

Fundy Model Forest

Our Forests, Our Communities, Our Future

Annual Report 2019-2020



TABLE OF CONTENTS

Introduction	2
Governance and Administration.....	3
Project Summaries	4
Finances.....	10
Organizational Structure	13

Appendix A – Financial Summary

Introduction

The 2019-2020 fiscal year was the eighth year that the Fundy Model Forest (FMF) has been without secured core funding. It has been a big challenge over the past several years, but we have 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	\$127	\$0	\$127
Salaries - Benefits and Levies	\$21,929	\$0	\$21,929
Travel (Administration)	\$135	\$0	\$135
Office Expenses (Consumables and equipment)	\$5,324	\$0	\$5,324
Insurance	\$2,323	\$0	\$2,323
Bank Charges	\$558	\$0	\$558
FMF Governance	\$16,577	\$3,375	\$19,952
total	\$46,973	\$3,375	\$50,348

Programs

Community Capacity

1 Communications and Outreach

Description:

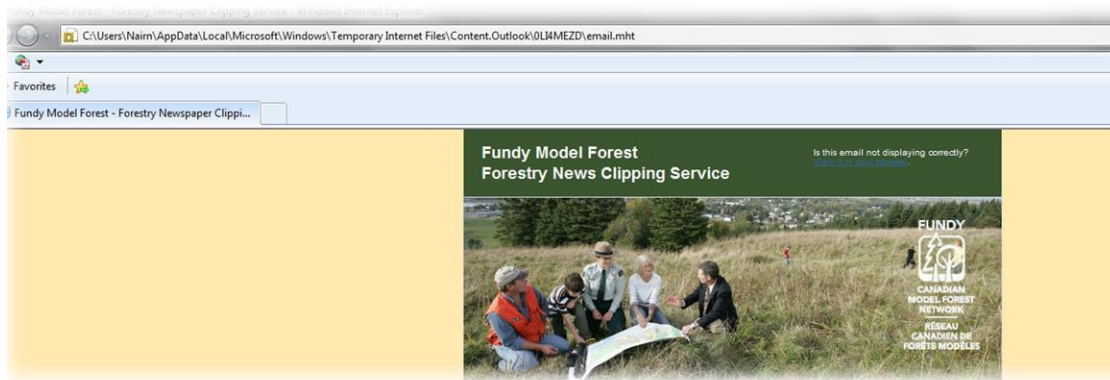
With the changes that have taken place in the FMF over the past 8 years, it has been critical to keep the organization visible to our partners and the public. Through the News Clipping service and our outreach and education events, the FMF has remained highly visible and relevant in the New Brunswick 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		
\$516	\$0	\$516



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 population may 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 and the public

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		
\$103,432	\$0	\$103,432



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		
\$1,277	\$0	\$1,277

4 Envirothon Workshop

Description:

The FMF partnered with Science East to host a workshop for competitors in the New Brunswick Envirothon competition. This past year, there was only one indoor session hosted by the FMF. There was no cost associated with the workshop.

Deliverables:

- Workshop

Partners:

- I. CFS
- II. Science East

Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund	FMF Partnership	
\$0	\$0	\$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	\$8,331
\$1,831	Outdoors/Department of Education	
	\$6,500	

Knowledge Mobilization

6 Atlantic Urban Forest Conference (AUFC)

Description:

The FMF has partnered with the Atlantic Urban Forest Collective to deliver the Atlantic Urban Forest Conference in Halifax, Nova Scotia. 75 attended the conference held on November 13th and 14th, 2019.

Deliverables:

- Delivery of AUFC

Partners:

- I. Atlantic Urban Forest Collaborative

Budget Summary:

Cash	Inkind	Total Budget
Multiple Funders		
\$9,787	\$0	\$9,787

Research and Monitoring

8 Population Viability Analysis

Description:

The FMF partnered with the UNB to develop protocols for modeling population viability based on forest management practices in New Brunswick. This was year two of a three year project.

Deliverables:

- Experts workshop
- Literature review
- Identification of potential pilot species
- Identification of potential models

Partners:

- I. UNB
- II. New Brunswick Environmental Trust Fund

Budget Summary:

Cash	Inkind	Total Budget
NB Environmental Trust Fund	UNB	
\$28,000	\$4,000	\$46,811
NB Wildlife Trust Fund		
\$14,811		

Financial Summary

Table 1 presents the financial statement for the 2019-2020 fiscal year. A full financial report can be found in Appendix A.

Table 1: Summary of expenditures for April 1, 2019 to March 31, 2020

Revenue				
Beginning Balance	\$42,045			
Other Income	\$164,644			
Total Funding	\$206,689			
Expenses				
	External Cash	FMF Cash	In-kind	Total
Rent	\$127	\$0	\$0	\$127
Salaries - Benefits and Levies	\$21,929	\$0	\$0	\$21,929
Travel (Administration)	\$135	\$0	\$0	\$135
Office Expenses (Consumables and equipment)	\$5,324	\$0	\$0	\$5,324
Insurance	\$2,323	\$0	\$0	\$2,323
FMF Governance	\$16,577	\$0	\$3,325	\$16,577
Bank Charges	\$558	\$0	\$0	\$558
Subtotal	\$46,973	\$0	\$3,325	\$50,298
Community Capacity				
Communications and Outreach	\$516	\$0	\$0	\$516
Spruce Budworm Communications	\$103,432	\$0	\$0	\$103,432
Tree Canada	\$1,277	\$0	\$0	\$1,277
Envirothon Workshop	\$0	\$0	\$0	\$0
Deer oh Deer	\$1,831	\$0	\$6,500	\$8,331
Subtotal	\$107,056	\$0	\$6,500	\$113,556
Activity Area – Knowledge Mobilization				
AUFC	\$9,787	\$0	\$0	\$9,787
Subtotal	\$9,787	\$0	\$0	\$9,787

Expenses	External Funding	FMF Cash	In-kind	Total
Activity Area – Research and Monitoring				
Population Viability Analysis	\$42,811	\$0	\$4,000	\$46,811
Subtotal	\$42,811	\$0	\$4,000	\$46,811
Total	\$180,767	\$0	\$13,825	\$194,592
Excess Revenue over Expenditures		\$25,924		

Inkind Contributions

Table 2 describes the inkind contributions by organization.

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

INKIND		April 1, 2019 to March 31, 2020	
Contributor	Cash	In-kind	Total
Canadian Forest Service	\$0	\$250	\$250
Conservation Council of New Brunswick	\$0	\$250	\$250
Elmhurst Outdoors	\$0	\$3,875	\$3,875
Fundy Environmentalists	\$0	\$125	\$125
Fundy Model Forest Partnership	\$16,121	\$0	\$16,121
J.D. Irving Ltd	\$0	\$375	\$375
Southern New Brunswick Wood Cooperative	\$0	\$375	\$375
University of Moncton	\$0	\$125	\$125
UNB	\$0	\$4,875	\$4,875
Village of Petitecodiac	\$0	\$250	\$250
Subtotal - Partners	\$16,121	\$10,500	\$26,621
Non-partner Organizations			
Forest Protection Limited	\$103,432	\$0	\$103,432
New Brunswick Department of Education	\$0	\$3,000	\$3,000
Individual Members and Organizations	\$9,787	\$250	\$10,037
New Brunswick Wildlife Trust Fund	\$22,148	\$0	\$22,148
New Brunswick Environmental Trust Fund	\$28,000	\$0	\$28,000
University of Moncton	\$0	\$125	\$125
Tree Canada	\$1,277	\$0	\$1,277
Subtotal – Non-partners Organizations	\$164,644	\$3,375	\$168,019
Total	\$180,765	\$13,875	\$194,640

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 2019/2020 fiscal year.

Mr. Jamie Floyd SNB Wood Cooperative Ltd.	Vacant NB Department of Environment and Local Government	Ms. Heather Hawker City of Moncton
Mr. Robert Fawcett 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	Vacant Canadian Institute of Forestry
Vacant 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	Marie-Andrée Giroux K.C. Irving Chair in Sustainable Development
Vacant Fundy National Park	Mr. Mark Thorne Town of Sussex	Mr. Bernie Daigle Canadian Forest Service
Vacant NB Department of Natural Resources	Vacant Eel Ground First Nation	Dr. Dave MacLean University of New Brunswick FOREM
Dr. Graham Forbes Greater Fundy Ecosystem Research Group	Mr. Robert Whitney Maritime School of Forest Technology	

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

Secretary

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

Treasurer

Ms. Amanda Walsh, 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 Walsh

One seat from Natural Resources Canada (Ex-officio)

Mr. Bernard Daigle

Four Landowner Seats

J. D. Irving, Limited.

Mr. Robert Fawcett

Fundy National Park

Vacant

SNB Wood Cooperative

Mr. Jamie Floyd

NB Department of Natural Resources

Vacant

Five Elected sector representatives

Education

Mr. Gig Keirstead

Environmental

Ms. Stephanie Coburn

Public at Large

Mr. Jerry Gogan

Research

Dr. Alyre Chiasson

First Nations

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 Walsh, 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, 2020

Contents	Page
Statement of Financial Position	18
Statements of Income and Balance	
Fundy Model Forest Fund	19
Statement of Cash Flow	20
Notes of Financial Statements	21
Schedules of Details of Expenses	23

Fundy Model Forest Inc.
Statement of Financial Position
(Unaudited)
March 31, 2020

	2020	2019
Assets		
Current Assets		
Cash	\$ (3,799)	\$(19,434)
Accounts Receivable	37,919	70,143
Prepays	0	0
	\$34,120	\$50,709
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	\$8,195	\$8,663
Deferred revenue	0	0
	\$8,195	\$8,663
Net Assets		
Fund Balance, Fundy Model Forest	\$25,924	\$42,045
	\$34,119	\$50,708

Approved on behalf of the board:

Director

Director

Fundy Model Forest Inc.
Statement of Income and Fund Balance
(Unaudited)
March 31, 2020

	Actual 2020	Actual 2019	Budget 2020
Revenue			
Income	<u>\$164,646</u>	<u>\$259,787</u>	<u>\$164,646</u>
	\$164,646	\$259,787	\$164,646
Program Expenses			
Education and Communications	\$516	\$414	\$516
Projects	149,399	219,639	149,501
Working Group Support	<u>456</u>	<u>237</u>	<u>456</u>
	\$150,371	\$220,290	\$150,473
Administrative Expenses			
Salaries and Fringe Benefits	\$21,929	\$28,126	\$22,210
Travel and Training	135	118	135
Miscellaneous	5,324	4,957	5,328
Office Expenses	<u>3,008</u>	<u>3,593</u>	<u>3,064</u>
	\$30,396	\$36,794	\$30,737
Total Expenses	\$180,767	\$257,084	\$181,210
(Deficiency) Excess of Revenue over Expenses	\$(16,121)	\$7,104	\$(16,564)
Fundy Model Forest Fund Balance			
Beginning of year	\$42,045	\$39,342	\$42,045
Fundy Model Forest Fund Balance			
End of year	\$25,924	\$42,045	\$25,481

Fundy Model Forest Inc.
Statement of Cash Flows
(Unaudited)
March 31, 2020

	2020	2019
Cash Provided By (Used In)		
Operating Activity		
Working capital from operations		
Excess Revenue over Expenditures	\$(16,121)	\$7,104
Net change in non-cash working capital balances:		
Accounts Receivable	\$32,224	\$(26,907)
Accounts Payable and Accrued Liabilities	(468)	4,488
Prepaid Expenses	0	0
Deferred Revenue	0	0
	<u>31,756</u>	<u>(22,419)</u>
Financing Activities		
	\$ 0	\$ 0
Investing Activities		
	\$ 0	\$ 0
Increase (Decrease) in Cash	\$ 15,635	\$ (15,315)
Cash, beginning of year	\$ (19,434)	\$ (4,119)
Cash, end of year	\$ (3799)	\$ (19,434)

Fundy Model Forest Inc.
Notes to Financial Statements
(Unaudited)
March 31, 2020

Accounts Receivable

	2020	2019
Forest Protection Limited	\$0	\$12,197
Forest Protection Limited	\$37,919	\$44,471
Tree Canada	\$0	\$730
Province of New Brunswick	\$0	\$6,000
SNB Wood Coop	\$0	\$1,800
HST refundable	\$3,468	\$5,135
Accounts Receivable	<u>\$41,387</u>	<u>\$43,426</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, 2020

Payables and Accruals

	<u>2020</u>	<u>2019</u>
Trade payables	\$5,074	\$5,864
Holdbacks on projects	0	0
Wages payable	3,121	2,799
Audit accrual	<u>0</u>	<u>0</u>
	\$ 8,195	\$ 8663

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2020

Education and Communications – Schedule 1

	Actual 2020	Actual 2019	Budget 2020
Communication Coordinator Salary	\$0	\$0	\$0
Communication – Media, Website, Translation	516	414	516
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
	\$ 516	\$414	\$ 516

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2020

Projects – Schedule 2

	Actual 2020	Actual 2019	Budget 2020
Atlantic Urban Forest Conference	\$9,787	\$0	\$9,787
Deer oh Deer	\$1,831	\$2,424	\$1,831
Tree Canada	\$1,277	\$1,138	\$1,277
ECANUSA	\$0	\$9,695	\$0
Population Viability Analysis Tool	\$42,811	\$21,693	\$42,914
Greater Fundy Search and Rescue - Infrastructure	\$0	\$89,425	\$0
Spruce Budworm Woodlot Communication	\$93,692	\$95,264	\$93,692
	\$149,398	\$219,693	\$149,501

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2020

Working Group Support – Schedule 3

	Actual 2020	Actual 2019	Budget 2020
FMF Meetings	\$ 516	\$ 237	\$ 516
	\$ 516	\$ 237	\$ 516

Fundy Model Forest Inc.
Details of Expenses
(Unaudited)
March 31, 2020

Administrative Expenses – Schedule 4

	Actual 2020	Actual 2019	Budget 2020
Administrative Expenses			
Salaries and Fringe Benefits	\$ 21,929	\$ 28,128	\$ 22,210
	21,929	28,126	22,210
Travel and Training			
Travel Expenses (all requirements)	135	118	135
Miscellaneous			
Audit Fees	-	-	-
Liability Insurance	2,323	4,655	2,323
Bank Charges	558	302	558
Miscellaneous	0	0	0
	2,881	4,957	2,881
Office Expenses			
Office Supplies	612	719	612
Rent and maintenance (office and storage)	127	127	127
Office equipment and maintenance	323	1,717	1,717
Telephone	1,459	1,459	1,515
Postage and Courier	279	208	279
Subscriptions and memberships	1,248	757	1,248
	4,048	3,593	5,498
Total Administrative Expenses	\$28,993	\$36,794	\$30,724