

**REGION OF QUEENS MUNICIPALITY
REGULAR COUNCIL
TUESDAY, AUGUST 26, 2014
9:00 A.M.**

PRESENT: Mayor Christopher Clarke, Chair
Councillor Darlene Norman
Councillor Bruce Inglis
Councillor Brian Fralic
Councillor Susan MacLeod
Councillor Raymond Fiske
Councillor Peter Waterman
Brad Rowter, Director of Engineering and Works
Jennifer Keating-Hubley, Director of Finance
Bobbi Jo Goulden, Recording / Management Secretary

REGRETS: Councillor Jack Fancy
Kathleen Rafuse, Chief Administrative Officer

1.0 CALL TO ORDER:

The meeting was called to order at 9:00 a.m.

2.0 CHANGES / APPROVAL OF AGENDA:

It was moved by Councillor Inglis and seconded by Councillor MacLeod that the Agenda be approved with the following additions:

- 16.1 Kempt Women's Institute of Nova Scotia 100th Anniversary
- 16.2 Bill Nickerson 100th Birthday.

MOTION CARRIED unanimously.

3.0 PRESENTATION(S):

3.1 RCMP Monthly Report

Staff Sergeant Paul MacDougall gave an update of the upcoming changes in personnel at the Queens Detachment and reviewed the RCMP Report for the month of July, 2014, noting that calls for service were up from the previous month and from the same time frame in 2013. He outlined the more serious events that took place and gave the status of each.

S/Sgt. MacDougall advised that vandalism calls in the Liverpool area are up significantly this month and noted that they received 19 calls in 14 days. He suggested that there seems to be an increase in the number of young people in the area late at night. He noted that they will be increasing patrols in the area. He then asked Council about Bylaw Number 20, The Loitering Bylaw currently in place in the Region of Queens Municipality. He wondered if it is being enforced and suggested that if it is enforced more, it may be a way to deter vandals.

Staff Sergeant Paul MacDougall spoke about the parking issue that has been happening at Carter's Beach. He noted that it is a safety issue when drivers park their vehicles both sides of the road, the road is too narrow for an emergency response vehicle to get to the beach should there be an emergency. He noted that they have been issuing parking tickets to those who are parking in "No Parking" areas.

A discussion was held on the need for more parking spaces for beach users and the government departments who are involved with the property and road leading to it. Mayor Clarke noted that the Region needs to take the lead and arrange a meeting with Department of Environment, Department of Natural Resources, Department of Transportation of Infrastructure and Renewal and the RCMP to discuss the issues at Carter's Beach.

Councillor Fralic noted that littering is a large issue in the community and he receives many calls on the matter. He asked if the RCMP enforce many littering charges in the community. S/Sgt. MacDougall noted that they do not receive many calls regarding littering. A discussion was held on ways to educate the public to deter the littering issue. Councillor Fiske noted that this topic will be on the agenda at the next Region 6, Solid Waste Management Committee Meeting. Mayor Clarke noted that Council and staff will look in to the issue as well.

S/Sgt. MacDougall was thanked for his presentation and left the meeting at 9:37 a.m.

3.2 Baby Friendly Initiative

Mayor Clarke welcomed Natalie McMaster, La Leche League Leader, and member of the Lunenburg and Queens Baby-Friendly Initiative Committee, who began by introducing Linda Wieser, La Leche League Leader and Chair of the Lunenburg and Queens Baby-Friendly Initiative Committee.

Linda Wieser and Natalie McMaster gave a background on the Baby-Friendly Initiative which is a global campaign that aims to protect, promote and support breastfeeding all around the world. It was created by the World Health Organization and the United Nations Children's Fund. They provided a power point presentation which outlined the following:

- What is the Baby Friendly initiative?
- Why talk about Breastfeeding?
- Why Breastfeeding Matters to Families
- Why Breastfeeding Matters to Communities
- Barriers Breastfeeding Families May Face in the Community
- Supporting Breastfeeding families
- How the Lunenburg and Queens Baby- Friendly Initiative Committee has supported our community
- Partnerships in the Community
- Providing Breastfeeding Support Fits well with Region of Queens Municipality Mission
- How the Region of Queens Municipality can support Mothers in our community

Natalie McMaster recommends that the Region of Queens and businesses in Liverpool create "family friendly spaces" within its facilities, to educate staff on how to provide support to someone who is breastfeeding and to post signs and decals in Region owned facilities to make the public aware that the facilities are Baby-Friendly.

Linda Wieser and Natalie McMaster answered questions and responded to concerns put forth by Councillors after which they were thanked for sharing their presentation and they left the meeting at: 9:50 a.m. Their presentation is attached at the end of the minutes.

3.3 BDO Canada LLP (formally Raymond Yuill Chartered Accountants)

Marty Raymond, and Michael Metcalfe, from the firm BDO Canada LLP, were welcomed to the meeting.

Marty Raymond explained that they are now part of the national BDO Canada LLP firm, the fifth largest firm in world. He noted that because of this, they have access to greater resources and should be able to provide more services.

Marty Raymond reviewed the Financial Statements for the year ending March 31, 2014 and summarized some of the variances from the 2013/2014 budget, giving a brief explanation for some of the larger amounts.

Mr. Raymond stated that Region of Queens Municipality had ended the fiscal year with the General Operating Budget having a surplus of \$70,889, and the Water Utility having a surplus of \$2,627.

Mr. Raymond and Mr. Metcalfe were thanked for their presentation, and they left the meeting at 10:25 a.m. A copy of the audited statements is attached to the minutes.

4.0 TABLING OF PETITIONS:

Jennifer Keating-Hubley, Director of Finance, noted that a petition has been received from residents of Fostertown Road, Port Medway, regarding road maintenance.

5.0 PUBLIC QUESTION / COMMENT SESSION:

Leon Robertson
45 College Street
Liverpool

Mr. Robertson commented that the local Kiwanis Club collects litter at Exit 19 and noted that they have collected as much as ½ tonnes of garbage on occasion.

Mr. Robertson questioned why a Department of Fisheries and Ocean's group is able to rent space at Queens Place Emera Centre? Mayor Clarke advised that the group is not part of Department of Fisheries and Oceans, they are a non-profit association. He noted that they meet the same requirements as the past tenant and they approached the Region because they wanted to rent the vacant space.

Mr. Robertson also asked about the formation of the new Regional Enterprise Network and asked if it this was the replacement for the former RDA. He then asked why the office for the new REN is located in Bridgewater. Mayor Clarke stated that it is similar to the previous Regional Development Authorities. He noted that all the municipal units involved with the new REN agreed to the office location.

Mr. Robertson commented on the amount of deficit of Queens Place Emera Centre and asked if the money to operate the facility comes from the tax rate. Mayor Clarke responded that yes some of the tax rate goes towards the facility, and noted that half of the deed transfer tax revenue and \$80,000 from land fill revenue goes to offset Queens Place operation as well.

David Dagley
9 Meadow Pond Lane
Liverpool

Mr. Dagley spoke on the Carter's Beach issues and noted that he was in attendance at the public information session held by Nova Scotia Environment in Port Mouton . He noted that a solution for the current problems at Carter's Beach is to construct a parking lot for visitors. He added that Department of Environment has been working on a plan to make Carter's Beach in Port Mouton into a Nature Reserve, which will ultimately mean that they would not want to attract more people to the area. He noted that they do not have the funds to pay for a new parking lot at the location either. However, he noted that the Department of Natural Resources has control of the property currently and before they transfer the property over the Department of Environment, they may have the means to construct a parking area.

6.0 APPROVAL OF MINUTES:

6.1 Regular Council Minutes – August 12, 2014.

It was moved by Councillor Norman and seconded by Councillor Inglis:

THAT the minutes of the Council meeting held on August 12, 2014, be approved as circulated.

MOTION CARRIED unanimously.

6.2 Special Council Minutes – August 15, 2014

It was moved by Councillor Waterman and seconded by Councillor MacLeod:

THAT the minutes of the Council meeting held on August 15, 2014, be approved as circulated.

MOTION CARRIED unanimously.

7.0 DANGEROUS OR UNSIGHTLY PREMISES:

There were no Dangerous or Unsightly Premises issues discussed at this meeting.

8.0 ECONOMIC DEVELOPMENT:

8.1 Policy 80 – “Port of the Privateers” Trademark Acceptable Usage

It was moved by Councillor Fralic and seconded by Councillor Fiske:

THAT the Council of the Region of Queens Municipality approves Policy 80 "Port of the Privateers"® Trademark - Acceptable Usage.

Jill Cruikshank, Director of Economic Development, explained why a policy should be in place to provide guidelines which describe acceptable use, and to define the responsibilities for monitoring and approval.

MOTION CARRIED unanimously.

8.2 Consumer Show Participation 2015

It was moved by Councillor Fralic and seconded by Councillor Inglis:

THAT the Council of the Region of Queens Municipality grants pre-budget approval for the Economic Development Department's participation in the Saltscapes East Coast Expo in Halifax, April 24-26, 2015 at a total cost of approximately \$2300 from the Economic Diversification budget.

MOTION CARRIED unanimously.

8.3 Economic Development Monthly Report

Jill Cruikshank, Director of Economic Development, reviewed the Economic Development report which was included with the Council agenda package.

Some topics discussed were:

- North Queens Business Hub - Groundwork for the facility has commenced.
- Nova Scotia Guides Association development

- Investment Readiness - Asset Inventory and Community Profile document for Queens is complete. Staff preparing it to post on the Region's web site.
- South Shore Paranormal Festival - Staff attended a planning meeting. This will be a new festival for Queens, planned for early August 2015.
- Visitor Services – Visitor numbers at the Liverpool VIC, Fort Point and Caledonia VIC have been steady this month compared with previous years, however, the trend at Liverpool VIC has been that the actual number of people counseled has increased dramatically.

9.0 CORPORATE SERVICES:

There were no matters to be discussed at this meeting from the Corporate Services Department.

10.0 ENGINEERING AND WORKS:

There were no matters to be discussed at this meeting from the Engineering and Works Department. However, Brad Rowter, Director of Engineering and Works provided an update on the Capital Work projects in Brooklyn and in Liverpool.

11.0 FINANCE:

The Chair was turned over to Deputy Mayor Norman so that Mayor Clarke could report on the Finance Department.

11.1 Audited Financial Statements - 2013/2014

It was moved by Mayor Clarke and seconded by Councillor Waterman:

THAT the Council of the Region of Queens Municipality approve the Consolidated Financial Statements for the fiscal year ended March 31, 2014 and Auditors' Report as presented by BDO Canada LLP.

MOTION CARRIED unanimously.

11.2 Appointment of Auditors - 2014/2015

It was moved by Mayor Clarke and seconded by Councillor Inglis:

THAT the Council of the Region of Queens Municipality approve the appointment of BDO Canada LLP, as the auditing firm for the Region of Queens Municipality for the fiscal year 2014/2015.

MOTION CARRIED unanimously.

The Chair was turned back to Mayor Clarke at this time.

12.0 RECREATION AND COMMUNITY FACILITIES:

12.1 Lease Agreement with Fisheries Safety Association of Nova Scotia

It was moved by Councillor Norman and seconded by Councillor Fralic:

THAT the Council of the Region of Queens Municipality approve a five (5) year agreement with the Fisheries Safety Association of Nova Scotia for the lease of 931 square feet at Queens Place Emera Centre.

Brad Rowter reviewed with Council the terms of the lease.

MOTION CARRIED unanimously.

13.0 PLANNING:

There were no matters to be discussed at this meeting from the Planning Department.

14.0 QUEENS PLACE EMERA CENTRE:

At this time, Mayor Clarke informed that Councillor Inglis has stepped down as Chair of the Queens Place Committee due to his involvement with the Liverpool Privateers Jr. "B" hockey team. He added that Councillor Fancy will take over as Chair until November, when nominations take place for the various Committees.

14.1 Queens Place Emera Centre Monthly Report

Steve Burns, General Manager, briefly reviewed the regular monthly report that was included in the Council agenda package and spoke on the following topics:

- Arena Activity - A lot of activity this month with various users: Queens County Blades, Power Edge, local gentlemen's Hockey groups, BMO Western Hurricanes, Tom Duffey Hockey School and the upcoming Dalhousie Tigers Hockey School booked for September.
- Events:
 - Liverpool Privateers Jr."B" Hockey team announcement – First game scheduled for September 20th. Pleased to have this team relocate to Queens Place Emera Centre.
 - Hank Snow Tribute – Another successful event and organizers are already planning for next year.
 - Upcoming A.U.S. Dalhousie Tigers and Acadia Axemen Hockey game on September 26th.
 - Upcoming NHL Legends Hockey Game a fundraising event for the Queens Skatepark Association to be held on September 30th.

A discussion was held on the need for a ramp or a center handrail on the steps leading on to the ice/floor service at Queens Place Emera Centre. Brad Rowter noted that due to exit capacity regulations, a ramp is the better option and this is something that Queens Place Emera Centre can look into. Mayor Clarke informed that if it has been noted that this is a safety issue, the concern needs to be addressed.

15.0 REPORTS:

The following reports were included in the agenda package for information purposes:

- 15.1 Bylaw Enforcement Officer's Report
- 15.2 Building Inspector's Report

16.0 OTHER:

16.1 Kempton Women's Institute of Nova Scotia 100th Anniversary

It was moved by Councillor Waterman and seconded by Councillor Fiske:

THAT the Council of the Region of Queens Municipality offer their Congratulations to Kempton Women's Institute of Nova Scotia in recognition of 100 years service to the Community.

MOTION CARRIED unanimously.

16.2 Bill Nickerson – 100th Birthday

Councillor Inglis congratulated Mr. Bill Nickerson of Liverpool, who celebrated his 100th Birthday. It was noted that Mr. and Mrs. Nickerson are the oldest couple in Canada who are still living in their own home.

17.0 **IN-CAMERA ITEMS:**

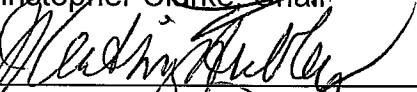
There were no In-Camera items to be discussed at this meeting.

18.0 **ADJOURNMENT:**

There being no further business, the meeting adjourned at 11:30 a.m.



Mayor Christopher Clarke, Chair

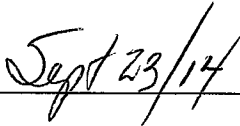


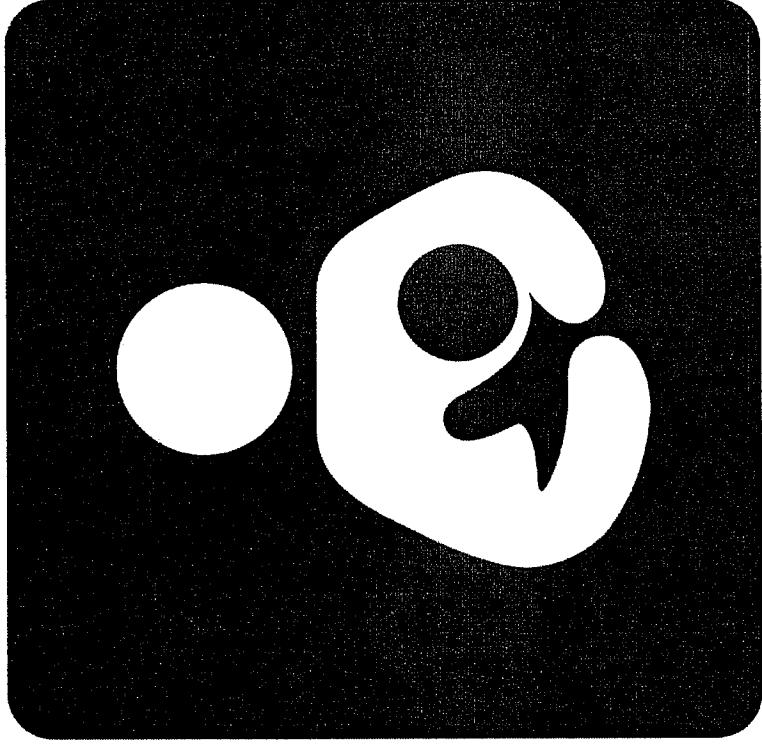
Jennifer Keating-Hubley, Director of Finance



Bobbi Jo Goulden, Recording / Management Secretary

Date approved:

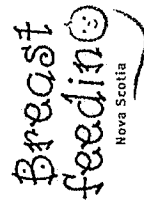




Make Breastfeeding Your Business

Everybody benefits!

Natalie McMaster, La Leche League Leader, BFI Member, MSc
Linda Wieser, MA, IBCLC. LLL Leader, BFI Chair



Lunenburg and Queens Baby-Friendly Initiative™ Committee

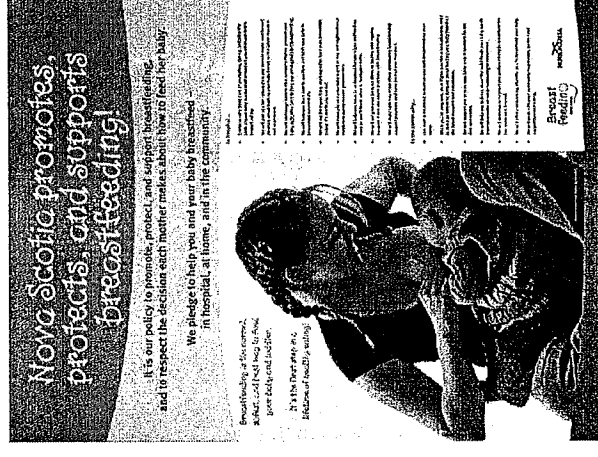
3.2

What is the Baby Friendly Initiative?

- Developed by the World Health Organization and UNICEF in 1991
- Aims to improve the quality of breastfeeding outcomes for mothers, babies, and families
- Through the implementation of evidence based best practices standards to protect, promote, and support breastfeeding

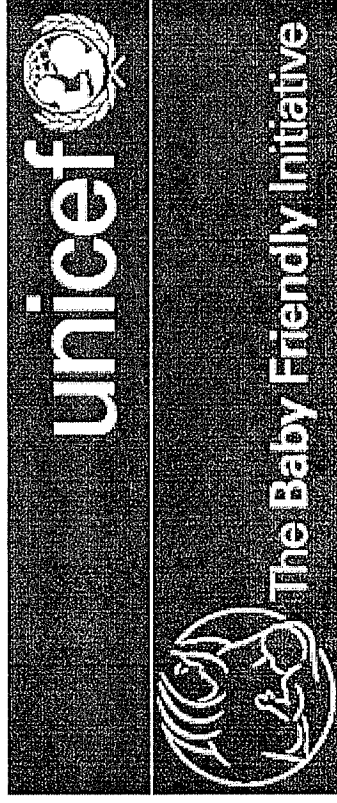
Why Talk About Breastfeeding?

- Health Canada recommends babies be exclusively breastfed for 6 months
- The Nova Scotia Human Rights Act supports women to breastfeed “wherever, whenever”
- Provincial Breastfeeding Policy (2005)
- Breastfeeding committees exist throughout the province to implement this policy
- The Lunenburg and Queens Baby-Friendly Initiative Committee provides breastfeeding leadership locally



What is the Baby-Friendly Initiative?

- Developed by the World Health Organization (WHO) and UNICEF in 1991
- Aims to improve the quality of breastfeeding outcomes for mothers, babies and families
- Uses research-based best practices to promote, protect and support breastfeeding
- Addresses support for breastfeeding both in the hospital and in the community



Why Breastfeeding Matters to Families?

- **Important for mothers:
not breastfeeding increases the incidence of osteoporosis, ovarian & breast cancer**
- **Important for babies:
not breastfeeding increases the incidence of infections, asthma, diabetes & childhood obesity**

Why Breastfeeding Matters to Families? *Continued...*

- **Enhances mother-child relationship**
- **Promotes normal infant growth & development**
- **Reduces food costs for families**

Why Breastfeeding Matters to Our Communities?

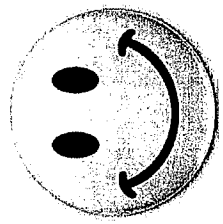
- Environmentally-friendly & supports sustainability



- Reduces health care costs



- Improves quality of life and well being of community members



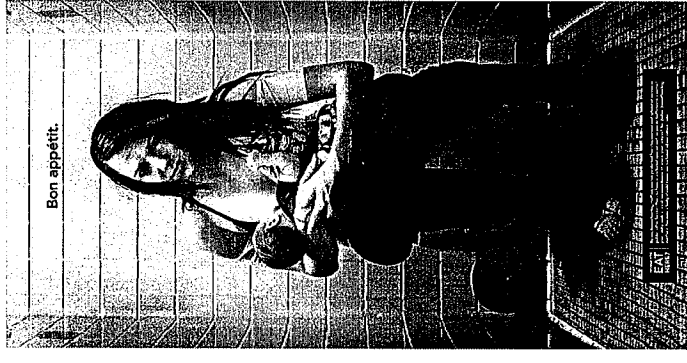
By Supporting Breastfeeding we:

- Create healthier communities
- Send the message that breastfeeding is valued
- Invest in the future of our children



Barriers Breastfeeding Families May Face in the Community

- Lack of community support
- Living in a bottle feeding culture where breastfeeding isn't valued
- Lack of support returning to work or school
- Developing supportive spaces reduces barriers that may influence a woman's decision to begin or continue breastfeeding her baby



Win-Win Situation

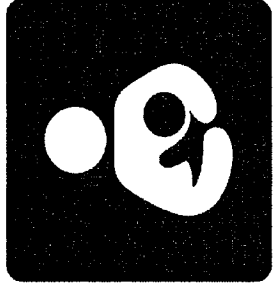
Supporting breastfeeding families can:

- **Have a positive influence as to whether and when a mother returns to work**
- **Improve the mother's productivity, satisfaction, loyalty and morale**
- **Enhance recruitment and retention**
- **Reduce parent absenteeism due to a sick child as breastfeeding helps infants fight infections**
- **Improve the image of business/organization**



How the Lunenburg and Queens Baby-Friendly Initiative Committee has supported our community:

- **Peer Support Telephone Line**
- **La Leche League Mother-to-Mother Support**
- ***Make Breastfeeding Your Business: An Action Support Kit***
- **Provide support for those expressing an interest in creating supportive environments for breastfeeding families**



Leading the way....

100+ partnerships: businesses, organizations and governments in Lunenburg and Queens Counties

- **Municipalities of Chester and Lunenburg; Towns of Mahone Bay and Bridgewater; Sustainability Bridgewater**
- **South Shore Health**
- **South Shore Public Libraries**
- **Some Local Businesses: Lane's, Nova Vet, Liverpool Eye Care, Curling Club, Super Store, Queens Place etc.**

Providing Breastfeeding Support Fits well with Region of Queens Municipality Mission



- *respect of the natural environment* - breastfed babies eat local with no packaging
- *possess strong character* - empowering mothers to achieve goals
- *enjoy access to a variety of recreational opportunities*
 - with supportive communities mothers will get out and stay active in their communities
- *continue to develop an economy that builds on the assets of the Region as a whole* - mothers will be more confident returning to work and will have less sick days

How the Region of Queens Municipality can support Mothers in our community?

- Create a breastfeeding policy that **SUPPORTS**:
 - **EMPLOYEES** who are breastfeeding and returning to work
 - **COMMUNITY MEMBERS** who are breastfeeding and accessing Municipal facilities

In addition, the Region of Queens Municipality can create a supportive community:

- **Create “family friendly spaces” within its facilities**
- **Educate staff how to provide support to a co-worker or community member who is breastfeeding**
- **Post signs to let everyone know that your facilities are Baby-Friendly**

Becoming a Breastfeeding-Friendly is EASY

- **Sample breastfeeding policies available**
- **Handouts available**
 - “Staff Tips for Supporting Breastfeeding in Public”
 - “Making Breastfeeding Work...At Work!”
 - “Helping Managers Support Breastfeeding Employees Who Are Breastfeeding Their Babies”
 - “Providing Support to Your Co-Worker Who is Breastfeeding Her Baby”
- **Decals and signs available**

Sample Policies

Municipality of the District of Lunenburg Policy

Title: Baby/Family Friendly Policy

Policy No. MDL-54

Effective Date: February 9, 2010

1.0 Policy Statement

The Municipality of the District of Lunenburg (MoDL) is a family organization that supports breastfeeding mother and the right to breastfeed undisturbed in public places. The Municipality also recognizes that breastmilk is the optimal food for health growth and development of infants.

2.0 Purpose

To support breastfeeding mothers to breastfeed within Municipal facilities and to provide the conditions, time, space and support) necessary to facilitate breastfeeding by both the public and employees.

3.0 Definitions

- 1.1 *Breastfeeding*-Includes pumping or expressing milk, as well as nursing directly from the breast
- 1.2 *Employee*-Refers to any individual hired by the Municipality of the District of Lunenburg
- 1.3 *Municipal Facilities*- Refers to the administration, MARC, and LRCRC

4.0 Applications

MoDL employees

- 1.1 The Municipality of the District of Lunenburg promotes and supports breastfeeding and the expression of breastmilk by employees who are breastfeeding when they return to work.

Handouts

Providing Support to Your Co-Worker Who is Breastfeeding Her Baby



Promoting, protecting and supporting breastfeeding. Respecting the decision each mother makes about how to feed her baby.

It is recommended by Health Canada that babies be exclusively breastfed for the first six months of their lives. Breastfeeding is encouraged to continue after solid foods are introduced up to and beyond 2 years of age.

Importance of Breastfeeding

- Decreases baby's risk of asthma, diarrhea, lung and ear infections, diabetes, and obesity.
- Decreases mother's risk of breast and ovarian cancers, osteoporosis, heart disease, and bleeding after birth.
- Less preparation time and lower cost.
- Decreases parents' missed work time due to sick children.
- Protects the environment (no waste).
- Creates healthier families, healthier communities & lower healthcare costs.

When a co-worker returns to work after having a baby, she may choose to continue to breastfeed her baby. This will require her to either breastfeed her baby or express her breastmilk throughout the day. Most often, these times can be incorporated into regular breaks in the normal workday routine.

As an employee breastfeeding her baby, a mother will be provided with a private room to either breastfeed or pump. If pumping, she may need to store her breastmilk in a fridge.

Returning to work after having a child can be very difficult for a mother. Providing her with the opportunity to continue breastfeeding can make her more at ease with her decision to leave her child each day. This business/organization has offered her this opportunity as a health benefit to both her and her baby. Equally important in her success is the support that is provided by you, her co-worker.

Some ways that you can show your support to a co-worker incorporating breastfeeding into her workday include:

- Show interest in her baby. Ask her questions or to see a picture of her baby. Even though there is no mention of breastfeeding in the conversation, you are acknowledging that her child is important.
- Don't be afraid to ask questions.
- Acknowledge and applaud her decision to continue providing breastmilk to her baby, after she has gone back to work.
- Recognize the positive impact her decision will make on the community.

Where can you learn more about breastfeeding?

- Breastfeeding Nova Scotia www.breastfeedingns.ca not only will you find information about breastfeeding but you will also be able to search for breastfeeding support groups in your own community
- Nova Scotia Health and Wellness www.gov.ns.ca/nhs/cehb/cehb/health-care/breastfeedingns.ca
- La Leche League Canada www.lllc.ca

Revised: February 5, 2008
 1-800-487-0834
 1-800-487-0834



Management Tips for Creating a Breastfeeding Friendly Place

Combining Breastfeeding and Work

Promoting, protecting, and supporting breastfeeding. Respecting the decision each mother makes about how to feed her baby.

Before leaving for maternity leave...

- Before leaving her baby, your employee should be made aware of the support she will have to breastfeed her child when she returns to work. This could greatly influence her decision to breastfeed and/or return to work. The handout *Making Breastfeeding Work...At Work!* will be made available to her prior to her leaving work to have her baby. This gives suggestions to make the transition from home to work easier for the breastfeeding mother and her employer.

Before returning to work...

- Closer to the date she will be returning to work, a plan can be made to incorporate breastfeeding into her workday. This plan will be specific to the mother, the baby, and the job. This plan may also change as a result of factors such as increased needs of the baby. For example, babies experience predictable growth spurts during which their breastmilk needs will be greater. When this occurs, more frequent breastfeeding or pumping will be necessary for 2-3 days.
 - The keys to a successful plan include:
 - Space - Often a small, clean area with a comfortable chair is all that is needed. If your employee is pumping her breastmilk, an electrical outlet may be necessary. Electric pumps are the most efficient way to express milk and a mother may decide to use one to pump at work. A refrigerator should be accessible to store the breastmilk until the employee finishes her workday. If a refrigerator is not possible, a cooler with ice packs can be used.
 - Time - In most cases, breastfeeding or pumping can be incorporated into regular breaks throughout the workday. The time required will vary according to the mother and baby.
 - Support - Sit down and talk to your employee before she returns to work. This will allow the opportunity to develop a plan that is workable for everyone involved and can result in a win-win situation. Information should be made available to other employees so they can effectively support their breastfeeding co-worker. See handout *Supporting a Colleague Who is Breastfeeding Her Baby*.

As the Employer...

- It is important for you to provide an open line of communication. It may be difficult for your employee to ask you for what she needs, and it may be difficult for you to know what she needs. Effective communication is required for the transition of combining breastfeeding and employment to be successful. This can be achieved by:
 - Ask your employee what she needs to make this transition easier. Ensure her of your support.
 - Make your business/organizational support of breastfeeding common knowledge among all employees. Some women may feel their co-workers will resent them as, allowing women to breastfeed or pump breastmilk during business hours may be perceived as special treatment by other employees who are not breastfeeding.
 - Active implementation of policies and procedures can raise awareness to other employees and make the breastfeeding employee more comfortable.
 - Show your support to non-breastfeeding employees and their families. Provide a bulletin board for employees to post pictures and/or accomplishments of their own family members or include them in a departmental newsletter.
 - Consult the necessary resources for help. *Make Breastfeeding Your Business: An Action Support Kit* (Frintzenburg, S. 2008) is available online at http://www.gov.ns.ca/hpp/publications/breastfeeding_support_kit.pdf.

Revised: February 5, 2008
 1-800-487-0834
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Handouts



Making Breastfeeding Work...At Work!

Promoting, protecting, and supporting breastfeeding. Respecting the decision each mother makes about how to feed her baby.

- Before leaving on your maternity leave...**
- Meet with your supervisor/manager to discuss your plan to continue breastfeeding when you return to work. Begin to explore possible options.

Before returning to work...

- Meet with your supervisor/manager to develop a plan to continue breastfeeding. Let him/her know what you will need and what he/she can do to help you.
- Discuss the possibility of starting back to work part way through a regular work week so that your first week is short. Another possibility is returning part-time and gradually increasing to full-time. Working from home for part of the day may be another possibility to ease back into work, while incorporating breastfeeding into the workday.
- You may want to get your baby used to drinking from a bottle or a cup so your baby can be fed pumped breastmilk, while you are at work.
- Learn about expressing and storing breastmilk. Find the method of expression that works best for you. For more information, call local community supports or refer to *Breastfeeding Basics*, a free Public Health resource.
- Begin storing your breastmilk about 2 weeks prior to returning to work to ensure that your baby has milk at work. Patterned taps can hide leakage and/or the contour of a nursing pad. It may be useful to keep a sweater at work, just in case.
- Perform a "test run" workday. Arrange for the baby to be left with a caregiver for a typical workday. Breastfeed and/or pump as you would during a workday. As a result, any kinks can be worked out.

When you are back to work...

- Stay organized. This can decrease the stress associated with returning to work and maximize your success with continuing to provide your baby with breastmilk.
- Give yourself time in the morning to breastfeed at least once and breastfeed right after you return from work.
- As work, pump or breastfeed as often as you would if you were at home with your child. When at home, breastfeed as often as you can. This will help you maintain your milk supply.
- Don't sweat the small stuff. Decide what is important and accept help from family and friends.
- Eat and drink well and get enough rest.
- Talk to other women who have combined work and breastfeeding. Provide feedback to your supervisor or manager about your progress.

Be proud of yourself and celebrate your accomplishments!

Reference: *Matthews S. Lumping and Lumping: Family-Friendly Workplaces*. www.breastfeeding.org. Accessed 10/10/08.

February 2011



Staff Tips for Supporting Breastfeeding In Public

Promoting, protecting and supporting breastfeeding. Respecting the decision each mother makes about how to feed her baby.

- It is recommended by Health Canada that babies be exclusively breastfed for the first six months of their lives. Breastfeeding is encouraged to continue after solid foods are introduced.

Importance of Breastfeeding:

- Decreases baby's risk of asthma, diarrhea, lung and ear infections, diabetes, and obesity.
- Decreases mother's risk of breast and ovarian cancers, osteoporosis, heart disease, and bleeding after birth.
- Less preparation time and lower cost.
- Decreases parents' missed work time due to sick children.
- Protects the environment (no waste).

The following are some ways that you can make a mother who is breastfeeding feel more comfortable:

- Ask a woman with a baby where she would like to sit. Allow her to pick a spot where she will be comfortable breastfeeding, if she chooses.
- Talk to her in a comfortable manner. Ask about her baby.
- Making eye contact with a mother who is breastfeeding shows her that you are comfortable and that you support her.

If a customer expresses a concern about a woman breastfeeding in public:

- Explain that you are a family friendly establishment and it is your policy to support breastfeeding.
- Explain that the Nova Scotia Human Rights Act and Breastfeeding Policy protect a woman's right to breastfeed in public.
- Offer to move the concerned customer to another seat instead of offering another seat to the breastfeeding mother. This supports the fact that breastfeeding her baby is a right.

Where can you learn more about breastfeeding?

- Breastfeeding Nova Scotia www.breastfeedingns.ca: not only will you find information about breastfeeding but you will also be able to search for breastfeeding supporters & support groups in your own community
- Nova Scotia Health and Wellness www.gov.ns.ca/health/healthy/eating/breastfeeding.asp

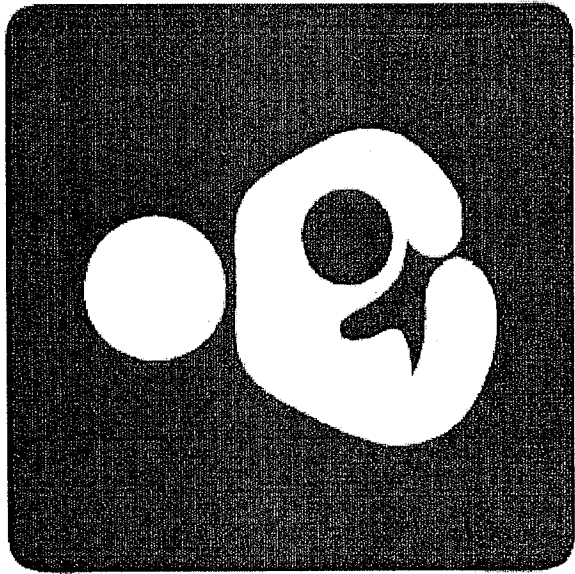
Reference: *Matthews S. Lumping and Lumping: Family-Friendly Workplaces*. www.breastfeeding.org. Accessed 10/10/08.

February 2011

Signs

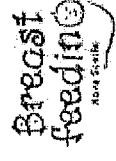
Breastfeeding

Anytime...Anywhere!

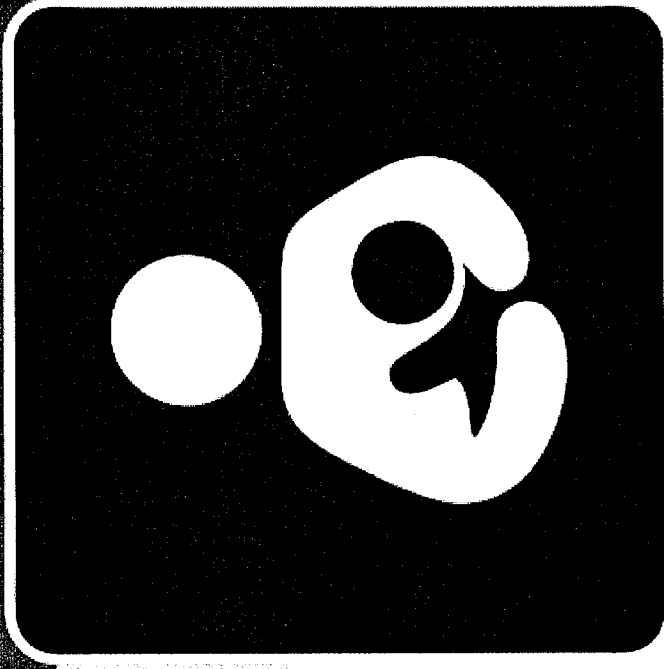


**If you would prefer privacy,
please ask a member of the staff.**

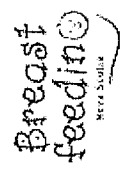
In support of the
Nova Scotia Provincial Breastfeeding Policy



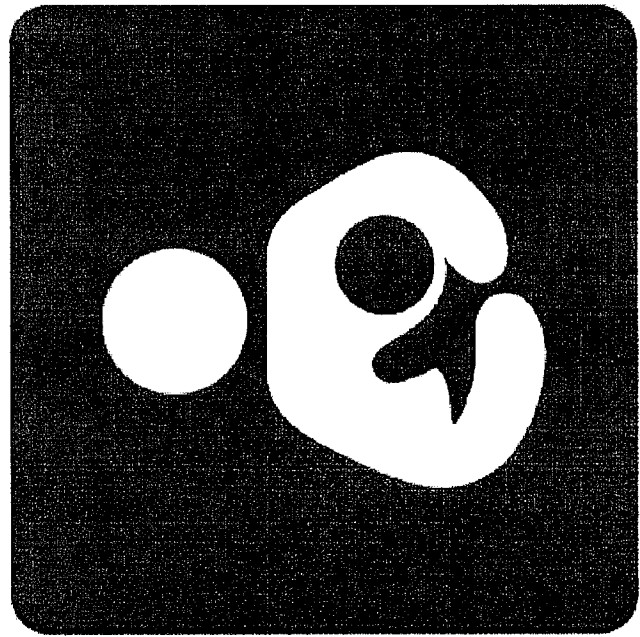
Signs



Baby Friendly Private Space



Welcome!
We are a Breastfeeding
Friendly Place



We will do our best to support you

A Checklist for Becoming Breastfeeding Friendly

- Review the *Make Breastfeeding Your Business* information we have provided.
- Create a breastfeeding policy:
 - Discuss with your staff the importance of their support in creating a breastfeeding friendly environment for clients and co-workers.
 - Ensure new employees learn about the breastfeeding policy during orientation.
 - In addition to your breastfeeding policy, ensure all staff are aware that breastfeeding is a protected human right and women in Nova Scotia have the right to breastfeed everywhere.
- Display a sign, such as the international breastfeeding symbol, indicating that breastfeeding is welcome.
 - Once managers and staff have learned how to support breastfeeding, display the international breastfeeding symbol and/or post a sign that shows everyone that breastfeeding is welcome.
- Ensure all pregnant employees are aware of available breastfeeding supports they will receive upon returning to work.
 - Meet with pregnant employees before their maternity leave.
- If possible, provide a place for parents to change diapers.
- If possible, provide a space for women, who choose, to feed their babies in private or to pump.



Thank you

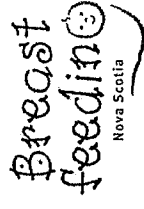
Lunenburg and Queens Baby-Friendly Initiative Committee
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Natalie McMaster

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Linda Wieser

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REGION OF QUEENS MUNICIPALITY
FINANCIAL STATEMENTS
MARCH 31, 2014

*REGION OF QUEENS MUNICIPALITY
INDEX TO FINANCIAL STATEMENTS*

March 31, 2014

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Supplementary Financial Information	B
Trust Funds Financial Statements	C

REGION OF QUEENS MUNICIPALITY
CONSOLIDATED FINANCIAL STATEMENTS
MARCH 31, 2014

REGION OF QUEENS MUNICIPALITY
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March 31, 2014

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Liverpool NS BOT 1K0 Canada

A1.

INDEPENDENT AUDITORS' REPORT

To The Mayor and Councillors Of
Region of Queens Municipality
Liverpool, Nova Scotia

We have audited the accompanying consolidated financial statements of the Region of Queens Municipality, which comprise the consolidated statement of financial position as at March 31, 2014 and the consolidated statements of operations, cash flows and changes in net financial assets for the year then ended, and notes, comprising 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 consolidated financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated 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 consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Municipality's preparation and fair presentation of the consolidated 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 Municipality'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 consolidated 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 consolidated financial statements present fairly, in all material respects, the financial position of the Region of Queens Municipality as at March 31, 2014, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information included in section B is presented for purposes of additional information and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion in the audit of consolidated financial statements taken as a whole.

BDO Canada LLP

CHARTERED ACCOUNTANTS

Liverpool, Nova Scotia

August 26, 2014

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

A2.

REGION OF QUEENS MUNICIPALITY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

March 31, 2014

<i>FINANCIAL ASSETS</i>	<i>2014</i>	<i>2013</i>
Cash	\$12,387,347	\$10,362,939
Receivables-taxes, rates and other (Note 2)	2,642,877	3,612,423
Loans receivable (Note 3)	307,407	351,300
	<u>15,337,631</u>	<u>14,326,662</u>
 <i>LIABILITIES</i>		
Accounts payable and accrued liabilities (Note 4)	1,634,428	1,450,016
Deferred revenue	194,636	254,853
Long term debt (Note 5)	5,974,455	6,905,000
	<u>7,803,519</u>	<u>8,609,869</u>
 <i>NET FINANCIAL ASSETS</i>	<u><u>\$7,534,112</u></u>	<u><u>\$5,716,793</u></u>
 <i>NON-FINANCIAL ASSETS</i>		
Tangible Capital Assets-General-Net Book Value-See Note 6	\$51,573,740	\$51,795,163
Tangible Capital Assets-Water-Net Book Value-See Note 6	4,767,293	4,703,255
	<u>56,341,033</u>	<u>56,498,418</u>
Prepaid expenses	164,699	184,457
Inventories	95,844	77,671
Prepaid income	(156,150)	(128,927)
	<u>56,445,426</u>	<u>56,631,619</u>
 <i>ACCUMULATED SURPLUS</i>	<u><u>\$63,979,538</u></u>	<u><u>\$62,348,412</u></u>

See accompanying notes to the consolidated financial statements.

ON BEHALF OF THE REGION OF QUEENS MUNICIPALITY

Mayor

CAO

REGION OF QUEENS MUNICIPALITY
CONSOLIDATED STATEMENT OF OPERATIONS

For The Year Ended March 31, 2014

	2014 BUDGET (unaudited)	2014 ACTUAL	2013 ACTUAL
REVENUE			
Taxes	\$11,419,372	\$11,485,862	\$11,529,984
Sale of services	624,353	836,066	903,052
Water rates	527,906	485,331	513,455
Water for fire protection	197,235	197,235	197,235
Government transfers	1,289,616	1,279,846	1,090,376
Grants in lieu of taxes	336,247	323,274	234,574
Services provided to other governments	1,515,466	1,604,542	1,510,068
Other revenue from own sources	1,294,363	1,474,415	1,385,572
Public health	1,144,993	1,275,055	1,137,314
Capital contributions	22,500	1,011,415	1,311,691
Proceeds from sale of property and equipment	-	3,497	863,459
Capital assets contributed	-	276,000	-
	<u>18,372,051</u>	<u>20,252,538</u>	<u>20,676,780</u>
EXPENDITURE			
General government services	1,629,816	1,695,670	1,696,866
Protective services	3,013,427	3,045,726	2,962,490
Transportation services	2,586,770	2,623,221	2,562,613
Environment health services	3,453,260	3,345,514	3,235,898
Public health	1,262,252	1,392,758	1,454,967
Environmental development services	969,335	857,379	809,502
Recreation and cultural services	2,325,719	2,372,012	1,679,646
Water treatment and distribution	691,130	664,324	666,501
Conditional transfers	2,626,499	2,624,808	2,612,964
Capital assets disposed	-	-	599,123
	<u>18,558,208</u>	<u>18,621,412</u>	<u>18,280,570</u>
EXCESS REVENUE	(186,157)	1,631,126	2,396,210
ACCUMULATED SURPLUS BEGINNING OF YEAR	\$62,348,412	\$62,348,412	\$59,952,202
ACCUMULATED SURPLUS END OF YEAR	\$62,162,255	\$63,979,538	\$62,348,412

See accompanying notes to the consolidated financial statements.

A4.

REGION OF QUEENS MUNICIPALITY
CONSOLIDATED STATEMENT OF CHANGES IN CASH POSITION

For The Year Ended March 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Excess revenue	\$1,631,126	\$2,396,210
Increase (decrease) in non-cash financial assets		
Receivables-taxes, rates and other	969,547	795,776
Loans receivable	43,893	9,893
Accounts payable and accrued liabilities	184,412	(1,776,573)
Deferred revenue	(60,216)	219,768
Purchase of tangible capital assets-general	(1,392,658)	(2,839,333)
Purchase of tangible capital assets-water	(162,910)	(245,392)
Capital assets (contributed) disposed	(276,000)	599,123
Amortization-general capital	1,890,080	1,282,049
Amortization-water capital	98,871	85,698
Change in other non-financial assets	28,810	64,651
	<u>2,954,955</u>	<u>591,870</u>
FINANCING ACTIVITIES		
Proceeds from debenture issue	-	3,504,637
Debenture principal repayment	(930,547)	(840,407)
	<u>(930,547)</u>	<u>2,664,230</u>
INCREASE (DECREASE) IN CASH	2,024,408	3,256,100
CASH - BEGINNING OF YEAR	<u>10,362,939</u>	<u>7,106,839</u>
CASH - END OF YEAR	<u>\$12,387,347</u>	<u>\$10,362,939</u>

See accompanying notes to the consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For The Year Ended March 31, 2014

	<i>2014</i>	<i>2013</i>
Excess revenue	\$1,631,126	\$2,396,210
Acquisition of tangible capital assets-general	(1,392,658)	(2,839,333)
Disposition (contributed) tangible capital assets-general	(276,000)	599,123
Acquisition of tangible capital assets-water	(162,910)	(245,392)
Amortization of tangible capital assets-general	1,890,080	1,282,049
Amortization of tangible capital assets-water	98,871	85,698
	<u>1,788,509</u>	<u>1,278,355</u>
Net change in non-financial assets	<u>28,810</u>	<u>64,651</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	1,817,319	1,343,006
NET FINANCIAL ASSETS - BEGINNING OF YEAR	<u>5,716,793</u>	<u>4,373,787</u>
NET FINANCIAL ASSETS - END OF YEAR	<u><u>\$7,534,112</u></u>	<u><u>\$5,716,793</u></u>

See accompanying notes to the consolidated financial statements.

**REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES**Basis of Presentation**

These consolidated financial statements have been prepared to conform in all material respects, to the accounting principles prescribed for Nova Scotia municipalities by Service Nova Scotia and Municipal Relations and for water utilities by the Nova Scotia Utility and Review Board and recommendations issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Basis of Consolidation

The consolidated financial statements include the assets, liabilities, revenues and expenses of the General and Water Operating, Capital and Reserve Funds.

Basis of Accounting

Revenue and expenses are recorded on an accrual basis. The accrual basis of accounting recognizes revenues as they are earned and measurable and expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.

Principal payments relating to long term debt are recorded when paid.

Fund Accounting

The resources and operations of the Municipality are accounted for in the operating, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

Inventory of Supplies

The inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

Natural Resources, Cultural and Historic Assets

Natural resources, cultural and historic assets that have not been purchased are not recorded as assets in these financial statements.

Comparative Figures

The comparative amounts presented in the financial statement have been restated to conform to the current year's presentation.

Cash and Cash Equivalents

Cash and Cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

Property and Equipment

General and Other Funds

Capital assets are recorded at cost. Funds received through capital assistance programs, cost sharing arrangements or loan forgiveness are treated as additions to the Investment in Capital Assets.

Water Utility Capital Fund

Prior to April 1, 2007 capital assets were recorded at the utility's net cost. Funds received through capital assistance programs or cost sharing arrangements were treated as a reduction in the cost of the asset acquired.

Subsequent to April 1, 2007 capital assets are recorded at cost. Funds received through capital assistance programs and cost sharing arrangements are treated as additions to the utility plant in service.

Tangible Capital Assets

Effective March 31, 2009, the Region of Queens adopted Section 3150 of the Public Sector Accounting Handbook of the Canadian Institute of Chartered Accountants (CICA) with respect to Tangible Capital Assets. Prior to this date, the Region of Queens recorded Tangible Capital Assets at cost in the period they were acquired on the statement of financial position and as an expenditure within the capital fund; capital assets were not amortized.

As of March 31, 2009, capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Donated assets are capitalized and recorded at their estimated fair value upon acquisition. Certain capital assets for which historical cost information was not available were recorded at fair market value as at March 31, 2009 discounted by a relevant inflation factor. The threshold for each category represents the minimum cost an individual asset must have before it is to be recorded as a capital asset on the statement of financial position. Capital asset additions not meeting the threshold of \$10,000 per year are expensed in the year of acquisition.

Amortization

Amortization of capital assets is recorded in the accounts of the Water Utility Capital Fund on a straight line basis over their estimated useful lives as prescribed by the Nova Scotia Utility and Review Board. The amortization charge in the Water Utility Operating fund is transferred to a special bank account in the Water Utility Capital Fund which is used to help fund replacement of existing plant and equipment or subject to approval by the Nova Scotia Utility and Review Board, to repay the principal of capital debt.

Amortization of capital assets in the general capital fund is recorded in the financial statements on a straight line basis over an asset's useful life with the exception of the Landfill Cell which is based on percentage of cell used. No amortization is recorded in the years of acquisition or disposal.

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

The following table outlines an asset's useful life:

	Years
Land Improvements	20
Buildings, building improvements and engineered structures	40
Outdoor swimming pools	25
Heavy Equipment	15
Operating Equipment	12
Vehicles	10
Office and Information Technology-system development packaged system	10
Computer Hardware and Software	5
Office Furniture and Equipment	10
Streets/Roads	30
Sidewalks	25
Illumination Structures	25
Bridges/Railings-construction	50
Bridges/Railings-upgrades	20
Storm Water Conveyance Structures	35
Airport-runways	30
Airports-navigational aids	15
Sewer Infrastructure	50
Landfill Cell	Based on Percentage of Use

Valuation Allowance

Uncollected Taxes and Rates

The Region of Queens Municipality provides a valuation allowance for 100% of the value of taxes outstanding for business occupancy, real properties identified as invalid assessments, owner unknown properties, properties that titles cannot be certified for tax sale and properties not sold at tax sale.

In the Water Utility, the valuation allowance is provided for estimated losses that will be incurred collecting rates receivable outstanding.

Other Receivables

The Region provides a valuation allowance for all receivables that are determined to be uncollectible.

Contributions to Boards and Commissions

Queens Regional Housing Authority – various interest

The Region's share of the 2014 deficit is \$88,955 and has been included in these financial statements.

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

Government Transfers

Government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

Deferred Revenue

Deferred revenue represents user charges and other fees that have been collected, for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the services are performed.

Solid Waste Management Facilities Liabilities

As indicated in Note 10, the Municipality accrues landfill closure and post-closure care requirements that include final covering and landscaping, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions using the best information available to management. Future events may result in significant changes to the estimated expenses, total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Taxation and Related Revenues

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services. Taxation revenues are recorded at the time tax billings are due. Assessments and the related property taxes are subject to appeal with any resulting tax adjustments being recorded when the results of the appeal process are known. An allowance for unresolved assessment appeals is also provided.

Use of Estimates

The preparation of financial statements in conformity with public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for valuation allowances, accrued liabilities, landfill liability and in performing actuarial valuations of employee future benefits. In addition the Municipality's implementation of Public Sector Accounting Handbook PS3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. Actual results could differ from these estimates.

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

2. RECEIVABLES – TAXES, RATES AND OTHERS

	2014	2013
Property taxes	\$ 1,739,625	\$ 1,441,313
Governments	441,471	1,632,305
General and accrued interest	526,076	496,522
Water rates	<u>126,795</u>	<u>136,851</u>
	2,833,967	3,706,991
Less: valuation allowances for doubtful accounts	<u>(191,090)</u>	<u>(94,568)</u>
	<u>\$ 2,642,877</u>	<u>\$ 3,612,423</u>

3. LOANS RECEIVABLE

	2014	2013
Greenfield and District Fire Department – non interest bearing repayable in annual installments of \$12,500 maturing in 2016	\$ 36,400	\$ 48,900
Liverpool Fire Fighters Association – non interest bearing repayable in annual installments of \$15,966 maturing in 2024	169,077	185,043
Mill Village Fire Department – non interest bearing repayable in annual installments of \$10,000 maturing in 2020	75,000	85,000
Charleston Fire Department – non interest bearing repayable in annual installments of \$5,427 maturing in 2020	<u>26,930</u>	<u>32,357</u>
	<u>\$ 307,407</u>	<u>\$ 351,300</u>

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2014	2013
General	\$ 872,707	\$ 698,525
Governments	<u>761,721</u>	<u>751,491</u>
	<u>\$ 1,634,428</u>	<u>\$ 1,450,016</u>

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

5. LONG TERM DEBT

The long term debt issued and outstanding (2014 - \$5,974,455; 2013 - \$6,905,000) for details see Section B Schedules B34 and B35. Principal repayments required during the next five years are as follows:

2015	\$775,501
2016	\$777,110
2017	\$317,422
2018	\$269,370
2019	\$241,146

All long term debt outstanding at year end has been properly authorized by Municipal Affairs.

6. TANGIBLE CAPITAL ASSETS

	Cost beginning of year	Additions	Disposals	Cost end of year	Amortization in year	Accumulated Amortization	NBV
LAND	\$6,158,028	\$ 276,000	\$ -	\$6,434,028	\$ -	\$ -	\$6,434,028
GENERAL GOVERNMENT SERVICES	1,745,384	-	-	1,745,384	48,324	1,063,054	682,330
ENVIRONMENTAL DEVELOPMENT SERVICES	3,237,893	-	-	3,237,893	116,989	1,092,749	2,145,144
PROTECTIVE SERVICES							
Law enforcement	675,620	-	-	675,620	22,873	321,429	354,189
Protective Services	555,616	-	-	555,616	14,358	356,521	199,095
ENVIRONMENTAL HEALTH SERVICES							
Sewage collection and disposal	12,018,629	949,856	-	12,968,485	240,936	3,945,858	9,022,622
Landfill site	10,591,261	134,651	27,107	10,698,805	467,373	3,420,872	7,277,933
Materials recovery facility	800,349	-	-	800,349	28,040	224,316	576,033
PUBLIC HEALTH AND WELFARE SERVICES	1,218,512	-	-	1,218,512	25,528	955,144	263,368
MAINTENANCE DEPARTMENT	4,629,416	37,808	86,253	4,580,971	258,396	2,403,431	2,177,540
RECREATION, PLANNING, TOURISM	20,845,459	96,551	-	20,942,011	556,682	1,289,060	19,652,951
PUBLIC WORKS							
Sidewalks	606,940	-	-	606,940	16,355	334,554	272,386
Traffic lights	127,110	-	-	127,110	5,084	50,844	76,266
Permanent Streets	4,296,861	173,790	-	4,470,651	87,829	2,050,486	2,420,165
AIRPORT	153,597	-	-	153,597	1,312	133,916	19,681
UTILITY PLANT in SERVICE	6,486,510	162,910	-	6,649,420	98,871	1,882,127	4,767,293
	\$74,147,185	\$1,831,567	\$113,360	\$75,865,392	\$1,988,951	\$19,524,359	\$56,341,033

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

7. COMMITMENTS

Contract/Leases

As at March 31, 2014, the Region of Queens is committed to making the following payments:

A contract for garbage collection for the subsequent year of \$577,959 plus HST expires March 31, 2016.

A contract for residual waste transfer from transfer stations to the Region of Queens Solid Waste Management Facility expires March 31, 2016.

A contract for the transfer of organic material from the Region of Queens Solid Waste Management Facility to the composting facility expires March 31, 2015.

A contract for fire answering service for the subsequent year of \$26,201 plus HST expires March 31, 2018.

Lease for library space for the subsequent year of \$51,680 plus HST, expires May 31st, 2017.

Equipment lease for the subsequent year of \$8,138 per month plus HST, expires September 2015.

8. CONSOLIDATED EXPENSES BY OBJECT

	2014	2013
Salaries, wages and benefits	\$ 4,942,238	\$ 4,583,902
Interest on long-term debt	204,988	187,918
External transfers and grants	2,624,808	2,612,964
Provision for allowances	105,057	40,445
Amortization	1,988,951	1,367,747
Other	8,755,370	9,487,594
	<u>\$ 18,621,412</u>	<u>\$ 18,280,570</u>

REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

9. EMPLOYEES' RETIREMENT PENSION PLAN

It is the Region's policy to consistently follow Canadian generally accepted accounting principles and recommendations issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. As per the Public Sector Accounting Board handbook, section 3250-Retirement Benefits, the accounting valuation results for the Region of Queens Pension Plan (the "Plan") as at December 31, 2013 indicates a pension asset of \$23,751.

The Region of Queens Municipality and its employees contribute to the Plan for the employees. The Plan is a defined benefit plan which specifies the retirement benefit to be received by the employees based on length of service and rates of pay. Inflation protection is not provided. The pension committee, representing plan members and employer is responsible for overseeing the management of the pension plan.

Benefit payments totaled \$338,602 in calendar year 2013 and \$309,803 in 2012. Contributions from employees and employer are 8.8% and 9.8% of salary respectively. Total employer and employee contributions in calendar year 2013 and 2012 were \$591,684 and \$593,632 respectively; which includes a special payment of \$127,244 in 2013 and \$121,940 in 2012, applied toward the unfunded liability.

The last actuarial valuation filed with regulators was at December 31, 2010. The next actuarial valuation is scheduled for the period ended December 31, 2013 and will be completed in 2014. The interest rate used in the last filed valuation was the 6% per year benchmark. The following estimates as at December 31, 2013 are based on the actuarial valuation as at December 31, 2010 extrapolated to December 31, 2013.

Actuarial value of plan assets	\$8,779,800
Accrued benefit obligation	<u>8,628,876</u>
Estimated funding surplus	<u>150,924</u>

The pension asset as at March 31, 2014 includes the following components:

	2014	2013
Accrued benefit obligation	\$8,628,876	\$8,018,173
Pension fund assets	<u>8,779,800</u>	<u>7,525,428</u>
	(150,924)	492,745
Unamortized actuarial gain/ (loss)	<u>127,173</u>	<u>(495,468)</u>
Pension liability (asset)	<u>(23,751)</u>	<u>(2,723)</u>

**REGION OF QUEENS MUNICIPALITY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

10. CONTINGENCY**Solid Waste Management Facilities Liabilities**

The Municipality owns and operates a Solid Waste Management Facility. It has an obligation under Nova Scotia Department of Environment regulations for costs related to the closure and post closure care of the sites once capacity is reached. The following cost and capacity information is based upon ongoing evaluation and best estimates by management in consultation with internal and external technical consultants.

As at March 31, 2014, the remaining capacity of the 1st Generation C&D cell is approximated at 120,000 tonnes. Based on current usage this site may not reach full capacity for several decades. Estimated closure costs in current period dollars, total approximately \$1,900,000. The cost estimate is adjusted annually based on the rolling ten year average of Statistics Canada's consumer price index. Costs for post closure care and maintenance of this site are not expected to be significant and are included in the \$1,900,000.

As at March 31, 2014, based on current Municipal Solid Waste usage and compaction rates, the remaining capacity of the 2nd Generation solid waste cell is approximately 400,000 tonnes. Post closure care requirements are not expected to be significant and will be based upon a consultants' environmental evaluation of subsequent closure plans at the time of closure. Total closure and post-closure costs in current period dollars are estimated to be approximately \$6,000,000. The cost estimate is adjusted annually based on the rolling ten year average of Statistics Canada's consumer price index.

Based on usage to date the Municipality has recorded a liability as at March 31, 2014 of \$2,741,555 to cover estimated final closure and post closure costs of \$7,900,000.

The liability recognized in the financial statements is based on estimates and assumptions using the Municipality's best information and judgment. Future events may result in significant changes to the estimated expenses, total capacity or the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

11. FINANCIAL INSTRUMENTS**Fair Values**

The fair value of the Municipality's financial instruments that are comprised of cash, taxes receivable, accounts receivable, loans, deposits and advances, accounts payable and accrued liabilities and accrued interest on long term debt approximate their carrying value due to their short term nature. The fair value of long term debt is based on rates currently available to the Municipality with similar terms and maturities and approximates its carrying value.

It is management's opinion that the Municipality is not exposed to significant interest or currency risks arising from these financial instruments.

Credit Risk

The Municipality is exposed to credit related losses on its financial instruments due to non-performance of counterparties. Credit exposure is minimized, wherever possible, by engaging only credit-worthy counterparties and/or obtaining sufficient security for balances due. Credit losses in the past have been minimal.

REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NON-CONSOLIDATED FINANCIAL STATEMENTS
MARCH 31, 2014

B.
REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
INDEX TO NON-CONSOLIDATED FINANCIAL STATEMENTS

March 31, 2014

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REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED OPERATING FUND STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	SCHEDULE	2014		2013
		BUDGET (UNAUDITED)	ACTUAL	ACTUAL
REVENUE				
Taxes	1	\$11,419,372	\$11,485,862	\$11,529,984
Grants in lieu of taxes	2	336,247	323,274	234,574
Services provided to other governments	3	1,515,466	1,604,542	1,510,068
Sales of services	4	624,353	828,566	895,552
Other revenue from own sources	5	1,282,363	1,345,351	1,281,080
Unconditional transfers from other governments	6	1,136,146	1,136,146	981,762
Conditional transfers from Federal and Provincial governments or agencies	7	153,470	143,700	108,614
Other transfers	8	162,223	187,019	359,178
		<u>16,629,640</u>	<u>17,054,460</u>	<u>16,900,812</u>
EXPENDITURE				
General government services	9	1,604,466	1,670,320	1,673,140
Protective services	10	2,971,568	2,994,291	2,932,895
Transportation services	11	2,290,498	2,326,949	2,308,864
Environmental health services	12	3,488,069	3,437,204	3,457,890
Public health	13	92,601	117,415	373,575
Environmental development services	14	959,747	847,792	793,989
Recreational and cultural services	15	1,915,618	1,961,911	1,612,468
Fiscal services	16	3,303,762	3,627,689	3,506,820
		<u>16,626,329</u>	<u>16,983,571</u>	<u>16,659,641</u>
EXCESS REVENUE		<u>\$3,311</u>	<u>\$70,889</u>	<u>\$241,171</u>

See accompanying notes to the non-consolidated financial statements.

B2.

REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NON-CONSOLIDATED OPERATING FUND BALANCE SHEET

GENERAL SECTION

March 31, 2014

ASSETS	2014	2013
CURRENT ASSETS		
Cash	\$ 810,281	\$ 703,697
Receivables		
Taxes (Note 2)	1,739,625	1,441,313
Due from Federal Government and its agencies	140,232	487,556
Due from Provincial Government and its agencies	126,505	73,832
Due from other local governments	159,230	175,156
Due from own funds:		
Special Reserve Fund - Capital	-	34,507
Special Reserve Fund - Operating	-	-
Special Reserve Fund - Equipment	38,923	-
Trust Fund	944	5,291
Pension Plan - accrued pension asset	23,751	2,723
Other receivables		
Interest	12,906	11,537
Trade	488,475	476,971
Prepaid expenses	148,109	177,773
	<u>2,878,700</u>	<u>2,886,659</u>
	<u>\$3,688,981</u>	<u>\$3,590,356</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED OPERATING FUND BALANCE SHEET

GENERAL SECTION

March 31, 2014

	2014	2013
LIABILITIES AND EQUITY		
CURRENT LIABILITIES		
Payables		
Federal Government and its agencies	47,597	41,769
Provincial Government and its agencies	622,900	641,255
Other local governments	91,224	68,467
Due to own funds		
Water Utility Capital Fund	579	534
Water Utility Operating Fund	142,967	145,557
Capital Fund	30,000	103,421
Equipment	-	3,484
Special Reserve Fund-Operating	522,959	757,573
Special Reserve Fund-Capital	23,065	-
Trade accounts	716,265	411,672
Prepayment of taxes	149,987	120,100
Deferred revenue - provincial	119,844	202,869
Deferred revenue	44,792	51,984
Asset valuation allowances		
Uncollectible taxes, rates and interest (Note 4)	169,535	73,013
Other doubtful receivables	21,555	21,555
	<u>2,703,269</u>	<u>2,643,253</u>
EQUITY		
Surplus (Note 5)	<u>985,712</u>	<u>947,103</u>
	<u>\$3,688,981</u>	<u>\$3,590,356</u>

See accompanying notes to the non-consolidated financial statements.

B3.
REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NON-CONSOLIDATED CAPITAL FUND BALANCE SHEET

GENERAL SECTION

March 31, 2014

ASSETS	2014	2013
CASH	\$ 249,899	\$ 80,276
ACCOUNTS RECEIVABLE		
Federal government	8,560	863,849
Provincial government	-	25,000
DUE FROM OWN FUNDS:		
General Section-Operating Fund	30,000	103,421
Special Reserve Fund-Capital	-	298,988
Special Reserve Fund-Equipment	-	2,101
	<u>288,459</u>	<u>1,373,635</u>
PROPERTY AND EQUIPMENT		
Capital assets, at cost	69,215,973	67,660,675
Less: Depreciation	<u>17,642,232</u>	<u>15,865,512</u>
	<u>51,573,741</u>	<u>51,795,163</u>
	<u>\$51,862,200</u>	<u>\$53,168,798</u>
 LIABILITIES		
PAYABLES		
Trade	20,000	168,211
Deferred revenue - Provincial	30,000	-
DUE TO OWN FUNDS:		
Special Reserve Fund-Operating	-	973,874
Special Reserve Fund-Equipment	6,908	-
 LONG TERM DEBT (Note 10)	5,401,379	6,290,990
INVESTMENT IN PROPERTY AND EQUIPMENT	<u>46,403,913</u>	<u>45,735,723</u>
	<u>\$51,862,200</u>	<u>\$53,168,798</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED CAPITAL FUND STATEMENT OF INVESTMENT IN PROPERTY AND EQUIPMENT
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014	2013
BALANCE - BEGINNING OF YEAR	\$45,735,723	\$43,978,087
CAPITAL ASSETS CONTRIBUTED (DISPOSED) FROM SERVICE	276,000	(599,122)
	<u>46,011,723</u>	<u>43,378,965</u>
TERM DEBT RETIRED	889,613	799,473
TRANSFERS FOR CAPITAL PURPOSES FROM:		
Equipment Reserve Fund	172,460	653,656
Special Capital Reserve Fund	22,500	298,988
Special Operating Reserve Fund	908,240	1,404,476
GRANTS FOR CAPITAL PURPOSES	289,457	319,084
PROCEEDS FROM SALE OF CAPITAL ASSETS	-	156,429
CAPITAL EXPENDITURES FROM OPERATIONS	-	6,700
	<u>48,293,993</u>	<u>47,017,771</u>
AMORTIZATION OF CAPITAL ASSETS	1,890,080	1,282,048
BALANCE-END OF YEAR	<u><u>\$46,403,913</u></u>	<u><u>\$45,735,723</u></u>

See accompanying notes to the non-consolidated financial statements.

B5.
 REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED CAPITAL FUND PROPERTY AND EQUIPMENT SUMMARY

GENERAL SECTION

March 31, 2014

	2014		2013	
	COST	ACCUMULATED AMORTIZATION	TOTAL	TOTAL
LAND	\$6,434,028	\$ -	\$6,434,028	\$6,158,028
GENERAL GOVERNMENT SERVICES	1,745,384	1,063,054	682,330	730,654
ENVIRONMENTAL DEVELOPMENT SERVICES	3,237,893	1,092,749	2,145,144	2,262,134
PROTECTIVE SERVICES				
Law enforcement	675,619	321,429	354,190	377,063
Protective Services	555,617	356,521	199,096	213,454
ENVIRONMENTAL HEALTH SERVICES				
Sewage collection and disposal	12,968,485	3,945,858	9,022,627	8,313,707
Landfill site	10,698,805	3,420,872	7,277,933	7,610,655
Materials recovery facility	800,349	224,316	576,033	604,072
PUBLIC HEALTH AND WELFARE SERVICES	1,218,512	955,144	263,368	288,896
MAINTENANCE DEPARTMENT	4,580,971	2,403,431	2,177,540	2,398,130
RECREATION, PLANNING, TOURISM	20,942,011	1,289,060	19,652,951	20,113,082
PUBLIC WORKS				
Sidewalks	606,940	334,554	272,386	288,741
Traffic lights	127,111	50,844	76,267	81,350
Permanent Streets	4,470,651	2,050,486	2,420,165	2,334,204
AIRPORT	153,597	133,915	19,682	20,993
	<u>\$69,215,973</u>	<u>\$17,642,232</u>	<u>\$51,573,741</u>	<u>\$51,795,163</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED SCHOOL CAPITAL FUND BALANCE SHEET

GENERAL SECTION

March 31, 2014

ASSETS	2014	2013
LAND AND SCHOOL BUILDINGS (Note 6)	<u>\$536,914</u>	<u>\$915,021</u>
EQUITY		
INVESTMENT IN LAND AND BUILDINGS	<u>\$536,914</u>	<u>\$915,021</u>

NON-CONSOLIDATED SCHOOL CAPITAL FUND STATEMENT OF INVESTMENT IN LAND AND BUILDINGS
 FOR THE YEAR ENDED March 31, 2014

	2014	2013
BALANCE - BEGINNING OF YEAR	\$915,021	\$2,244,185
COST OF LAND AND BUILDINGS REMOVED FROM SERVICE	<u>378,107</u>	<u>1,329,164</u>
BALANCE-END OF YEAR	<u>\$536,914</u>	<u>\$915,021</u>

See accompanying notes to the non-consolidated financial statements.

B7.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS

GENERAL SECTION

FOR THE YEAR ENDED March 31, 2014

1. TAXES

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
Assessable property			
Residential	\$6,291,935	\$6,280,754	\$5,782,833
Commercial			
Commercial property	1,338,505	1,349,528	1,847,647
Resource			
Taxable assessments	691,343	685,624	628,781
Forest property tax (less than 50,000 acres)	31,804	32,092	32,643
Forest property tax (50,000 acres or more)	984	461	63,246
	724,131	718,177	724,670
Area rates			
Protective services	208,650	209,854	198,793
Transportation services	1,160,909	1,153,668	1,149,733
Recreational and cultural	6,611	6,657	6,631
Other	79,328	79,842	106,101
	1,455,498	1,450,021	1,461,258
Special assessment			
Environmental health service	533,982	539,726	537,023
Business property			
Business occupancy	-	-	28,380
Based on revenue:			
Aliant	56,250	61,955	61,113
Nova Scotia Power Corporation	724,071	724,071	768,406
Nova Scotia Power Corporation-HST rebate	65,000	47,514	64,253
	845,321	833,540	922,152
Other			
Deed transfer tax	230,000	314,116	254,401
	\$11,419,372	\$11,485,862	\$11,529,984

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
2. GRANTS IN LIEU OF TAXES			
Federal Government	\$50,374	\$52,647	\$50,374
Federal Government Agency			
Canada Post	\$6,018	\$4,986	\$6,136
Provincial Government			
Provincial property	91,393	92,374	77,077
Crown timberlands	160,000	137,264	72,525
Fire protection	28,462	36,003	28,462
	<u>279,855</u>	<u>265,641</u>	<u>178,064</u>
	<u>\$336,247</u>	<u>\$323,274</u>	<u>\$234,574</u>
3. SERVICES PROVIDED TO OTHER GOVERNMENTS			
Local Governments			
Environment health services-landfill	\$1,515,466	\$1,604,542	\$1,510,068
4. SALES OF SERVICES			
Protective services	\$16,000	\$16,703	\$18,064
Environmental health services	606,433	810,123	875,388
Other	1,920	1,740	2,100
	<u>\$624,353</u>	<u>\$828,566</u>	<u>\$895,552</u>
5. OTHER REVENUE FROM OWN SOURCES			
Licenses and permits	\$37,800	\$45,906	\$44,740
Fines	63,000	44,731	72,279
Rentals	376,903	380,351	381,509
Return on investments	40,000	41,194	46,225
Penalties and interest	175,000	227,664	175,020
Revenue collected for Other Government Agencies	58,457	58,237	62,588
Less: Transmisson of revenue collected for Other Government Agencies	(58,457)	(58,237)	(62,588)
Queens Place	506,910	548,097	491,594
Miscellaneous	82,750	57,408	69,713
	<u>\$1,282,363</u>	<u>\$1,345,351</u>	<u>\$1,281,080</u>

See accompanying notes to the non-consolidated financial statement.

REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014	2013	
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
6. UNCONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS			
Provincial Government			
Service Nova Scotia & Municipal Relations			
Assessment Act, farm property acreage	\$9,990	\$9,990	\$9,512
Municipal Grants Act-equalization	1,126,156	1,126,156	972,250
	<u>\$1,136,146</u>	<u>\$1,136,146</u>	<u>\$981,762</u>
7. CONDITIONAL TRANSFERS FROM FEDERAL & PROVINCIAL GOVERNMENTS OR AGENCIES			
Provincial Government			
Environmental Health Services			
Garbage & refuse collection & disposal	\$65,000	\$56,901	\$103,972
Deferred Revenues - Provincial			
Transition Funding	83,830	82,157	-
Service Nova Scotia			
Civic number grant	4,640	4,642	4,642
	<u>\$153,470</u>	<u>\$143,700</u>	<u>\$108,614</u>
8. OTHER TRANSFERS			
Transfers from own valuation allowances & equity			
Surplus of prior years	\$35,000	\$32,278	\$16,400
Transfer from other fund			
Special Reserve Fund-Operating	127,223	154,741	337,778
Special Reserve Fund-Equipment	-	-	5,000
	<u>\$162,223</u>	<u>\$187,019</u>	<u>\$359,178</u>

See accompanying notes to the non-consolidated financial statement.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS

GENERAL SECTION

FOR THE YEAR ENDED March 31, 2014

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
9. GENERAL GOVERNMENT SERVICES			
Legislative			
Remuneration - mayor	\$35,414	\$35,551	\$33,740
Remuneration - council	124,972	124,564	139,059
Other			
Travel	5,000	5,824	7,095
Other	17,000	16,976	18,104
	<u>182,386</u>	<u>182,915</u>	<u>197,998</u>
General administration			
Administration	688,690	671,930	647,449
Financial management	25,000	26,157	42,665
Bank charges	9,600	13,980	10,809
Taxation			
Administration	56,050	56,738	55,229
Tax billings	19,000	15,880	16,149
Assessment Services	319,805	319,805	325,515
Tax rebate or cancellations			
Reduced taxes (Section 69)	62,500	62,409	46,175
Tax sale	5,000	6,520	5,588
Common services	94,892	93,181	106,540
Other	51,000	33,776	54,256
	<u>1,331,537</u>	<u>1,300,376</u>	<u>1,310,375</u>
Other general government services			
Conventions	13,580	8,587	39,198
Insurance	1,663	1,663	1,663
Grants to organizations	46,500	46,500	46,500
Other	28,800	25,222	36,961
	<u>90,543</u>	<u>81,972</u>	<u>124,322</u>
Valuation allowance			
Uncollectible taxes	-	105,057	40,445
	<u>\$1,604,466</u>	<u>\$1,670,320</u>	<u>\$1,673,140</u>

See accompanying notes to the non-consolidated financial statement.

B11.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS

GENERAL SECTION

FOR THE YEAR ENDED March 31, 2014

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
10. PROTECTIVE SERVICES			
Police protection			
Administration-prosecution fees/DNA testing	\$29,725	\$29,498	\$34,181
Correctional services	189,160	188,327	193,809
Crime investigation, prevention and protective services	1,790,788	1,785,608	1,750,428
	<u>2,009,673</u>	<u>2,003,433</u>	<u>1,978,418</u>
Law enforcement			
Building/Fire Inspection	84,734	82,047	84,950
Bylaw	75,751	76,979	77,542
	<u>160,485</u>	<u>159,026</u>	<u>162,492</u>
Fire protection			
Fire fighting force	457,599	477,306	442,731
Fire alarm system	26,495	27,472	27,841
Water supply and hydrants	197,235	197,235	197,235
Fire station building	42,002	46,449	46,374
Special Operating Reserve - safety equipment	-	5,612	-
Other	2,500	3,675	4,690
	<u>725,831</u>	<u>757,749</u>	<u>718,871</u>
Emergency measures	37,300	34,542	33,102
Other-Court House	38,279	39,541	40,012
	<u>\$2,971,568</u>	<u>\$2,994,291</u>	<u>\$2,932,895</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
II. TRANSPORTATION SERVICES			
Common services			
Administration	\$736,560	\$715,942	\$719,382
Equipment operations	372,848	398,500	380,067
Small tools and equipment	29,250	29,738	30,950
Works/Storage garages	59,818	67,895	70,559
Insurance	9,619	9,947	9,525
Staff training	6,000	6,521	6,272
	<u>1,214,096</u>	<u>1,228,543</u>	<u>1,216,755</u>
Road transport			
Roads and streets	663,247	664,807	642,037
Street lighting	316,500	327,299	318,746
	<u>979,747</u>	<u>992,106</u>	<u>960,783</u>
Debenture			
Interest	14,553	14,553	17,959
Principal	72,705	72,705	94,111
	<u>87,258</u>	<u>87,258</u>	<u>112,070</u>
Air transportation			
Airport	9,397	19,042	19,256
	<u>9,397</u>	<u>19,042</u>	<u>19,256</u>
	<u>\$2,290,498</u>	<u>\$2,326,949</u>	<u>\$2,308,864</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
12. ENVIRONMENTAL HEALTH SERVICES			
Sewage collection and disposal			
Administration	\$16,575	\$17,523	\$15,220
Sewage collection systems	85,309	91,069	92,043
Sewage treatment and disposal	192,623	205,167	211,065
	<u>294,507</u>	<u>313,759</u>	<u>318,328</u>
Debenture			
Interest	7,048	7,048	11,257
Principal	204,353	204,353	244,182
	<u>211,401</u>	<u>211,401</u>	<u>255,439</u>
Garbage and waste collection and disposal			
Administration	97,734	89,507	93,601
Garbage and waste collection	915,562	923,115	879,000
Landfill	686,465	618,095	613,706
Special Capital Reserve - Closure Costs	227,748	284,628	290,018
Recycling	657,133	599,180	597,707
	<u>2,584,642</u>	<u>2,514,525</u>	<u>2,474,032</u>
Debenture			
Interest	58,463	58,463	72,541
Principal	339,056	339,056	337,550
	<u>397,519</u>	<u>397,519</u>	<u>410,091</u>
	<u>\$3,488,069</u>	<u>\$3,437,204</u>	<u>\$3,457,890</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
13. PUBLIC HEALTH AND WELFARE SERVICES			
Hillsview Acres-per statement B16	\$ -	\$ -	\$ -
Deficit of Regional Housing Authority	72,000	88,955	98,428
Queens General Hospital Foundation	-	-	250,000
Queens Resource Center	20,601	28,460	25,147
	<u>\$92,601</u>	<u>\$117,415</u>	<u>\$373,575</u>
14. ENVIRONMENTAL DEVELOPMENT SERVICES			
Environmental planning and zoning			
Administration	\$216,065	\$213,990	\$207,979
Other	14,100	5,707	9,900
	<u>230,165</u>	<u>219,697</u>	<u>217,879</u>
Other environmental development services			
Tourism and economic development	585,255	503,797	426,121
Environmental development agencies			
Regional Development Authority	25,000	4,971	24,868
Debenture			
Interest	4,197	4,197	9,991
Principal	115,130	115,130	115,130
	<u>119,327</u>	<u>119,327</u>	<u>125,121</u>
	<u>\$959,747</u>	<u>\$847,792</u>	<u>\$793,989</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 SCHEDULES TO NON-CONSOLIDATED STATEMENT OF OPERATIONS
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
15. RECREATION AND CULTURAL SERVICES			
Recreational facilities			
Swimming pools	\$51,066	\$53,869	\$57,820
Parks and Playgrounds	167,287	179,280	175,506
Queens Place	1,026,606	1,083,969	907,130
	<u>1,244,959</u>	<u>1,317,118</u>	<u>1,140,456</u>
Cultural buildings and facilities			
Historical sites	1,500	1,437	1,555
Museums	40,771	46,837	44,703
Regional Library	80,000	77,656	77,656
TH Raddall Library	65,000	62,387	63,816
	<u>187,271</u>	<u>188,317</u>	<u>187,730</u>
Other recreational & cultural services	<u>234,638</u>	<u>207,726</u>	<u>208,179</u>
Debenture			
Interest	90,381	90,381	76,103
Principal	158,369	158,369	-
	<u>248,750</u>	<u>248,750</u>	<u>76,103</u>
	<u>\$1,915,618</u>	<u>\$1,961,911</u>	<u>\$1,612,468</u>
16. FISCAL SERVICES			
Transfers to own reserves, funds and agencies			
Other funds			
Special Operating Reserve	\$316,980	\$642,598	\$586,873
Equipment Reserve	360,283	360,283	300,283
General Capital Fund	-	-	6,700
Conditional transfers to other government Agencies			
Appropriation to South Shore Regional School Board	2,626,499	2,624,808	2,612,964
	<u>\$3,303,762</u>	<u>\$3,627,689</u>	<u>\$3,506,820</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED STATEMENT OF REVENUE AND EXPENDITURE-HILLSVIEW ACRES
 FOR THE YEAR ENDED March 31, 2014

GENERAL SECTION

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
REVENUE			
Resident care	\$1,144,993	\$1,275,055	\$1,137,314
EXPENDITURE			
Salaries and benefits	869,563	1,020,163	829,527
Building	163,130	120,052	126,233
Supplies and equipment	21,800	20,018	15,392
Resident care	72,800	72,777	69,979
Debenture			
Interest	-	-	66
Principal	-	-	8,500
Other	17,700	17,975	14,542
	<u>1,144,993</u>	<u>1,250,985</u>	<u>1,064,239</u>
EXCESS OF REVENUE OVER EXPENDITURE			
-OPERATIONS	-	24,070	73,075
AMOUNT TRANSFERRED TO SPECIAL OPERATING RESERVE			
	-	24,070	73,075
EXCESS REVENUE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to the non-consolidated financial statements.

B17.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED STATEMENT OF OPERATIONS AND SURPLUS
 FOR THE YEAR ENDED March 31, 2014

WATER UTILITY

	2014		2013
	BUDGET (UNAUDITED)	ACTUAL	ACTUAL
OPERATING REVENUE			
Metered sales	\$519,206	\$477,596	\$503,700
Public fire protection	197,235	197,235	197,235
Other	8,700	7,735	9,755
	<u>725,141</u>	<u>682,566</u>	<u>710,690</u>
OPERATING EXPENDITURE			
Water treatment	247,944	254,803	254,149
Transmission and distribution	161,726	129,021	145,106
Administration	165,417	151,284	149,260
Amortization	85,698	98,871	85,698
	<u>660,785</u>	<u>633,979</u>	<u>634,213</u>
OPERATING SURPLUS	<u>64,356</u>	<u>48,587</u>	<u>76,477</u>
NON OPERATING REVENUE			
Interest	12,000	17,819	14,595
Other	-	7,500	7,500
	<u>12,000</u>	<u>25,319</u>	<u>22,095</u>
NON OPERATING EXPENDITURE			
Debenture	30,345	30,345	32,288
Interest	40,934	40,934	40,934
Principal	71,279	71,279	73,222
	<u>(59,279)</u>	<u>(45,960)</u>	<u>(51,127)</u>
NON OPERATING (DEFICIT)			
EXCESS REVENUE	<u>\$5,077</u>	2,627	25,350
SURPLUS-BEGINNING OF YEAR		<u>582,744</u>	<u>557,394</u>
SURPLUS-END OF YEAR		<u>\$585,371</u>	<u>\$582,744</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED OPERATING FUND BALANCE SHEET

WATER UTILITY

March 31, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
Cash	\$313,571	\$279,694
RECEIVABLES		
Rates	126,795	136,851
Other	6,944	6,912
PREPAID EXPENSES	16,590	6,684
DUE FROM OWN FUNDS		
Water Utility Capital Fund	1,151	56,844
General Section Operating Fund	142,967	145,557
Special Operating Reserve Fund	24,113	-
INVENTORIES - at cost	<u>95,845</u>	<u>77,671</u>
	<u>\$727,976</u>	<u>\$710,213</u>
LIABILITIES AND EQUITY		
ACCOUNTS PAYABLE	\$132,527	\$114,128
PREPAID ACCOUNTS	6,163	8,826
CUSTOMERS' DEPOSITS	3,915	4,515
	<u>142,605</u>	<u>127,469</u>
EQUITY		
SURPLUS	<u>585,371</u>	<u>582,744</u>
	<u>\$727,976</u>	<u>\$710,213</u>

See accompanying notes to the non-consolidated financial statements.

B19.

*REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NON-CONSOLIDATED CAPITAL FUND BALANCE SHEET*

WATER UTILITY.

March 31, 2014

	<i>2014</i>	<i>2013</i>
ASSETS		
<i>CASH</i>		
Amortization (Note 1)	\$ 568,672	\$ 525,539
 <i>DUE FROM OWN FUND:</i>		
General Section Operating	579	534
Water Utility Operating Fund	-	-
 <i>UTILITY PLANT IN SERVICE</i>	<u>6,649,420</u>	<u>6,486,510</u>
	<u><u>\$7,218,671</u></u>	<u><u>\$7,012,583</u></u>
 <i>LIABILITIES AND EQUITY</i>		
 <i>TERM DEBT</i>		
Debentures issued to provincial government or its agencies Municipal Finance Corporation	\$573,076	\$614,010
 <i>DUE TO OWN FUND:</i>		
Water Utility Operating Fund	1,151	56,844
 <i>ACCUMULATED ALLOWANCE FOR AMORTIZATION</i> (Note 1)	<u>1,882,127</u>	<u>1,783,256</u>
	2,456,354	2,454,110
 <i>EQUITY</i>		
 <i>INVESTMENT IN UTILITY PLANT IN SERVICE</i>	<u>4,762,317</u>	<u>4,558,473</u>
	<u><u>\$7,218,671</u></u>	<u><u>\$7,012,583</u></u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED UTILITY PLANT IN-SERVICE SUMMARY

March 31, 2014

	2014	2013
LAND AND RIGHTS	\$ 853,674	\$ 853,674
STRUCTURES AND IMPROVEMENTS	512,545	512,545
STRUCTURES AND IMPROVEMENTS-BRICK/CONCRETE	152,909	152,909
STRUCTURES AND IMPROVEMENTS-FRAME	116,415	116,415
TREATMENT PLANT	875,736	875,736
DISTRIBUTION RESERVOIR	364,939	364,939
MAINS	2,354,013	2,191,103
SERVICES	173,625	173,625
METERS	148,880	148,880
HYDRANTS	43,963	43,963
TRUCKS	69,291	69,291
TOOLS	84,581	84,581
EQUIPMENT	657,484	657,484
EXCAVATOR & LOADER	241,365	241,365
	<u>\$6,649,420</u>	<u>\$6,486,510</u>

WATER UTILITY

NON-CONSOLIDATED CAPITAL FUND STATEMENT OF INVESTMENT IN UTILITY PLANT IN SERVICE

FOR THE YEAR ENDED March 31, 2014

	2014	2013
BALANCE - BEGINNING OF YEAR	\$4,558,473	\$4,323,746
Transfer for capital purposes -- Special Operating Reserve	162,910	193,793
Term debt retired	<u>40,934</u>	<u>40,934</u>
BALANCE-END OF YEAR	<u>4,762,317</u>	<u>4,558,473</u>

See accompanying notes to the non-consolidated financial statements.

B21.

REGION OF QUEEN'S MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION

NON-CONSOLIDATED SPECIAL RESERVE FUNDS BALANCE SHEET

March 31, 2014

ASSETS

	2014			2013	
	CAPITAL	EQUIPMENT	OPERATING	TOTAL	TOTAL
CASH	\$3,033,933	\$1,169,296	\$6,241,695	\$10,444,924	\$8,773,738
DUE FROM OWN FUNDS:					
General Section Operating	23,065	-	522,959	546,024	761,057
General Section Capital	-	6,908	-	6,908	973,874
Equipment Reserve	-	-	7,637	7,637	7,637
Special Equipment Reserve	-	-	-	-	5,427
LOANS RECEIVABLE (Note 3)	280,477	-	26,930	307,407	351,300
	<u>\$3,337,475</u>	<u>\$1,176,204</u>	<u>\$6,799,221</u>	<u>\$11,312,900</u>	<u>\$10,873,033</u>

LIABILITIES

DUE TO OWN FUND:					
General Section Capital	-	-	-	-	301,089
Special Operating Reserve	-	7,637	-	7,637	13,064
Water Operating	-	-	24,114	24,114	-
General Section Operating	-	38,923	-	38,923	34,507
	<u>-</u>	<u>46,560</u>	<u>24,114</u>	<u>70,674</u>	<u>348,660</u>
RESERVES					
General Section	3,337,475	1,078,592	6,775,107	11,191,174	10,473,877
Water Section	-	51,052	-	51,052	50,496
	<u>3,337,475</u>	<u>1,129,644</u>	<u>6,775,107</u>	<u>11,242,226</u>	<u>10,524,373</u>
	<u>\$3,337,475</u>	<u>\$1,176,204</u>	<u>\$6,799,221</u>	<u>\$11,312,900</u>	<u>\$10,873,033</u>

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION

B22.

NON-CONSOLIDATED SPECIAL RESERVE FUNDS STATEMENT OF RESERVES

FOR THE YEAR ENDED MARCH 31, 2014

	2014				2013
	CAPITAL	EQUIPMENT	OPERATING	TOTAL	TOTAL
BALANCE-BEGINNING OF YEAR	\$3,036,119	\$969,819	\$6,518,435	\$10,524,373	\$10,370,643
INTEREST EARNED	35,731	12,670	62,844	111,245	89,897
TRANSFERS FROM REVENUE	284,628	360,283	672,280	1,317,191	1,257,885
DONATIONS FOR RECREATION FACILITY AND SKATE PARK	-	-	14,930	14,930	278,336
CONDITIONAL TRANSFER GAS TAX	-	-	707,028	707,028	714,272
PROCEEDS FROM DISPOSALS OF PROPERTY AND EQUIPMENT	3,497	-	-	3,497	707,030
	<u>3,359,975</u>	<u>1,342,772</u>	<u>7,975,517</u>	<u>12,678,264</u>	<u>13,418,063</u>
AMOUNTS TRANSFERRED TO CAPITAL FUNDS TO FINANCE ACQUISITIONS OF PROPERTY AND EQUIPMENT	22,500	172,459	908,240	1,103,199	2,357,120
AMOUNTS TRANSFERRED TO :					
WATER SECTION CAPITAL FUND	-	-	162,910	162,910	193,792
GENERAL SECTION OPERATING FUND	-	40,669	129,260	169,929	342,778
	<u>22,500</u>	<u>213,128</u>	<u>1,200,410</u>	<u>1,436,038</u>	<u>2,893,690</u>
BALANCE-END OF YEAR	<u>\$3,337,475</u>	<u>\$1,129,644</u>	<u>\$6,775,107</u>	<u>\$11,242,226</u>	<u>\$10,524,373</u>

See accompanying notes to the non-consolidated financial statements.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements have been prepared to conform in all material respects, to the accounting principles prescribed for Nova Scotia municipalities by Service Nova Scotia and Municipal Relations and for water utilities by the Nova Scotia Utility and Review Board and recommendations issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Basis of Accounting

Revenue and expenses are recorded on an accrual basis. The accrual basis of accounting recognizes revenues as they are earned and measurable and expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.

Principal payments relating to long term debt are recorded when paid.

Fund Accounting

The resources and operations of the Municipality are accounted for in the operating, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

Inventory of Supplies

The inventory of supplies held for consumption is recorded at the lower of cost and replacement cost.

Natural Resources, Cultural and Historic Assets

Natural resources, cultural and historic assets that have not been purchased are not recorded as assets in these financial statements.

Comparative Figures

The comparative amounts presented in the financial statement have been restated to conform to the current year's presentation.

Cash and Cash Equivalents

Cash and Cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

Property and Equipment

General and Other Funds

Capital assets are recorded at cost. Funds received through capital assistance programs, cost sharing arrangements or loan forgiveness are treated as additions to the Investment in Capital Assets.

Water Utility Capital Fund

Prior to April 1, 2007 capital assets were recorded at the utility's net cost. Funds received through capital assistance programs or cost sharing arrangements were treated as a reduction in the cost of the asset acquired.

Subsequent to April 1, 2007 capital assets are recorded at cost. Funds received through capital assistance programs and cost sharing arrangements are treated as additions to the utility plant in service

Tangible Capital Assets

Effective March 31, 2009, the Region of Queens adopted Section 3150 of the Public Sector Accounting Handbook of the Canadian Institute of Chartered Accountants (CICA) with respect to Tangible Capital Assets. Prior to this date, the Region of Queens recorded Tangible Capital Assets at cost in the period they were acquired on the statement of financial position and as an expenditure within the capital fund; capital assets were not amortized.

As of March 31, 2009, capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Donated assets are capitalized and recorded at their estimated fair value upon acquisition. Certain capital assets for which historical cost information was not available were recorded at fair market value as at March 31, 2009 discounted by a relevant inflation factor. The threshold for each category represents the minimum cost an individual asset must have before it is to be recorded as a capital asset on the statement of financial position. Capital asset additions not meeting the threshold of \$10,000 per year are expensed in the year of acquisition.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

Amortization

Amortization of capital assets is recorded in the accounts of the Water Utility Capital Fund on a straight line basis over their estimated useful lives as prescribed by the Nova Scotia Utility and Review Board. The amortization charge in the Water Utility Operating fund is transferred to a special bank account in the Water Utility Capital Fund which is used to help fund replacement of existing plant and equipment or subject to approval by the Nova Scotia Utility and Review Board, to repay the principal of capital debt.

Amortization of capital assets in the general capital fund is recorded in the financial statements on a straight line basis over an asset's useful life with the exception of the Landfill Cell which is based on percentage of cell used. No amortization is recorded in the years of acquisition or disposal.

The following table outlines an assets useful life:

	Years
Land Improvements	20
Buildings, building improvements and engineered structures	40
Outdoor swimming pools	25
Heavy Equipment	15
Operating Equipment	12
Vehicles	10
Office and Information Technology-system development packaged system	10
Computer Hardware and Software	5
Office Furniture and Equipment	10
Streets/Roads	30
Sidewalks	25
Illumination Structures	25
Bridges/Railings-construction	50
Bridges/Railings-upgrades	20
Storm Water Conveyance Structures	35
Airport-runways	30
Airports-navigational aids	15
Sewer Infrastructure	50
Landfill Cell	Based on Percentage of Use

Allocation of Municipal Costs to Water Utility Funds

Where identifiable, costs incurred by the Region of Queens Municipality on behalf of the Water Utility are charged to the utility funds. Salary and wage related costs are allocated in proportion to time spent performing functions on behalf of the Water Utility. Administration and general expenses incurred for the benefit of both the municipal unit and Water Utility are allocated on an estimated basis.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

Valuation Allowance

Uncollected Taxes and Rates

The Region of Queens Municipality provides a valuation allowance for 100% of the value of taxes outstanding for business occupancy, real properties identified as invalid assessments, owner unknown properties, properties that titles cannot be certified for tax sale and properties not sold at tax sale.

In the Water Utility, the valuation allowance is provided for estimated losses that will be incurred collecting rates receivable outstanding.

Other Receivables

The Region provides a valuation allowance for all receivables that are determined to be uncollectible.

Contributions to Boards and Commissions

Queens Regional Housing Authority – various interest

The Region's share of the 2014 deficit is \$88,955 and has been included in these financial statements.

Government Transfers

Government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

Deferred Revenue

Deferred revenue represents user charges and other fees that have been collected, for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the services are performed.

Solid Waste Management Facilities Liabilities

As indicated in Note 11, the Municipality accrues landfill closure and post-closure care requirements that include final covering and landscaping, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions using the best information available to management. Future events may result in significant changes to the estimated expenses; capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

Taxation and Related Revenues

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services. Taxation revenues are recorded at the time tax billings are due. Assessments and the related property taxes are subject to appeal with any resulting tax adjustments being recorded when the results of the appeal process are known. An allowance for unresolved assessment appeals is also provided.

Use of Estimates

The preparation of financial statements in conformity with public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for valuation allowances, accrued liabilities, landfill liability and in performing actuarial valuations of employee future benefits. In addition the Municipality's implementation of Public Sector Accounting Handbook PS3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. Actual results could differ from these estimates.

2. TAXES RECEIVABLE

2014

2013

	<u>CURRENT YEAR</u>	<u>PRIOR YEARS</u>	<u>TOTAL</u>	<u>TOTAL</u>
Balance – beginning of year	\$ -	\$1,441,313	\$ 1,441,313	\$ 1,300,086
Current year's tax levy and interest	10,045,754	-	10,045,754	10,019,808
Collection of area rates	<u>58,236</u>	<u>-</u>	<u>58,236</u>	<u>62,588</u>
	<u>10,103,990</u>	<u>1,441,313</u>	<u>11,545,303</u>	<u>11,382,482</u>
Current year's collections	9,224,074	452,424	9,676,498	9,775,161
Reduced taxes	62,409	-	62,409	46,175
Uncollectible accounts written off	8,535	-	8,535	57,245
Transmission of area rates	<u>58,236</u>	<u>-</u>	<u>58,236</u>	<u>62,588</u>
	<u>9,353,254</u>	<u>452,424</u>	<u>9,805,678</u>	<u>9,941,169</u>
Balance – end of year	<u>\$ 750,736</u>	<u>\$ 988,889</u>	<u>\$ 1,739,625</u>	<u>\$ 1,441,313</u>

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS

MARCH 31, 2014

3. LOANS RECEIVABLE

	2014	2013
SPECIAL CAPITAL RESERVE FUND		
Greenfield and District Fire Department – non interest bearing repayable in annual installments of \$12,500 maturing in 2016	\$ 36,400	\$ 48,900
Mill Village Fire Department – non interest bearing repayable in annual installments of \$10,000 maturing in 2020	\$ 75,000	\$ 85,000
Liverpool Fire Fighters Association – non interest bearing repayable in annual installments of \$15,966 maturing in 2024	<u>\$ 169,077</u>	<u>185,043</u>
	<u>\$ 280,477</u>	<u>\$ 318,943</u>
SPECIAL OPERATING RESERVE FUND		
Charleston Fire Department – non interest bearing repayable in annual installments of \$5,427 maturing in 2020	<u>\$ 26,930</u>	<u>\$ 32,357</u>

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

4. ASSET VALUATION ALLOWANCE-OPERATING FUND

	2014	2013
Uncollectible Taxes		
Balance – beginning of year	\$ 73,013	\$ 89,813
Uncollectible amounts written off	<u>8,535</u>	<u>57,245</u>
Provision for the year	64,478	32,568
	<u>105,057</u>	<u>40,445</u>
Balance – end of year	<u>\$ 169,535</u>	<u>\$ 73,013</u>

5. SURPLUS

	2014	2013
Balance – beginning of year	\$ 947,103	\$ 722,332
Excess of revenue over expenditure	<u>70,889</u>	<u>241,171</u>
	1,017,992	963,503
Transfer to revenue	<u>32,280</u>	<u>16,400</u>
Balance – end of year	<u>\$ 985,712</u>	<u>\$ 947,103</u>

6. SCHOOL CAPITAL FUND

On January 1, 1982 the Municipality Of The County Of Queens joined with the Town Of Liverpool to form Queens District School Board (now South Shore Regional School Board). Under the agreement, all school land and buildings on hand as at December 31, 1981 will remain assets of the Region of Queens Municipality, but will be under the operating control of the Board until such time as they no longer require the assets for school purposes. At that time, the School Board re-conveys the land and buildings to the Region of Queens.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

7. EMPLOYEES' RETIREMENT PENSION PLAN

It is the Region's policy to consistently follow Canadian generally accepted accounting principles and recommendations issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. As per the Public Sector Accounting Board handbook, section 3250-Retirement Benefits, the accounting valuation results for the Region of Queens Pension Plan (the "Plan") as at December 31, 2013 indicates a pension asset of \$23,751.

The Region of Queens Municipality and its employees contribute to the Plan for the employees. The Plan is a defined benefit plan which specifies the retirement benefit to be received by the employees based on length of service and rates of pay. Inflation protection is not provided. The pension committee, representing plan members and employer is responsible for overseeing the management of the pension plan.

Benefit payments totaled \$338,602 in calendar year 2013 and \$309,803 in 2012. Contributions from employees and employer are 8.8% and 9.8% of salary respectively. Total employer and employee contributions in calendar year 2013 and 2012 were \$591,684 and \$593,632 respectively; which includes a special payment of \$127,244 in 2013 and \$121,940 in 2012, applied toward the unfunded liability.

The last actuarial valuation filed with regulators was at December 31, 2010. The next actuarial valuation is scheduled for the period ended December 31, 2013 and will be completed in 2014. The interest rate used in the last filed valuation was the 6% per year benchmark. The following estimates as at December 31, 2013 are based on the actuarial valuation as at December 31, 2010 extrapolated to December 31, 2013.

Actuarial value of plan assets	\$8,779,800
Accrued benefit obligation	<u>8,628,876</u>
Estimated funding surplus	<u>150,924</u>

The pension asset as at March 31, 2014 includes the following components:

	2014	2013
Accrued benefit obligation	\$8,628,876	\$8,018,173
Pension fund assets	<u>8,779,800</u>	<u>7,525,428</u>
	(150,924)	492,745
Unamortized actuarial gain/ (loss)	<u>127,173</u>	<u>(495,468)</u>
Pension liability (asset)	<u>(23,751)</u>	<u>(2,723)</u>

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

8. RESERVE AND OPERATING SURPLUS ALLOCATIONS AND COMMITMENTS

Special Operating Reserve Allocations

Included in the Reserves are the following allocations approved by Council.

Sewer projects	\$ 287,218
Hillsview Acres renovations	\$ 330,939
Second generation landfill site	\$ 2,591,234
Organic ban project	\$ 360,944
Pollution abatement	\$ 174,717
Pine Grove Park	\$ 227,928
Subdivision Parkland	\$ 40,283
Call Center Building	\$ 145,226
Federal Gas Tax	\$ 1,291,367
Queens' Place Emera Centre	\$ 11,775
Fundraising – Queens' Place	\$ 26,886
Fundraising – Skate Park	\$ 801
Computer Equipment Reserve	\$ 97,478
Fire Safety Operations	\$ 10,612

Special Capital Reserve Allocation

Included in the Reserve is the following allocation approved by Council.

2 nd Generation Landfill Site – post closure	\$ 2,741,555
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9. REMUNERATION OF ELECTED OFFICIALS AND CHIEF ADMINISTRATIVE OFFICER PAID DURING THE YEAR

	2014	2013
Douglas Adams	\$ -	\$ 10,042
Sheldon Brannen	-	9,494
John Croft	-	9,494
Randi Dickie	-	9,494
Owen Hamlin	-	9,494
Mervin Hartlen	-	9,494
Bruce Inglis	17,707	16,872
John Leefe – Mayor	-	18,988
Christopher Clarke – Mayor	35,414	14,756
Susan MacLeod	17,707	7,378
Raymond Fiske	17,707	7,378
Brian Fralic	17,707	7,378
Jack Fancy	17,707	7,378
Darlene Norman	18,729	17,298
Peter Waterman	17,707	16,872
	<u>160,385</u>	<u>171,810</u>
CHIEF ADMINISTRATIVE OFFICER	<u>114,005</u>	<u>109,264</u>
	<u>\$ 274,390</u>	<u>\$ 281,074</u>

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

10. LONG TERM DEBT

Principal repayments required during the next five years are as follows:

2015	\$775,501
2016	\$777,110
2017	\$317,422
2018	\$269,370
2019	\$241,146

All long term debt outstanding at year end has been properly authorized by Service Nova Scotia and Municipal Relations.

11. CONTINGENCY

Solid Waste Management Facilities Liabilities

The Municipality owns and operates a Solid Waste Management Facility. It has an obligation under Nova Scotia Department of Environment regulations for costs related to the closure and post closure care of the sites once capacity is reached. The following cost and capacity information is based upon ongoing evaluation and best estimates by management in consultation with internal and external technical consultants.

As at March 31, 2014, the remaining capacity of the 1st Generation C&D cell is approximated at 120,000 tonnes. Based on current usage this site may not reach full capacity for several decades. Estimated closure costs in current period dollars, total approximately \$1,900,000. The cost estimate is adjusted annually based on the rolling ten year average of Statistics Canada's consumer price index. Costs for post closure care and maintenance of this site are not expected to be significant and are included in the \$1,900,000.

As at March 31, 2014, based on current Municipal Solid Waste usage and compaction rates, the remaining capacity of the 2nd Generation solid waste cell is approximately 400,000 tonnes. Post closure care requirements are not expected to be significant and will be determined based upon a consultants' environmental evaluation of subsequent closure plans at the time of closure. Total closure and post-closure costs in current period dollars are estimated to be approximately \$6,000,000. The cost estimate is adjusted annually based on the rolling ten year average of Statistics Canada's consumer price index.

Based on usage to date the Municipality has recorded a liability as at March 31, 2014 of \$2,741,555 to cover estimated final closure and post closure costs of \$7,900,000.

The liability recognized in the financial statements is based on estimates and assumptions using the Municipality's best information and judgment. Future events may result in significant changes to the estimated expenses, total capacity or the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NOTES TO NON-CONSOLIDATED FINANCIAL STATEMENTS**

MARCH 31, 2014

12. COMMITMENTS

School Properties

On January 1, 1982 the Municipality of The County of Queens joined with the Town of Liverpool to form Queens District School Board (now South Shore Regional School Board). Under the agreement, all school land and buildings on hand as at December 31, 1981 will remain assets of the Region of Queens Municipality, but will be under the operating control of the Board until such time as they no longer require the assets for school purposes. At that time, the School Board re-conveys the land and buildings to the Region of Queens Municipality.

Contracts/Leases

Contract for garbage collection for the subsequent year of \$577,959 plus HST, expires March 31, 2016.

Contract for residual waste transfer from transfer stations to the Region of Queens Solid Waste Management Facility, expires March 31, 2016.

Contract for the transfer of organic material from the Region of Queens Solid Waste Management Facility to composting facility, expires March 31, 2015.

Contract for fire answering service for the subsequent year of \$26,201 plus HST expires March 31, 2018.

Lease for library space for the subsequent year of \$51,680 plus HST, expires May 31st, 2017.

Equipment lease for the subsequent year of \$8,138 per month plus HST, expires September 2015.

13. FINANCIAL INSTRUMENTS

Fair Values

The fair value of the Municipality's financial instruments that are comprised of cash, taxes receivable, accounts receivable, loans, deposits and advances, accounts payable and accrued liabilities and accrued interest on long term debt approximate their carrying value due to their short term nature.

The fair value of long term debt is based on rates currently available to the Municipality with similar terms and maturities and approximates its carrying value.

It is management's opinion that the Municipality is not exposed to significant interest or currency risks arising from these financial instruments.

Credit Risk

The Municipality is exposed to credit related losses on its financial instruments due to non-performance of counterparties. Credit exposure is minimized, wherever possible, by engaging only credit-worthy counterparties and/or obtaining sufficient security for balances due. Credit losses in the past have been minimal.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 NON-CONSOLIDATED SCHEDULE OF CAPITAL DEBT CHARGES AND TERM DEBT

March 31, 2014

Due	Balance April 1, 2013	Issued	Redeemed	Balance March 31, 2014	Interest	Interest Rate	Debt Number
SEWER							
Debtures-Nova Scotia Municipal Finance Corporation							
2015-2016	506,250	-	168,750	337,500	3,643	1%	99A1
2015	14,331	-	14,333	-	126	5.375%	23A1
2015-2017	85,080	-	21,270	63,810	3,279	4.165%-4.41%	26A1
STREETS AND PAVING							
Debtures-Nova Scotia Municipal Finance Corporation							
2015-2017	114,000	-	28,500	85,500	4,400	4.165%-4.41%	26A1
2015-2018	150,000	-	30,000	120,000	6,707	4.718%-5.21%	27A1
ENVIRONMENTAL HEALTH-LANDFILL							
Debtures-Nova Scotia Municipal Finance Corporation							
2015-2016	780,000	-	260,000	520,000	30,570	4.24%-4.515%	25A1
2015-2025	741,557	-	46,456	695,101	24,060	3.35%	cmhc

**REGION OF QUEENS MUNICIPALITY
SUPPLEMENTARY FINANCIAL INFORMATION
NON-CONSOLIDATED SCHEDULE OF CAPITAL DEBT CHARGES AND TERM DEBT**
March 31, 2014

Due	Balance April 1, 2013	Issued	Redeemed	Balance March 31, 2014	Interest	Interest Rate	Debt Number
ENVIRONMENTAL HEALTH-LANDFILL							
2015-2020	99,435	-	14,205	85,230	3,446	2.33%-4.329%	29A1
RECREATION AND COMMUNITY SERVICES							
2015-2027	1,686,200	-	67,448	1,618,752	55,363	1.636%-3.856%	32A1
2015-2032	1,818,437	-	90,921	1,727,516	35,019	2.00%	GMF
BUILDINGS AND SIDEWALKS							
2015	101,335	-	101,335	-	888	5.325%	23A1
2015-2016	97,800	-	32,600	65,200	3,833	4.24%-4.515%	25A1
2015-2020	96,565	-	13,795	82,770	3,309	2.33%-4.329%	29A1
	6,290,990	-	889,613	5,401,379	174,643		
WATER UTILITY							
2015-2028	614,010	-	40,934	573,076	30,345	4.718%-5.21%	27A1
	\$6,905,000	\$	\$930,547	\$5,974,455	\$204,988		

See accompanying notes to the non-consolidated financial statements.

REGION OF QUEENS MUNICIPALITY
 SUPPLEMENTARY FINANCIAL INFORMATION
 FOR THE YEAR ENDED MARCH 31, 2014

NON-CONSOLIDATED CAPITAL PROJECT FUNDING

	Total	General Operations	Equipment		Reserves		Capital	Grants Government	Proceeds From Sale of Capital Assets
			Operating	Operating	Operating	Capital			
GENERAL CAPITAL									
Market Street - sewer/water	532,252				532,252				
Brooklyn Sewer/Water	591,394				321,394		270,000		
Landfill Loader, D6 engine	77,521		77,521						
Queens Place Recreation Facility	96,551				54,594		22,500	19,457	
Landfill - one tonne truck	57,131		57,131						
Works Truck	37,808		37,808						
GRAND TOTAL	\$1,392,657	-	\$172,460	\$908,240	\$22,500	\$289,457	-	-	

REGION OF QUEENS MUNICIPALITY
TRUST FUNDS
FINANCIAL STATEMENTS
MARCH 31, 2014

C.

*REGION OF QUEENS MUNICIPALITY
INDEX TO TRUST FUNDS FINANCIAL STATEMENTS*

March 31, 2014

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C1.

INDEPENDENT AUDITORS' REPORT

To The Mayor and Councillors Of
Region of Queens Municipality
Liverpool, Nova Scotia

We have audited the accompanying balance sheets of the Trust Funds (General and Bursaries) of the Region of Queens Municipality as at March 31, 2014 and the statements of reserves for the year then ended, and notes, comprising 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 generally accepted accounting principles, 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.

Auditors' 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 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 our 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, we consider internal control relevant to the Municipality'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 Municipality'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, these financial statements present fairly, in all material respects, the financial position of the Trust Funds (General and Bursaries) of the Region of Queens Municipality as at March 31, 2014 and the changes in reserves for the year then ended in accordance with Canadian generally accepted accounting principles.

CHARTERED ACCOUNTANTS
Liverpool, Nova Scotia
August 26, 2014

C2.

**REGION OF QUEENS MUNICIPALITY
TRUST FUNDS BALANCE SHEET-GENERAL**

March 31, 2014

	2014			2013	
	FORMER EMPLOYEE PENSION TRUST	TAX SALE SURPLUS (Note 1)	HILLSVIEW ACRES	TOTAL	TOTAL
ASSETS					
Cash	\$17,120	\$232,583	\$54,951	\$304,654	\$297,854
Due from General Section Operating Fund	23	236	-	259	252
	\$17,143	\$232,819	\$54,951	\$304,913	\$298,106
LIABILITIES					
Due to General Section Operating Fund	-	1,204	-	1,204	\$5,543
RESERVES					
Balance-beginning of year	\$22,404	\$220,801	\$49,357	\$292,562	\$233,936
Interest earned	282	2,755	-	3,037	2,778
Proceeds from tax sale	-	8,059	-	8,059	58,742
Increase in residents' deposits	-	-	58,609	58,609	63,363
	22,686	231,615	107,966	362,267	358,819
Disbursements					
Tax sale surplus redemption	-	-	-	-	-
Pension paid	5,543	-	-	5,543	5,543
Decrease in residents' deposits	-	-	53,015	53,015	60,713
	5,543	-	53,015	58,558	66,256
Balance-end of year	17,143	231,615	54,951	303,709	292,563
	\$17,143	\$232,819	\$54,951	\$304,913	\$298,106

See accompanying notes to the financial statements.

ON BEHALF OF THE REGION OF QUEENS MUNICIPALITY

MAYOR

CAO

REGION OF QUEENS MUNICIPALITY
TRUST FUNDS BALANCE SHEET-BURSARIES

March 31, 2014

ASSETS	2013					2013	
	<i>J. Roy Gordon Award</i>	<i>Gertrude Ford Newcombe Scholarship</i>	<i>V. Harlow Gordon Scholarship</i>	<i>E. H. Ted Harlow Award</i>	<i>Ted Harlow Award</i>	<i>TOTAL</i>	<i>TOTAL</i>
CASH	\$13,579	\$5,725	\$3,846	\$2,978	\$5,499	\$31,626	\$27,070
INVESTMENTS -at cost	15,446	2,588	10,247	10,978	14,930	54,189	54,189
	<u>\$29,025</u>	<u>\$8,313</u>	<u>\$14,093</u>	<u>\$13,956</u>	<u>\$20,429</u>	<u>\$85,816</u>	<u>\$81,259</u>
RESERVES							
BALANCE-BEGINNING OF YEAR	\$27,329	\$7,623	\$13,555	\$13,123	\$19,629	\$81,259	\$77,259
Dividends	2,196	1,192	1,040	833	1,300	6,561	6,004
	29,525	8,815	14,595	13,956	20,929	87,820	83,263
Disbursements							
Bank charges	-	2	2	-	-	4	4
Scholarships	500	500	500	-	500	2,000	2,000
BALANCE-END OF YEAR	<u>\$29,025</u>	<u>\$8,313</u>	<u>\$14,093</u>	<u>\$13,956</u>	<u>\$20,429</u>	<u>\$85,816</u>	<u>\$81,259</u>

See accompanying notes to the financial statements.

ON BEHALF OF THE REGION OF QUEENS MUNICIPALITY

MAYOR

CAO

REGION OF QUEENS MUNICIPALITY
NOTES TO TRUST FUND FINANCIAL STATEMENTS

MARCH 31, 2014

BASIS OF PRESENTATION

It is the Region's policy to consistently follow Canadian generally accepted accounting principles and recommendations issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

NOTE 1 - TAX SALE SURPLUS

Proceeds received from a tax sale of property in excess of the taxes and costs outstanding are held In Trust for a period of 20 years. If the Supreme Court of Nova Scotia has not issued an order directing the payment of the trust to a person with an interest in the land sold for taxes during this 20 year period, the amount is to be transferred to the Capital Reserve Fund.

Proceeds from taxes sales of properties were received in the following years:

1994	\$ 6,014
1996	2,701
1997	24,100
1998	60,276
2000	8,240
2001	43,324
2002	6,761
2009	403
2010	9,488
2011	254
2013	59,240
2014	<u>10,815</u>
	<u>\$ 231,616</u>

NOTE 2 - FORMER EMPLOYEE PENSION TRUST

A former employee was granted a supplementary retirement plan in addition to his/her regular pension plan. These funds are held in trust to be utilized to fulfill the obligation of the supplementary retirement plan.