

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)

2	0	2	2
YYYY			

0	5
MM	

0	4
DD	

 to

2	0	2	3
YYYY			

0	1
MM	

0	3
DD	

- ☒ 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

Towndale

Given Name(s)

Justin Matthew

Office for Which the Candidate Sought Election

Mayor

Ward Name or Number (if any)

Municipality

Cornwall

Spending Limit

General

\$37,031.55

Parties and Other Expressions of Appreciation

\$3,703.16

Contribution Limit

Contributions from Candidate and Spouse

\$14,448.60

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

Box B: Declaration

I, Justin Towndale, 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)

Date Filed (yyyy/mm/dd)

Time Filed

Initial of Candidate or Agent (if filed in person)

Signature of Clerk or Designate

2023/05/01

10:25am

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

Name of bank or recognized lending institution

Amount borrowed
\$**INCOME**

Total amount of all contributions (from line 1A in Schedule 1)	+ \$	10,401.23
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)

= \$ 10,401.23 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)

	\$	2,651.23
Advertising	+ \$	99.44
Brochures/flyers	+ \$	1,457.00
Signs (including sign deposit)	+ \$	2,594.06
Meetings hosted	+ \$	202.39
Office expenses incurred until voting day	+ \$	698.56
Phone and/or internet expenses incurred until voting day	+ \$	135.24
Salaries, benefits, honoraria, professional fees incurred until voting day	+ \$	
Bank charges incurred until voting day	+ \$	19.00
Interest charged on loan until voting day	+ \$	

Other (provide full details)

1. Canada Post Neighbourhood Mail	+ \$	2,021.62
2. Transportation Expenses	+ \$	659.74
3. Events Attended	+ \$	750.03
4. Professional Campaign Photos	+ \$	226.00
5.	+ \$	
6.	+ \$	

Total Expenses subject to general spending limit

= \$ 11,514.31 C2

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

1. Expenses for Victory Party	+ \$	112.58
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2.	_____	+ \$	_____
3.	_____	+ \$	_____
4.	_____	+ \$	_____
5.	_____	+ \$	_____
Total Expenses subject to spending limit for parties and other expressions of appreciation		= \$	112.58 C3

3. Expenses not subject to spending limits

Accounting and audit	_____	+ \$	_____
Cost of fundraising events/activities (list details in Part IV of Schedule 2)	_____	+ \$	_____
Office expenses incurred after voting day	_____	+ \$	226.20
Phone and/or internet expenses incurred after voting day	_____	+ \$	_____
Salaries, benefits, honoraria, professional fees incurred after voting day	_____	+ \$	_____
Bank charges incurred after voting day	_____	+ \$	6.00
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		= \$	232.20 C4

Total Campaign Expenses (C2 + C3 + C4) = \$ **11,859.09 C5**

Box D: Calculation of Surplus or Deficit

Excess (deficiency) of income over expenses (Income minus Total Expenses) (C1 – C5)	+ \$	-1,457.86 D1
If there is a surplus, deduct any refund of candidate's or spouse's contributions to the campaign	– \$	_____
Surplus (or deficit) for the campaign	= \$	-1,457.86 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	\$	
Contributions in goods and services from candidate and spouse (include value listed in Table 1 and Table 2)	+ \$	2,651.23
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).	+ \$	150.00
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).	+ \$	7,600.00
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)	= \$	10,401.23 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 (\$)
18" x 24" coroplast signs from 2014 and 2018 elections		Cornwall City Press/Dave's Reliable Signs	161	1,125.39
48" x 48" coroplast signs from 2018 election		Dave's Reliable Signs	20	1,100.00
H-Frames from 2014 and 2018 elections		Cornwall City Press/Dave's Reliable Signs	111	227.55
2"x2"x6' pickets for framing from 2018		Emard Lumber	40	87.40
1"x2"x2' pickets for framing from 2018		Emard Lumber	40	15.20
1"x3"x8' spruce cut at 4' for framing from 2018		Emard Lumber	30	38.48
1"x3"x8' spruce for framing from 2018		Emard Lumber	22	28.22

Description	Date Acquired (yyyy/mm/dd)	Supplier	Quantity	Current Market Value (\$)
Wood Screws		Emard Lumber	80	10.00
Drywall Screws		Lowe's	100	6.99
Campaign Buttons		Kate Dwyer Designs	12	12.00
			Total	2,651.23

☐ 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 (\$)
Timothy C. Beach	236 Augustus Street Cornwall, ON K6J 3W3	2022/12/31	1,000.00	
Claudette Benson	321 Water Street, Suite 401 Cornwall, ON K6J 1A5	2022/06/02	150.00	
Eric Bergeron	506 Riverdale Avenue Cornwall, ON K6J 2K4	2022/10/06	250.00	
Mike Feenstra	17 Hursting Avenue Toronto, ON M6C 1K5	2022/09/06	150.00	
Ronald Lajoie	20658 Concession 8 RR 2 Green Valley, ON K0C 1L0	2022/09/29	500.00	
William Lang	219 Pescod Avenue Cornwall, ON K6J 2H9	2022/12/29	500.00	
Ellery Maloney	6721 Gilmore Hill Road Cornwall, ON K6H 7J3	2022/09/22	200.00	
Mark MacDonald	1 Prince Arthur Street Cornwall, ON K6H 4N3	2022/06/22	1,000.00	
Rachel Navaneelan	1651 Blakely Drive Cornwall, ON K6J 5K5	2022/10/19	750.00	
André Pommier	CP 777 Long Sault, ON K0C 1P0	2022/12/29	200.00	
Brad Robertson	74 Cameron Crescent Cornwall, ON K6K 0B7	2022/08/24	500.00	
Angelo Towndale	599 Power Dam Drive Cornwall, ON K6J 2N3	2022/05/07	1,200.00	
Margaret Towndale	599 Power Dam Drive Cornwall, ON K6J 2N3	2022/05/07	1,200.00	
			Total	7,600.00

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

☐ 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) \$ 7,600.00 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 _____ 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

H. James Pollock, CPA, CA, LPA, of MNP LLP

Municipality Cornwall, Ontario	Date (yyyy/mm/dd) 2023/04/28
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Contact Information

Last Name or Single Name Pollock	Given Name(s) H. James	Licence Number 1-18918
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Address		
Suite/Unit Number	Street Number 709	Street Name Cotton Mill Street

Municipality Cornwall	Province Ontario	Postal Code K6H 7K7
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Telephone Number 613-209-8253	Email Address jamie.pollock@mnp.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.

Independent Auditor's Report

To the Ontario Ministry of Municipal Affairs and Housing for submission of Mr. Justin Towndale's Financial Statement - Form 4 in accordance with Section 88.25 of the *Ontario Municipal Elections Act, 1996*:

Report on the Audit of the Campaign Financial Statement - Form 4

Qualified Opinion

We have audited the accompanying Candidate's Financial Statement - Form 4 (the "Return"), for the candidacy of Mr. Justin Towndale (the "Candidate"), a candidate in the election to serve as Mayor for the City of Cornwall, Ontario held on October 24, 2022, which comprise of the following:

- Box A: Name of Candidate and Office
- Box B: Declaration
- Box C: Statement of Campaign Income and Expenses
- Box D: Calculation of Surplus or Deficit
- Schedule 1 - Contributions
- Schedule 2 - Fundraising events and Activities

This Return has been prepared by the Candidate based on the financial reporting provisions of Section 88.25 of the *Ontario Municipal Elections Act, 1996* and the accounting guidelines issued in the 2022 Candidates' Guide by the Province of Ontario's Ministry of Municipal Affairs and Housing (the "Ministry")

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying Return of the Candidate for the campaign period from May 4, 2022 to January 3, 2023, is prepared, in all material respects, in accordance with the provisions of Section 88.25 of the *Ontario Municipal Elections Act, 1996* and the accounting guidelines issued by the Ministry.

Basis for Qualified Opinion

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

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 Return section of our 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

Without modifying our opinion, we draw attention that the Return is prepared to assist the Candidate to meet the reporting requirements of the *Ontario Municipal Elections Act, 1996* and the accounting guidelines issued by the Ministry. As a result, the Return may not be suitable for another purpose. Our report is intended solely for the Candidate and the Ministry and should not be used by parties other than the Candidate or the Ministry.

Responsibilities of the Candidate for the Return

The Candidate is responsible for the preparation of the return based on the financial reporting provisions of Section 88.25 of the *Ontario Municipal Elections Act, 1996* and the accounting guidelines issued by the Ministry, and for such internal control as the Candidate determines is necessary to enable the preparation of the Return that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Return

Our objectives are to obtain reasonable assurance about whether the Return 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 Return.

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 the Candidate.

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.

Report on Other Legal and Regulatory Requirements

As required by section 88.25 of the *Ontario Municipal Elections Act, 1996*, in our opinion, the Return presents the information contained in the financial records on which it is based.

Cornwall, Ontario

April 28, 2023

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants