



Insurance Institute
Nova Scotia

Annual Report
2015-2016

COUNCIL MEMBERS 2015/2016

EXECUTIVE

President:	Moira Murphy, FCIP
1st Vice President:	Paul Croft, CIP
2nd Vice President/ Treasurer:	Gloria Snow, CIP
Past President:	Susanne Paulsen, FCIP, CRM

DIRECTORS

Kelly Leydon, FCIP
Kimberley Livingston, CIP, CRM
Jane Richardson, FCIP
Matthew Robblee, CIP
Andrew Williams, FCIP

MANAGER

Jennifer Reyno

EDUCATION COORDINATOR

Leanne Henriksson

**INSURANCE INSTITUTE OF NOVA SCOTIA
MINUTES OF ANNUAL MEETING
FRIDAY, JUNE 17, 2016**

The 63rd Annual Meeting of the Insurance Institute of Nova Scotia was held on Friday, June 17, 2016 at Café Chianti, 1241 Barrington Street in Halifax, NS, with President Moira Murphy, FCIP presiding. The meeting was called to order at 5:45 p.m.

NOTICE

Jenny Reyno, Manager, read the notice of the Annual Meeting.

SCRUTINEERS

Moira Murphy appointed Richard Bishop and Sandy Reinders to act as Scrutineers.

QUORUM

Jenny Reyno advised that a quorum was present.

MINUTES

The minutes of June 26, 2015 Annual Meeting were circulated. Jane Richardson moved that the minutes be approved as published. Kim Livingston seconded the motion. **MOTION CARRIED**

PRESIDENT'S REPORT

President Moira Murphy read from her prepared report. We attach this report and its forms part of these minutes.

FINANCIAL REPORTS AND AUDITOR'S REPORT

Gloria Haydock presented the prepared audited financial statement for the year ending March 31, 2016. It was circulated to those in attendance. Gloria Haydock moved for acceptance of the audited financial statement. Kelly Leydon seconded the motion. **MOTION CARRIED**

ELECTION OF EXECUTIVE AND DIRECTORS

Paul Croft read the report of the Nominating Committee, which was previously distributed to all the members of the Institute. It is attached and forms part of these minutes. He asked if there were further nominations from the floor.

When no further nominations were forthcoming Paul Croft moved that the nominated Executive and Directors be accepted. Sandy Reinders seconded the motion. **MOTION CARRIED**

ELECTION OF NS DIRECTORS TO THE IIC BOARD OF GOVERNORS FOR 2016-2017

Moira Murphy explained that in order to meet the requirements of the Canada Not-For-Profit Corporations Act, the Insurance Institute of NS is required to elect those who will represent us on the Insurance Institute of Canada (IIC) Board of Governors for 2017-2018.

Kelly Leydon moved that Paul Croft and Gloria Haydock be elected as the Insurance Institute of NS Directors, and Jane Richardson be elected as the Insurance Institute of NS Alternate Director to the Insurance Institute of Canada Board of Governors for 2017 – 2018. Susanne Paulsen seconded the motion. **MOTION CARRIED**

APPOINTMENT OF AUDITORS

Matthew Robblee moved that BDO Canada LLP be appointed auditors for the coming year at a fee to be determined. Richard Bishop seconded the motion. **MOTION CARRIED**

BANKING RESOLUTION

Jane Richardson moved that the President, 1st Vice President, 2nd Vice President, Past President and Manager or any one of them, authorize and approve invoices and that any one of them shall make deposits with the bank and endorse cheques for deposit and receive all paid cheques and other debit vouchers and give receipts on behalf of the Insurance Institute of Nova Scotia. She further moved that the Insurance Institute of Nova Scotia hereby grants the Insurance Institute of Canada continued authority to make payments on behalf of the Insurance Institute of Nova Scotia respecting all current authority levels. Susanne Paulsen seconded the motion. **MOTION CARRIED**

AMENDMENTS TO BYLAWS

Kim Livingston presented the proposed amendment to the Insurance Institute of Nova Scotia Bylaws. This amendment is attached and forms part of these minutes.

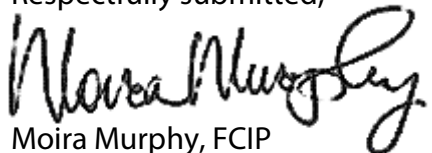
Kim Livingston moved for acceptance of the proposed amendment. David Little seconded the motion. **MOTION CARRIED**

ANY OTHER BUSINESS

Paul Croft extended a thank you to the Insurance Institute of Nova Scotia CIP instructors for their professionalism and commitment to our students. He also recognized the following Past Presidents in attendance; Richard Bishop, Susanne Paulsen, Sandy Reinders, and Karen McKay-Harding.

No further business was presented to the President for consideration at this meeting. Richard Bishop moved for adjournment. The meeting was adjourned at 6:10 pm.

Respectfully submitted,



Moira Murphy, FCIP
President
Insurance Institute of Nova Scotia

PRESIDENT'S ANNUAL REPORT – 2015/2016
Moira Murphy, FCIP

It is my pleasure on behalf of the Executive and Board of Directors to present the Insurance Institute of Nova Scotia Annual Report.

2015-2016 Board of Directors and Committees

Executive:

President

Moira Murphy, BComm, FCIP

-Communications Chair

Past President

Susanne Paulsen, FCIP, CRM

- CIP Society Chair

1st Vice President

Paul Croft, CIP

- Education Committee Chair

- Membership Services Chair

2nd Vice President

Gloria Snow, CIP

- Inter-Industry Liaison Chair

Directors:

Kelly Leydon, FCIP

-Career Connections Chair

Jane Richardson, FCIP

- Special Events Chair

Matthew Robblee, CAIB, CIP

-Marketing Chair

Kim Livingston, CIP, CRM

Andrew Williams, FCIP

- Cape Breton Liaison

Manager

Jenny Reyno

Education Coordinator

Leanne Henriksson

Membership

Prior Year March 31, 2015	March 31, 2016	Target	% Variance
1431	1393	1431	-2.7%

Two employers of size are no longer supporting membership for employees who are not actively taking courses. This resulted in a loss of 64 members. Some insurers now have policies that require an employee pay up front for courses. In addition, insurer centralization, insurers streamlining expenses and broker consolidation have contributed to an overall reduction in membership of 40. Further reductions may be expected in 2016/17.

Programs

CIP Program:

Spring 2015	Fall 2015	Winter 2016	Total	Target	% Variance
# class / # student	# class / # student	# class / # student	# class / # student	# class / # student	# class / # student
8 / 72	11 / 147	11 / 122	30 / 341	22 / 320	+36 / +6.5

We have been working hard to provide a broad and flexible course offering to meet the needs of our membership. This approach has helped support attendance. It has been noted the average class size getting smaller. Staying in touch with the expectations of our membership will be critical on a go forward basis.

We have received approval from the Superintendent of Insurance to provide an on-demand Level 1 licensing exam based on the GIE materials and an Auto supplement. IIC is assisting by developing a supplement and creating multiple versions of the exam. We plan to offer this program early in 2017.

We have received permission from the eLearning Department of IIC to retain recorded virtual C131 CIP classes in the Spring 2016 semester for six weeks rather than the typical three weeks. This will allow us to offer the C131 class virtually to employers whose staff needs the course for a Level II license, but due to their work hours are not able to attend the live broadcast. Thank you to IIC for allowing this exception which will benefit both IINS and our students.

We held our 2nd annual Instructors Luncheon with nine attendees. This recognition event continues to be well received; we plan to continue to hold this event annually.

Virtual courses continue to be the choice for a majority of our students. 25 virtual classes were offered, with 294 registrations/ 86% of our overall registration. We are currently working with Monica Cain of Insured Success on a webinar proposal that will teach advanced skills for virtual class instructors. It is our hope that other Institutes will be interested in offering this to their instructors and work together with us to cost share. We believe this will mean a better experience for our students. In addition, we want to reward and recognize our instructors by providing opportunities to enhance their skill sets.

Three of twelve instructors have completed the Instructor Certification Program, with five others in various stages of completion. Remaining instructors will be encouraged to start the program.

Events and Seminars

# of Academic Seminars	Target	# of CIP Society Seminars	Target	# of Events	Target
18	17	2	3	6	7

Seminars

Academic Attendance	CIP Society Attendance	Target Attendance	% Variance
585 (target 580)	35 (target 75)	655	-5.3 %

Events

Attendance	Target Attendance	% Variance
1147	1224	-6%

Convocation

Attendance	GIE	CIP	FCIP	Total
263	7	42	9	58

Seminars

We continue to seek partnerships to support course offerings that are relevant and economical. To this end, we are working with the newly formed General Insurance Association of Cape Breton to offer in-person seminars in Cape Breton. Our partnership with IBANS continues to be very productive. We are planning a full-day symposium with IBANS, date as yet undetermined.

Our Coffee and Conversation (C&C) seminars are consistently appealing to our membership. We work with IINL, IBANL and IPEI to promote these seminars. Each Institute receives 50% of the \$30 registration fee for their members who sign up. IINS and IBANS share their take on a 50/50 basis. This collaboration has meant we continue to be able to attract more students which is better for all.

We work to have a slate of topics lined up well in advance. Our goal is to have all in place and scheduled to January 2017. We are looking into the possibility of offering a discount for multiple registrations starting with the Fall 2016 Coffee and Conversation series.

A total of 413 attendees have enjoyed these offerings. The following is an outline of the C&C seminars offered and attendance:

Personal Umbrella – April 24, 2015	55
Cyber Risk, CASL & eSignatures – May 29, 2015	60
Commercial Property – September 25, 2015	68

Snow & Ice Risk Mitigation – October 30, 2015	47
Asbestos & Mould – November 27, 2015	45
Commercial Property Pt 2 – January 29, 2016	47
Pitfalls During the Claims Process – February 26, 2016	46
Growing Your Business Using Referrals – March 31, 2016	48

Upcoming Coffee and Conversation topics are as follows:

April 2016-Water Damage

May 2016-Restoration Roles vs Adjuster Roles

Other seminars offered during the past year included:

Accident Reconstruction	12
Customer Service Skills	18
Wind & Water	20
Study Skills (no charge to current students)	19
Advanced Business Interruption	14
Time Management & Workload	21
Problem Solving & Negotiation	14
Don't Let a Natural Disaster Become an Insurance Disaster	8
Early Claims Resolution Strategies	25
Oil Tank Essentials	18

Events

We established a target of 7 events/1224 registrations, and offered 6 events with registrations of 1147.

Events held include:

Spring Networking Fling - 324 attendees

CIP Society Golf Tournament - 130 attendees

Charity Softball Tournament - 153 attendees

South Shore Soiree - 78 attendees

Annual Awards Dinner - 263 attendees

Sydney Soiree - 199 attendees

We were not able to gain interest in the Battle of the Insurance Bands; as a consequence the event was cancelled which is why we are below targeted numbers overall.

We have a new venue planned for the golf tournament. At the new location the overall cost will be reduced, the course is more centrally located and is well regarded. Our expectation is these changes will support greater attendance.

We have also made arrangements for a new venue for the Spring Networking Fling which we believe will be a better fit for the event.

We are in preliminary discussions with the Honorable Order of the Blue Goose to partner on a curling bonspiel in 2017.

Overall results suggest we have been successful in meeting the needs of our membership, as attendance numbers have been healthy relative to the size of our membership community. We recognize that reduced membership and tighter management on the expense side by insurers may have an impact on attendance. We will need to continue to work to keep our offerings a value-add for our membership. We will be using our eNewsletter, *Momentum...* as a vehicle to increase awareness, involvement and attendance.

CIP Society

We offered two seminars with registration of 35 against a target of 75. We continue to work to find seminars that are a good fit for the criteria of CIP Society PROedge seminars, relevant to our membership, and priced in a way that will attract attendance. We are working on some possible options in conjunction with IBC that may fit these requirements.

Leading Insurance Coverage & Liability Issues	21
Understanding D & O Liability	14

Career Connections

There were a number of opportunities for our Ambassadors to get out and represent our industry:

- September 2015– The Halifax Career Fair was attended by 3 IINS ambassadors. Four local universities support this event
- Ambassadors attended three high school presentations.
- Our Feed the Minds of Youth event was attended by 18 parents and children.

We are currently working to recruit Ambassadors so we can take advantage of more opportunities.

National Education Week

National Education Week was a busy time with a seminar on Pitfalls to Avoid During the Claims Process, and Trivia, Twitter and essay contests. Of note was the level of participation for the Daily Trivia Contest with 172 entries.

Twitter

We are proud of the progress being made on Twitter. This initiative started on March 27, 2014 and to date we have tweeted 681 times and currently have 572 followers, an increase of more than 50% over this time last year. We use this forum to promote all IINS events, classes and seminars.

eNewsletter

Our eNewsletter, *Momentum...* has been well received by our membership. We are averaging a

26% open rate, which translates into 413 recipients / readership. We recently sent a survey to membership to gain feedback on our efforts. Results indicate that 92% of respondents read the newsletter either regularly or some of the time and 87% rate the content good or excellent. We continue to strive to deliver a quality communication that provides value.

Subscription Campaign

With the support of IIC, we refreshed our annual subscription campaign communication and reviewed to identify additional potential contributors. Our efforts this year resulted in \$3300 received, well above our budgeted goal of \$2000.

We also created a document with all of our sponsorship opportunities for the coming year to send to current and potential event sponsors. Our plan is to reach out before the end of the calendar year to potential contributors for 2017.

Goals and Challenges

Centralization, consolidation and greater focus on budgets demand we work very hard to deliver value to our membership and find ways to grow our overall numbers.

We continue to work to build collaborative and productive relationships with our peer Institutes in order to enhance educational opportunities for our membership.

We will continue to foster good relationships with IBANS and IBC.

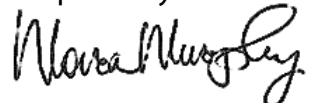
The Coffee and Conversation series has been a great vehicle to support these goals; delivering informative sessions at a reasonable price and in a collegial environment.

The eNewsletter has provided us with another opportunity to touch our membership and provide value. We will continue to reach out to our readers for feedback so we can keep the publication fresh and relevant.

Conclusion

Overall this has been a very good year for IINS. We have challenges ahead, but we are blessed to have a Board that is dedicated, hardworking and all very keen to advance the vision of IINS. I would like to extend my thanks and appreciation to our manager Jenny Reyno and Education Coordinator Leanne Henriksson for their passion and hard work on behalf of IINS. Thanks also to Margaret Wasserman and Mike Divjak for their support.

Respectfully submitted,



Moira Murphy, BComm, FCIP
President
Insurance Institute of Nova Scotia

**REPORT OF THE NOMINATING COMMITTEE
NOMINATIONS FOR THE SLATE OF EXECUTIVE AND DIRECTORS
2016-2017 TERM**

PRESIDENT: Paul Croft, CIP
Aon Risk Solutions
Halifax, NS

FIRST VICE PRESIDENT: Gloria Snow, CIP
Economical Insurance
Dartmouth, NS

SECOND VICE PRESIDENT: Jane Richardson, FCIP
Aon Risk Solutions
Dartmouth, NS

PAST PRESIDENT: Moira Murphy, FCIP
Intact Insurance
Dartmouth, NS

DIRECTORS

Kelly Leydon, FCIP
TD Insurance
Halifax, NS

Kimberley Livingston, CIP, CRM
Portage Mutual Insurance
Bedford, NS

Jennifer Power, CIP
Pembroke Insurance
Bedford, NS

Matthew Robblee, CAIB, CIP
Caldwell Roach Agencies
Truro, NS

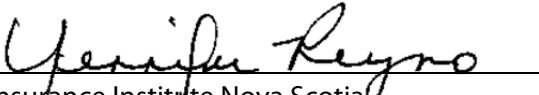
Andrew Williams, FCIP
AMG Claims Inc.
Halifax, NS

**Notice of Proposed Amendments/Additions to
The Insurance Institute of Nova Scotia's General By-Laws**

The Annual General Meeting of The Insurance Institute of Nova Scotia will be held on Friday, June 17, 2016 at 5:30 p.m. at Café Chianti, 1241 Barrington Street, Halifax, N.S. At that meeting, amendments to the General By-Laws will be put forward for approval as follows:

<u>Existing</u>	<u>Amendment/Addition</u>	<u>Explanation</u>
<p style="text-align: center;">ARTICLE IV Membership</p> <p>1. (d) Retired Member – any Ordinary Member or Associate Member who has maintained membership in The Institute and has retired from active employment. Retired Members shall pay 50% of the annual membership fee as set by The Institute.</p>	<p style="text-align: center;">ARTICLE IV Membership</p> <p>1. (d) Retired Member – any Ordinary Member or Associate Member who has maintained membership in The Institute and has retired from active employment. Retired AIIC, CIP, FIIC and FCIP Members shall receive a free membership from The Institute. All other Retired Members shall pay a reduced annual membership fee as set by The Institute.</p>	<p style="text-align: center;">ARTICLE IV Membership</p> <p>To provide no-charge membership to graduate members of The Institute who have retired.</p>

Members who would like a complete copy of the existing Memorandum of Association and General By-Laws are invited to contact The Insurance Institute of Nova Scotia.


 Insurance Institute Nova Scotia
 Jennifer Reyno
 Manager

May 16, 2016



Insurance Institute
Nova Scotia

220 – 250 Baker Drive
 Dartmouth, NS
 B2W 6L4
 Tel: 902-433-0070
 Fax: 902-433-0072
 Email: IINSmal@insuranceinstitute.ca

SUBSCRIBERS

Insurers and reinsurers subscribe directly to The Insurance Institute of Canada, which then makes grants to local Institutes according to their needs. National brokers and adjusters have been invited to subscribe also. These donations enable the Insurance Institute to provide services to students at minimum costs.

NATIONAL SUBSCRIBERS – 2016

Promutuel L'Abitibienne, S.M.A.G.
AIG Canada
Alberta Motor Association Insurance
Algoma Mutual Insurance Company
Allstate Insurance Company of Canada
Antigonish Farmers' Mutual Insurance Company
Aon Re Canada
Aon Reed Stenhouse Inc.
Promutuel Appalaches - St-François
Aviva Canada Inc.
Ayr Farmers' Mutual Insurance Company
Bay of Quinte Mutual Insurance Company
Bertie & Clinton Mutual Insurance Company
Boiler Inspection & Insurance Company of Canada
Promutuel Bois-Francs, S.M.A.G.
La Capitale, Compagnie d'Assurance Générale
Cayuga Mutual Insurance Company
Chubb Insurance Company of Canada
CNA, Canadian Operations
Coachman Insurance Company
Co-operators General Insurance Company/Group
Crawford & Company (Canada) Inc.
The CUMIS Group Limited
C.U.R.I.E.
Dale Parizeau Morris MacKenzie
Desjardins Groupe d'assurances générales
Promutuel Drummond, S.M.A.G.
Dufferin Mutual Insurance Company
Ecclesiastical Insurance Office plc
ENCON Group Inc.
Erie Mutual Fire Insurance Company
Le Groupe Estrie-Richelieu
Promutuel de L'Estuaire
General Reinsurance Corporation
Germania Mutual Insurance Company
Gore Mutual Insurance Company
The Guarantee Company of North America
Hay Mutual Insurance Company
Intact Insurance Company
Kent & Essex Mutual Insurance Company
Kernaghan Adjusters Limited
The Kings Mutual Insurance Company
L & A Mutual Insurance Company
Ledor Assurances
Promutuel du Littoral
Lloyd's Underwriters
Lotbinière, S.M.A.G.
Manitoba Public Insurance Corporation
Mennonite Mutual Fire Insurance Company
Metro General Insurance Corporation Ltd.
Promutuel Montmagny-L'Islet
Munich Reinsurance Company of Canada
North Blenheim Mutual Insurance Company
North Kent Mutual Fire Insurance Company
North Waterloo Farmers Mutual Ins. Co.
Northbridge Financial Corporation
Old Republic Insurance Company of Canada
Oxford Mutual Insurance Company
PAFCO Insurance Company
Partner Reinsurance Company of the U.S.
Peace Hills General Insurance Company
Peel Maryborough Mutual Insurance Company
P.E.I. Mutual Insurance Company
Pembroke Insurance Company
The Portage La Prairie Mutual Insurance Co.
Promutuel Prairie-Valmont
Red River Mutual
Promutuel Riviere-du-Loup
Promutuel Rouyn-Noranda-Témiscamingue
RSA Canada Group
Saskatchewan Government Insurance Canada
Saskatchewan Mutual Insurance Company
Scor Canada Reinsurance Company
SGI Canada Insurance Services Ltd.
Sirius America Insurance Company
South Easthope Mutual
SSQ, Société d'Assurances Générales
State Farm Insurance Companies
TD Insurance
The Toa Reinsurance Company of America
Travelers Canada
L'Unique, Compagnie d'Assurance Générale
Promutuel La Vallée, S.M.A.G.
Promutuel Vaudreuil-Soulanges

Verchères, S.M.A.G.
The Wawanesa Mutual Insurance Company
Westminster Mutual Insurance Company

Yarmouth Mutual Fire Insurance Company
Zurich Canada

INSURANCE INSTITUTE OF NOVA SCOTIA SUBSCRIBERS – 2016

Gold

Aon Risk Solutions
Crawford & Company
Wynward Insurance Group

Silver

Marsh Adjustment Limited
McInnes Cooper

Bronze

IFS Financial Services
Jack & Co. Ltd.

2016 GRADUATES

Chartered Insurance Professional

Rhea Arsenault
Economical Insurance

Kirby Bannerman
Aviva Canada

Kimberley Dawn Boudreau
RSA Insurance

Allyson Buckley
Aviva Canada

Jolene Marie Byng
Portage Mutual Insurance

Marie Ann Chadwick
Totten Group Insurance

Alexandra Clarke
Northbridge General Insurance

Gina Denise DeCoste
Arthur J. Gallagher Canada Limited

Christopher Fennell
Northbridge General Insurance

Laura Mary Fletcher
Economical Insurance

Stephen Gannon

Jodi Gray (**Honours**)
Intact Insurance

Monique Halfyard
Aviva Canada

Meghan Hayne
A.A. Munro Insurance Brokers

Michael Huxley
Allstate Insurance Company

Ashley Dawn Johnson
Intact Insurance

Stacey Lake
Aviva Canada

Jordan LeBlanc
RSA Insurance

Amy Longobardi
TD Insurance

Sarah Lynch
Sobeys Inc.

Melvena Maclsaac
Aviva Canada

Christine MacKellar
Aviva Canada

Jason MacLellan
ClaimsPro

Andrew McCarthy
ClaimsPro

Kelly McCrudden
Northbridge General Insurance

Scott McRiner
Aviva Canada

Mallory Morrison
Intact Insurance

Ellen Johanna Murphy
Fulton Insurance Agencies

Jennifer Gabrielle Poirier

Jennifer Lynn Ratchford

Intact Insurance

Aviva Canada

Sarah Sampson
Portage Mutual Insurance

Timothy Smith
Stanhope Simpson Insurance

Jennifer Lynn Spicer
Kings Mutual Insurance

Amy Helene Taylor
Caldwell Roach Insurance

Kyle Tramble
Northbridge General Insurance

Marceline Trudeau-MacLeod
RSA Insurance

Kathryn Elizabeth Wier
OTC Insurance Brokers

Fellow Chartered Insurance Professional

Kelly Burgher
Sovereign General Insurance

Kim Livingston
Portage Mutual Insurance

Tina O'Leary
Halifax Regional Municipality

Insurance Institute of Nova Scotia
Financial Statements
For the year ended March 31, 2016

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Mississauga ON L5B 1M2 Canada

Independent Auditor's Report

To the Members of Insurance Institute of Nova Scotia

We have audited the accompanying financial statements of the Insurance Institute of Nova Scotia ("the Institute") which comprise the balance sheet as at March 31, 2016 and the statements of the funds invested in capital assets, general fund, CIP society fund, revenue and expenditures - general fund, revenue and expenditures - CIP society fund 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

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from 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 judgment, including the assessment of the 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Institute as at March 31, 2016 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.


BDO CANADA LLP

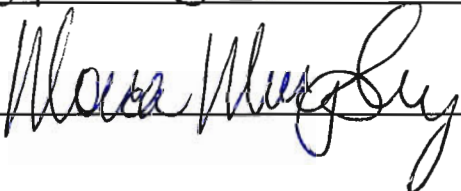
Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
May 10, 2016

Insurance Institute of Nova Scotia
Balance Sheet

March 31	2016	2015
Assets		
Current		
Cash	\$ 63,008	\$ 64,402
Accounts receivable		
- trade	13,688	19,202
- The Insurance Institute of Canada	3,100	16,372
Prepaid expenses	7,582	1,801
	87,378	101,777
Capital assets (Note 2)	4,234	5,135
	\$ 91,612	\$ 106,912
Liabilities and Fund Balances		
Current		
Accounts payable		
- trade	\$ 22,278	\$ 17,719
- The Insurance Institute of Canada	21,937	13,197
Due to The Insurance Institute of Canada	8,834	39,930
Deferred revenue	27,329	23,931
	80,378	94,777
Fund Balances		
Funds Invested in Capital Assets	4,234	5,135
General Fund	2,000	2,000
CIP Society Fund	5,000	5,000
	11,234	12,135
	\$ 91,612	\$ 106,912

On behalf of the Governing Council:


 _____ Director


 _____ Director

The accompanying notes are an integral part of these financial statements.

Insurance Institute of Nova Scotia
Statement of Funds Invested in Capital Assets

For the year ended March 31	2016	2015
Balance, beginning of year	\$ 5,135	\$ 6,036
Amortization for the year	(901)	(901)
Balance, end of year	\$ 4,234	\$ 5,135

Statement of General Fund

For the year ended March 31	2016	2015
Balance, beginning of year	\$ 2,000	\$ 2,000
Excess of revenue over expenditures for the year	7,702	34,086
	9,702	36,086
Transfer to The Insurance Institute of Canada	(7,702)	(34,086)
Balance, end of year	\$ 2,000	\$ 2,000

Statement of CIP Society Fund

For the year ended March 31	2016	2015
Balance, beginning of year	\$ 5,000	\$ 5,000
Excess of revenue over expenditures for the year	1,132	5,844
	6,132	10,844
Transfer to The Insurance Institute of Canada	(1,132)	(5,844)
Balance, end of year	\$ 5,000	\$ 5,000

The accompanying notes are an integral part of these financial statements.

Insurance Institute of Nova Scotia
Statement of Revenue and Expenditures - General Fund

For the year ended March 31	2016	2015
Revenue		
CIP program	\$ 186,279	\$ 210,456
Convocation	25,615	22,000
Grants - The Insurance Institute of Canada - Examinations	1,230	1,390
Membership fees	99,952	99,468
Supplementary education program	26,325	27,116
Social events	24,386	23,677
Subscriptions	2,100	1,000
	365,887	385,107
Expenditures		
Advertising	3,283	3,020
Bank charges	8,380	7,060
CIP program	122,952	131,489
Committee	1,998	1,271
Convocation	20,399	16,347
Equipment rental	636	991
Insurance	1,650	1,098
Management fees	7,747	7,158
Membership services	69	76
Office	3,115	3,025
Postage and printing	1,009	1,085
Professional fees	4,500	4,500
Rent	42,105	41,027
Salary and benefits	103,132	93,794
Social events	17,403	15,910
Supplementary education program	12,926	14,509
Telephone	3,866	3,624
Travel	3,015	5,037
	358,185	351,021
Excess of revenue over expenditures for the year	\$ 7,702	\$ 34,086

The accompanying notes are an integral part of these financial statements.

Insurance Institute of Nova Scotia
Statement of Revenue and Expenditures - CIP Society Fund

For the year ended March 31	2016	2015
Revenue		
Professional development	\$ 3,303	\$ 5,825
Social events	25,388	26,319
Donations	11,050	12,627
	<u>39,741</u>	<u>44,771</u>
Expenditures		
Professional development	1,231	1,761
Social events	26,294	26,870
Advertising and promotions	2,652	4,194
Management fees	1,459	5,718
Marketing	6,973	384
	<u>38,609</u>	<u>38,927</u>
Excess of revenue over expenditures for the year	\$ 1,132	\$ 5,844

The accompanying notes are an integral part of these financial statements.

Insurance Institute of Nova Scotia
Statement of Cash Flows

For the year ended March 31	2016	2015
Cash was provided by (used in)		
Operating activities		
Excess of revenue over expenditures for the year		
- General operations	\$ 7,702	\$ 34,086
- CIP Society	1,132	5,844
Adjustments to reconcile excess of revenue over expenditures for the year to cash provided by operations		
Changes in non-cash working capital balances		
Accounts receivable	18,786	(18,598)
Prepaid expenses	(5,781)	1,041
Accounts payable	13,299	(994)
Deferred revenue	3,398	(4,716)
Due to The Insurance Institute of Canada	(31,096)	(2,386)
	<u>7,440</u>	<u>14,277</u>
Financing activity		
Transferred to The Insurance Institute of Canada	<u>(8,834)</u>	<u>(39,930)</u>
Net change in cash during the year	(1,394)	(25,653)
Cash, beginning of year	<u>64,402</u>	<u>90,055</u>
Cash, end of year	\$ 63,008	\$ 64,402

The accompanying notes are an integral part of these financial statements.

Insurance Institute of Nova Scotia

Notes to Financial Statements

March 31, 2016

1. Significant Accounting Policies

Purpose of Organization	<p>The Institute is an incorporated non-profit organization that is dedicated to providing educational courses and resources to the insurance industry of Nova Scotia.</p> <p>The organization is a non-profit organization and, as such, is exempt from income tax.</p>						
Basis of Accounting	<p>The Institute follows the deferral method of accounting for contributions. Revenues and expenses are recorded on the accrual basis, whereby they are reflected in the accounts in the year in which they have been earned and incurred, respectively, whether or not such transactions have been finally settled by the receipt or payment of cash.</p>						
Revenue Recognition	<p>Membership fee revenue is recognized over the term of the membership period. Course, seminar and other event revenues are recognized upon completion of the event. Other revenues are recognized upon provision of the goods or service.</p>						
Capital Assets	<p>Capital assets are recorded at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is charged directly to Funds Invested in Capital Assets as follows:</p> <table><tr><td>Computer equipment</td><td></td></tr><tr><td> and software</td><td>- 4 years straight line basis</td></tr><tr><td>Furniture and fixtures</td><td>- 10 years straight line basis</td></tr></table>	Computer equipment		and software	- 4 years straight line basis	Furniture and fixtures	- 10 years straight line basis
Computer equipment							
and software	- 4 years straight line basis						
Furniture and fixtures	- 10 years straight line basis						
Funds Invested in Capital Assets	<p>The Funds Invested in the Capital Assets account represents funds used for the acquisition of capital assets and deferred capital costs. All amortization of capital assets and deferred capital costs is charged directly to this fund.</p>						
General Fund	<p>The General Fund of the Institute is maintained at an amount of \$2,000 as agreed upon with The Insurance Institute of Canada. The balance of the general fund over the above \$2,000 becomes payable to The Insurance Institute of Canada with the exception of additional agreed amounts appropriated to reserve accounts.</p> <p>Any operating deficit is potentially recoverable from The Insurance Institute of Canada subject to review and approval by the Executive Finance Committee in accordance with the Provincial Institute Financing Guidelines.</p>						

Insurance Institute of Nova Scotia

Notes to Financial Statements

March 31, 2016

1. Significant Accounting Policies (continued)

CIP Society Fund

The Insurance Institute of Canada's Executive Committee gave approval to the Institutes to establish a Chartered Insurance Professional (CIP) Society Fund with the following criteria:

- 1) Any surplus generated by the CIP Society activities will be returned to the Insurance Institute of Canada (IIC).
- 2) Support for CIP Society activities is made through the partial redistribution of the transfer of surpluses generated by the CIP Society activities, as approved by IIC's Executive Committee. Payment to the Institutes is to be made in the form of an Agreed Maximum Retention.
- 3) The Agreed Maximum Retention by Institutes are as follows:
 - a) Agreed Maximum Retention amount of \$5,000 for each Institute.
 - b) Institutes with chapters may retain an additional maximum amount of \$1,000 per chapter.
- 4) If the Institute incurs an Operating Deficit in its CIP Society, it may apply to IIC's Executive Committee for consideration to retire the deficit and restore its Agreed Maximum Retention.

Use of Estimates

The preparation of financial statements in accordance 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 at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Insurance Institute of Nova Scotia
Notes to Financial Statements

March 31, 2016

1. Significant Accounting Policies (continued)

Financial Instruments

Unless otherwise noted, it is management's opinion that the Institute is not exposed to significant interest, credit or currency risks associated with its financial instruments.

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

2. Capital Assets

	Cost	Accumulated Amortization	2016 Net Book Value	2015 Net Book Value
Computer equipment and software	\$ 7,134	\$ 7,134	\$ -	\$ -
Furniture and fixtures	9,013	4,779	4,234	5,135
	\$ 16,147	\$ 11,913	\$ 4,234	\$ 5,135

3. Commitments

The Institute has leased office space from October 1, 2012 for \$24,041 annually until September 2017.