

Administrative Expenses – Schedule 4

	Actual 2017	Actual 2016	Budget 2017
Administrative Expenses			
Salaries and Fringe Benefits	\$ 38,876	\$ 43,213	\$ 38,000
	38,876	43,213	38,000
Travel and Training			
Travel Expenses (all requirements)	1,114	816	1,011
Miscellaneous			
Audit Fees	-	-	-
Liability Insurance	3,658	3,465	3,658
Bank Charges	309	359	320
Miscellaneous	225	16	225
	4,192	3,840	4,203
Office Expenses			
Office Supplies	278	869	700
Rent and maintenance (office and storage)	47	913	47
Office equipment and maintenance	2,290	1,150	2,290
Telephone	1,584	1,601	1,700
Postage and Courier	197	186	225
Subscriptions and memberships	898	939	898
	5,294	5,338	5,860
Total Administrative Expenses	\$49,456	\$53,205	\$49,074