

Municipal Elections Act, 1996 (Section 88.25)

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 his or her spouse) shall be paid immediately over to the clerk who is responsible for the conduct of the election.

For the campaign period from (day candidate filed nomination) 2018/05/01 to 2018/12/31

Check box marked: Initial filing reflecting finances to December 31 (or 45<sup>th</sup> day after voting day in a by-election)

Check box unmarked: Supplementary filing including finances after December 31 (or 45<sup>th</sup> day after voting day in a by-election)

**Box A: Name of Candidate and Office**

Candidate’s name as shown on the ballot

Last name or Single Name: Leith-Gudbranson

Given Name(s): Donna

Office for which the candidate sought election: Councillor

Ward name or number (if any): Innes Ward 2

Municipality: City of Ottawa

Spending Limit – General: \$30189.75

Spending Limit – Parties and Other Expressions of Appreciation: \$3018.98

Check box unmarked: I did not accept any contributions or incur expenses (Complete Box A and B only)

**Box B: Declaration**

I, Donna Leith-Gudbranson, 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

Date (Year/Month/Day): 2019/01/22

Date Filed (Year/Month/Day): 2019/01/29

Time Filed: 11:30

Initial of Candidate or Agent (if filed in person)

Signature of Clerk of Designate

## **Box C: Statement of Campaign Income and Expenses**

### **Loan**

Name of bank or recognized lending institution: Not provided

Amount borrowed: \$0.00

### **Income**

Total amount of all contributions (from line 1A in Schedule 1): \$ 32250.00

Revenue from items \$25 or less: \$ 0.00

Sign deposit refund: \$ 0.00

Revenue from fundraising events not deemed a contribution (from Part 3 of Schedule 2): \$ 0.00

Interest earned by campaign bank account: \$ 0.00

Other (provide full details): No Other Income

Line C1: Total Campaign Income (Do not include loan): \$ 32250.00

### **Expenses (Note: Include the value of contributions of goods and services)**

#### **Expenses subject to general spending limit**

Inventory from previous campaign used in this campaign (list details in Table 4 of Schedule 1): \$ 0.00

Advertising: \$ 5354.71

Brochures/flyers: \$ 4325.08

Signs (including sign deposit): \$ 11972.40

Meetings hosted: \$ 0.00

Office expenses incurred until voting day: \$ 44.45

Phone and or internet expenses incurred until voting day: \$ 0.00

Salaries, benefits, honoraria, professional fees incurred until voting day: \$ 0.00

Bank charges incurred until voting day: \$ 0.00

Interest charged on loan until voting day: \$ 0.00

Other (provide full details):

1. Critical Connection – Voter ID and GOTV :\$ 4000.00
2. Rental of Booth and Material at the Blackburn Fair:\$ 146.27
3. Campaign Launch (Refreshments, room rental, decorations):\$ 938.65
4. Voter's List:\$ 22.60

5. T-Shirts :\$ 1270.97

Line C2: Total Expenses subject to general spending limit: \$ 28075.13

**Expenses subject to spending limit for parties and other expressions of appreciation:**

1. October 22<sup>nd</sup> – Expression of Appreciation Gathering :\$ 1915.00

Line C3: Total Expenses subject to spending limit for parties and other expressions of appreciation: \$1915.00

**Expenses not subject to spending limits**

Accounting and audit: \$ 2203.50

Cost of fundraising events or activities (list details in Part 4 of Schedule 2): \$ 0.00

Office expenses incurred after voting day: \$ 9.61

Phone and or internet expenses incurred after voting day: \$ 0.00

Salaries, benefits, honoraria, professional fees incurred after voting day: \$ 0.00

Bank charges incurred after voting day: \$ 0.00

Interest charged on loan after voting day: \$ 0.00

Expenses related to recount: \$ 0.00

Expenses related to controverted election: \$ 0.00

Expenses related to compliance audit: \$ 0.00

Expenses related to candidate's disability (provide full details): No expenses related to candidate's disability.

Other (provide full details): No other expenses not subject to spending limit.

Line C4: Total expenses not subject to spending limits: \$ 2213.11

Line C5: Total Campaign Expenses (Line C2 + Line C3 + Line C4): \$ 32203.24

**Box D: Calculation of Surplus of Deficit**

Line D1: Excess (deficiency) of income over expenses (Income minus Total Expenses) (Line C1 – Line C5): \$ 46.76

Line D2: Eligible deficit carried forward by the candidate from the last election (applies to 2018 regular election only): \$ 0.00

Total (Line D1 – Line D2): \$46.76

If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign: \$46.76

Line D3: Surplus (or deficit) for the campaign: \$ 0.00

If line D3 shows a surplus, the amount must be paid in trust, at the time the financial statements are filed, to the municipal clerk who was responsible for the conduct of the election.

## Schedule 1 – Contributions

### Part 1 – Summary of Contributions

Contributions in money from candidate and spouse: \$10835.00

Contributions in goods and services from candidate and spouse (include value listed in Table 3 and Table 4): \$900.00

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)): \$ 26650.00

Total value of contributions exceeding \$100 per contributor (from line 1B on page 5; list details in Tables 1 and Table 2) (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)): \$ 0.00

Less: Contributions returned or payable to the contributor: \$ 150.00

Less: Contributions paid or payable to the clerk, including contributions from anonymous sources exceeding \$25: \$ 0.00

Line 1A: Total amount of contributions (record under Income in Box C): \$ 32250.00

### Part 2 – Contributions exceeding \$100 per contributor – individuals other than candidate or spouse

**Table 1: Monetary contributions from individuals other than candidate or spouse**

Name	Full Address	Date Received	Amount \$	Amount \$ Returned to Contributor or Paid to the City Clerk
Edward Phillips	3436 Prince of Wales Dr, Ottawa, ON, K2G 6X2	07-May-18	\$1,200.00	\$0.00
Rainer Bloess	22 Burnview Cres, Ottawa, ON, K1B 3J3	25-May-18	\$200.00	\$0.00
Lynn Leduc	22 Burnview Cres, Ottawa, ON, K1B 3J3	25-May-18	\$200.00	\$0.00
Kevin Yemm	266 Second Ave, Ottawa, ON, K1S 2H9	30-May-18	\$600.00	\$0.00

Name	Full Address	Date Received	Amount \$	Amount \$ Returned to Contributor or Paid to the City Clerk
Steve Grandmont	1856 Mickelberry Cres, Ottawa, ON, K4A 0P2	30-May-18	\$600.00	\$0.00
Pierre Lanctot	2006 Silver Pines Cres, Ottawa, ON, K1W 1J6	25-Jun-18	\$500.00	\$0.00
Carlos Dasilva	25 Rothwell Dr, Ottawa, ON, K1J 7G5	28-Jun-18	\$750.00	\$0.00
Le Bac à Frites	Company (amount returned)	2018/10/22	\$150.00	\$150.00
John R. MacDougall	5515 Wiklow Dr, Ottawa, ON, K4M 1C4	28-Jun-18	\$1,200.00	\$0.00
John D. Stirling	1148 Julia Crt, Ottawa, ON, K0A 1T0	28-Jun-18	\$250.00	\$0.00
Denis Goulet	388 Temagami Cres, Mississauga, ON, L5H 4K8	28-Jun-18	\$1,200.00	\$0.00
Douglas Bruce Kelly	16 Malcolm Pl, Ottawa, ON, K2G 1P5	28-Jun-18	\$600.00	\$0.00
David Henry Chick	41 Taj Crt, Ottawa, ON, K1G 5K7	28-Jun-18	\$300.00	\$0.00
Julie Taggart	182 Keyworth Ave, Ottawa, ON, K1Y 0E9	28-Jun-18	\$1,200.00	\$0.00
Cuckoo Kochar	3759 Revelstoke Dr, Ottawa, ON, K1V 7C2	30-Jun-18	\$500.00	\$0.00
Joanna Van Haastreht	5504 Wicklow Dr, Ottawa, ON, K4M 1C4	26-Jul-18	\$1,000.00	\$0.00
Troy Van Haastreht	5504 Wicklow Dr, Ottawa, ON, K4M 1C4	26-Jul-18	\$1,000.00	\$0.00
Francesco Cairo	2742 Grand Vista Cir, Ottawa, ON, K2J 0W6	26-Jul-18	\$1,000.00	\$0.00

Name	Full Address	Date Received	Amount \$	Amount \$ Returned to Contributor or Paid to the City Clerk
John Riddell	11 Oakbriar Cres, Ottawa, ON, K2J 5E9	26-Jul-18	\$1,200.00	\$0.00
J. Kardish	1737 Woodward Dr, Ottawa, ON, K2C 0P9	30-Aug-18	\$500.00	\$0.00
David Young	237 Castlegarth Cres, Ottawa, ON, K2J 5N6	26-Aug-18	\$500.00	\$0.00
Johanne Tomlinson	1338 River Rd, P.O. Box 254 Stn Main, Manotick, ON, K4M 1A3	26-Aug-18	\$500.00	\$0.00
Sara Potechin	42 Constable St, Ottawa, ON, K2J 3E6	13-Sep-18	\$500.00	\$0.00
Wayne French	476 Lawler Cres, Ottawa, ON, K4A 3Y4	29-Sep-18	\$125.00	\$0.00
Claudette Gibeault	1314 Gaultois Ave, Ottawa, ON, K1C 3G6	11-Oct-18	\$120.00	\$0.00
Jennifer Hibberd	253 Dunvegan Rd, Toronto, ON, M5P 2P5	15-Oct-18	\$1,200.00	\$0.00
James Ikkers	2115 Blue Willow Cres, Ottawa, ON, K1W 1K3	16-Oct-18	\$300.00	\$0.00
Francine Perrault- Leblanc	3000 Navan Rd, Ottawa, ON, K1C 7G4	15-Oct-18	\$500.00	\$0.00
Lauryn Dingwall	15040 Concession 3-4 Rd, Finch, ON, K0C 1K0	27-Nov-19	\$120.00	\$0.00
Pierre Campeau	582 Baie-des- castors St, Ottawa, ON, K4A 0Y7	13-Dec-18	\$1,000.00	\$0.00
Roxanne Berthelot	582 Baie-des- castors St, Ottawa, ON, K4A 0Y7	13-Dec-18	\$1,000.00	\$0.00



Name	Full Address	Date Received	Amount \$	Amount \$ Returned to Contributor or Paid to the City Clerk
Paulette Peski	6149 Westwater Cres, Ottawa, ON, K1W 1E1	15-Dec-18	\$250.00	\$0.00

Total amount of monetary contributions from individuals other than candidate or spouse: \$ 20665.00

**Table 2: Contributions in goods and services from individuals other than candidate or spouse (Note: must also be recorded as Expenses in Box C)**

Name	Full Address	Description of Goods and Services	Date Received (Year/Month/Day)	Value \$
Not Provided	Not Provided	Not Provided	Not Provided	\$0.00

Total amount of contributions in goods and services from individuals other than candidate or spouse: \$ 0.00 (Not applicable)

Line 1B - Total for Part 2 – Contributions exceeding \$100 per contributor (Add totals from Table 1 and Table 2 and record the total in Part 1 – Summary of Contributions): \$20665.00

**Part 3 – Contributions from candidate or spouse**

**Table 3: Contributions in goods or services**

Description of Goods and Services	Date Received (Year/Month/Day)	Value \$
Not Provided	Not Provided	\$0.00

Total value of goods or services from candidate or spouse: \$ 0.00 (Not applicable)

**Table 4: 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 (Year/Month/Day)	Supplier	Quantity	Current Market Value \$
Not Provided	Not Provided	Not Provided	Not Provided	\$0.00

Total value of inventory of campaign goods and materials from previous municipal campaign used in this campaign: \$ 0.00 (Not applicable)

**Schedule 2 – Fundraising Events and Activities**

**Fundraising Event or Activity**

Complete a separate schedule for each event or activity held

Check box unmarked: Additional schedule(s) attached

Description of fundraising event/activity: Not applicable

Date of event/activity (Year/Month/Day): Not provided

**Part 1 – Ticket revenue**

Line 2A: Admission charge (per person) (if there are a range of ticket prices, attach complete breakdown of all ticket sales): \$ 0.00

Line 2B: Number of tickets sold: 0

Total Part 1 (Line 2A x 2B) (include in Part 1 of Schedule 1): \$ 0.00

**Part 2 – Other revenue deemed a contribution**

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

Provide details

Total Part 2 (include in Part 1 of Schedule 1): \$ 0.00

**Part 3 – Other revenue not deemed a contribution**

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

Provide details

Total Part 3 (include under Income in Box C): \$ 0.00

**Part 4 – Expenses related to fundraising event or activity**

Provide details

Total Part 4 Expenses (include under Expenses in Box C): \$ 0.00

**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, CA – Ontario Public Accounting License

Municipality: Ottawa

Date (Year/Month/Day): 2019/01/22

Contact information

Last Name or Single Name: Nolet

Given Name(s): Lionel

Licence Number: 1-11855

Address - Suite or Unit Number. Street number and Street Name: 400-1420 Blair Place

Municipality, Province and Postal Code: Ottawa, Ontario K1J 9L8

Telephone Number (including area code): 613-745-8387

Email Address: gbeaulieuroy@mlcpa.ca

The report must be done in accordance with generally accepted auditing standards and must set out the scope of the examination and provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

Check box marked: 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

*Municipal Elections Act, 1996* (Section 88.25) To the City of Ottawa, Clerk

### *Qualified Opinion*

We have audited the Financial Statement - Form 4, including the Statement of Campaign Income and Expenses and the Statement of Calculation of Surplus or Deficit of Donna Leith-Gudbranson, Councillor candidate of the Innes Ward 2, for the campaign period from May 1, 2018 to December 31, 2018 relating to the election held on October 22, 2018.

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 Statement presents fairly, in all material respects, the income and expenses for the campaign period from May 1, 2018 to December 31, 2018 and the calculation of surplus in accordance with the accounting treatment prescribed by the *Municipal Elections Act, 1996*.

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

### *Basis for Qualified Opinion*

Due to the nature of the types of transactions inherent in an election campaign, it is impracticable through auditing procedures to determine that the accounting records include all donations of goods and services, and receipts and disbursements. Accordingly, our verification of these transactions was limited to ensuring that the Financial Statement reflects the amounts recorded in the accounting records of Donna Leith-Gudbranson, candidate, in accordance with the accounting procedures established by the *Municipal Elections Act, 1996* and we were not able to determine whether any adjustments might be necessary to income and expenses and surplus.

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 Statement* 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 statement 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.

### *Emphasis of Matter - Restriction on Distribution*

This report is provided solely for the purpose of assisting the City of Ottawa in discharging its responsibilities and should not be referred to or used for any other purpose.

*Responsibilities of Donna Leith-Gudbranson, Candidate for the Financial Statement*

Donna Leith-Gudbranson, candidate, is responsible for the preparation and fair presentation of the Financial Statement in accordance with the accounting treatment prescribed by the *Municipal Elections Act, 1996*, and for such internal control as Donna Leith-Gudbranson, candidate, determines is necessary to enable the preparation of a Financial Statement that is free from material misstatement, whether due to fraud or error.

*Auditor's Responsibilities for the Audit of the Financial Statement*

Our objectives are to obtain reasonable assurance about whether the Financial Statement as a whole is 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 this financial statement.

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 Statement, 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 campaign's internal control.
- Evaluate the overall presentation, structure and content of the Financial Statement, including the disclosures, and whether the financial statement represent the underlying transactions and events in a manner that achieves fair presentation.

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.

(Auditor's signature)

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario  
January 22, 2019