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**2017**

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## **ANNUAL REPORT**

MANUELS RIVER NATURAL HERITAGE SOCIETY INC.



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**In 2017, Manuels River  
welcomed over 31,500  
visitors to the Manuels  
River Hibernia  
Interpretation Centre.**

# A Message From the Chair



Dear Members and Supporters;

Thanks to the dedicated efforts of our management and staff as well as our volunteer board and committee members, I am pleased to advise that 2017 was a successful year for Manuels River Natural Heritage Society, its members and supporters. We continued to deliver on our mission related to education, conservation and recreation at Manuels River.

As demonstrated by this year's annual report, Manuels River, including our world class interpretation centre and trails, has truly become an essential part of the social, recreational, educational, tourism and business life of the Northeast Avalon in general and the Town of Conception Bay South in particular. We have continued to do more and do better in all areas, including school field trips, summer camps, events and admissions. Our 2017 Bobber Race Day and the Giv'er on the River Fun Run events were great successes and truly engaged families in our community. Every day we receive smiles and enthusiastic feedback from our members, visitors and supporters.

Thanks to support from ACOA, the Provincial Government and the Town of CBS, 2017 saw the completion of the majority of Phase One of our Trails Master Plan and an enthusiastic response from users of the trails to these improvements. Our new display for the giant Manuels River trilobite fossil donated by Dr. Riccardo Levi -Setti opened in 2017 and has been warmly received by visitors to our exhibits. Plus, we retired our capital loan in July 2017 and move forward into 2018 with no capital debt.

As forecasted in last year's message, this annual report demonstrates that we continued to deliver high quality educational programming and our overall usage numbers remained solid during 2017. However, the weakening economic environment in our province had an impact on our operating revenues and the level of funding from third parties. In response, we made every effort to contain costs while making sure that visitor's experiences were not negatively impacted.

We are now looking forward with optimism to 2018 and beyond. We are very pleased that our key financial supporters, the Town of CBS and the Hibernia Management & Development Company, have provided four-year financial commitments for 2018-2021 for operational expenses and education programming support respectively. These commitments are essential for us to be able to maintain our high quality programs and services over the next four years. We are optimistic that as the economy improves that other governments, not for profits, business and individuals will be able to resume or begin financial support as well. This future support will be key to fulfilling our key visions like the completion of the Trails Master Plan, additional parking and capital improvements at the Centre, sooner, rather than later.

During 2018, Manuels River's board, management and staff will be dedicated to continuing to deliver on our important mission while at the same time returning the Society to a break-even operating result.

On behalf of the Board I wish to thank our members, volunteers and donors for supporting Manuels River.

I hope to see you at the Centre and on the Trails during 2018!

A handwritten signature in black ink, appearing to read 'Donald G. Sword'. The signature is stylized and fluid.

Donald G. Sword, Chair

Manuels River Natural Heritage Society Inc.



## Executive Director's Report

In 2017 more than 31,000 people visited the Manuels River Hibernia Interpretation Centre to take part in education and community programming, to celebrate important life milestones with family and friends, and to gather with work colleagues in the tranquil setting of the Manuels River valley. Additionally, thousands more people walked along the Manuels River trails and visited Coffee Matters café. The weakening economic environment impacted sales revenue and the amount of grant money received in 2017. However, we continued the delivery of high quality programming and visitor experiences while improving and expanding our offerings. Through diligent planning and efforts to contain costs, 2017 was a strong year despite the economic environment, and we have reason to be very optimistic for the continued growth of the operation in 2018 and beyond.

In 2017, despite the loss or reduction of major education programming grants, we continued to deliver our suite of popular education programs and put in a considerable effort to review our programs to improve and plan for future years. Student visits for our school curriculum-linked program reached the 10,000 milestone since the Centre opened in 2013. We also made changes to the structure of some public education programs which will be rolled out in 2018. A renewed 4-year STEM education programming grant from Hibernia Management and Development Company for 2018 to 2021 puts us in a great position as we continue to grow our education offerings.

The Manuels River Hibernia Interpretation Centre and its natural surroundings continue to be a popular place for couples to hold their weddings. The past year saw an increase in the number of private functions held at the Centre. While the economic environment resulted in lower numbers of corporate clients using the Centre in 2017, we developed more in-house programming to bring more activity to the Centre and we look forward to offering these new programs in 2018.

We continue to work with local artists, artisans and suppliers to produce Manuels River specific and local items for sale in the Gift Store. Store sales increased in 2017 over 2016, an indication that the Gift Store is becoming a destination of its own for visitors and locals looking for a unique children's education toy, and piece of local artwork, or jewelry.

The majority of Phase 1 of the Manuels River Trail Master Plan was completed in 2017 and the remainder of Phase 1 will be completed in early 2018. We are in the process of planning for the implementation of Phase 2 which will proceed in 2018 subject to available funding and project donations. Feedback from trail users on the results of Phase 1 upgrades has been glowing. Upgrades have resulted in a noticeable increase in trail usage and has allowed for more leaning spaces and teachable moments in our education programs. In Phase 1 of the Trail Master Plan, we are upgrading sections of both Canyon Trail and Ocean Trail. In Phase 2, we plan to finish upgrading and expansion of Ocean Trail, followed by upgrading and expansion of Canyon Trail in Phase 3 to conclude this major capital project.

Given the economic environment, our accomplishments in 2017 are a result of the amazing people associated with Manuels River – management and staff who look forward to welcoming and servicing all visitors in a friendly, helpful manner; the dedicated individuals who sit on the volunteer Board of Directors and board committees; the many other volunteers who assist with programming, fundraising events and other tasks around the Centre and along the trails; and the many community-minded individuals who regularly use and support the Centre. In 2018, we will continue to work together to enjoy and share this special

Michael Mooney  
Executive Director

# Board of Directors & Committees

## BOARD OF DIRECTORS

Our volunteer Board of Directors brings together an ensemble of talented individuals with a passion for Manuels River, the Manuels River Natural Heritage Society and our community. These Directors give their time and expertise freely to govern the organization and promote the mandate of the Manuels River Natural Heritage Society.

### CHAIR

Donald Sword

### VICE-CHAIR

Phil O'Connell

### TREASURER

Doug Russell

### SECRETARY

Gail Butler

### DIRECTORS

Lori Anderson

Nancy Bennett\*

Andrea Gosse

Krista Perry - Ex-Officio Director, Town of CBS

Ryan Lawlor

Shelley Moores

Val Moulton

Jolene O'Connell

Chris Pyne

John Smith

Jan Spracklin

Dave Works

Elizabeth Young

\* Resigned in September 2017

## COMMITTEES OF THE BOARD

In addition to our Board of Directors, many professionals and community members volunteer their time and talents, contributing to the success of Manuels River's education programs, environmental conservation, public recreation programs, and special fundraising events.

Committees of the Board include Education, Finance & Operations, Fund Development, Governance & Strategy, Marketing & Communications, Trails, Special Events, and Volunteer.

Paige Austin  
Sandra Baggs  
Josh Barrett  
Sandra Cable  
Janna Cleary  
Scot Croft

Liz Davis  
Sharon Deemer  
Keith Drover  
Gord Farrell  
Jeremy Hall  
Michelle Hawco

Andy Hennebury  
Beth Johnstone  
Ashley King  
Jeremy Korchoski  
Tara Moulton

Krista Perry  
Fallon Piercey  
Ron Smith  
Rick Spracklin  
Patrick Wells

# Community Volunteers

Stefan Abbott  
Lisa Anderson  
Darwin Anderson  
Michelle Anthony  
Charles Bell  
Wanda Blackmore  
Kristen Blundon  
Chelsea Bolt  
Greg Bonia  
Rob Boychuk  
Cynthia Brown  
Emily Brown  
Derek Brown  
Sarah Burry  
Aaron Butler  
Christine Butler  
Mikayla Butler  
Janelle Coaker  
Mark Crummey  
Georgina Downton  
Sarah Jane Downton  
Peter Eady  
Nicole Evans  
McKenzie Fagan  
Ryan Fanning  
Scott Fitzgerald  
Andrea Gamberg  
Marshall Gamberg  
Sam Griffith  
Carissa Haines  
Ahmad Hassan  
Ocean Hassan  
Ben Hearn-Thomas  
Juliette Hudson  
Ronin Hudson  
Kayla Hynes  
Linda Hynes  
Brianna Ivey  
Emma Jacobs  
Jenna James  
Amanda Janes  
Nafsa Karwani  
Ashley King  
Laura King

Nasim Kurdin  
Matthew Lawrence  
Victoria Lawrence  
Lucas Lilly  
Emily Lockyer  
Evan Lockyer  
Ian Metcalfe  
Karen Moakler  
Carly Moakler  
Anna Morgan  
Simon Moulton  
Jack Murphy  
Ian Noel  
MacKenzie O'Keefe  
Torsten Parsons  
Andrea Peddle  
Meghan Pennell  
Robyn Pennell  
Colin Pike  
Stephanie Pink  
Brenda Power  
Kristen Rideout  
Matthew Rose  
Hayley Smart  
Cody Snook  
Tanya Snook  
Amanda Sooley  
Tracy Spracklin  
Nate Stone  
Charlotte Sub  
Heather Sword  
Mike Russell  
Noah Tremblett  
Joshua Tucker  
Reed Tucker  
Nora Tucker  
Liam Alexander Tuff  
Sharon Vardy  
Gerry Whelan  
Dallas Whittle  
Roughan Whittleton  
Rebecca Williams  
Laura Winnett

# Staff

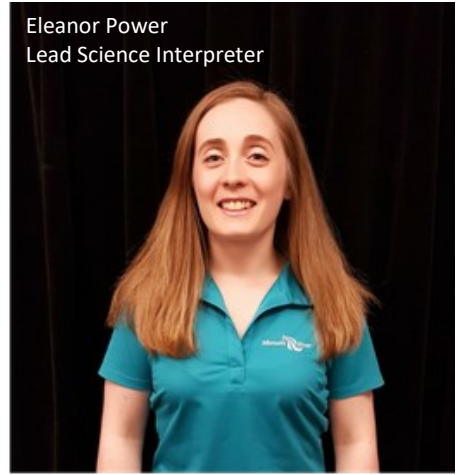
Dr. Rod Taylor  
Lead Science Interpreter



Gillian Davidge  
Education Manager



Eleanor Power  
Lead Science Interpreter



Sarah Au  
Events Manager



Justin Smith  
Events Lead



Alicia Legge  
Gift Store & Admissions Mgr.



Wanda Blackwood  
Sales Associate



Stu Crosbie  
Facilities & Trails Coordinator



TEAM  
WORK  
MAKES  
THE  
DREAM  
WORK

Dylan Petten  
Cleaner



Michael Downton  
Marketing Manager



John Berniquez  
Accountant & Financial Advisor



Jillian Whittle  
Executive Assistant



Michael Mooney  
Executive Director



Below is listed, by department, 2017 full-time and part-time staff at Manuels River.

## Education

Kyle Barbour  
Sydney Boychuk  
Lauren Butler  
Laura Cadigan  
Gillian Davidge  
Natalya Dawe  
Dean Fitzhenry  
Sydney Greene  
Kristina Ledrew  
Nathaniel Noel  
Ryan Peach  
Laura Pittman  
Eleanor Power  
Rachel Smith  
Dr. Rod Taylor  
Sarah Webb

## Events

Sarah Au  
Matthew Boychuk  
Brittany Butler  
Jacqueline Butler  
Scott Coish  
Jillian Duggan  
Cassandra Haines  
Emily Lockyer  
Jessica Rideout  
Justin Smith  
Mackenzie Thomas



## Operations

John Berniquez  
Wanda Blackwood  
Emily Butler  
Stuart Crosbie  
Michael Downton  
Ben Hearn-Thomas  
Alicia Legge  
Michael Mooney  
Dylan Petten  
Will Scott  
Joshua Tucker  
Jillian Whittle



# Education



56 School groups with 2607 students



58 Young Scientist programs with 534 participants



47 Birthday Parties with 735 participants



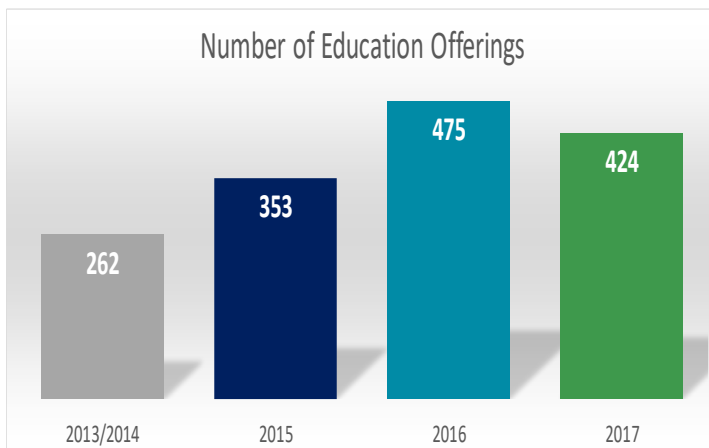
10 weeks of Science Camp with 158 campers



13 Scouts & Guides sleepovers with 296 participants



26 Visiting groups with 813 participants



Due to funding constraints, 2017 was a year of program review and maintenance, with a goal of sustaining 2016 levels of program participation and quality, while planning for growth in 2018. Despite this uncertainty, our dedicated education staff continued to offer quality educational programming to children and adults alike at the centre.



This past fall, Manuels River employed interns from both Academy Canada and The Conservation Corps of Newfoundland and Labrador. We also hosted a group of pre-service teachers to observe experiential learning and pilot high school science project.

These interns enjoyed their time at Manuels River so much that two of them chose to stay on as part-time staff!

# School Curriculum-Linked Programs

Our curriculum-linked school programs include interpretive hikes and hands-on science experiments which focus on various aspects of the Manuels River valley such as geology, biology and the natural environment. In 2017, our school programs were supported by the Hibernia Management and Development Company. In December 2017, HMDC renewed their commitment to fun Manuels River's STEM education programs with a 4-year, \$840,000 grant.

Kindergarten: Life Cycles

Grade 1: Plants

Grade 2: Fossils

Grade 3: Soils

Grade 4: Rocks, Minerals and Erosion

Grade 4: Habitats

Grade 5: Human and Geological History

Grade 6: Fossils and Evolution

Grade 7: Ecosystems

Grade 7: Earth's Crust

Grade 8: Water Systems on Earth's Surface

Grade 11-12: Earth's Geological History

Grade 11-12: Evolution Through Earth History



# Public Education Programs

In addition to our curriculum-linked school programs, Manuels River offers public educational programming such as Young Scientist, which in 2017 saw over 500 participants. This program consists of a wide array of fun and engaging learning experiences for children. Some of the topics for Young Scientist in 2017 included:

Life Cycles

Snowflakes

Hibernation

Habitats

Rocks & Fossils

Float Your Boat

**In 2018 Manuels River  
will offer three new  
education programs!**

**Little Explorers**

**Palaeontology Club**

**Pre-Teen Nights**



Manuels River continued to offer regular Family Fun Days in 2017. These programs, with new refreshed themes feature a significant STEM educational component and offer families the opportunity to learn about many science and nature topics together. Family Fun Days held so far included “Star Lab” and “Coding and Robotics”. There are more Family Fun Days planned throughout 2018!



# Science Camps

For Spring and Summer 2017, Manuels River continued to host in-house Science Camps. In 2017 we hosted one week of Spring Camp and nine weeks of Summer Camp. Registration for Science Camp was at over 80% capacity in 2017.



# Visiting Groups

Throughout the summer, Manuels River welcomed 12 visiting day camps from across the Avalon Peninsula who joined us for an exciting day of learning and exploring. Throughout the year we hosted Brownies, Beavers and Scout groups for sleepovers and other educational programs. We also designed and delivered educational programs for the Association for New Canadians and hosted various other groups for exhibit and trail tours.



# In-House Events

Manuels River is not just about science and education. We offer a full roster of regular cultural experiences and events. We truly have something for everyone!

**TRIVIA NIGHT**

**PAINT & PINOT**

**DINNER & A MOVIE**

**REGATTA ROULETTE**

**ARTS & CULTURE DAY**

**NEW YEAR'S EVE DINNER & DANCE**



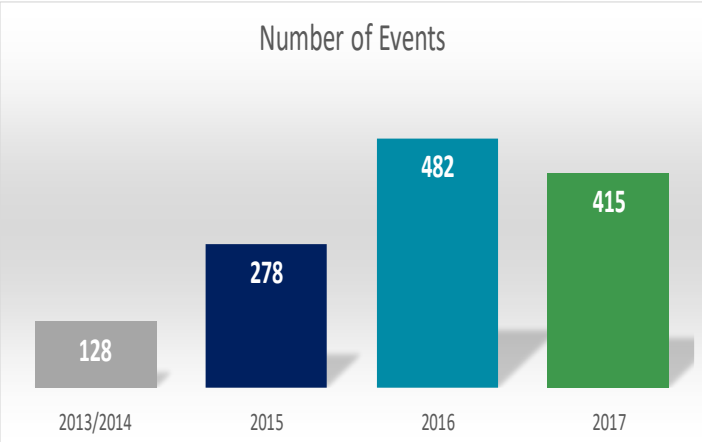
**New for 2018:**  
**Themed Trivia**  
**Nights featuring**  
**popular Movies and**  
**TV Series including**  
**Seinfeld, Friends and**  
**many more!**



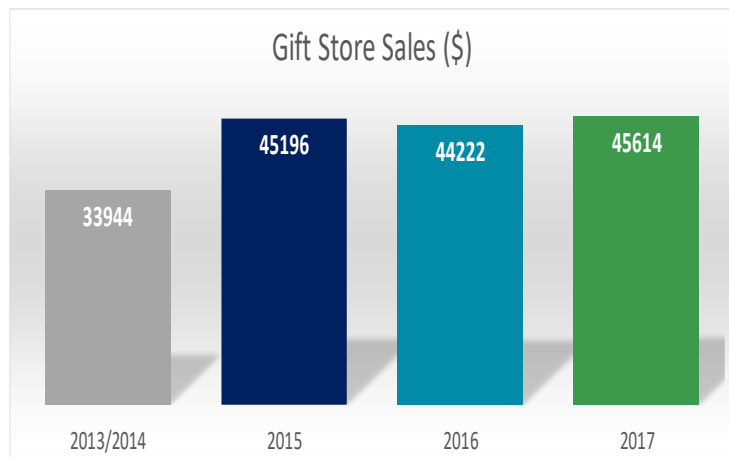
# Venue Rentals



Manuels River continued to be a popular place for weddings in 2017. We made changes to our rental agreement for private functions which resulted in an increase in the number of those events at the Centre. Although the number of corporate clients using the Centre decreased in 2017, we took the opportunity to plan more in-house events, some of which were offered in 2017 with more coming in 2018.



# Gift Store



The Manuels River Gift Store continues to grow and offer more products from local artists and artisans. In 2017, we added 14 new suppliers that offer a variety of beautiful locally handcrafted treasures and gifts.

## New Suppliers in 2017

All that Jazz Jewelry

Audrey Cole

Bell Island Beach Rock Art-Amanda Power

Beach Blends-Joanne Costello

In the Box Media Promotions

Made with Hands in NL-Dianna Grenning

Made with Hands in NL-Pansy Kennedy

Michelle Dooly Kirby

Mickey's Stained Glass

Mother Metal Art-Kerri Piercey

Nathanial Noel Art

Theresa Brady and Robert Brady

Wellywoo Jewelry-Jillian Hurd

Woodsy Willow



# Exhibits



Courtesy: Pat Sword

In November 2017, Manuels River placed the MR1 Fossil in its permanent home in the exhibits. This *paradoxides davidis* fossil was found at Manuels River in the 1970's by Dr. Riccardo Levi-Setti. This specimen was returned to Manuels River in 2016 and is one-of-a-kind due to its size and preservation. The MR1 fossil was unveiled during the Doors Open event in September.

As part of Canada 150, Manuels River welcomed a travelling Black Box exhibit via our partnership with Innovation 150 and the Canadian Association of Science Centres (CASC). The challenge was to discover what was happening inside the black box, without seeing inside!



# Trails

In 2017, Manuels River completed the majority of Phase 1 of the Trail Master Plan with the help of government partners, donors and the work of construction contractor, The Grand Concourse Authority. Thus far, feedback on Phase 1 of the Trail Master Plan have been overwhelmingly positive. People who frequently use our trails are delighted by the improvements we are making to the trail system.

Phase 1 will conclude in the spring of 2018 with the addition of gateway signage, way finding signage and widening of the Blue Jay and Kingfisher bridges to improve access for maintenance and first responders. Contingent on funding, Phase 2 is scheduled to begin in Fall 2018.



Project Component	Cost (\$)
Phase 1	897,100 <i>(actual)</i>
Phase 2	2,264,100 <i>(estimated)</i>
Phase 3	1,864,500 <i>(estimated)</i>

The Master Plan consists of three phases in addition to several special projects such as an outdoor classroom and lookouts to experience outstanding views. Each phase will upgrade or expand different sections of the Canyon Trail and Ocean Trail on both sides of the river.



New Steps at Martha's Place



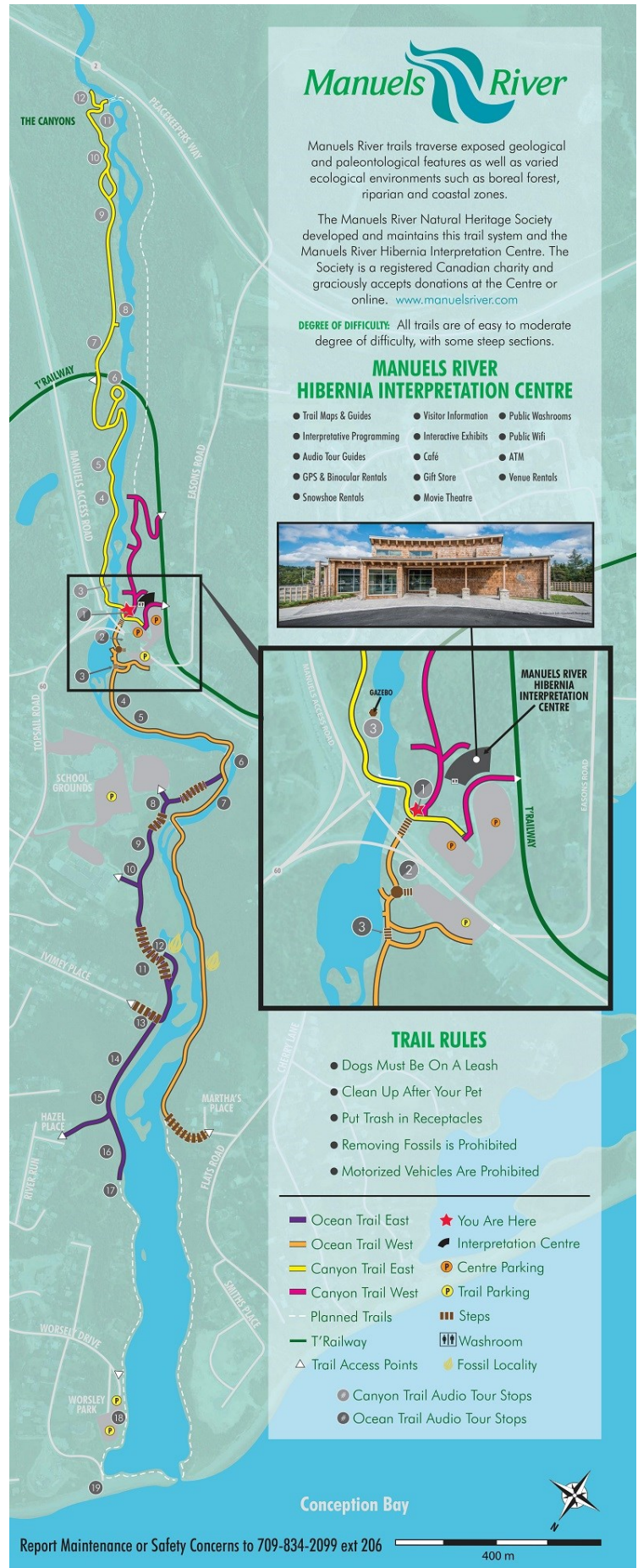
The Trail Master Plan supports the continuation of the Manuels River's focus on conservation, education, recreation; and focuses on enhancing the user experience in a manner that is environmentally appropriate, fiscally sustainable, and consistent with community aspirations for the preservation of the natural landscape.



Trail Flooding Prior to Upgrades



Trail Elevated to Prevent Flooding



New Trail Gateway Signage

# Annual Fundraisers

## 27th Annual Bobber Day



The rain didn't dampen spirits as the community came together for our Annual Watch Your Bobber Races and Kids Carnival. We cheered over 1400 community bobbers and 84 corporate bobbers along the river race route.

We raised almost \$20,000 to invest back in our public education and recreation programs.



# 5th Annual Giv'er on the River

'Just Giv'er!' was the phrase of the day for our 5th Annual Charity Fun Run. 300 participants, young and young-at-heart crossed the finish line with pride to receive their medals.

Every year we are thrilled to share the emotion, sense of accomplishment and joy of the individuals and families that participate.

In 2017, the Giv'er on the River Fun Run raised almost \$10,000 for ongoing trail upkeep and maintenance.



# Special Events



## Accessible Easter Egg Hunt

In addition to our annual Easter Egg, Manuels River added an accessible Easter Egg Hunt for children with mobility challenges - a first in the province.

“We want to thank you again for having the first real accessible egg hunt we have been to! We look forward to more accessible events and thank you for making inclusion part of your event.”

Jeanine Hannam McDonald,  
Parent of Accessible Egg Hunt Participant

## Haunted Hikes

In October we offered six sold-out evenings of our popular Haunted Hikes, to over 650 people. This year we required preregistration and limited the number per hike to enhance the overall experience. Each hike headed out on the trail with a storytelling guide while interpreters and volunteers stationed along the trail provided the “scares”. The volunteers were primarily recruited from Holy Spirit and Queen Elizabeth High Schools.



## Science with Santa

For the first time ever, Manuels River offered a Science With Santa Family Fun Day. Among other things, this provided the community with an opportunity to get pictures with Santa

# Canada150 - Celebrating Our Country

2017 marked the 150th Anniversary of Confederation in Canada. To celebrate, Manuels River participated in several events throughout the year. These events included: citizenship ceremony where Manuels River helped to welcome new Canadians, tulip planting and blooming ceremony, tree planting ceremony, Canada 150 campfire, series of free hikes, Canada Day breakfast, Canada themed trivia night and various science related programming through Innovation 150.



# Program Partners

Throughout 2017 Manuels River partnered with many great local experts to provide unique experiences. Some of these partnerships included Cod Sounds, Fairy Door Tours and Bobbi Pike Art.

In addition to programming partnerships, Manuels River started doing make-and-take workshops with local artists and artisans who sell their products in our Gift Store. There are many more of these unique events planned for 2018!

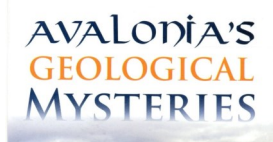


Some of the Partners we worked with on these events in 2017 include:



# Partnerships

Throughout 2017, Manuels River partnered with  
The following organizations:



# Coffee Matters Café

The café at the Manuels River Hibernia Interpretation Centre is operated by Coffee Matters.

Like many local businesses, 2017 was a challenging year but Coffee Matters remains committed to keeping a steady business through the cafe at Manuels River.

In 2017, Coffee Matters launched their new Lunch to Go bagged lunches. Lunch to Go was popular with tourists and locals alike this past summer. It will be back this coming summer with a few improvements!



Coffee Matters continued to grow their relationships within the community and with the Town of CBS through outreach programs for seniors and youth.

In 2017, Heather Churchill, a resident of CBS, started work at the café and will take over as manager in 2018. Lexi, the outgoing manager, will return to school to further her education, but will be Heather's right hand person and will take care of weekend shifts.

Coffee Matters is also thrilled to have a supported employee, Laurie, from Visions Employment. Through the Vera Perlin Society and Visions, Coffee Matters is proudly the largest employer of persons with disabilities in Newfoundland.



# Where You Might Have Seen Us

The following is a list of some of the trade shows and expos that Manuels River attended in 2017:

- Earth Day @ The Fluvarium
- Savour Food & Wine Show (Lifestyle Booth)
- NL Kids Expo
- Science Literacy Week Fair @ Avalon Mall
- Devotion Wedding Show
- CBA Chamber of Commerce Wellness Fair
- The Ultimate Wedding Show
- North Pole Christmas Fair
- NL Kids Christmas Toy & Gift Shoppe
- Christmas Queen Elizabeth

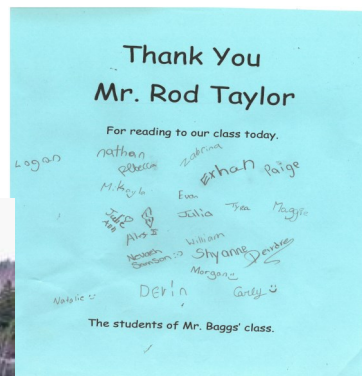


## Professional Development

- Science Teachers Association of Ontario (STAO) Annual Conference
- International Symposium on the Ediacaran-Cambrian Transition
- Teaching Skills Enhancement Program for Educators (TSEP)

# Giving Back to the Community

- Our staff donated toys for Easter to the Single Parents Association.
- Staff, members, and volunteers participated in the Annual 3-Hour Challenge Community Clean-Up.
- Dr. Rod visited Upper Gullies Elementary and read to a Grade 2 class for literacy week.
- Staff & members participated in a beach clean-up at Worsley Park for World Oceans Day.
- 2017 was our 2nd year in the Kiwanis Club Christmas Parade in CBS.
- We welcomed back MUN's Make Midterm Matter groups for Spring and Fall breaks, making bat houses and butterfly huts for the trails.
- Throughout the year we do a few food bank drives for the local food bank.



## Treasurer's Report



On behalf of the Board of Directors of the Manuels River Natural Heritage Society Inc., I am pleased to present you with the 2017 Audited Financial Statements, which accompany this Annual Report.

The 2017 fiscal year results show a decline in our operating revenues and a net income deficit of \$42,779 which is largely attributable to the downturn in the current economic environment.

Despite this, I would characterize 2017 as a successful year since the past year has resulted in significant strides in the progress of the Society with respect to the continued development of our trail system, full payment of the outstanding balance of our capital loan on the building, and continued growth and development of our education programs.

I am encouraged with the continued support from our partners including the Town of Conception Bay South, Hibernia Management and Development Company Ltd., the provincial and federal governments, as well as our many donations and pledges from private and corporate supporters providing the Society a certain level of financial stability for the next four years.

I would like to acknowledge the dedicated efforts of our management and staff, volunteers, Board of Directors, committee members and private and corporate supporters.

I would also like to thank our stakeholders for their continued confidence and support for our organization and look forward to continued success of the Manuels River Natural Heritage Society for fiscal year 2018 and beyond.

A handwritten signature in blue ink, appearing to read "Douglas Russell".

Douglas Russell

Treasurer

# Audited Financial Statements

**Manuels River Natural Heritage Society Inc.**

**FINANCIAL STATEMENTS**

**December 31, 2017**

## **Manuels River Natural Heritage Society Inc.**

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## **INDEPENDENT AUDITOR'S REPORT**

**To: The Board of Directors of the Manuels River Natural Heritage Society Inc.**

I have audited the accompanying financial statements of the Manuels River Natural Heritage Society Inc. which comprise of the statement of financial position as at December 31, 2017 and the statements of operations and net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

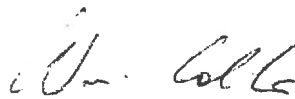
### **Basis for Qualified opinion**

The organization derives revenue from the general public and fund-raising activities, the completeness of which is not susceptible to complete audit verification. Accordingly, my verification of this revenue was limited to accounting for the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to income, excess of expenses over income, assets and net assets.

**Qualified Opinion**

In my opinion, except for the effects of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements presents fairly, in all material respects, the financial position of the organization as at Deccmber 31, 2017 and its financial performance and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Paradise, Newfoundland  
March 19, 2018



William P. Collins  
Chartered Professional Accountant

**Manuels River Natural Heritage Society Inc.**

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**STATEMENT OF FINANCIAL POSITION  
December 31, 2017**

	2017	2016
<b>ASSETS</b>		
<b>Current assets</b>		
Bank accounts (note 3)	\$ 477,755	\$ 654,017
Accounts receivable	19,636	30,217
Taxes receivable	40,105	4,137
Inventory	18,758	27,547
Prepaid expenses	3,836	5,340
	<u>560,090</u>	<u>721,258</u>
<b>Property and equipment</b> (notes 2 & 4)	<u>6,057,788</u>	<u>5,872,285</u>
<b>Total assets</b>	<u>\$ 6,617,878</u>	<u>\$ 6,593,543</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 61,922	\$ 132,302
Deferred revenue	5,906	29,135
Current portion of long term debt	-	7,568
	<u>67,828</u>	<u>169,005</u>
<b>Long term</b>		
Loan payable Royal Bank of Canada (note 5)	-	149,374
Deferred contributions related to property & equipment (note 6)	6,475,981	6,158,316
	<u>6,475,981</u>	<u>6,307,690</u>
<b>Total liabilities</b>	<u>6,543,809</u>	<u>6,476,695</u>
<b>Net assets</b>		
Unrestricted net assets	<u>74,069</u>	<u>116,848</u>
<b>Total liabilities and net assets</b>	<u>\$ 6,617,878</u>	<u>\$ 6,593,543</u>

Approved by:

 Director

The accompanying notes are an integral part of these financial statements

**Manuels River Natural Heritage Society Inc.**

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**STATEMENT OF OPERATIONS AND NET ASSETS****For the period ended December 31, 2017**

	2017	2016
<b>Income (Schedule and note 8)</b>		
Grants	\$ 240,266	\$ 244,925
Donations	10,204	3,532
Memberships	4,430	4,233
Other income	496,262	595,185
Amortization of deferred contributions	274,842	264,699
	<u>1,026,004</u>	<u>1,112,574</u>
<b>Expenses</b>		
Advertising and promotions	9,517	17,305
Amortization	278,661	268,678
Bad debts	621	-
Bar supplies	48,050	55,890
Business fees, taxes and licences	4,047	3,700
Education supplies	21,380	15,338
Event costs	13,060	22,859
Fundraising costs	17,916	34,952
Fundraising costs - Professional fees	500	7,975
Gift shop supplies	29,976	26,070
Insurance	10,094	5,876
Interest and bank charges	8,006	7,908
Interest on long term debt	2,471	8,058
Meeting expenses	1,193	1,415
Miscellaneous	233	2,638
Office and administration supplies	9,957	9,126
Professional fees	12,539	8,724
Repairs and maintenance	58,939	49,729
Salaries and employee benefits	531,860	544,635
Trails maintenance	5,478	33,833
Training	1,230	4,177
Travel	3,055	3,280
	<u>1,068,783</u>	<u>1,132,166</u>
<b>Excess of income over expenses</b>	(42,779)	(19,592)
<b>Unrestricted net assets, beginning of the year</b>	<u>116,848</u>	<u>136,440</u>
<b>Unrestricted net assets, end of the year</b>	<u>\$ 74,069</u>	<u>\$ 116,848</u>

The accompanying notes are an integral part of these financial statements

**Manuels River Natural Heritage Society Inc.**

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**STATEMENT OF CASH FLOW**  
**For the period ended December 31, 2017**

	2017	2016
<b>Cash flows from operating activities</b>		
Excess of revenue over expenditures	(\$42,779)	(\$19,592)
Items not requiring an outlay of cash:		
Amortization of property and equipment	278,661	268,678
	<u>235,882</u>	<u>249,086</u>
<b>Net changes in working capital balances</b>		
Accounts receivable	10,581	33,242
Taxes receivable	(35,968)	7,732
Inventory	8,789	(1,806)
Prepaid expenses	1,504	(5,175)
Accounts payable and accruals	(70,380)	95,732
Deferred revenue	(23,229)	(210,956)
Current portion of long term debt	(7,568)	(10,081)
	<u>(116,271)</u>	<u>(91,312)</u>
<b>Cash provided by operations</b>	<u>119,611</u>	<u>157,774</u>
<b>Cash flows from financing activities</b>		
Loan payable - Royal Bank of Canada	(149,374)	(225,867)
Deferred contributions related to property and equipment	317,665	34,016
	<u>168,291</u>	<u>(191,851)</u>
<b>Cash flows from investing activities</b>		
Purchase of property and equipment	(464,164)	(100,791)
<b>Increase (decrease) in cash during the year</b>	(176,262)	(134,868)
<b>Cash, beginning of the year</b>	<u>654,017</u>	<u>788,885</u>
<b>Cash, end of the year</b>	<u>\$ 477,755</u>	<u>\$ 654,017</u>

The accompanying notes are an integral part of these financial statements

# **Manuels River Natural Heritage Society Inc.**

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## **NOTES TO THE FINANCIAL STATEMENTS**

**For the period ended December 31, 2017**

### **1. Purpose of the Organization**

The organization was incorporated on January 17, 1992 without share capital under the laws of Newfoundland and Labrador and received its charitable status on February 23, 2002. The organization is exempt from income taxes under section 149(1) e.

The activities of the Organization are restricted to those in furtherance of the following objects: To protect, enhance and preserve the entire Manuels River system, through wildlife habitat improvement, construction of an interpretation centre, the presentation of various educational programs and the development of a linear park.

### **2. Significant Accounting Policies**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the organization.

#### **a. Revenue recognition**

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which 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.

#### **b. Cash and cash equivalents**

Cash and cash equivalents consist of cash on hand and bank balances.

#### **c. Property and equipment**

Property and equipment are recorded at cost. Amortization is recorded on the declining-balance basis at rates which will reduce the original cost to the estimated residual value over the useful life of the assets. In the year of acquisition, amortization is provided for at one-half the following rates.

Buildings	4%
Bridges	4%
Parking lot and trails	8%
Furniture and equipment	20%
Signs	20%
Computers	55%

#### **d. Use of estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires the organization's management to make estimates and assumptions that affect the amounts reported in the financial statements and related notes to the financial statements. Actual results may differ from these estimates, however, such differences would not be expected to have a material impact on these financial statements.

# Manuels River Natural Heritage Society Inc.

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## NOTES TO THE FINANCIAL STATEMENTS

For the period ended December 31, 2017

### 2. Significant Accounting Policies ( continued)

#### e. Fair values of Financial Instruments

The organization has evaluated fair values of its financial instruments based on the current interest rate environment, related market values and current pricing of financial instruments with comparable terms. The carrying value of financial instruments is considered to approximate fair value, unless otherwise indicated.

#### f. Financial Instruments - Financial Risks

The organization is exposed to various risks through its financial instruments as follows:

##### Liquidity risk

The organization main liquidity risk relates to its accounts payable.

##### Credit risk

The organizations main credit risk relates to its accounts receivables.

### 3. Bank Balances

2017

2016

The bank balances consist of the following accounts:

Royal Bank - Primary checking account	\$ 91,632	\$ 87,687
Royal Bank - Special project savings account	384,473	564,680
Cash floats	1,650	1,650
Total	\$ 477,755	\$ 654,017

### 4. Property and Equipment

Asset	Cost	2017		2016	
		Accumulated Amortization	Net Book Value	Net Book Value	
Land	\$ 154,822		\$ 154,822	\$ 154,822	
Trails	532,729	24,590	508,139	82,030	
Buildings	5,969,181	832,905	5,136,276	5,347,499	
Bridges	122,806	31,139	91,667	95,487	
Parking lot	37,423	8,600	28,823	31,329	
Computers	15,224	14,656	568	1,263	
Furniture and equipment	257,873	143,233	114,640	131,288	
Signs	48,745	25,892	22,853	28,567	
	\$ 7,138,803	\$ 1,081,015	\$ 6,057,788	\$ 5,872,285	

**Manuels River Natural Heritage Society Inc.**

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**NOTES TO THE FINANCIAL STATEMENTS**

**For the period ended December 31, 2017**

**5. Loan Payable - Royal Bank of Canada** 2017                      2016

Payable to the Royal Bank of Canada at 2.77% in blended monthly installments of \$985.00 commencing on August 26, 2016.

General security agreement provides first security interest on all present and after-acquired personal property of the borrower.

Guarantee and postponement of claim in the amount of \$900,000 signed by the Town of Conception Bay South.

Balance outstanding at year end.	\$	-	\$	156,943
Less: current portion		-		7,569
Long term	\$	-	\$	149,374

**6. Deferred Contributions Related to Property and Equipment** 2017                      2016

Deferred contributions related to property and equipment represent government and other assistance received to construct the building and acquire furnishings for the new environmental and education centre located in the Town of Conception Bay South.

Opening balance	\$	6,158,316	\$	6,124,300
Additions during the period		592,507		298,715
		6,750,823		6,423,015
Less: amounts amortized to revenue		274,842		264,699
Closing balance	\$	6,475,981	\$	6,158,316

**7. Contributions from the Town of Conception Bay South**

The Town of Conception Bay South has signed a memorandum of understanding with the organization to hold contracts with, and to make payments on behalf of the organization to assist in the general operations of the facility.

Payments made by the Town to various suppliers during the year ended December 31, 2017 was \$100,000.

**Manuels River Natural Heritage Society Inc.**

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**SCHEDULE OF INCOME**  
**For the period ended December 31, 2017**

	2017	2016
<b>Grants</b>		
Government of Canada	\$ -	\$ 13,486
Government of Newfoundland & Labrador	-	15,239
Town of Conception Bay South	59,066	6,200
Hibernia Management education grant	181,200	210,000
	<u>240,266</u>	<u>244,925</u>
<b>Amortization of deferred contributions</b>	<u>274,842</u>	<u>264,699</u>
<b>Charitable donations</b>	<u>10,204</u>	<u>3,532</u>
<b>Memberships</b>	<u>4,430</u>	<u>4,233</u>
<b>Other income</b>		
Admission revenue	10,328	16,164
Bar sales	126,795	148,386
Bobber race	22,870	18,961
Catering and other sales	18,728	25,916
Education and interpretation	72,374	65,943
Facility rentals	97,708	102,475
Gala revenue	8,310	49,470
Gift shop sales	45,914	44,227
Giv'er on the river	15,788	11,671
Interest	4,078	4,434
Miscellaneous	2,744	2,672
Nalcor Summer camp	-	16,000
Special events	22,484	39,051
Wage subsidy	48,141	49,815
	<u>496,262</u>	<u>595,185</u>
<b>Total</b>	<u>\$ 1,026,004</u>	<u>\$ 1,112,574</u>





**Manuels River Hibernia Interpretation Centre**  
**7 Conception Bay Highway, CBS, NL, A1W 3A2**  
**(709) 834-2099 [info@manuelsriver.com](mailto:info@manuelsriver.com)**

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**Manuels River Natural Heritage Society, Inc.**

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