

# Fundy Model Forest

Our Forests, Our Communities, Our Future

## Annual Report 2017-2018



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### Appendix A – Financial Summary

## Introduction

The 2017-2018 fiscal year was the fifth 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 the past several years, 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	\$0	\$0	\$0
Salaries - Benefits and Levies	\$39,935	\$0	\$38,935
Travel (Administration)	\$220	\$0	\$220
Office Expenses (Consumables and equipment)	\$4,463	\$0	\$4,463
Insurance	\$3,794	\$0	\$3,794
FMF Governance	\$411	\$3,500	\$3,911
<b>total</b>	<b>\$48,823</b>	<b>\$3,500</b>	<b>\$52,323</b>

# Programs

## Community Capacity

### 1 Communications and Outreach

#### Description:

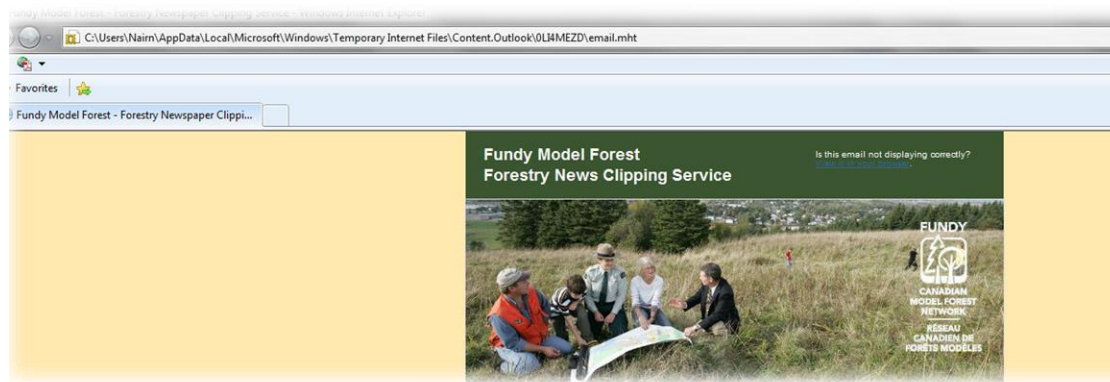
With the changes that have taken place in the FMF over the past 2 years, it has been critical to keep the organization visible to our partners and the public. Through the News Clipping service and our outreach and education events, the FMF has remained highly visible and relevant in the New Brunswick 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		
\$414	\$0	\$414



## 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

### 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		
\$80,804	\$0	\$80,804



### 3 Tree Canada

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#### 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		
\$3,728	\$0	\$3,728

### 4 Envirothon Workshop

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#### Description:

The FMF partnered with Science East to host a workshop for competitors in the New Brunswick Envirothon competition.

#### Deliverables:

- Workshop

#### Partners:

- I. CFS
- II. Science East

#### Budget Summary:

Cash	Inkind	Total Budget
NB Wildlife Trust Fund	FMF Partnership	
\$1,113	\$4,835	\$5,948

## 5 Deer oh Deer Outdoor Experiential Program

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### 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/Department of Education	
\$2,105	\$16,200	\$18,305

## 6 Greater Fundy Search and Rescue Infrastructure and Capacity Building

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### 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	
\$154,754	\$81,125	\$235,888



# 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. A small amount of funding was received in the 2017-2018 due to a book keeping error and had to be recorded within the past years project.

### 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
\$-55	\$0	\$-55



## 8 Urban Forest Conference

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### Description:

The FMF has partnered with the Cities of Moncton, Charlottetown and Fredericton, the International Society of Arboriculture and the MCFT to deliver the Atlantic Urban Forest Conference in Fredericton, New Brunswick. 120 attended the conference held on November 7 and 8<sup>th</sup>, 2017.

### Deliverables:

- Delivery of AUFC

### Partners:

- I. Urban Forest Collective

### Budget Summary:

Cash	Inkind	Total Budget
Multiple Funders		
\$16,050	\$0	\$16,050

# Research and Monitoring

## 8 Population Viability Analysis

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### 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 one of a two 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	
\$25,014	\$4,000	\$25,014

# Financial Summary

Table 1 presents the financial statement for the 2017-2018 fiscal year. A full financial report can be found in Appendix A.

Table 1: Summary of expenditures for April 1, 2017 to March 31, 2018

<b>Revenue</b>				
Beginning Balance	\$64,600			
Other Income	\$302,909			
<b>Total Funding</b>	<b>\$367,509</b>			
<b>Expenses</b>				
	<b>External Cash</b>	<b>FMF Cash</b>	<b>In-kind</b>	<b>Total</b>
Rent	\$0	\$0	\$0	\$0
Salaries - Benefits and Levies	\$39,935	\$0	\$0	\$39,935
Travel (Administration)	\$220	\$0	\$0	\$220
Office Expenses (Consumables and equipment)	\$4,463	\$0	\$0	\$4,463
Insurance	\$3,794	\$0	\$0	\$3,794
FMF Governance	\$411	\$0	\$3,500	\$4,911
<b>Subtotal</b>	<b>\$48,823</b>	<b>\$0</b>	<b>\$3,500</b>	<b>\$52,323</b>
<b>Community Capacity</b>				
Communications and Outreach	\$414	\$0	\$0	\$414
Spruce Budworm Communications	\$80,804	\$0	\$0	\$80,804
Tree Canada	\$3,728	\$0	\$0	\$3,728
Envirothon Workshop	\$1,113	\$0	\$4,835	\$5,948
Deer oh Deer	\$2,105	\$0	\$16,200	\$18,305
Greater Fundy Search and Rescue Capacity	\$154,754	\$0	\$81,125	\$235,879
<b>Subtotal</b>	<b>\$242,918</b>	<b>\$0</b>	<b>\$102,160</b>	<b>\$345,078</b>
<b>Activity Area – Knowledge Mobilization</b>				
Watershed Restoration Training for Inner Bay of Fundy Salmon Forum	\$(55)	\$0	\$0	\$(55)
Urban Forest Conference	\$16,050	\$0	\$0	\$16,050
<b>Subtotal</b>	<b>\$15,995</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,995</b>

Expenses	External Funding	FMF Cash	In-kind	Total
<b>Activity Area – Research and Monitoring</b>				
Population Viability Analysis	\$25,014	\$0	\$4,000	\$29,014
<b>Subtotal</b>	<b>\$25,014</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$29,014</b>
<b>Total</b>	<b>\$332,275</b>	<b>\$0</b>	<b>\$109,660</b>	<b>\$441,935</b>
<b>Excess Revenue over Expenditures</b>		<b>\$34,942</b>		

## 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, 2017 to March 31, 2018			
Contributor	Cash	In-kind	Total
Canadian Forest Service	\$0	\$325	\$325
Conservation Council of New Brunswick	\$0	\$500	\$500
Elmhurst Outdoors	\$0	\$4,250	\$4,250
FMF Partnership	\$0	\$4,150	\$4,150
J.D. Irving Ltd	\$0	\$500	\$500
Southern New Brunswick Wood Cooperative	\$0	\$500	\$500
UNB	\$0	\$5,500	\$5,500
Village of Petitecodiac	\$0	\$500	\$500
<b>Subtotal - Partners</b>	<b>\$0</b>	<b>\$16,225</b>	<b>\$16,225</b>
<b>Non-partner Organizations</b>			
Ducks Unlimited	\$0	\$250	\$250
Forest Protection Limited	\$90,960	\$0	\$90,960
New Brunswick Department of Education	\$0	\$14,600	\$14,600
Individual Members and Organizations	\$16,050	\$81,625	\$0
New Brunswick WildlifeTrust Fund	\$3,218	\$0	\$3,218
New Brunswick Environmental Trust Fund	\$25,000	\$0	\$25,000
Public Safety	\$154,754	\$0	\$154,754
Science East	\$0	\$250	\$250
Tree Canada	\$3,728	\$0	\$3,728
<b>Subtotal – Non-partners Organizations</b>	<b>\$293,710</b>	<b>\$96,725</b>	<b>\$390,435</b>
<b>Total</b>	<b>\$293,710</b>	<b>\$112,950</b>	<b>\$406,660</b>

# Organizational Structure

## Board of Directors

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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 2017/2018 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	Dr. Ron Smith 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	Vacant K.C. Irving Chair in Sustainable Development
Mr. Edouard Daigle 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

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. Bernard Daigle

Four Landowner Seats

J. D. Irving, Limited.

Mr. Robert Fawcett

Fundy National Park

Mr. Edouard Daigle

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](mailto:Nairn@fundymodelforest.net)

Amanda Pieroway, Office Administrator,  
Phone: (506) 944-0393  
Email: [Amanda@fundymodelforest.net](mailto: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, 2018

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Fundy Model Forest Inc.  
Statement of Financial Position  
(Unaudited)  
March 31, 2018

	2018	2017
<b>Assets</b>		
Current Assets		
Cash	\$ (4,119)	\$32,322
Accounts Receivable	43,426	44,773
Prepays	<u>0</u>	<u>657</u>
	<b>\$39,118</b>	<b>\$77,095</b>
<b>Liabilities and Net Assets</b>		
Current Liabilities		
Accounts payable and accrued liabilities	\$4,175	\$12,493
Deferred revenue	<u>0</u>	<u>0</u>
	<b>\$4,175</b>	<b>\$12,493</b>
Net Assets		
Fund Balance, Fundy Model Forest	<u>\$34,942</u>	<u>\$64,600</u>
	<b>\$39,116</b>	<b>\$77,093</b>

Approved on behalf of the board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

Fundy Model Forest Inc.  
Statement of Income and Fund Balance  
(Unaudited)  
March 31, 2018

	Actual 2018	Actual 2017	Budget 2018
Revenue			
Income	<u>\$302,909</u>	<u>\$272,533</u>	<u>\$306,102</u>
	<b>\$302,909</b>	<b>\$272,533</b>	<b>\$306,102</b>
Program Expenses			
Education and Communications	\$383	\$3,217	\$414
Projects	239,207	195,488	285,782
Working Group Support	<u>687</u>	<u>750</u>	<u>411</u>
	<b>\$240,277</b>	<b>\$199,455</b>	<b>\$286,610</b>
Administrative Expenses			
Salaries and Fringe Benefits	\$39,935	\$38,876	\$40,236
Travel and Training	220	1,114	300
Miscellaneous	103	225	103
Office Expenses	<u>8,154</u>	<u>9,261</u>	<u>8,337</u>
	<b>\$48,412</b>	<b>\$49,476</b>	<b>\$48,976</b>
<b>Total Expenses</b>	<b>\$332,567</b>	<b>\$289,753</b>	<b>\$335,586</b>
<b>(Deficiency) Excess of Revenue over Expenses</b>	<b>\$(29,658)</b>	<b>\$(17,220)</b>	<b>\$(29,484)</b>
<b>Fundy Model Forest Fund Balance</b>			
Beginning of year	<b>\$64,600</b>	<b>\$81,820</b>	<b>\$64,600</b>
<b>Fundy Model Forest Fund Balance</b>			
End of year	<b>\$34,942</b>	<b>\$64,600</b>	<b>\$35,116</b>

Fundy Model Forest Inc.  
Statement of Cash Flows  
(Unaudited)  
March 31, 2018

	2018	2017
Cash Provided By (Used In)		
Operating Activity		
Working capital from operations		
Excess Revenue over Expenditures	<b>\$(29,658)</b>	<b>\$(17,220)</b>
Net change in non-cash working capital balances:		
Accounts Receivable	<b>\$1,347</b>	<b>\$(3,067)</b>
Accounts Payable and Accrued Liabilities	<b>(8,138)</b>	<b>4,823</b>
Prepaid Expenses	<b>0</b>	<b>657</b>
Deferred Revenue	<b>0</b>	<b>0</b>
	<b>(6,791)</b>	<b>2,413</b>
Financing Activities		
	<b>\$ 0</b>	<b>\$ 0</b>
Investing Activities		
	<b>\$ 0</b>	<b>\$ 0</b>
Increase (Decrease) in Cash	<b>\$ (36,441)</b>	<b>\$ (14,807)</b>
Cash, beginning of year	<b>\$ 32,322</b>	<b>\$ 47,129</b>
Cash, end of year	<b>\$ (4,119)</b>	<b>\$ 32,322</b>

Fundy Model Forest Inc.  
Notes to Financial Statements  
(Unaudited)  
March 31, 2018

Accounts Receivable

	2018	2017
Environment Canada – IBoF Forum	\$0	\$3,129
Forest Protection Limited	\$43,011	\$35,801
Tree Canada	\$415	\$0
HST refundable	\$5,128	\$5,842
Accounts Receivable	<u>\$43,426</u>	<u>\$44,773</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, 2018

**Payables and Accruals**

	<u>2018</u>	<u>2017</u>
Trade payables	<b>\$2,039</b>	\$10,357
Holdbacks on projects	<b>0</b>	0
Wages payable	<b>2,136</b>	2,136
Audit accrual	<b><u>0</u></b>	<u>0</u>
	<b>\$ 4,175</b>	\$ 12,493



Fundy Model Forest Inc.  
Details of Expenses  
(Unaudited)  
March 31, 2018

Education and Communications – Schedule 1

	<b>Actual 2018</b>	<b>Actual 2017</b>	<b>Budget 2018</b>
Communication Coordinator Salary	\$0	\$0	\$0
Communication – Media, Website, Translation	414	383	414
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
	<b>\$ 414</b>	<b>\$383</b>	<b>\$ 414</b>

Fundy Model Forest Inc.  
Details of Expenses  
(Unaudited)  
March 31, 2018

Projects – Schedule 2

	<b>Actual 2018</b>	Actual 2017	Budget 2018
Atlantic Urban Forest Conference	<b>\$16,050</b>	\$0	\$16,050
Deer oh Deer	<b>\$2,105</b>	\$2,903	\$2,105
Outdoor Education	<b>\$1,113</b>	\$0	\$1,113
Inner Bay of Fundy Salmon	<b>\$(55)</b>	\$4,829	\$(55)
Tree Canada	<b>\$3,728</b>	\$3,050	\$3,728
Hayward Brook	<b>\$0</b>	\$192	\$0
Population Viability Analysis Tool	<b>\$25,014</b>	\$0	\$25,014
Canadian Model Forest Network – HR	<b>\$0</b>	\$1,200	\$0
SNB Forest Management Plans	<b>\$0</b>	\$300	\$0
Greater Fundy Search and Rescue - Infrastructure	<b>\$154,572</b>	\$141,846	\$152,780
Spruce Budworm Woodlot Communication	<b>\$80,804</b>	\$84,887	\$85,047
	<b>\$283,331</b>	\$239,207	\$285,782

Fundy Model Forest Inc.  
Details of Expenses  
(Unaudited)  
March 31, 2018

Working Group Support – Schedule 3

	<b>Actual 2018</b>	<b>Actual 2017</b>	<b>Budget 2018</b>
FMF Meetings	<b>\$ 411</b>	<b>\$ 687</b>	<b>\$ 411</b>
	<b>\$ 411</b>	<b>\$ 687</b>	<b>\$ 411</b>

Fundy Model Forest Inc.  
Details of Expenses  
(Unaudited)  
March 31, 2018

Administrative Expenses – Schedule 4

	<b>Actual 2018</b>	<b>Actual 2017</b>	<b>Budget 2018</b>
Administrative Expenses			
Salaries and Fringe Benefits	<b>\$ 39,935</b>	\$ 38,876	\$ 40,236
	<b>39,935</b>	38,876	40,236
Travel and Training			
Travel Expenses (all requirements)	<b>220</b>	1,114	300
Miscellaneous			
Audit Fees	-	-	-
Liability Insurance	<b>3,794</b>	3,658	3,794
Bank Charges	<b>341</b>	309	341
Miscellaneous	<b>103</b>	225	103
	<b>4,238</b>	4,192	4,238
Office Expenses			
Office Supplies	<b>550</b>	278	550
Rent and maintenance (office and storage)	<b>0</b>	47	0
Office equipment and maintenance	<b>988</b>	2,290	988
Telephone	<b>1,529</b>	1,584	1,650
Postage and Courier	<b>67</b>	197	67
Subscriptions and memberships	<b>885</b>	898	885
	<b>4,019</b>	5,294	4,202
<b>Total Administrative Expenses</b>	<b>\$48,412</b>	\$49,456	\$48,976