

# NOTICE

## **SPECIAL COUNCIL MEETING OF THE SUMMER VILLAGE OF ROSS HAVEN**

**CALLED UNDER THE AUTHORITY OF SECTION 194  
OF THE MUNICIPAL GOVERNMENT ACT**

March 19, 2021

I, Shari-Anne Doolaege, Official Administrator of the Summer Village of Ross Haven, hereby give notice of a special council meeting as follows:

**Date:** **Wednesday, March 24, 2021**  
**Time:** **7:00 p.m.**  
**Venue:** **Zoom – conducted electronically**  
**Purpose:** **2020 Financial Statements**  
Presentation by Seniuk & Company, Auditor

{Original Signed}

Shari-Anne Doolaege, Official Administrator  
Summer Village of Ross Haven, Alberta

AGENDA FOR THE SPECIAL MEETING OF COUNCIL FOR THE  
SUMMER VILLAGE OF ROSS HAVEN TO BE HELD MARCH 24, 2021  
VIA ZOOM MEETING COMMENCING AT 7:00 P.M.  
DETAILS FOR ACCESS TO THE MEETING POSTED ON THE ROSS HAVEN WEBSITE

- 1) Call to Order:
- 2) Acceptance of Agenda:
- 3) New Business:
  - a) 2020 Financial Statements – Presentation by Seniuk & Company, Auditor
- 4) Adjournment:

March 19, 2021

Summer Village of Ross Haven  
Box 70, Site 19, RR 1  
Gunn Alberta T0E 1A0

Attention: Mr. Tony Sonnleitner, CAO

Dear Mr. Sonnleitner:

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of Summer Village of Ross Haven for the year ended December 31, 2020. We look forward to meeting with you and discussing the matters outlined below.

**Audit Status**

We have completed the audit of the financial statements with the exception of the following item:

- Receipt of a signed representation letter by management.

**Once this item has been completed, we will date and sign our auditor's report.**

**Significant Matters Arising**

There were no changes to the audit plan.

**Other Matters**

We have not identified any other significant matters that we wish to bring to your attention at this time.

**Significant Difficulties Encountered**

There were no significant difficulties encountered during our audit.

**Accounting Policies**

There were no significant changes in accounting policies.

**Significant Accounting Estimates**

The following significant estimate/judgment is contained in the financial statements:

Accrued liabilities.

Based on audit work performed, we are satisfied with the estimates made by management.

**Significant Financial Statement Disclosures**

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

## Uncorrected Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. We then requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected with the exception of those not considered material.

## Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent or detect and correct misstatements in the financial statements on a timely basis, or when a control necessary to prevent or detect and correct misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control or any other control deficiencies will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies, apart from those outlined below:

### Nature of Deficiency, Implications and Recommendation

- Due to the nature of the Summer Village of Ross Haven and its staffing, it is not always possible to achieve a complete segregation of duties. Under ideal conditions and where sufficient staff are available, internal control is greatly enhanced by the segregation of duties so that employees do not control funds and also record or report the receipt or disposition of these same funds. To the extent possible, the Summer Village of Ross Haven staff have achieved an adequate level of segregation given the size of the office and staff members available.

Although we do not have any specific concerns regarding internal controls, it is also necessary as an auditor to rely on the Members of Council to take an active role in the management and control of the association through their ongoing supervision. In addition, responsibility for the accuracy and completeness of the financial statements ultimately rests with Members of Council.

## Written Representations

In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with Canadian public sector accounting standards.

## Other Audit Matters of Governance Interest

We identified the following matters we would like to bring to your attention at this time:

Expenditures related to tangible capital asset purchases and amortization expenses related to tangible capital assets are not being budgeted and approved by council. We recommend that an annual capital budget be prepared and amortization by function be included as part of the annual operating budget.

During the year a culvert local improvement was completed and not formally approved by council. It was managed directly by the engineering firm that was already working for the Summer Village. We recommend that any new council members receive training on the Municipal Governance Act so that the appropriate approval process be followed for any future projects. We also recommend that council formally approve this local improvement at the next general meeting. Additionally, any future work done for the Summer Village should be approved by appropriate authority and suppliers should be aware of this process before any work begins.

We would like to thank management and staff for the assistance they provided to us during the audit. We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This communication is prepared solely for the information of management and Council and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We trust you will implement our recommendations; however, should you require further clarification or information, please contact the undersigned.

Sincerely,

*Seniuk & Company*

SENIUK AND COMPANY

Draft for discussion purposes only

**SUMMER VILLAGE OF ROSS HAVEN**  
**Financial Statements**  
**Year Ended December 31, 2020**

*Draft for discussion purposes only*

**SUMMER VILLAGE OF ROSS HAVEN**  
**Index to Financial Statements**  
**Year Ended December 31, 2020**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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Management of the Summer Village of Ross Haven is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Financial Report. Management believes that the financial statements present fairly the Municipality's financial position as at December 31, 2020 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation and in accordance with Public Sector Accounting Standards (PSAS).

The financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized, assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The Municipality Council carries out its responsibilities for review of the financial statements principally through its Council meetings. Council meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to Council with and without the presence of management. The Municipality Council has approved the financial statements.

The financial statements have been audited by Seniuk and Company, independent external auditors appointed by the Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

The financial statements have been audited on behalf of the Members of Council by Seniuk and Company in accordance with Canadian public sector accounting standards (PSAS).

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Mr. Tony Sonnleitner, CAO

Gunn, Alberta  
April 18, 2020



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council of Summer Village of Ross Haven

### *Opinion*

We have audited the financial statements of Summer Village of Ross Haven (the Municipality) which comprise the statement of financial position as at December 31, 2020 and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended and notes to the financial statements including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS 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.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Members of Council of Summer Village of Ross Haven *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings including any significant deficiencies in internal control that we identify during our audit.

*Report on Other Legal and Regulatory Requirements*

As required by the Alberta Municipal Governance Act, we also report the following:

- Debt Limit Regulation:  
In accordance with Alberta Regulation 255/2000, we confirm that the Municipality is in compliance with the Debt Limit Regulation. A detailed account of the entity's debt limit can be found in Note 8.
- Supplementary Accounting Principles and Standards Regulation:  
In accordance with Alberta Regulation 313/2000, we confirm that the Municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 11.

The engagement partner on the audit resulting in this Independent Auditor's Report is Laura Marcato CPA, CA.

Edmonton, Alberta  
March 24, 2021

**Seniuk and Company,  
Chartered Professional Accountants**

**SUMMER VILLAGE OF ROSS HAVEN****Statement of Financial Position****December 31, 2020**

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 2)	\$ 830,876	\$ 365,232
Term deposits (Notes 2, 3)	-	242,215
Restricted cash (Note 2)	271,233	799,669
Current taxes and grants in place of taxes (Note 4)	392	2,573
Grants and receivables from other governments (Note 5)	209,958	80,716
Interest receivable	-	2,057
	<b>1,312,459</b>	<b>1,492,462</b>
<b>LIABILITIES</b>		
Accounts payable	5,649	6,635
Deferred income (Note 7)	461,023	733,206
	<b>466,672</b>	<b>739,841</b>
<b>NET FINANCIAL ASSETS</b>	<b>845,787</b>	<b>752,621</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 6)	3,276,272	2,931,849
<b>ACCUMULATED SURPLUS</b>	<b>\$ 4,122,059</b>	<b>\$ 3,684,470</b>

**APPROVED ON BEHALF OF COUNCIL**\_\_\_\_\_  
Mayor\_\_\_\_\_  
Councilor

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN**  
**Statement of Operations and Accumulated Surplus**  
**Year Ended December 31, 2020**

	Budget (Unaudited) 2020	2020	2019
<b>REVENUES</b>			
Net municipal taxes (Schedule 1)	\$ 284,825	\$ 292,609	\$ 285,004
User fees	4,900	6,041	5,807
Government transfers for operating (Schedule 2)	15,315	19,780	24,562
Investment income	10,500	10,815	20,442
Penalties and costs of taxes	300	856	2,338
	315,840	330,101	338,153
<b>EXPENSES</b>			
Administration and legislative	89,550	83,016	94,616
Protective services	30,000	27,022	25,999
Transportation services	64,450	58,061	60,089
Environmental services	46,950	45,650	44,041
Planning and development	17,500	9,780	15,703
Recreation and culture	42,500	28,507	40,404
Amortization of tangible capital assets	-	54,746	49,547
	290,950	306,782	330,399
<b>SURPLUS FROM OPERATIONS</b>	24,890	23,319	7,754
<b>OTHER INCOME (EXPENSES)</b>			
Government transfers for capital (Schedule 2)	101,199	407,263	-
Gain on disposal of tangible capital assets	-	-	21,042
Local improvements	-	7,007	-
Legal settlements	-	-	(2,500)
	101,199	414,270	18,542
<b>ANNUAL SURPLUS</b>	126,089	437,589	26,296
ACCUMULATED SURPLUS - BEGINNING OF YEAR	-	3,684,470	3,658,174
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	\$ 126,089	\$ 4,122,059	\$ 3,684,470

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN**  
**Statement of Changes in Net Financial Assets**  
**Year Ended December 31, 2020**

	Budget (Unaudited) 2020	2020	2019
<b>ANNUAL SURPLUS</b>	\$ 126,089	\$ 437,589	\$ 26,296
Purchase of tangible capital assets	-	(399,170)	(95,517)
Proceeds on disposal of tangible capital assets	-	-	39,375
Loss (gain) on disposal of assets	-	-	(21,042)
Amortization of tangible capital assets	-	54,747	49,545
	-	(344,423)	(27,639)
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	126,089	93,166	(1,343)
<b>NET FINANCIAL ASSETS - BEGINNING OF YEAR</b>	-	752,621	753,964
<b>NET FINANCIAL ASSETS - END OF YEAR (Note 2)</b>	\$ 126,089	\$ 845,787	\$ 752,621

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN****Statement of Cash Flows****Year Ended December 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Annual surplus for the year	\$ 437,589	\$ 26,296
Items not affecting cash:		
Amortization	54,746	49,547
Gain on disposal of tangible capital assets	-	(21,042)
	<b>492,335</b>	54,801
Changes in non-cash working capital:		
Interest receivable	2,057	-
Grants and receivables from other governments	(129,242)	(67,204)
Current taxes and grants in place of taxes	2,181	(2,573)
Accounts payable	(985)	(1,637)
Deferred income	(272,183)	111,870
	<b>(398,172)</b>	40,456
Cash flow from operating activities	<b>94,163</b>	95,257
<b>CAPITAL ACTIVITIES</b>		
Cash used to acquire tangible capital assets	(399,170)	(95,517)
Proceeds on disposal of tangible capital assets	-	39,375
Cash flow used by capital activities	<b>(399,170)</b>	(56,142)
<b>INVESTING ACTIVITIES</b>		
Decrease (increase) in restricted cash	528,436	(184,348)
Decrease (increase) in term deposits	242,215	167,186
Cash flow from (used by) investing activities	<b>770,651</b>	(17,162)
<b>INCREASE IN CASH FLOW</b>	<b>465,644</b>	21,953
Cash - beginning of year	365,232	343,279
<b>CASH - END OF YEAR (Note 2)</b>	<b>\$ 830,876</b>	<b>\$ 365,232</b>

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN**  
**Schedule of Property and Other Taxes**  
**Year Ended December 31, 2020**

*(Schedule 1)*

	Budget (Unaudited) 2020	2020	2019
<b>TAXATION</b>			
Real property tax	\$ 420,363	\$ 420,214	\$ 420,517
Special assessments	28,625	28,625	28,625
	448,988	448,839	449,142
<b>REQUISITIONS</b>			
Alberta school foundation	152,008	144,076	151,538
Seniors' housing requisition	12,154	12,154	12,600
	164,162	156,230	164,138
<b>NET MUNICIPAL TAXES</b>	\$ 284,826	\$ 292,609	\$ 285,004

**Schedule of Government Transfers**  
**Year Ended December 31, 2020**

*(Schedule 2)*

<b>TRANSFERS FOR OPERATING</b>			
Provincial Government	\$ 15,315	\$ 19,780	\$ 24,562
	15,315	19,780	24,562
<b>TRANSFERS FOR CAPITAL</b>			
Provincial Government	101,199	407,263	-
<b>TOTAL GOVERNMENT TRANSFERS</b>	\$ 116,514	\$ 427,043	\$ 24,562

*(continues)*

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN****Schedule of Expenditures by Object** *(continued)***(Schedule 3)****Year Ended December 31, 2020****Schedule of Expenditures by Object****(Schedule 3)****Year Ended December 31, 2020****EXPENSES**

Salaries, wages & benefits	\$ 91,250	\$ <b>90,303</b>	\$ 85,691
Contracted and general services	159,100	<b>126,301</b>	154,788
Materials, goods and utilities	36,100	<b>34,730</b>	37,385
Transfer to local boards and agencies	4,500	<b>702</b>	2,988
Amortization	-	<b>54,746</b>	49,547
<b>Total Expenditures by Object</b>	<b>\$ 290,950</b>	<b>\$ 306,782</b>	<b>\$ 330,399</b>

Draft for discussion purposes only

The accompanying notes form an integral part of these financial statements



**SUMMER VILLAGE OF ROSS HAVEN**

**Schedule of Changes in Accumulated Surplus**

*(Schedule 4)*

**Year Ended December 31, 2020**

	Unrestricted Surplus	General Restricted Surplus	Lagoon & Wastewater Restricted Surplus	Equity in Tangible Capital Assets	<b>2020</b>	2019
<b>BALANCE, BEGINNING OF YEAR</b>	\$ 330,492	\$ 105,000	\$ 317,127	\$ 2,931,849	<b>\$ 3,684,470</b>	\$ 3,658,174
Excess (deficiency) of revenues over expenses	437,589	-	-	-	<b>437,589</b>	26,296
Current year funds used for tangible capital assets	(399,170)	-	-	399,170	-	-
Annual amortization expense	54,746	-	-	(54,746)	-	-
	93,165	-	-	344,424	<b>437,589</b>	26,296
<b>BALANCE, END OF YEAR</b>	\$ 423,657	\$ 105,000	\$ 317,127	\$ 3,276,273	<b>\$ 4,122,059</b>	\$ 3,684,470

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The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN**

*(Schedule 5)*

**Schedule of Segmented Disclosure  
Year Ended December 31, 2020**

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Other	Total
<b>REVENUE</b>								
Net municipal taxes	\$ 292,609	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 292,609
Government transfers	13,119	-	-	-	6,661	-	-	19,780
User fees and sales of goods	3,723	-	-	2,318	-	-	-	6,041
Investment income	10,815	-	-	-	-	-	-	10,815
Other revenues	856	-	-	-	-	-	-	856
	321,122	-	-	2,318	6,661	-	-	330,101
<b>EXPENSES</b>								
Contract and general services	90,370	3,500	1,750	8,688	1,430	19,276	1,286	126,300
Salaries and wages	10,501	-	26,374	-	27,053	26,375	-	90,303
Materials, goods and utilities	4,794	-	29,937	-	-	-	-	34,731
Transfers to local boards	-	-	-	-	702	-	-	702
Amortization	297	-	37,164	-	4,131	13,154	-	54,746
	105,962	3,500	95,225	8,688	33,316	58,805	1,286	306,782
<b>Excess (deficiency) of revenue over expenses before other</b>	215,160	(3,500)	(95,225)	(6,370)	(26,655)	(58,805)	(1,286)	23,319
<b>OTHER</b>								
Government transfers for capital	-	-	407,263	-	-	-	-	407,263
Local improvement	-	-	7,007	-	-	-	-	7,007
	-	-	414,270	-	-	-	-	414,270
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	\$ 215,160	\$ (3,500)	\$ 319,045	\$ (6,370)	\$ (26,655)	\$ (58,805)	\$ (1,286)	\$ 437,589

The accompanying notes form an integral part of these financial statements

**SUMMER VILLAGE OF ROSS HAVEN**
**Schedule of Tangible Capital Assets**
**(Schedule 6)**
**Year Ended December 31, 2020**

	Opening Balance	Additions and Transfers	Disposals, Impairments and Transfers	Closing Balance
<b>For the year ended December 31, 2020</b>				
<b>Cost</b>				
Land	\$ 2,094,041	\$ -	\$ -	\$ 2,094,041
Land improvements	104,735	-	-	104,735
Engineered structures -				
Roads	1,702,128	399,170	-	2,101,298
Buildings	423,452	-	-	423,452
Motor vehicles	60,082	-	-	60,082
Machinery and equipment	129,372	-	-	129,372
	4,513,810	399,170	-	4,912,980
	-	-	-	-
<b>Accumulated Amortization</b>				
Land improvements	(64,203)	(5,343)	-	(69,546)
Buildings	(175,569)	(16,618)	-	(192,187)
Machinery and equipment	(83,516)	(5,133)	-	(88,649)
Motor vehicles	(6,796)	(6,008)	-	(12,804)
Engineered structures	(1,251,877)	(21,644)	-	(1,273,521)
	(1,581,961)	(54,746)	-	(1,636,707)
	-	-	-	-
<b>Net Book Value</b>	<b>\$ 2,931,849</b>	<b>\$ 344,424</b>	<b>\$ -</b>	<b>\$ 3,276,273</b>
<b>For the year ended December 31, 2019</b>				
<b>Cost</b>				
Land improvements	\$ 104,735	\$ -	\$ -	\$ 104,735
Engineered structures	1,669,592	32,536	-	1,702,128
Buildings	423,452	-	-	423,452
Motor vehicles	47,062	53,761	(40,741)	60,082
Machinery and equipment	120,152	9,220	-	129,372
Land	2,094,041	-	-	2,094,041
	4,459,034	95,517	(40,741)	4,513,810
	-	-	-	-
<b>Accumulated Amortization</b>				
Land improvements	(58,695)	(5,508)	-	(64,203)
Buildings	(158,951)	(16,618)	-	(175,569)
Machinery and equipment	(75,898)	(7,618)	-	(83,516)
Motor vehicles	(25,883)	(3,320)	22,408	(6,795)
Engineered structures	(1,235,395)	(16,482)	-	(1,251,877)
	(1,554,822)	(49,546)	22,408	(1,581,960)
	-	-	-	-
<b>Net Book Value</b>	<b>\$ 2,904,212</b>	<b>\$ 45,971</b>	<b>\$ (18,333)</b>	<b>\$ 2,931,850</b>

Additions to assets under construction are reported net of those tangible capital assets placed in service during the year which are shown in their respective asset classifications.

The accompanying notes form an integral part of these financial statements

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Summer Village of Ross Haven (the Municipality) are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). It is a municipality in the Province of Alberta, Canada and operates under the provisions of the Municipal Government Act, R.S.A., 2000, c. M-26, as amended (MGA). Significant aspects of the accounting policies adopted by the Municipality are as follows:

#### Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Expenses are recognized as they are incurred and measurable based upon receipt of the goods and services and/or the legal obligation to pay.

#### Tax Revenue

Annually, the Municipality bills and collects property tax revenues for municipal purposes. Tax revenues are based on market value assessments determined in accordance with the Municipal Government Act (MGA) and annually established tax rates. Municipal tax rates are set each year by the Municipality Council in accordance with legislation and the Municipality Council approved policies to raise the tax revenue required to meet the Municipality's budget requirements. Tax revenues are recorded at the time tax billings are issued. Property assessments are subject to tax appeal. Expenses related to tax appeals and allowances are separately disclosed in the Schedule of Property and Other Taxes.

The Municipality also bills and collects education tax on behalf of the Province of Alberta (the Province). Education tax rates are established by the Province each year in order to fund the cost of education on a province-wide basis. Education taxes collected are remitted to the Province and are excluded from revenues and expenses in the Schedule of Property and Other Taxes (Schedule 1).

#### Cash and Short Term Investments

Cash and cash equivalents consist of cash on deposit, bankers' acceptances, treasury bills and commercial paper, at cost, which approximates market value. These cash equivalents generally mature within 90 days from the date of purchase, are capable of reasonably prompt liquidation and may be used to manage the Municipality's cash position throughout the year.

#### Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

*(continues)*

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from other orders of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferer in the future. The Municipality receives government transfers from the Federal and Provincial governments to fund operating and capital expenditures. These transfers to the Municipality are recognized as revenues when the transfers are authorized and all the eligibility criteria, if any, has been met except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received along with restricted interest thereon are recorded as deferred revenue.

#### Measurement Uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant estimates include:

- Estimated accrued receivables.
- Useful lives for tangible capital assets.
- Assessment of impairment of long term assets.
- Estimated accrued payables.

#### Deferred Revenue

Deferred revenue comprises funds received in advance of services performed or where the use of funds is externally restricted. These amounts are recognized as revenue in the period the service is performed or when the funds are used for the purpose specified. When agreements stipulate that interest earned on contributions should be restricted for a specific purpose that interest is treated as a contribution received and recorded as an addition to deferred revenue.

#### Debt Charges Recoverable

Debt recoverable consists of long term debt amounts borrowed that are recoverable under loans or other financial arrangements made to non-profit organizations. These debt recoverable amounts are recorded at a value equivalent to the offsetting outstanding long term debt balances as at December 31. Loans are recorded at the lower of cost and net recoverable value. A valuation allowance in the debt recoverable is recognized when there is no longer any reasonable assurance of collection.

*(continues)*

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

#### Land for Resale

Land for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for land acquisition and improvements to prepare the land for sale or servicing.

#### Local Improvements

When a service or improvement is deemed to benefit a specific area more than the municipality as a whole, the project may be classified as a local improvement under the MGA to be paid in whole or in part by a tax imposed on the benefiting property owners. The property owners' share of the improvement is recognized as revenue and established as a receivable in the period that the project expenditures are completed.

#### Deposits

Deposits are held for the purposes of securing the compliance of a third party to contractual stipulations. Deposits are returned when compliance with contractual stipulations is determined. Deposits are recognized as revenue when a third party defaults on the contractual stipulations that the deposits were securing against.

#### Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

#### Non-Financial Assets

Non-financial assets are not available to discharge liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. Non-financial assets include tangible capital assets, inventory of materials and supplies, and other assets.

*(continues)*

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Tangible Capital Assets

Tangible capital assets are stated at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less accumulated amortization of the tangible capital assets, is amortized on a straight-line basis at the following rates and methods:

Land improvements	15-20 years	straight-line method
Buildings	25 years	straight-line method
Machinery and equipment	10 years	straight-line method
Motor vehicles	10 years	straight-line method
Engineered structures - roadways	20-25 years	straight-line method
Engineered structures - wastewater system	45 years	straight-line method

The Municipality regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

#### Impairment of Long Lived Assets

The Municipality tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

#### Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

#### Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

#### Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### Reserves and Equity in Tangible Capital Assets

Certain amounts, as approved by Council, are designated within accumulated surplus as reserves for future operating and capital expenditures.

Equity in tangible capital assets is included within accumulated surplus. It represents the investment in tangible capital assets after deducting the portion financed by long term debt.

**SUMMER VILLAGE OF ROSS HAVEN****Notes to Financial Statements****Year Ended December 31, 2020****2. CASH, TEMPORARY INVESTMENTS, AND RESTRICTED CASH**

	<b>2020</b>	2019
Cash and temporary investments	\$ 830,876	\$ 365,232
Term deposits - unrestricted portion	-	242,215
	<b>830,876</b>	<b>607,447</b>
Restricted portion of cash and term deposits	<b>271,233</b>	799,669
	<b>\$ 1,102,109</b>	<b>\$ 1,407,116</b>

Temporary investments are short term deposits with original maturities of one year or less.

Restricted amounts received from municipal grants and are held exclusively for future approved projects. (Note 7)

**3. TERM DEPOSITS**

	<b>2020</b> Cost	<b>2020</b> Market value	2019 Cost	2019 Market value
1 Year term deposit maturing on July 29, 2020 at 2.10% per annum	\$ -	\$ -	\$ 101,805	\$ 101,805
180 Day term deposit maturing on June 7, 2020 at 1.05% per annum	-	-	940,040	940,040
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,041,845</b>	<b>\$ 1,041,845</b>

**4. TAXES RECEIVABLES**

Taxes receivable are comprised of:

	<b>2020</b>	2019
Current taxes and grants in place of taxes	\$ 392	\$ 2,573

**5. GRANTS AND RECEIVABLES FROM OTHER GOVERNMENTS**

Grants and receivables from other governments are comprised of:

	<b>2020</b>	2019
Grants receivable	\$ 185,143	\$ 69,792
Goods and Services Tax refundable	<b>24,815</b>	10,924
	<b>\$ 209,958</b>	<b>\$ 80,716</b>



**SUMMER VILLAGE OF ROSS HAVEN**

**Notes to Financial Statements**

**Year Ended December 31, 2020**

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	<b>2020 Net book value</b>	2019 Net book value
Land	\$ 2,094,041	\$ -	\$ <b>2,094,041</b>	\$ 2,094,041
Land improvements	104,735	69,546	<b>35,189</b>	40,532
Engineered structures	2,101,298	1,273,521	<b>827,777</b>	450,251
Buildings	423,452	192,187	<b>231,265</b>	247,883
Machinery and equipment	129,372	88,650	<b>40,722</b>	45,856
Motor vehicles	60,082	12,804	<b>47,278</b>	53,286
	<b>\$ 4,912,980</b>	<b>\$ 1,636,708</b>	<b>\$ 3,276,272</b>	<b>\$ 2,931,849</b>

For additional information see the Schedule of Tangible Capital Assets. (Schedule 6)

7. DEFERRED REVENUE

Deferred revenue is comprised of:

	<b>2020</b>	2019
Basic Municipal Transportation Grant	\$ <b>25,674</b>	\$ 25,674
Federal Gas Tax Fund	<b>173,193</b>	157,886
Municipal Sustainability Initiative - Capital	<b>236,823</b>	542,887
Municipal Operating Support Grant	<b>17,256</b>	-
ACP Mediation & Cooperation Grant	<b>3,430</b>	3,430
Prepaid Property Taxes	<b>4,647</b>	3,329
	<b>\$ 461,023</b>	\$ 733,206

**Municipal Sustainability Initiative - Capital and Basic Municipal Transportation Grant**

Funding from the Provincial Government was allocated to the Municipality in the current year from the Municipal Sustainability Initiative - Capital and Basic Municipal Transportation Grant. The grant funding is restricted to eligible capital projects, as approved under the funding agreements, which are scheduled for completion in the next few years. Unexpended funds related to the advance less amounts receivable from the Provincial Government are supported by restricted cash held exclusively for these projects (refer to Note 2.).

**Federal Gas Tax Fund**

Funding from the Provincial Government was allocated to the Municipality in the current year from the Federal Gas Tax Fund and is restricted to eligible capital projects as approved under the funding agreement. Funds from this grant are being deferred for a future project. Unexpended funds related to the advance are supported by restricted cash held exclusively for this project (refer to Note 2.).

(continues)

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

### 7. DEFERRED REVENUE *(continued)*

**2020**                      2019

#### **Municipal Operating Support Grant**

Funding from the Provincial Government was allocated to the Municipality in the current year from the Municipal Operating Support Grant to support municipalities which have experienced significant operating impacts due to the COVID-19 pandemic. Funding is provided for incremental operating costs incurred due to COVID-19 response and restart as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. Unexpended funds related to the advance are supported by restricted cash held exclusively for this grant (refer to Note 2.).

### 8. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits, as defined by Alberta Regulation 255/00 for the Summer Village of Ross Haven, be disclosed as follows:

	<b>2020</b>	2019
Total debt limit	<b>\$ 495,152</b>	\$ 507,230
Amount of debt limit unused	<b>495,152</b>	507,230
Debt servicing limit	<b>82,525</b>	84,538
Amount of debt servicing limit unused	<b>\$ 82,525</b>	\$ 84,538

The debt limit is calculated at 1.5 times revenue of the Municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk, if further debt is acquired. The calculation taken alone does not represent the financial stability of the Municipality. Rather, the financial statements must be interpreted as a whole.

### 9. EQUITY IN TANGIBLE CAPITAL ASSETS

Equity in tangible capital assets is comprised of:

	<b>2020</b>	2019
Tangible capital assets (Note 6.)	<b>\$ 4,912,980</b>	\$ 4,513,811
Accumulated amortization (Note 6.)	<b>(1,636,708)</b>	(1,581,962)
	<b>\$ 3,276,272</b>	\$ 2,931,849

# SUMMER VILLAGE OF ROSS HAVEN

## Notes to Financial Statements

Year Ended December 31, 2020

### 10. SEGMENTED DISCLOSURE

The Summer Village of Ross Haven provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 4).

### 11. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the Chief Administrative Officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

				2020	2019
	Salary (1)	Benefits & allowances (2)		Total	Total
L. Belland	\$ 5,700	\$ -	\$	5,700	\$ 4,593
N. Tezloff	-	-		-	1,300
J. Ruitter	-	-		-	1,100
B. Saunders	1,400	-		1,400	300
B. Stonehouse	3,700	-		3,700	1,600
Chief Administrative Officer	42,000	-		42,000	48,490
Designated Officers (6)	8,528	-		8,528	7,200
	\$ 61,328	\$ -	\$	61,328	\$ 64,583

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial and retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

### 12. FINANCIAL INSTRUMENTS

The Municipality is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Municipality's risk exposure and concentration as of December 31, 2020.

#### Credit risk

Credit risk arises from the possibility that taxpayers and entities to which the Municipality provides may experience financial difficulty and be unable to fulfil their obligations. The Municipality is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade, and other receivables. The large number and diversity of taxpayers and customers minimizes the credit risk.

#### Liquidity risk

(continues)

## SUMMER VILLAGE OF ROSS HAVEN

### Notes to Financial Statements

Year Ended December 31, 2020

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#### 12. FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to this risk mainly in respect of its receipt of funds from its taxpayers and other related sources and accounts payable.

##### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Municipality manages exposure through its normal operating and financing activities. The Municipality is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities (if used).

##### Additional risk

Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant other risks arising from these financial instruments.

#### 13. CONTAMINATED SITES LIABILITY

The Municipality has adopted PS3260 Liability for Contaminated Sites. The Municipality did not identify any financial liabilities in 2020 (2019 – Nil) as a result of this standard.

#### 14. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

#### 15. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

#### 16. BUDGET AMOUNTS

Budget amounts are included for information purposes only and are not audited.

#### 17. SUBSEQUENT EVENTS

Subsequent to the year end council lost quorum on January 14, 2021 due to two out of three council members resigning. The Minister of Municipal Affairs appointed an Official Administrator to act in the capacity of the summer village council until a quorum can be established following the 2021 general municipal elections.