

Instructions

All candidates must complete Boxes A and B. Candidates who receive contributions or incur expenses must complete Boxes C, D, Schedule 1 and Schedule 2 as appropriate. Candidates who receive contributions or incur expenses in excess of \$10,000 must also attach an Auditor's Report.

All surplus funds (after any refund to the candidate or their spouse) shall be immediately paid to the clerk who is responsible for the conduct of the election.

For the campaign period from (day clerk received nomination)

YYYY	MM	DD
2 0 2 2	0 5	0 2

 to

YYYY	MM	DD
2 0 2 2	1 2	3 1

- Initial filing reflecting finances from start of campaign to December 31 (or 45 days after voting day in a by-election)
- Supplementary filing reflecting finances from start of campaign to end of extended campaign period

Box A: Name of Candidate and Office

Candidate's name as shown on the ballot		
Last Name or Single Name Kitts	Given Name(s) Catherine	
Office for Which the Candidate Sought Election Councillor	Ward Name or Number (if any) Ward 19, South Orleans - Navan	
Municipality City of Ottawa		
Spending Limit General \$32,219.55	Parties and Other Expressions of Appreciation \$3,221.96	Contribution Limit Contributions from Candidate and Spouse \$10,477.60 11,404.60

I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

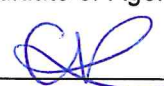
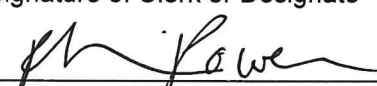
I, Catherine Kitts, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.



Signature of Candidate

2023/03/27

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd) 2023/03/28	Time Filed 1:10	Initial of Candidate or Agent (if filed in person) 	Signature of Clerk or Designate 
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Box C: Statement of Campaign Income and Expenses**LOAN**

Name of bank or recognized lending institution	Amount borrowed \$
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INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+	\$	22,850.40	
Revenue from items \$25 or less	+	\$		
Sign deposit refund	+	\$		
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+	\$		
Interest earned by campaign bank account	+	\$		
Other (provide full details)				
1. _____	+	\$		
Total Campaign Income (Do not include loan)				= \$ 22,850.40 C1

EXPENSES (Note: Include the value of contributions of goods and services)**1. Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 2 of Schedule 1)	+	\$	8,465.79	
Advertising	+	\$	1,320.34	
Brochures/flyers	+	\$	7,167.43	
Signs (including sign deposit)	+	\$	960.81	
Meetings hosted	+	\$	31.35	
Office expenses incurred until voting day	+	\$		
Phone and/or internet expenses incurred until voting day	+	\$		
Salaries, benefits, honoraria, professional fees incurred until voting day	+	\$		
Bank charges incurred until voting day	+	\$	310.11	
Interest charged on loan until voting day	+	\$		
Other (provide full details)				
1. _____	+	\$		
Total Expenses subject to general spending limit				= \$ 18,255.83 C2

2. Expenses subject to spending limit for parties and other expressions of appreciation

1. Clocktower Brew Pub - Election Day Celebration	+	\$	612.58	
2. Tim Horton's gift cards (12*\$15) for E-Day volunteers	+	\$	180.00	
Total Expenses subject to spending limit for parties and other expressions of appreciation				= \$ 792.58 C3

3. Expenses not subject to spending limits

Accounting and audit	+	\$	3,051.00	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	+	\$	711.52	
Office expenses incurred after voting day	+	\$		
Phone and/or internet expenses incurred after voting day	+	\$		
Salaries, benefits, honoraria, professional fees incurred after voting day	+	\$		
Bank charges incurred after voting day	+	\$	18.00	

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$	20.80
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	8,465.79
Total value of contributions not exceeding \$100 per contributor • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor is \$100 or less (do not include contributions from candidate or spouse).	+ \$	1,123.00
Total value of contributions exceeding \$100 per contributor (from line 1B; list details in Table 3 and Table 4) • Include ticket revenue, contributions in money, goods and services where the total contribution from a contributor exceeds \$100 (do not include contributions from candidate or spouse).	+ \$	13,240.81
Less: Ineligible contributions paid or payable to the contributor Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25	- \$	
	- \$	
Total Amount of Contributions (record under Income in Box C)	= \$	22,850.40 1A

Part II – Contributions from candidate or spouse

Table 1: Contributions in goods or services

Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Total		

Additional information is listed on separate supplementary attachment, if completed manually.

**Table 2: Inventory of campaign goods and materials from previous municipal campaign used in this campaign
(Note: Value must be recorded as a contribution from the candidate and as an expense.)**

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
96" * 48" Election Signs - 4mm coroplast			28	2,467.92
48" * 32" Election Signs - 4mm coroplast			155	3,431.19
24" * 16" Election Signs - 4mm coroplast			415	2,297.85
Metal H-stakes			183	268.83
Total				8,465.79

Additional information is listed on separate supplementary attachment, if completed manually.

Part III – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

Table 3: Monetary contributions from individuals other than candidate or spouse

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Anthony Carricato	6-228 Fifth Ave, Ottawa ON K1S2N3	2022/07/16	250.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Dave Williams	1997 Stonehenge Cres, Ottawa, ON K1B4N7	2022/07/28	100.00	
Allan Burns	3000 Trim Rd, Navan, ON K4B0B4	2022/08/11	250.00	
James Blais	252 Casa Grande Circle, Orleans ON K4A3W5	2022/08/14	100.00	
Jeremy Silburt	525 Chapel Street, Unit 1, Ottawa K1N8A1	2022/08/15	100.00	
Kingsley F Ranjit Perera	601 Brookridge Cres, Orleans ON K4A1Z6	2022/08/17	200.00	
Marie Longtin	4565 Dunning Road, Navan, ON K4B1J1	2022/08/17	500.00	
Carl Salter	4342 Meadowvale Lane, Ottawa, ON K1B5A2	2022/08/17	100.00	
Heather Scott	4342 Meadowvale Lane, Ottawa, ON K1B5A2	2022/08/17	100.00	
John Bradley	1236 Barnwell Cr, Navan ON K4B1K4	2022/08/22	250.00	
Rhiannon Hughes	6095 Valley Field Crescent, Ottawa, ON K1C5P3	2022/08/22	100.00	
Don Boudria	3455 Dessaint St, Sarsfield, ON K0A3E0	2022/08/24	200.00	
Dan Boudria	3465 Dessaint St, Sarsfield, ON K0A3E0	2022/08/24	250.00	
Ian Faris	122 Crevasse Rd, Ottawa, ON K1W0P9	2022/08/24	350.00	
Meghan Brown-Deschamps	205 Beaugency St, Ottawa, ON K1W0N6	2022/08/24	100.00	
Dan Charbonneau	513 Voie Ferree St, Hammond, ON K0A2A0	2022/08/24	500.00	
Jordan Stitt	968 Muskoka Ave, Ottawa, ON K2A3H9	2022/08/24	500.00	
Travis McFadden	4181 Trim Rd, Ottawa, ON K4B0B7	2022/08/24	100.00	
Ben Bakker	4472 Rockdale Rd, Navan, ON K4B0E5	2022/08/24	100.00	
Mashooda Syed	1614 Proulx Dr, Orleans, ON K4A1T5	2022/08/24	300.00	
Eric Fleming	3616 Delson Drive, Navan, ON K4B1K5	2022/08/26	200.00	
Will Bulmer	29 Harvey Street, Ottawa, ON K1S0A7	2022/08/27	100.00	
Basem Awwad	1764 Arrowgrass Way, Orleans, ON K4A0C7	2022/08/31	200.00	
Lyle Fair	2040 Wilhaven Dr., Cumberland, ON K4C1M6	2022/09/02	100.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Beverly McHugh	4455 Whispering Willow, Navan ON, K4B0E9	2022/09/06	1,000.00	
Glen Edwards	1280 Inge Crescent, Navan, ON K4B1M7	2022/09/06	300.00	
Sylvain Taillefer	P.O. Box 111, Navan, ON K4B1J3	2022/09/15	500.00	
Mike Quesnel	1245 Barnwell Cres, Navan ON K4B1K4	2022/09/16	200.00	
Michel Charlebois	3376 Mustang Street, Navan, ON K4B1M5	2022/09/19	100.00	
Denis Desjardins	2142 Dunning Rd, Cumberland, ON K4C1M1	2022/09/23	500.00	
Anne Girey	1069 Fieldfair Way, Orleans, ON K4A0E1	2022/09/26	100.00	
Marie France Lalonde	1916 Pennyroyal Cres, Orleans, ON K4A0P3	2022/09/27	200.00	
Victoria Azevado	688 Geneva Crescent, Embrun ON K1A1W0	2022/09/29	100.00	
Marcela Szucko	20 Redwin St, Nepean, ON K2G0K1	2022/09/29	200.00	
Matt Luloff	6582 Tooney Drive, Ottawa ON K1C6G2	2022/10/04	100.00	
Stephanie Burns	3000 Trim Road, Navan Ontrio K4B0B4	2022/10/04	100.00	
Daniel Knight	2290 CarolTodd Drive, Navan ON K4B1J1	2022/10/05	100.00	
Jean-Nicholas Crepin	4715 Whispering Willow Dr, Navan, ON K4B0K7	2022/10/05	100.00	
Joanne Roy-Aubrey	2185 French Hill Road, Cumberland, ON K4C1H7	2022/10/05	100.00	
Ryan Dube	2-1410 Claymor Ave, Ottawa ON, K2C1S6	2022/10/05	100.00	
Tammy Knight	2290 CarolTodd Drive, Navan ON K4B1J1	2022/10/06	200.00	
Darren Boyce	22 E Castlebrook Lane, Nepean ON K2G5G3	2022/10/06	200.00	
Matthew Knight	2290 CarolTodd Drive, Navan ON K4B1J1	2022/10/06	100.00	
Heather Bradley	540 Queen Elizabeth Drive, Ottawa ON K1S3N4	2022/10/17	200.00	
John Thomas	3344 Wilhaven Drive, Cumberland, ON, K4C1K4	2022/10/17	100.00	
Gary Reid	2147 Blue Willow Crescent Orleans ON K1W1K5	2022/10/20	100.00	
Travis McFadden	4181 Trim Rd, Ottawa, ON K4B0B7	2022/10/22	500.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Robert Nixon	261 Willow Aster Circle, Orleans ON K4A3T9	2022/10/24	100.00	
Dennis Bakker	4472 Rockdale Road, Navan, ON K4B0E5	2022/10/10	1,000.00	
Louise Kitts	306 Elderberry Terrace, Orleans ON K1E1Z1	2022/10/18	100.00	
Murray Kitts	10 Vaughan Street, Ottawa ON K1M2H6	2022/10/14	100.00	
Steve Grandmont	120 Tournesol Crt, Orleans ON K1W0J1	2022/12/19	500.00	
Jonathan Paradis	132 Soleil Ave, Orleans ON K4A0V8	2022/12/19	500.00	
Suzanne Guibord	110 Bosque Cres, Cumberland ON K4C1C3	2022/12/19	100.00	
Rainer Bloess	22 Burnview Cres, Gloucester ON K1B3J3	2022/12/19	250.00	
Total			12,900.00	

Additional information is listed on separate supplementary attachment, if completed manually.

Table 4: Contributions in goods or services from individuals other than candidate or spouse (Note: Must also be recorded as Expenses in Box C.)

Name	Full Address	Description of Goods or Services	Date Received (yyyy/mm/dd)	Value (\$)
Heather Scott	4342 Meadowvale Lane, Ottawa, ON K1B5A2	H-stakes for lawn signs	2022/08/12	340.81
Total				340.81

Additional information is listed on separate supplementary attachment, if completed manually.

Total for Part III – Contributions exceeding \$100 per contributor (Add totals from Table 3 and Table 4 and record the total in Part 1 – Summary of Contributions) \$ 13,240.81 1B

Schedule 2 – Fundraising Events and Activities

Complete a separate schedule for each event or activity held.

Additional schedule(s) attached, if completed manually.

Fundraising Event/Activity 1

Description of fundraising event/activity Campaign Launch Party

Date of event/activity (yyyy/mm/dd) 2022/08/24

Part I – Ticket revenue

Admission charge (per person) \$ _____ 2A

(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

Number of tickets sold x _____ 2B

Total Part I (2A X 2B) (include in Part I of Schedule 1) = \$ _____

Part II – Other revenue deemed a contribution

Provide details (e.g., revenue from goods sold in excess of fair market value)

1. _____ + \$ _____

Total Part II (include in Part I of Schedule 1) = \$ _____

Part III – Other revenue not deemed a contribution

Provide details (e.g., contribution of \$25 or less; goods or services sold for \$25 or less)

1. _____ + \$ _____

Total Part III (include under Income in Box C) = \$ _____

Part IV – Expenses related to fundraising event or activity

Provide details

1. Orleans Brewing Company - Food service and gratuity + \$ 628.80

2. Orleans Brewing Company - Team drinks and gratuity + \$ 82.72

Total Part IV Expenses (include under Expenses in Box C) = \$ **711.52**

Auditor's Report – Municipal Elections Act, 1996 (Section 88.25)

A candidate who has received contributions or incurred expenses in excess of \$10,000 must attach an auditor's report.

Professional Designation of Auditor

CPA, LPA

Municipality

Ottawa

Date (yyyy/mm/dd)

2023/03/22

Contact Information

Last Name or Single Name

Ethier-Boyer

Given Name(s)

Katerine

Licence Number

410078/1-17240

Address

Suite/Unit Number

Street Number

1

Street Name

Rothwell drive

Municipality

Ottawa

Province

Ontario

Postal Code

K1J 7G3

Telephone Number

613-747-8494

Email Address

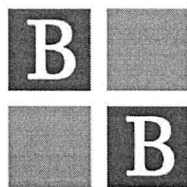
katerine@boyer-boyer.com

The report must be done in accordance with generally accepted auditing standards and must:

- set out the scope of the examination
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

 Report is attached

Personal information, if any, collected on this form is obtained under the authority of sections 88.25 and 95 of the *Municipal Elections Act, 1996*. Under section 88 of the *Municipal Elections Act, 1996* (and despite anything in the *Municipal Freedom of Information and Protection of Privacy Act*) documents and materials filed with or prepared by the clerk or any other election official under the *Municipal Elections Act, 1996* are public records and, until their destruction, may be inspected by any person at the clerk's office at a time when the office is open. Campaign financial statements shall also be made available by the clerk in an electronic format free of charge upon request.



Boyer & Boyer

Comptables professionnels agréés / Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the City Clerk and Solicitor of the City of Ottawa
Qualified Opinion

We have audited the financial statements of Catherine Kitts Municipal Election Campaign (the Candidate), which comprise the Statements of Campaign Income and Expenses and the Calculation of Surplus or Deficit for the period from May 2nd, 2022 to December 31, 2022, and other explanatory information.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements of the Candidate are prepared, in all material respects, in accordance with the financial reporting provisions of Section 88.11 of the Municipal Elections Act, 1996 and City of Ottawa By-Law No.2022-76.

Basis for Qualified Opinion

Due to the inherent nature of campaign transactions, the completeness of the various categories of income and expenses is not susceptible to satisfactory audit verification. Accordingly, our verification of income and expenses was limited to the amount recorded in the records of the Candidate and we were not able to determine whether any adjustments might be necessary to income, expenses, and period surplus for the period ended December 31, 2022.

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 Candidate in accordance with the 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, including verifying campaign contributions to the campaign bank account statement, is sufficient and appropriate to provide a basis for our qualified audit opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Use

The financial statements are prepared to assist the Candidate to comply with the financial reporting provisions of Section 88.11 of the Municipal Elections Act, 1996 and City of Ottawa By-Law No.2022-76. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the City Clerk and Solicitor of the City of Ottawa and should not be used by parties other than the Candidate and Ontario Ministry of Municipal Affairs and Housing. Our opinion is not modified in respect of this matter.

Responsibilities of the Candidate for the Financial Statements

The Candidate is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 88.11 of the Municipal Elections Act, 1996 and City of Ottawa By-Law No.2022-76, and for such internal control as Candidate determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

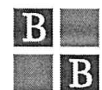
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee 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.

A further description of our responsibilities for the audit of the financial statements is included in the appendix of this auditor's report. This description, which is located at page 3, forms part of our auditor's report.



Boyer & Boyer, CPA
Chartered Professional Accountants
Licensed Public Accountants

Ottawa
March 22, 2023



Boyer & Boyer CPA

APPENDIX TO INDEPENDENT AUDITOR'S REPORT

Description of the Auditor's Responsibilities for the Audit of the 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:

- 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 Candidate's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with the Candidate 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.

Explanation

By-law No. 2022-76 authorizes the payment of rebates to individuals who make contributions to participating candidates for office on the municipal council who comply with the provisions of the by-law. Under Subsection 7(d) of the by-law, "a participating candidate shall submit an additional form, one established for that purpose by the City Clerk, upon which the auditor confirms that he or she has verified all contributions against a bank statement for the campaign account."

Name of Auditor: Boyer : Boyer CPA- Katherine Ethier Boyer

Professional Designation of Auditor: CPA, LPA

Name of Candidate: Catherine Kitts
(Please print candidate's full name)

Nominated candidate for the office of:

- Mayor
- Councillor, Ward 19

I, the undersigned, confirm that I have verified all contributions against the bank statement for the campaign account.



Signature of Auditor

2023 03 22

Date (yyyy/mm/dd)