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 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

☑ Initial filing reflecting finances to December 31 (or 45 days after voting day in a by-election)
☐ Supplementary filing including finances after December 31 (or 45 days 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
Ward name or no. (if any)
Councillor Innes Ward 2

Municipality
Ottawa

Spending Limit - General
$30,189.75

Spending Limit - Parties and Other Expressions of Appreciation
$3,018.98

☐ I did not accept any contributions or incur any expenses. (Complete Boxes 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 (yyyy/mm/dd)
2019/01/02

Date Filed (yyyy/mm/dd)
2019/01/29

Time Filed
11:30

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

8503P (2018/04) © Queen's Printer for Ontario, 2018
Disponible en français Page 1 of 10
### Box C: Statement of Campaign Income and Expenses

#### LOAN
Name of bank or recognized lending institution
Amount borrowed $0

#### INCOME
Total amount of all contributions (from line 1A in Schedule 1) + $32,250.00
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. + $
Total Campaign Income (Do not include loan) = $32,250.00 C1

#### 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) + $
Advertising + $5,354.71
Brochures/flyers + $4,325.08
Signs (including sign deposit) + $11,972.40
Meetings hosted + $
Office expenses incurred until voting day + $44.45
Phone and/or internet expenses incurred until voting day + $
Salaries, benefits, honoraria, professional fees incurred until voting day + $
Bank charges incurred until voting day + $
Interest charged on loan until voting day + $
Other (provide full details)
1. Critical Connection - Voter ID and GOTV + $4,000.00
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 + $1,270.97
Total Expenses subject to general spending limit = $28,075.13 C2

#### EXPENSES
Expenses subject to spending limit for parties and other expressions of appreciation
1. October 22nd - Expression of Appreciation Gathering + $1,915.00
2. + $
3. + $
4. + $
5. + $
Total Expenses subject to spending limit for parties and other expressions of appreciation = $1,915.00 C3
**Expenses not subject to spending limits**

- Accounting and audit + $ 2,203.50
- Cost of fundraising events/activities (list details in Part IV of Schedule 2) + $
- Office expenses incurred after voting day + $ 9.61
- Phone and/or internet expenses incurred after voting day + $
- Salaries, benefits, honoraria, professional fees incurred after voting day + $
- Bank charges incurred after voting day + $
- 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**

= $ 2,213.11 C4

**Total Campaign Expenses (C2 + C3 + C4)**

= $ 32,203.24 C5

---

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess (deficiency) of income over expenses (Income minus Total Expenses)</td>
<td>+ $ 46.76 D1</td>
</tr>
<tr>
<td>(C1 – C5)</td>
<td></td>
</tr>
<tr>
<td>Eligible deficit carried forward by the candidate from the last election</td>
<td>– $ 46.76 D2</td>
</tr>
<tr>
<td>(applies to 2018 regular election only)</td>
<td></td>
</tr>
<tr>
<td>Total (D1 – D2)</td>
<td>= $ 46.76</td>
</tr>
<tr>
<td>If there is a surplus, deduct any refund of candidate’s or spouse’s</td>
<td>– $ 46.76 D3</td>
</tr>
<tr>
<td>contributions to the campaign</td>
<td></td>
</tr>
<tr>
<td>Surplus (or deficit) for the campaign</td>
<td>= $ 46.76</td>
</tr>
</tbody>
</table>

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 is responsible for the conduct of the election.
Schedule 1 - Contributions

Part I – Summary of Contributions
Contributions in money from candidate and spouse + $ 10,835.00
Contributions in goods and services from candidate and spouse + $ 900.00
(include value listed in Table 3 and Table 4)

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).
$ 20,665.00

Total value of contributions exceeding $100 per contributor (from line 1B on page 5; list details in Table 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).

Less: Contributions returned 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) = $ 32,250.00 1A

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Address</th>
<th>Date Received</th>
<th>Amount Received</th>
<th>Amount $ Returned to Contributor or Paid to Clerk</th>
</tr>
</thead>
</table>
| Edward Phillips | 3436 Prince of Wales Drive
               Ottawa, ON K2G 6X2                | 2018/05/07    | 1,200.00       |                                                  |
| Rainer Bloess   | 22 Burnview Crescent
               Gloucester, ON K1B 3J3            | 2018/05/25    | 200.00         |                                                  |
| Lynn Leduc      | 22 Burnview Crescent
               Gloucester, ON K1B 3J3            | 2018/05/25    | 200.00         |                                                  |
| Kevin Yemm      | 266 Second Avenue
               Ottawa, ON K1S 2H9                | 2018/05/30    | 600.00         |                                                  |
| Steve Grandmont | 1856 Mickelberry Crescent
               Orleans, ON K4A 0P2                | 2018/05/30    | 600.00         |                                                  |
| Pierre Lanctot  | 2006 Silver Pines
               Ottawa, ON K1W 1J6                 | 2018/06/25    | 500.00         |                                                  |
| Carlos Dasilva  | 25 Rothwell Drive
               Gloucester, ON K1J 7G5             | 2018/06/28    | 750.00         |                                                  |
| Le Bac à Frites | Company (amount refunded)            | 2018/10/22    | 150.00         | 150.00                                           |

TOTAL on Supplementary Attachment 16,465.00
Additional information is listed on separate supplementary attachment

Total: 20,665.00
# ADDITIONAL LIST

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Address</th>
<th>Date Received</th>
<th>Amount ($)</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean-Guy Rivard</td>
<td>1455 Youville Drive Suite 210 Orleans, ON K1C 6Z7</td>
<td>June 28-2018</td>
<td>400.00</td>
<td></td>
</tr>
<tr>
<td>John R. MacDougall</td>
<td>5515 Wiklow Drive Manotick, ON K4M 1C4</td>
<td>June 28-2018</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>John D. Stirling</td>
<td>1148 Julia Court Dunrobin, ON K0A 1T0</td>
<td>June 28-2018</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>Denis Goulet</td>
<td>388 Temagami Crescent Mississauga, ON L5H 4K8</td>
<td>June 28-2018</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>Douglas Bruce Kelly</td>
<td>16 Malcolm Place Nepean, ON K2G 1P5</td>
<td>June 28-2018</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>David Henry Chick</td>
<td>41 Tajcourt Ottawa, ON K1G 5K7</td>
<td>June 28-2018</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Julie Taggart</td>
<td>182 Keyworth Avenue Ottawa, ON K1Y 0E9</td>
<td>June 28-2018</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>Cuckoo Kochar</td>
<td>3759 Revelstoke Drive Ottawa, ON K1V 7C2</td>
<td>June 30-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Joanna Van Haastrecht</td>
<td>5504 Wicklow Drive Manotick, ON K4M 1C4</td>
<td>July 26-2018</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Troy Van Haastrecht</td>
<td>5504 Wicklow Drive Manotick, ON K4M 1C4</td>
<td>July 26-2018</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Francesco Cairo</td>
<td>2742 Grand Vista Circle Nepean, ON K2J 0W6</td>
<td>July 26-2018</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>John Riddell</td>
<td>11 Oakbriar Cresc Nepean, ON K2J 5E9</td>
<td>July 26-2018</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>J. Kardish</td>
<td>1737 Woodward Drive Ottawa, ON K2J 5P9</td>
<td>Aug 30-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>David Young</td>
<td>237 Castlegarth Cresc Nepean, ON K2J 5N6</td>
<td>Aug 26-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Johanne Tomlinson</td>
<td>1338 River Road, P.O. Box 254, Station Main Manotick, ON K4M 1A3</td>
<td>Aug 26-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Sara Potechin</td>
<td>42 Constable Street Ottawa, ON K2J 3E6</td>
<td>Sept 13-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Wayne French</td>
<td>476 Lawler Crescent Cumberland, ON K4A 3Y4</td>
<td>Sept 29-2018</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>Claudette Gibeault</td>
<td>1314, ave Gaultois Orleans, ON K1C 3G6</td>
<td>Oct 11-2018</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>Jennifer Hibberd</td>
<td>253 Dunvegan Road Toronto, ON K2J 3E6</td>
<td>Oct 15-2018</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>James Ikkers</td>
<td>2115 Blue Willow Cresc Ottawa, ON K1W 1K3</td>
<td>Oct 16-2018</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td>Francine Perreault-Leblanc</td>
<td>3000 Navan Road Gloucester, ON K1C 7G4</td>
<td>Oct 15-2018</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Lauryn Dingwall</td>
<td>15040 Concession Road 3-4 Finch, ON K0C 1K0</td>
<td>Nov 27-2018</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>Pierre Campeau</td>
<td>582, rue de la Baie des Castors Orleans, ON K4A OY7</td>
<td>Dec 13-2018</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Roxanne Berthelot</td>
<td>582, rue de la Baie des Castors Orleans, ON K4A 0Y7</td>
<td>Dec 13-2018</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>Paulette Peski</td>
<td>6149 Westwater Crescent Orleans, ON K1W 1E1</td>
<td>Dec 15-2018</td>
<td>250.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FOR THIS PAGE:** 16,465.00
### Table 2: Contributions in goods or services from individuals other than candidate or spouse
(Note: must also be recorded as Expenses in Box C)

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Address</th>
<th>Description of Goods or Services</th>
<th>Date Received (yyyy/mm/dd)</th>
<th>Value $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
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</table>

[ ] Additional information is listed on separate supplementary attachment

Total for Part II - Contributions exceeding $100 per contributor
(Add totals from Table 1 and Table 2 and record the total in Part 1 - Summary of Contributions)

$ 20,665.00 1B

### Part III – Contributions from candidate or spouse

### Table 3: Contributions in goods or services

<table>
<thead>
<tr>
<th>Description of Goods or Services</th>
<th>Date Received (yyyy/mm/dd)</th>
<th>Value $</th>
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<tbody>
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<tr>
<td>Description of Goods or Services</td>
<td>Date Received (yyyy/mm/dd)</td>
<td>Value $</td>
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</table>

☐ Additional information is listed on separate supplementary attachment

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Acquired (yyyy/mm/dd)</th>
<th>Supplier</th>
<th>Quantity</th>
<th>Current Market Value $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Date Acquired (yyyy/mm/dd)</td>
<td>Supplier</td>
<td>Quantity</td>
<td>Current Market Value $</td>
</tr>
<tr>
<td>Description</td>
<td>Date Acquired (yyyy/mm/dd)</td>
<td>Supplier</td>
<td>Quantity</td>
<td>Current Market Value $</td>
</tr>
</tbody>
</table>

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)
<table>
<thead>
<tr>
<th>Description</th>
<th>Date Acquired (yyyy/mm/dd)</th>
<th>Supplier</th>
<th>Quantity</th>
<th>Current Market Value $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

[ ] Additional information is listed on separate supplementary attachment

Total
Schedule 2 – Fundraising Events and Activities

Fundraising Event/Activity
Complete a separate schedule for each event or activity held

[ ] Additional schedule(s) attached

Description of fundraising event/activity: Not applicable

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

Part I – Ticket revenue
Admission charge (per person)
(If there are a range of ticket prices, attach complete breakdown of all ticket sales)

$ \times 0 = 0$

Number of tickets sold

Total Part I (2A X 2B) (include in Part 1 of Schedule 1)

Part II – Other revenue deemed a contribution
(e.g. revenue from goods sold in excess of fair market value)
Provide details

1. + $

2. + $

3. + $

4. + $

5. + $

Total Part II (include in Part 1 of Schedule 1)

Part III – Other revenue not deemed a contribution
(e.g. contribution of $25 or less; goods or services sold for $25 or less)
Provide details

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. + $

6. + $

7. + $

8. + $

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
CPA, CA - Ontario Public Accounting License

Municipality
Ottawa

Date (yyyy/mm/dd)
2019/01/22

Contact Information

Last Name or Single Name
Nolet

Given Name(s)
Lionel

Licence Number
1-11855

Marcil Lavallée

Address
Suite/Unit No.
400

Street No.
1420

Street Name
Blair Place

Municipality
Ottawa

Province
Ontario

Postal Code
K1J 9L8

Telephone No. (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
- provide an opinion as to the completeness and accuracy of the financial statement and whether it is free of material misstatement

☑️ Report is attached
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.

Marcil Lavallée

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario
January 22, 2019