

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	2 6

 to

YYYY	MM	DD
2 0 2 3	0 1	0 3

- 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 Coffin	Given Name(s) Erin Branwen	
Office for Which the Candidate Sought Election Councillor	Ward Name or Number (if any) Ward 23 - Kanata South	
Municipality Ottawa		
Spending Limit General \$35,672.25	Parties and Other Expressions of Appreciation \$3,567.23	Contribution Limit Contributions from Candidate and Spouse \$12,217.00

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

Box B: Declaration

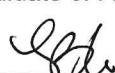

I, Erin Coffin, declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.



Signature of Candidate

2023 03 23

Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd) 2023/03/24	Time Filed 2:12	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

* Note – No entry is required. Values will auto-populated once the applicable details are calculated.

LOAN

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

INCOME

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	24,203.18	see Note *
Revenue from items \$25 or less	+ \$		
Sign deposit refund	+ \$		
Revenue from fundraising events not deemed a contribution (from Part III of Schedule 2)	+ \$		see Note *
Interest earned by campaign bank account	+ \$		
Other (provide full details)			
1. _____	+ \$		
2. _____	+ \$		
3. _____	+ \$		
4. _____	+ \$		
5. _____	+ \$		
6. _____	+ \$		
Total Campaign Income (Do not include loan)		= \$ 24,203.18	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)	\$		see Note *
Advertising	\$	5,007.89	
Brochures/flyers	\$	2,203.13	
Signs (including sign deposit)	\$	6,234.15	
Meetings hosted	\$	3,992.54	
Office expenses incurred until voting day	\$	888.15	
Phone and/or internet expenses incurred until voting day	\$	189.55	
Salaries, benefits, honoraria, professional fees incurred until voting day	\$	3,144.01	
Bank charges incurred until voting day	\$	609.29	
Interest charged on loan until voting day	\$	0	
Other (provide full details)			
1. _____	+ \$		
2. _____	+ \$		
3. _____	+ \$		
4. _____	+ \$		
5. _____	+ \$		
6. _____	+ \$		
Total Expenses subject to general spending limit	\$	22,268.71	C2

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

1. _____	+ \$		
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2.		+ \$	
3.		+ \$	
4.		+ \$	
5.		+ \$	
Total Expenses subject to spending limit for parties and other expressions of appreciation		\$	C3

3. Expenses not subject to spending limits

Accounting and audit	\$	1,864.50	
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	\$		see Note *
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	\$	23.90	
Interest charged on loan after voting day	\$		
Expenses related to recount	\$		
Expenses related to controverted election	\$		
Expenses related to compliance audit	\$		
Expenses related to candidate's disability (provide full details)			
1.	+ \$		
2.	+ \$		
3.	+ \$		
4.	+ \$		
5.	+ \$		
Other (provide full details)			
1.	+ \$		
2.	+ \$		
3.	+ \$		
4.	+ \$		
5.	+ \$		
Total Expenses not subject to spending limits	\$	1,888.40	C4

Total Campaign Expenses (C2 + C3 + C4) = \$ 24,157.11 C5

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	46.07	D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	- \$	46.07	
Surplus (or deficit) for the campaign	= \$	0	D2

If line D2 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who is responsible for the conduct of the election.

Schedule 1 – Contributions

Part I – Summary of Contributions

Contributions in money from candidate and spouse	+ \$	305.00	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	3,705.20	see Note *
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).	\$	9,271.97	
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).	\$	10,921.01	see Note *
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)	= \$	24,203.18	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 (\$)
Meetings	2022/09/09	3,705.20
Total		3,705.20

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 (\$)
Total				

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

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

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Terri Gabbatt	54 Glen Meadows Circle, Ottawa, ON, K2M 2W8	2022/05/30	5.00	
Terri Gabbatt	54 Glen Meadows Circle, Ottawa, ON, K2M 2W8	2022/06/01	25.01	
Terri Gabbatt	54 Glen Meadows Circle, Ottawa, ON, K2M 2W8	2022/06/25	50.00	
Terri Gabbatt	54 Glen Meadows Circle, Ottawa, ON, K2M 2W8	2022/08/09	60.00	
Chris Miller	30 Fusilier Drive, Scarborough, ON, M1L 0J4	2022/06/07	100.00	
Peter Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/06/09	100.00	
Peter Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/06/25	250.00	
Peter Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/07/29	200.00	
Peter Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/10/22	50.00	
Deborah Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/06/19	300.00	
Deborah Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/07/02	100.00	
Deborah Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/08/01	100.00	
Deborah Coffin	42 Bridle Park Drive, Ottawa, ON, K2M 2E2	2022/09/01	100.00	
Holly Campbell	489 Hilson Avenue, Ottawa, ON, K1Z 6C6	2022/06/24	200.00	
Colleen Mayo	34 Beaverton Avenue, Ottawa, ON, K2E 5K4	2022/06/24	150.00	
Charles Hunt	140 Chimo Drive, Ottawa, ON, K2L 2H6	2022/06/29	250.00	
Catherine Boucher	143 Willow Street, Ottawa, ON, K1R 6W2	2022/06/30	100.00	
Catherine Boucher	143 Willow Street, Ottawa, ON, K1R 6W2	2022/08/02	50.00	
Tim Gray	190 West Village Private, Ottawa, ON, K1Z 1E4	2022/06/30	281.00	
Tim Gray	190 West Village Private, Ottawa, ON, K1Z 1E4	2022/08/05	324.00	
Tim Gray	190 West Village Private, Ottawa, ON, K1Z 1E4	2022/09/12	565.00	
Willene Johnston	2 McIntosh Way, Ottawa, ON, K2L 2P6	2022/07/01	500.00	
Christina Walker	974 Terranova Drive, Ottawa, ON, K1C 5M3	2022/07/06	200.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Paul Crouch	37 McCann Street, Guelph, ON, N1G 0A8	2022/07/07	150.00	
Ian Ashe	8 Crystal Beach Drive, Ottawa, ON, K2H 5M4	2022/07/10	150.00	
Colin Franklin	35 Cherrywood Drive, Ottawa, ON, K2H 6H1	2022/07/10	150.00	
Alison Sutherland	17 Tarryn Terrace, Richmond, ON, K0A 2Z0	2022/07/10	150.00	
Timothy Dear	23 West Herrington Court, Ottawa, ON, K2H 5N8	2022/07/11	200.00	
Heather Duncan	1110-80 Sandcastle Drive, Ottawa, ON, K2H 9E7	2022/07/12	250.00	
Mark O'Neill	6507 Wellwood Street, Greely, ON, K4P 1G2	2022/07/13	500.00	
Shirley Smith	282 Equestrian Drive, Ottawa, ON, K2M 1C5	2022/07/14	200.00	
Bill Lewis	15 Whitburn Crescent, Ottawa, ON, K2H 5K5	2022/07/17	200.00	
Susan Burgess	30 Holmwood Avenue, Ottawa, ON, K1S 5V1	2022/07/20	100.00	
Susan Burgess	30 Holmwood Avenue, Ottawa, ON, K1S 5V1	2022/09/06	50.00	
Robin Roscoe	26 Redenda Crescent, Ottawa, ON, K2G 0N6	2022/07/26	250.00	
Jennifer Lim	2 Wigston Private, Ottawa, ON, K1Y 1K9	2022/07/28	250.00	
Simon Haisz	62 Bujold Court, Ottawa, ON, K2L 3N8	2022/07/29	500.00	
Shawn Menard	65 Belmont Avenue, Ottawa, ON, K1S 0V2	2022/07/29	281.00	
Elizabeth Bernstein	202 Bolton Street, Ottawa, ON, K1N 5B3	2022/08/05	250.00	
Mindy Baggetta	242 Sunnyridge Crescent, Ottawa, ON, K2M 0H3	2022/09/08	250.00	
Ruth Herbst	68 Waterthrush Crescent, Ottawa, ON, K2M 2T9	2022/09/12	1,000.00	
Kate Reekie	270 Fifth Avenue, Ottawa, ON, K1S 2N5	2022/10/01	500.00	
Kim Moir	12 Birchview Road, Ottawa, ON, K2G 3G4	2022/10/07	200.00	
Fawad Ahmed	206 Rivertree Street, Ottawa, ON, K2M 0J3	2022/10/18	400.00	
Mark Davidson	495 McLeod Street, Ottawa, ON, K1R 5P7	2022/10/20	200.00	
Total			10,241.01	

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 (\$)
Chris Miller	30 Fusilier Drive, Scarborough, ON, M1L 0J4	Rental of campaign supplies: tables, printer, whiteboards, tents, sign tools, markers, pens	2022/06/30	680.00
Total				680.00

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) \$ 10,921.01 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 _____

Date of event/activity (yyyy/mm/dd) _____

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.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

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.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

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

Part IV – Expenses related to fundraising event or activity

Provide details

1.	_____	+ \$	_____
2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____

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

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
Chartered Professional Accountant

Municipality Ottawa	Date (yyyy/mm/dd) 2023/03/18
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Contact Information

Last Name or Single Name Lekadir	Given Name(s) Youcef	Licence Number 3-319061
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Address

Suite/Unit Number 402	Street Number 1900	Street Name City Park Drive
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Municipality Ottawa	Province ON	Postal Code K1J 1A3
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Telephone Number 613-824-0570	Email Address youcef.lekadir@lekadir.com
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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.

Independent Auditor's Report

To: City Clerk, Ottawa Elections Office

Re: **Erin Coffin** Municipal Election Campaign

Report on the Return

Qualified Opinion

We have audited the accompanying Financial Statement – Auditor's Report Candidate – Form 4 ("*Form 4*") of the **Erin Coffin** (the "*candidate*") election campaign in the municipality of Ottawa, which comprise the Statement of Campaign Income and Expenses for the campaign period **May 26, 2022, to January 3, 2023**. *Form 4* has been prepared by the candidate based on the financial reporting provisions outlined in the Municipal Election Guide provided by the Ministry of Municipal Affairs and Housing (the "*Ministry*") and the Municipal Elections Act, 1996 (the "*Act*").

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying *Form 4* presents fairly, in all material respects, the Statement of Income and Expenses of the candidate election campaign for the campaign period **May 26, 2022, to January 3, 2023**, and the results of its operations for the campaign period then ended in accordance with the financial reporting provisions of Section 88.25 of the *Act* and City of Ottawa By-Law No.2022-76

Basis for Qualified Opinion

Due to the inherent nature of the transactions of electoral campaigns, the completeness of contributions, loans and loan guarantees and other revenue and expenses is not susceptible of satisfactory audit verification. Accordingly, our verification of these amounts was limited to the amounts recorded in the campaign's accounting records and we were not able to determine whether any adjustments might be necessary to contributions, loans and loan guarantees and other revenue and expenses.

We conducted the 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 Return section of the report. We are independent of the candidate in accordance with the ethical requirements that are relevant to our audit of the Return 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 qualified 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 88.25 of the *Act* 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 the *Ministry*. Our opinion is not modified in respect of this matter.

Responsibilities of the Candidate and Those Charged with Governance for Form 4

The candidate is responsible for the preparation and fair presentation of *Form 4* as outlined in the Municipal Election Guide provided by the *Ministry* and the *Act* and for such internal control as the candidate determines is necessary to enable the preparation of *Form 4* that is free from material misstatement, whether due to fraud or error.

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

Auditors' Responsibilities for the Audit of Form 4

Our objectives are to obtain reasonable assurance about whether *Form 4* is free from material misstatement, whether due to fraud or error, and to issue an auditors' 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 *Form 4*. As part of an audit in accordance with Canadian generally accepted audit standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of *Form 4*, 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 controls.
- 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 campaign's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the candidate.
- Evaluate the overall presentation, structure, and content of *Form 4*, including the disclosures, and whether *Form 4* represents the underlying transactions and events in a matter 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.



Ottawa, Ontario
18 March 2023

Lekadir LLP
Chartered Professional Accountants
Licensed Public Accountants

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: Youcef Lekadir

Professional Designation of Auditor: Chartered Professional Accountant

Name of Candidate: Erin Coffin
(Please print candidate's full name)

Nominated candidate for the office of:

- Mayor
- Councillor, Ward 23

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



Signature of Auditor

2023/03/18

Date (yyyy/mm/dd)