

# Minutes of the 136<sup>th</sup> Annual Business Meeting of the Ottawa Field-Naturalists' Club January 13, 2015

Place and time: Fletcher Wildlife Garden, Ottawa, Ontario, 7:00 pm  
Chairperson: Henry Steger, First Vice-President of the OFNC

Over 20 attendees spent the first half-hour reviewing the minutes of the previous ABM, the financial statements and the OFNC committees' annual reports for 2013-2014. The meeting was called to order at 7:30 pm.

## 1. Minutes of the Previous Annual Business Meeting

It was moved by Annie Bélair and seconded by Lynn Ovenden that the minutes of the 135<sup>th</sup> Annual Business Meeting be accepted as distributed.

**Carried**

## 2. Business Arising from the Minutes

Nil.

**Carried**

## 3. Communications Relating to the Annual Business Meeting

Nil.

## 4. Treasurer's Report by Ken Young

Copies of the treasurer's annual report for 2014, the financial statements, a summary table of the financial statements, and the 2015 budget were made available to all attendees.

Ken first pointed out that the club's financial health is good. One important factor is the large bequest it received from Violetta Czasak in 2013, which is still being processed; Ken is the executor. He said that the total value will be approximately \$985,000. Some of the money will be invested. A committee has also been created to consider proposals to use this money.

Regarding the 2015 budget, he said that it is an important management exercise for the club and that it gives a good idea of what committees are planning to do throughout the upcoming year. He didn't discuss it in too much detail, but pointed out that the budget table is always available with the Board of Directors' meeting minutes which are stored on the OFNC website at <http://ofnc.ca/council/minutes.php>.

He then proceeded to the financial statements, and drew our attention to the summary table. It clearly showed how the club is organized into a "fund accounting" system. More details are available in the financial statements.

**Motion:** It was moved by Ken Young and seconded by Ian Whyte that the financial statements be accepted as a fair representation of the financial position of the Club as of September 30, 2014.

**Carried**

## 5. Committee Reports

The annual committee reports serve as a record of what the OFNC does throughout the year. They were approved by the Board of Directors at their December 2014 meeting. A copy of the reports was distributed to attendees at the beginning of the meeting.

Moved by Annie Bélair and seconded by Diane Lepage that the reports be accepted as distributed.

## 6. Nomination of the Accounting Firm

Moved by Ken Young and seconded by Frank Pope that the accounting firm of Welch LLP be contracted to conduct a review of the OFNC's accounts for the fiscal year ending September 30, 2015.

**Carried**

## 7. Report of the Nominating Committee A. MacKenzie

### Relevant Excerpts from the OFNC Constitution (revised February 2000)

Article 8 – "The Council shall consist of the officers of the Club and up to eighteen additional members, all members of the Club."

Article 12 – "The officers of the Club and other members of the Council shall be elected annually at the Annual Business Meeting. The nomination of sufficient persons for election to the various offices and membership of the Council shall be the responsibility of the Nominating Committee, which shall act in the manner prescribed in the By-Laws."

The Council shall, at the earliest possible date, appoint chairs and members of Standing and ad hoc committees and Editor and Business Managers, as required for club publications."

NOMINATED OFFICERS	OFFICIAL DUTY
Fenja Brodo	President
Henry Steger	1st Vice-President
Eleanor Zurbrigg	2nd Vice-President
Annie Bélair	Recording Secretary
Ken Young	Treasurer

NOMINATED OTHER MEMBERS (in alphabetical order)

Carolyn Callaghan	Alex MacDonald
Barbara Chouinard	Ann MacKenzie
Julia Cipriani	Karen McLachlan Hamilton
Owen Clarkin	Lynn Ovenden
Barry Cottam	Jeff Saarela
Diane Kitching	Rémy Poulin
Louis L'Arrivée	

Motion: Moved by Ann MacKenzie and seconded by Henry Steger that this slate of nominees be accepted as members of the Board of Directors of the OFNC for 2015.

**Carried**

Henry thanked Dan Brunton and Don Hackett who will not be returning to the Board of Directors in 2015; he welcomed Jeff Saarela, now chair of the Publications Committee, who is rejoining the board, and Louis L'Arrivée who is also joining.

**8. Review of OFNC Constitution and Bylaws for New Regulations**

At last year's Annual Business Meeting, Ann MacKenzie, Chair of the Constitution Committee, gave a presentation on the likely implications to the OFNC of the pending changes to the Ontario Not-for-Profit Corporations Act (ONCA). She had explained that changes were anticipated to our classes of membership, to the Board of Directors and with respect to the notification and voting related to the Annual Business Meeting. It was then expected that a revised constitution would be ready for members approval at the January 2016 Annual Business Meeting.

The Constitution Committee, working with the lawyers, have prepared a draft By-law. It is much longer and considerably more complex than the previous by-law of the OFNC.

However, it cannot be finalized, nor can the Articles (previously referred to as the Constitution) be written until the Ontario government makes progress on the legislation. We are waiting for the act to be proclaimed (it was passed in 2010) and for the accompanying regulations to be written. The website states that the ONCA is not expected to come into force before 2016. Organizations will then have a three year period to come into compliance. As a result this project is on hold.

Everyone thanked Ann and the Constitution Committee for their efforts and patience.

**9. In Remembrance**

The OFNC noted with sadness the passing of Jack Gillett on December 27<sup>th</sup> 2014, at age 96. He had worked as taxonomist/botanist at Agriculture Canada and at the Canadian Museum of Nature, served 2 terms as the treasurer of the OFNC and made many significant contributions to the club.

**10. New Business and General Discussion**

a. Jeff Saarela suggested that the OFNC could finance local research projects. A fund could be established to support these projects, and a committee could be created to evaluate research proposals. Attendees agreed that this was a good idea; it will, therefore, be discussed by directors at board meetings.

b. Ian Whyte had a success story to share: in September 2014, he wrote an article describing how he found snapping turtle hatchlings on the road by the filtration plant at Mud Lake. Because of the curb along the road, it is extremely difficult for the tiny hatchlings to make it to the lake. This article, along with photos, was posted on the OFNC blog at <https://ofnc.wordpress.com/2014/09/12/mud-lake-turtle-rescue/>. In the article, he asked everyone who would be in the area to check for trapped hatchlings on the road, and bring them to the edge of the lake. He was really pleased with the result! His article mobilized a lot of people and many hatchlings were saved.

Lynn Ovenden added that social media is working well for the club and pointed out that the OFNC's Facebook page has over 1000 followers.

c. Henry explained that the OFNC has hired a communications consultant who will prepare a 3-year communication plan for the club, which was much needed. He said that all OFNC members will soon receive a survey and invited everyone present to answer it.

d. Throughout the spring of 2014, the OFNC discussed the possibility of making a financial contribution towards the purchase by the Nature Conservancy of Canada (NCC) of a 30.2 hectare land on the Ottawa River in Renfrew County. This piece of land was described as high conservation priority, considering its exceptional karst landscape, the regionally, provincially and nationally significant species found there, and its amazing underwater cave system (which is part of the largest underwater cave system in Canada).

A contribution of \$200,000 (taken from the Czasak bequest) was made on behalf of the OFNC.

Dan Brunton announced that the land has now been acquired by the NCC.

**11. Adjournment**

Moved by David Hobden and seconded by Diane Lepage that the meeting be adjourned at 8:15 pm.

**Carried**

## The Ottawa Field-Naturalists' Club — 2013-2014 Annual Committee Reports

### Awards Committee

The Awards Committee manages the process to annually recognize those OFNC members and other qualified persons who, by virtue of their efforts and talents, are deserving of special recognition. In 2014, nominations were received and evaluated (see awards criteria <http://www.ofnc.ca/awards.php>), three nominations were recommended to the Board of Directors for approval, and biographies were written for publication in the Club's journals and posting on the website. The awards were presented at the annual Awards Night in April. The recipients' names, type of award (in brackets) and rationale for recognition follow below:

- Mark Brenchley (Member of the Year) – For his creative and enthusiastic development of educational and promotional materials and promoting the OFNC at events.
- Karen McLachlan Hamilton (George McGee Service) – For over 12 years of dedicated service as editor of *Trail & Landscape*.
- Angelika Skevington (Mary Stuart Education Award) – For sharing her knowledge and wonder of nature with students at Huntley Centennial Public School in Carp, Ontario.

Committee members: Irwin Brodo, Julia Cipriani, Christine Hanrahan, Ann MacKenzie

ELEANOR ZURBRIGG, Chair

### Birds Committee

The Birds Committee organized the 2013 Fall Bird Count and with the Club des Ornithologues de l'Outaouais, the 2013 Christmas Bird Count. Both events continue to be very popular. This year's Peregrine Falcon Watch was a success at the Heron Road site but once again the downtown pair did not produce any young. The Bird Records-sub Committee continues to work on a revised checklist of the Birds of Ottawa. The new Ottawa chapter of FLAP (Fatal Light Awareness Program) is in its first season of operation and has affiliation with the Birds Committee.

A very successful conference of the Ontario Field Ornithologists (OFO) was held in Ottawa this fall with members of the Birds Committee being heavily involved. As well as organizing many aspects of the conference the committee members were very active as trip leaders. The committee continues to maintain a number of bird feeders in the Ottawa region.

CHRIS TRAYNOR, Chair

### Conservation Committee

Two major activities occurred this year:

1. Gervais Property acquisition for permanent conservation:  
In January 2014, we were alerted to a major conservation possibility: a property for sale along the Ottawa River with special karst geology, including the longest network of underwater caves found in Canada, and northerly examples of significant calcicolous flora. The committee considered the features of the site and identified the Gervais Property near Pembroke as a significant natural history feature worthy of conservation. We recommended that the OFNC participate in its protection, drawing upon recently acquired bequest funds to do

so. Following a review of the proposal with the evaluation process identified by a specially-assembled OFNC bequest committee, the OFNC Council approved the donation of \$200,000 to the Nature Conservancy of Canada. The property has since been successfully acquired for conservation.

### 2. Launch of Annual Biothon program:

This year the committee launched what is intended to become an annual event, a year-long bioinventory ("biothon") of a significant natural area in the Ottawa region. The goals of this project are to acquire a thorough and reliable set of biodiversity data regarding a particular significant natural area and to engage the public into participation in natural history activities. We chose the Constance Bay area for our study site, and the event officially launched on the weekend of August 23–24. Working with the OFNC Events Committee, we have held several outings at the site, and others are planned for Constance Bay before the study period ends in August 2015. We have already collected a large amount of data, with hundreds of species observed.

A number of other projects are in progress or are planned thanks to our members which we will briefly mention. These include:

- turtle roadkill and population study along Roger Stevens Drive in Marlborough Forest, aimed at keeping populations healthy with the construction of fencing if necessary.
- daily turtle hatchling rescue at the Mud Lake along Cassels Street
- new strategies to prevent turtle nest site predation
- monitoring of populations of uncommon or declining native plants and naturalizing non-native species. This long-term project is occurring in the urban area (especially for naturalizing non-native plants) and in rural areas (especially for uncommon native plants), with an aim to build on the foundation of data already available in published reports of our region's flora.

This has been among the most productive periods for active OFNC conservation in some years, and I thank everyone for their hard work conserving our natural heritage.

OWEN CLARKIN, Chair

### Education and Publicity Committee

This committee provides information to the community about natural history and the OFNC itself. We meet every two months to plan and advise each other on our various responsibilities. One of our tasks is managing a display of various OFNC and natural history items at monthly meetings. We do lots more. In spring, we judge projects at the Ottawa Regional Science Fair for OFNC's special awards; the winners this year were Aidan Gurung, Shamus McCoy and Emma Kirke. In early summer, we selected two local high school students (Emma Kirke and Emily Pollington) for OFNC to sponsor for Ontario Nature's Youth Summit. We manage OFNC's brand identity and the use of our owl logo, be it on signage, publications, certificates, or a tiny lens-wipe pouch that can clip to your camera or binoculars strap. We take turns bringing an OFNC display to natural history events around the city where we encourage visitors to join the club. The big public events this year were BirdDay, BugDay, Ottawa City Hall's Wildlife

Speaker series, and the Ontario Field Ornithologists conference. This year, we made new travel-ready posters for public events, with updated content about joining OFNC, its publications, Macoun Club and Fletcher Wildlife Garden.

A major accomplishment was Linda Burr's completion of the booklet *Larose Forest: A Naturalist's Guide*. It is a bilingual update of Christine Hanrahan's 2008 description of the forest and includes complete species lists of birds, mammals, herps, butterflies, odonates and vascular plants.

A year ago, when Sandy Garland (OFNC's webmaster) and Natalie Sopinka joined the committee, we broadened our perspective to include the use of social media in education and publicity. Natalie created an OFNC blog called *FieldNotes*. She has kept it lively with over 50 reports from several people on monthly meetings, local natural history events and profiles of OFNC members. We enlisted a student volunteer in UOttawa's Community Services Program to prepare blog posts about OFNC events this fall. Natalie and Sandy also turned up OFNC's Twitter feed and maintained a steady stream of event notices to OFNC's burgeoning Facebook Group and the Bulletin Board of *ofnc.ca*. We started to plan a more modern website for OFNC but realized we first needed more clarity about the club's communication goals and target audiences.

Education & Publicity also tries to find speakers, walk leaders or good advice as requested by local organizations that are planning a nature activity. These requests, 16 this year, come from teachers, seniors' programs, and community and youth groups. Many thanks to the many OFNC members who share their knowledge with others.

LYNN OVENDEN, Chair

### Events Committee

The Events Committee coordinated 63 outings, 5 workshops, 10 monthly meetings and the annual awards celebration. The outings and workshops included: amphibians and reptiles (3), birds (32), butterflies and moths (3), other insects (6), plants/trees (9), geology (1), photography (3), general natural history (11).

In addition to bringing back many tried and true events and leaders, several new events were offered. Jon Ruddy initiated a spring hawk migration watch, leading 14 outings over an 8 week period to track the migration of hawks, eagles, falcons and vultures. Owen Clarkin, chair of Conservation, launched a one year biothon for Constance Bay. Eleanor Thompson was willing to host "An April Night in the Wilds" at the Thompson cabin near Calabogie, ON. Unfortunately it was cancelled due to the late spring, cold temperatures and the absence of visible amphibians.

The Club's biannual trip to Pelee was sold out – appreciation to Fenja Brodo, Roy John and John Cartwright for their roles in the success of the trip.

Monthly meetings were held in the Museum of Nature until December 2013. The January business meeting was held at the Fletcher Interpretation Centre. In February 2014 the monthly meeting moved to the Neatby Building, thanks to Jeff Skevington. Monthly meetings included talks on birds (2), mammals (1), conservation (1), ecology (2), geology (1), insects (1) and plants (1).

Committee members – Robert Alvo, Holly Bickerton, Hume Douglas, Jakob Mueller, Jeff Skevington and Julia Cipriani (chair) with support from Owen Clarkin, Chair of Conservation.

If you have ideas for events or would like to lead an outing or event, please contact Julia ([julia\\_cipriani@sympatico.ca](mailto:julia_cipriani@sympatico.ca)) or other members of the committee.

JULIA CIPRIANI, Committee Member

### Finance Committee

The OFNC's financial reporting systems are operating smoothly and efficiently. The OFNC Committees have adopted the budget process to look forward to the immediate future to plan their projects and prioritize items. Special projects are presented to the Board for approval and if approved the item is then included in the year's budget. The financial reports provided by the OFNC Treasurer several times a year are a useful tool for the OFNC.

Over the June to September period, the Finance Committee compiled the budget for the next fiscal period, based on submissions and input from each of the OFNC Committees. The Finance Committee had several discussions concerning the budget and provided the draft budget for circulation to the board at the September 2014 meeting. Further discussions and revisions to the budget were made and the board approved the budget at the October 2014 monthly meeting.

The OFNC continues to benefit from unexpected donations which allow committees to think about special projects that otherwise would not be possible. The board has considered these proposals and a couple have been approved for the coming fiscal period and are included in the budget. The 2014/2015 fiscal budget forecasts a large deficit; however the OFNC has the funds to cover the shortfall.

The Finance Committee continues to promote fiscal responsibility and the OFNC's financial results reflects this operating mandate.

BARBARA CHOUINARD, Chair

### Fletcher Wildlife Garden

This is been another busy year for the Fletcher Wildlife Garden. The usual activities have proceeded apace, along with a number of other events and achievements. These are highlighted here; further information may be found in the monthly FWG reports to the Board.

On Feb. 17, the OFNC Board hosted a special meeting of the Board, the FWG management committee (MC) and interested volunteers to discuss the mission and strategic objectives for managing the FWG. These objectives address Outreach & Education, Habitat Improvement, management options for the Control of Invasive Species and Natural History. Participants also made many suggestions regarding volunteers, without whom the FWG could not exist. A document summarizing the discussion and decisions has been formally accepted by both the MC and the Board as a guide for future activities of the FWG.

We had our annual spring potluck on April 7 and the three volunteer groups began their activities in May. In addition to the regular work of maintaining the Backyard Garden, the William Cody Fern Garden was re-established in the east end of the Backyard Garden, with a new flag stone path through it laid down under contract by a local landscaping firm. The Butterfly Meadow group was supported in its efforts by the Invasive Species group, which worked primarily around the perimeter of the BM, creating a series of plots to try different methods of controlling DSV. The annual plant sale, held the first Saturday in June, was the most successful ever.



Both the FWG and the OFNC received awards during Ottawa's first Garden Days event, held at City Hall on June 13. This was but one of a number of events relating to efforts to have a botanical garden established on AAFC lands bordering the FWG on the south. An FWG representative attended a stakeholders meeting in February hosted by the Canadensis Botanical Garden Society; we followed quite closely the Society's Beyond the Edge: Artists' Gardens art installations, held over the summer on the field south of the AAFC's red barn. One of the participants, landscape artist Karl Ciesluk, received permission from the MC to construct two art pieces at the FWG. The recent Garden Symposium provided further information on the status of Canadensis and a partner project, Canada Flora 2017.

The application to Environment Canada for approval of a dredging project to rejuvenate the Amphibian Pond still awaits approval, although we have reason to be cautiously optimistic. A plan for managing the New Woods is beginning to take shape, but we are undecided on what to do with the Old Field. The Ash Woodlot was redefined by the removal by AAFC of 56 ash trees killed by the Emerald Ash Borer.

Volunteers from the Stewardship Rangers, PricewaterhouseCoopers, the Royal Ottawa Hospital and the University of Ottawa helped out in the BM, the BYG and refurbishing the Bill Holland Trail. FWG volunteers led group tours for the Ottawa Horticultural Society, Monarch Teachers Network conference and the Weeds Across Borders conference. Our volunteers took a tour of their own at the Canadian Wildlife Federation's wildlife gardens.

DSV continues to be a serious limiting factor in our efforts to improve and maintain the habitats. Two potentially conflicting initiatives began this year. The AAFC overwintered about 500 larvae of the moth *Hypena opulenta* that feed on the leaves of DSV. The larvae were released at a site on the CEF and hopefully will eventually spread to the FWG. Participants in the February 17 meeting approved the use of glyphosate, a broad-leaf herbicide, in a test area at the FWG for a period of two years. One application of glyphosate by the AAFC killed off the flowers and seed pods of the treated DSV. Efforts to assess the significance of the 'mystery circles' – small areas where DSV does not grow – continue, particularly mapping and monitoring; scientific research has not yet produced any clear results, however.

Communications were again an active area, with the FWG Communications Committee liaising with Nature Canada on its Naturehood program, including establishing the FWG on YardMap, and discussing ways to better inform visitors of what's going on at the FWG. The newsletter continues to be

published on a regular basis, our brochures are being revamped and new possibilities explored for the website and social media. The management committee continues to liaise with AAFC through membership on the Central Experimental Farm Advisory Committee – which also closely follows developments relating to the botanical garden – and with the Friends of the Experimental Farm. An FCEF member has joined the MC for a two-year term and an MC attends FCEF team leader meetings in spring and fall. The 5-year lease and collaborative agreements between AAFC and the OFNC regarding the use of the Interpretation Centre and management of FWG lands were renewed in April 2014.

The management committee continued this year with a rotating chair. Despite periodic discussion of this situation, the roles of the chair and the MC require clarification. The MC is also wrestling with such issues as longer-term planning in a purely volunteer environment.

BARRY COTTAM,

Committee representative on Board of Directors

### Macoun Club Committee

The Committee put together the month-to-month program for the children by telephone and e-mail. An up-to-date schedule and illustrated record of the weekly activities was maintained on its website ([macounfieldclub.ca](http://macounfieldclub.ca)). On most Saturdays during the school year, Committee members supervised or gave presentations at the indoor meetings (held in the Fletcher Wildlife Garden's interpretation centre) or led field trips (one of them jointly with the OFNC, at the Brewer Park Pond). Most field trips took place either on private properties in Lanark County or at the Club's nature-study area in the National Capital Commission's Greenbelt (Stony Swamp). For about a decade, Macoun Club members and leaders have been attempting to control the initial occurrences of certain invasive species in their study area. In 2014 the Club worked closely with the National Capital Commission there, helping to map Garlic Mustard and Dog-strangling Vine, and continuing to remove them where possible. The Committee produced issue no. 68 of the Club's annual publication, *The Little Bear*, and distributed it to members.

ROBERT E. LEE, Chair

### Membership Committee

The distribution of Club membership for 2014 on September 30, 2014 is shown in the table below, with the corresponding numbers for 2013 shown in brackets. The increase in total membership of 48 halts a long-term trend of decreasing membership. Local membership (within 50 km

	CANADIAN		USA		OTHER		TOTAL	
	2014	2013	2014	2013	2014	2013	2014	2013
Individual	354	(324)	10	(12)	0	(0)	364	(336)
Family	296	(288)	0	(0)	1	(1)	297	(289)
Student	20	(11)	0	(0)	0	(0)	20	(11)
<i>Trail &amp; Landscape</i>	1	(2)	0	(0)	0	(0)	1	(2)
Honorary	23	(21)	0	(0)	0	(0)	21	(21)
Life	45	(45)	3	(1)	1	(1)	49	(49)
Other*	25	(23)	0	(1)	1	(1)	26	(24)
TOTAL	764	(714)	13	(15)	3	(3)	780	(732)

\*Other represents, for the greatest part, affiliate organizations that receive complimentary copies of the Club's publications.

of Parliament Hill) increased to 658 from 617 in 2014 and 2013, respectively. The number of new members reached 130, the most since the late 1990's. A positive sign for the future of the Club was the increase to 20 in Student Membership, which was initiated in 2012 to encourage interest in natural history among high school and university students.

HENRY STEGER, Chair

### Publications Committee

Publications Committee members in 2014 were Carolyn Callaghan, Paul Catling, Jay Fitzsimmons, Tony Gaston, Karen McLachlan Hamilton, William Halliday, David Seburn, Frank Pope, Jeff Saarela and Dan Brunton (Chair). Meetings were held 28 April and 8 October to discuss a wide variety of issues and to provide advice and information to both the OFNC Council and to the editorial teams. As well, a great number of informal communications were conducted electronically amongst committee members on a variety of publication topics, particularly in regards to management and operations of The Canadian Field-Naturalist (CFN).

The CFN continues to be produced on schedule and within the production targets established for the current year (typically, approximately 400 pages/volume). A shortage of copy editing resources has put extra pressure on the already fully-tasked editorial team, however. We are actively in search of more help in that area. Similarly, the operations and management of our subscription base has experienced process difficulties of late. Satisfactorily addressing those difficulties is the primary issue before the committee at present.

CFN Editor-in-Chief Carolyn Callaghan and Assistant Editor Trina Rytwinski and their team produced four issues of the journal this year, 128(1) through 128(4). The increased number of submissions noted with the last two volumes has continued, resulting in an ample supply of quality material in various stages of development for volume 129 issues. Colour images continue to enhance the appearance of more papers than was possible in years past. Unfortunately (for us) Trina Rytwinski is retiring from her position early in the new year to put more focus on other priorities in a busy personal and professional life. She played an especially important role earlier in the year as Acting Editor for 128(1) and 128(2) during Editor-in-Chief Callaghan's winter sabbatical.

We are confident that measures being implemented will eliminate the present CFN operational challenges in the coming year. Accordingly, we look forward to a successful 130<sup>th</sup> year of publication in 2015.

Four issues of Trail & Landscape were produced by Editor Karen McLachlan Hamilton and her team in the current year. The OFNC web page is becoming an increasingly important vehicle for communications with and amongst OFNC members. Nonetheless, after almost 50 years of publication T&L



continues to provide an important newsletter function and to be a significant source of documentation of regional biodiversity and conservation needs.

One Special Publication appeared in the current year, that being "The Larose Forest, a naturalist's Guide", under the editorship and production direction of Linda Burr. Several hundred copies of our first completely bilingual publication are in distribution, particularly in the Prescott-Russell area of the Ottawa Valley where the Larose Forest is situated.

As with most OFNC committees, the demands on personal and professional time often constitute the most significant deterrent to prospective participation. Since a new Publications Committee chair has been confirmed for 2015, arrangements have been made to share participation in OFNC Council and other meetings amongst Committee members. This will lessen the time commitment previously required of the Chair position. My personal thanks to those on and off the Committee who so effectively encouraged and supported the OFNC's unique and nationally significant publications program during my term in that capacity.

DANIEL F. BRUNTON, Chair

## Review Engagement Report

To The Members of THE OTTAWA FIELD-NATURALISTS' CLUB

We have reviewed the statement of financial position of The Ottawa Field-Naturalists' Club as at September 30, 2014 and the statements of operations, changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the club.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.



**CHARTERED ACCOUNTANTS  
Licensed Public Accountants**

Ottawa, Ontario  
December 22, 2014

### The Ottawa Field-Naturalists' Club Statement of Financial Position September 30, 2014

	2014	2013
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents (note 4)	\$ 298,742	\$ 55,862
Amounts receivable	16,802	24,380
Prepaid expenses	3,813	633
	<u>319,357</u>	<u>80,875</u>
LONG-TERM INVESTMENTS (note 4)	<u>547,883</u>	<u>537,456</u>
	<u>\$ 867,240</u>	<u>\$ 618,331</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	3,382	\$3,582
Deferred revenue	12,953	16,683
	<u>16,335</u>	<u>20,265</u>
<b>FUND BALANCES</b>		
General fund	552,505	317,208
Internally restricted funds	261,337	244,376
Martha Camfield endowment fund	37,063	36,482
	<u>850,905</u>	<u>598,066</u>
	<u>867,240</u>	<u>\$618,331</u>

Approved by the Board:

..... President

..... Treasurer

(See accompanying notes)

PREPARED WITHOUT AUDIT

**The Ottawa Field-Naturalists' Club  
Statement of Operations and Changes in Fund Balance  
– General Fund  
Year Ended September 30, 2014**

	2014	2013
<b>REVENUES</b>		
Membership fees	\$ 27,873	\$ 28,703
Donations and bequests (note 7)	267,055	27,149
The Canadian Field-Naturalist		
– subscription revenue	23,357	26,153
– author charges	27,645	28,234
Fletcher Wildlife Garden	–	4,395
Pelee Trip	14,937	–
Interest income	13,961	13,744
Advertising	150	1,675
Other	1,739	1,828
	<u>\$ 376,717</u>	<u>\$ 131,881</u>
<b>EXPENSES</b>		
<b>OPERATING:</b>		
Affiliation fees	400	450
Bookkeeping	3,225	4,941
Courier and postage	380	359
Insurance	1,631	1,245
Interest and bank charges	1,246	1,400
Membership	892	1,000
Professional fees	4,130	2,800
Website	2,078	3,500
Fundraising	1,755	–
General and miscellaneous	2,531	3,452
	<u>\$ 18,268</u>	<u>\$ 19,147</u>
<b>ACTIVITY:</b>		
The Canadian Field-Naturalist	78,758	78,600
Fletcher Wildlife Garden	1,680	7,604
Awards committee	65	534
Soiree – net	138	87
Birds Committee	984	1,010
Donations	5,000	–
Education and publicity	2,612	1,829
Excursions and lectures	1,547	1,953
Macoun Club	241	301
Pelee Trip	12,483	–
Trail and Landscape	7,318	6,986
	<u>110,826</u>	<u>98,904</u>
TOTAL EXPENSES	<u>129,094</u>	<u>118,051</u>
NET REVENUES	247,623	13,830
FUND BALANCE, BEGINNING OF YEAR	<u>317,208</u>	<u>303,378</u>
Inter-fund transfer - to internally restricted funds	<u>(12,326)</u>	<u>–</u>
FUND BALANCE, END OF YEAR	<u>\$ 552,505</u>	<u>\$ 317,208</u>

**The Ottawa Field-Naturalists' Club  
Statement of Changes in Fund Balance – Martha  
Camfield Endowment Fund  
Year Ended September 30, 2014**

	2014	2013
<b>Fund Balance, Beginning of Year</b>	\$ 36,482	\$ 35,900
Interest	<u>581</u>	<u>582</u>
<b>Fund Balance, End of Year</b>	<u>\$ 37,063</u>	<u>\$ 36,482</u>

Note: In accordance with the endowment agreement, the interest above represents half of the interest generated by the fund and is re-invested in the capital of the fund. The other half of the interest generated by the fund is recognized as interest revenue of the Macoun Fund (see Statement of Operations and Changes in Fund Balances - Internally Restricted Funds) and is made available for the use of the Macoun Field Club.

**The Ottawa Field-Naturalists' Club  
Statement of Cash Flows  
Year Ended September 30, 2014**

	2014	2013
<b>Cash Flows from Operating Activities</b>		
Net revenues – all funds	\$ 252,258	\$ 18,517
Adjustments for:		
Amounts receivable	7,578	(8,242)
Investments	54,141	(16,031)
Prepaid expenses	(3,180)	770
Accounts payable and accrued liabilities	(200)	1,299
Deferred revenues	(3,730)	(4,556)
Life memberships	–	(1,240)
	<u>306,867</u>	<u>(9,483)</u>
<b>Cash Flows from Investing Activities</b>		
Purchase of investments	(64,568)	(137,178)
Proceeds from maturity of investments	–	45,740
	<u>(64,568)</u>	<u>(91,438)</u>
<b>Cash Flows from Financing Activities</b>		
Endowment interest earned	<u>581</u>	<u>582</u>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	242,880	(100,339)
<b>Cash and Cash Equivalents at Beginning of Year</b>	55,862	156,201
<b>Cash and Cash Equivalents at End of Year</b>	<u>\$ 298,742</u>	<u>\$ 55,862</u>

Note: Cash equivalents include fixed income investments maturing within three months

(See accompanying notes)

PREPARED WITHOUT AUDIT



**The Ottawa Field-Naturalists' Club**  
**Statement of Operations and Changes in Fund Balances – Internally Restricted Funds**  
**Year Ended September 30, 2014**

	General Reserve for Contingencies	Fletcher Wildlife Garden Fund	Manning Fund	Seedathon Fund	Ann Hanes Memorial Fund	De Kiriline Lawrence Fund	Macoun Funds	2014 Total	2013 Total
<b>Revenues</b>									
Donations and grants	\$ –	\$ 851	\$ –	\$ 1,061	\$ –	\$ –	\$ –	\$ 1,912	\$ 2,655
Fundraising	–	4,916	–	–	–	–	–	4,916	–
Interest	–	–	3,946	–	–	–	581	4,527	4,470
	–	5,767	3,946	1,061	–	–	581	11,355	7,125
<b>Expenses</b>									
Habitats	–	4,766	–	–	–	–	–	4,766	–
Fundraising	–	770	–	–	–	–	–	770	–
Seed	–	–	–	1,184	–	–	–	1,184	1,110
Other	–	–	–	–	–	–	–	–	1,328
	–	5,536	–	1,184	–	–	–	6,720	2,438
<b>Net Revenues (Expenses)</b>	–	231	3,946	(123)	–	–	581	4,635	4,687
<b>Fund Balances,</b>									
<b>Beginning of Year</b>	100,000	–	123,791	808	521	13,384	5,872	244,376	239,689
inter-fund transfer – from General Fund*	–	12,326	–	–	–	–	–	12,326	–
<b>Fund Balances,</b>									
<b>End of Year</b>	\$ 100,000	\$ 12,557	\$ 127,737**	\$ 685	\$ 521	\$ 13,384	\$ 6,453	\$ 261,337	\$ 244,376

\*the inter-fund transfer from the General fund to the Fletcher Wildlife Garden fund was authorized by the Board and is intended to reflect the net revenue from Fletcher Wildlife Garden activities that were reported within the General fund prior to the creation of the Fletcher Wildlife Garden fund

\*\*includes principal of \$100,000 plus undistributed income of \$27,737

(See accompanying notes)

PREPARED WITHOUT AUDIT

**The Ottawa Field-Naturalists' Club**  
**Notes to the Financial Statements**  
**Year Ended September 30, 2014**

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**1. Purpose of Organization and Tax Status**

The Ottawa Field-Naturalists' Club (the "club") is a volunteer, registered charitable organization incorporated under the Corporations Act of the Province of Ontario. The objectives of the club are to promote the appreciation, preservation, and conservation of Canada's natural heritage and to encourage investigation and dissemination of the results of research in all fields of natural history.

The club's operations are overseen by a Board of Directors (the "board"). Individual activities are undertaken by club members participating in standing committees.

As a registered charity the club is exempt from income taxes by virtue of section 149(1)(f) of the Income Tax Act (Canada).

**2. Significant Accounting Policies**

*Basis of accounting*

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

*Revenue recognition*

- (i) Membership fees are recognized as revenue proportionately over the fiscal year to which they relate. The club's membership year is January 1 to December 31. The portion of membership fees that are received but not yet recognized as revenue are recorded as deferred revenue.
- (ii) The club follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets. The organization only recognizes revenue from bequests if the will has been probated and a valuation has been received from the executor of the estate and collection can be reasonably assured. Otherwise, revenue from bequests will be recognized as the amounts are received.
- (iii) Subscription revenue and author charges are recognized as revenue at the time of release and shipment of the related publication. The liability for the portion of subscription revenue and author charges invoiced in advance of the release and shipment of the related publication is recorded as deferred revenue.
- (iv) Trip revenue is recognized at the conclusion of the related field trip. Amounts collected in advance of field trips that have not yet taken place is recorded as deferred revenue.
- (v) Interest income comprises interest from cash and cash equivalents and investments. Interest on cash equivalents and investments is recognized over their term using the effective interest method. Interest in-

come derived from the investment of restricted contributions, where the contribution agreement specifies that the investment income is restricted, is accounted for the same manner as the restricted contributions.

- (vi) Advertising revenue is recognized in the period in which the advertisement is published.
- (vii) Fundraising revenue is included in the statement of operations upon completion of the fundraising event.
- (viii) Other revenue includes royalties and the sale of other products and services. Revenue from royalties is recognized in accordance with the related agreement. Revenue from the sale of other products and services is recognized at the time of delivery or when the service has been rendered.

*Fund accounting*

The Club maintains its accounts in accordance with the principles of fund accounting. Resources are classified for accounting and reporting purposes into funds according to the activity or object specified.

**General Fund**

The General Fund reports the revenue and expenses relating to general operations and administration activities.

**Internally Restricted Funds**

- (i) General Reserve
 

The General Reserve for contingencies was established by the Club to fund outstanding operating expenses should the Club discontinue its operations.
- (ii) Fletcher Wildlife Garden Fund
 

The Fletcher Wildlife Garden fund supports the habitat development at the Fletcher Wildlife Garden, with income directed donations and the proceeds for the annual plant sale.
- (iii) Manning Fund
 

The Manning fund was established by a bequest, and the interest generated is used to assist authors to publish articles in the Canadian Field Naturalist.
- (iv) Seedathon Fund
 

The Seedathon fund collects donations from the annual bird sighting event and purchases seed for the Club's bird feeders.
- (v) Anne Hanes Memorial Fund
 

The Anne Hanes Memorial fund was raised in memory of Anne Hanes, the founding editor of Trail and Landscape, and is used to finance the annual winners of the Anne Hanes Natural History Award.

## (vi) De Kiriline-Lawrence Fund

The de Kiriline-Lawrence fund was funded by a bequest from the popular author of nature books, and is supplemented by annual donations and used to support conservation efforts.

## (vii) Macoun Funds

This comprises the activity of two internally restricted funds, the Martha Camfield Memorial fund and the Macoun Baillie Birdathon fund. The former is used to support special projects of the Macoun Field Club, a youth club. The latter was raised from donations made during the Baillie Birdathons. Its purpose is to support bird research by a Macoun Field Club youth member.

**Martha Camfield Endowment Fund**

The Martha Camfield endowment fund was established by the family and friends of Martha Camfield to help continue her efforts to have children study, understand, respect and preserve their natural environment. Half of the interest generated by the fund is re-invested in the capital of the fund while the other half of the interest generated is credited to the Martha Camfield Memorial fund and is made available only for the use of the Macoun Field Club. In the Statement of Operations and Changes in Fund Balances — Internally Restricted Funds, the Martha Camfield Memorial fund and the Macoun Baillie Birdathon Fund are consolidated and presented as the Macoun Funds.

*Internally Restricted Net Assets*

Internally restricted net assets represent the amount approved by the board to be set aside for special purposes. These amounts are not available for unrestricted purposes without the approval of the board.

*Financial Instruments*

The club initially measures its financial assets and financial liabilities at fair value adjusted by transaction costs in the case where a financial asset or financial liability is subsequently measured at cost or amortized cost. The club measures all of its financial assets and financial liabilities at cost or amortized cost.

*Cash and cash equivalents*

Cash and cash equivalents include highly liquid investments with maturities of three months or less.

*Capital assets*

Capital assets are expensed in the year of acquisition.

*Donated services*

The club is dependent on the voluntary service of many of its members. As there is difficulty in determining the fair value of voluntary services, they are not recognized in these financial statements.

*Use of estimates*

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

Significant estimates include those used when accounting for amounts receivable.

**3. Financial Instruments**

The club is exposed to various risks through its financial instruments. The following analysis provides a measure of the club's risk exposure and concentrations as at September 30, 2014.

*Credit risk*

The club is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, or if there is a concentration of transactions carried out with the same party, or if there is a concentration of financial obligations which have similar economic characteristics, that could be similarly affected by changes in economic conditions, such that the club could incur a financial loss. The club does not hold directly any collateral as security for financial obligations of counterparties.

The club's maximum exposure to credit risk represents the carrying value of its cash, amounts receivable and investments, totalling \$863,427 (2013 – \$617,698).

The club's cash is deposited with Canadian financial institutions, as a result management believes the risk of loss on cash to be remote. The cash equivalents and investments consist primarily of government bonds and guaranteed investment certificates of Canadian financial institutions of high credit quality. Possible changes to the credit quality of these securities exposes the club to credit risk. The club manages its exposure to this risk by holding a diversified portfolio with varied maturities. The club reduces its exposure to credit risk on its amounts receivable by reviewing the accounts on a regular basis, following up on outstanding amounts and creating an allowance for doubtful accounts when applicable.

*Liquidity risk*

Liquidity risk is the risk that the club cannot meet its debts when they become due. Liquidity risk also includes the risk of the club not being able to liquidate assets in a timely manner at a reasonable price.

The club meets its liquidity requirements by monitoring its expected future cash flow requirements and holding a significant amount of assets that can be readily converted into cash.

*Market risk*

Market risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

(i) *Currency risk*

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates.

Approximately \$10,000 (2013 – \$18,000) of club's cash and cash equivalents are denominated in U.S. currency. However, the club primarily transacts in Canadian dollars. As a result, management does not believe it is exposed to significant currency risk.

*(ii) Interest rate risk*

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with those instruments will fluctuate due to changes in market interest rates. The exposure of the club to interest rate risk arises from its interest bearing assets.

The club's cash includes amounts on deposit with Canadian financial institutions that earn interest at market rates. Fluctuations in market rates of interest on cash do not have a significant impact on the club's financial operations.

The club manages the interest rate risk of its cash equivalents and investments by the implementation of prudent investment policies. The club's investments in bonds mature at face value on a staggered basis over the next twelve years. The laddered structure of maturities helps to enhance the average port-

folio yield while reducing the sensitivity of the portfolio to the impact of interest rate fluctuations. Effective interest rates to maturity for these securities range from 2.40% to 4.36% (2013 2.40% to 4.36%).

*(iii) Other price risk*

Other price risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The club is not exposed to other price risk.

*Changes in risk*

There have been no changes in the club's risk exposures from the prior year.

**4. Cash and Cash Equivalents and Investments**

Cash and cash equivalents are comprised of:

	2014		2013
	Market Value	Amortized Cost	Amortized Cost
Cash in accounts – at fair value	\$ 228,120	\$228,120	\$ 55,862
CIBC – 4.19% due October 31, 2014	70,740	70,622	–
	<u>\$ 298,860</u>	<u>\$298,742</u>	<u>\$ 55,862</u>

Long-term investments are comprised of:

	2014		2013
	Market Value	Amortized Cost	Amortized Cost
CIBC – 4.19% due October 31, 2014	\$ –	\$ –	\$ 67,782
New Brunswick – 4.30% due December 3, 2015	62,085	60,315	60,582
Home Trust GIC – 2.40% due October 12, 2016	34,995	34,995	34,175
Ontario Hydro – 4.01% due November 26, 2016	27,357	27,103	26,058
Ontario – 4.07% due December 2, 2017	54,281	50,565	48,588
Ontario – 2.58% due December 2, 2018	65,965	64,483	62,861
British Columbia – 3.74% due March 5, 2019	30,744	28,509	27,481
RBC GIC – 2.51% due September 29, 2019	30,000	30,000	–
Newfoundland – 4.36% due January 7, 2020	46,684	42,375	40,605
British Columbia – 3.26% due August 23, 2021	68,828	65,942	63,860
Nova Scotia Power – 2.80% due February 26, 2022	17,487	17,606	17,126
Manitoba – 2.60% due September 5, 2022	33,699	34,568	–
Hydro Quebec – 3.12% due February 15, 2023	42,376	42,469	41,185
Manitoba – 3.82% due September 5, 2025	51,397	48,953	47,153
	<u>\$ 565,898</u>	<u>\$547,883</u>	<u>\$ 537,456</u>

A portion of the club's cash equivalents and long-term investments totalling \$37,063 (2013 – \$36,482) is restricted for endowment purposes. The club has not segregated and identified any particular investment as being held for endowment purposes. The club allocates a portion of the total interest generated during the year on all of its investments to the endowment fund based upon the opening endowment fund's balance in comparison to the club's total opening net assets.

**5. Capital Assets**

No capital assets have been expensed and included in the statements of operations in either the current or preceding fiscal year.

**6. Commitments***Life memberships*

The club is committed to provide for regular membership benefits to lifetime members. Since it is not practicable to

determine the total liability associated with providing these benefits for the rest of the lives of these individuals, the annual costs are expensed as incurred. Lifetime membership are no longer being offered by the club. As of September 30, 2014, there were 49 (2013 – 49) active lifetime members.

#### *Fletcher Wildlife Garden*

The Fletcher Wildlife Garden (FWG) is 6.5 hectare property of the Central Experimental Farm in Ottawa, Ontario and is a long-term project of the club. The FWG is managed by a club committee and maintained by club volunteers. The costs associated with maintaining the property are approximately 2,000 hours of voluntary human resources per year, plus regular maintenance and cleaning supplies. The fair value of the contributed human resources are not recognized in these financial statements.

#### **7. Contingent Gain and Subsequent Events**

In the prior year, the club became aware that it was the sole beneficiary of an Estate. The entire bequest is unrestricted. One of the club's directors has assumed the role of trustee, and is in the process of settling the Estate. For the year ended September 30, 2014, the Estate transferred cash and investments to the club totalling \$261,987. This amount has been recognized as revenue in the club's General fund. Subsequent to the year-end the club received an additional \$100,000 from the Estate and the trustee estimates that a further \$640,000 will be received by the club by the time the Estate is settled. Amounts received after the year-end will be recognized as revenue by the club upon receipt.

Subsequent to the year-end, the club donated \$200,000 to the Nature Conservancy of Canada to assist with the purchase of some ecologically significant land, from the funds received from the Estate.