

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 3

 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 Hein	Given Name(s) Tanya	
Office for Which the Candidate Sought Election Councillor	Ward Name or Number (if any) Stittsville Ward 6	
Municipality City of Ottawa		
Spending Limit General \$29,903.30	Parties and Other Expressions of Appreciation \$2,990.33	Contribution Limit Contributions from Candidate and Spouse \$10,859.60

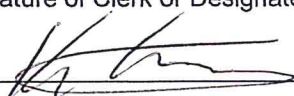
I did not accept any contributions or incur any expenses. (Complete Boxes A and B only)

Box B: Declaration

I, Tanya Hein, 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

2023/03/29
Date (yyyy/mm/dd)

Date Filed (yyyy/mm/dd) <u>2023/03/31</u>	Time Filed <u>10:14</u>	Initial of Candidate or Agent (if filed in person) <u>TH</u>	Signature of Clerk or Designate 
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Box C: Statement of Campaign Income and Expenses

LOAN		Amount borrowed
Name of bank or recognized lending institution		\$
<hr/>		
INCOME		
Total amount of all contributions (from line 1A in Schedule 1)	+ \$	5,637.00
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.	+ \$	
2.	+ \$	
3.	+ \$	
4.	+ \$	
5.	+ \$	
6.	+ \$	
Total Campaign Income (Do not include loan)	= \$	5,637.00 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)	+ \$	
Advertising	+ \$	
Brochures/flyers	+ \$	661.45
Signs (including sign deposit)	+ \$	1,035.93
Meetings hosted	+ \$	
Office expenses incurred until voting day	+ \$	70.00
Phone and/or internet expenses incurred until voting day	+ \$	367.12
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	32.09
Interest charged on loan until voting day	+ \$	
Other (provide full details)		
1. Domain Name (GoDaddy)	+ \$	16.94
2. Campaign Email Account (GoDaddy)	+ \$	40.54
3. Campaign Website (GoDaddy)	+ \$	189.70
4. Digital photography headshots (Amanda Hambly)	+ \$	200.00
5. Transportation (use of Tanya Hein's cargo ebike & charging)	+ \$	200.00
6.	+ \$	
Total Expenses subject to general spending limit	= \$	2,813.77 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		= \$	<u> </u> C3

3. Expenses not subject to spending limits

Accounting and audit		+ \$	<u>2,034.00</u>
Cost of fundraising events/activities (list details in Part IV of Schedule 2)		+ \$	_____
Office expenses incurred after voting day		+ \$	_____
Phone and/or internet expenses incurred after voting day		+ \$	<u>15.18</u>
Salaries, benefits, honoraria, professional fees incurred after voting day		+ \$	_____
Bank charges incurred after voting day		+ \$	<u>41.90</u>
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		= \$	<u>2,091.08</u> C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **4,904.85** C5

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)		+ \$	<u>732.15</u> D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign		- \$	<u>732.15</u>
Surplus (or deficit) for the campaign		= \$	<u>0</u> 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	+ \$ 1,875.00
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$ 400.00
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).	+ \$ 762.00
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).	+ \$ 2,600.00
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)	= \$ 5,637.00 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 (\$)
used iPhone 7	2022/05/06	130.00
office supplies (pens, paper, use of printer, clipboards, highlighters, tape, paperclips, folders)	2022/05/06	70.00
use of cargo e-bike & charging	2022/05/06	200.00
Total		400.00

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

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 (\$)
Neil MacLellan	114 Elfin Grove Stittsville ON K2V 0B9	2022/07/20	200.00	

Name	Full Address	Date Received (yyyy/mm/dd)	Amount Received (\$)	Amount Returned to Contributor or Paid to Clerk (\$)
Adrienne Charlton	119 Tapadero Avenue Stittsville ON K2V 0A7	2022/07/20	150.00	
Michael Cameron E. Bishop	657 Meadowridge Circle Carp ON K0A 1L0	2022/07/29	200.00	
Thomas Hellard	13 Rowan Road Stittsville ON K2S 1B7	2022/08/18	250.00	
Claudette Hellard	13 Rowan Road Stittsville ON K2S 1B7	2022/08/18	250.00	
Carol MacLellan	114 Elfin Grove Stittsville ON K2V 0B9	2022/09/16	200.00	
Helene Rivest	37 Lazy Nol Court Stittsville ON K2S 1T5	2022/11/03	150.00	
Quentin Schauer	2647 Silver Lake Road RR4 Killaloe ON K0J 2A0	2022/12/09	200.00	
Laurie Remus	2647 Silver Lake Road RR4 Killaloe ON K0J 2A0	2022/12/09	200.00	
Robert Borowski	642 Aberfoyle Court Kanata ON K2K 3R3	2022/12/28	200.00	
Violetta Borowski	642 Aberfoyle Court Kanata ON K2K 3R3	2022/12/28	200.00	
Cole Fitzgerald	94 Schauer Road RR4 Killaloe ON K0J 2A0	2022/12/31	200.00	
Total			2,400.00	

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 (\$)
Amanda Hambly	16 Birdstone Avenue Stittsville ON K2S 1G8	digital photography session (headshots)	2022/07/27	200.00
Total				200.00

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) \$ 2,600.00 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 Carleton Place	Date (yyyy/mm/dd) 2023/03/29
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Contact Information

Last Name or Single Name Nephin Winter Bingley, CPA	Given Name(s) Christa Bingley, CPA CA	Licence Number 3-30790
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Address

Suite/Unit Number Suite 1	Street Number 1	Street Name Costello Drive
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Municipality Carleton Place	Province Ontario	Postal Code K7C 0B4
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Telephone Number 613-257-4704	Email Address christa@nephinwinter.ca
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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.

NEPHIN WINTER BINGLEY

CHARTERED PROFESSIONAL ACCOUNTANTS

Independent Auditors' Report

To the City of Ottawa Elections Office, Clerk
in accordance with the Municipal Elections Act, 1996.

Opinion

We have audited the accompanying financial statement for the candidate Tanya Hein, which comprises the Statement of Campaign Income and Expenses and Calculation of Surplus or Deficit, Schedule of Contributions, Schedule of Fundraising and Events of Tanya Hein, Candidate, for the campaign period from May 03, 2022 to January 3, 2023 relating to the election held on October 24, 2022.

In our opinion, except for the possible effects of the matter described in the "Basis for Qualified Opinion" paragraph, the financial statements of candidate Tanya Hein present fairly, in all material respects, the income and expenses for the campaign period from May 3, 2022 to January 3, 2023 and the determination of surplus or deficit in accordance with the accounting treatment prescribed by the Municipal Elections Act, 1996.

Basis for Qualified Opinion

Due to the inherent nature of the transactions of electoral campaigns, the completeness of contributions, 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, and other revenue and expenses.

Candidate's Responsibility for the Financial Statements

The Candidate is responsible for the preparation of these financial statements in accordance with the Municipal Municipal Elections Act, 1996 and for such internal control as the 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 Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of these financial statements.

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

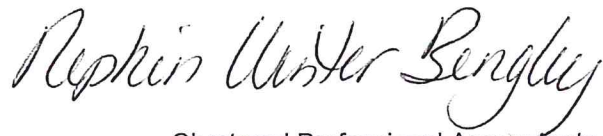
Basis of Accounting and Restriction on Use

The candidate's financial statement has been prepared in accordance with the financial reporting provisions of Section 88.25 of the Municipal Elections Act to assist the candidate Tanya Hein to meet the requirements of the Municipal Elections Act. As a result, the Return may not be suitable for another purpose. My report is intended solely for the City of Ottawa Elections Office, Clerk and the candidate, and should not be used by other parties.

Report on Other Legal and Regulatory Requirements

The Municipal Elections Act, 1996 does not require me to report, nor was it practicable for me to determine, that contributions reported include only those which may be properly retained in accordance with the provisions of the Municipal Elections Act, 1996.

The engagement partner on the audit resulting in this independent auditors' report is Christa Bingley, CPA, CA.



Chartered Professional Accountants
Licensed Public Accountants

Carleton Place, Ontario.
March 29, 2023.

Tanya Hein
18 Thresher Ave
Stittsville, ON
K2S 1X8

Wednesday, March 29, 2023

Nephtin Winter Bingley
1 Costello Drive Suite 2
Carleton Place, Ontario
K7C 0B4

Dear Sir/Madame:

This representation letter is provided in connection with your audit of the financial statements of Tanya Hein, a candidate in the Municipality of the City of Ottawa in the election held on October 24, 2022, for the period May 3, 2022 to January 03, 2023 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Municipal Elections Act, 1996.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of entity personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

1. Financial Statements

We have fulfilled our responsibilities as set out in the terms of the audit engagement dated Wednesday, March 15, 2023 for:

- a. Preparing and fairly presenting the financial statements in accordance with the financial reporting provisions of the Municipal Elections Act, 1996. which includes: Statement of Campaign Income and Expenses and Calculation of Surplus or Deficit, Schedule of Contributions, Schedule of Fundraising and Events for the candidacy of Tanya Hein, a candidate in the Municipality of the City of Ottawa in the election held on October 24, 2022, for the period May 3, 2022 to January 03, 2023.
- b. Providing you with:
 - i. Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as:
 - A. Accounting records, supporting data and other relevant documentation,
 - B. Information on any other matters, of which we are aware, that is relevant to the preparation of the financial statements;
 - ii. Additional information that you have requested from us for the purpose of the audit; and
 - iii. Unrestricted access to persons from whom you determine it necessary to obtain audit evidence.
- c. Ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements; and
- d. Designing and implementing such internal control as we determined is necessary to

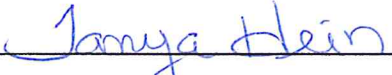
enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We have also communicated to you any deficiencies in the design and implementation or the maintenance of internal control over financial reporting of which we are aware.

2. The date of the financial statement is March 29, 2023.
3. You have been provided a note describing the financial reporting framework applied for preparing the financial statement.
4. You have been afforded access to all the records, documents, books, accounts, bank account records and vouchers held by the official agent and held by the candidate relating to the election.
5. All loans, advances, deposits, contributions and gifts received and all expenses incurred, including in particular items (a) to (c) below, have been determined and recorded as required by the Act.
 - a. labour other than volunteer labour
 - b. commercial value of property and services
 - c. personal expenses of the candidate
6. The official agent has received all the amounts contributed. No contribution in excess of the amount permitted by the Act has knowingly been accepted from a particular individual.
7. All persons indicated on the receipt forms made such donations on their own behalf and not as nominees for other persons or for an organization.
8. All contributions received from ineligible contributors were returned to the contributor within 30 days of becoming aware of the ineligibility.
9. No electoral campaign expenses (as defined in the Act) have been incurred by any person or organization other than the candidate.
10. We have disclosed to you all claims and possible claims against the candidate and/or the official agent, whether or not such claims have been discussed with a lawyer.
11. We are not aware of any illegal or possible illegal acts that have not been disclosed to you.
12. To the extent possible, taking into account the nature and size of the candidate's campaign, we acknowledge our responsibility to implement controls procedures designed to prevent and detect misstatements whether due to fraud or error. We believe that the effects of any uncorrected misstatements aggregated by you during the audit, as set out in the attached schedule, are immaterial, both individually and in the aggregate, to the financial statement as a whole (or, if all misstatements have been corrected, state that there are no uncorrected misstatements; otherwise, the schedule of uncorrected misstatements should be attached to the representation letter).
13. We confirm that we have disclosed to you all significant facts relating to any frauds or suspected frauds known to us that may have affected the financial statement, and the results of our assessment of any material misstatements resulting from the fraud.
14. We are not aware of any instances of non-compliance or suspected noncompliance with the Act or other laws and regulations whose effects should be considered when preparing the financial statement (or We have disclosed to you all facts related to instances of non-compliance or suspected noncompliance with the Act or other laws and regulations whose

effects should be considered when preparing the financial statement).

15. All subsequent events to the date of the form that affect the information required to be disclosed or adjusted in this form have been accounted for or disclosed in the form.
16. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
17. The amounts shown in the Statement of Campaign Income and Expenses are \$5637.00 and \$4904.85 respectively. After refund of candidate cash contributions of \$732.15, the Calculation of Surplus or Deficit is \$nil.
18. For the sole purpose of the candidate's electoral campaign, a separate bank account was opened in a Canadian financial institution.
19. The account holder is as follows: Tanya Hein Campaign Account.
20. All financial transactions of the candidate in relation to an electoral campaign that involve the payment or receipt of money were paid from or deposited to the account.

Yours truly,



Tanya Hein, Candidate



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: Nephtin Winter Bingley - Christa Bingley CPA CA.

Professional Designation of Auditor: Chartered Professional Accountant

Name of Candidate: Tanya Hein
(Please print candidate's full name)

Nominated candidate for the office of:

- Mayor
- Councillor, Ward 6

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

Nephtin Winter Bingley

Christa Bingley
Signature of Auditor

2023/03/29.
Date (yyyy/mm/dd)

This collection of personal information is made under the authority of the *Municipal Elections Act, 1996*. This document is created and will be maintained as a public record pursuant to Section 88 of the *Municipal Election Act, 1996*. Inquiries about this collection should be directed to the Elections Office, 613-580-2660.

Contribution Receipt

Tanya Hein Campaign (Running for City Councillor Ward 6
Stittsville)

Accepted in kind contribution valued at \$400 (iPhone 7 at
\$130, office supplies at \$70, use of cargo ebike for duration of
campaign at \$200) from Tanya Hein (candidate), May 6, 2022.
Receipt issued May 6, 2022.

Contributor Name & Address:

Tanya Hein
18 Thresher Ave.
Stittsville ON
K2S 1X8

Candidate Signature:

Tanya Hein May 6/22

Contribution Receipt
Tanya Hein Campaign (Running for City Councillor Ward 6
Stittsville)

Accepted \$300 cheque from Tanya Hein (candidate), May 6,
2022.

Receipt issued May 6, 2022.

Contributor Name & Address:

Tanya Hein
18 Thresher Ave.
Stittsville ON
K2S 1X8

Candidate Signature:

Tanya Hein *May 6/22*



Branch: 3281 STITTSVILLE BRANCH
1270 STITTSVILLE MAIN ST
STITTSVILLE ON

Date: May 6, 2022, 10:21 AM
Ref #: 0092084372 - ZIB1A

From: Cheque Total 300.00

To: 3281-50***76
Deposit
Cash: 0.00 (CAD)
Number of Items: 1
TANYA HEIN
300.00

Hold 200.00 3281-50***76
Funds will be available on May
13, 2022

Account Balance:
3281-50***76: 300.00

Thank You for banking with TD.
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