Minutes - Executive Policy Committee - July 14, 2010

REPORTS

Minute No. 408 Report of the Campaign Expenses and Contributions Officer – River Heights – Fort Garry Ward By-Election
eFile GK-2.4

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee received as information the report of the Campaign Expenses and Contributions Officer on the filing of audited financial statements by registered Councillor candidates in the 2009 Civic By-Election.

DECISION MAKING HISTORY:

Moved by Deputy Mayor Swandel,

That the report of the Campaign Expenses and Contributions Officer on the filing of audited financial statements by registered Councillor candidates in the 2009 Civic By-Election be received as information.

Carried

COMMITTEE RECOMMENDATION:

On July 6, 2010, the Council Secretariat Committee received as information, the report of the Campaign Expenses and Contributions Officer on the filing of audited financial statements by registered Councillor candidates in the 2009 Civic By-Election, and referred the matter to Executive Policy Committee for information, and forwarded the matter to the July 21, 2010 Council meeting under the Communications section of the agenda.

Report of the
Campaign Expenses
and *Contributions Officer*

2009 Civic By-Election
Audited Financial Statements

Office of Councillor
River Heights Fort Garry Ward

July 2010

Report of the
Campaign Expenses and Contributions Officer

2009 CIVIC BY-ELECTION

AUDITED FINANCIAL STATEMENTS

Office of Councillor
River Heights Ward

Submitted to the Senior Election Official
of The City Of Winnipeg

July 2010

July 2010

Mr. Marc Lemoine
Senior Election Official
City of Winnipeg
510 Main Street
Winnipeg, Manitoba
R3B 1B9

Dear Mr. Lemoine

Report of the Campaign Expenses and Contributions Officer:
2009 Civic By-Election - Audited Financial Statements

In accordance with By-law No. 22/2006, passed by Council on January 25, 2006, I was engaged to fulfil the duties and obligations of Campaign Expenses and Contributions Officer for the City of Winnipeg.

In this regard, I am pleased to submit herewith my report to Council on the filing of audited financial statements by registered Councillor candidates in the 2009 Civic By-Election in accordance with Section 4(3) of the Campaign Expenses and Contributions By-law No. 5550/90, as amended.

The report identifies the 3 registered candidates who, in accordance with the by-law, are required to submit audited financial statements. All of the 3 candidates did file their statements by the required deadline I have also included in this report, recommendations for amendments to the Campaign Expenses and Contributions By-law for future consideration. In accordance with discussions, it is my understanding that you will provide copies of this report to all inquiries.

I would like to take this opportunity to acknowledge and thank the Senior Election Official and the City Clerk's Department for their ongoing assistance during the 2009 By-Election for the office of Councillor in the River Heights Fort Garry Ward.

Bill Treytiak, C.G.A.
Campaign Expenses and
Contributions Officer

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BACKGROUND

Section 34(f) of *The City of Winnipeg Charter* requires Council to designate, by by-law, a person to assist registered candidates to comply with by-law and statutory provisions relating to campaign expenses and contributions, to examine audited statements filed by registered candidates, and to report to Council on certain matters including any apparent failure of a registered candidate to comply with provisions relating to campaign expenses and contributions. City of Winnipeg By-law No. 5550/90, as amended, the Campaign Expenses and Contributions By-law, establishes the position and duties of a Campaign Expenses and Contributions Officer (copy attached).

On January 25, 2006, Council adopted Item No. 5 of the Report of the Executive Policy Committee dated January 18, 2006, recommending the appointment of Mr. W. (Bill) Treytiak, C.G.A., as the Campaign Expenses and Contributions Officer and passed By-law No. 22/2006 in this regard.

In accordance with By-law No. 5550/90, as amended, the campaign period for the Office of Councillor, River Heights Ward, commenced on January 26, 2009 and ended on June 15, 2009. Each candidate was required to file an audited statement not later than May 31, 2010, (for all registered candidates who did not withdraw), or if a candidate was not nominated or nominated but withdrew, not later than May 16, 2009.

The Campaign Expenses and Contributions Officer has examined and submitted to the Senior Election Official, all audited financial statements which are available for inspection by the public. Copies can be purchased from the City Clerk's Department in accordance with the Fees and Charges Policy adopted by Council.

While the Campaign Expenses section of The City of Winnipeg Charter and the Campaign Expenses By-law have changed since the date of this election, the prevailing versions of the Charter and By-law in force at the time of the election have been utilized by the candidates and by this office in the review of their submissions.

FINDINGS: OFFICE OF COUNCILLOR

Registration for Councillor candidates commenced on Monday January 26, 2009 and closed at 2:00 p.m. on Nomination Day, Monday February 9, 2009. During this period, three persons registered as candidates for the office of Councillor, River Heights Ward.

OFFICE OF COUNCILLOR	
CANDIDATE	**AUDITED STATEMENT**
Geoff Currier	Filed audited statement by May 31, 2010 deadline
Brad Gross	Was not nominated Filed audited statement by May 16, 2009 deadline
John Orlikow	Filed audited statement by May 31, 2010 deadline

Of the three filings there was one violation of the By-Law 5550/90.
This violation was:

By-Law 5550/90, Subsection 11(10) – Expenses Over Limit

Candidate - Geoff Currier

Violation - The total Campaign Expenses exceeded the Campaign Expenses Limitation by $40.06.

Having discussed the matter with the candidate's campaign staff, it is my opinion that the violation was a calculation error on behalf of the candidate's campaign. There was no intention of violating the legislation. Considering the materiality of the amount involved (1/10 of 1 percent of the campaign expense limit of 35,329.38), it is my recommendation that no action be taken in regards to this matter.

Recommended Amendments to The Campaign Expenses and Contributions By-Law

The following points represent recommendations which I am submitting for the consideration of Council. Some of these recommendations have arisen as a result of comments received during the campaign period as well as my own observations. These recommendations are for discussion by City Council and if approved, should be in place for the next civic election.

RECOMMENDATIONS

1) Deposit / Fee

Serious consideration should be given to a cash deposit or fee upon registration by the candidate. In past elections certain candidates were very accepting of the penalty of not being able to run in the next election if they did not file the audited statements.

It is therefore my recommendation that a fee or deposit be imposed to register as a candidate for the election. I would recommend that the amount for Mayor be an amount of $ 1,000, and for Councillor $ 500. These amounts hopefully indicate the seriousness of the process involved. If a Deposit is used, then this amount can be refunded only upon filing of the audited statement by the required deadlines.

2) Campaign Expenses Excluded From Limitation:

The expense of holding a Fund-Raising Function should be removed from the list of “Campaign Expenses Excluded from Limitation”. In the last general election there were situations where the overall expenses exceed the total limitation, due mainly to the fund raising expenses. By excluding these fund raising expenses from the total limitation it contravenes the spirit of the total campaign expenses limitations. In essence there is no control over the amount of expenses for fund raising and may create an unfair situation.

I would therefore recommend that the Total Expenses Limitation for Mayor and Councillor include Fund Raising Expenses.

3) Auditors Report:

The form should have the election date preprinted on them. i.e.: October 27, 2010. As well, the title Chartered Accountant should be removed under the Auditors section as other professional auditors such as CGA’s can also be used to complete Audited Financial Statements in Manitoba.

RIVER HEIGHTS FORT GARRY WARD BY-ELECTION
ÉLECTION PARTIELLE DANS LE QUARTIER DE RIVER HEIGHTS FORT GARRY

REGISTERED CANDIDATES
CANDIDATS ET CANDIDATES INSCRITS

	CANDIDATE (Address/Phone No.) **CANDIDATE OU CANDIDAT** (Adresse et n° de téléphone)	**OFFICE** (Ward, if applicable) **POSTE** (Quartier, s'il y a lieu)	**OFFICIAL AGENT** (Address/Phone No.) AGENT OFFICIEL (Adresse et n° de téléphone)	**AUDITOR** (Address/Phone No.) VÉRIFICATEUR (Adresse et n° de téléphone)	**REGISTRATION DATE** DATE **D'INSCRIPTION**
1	John Orlikow 936 Dorchester Street Winnipeg, Manitoba R3M 0R9 779-2097 (Res)	River Heights - Fort Garry Ward	Tahl East 3 - 466 Carpathia Road Winnipeg, Manitoba R3N 1Y5 770-4677 (Bus)	Bob Rutledge 3 Meadowbank Road Winnipeg, Manitoba R3Y 1N8 782-0483 (Bus)	January 27, 2009
2	Geoff Currier 359 Niagara Street Winnipeg, Manitoba R3N 0V3 487-8030 (Bus)	River Heights - Fort Garry Ward	Murdoch Mckay 216 Girton Boulevard Winnipeg, Manitoba R3P 0A7 284-2865 (Res)	Ryan Rawluk Nicholson Rawluk LLP 100 - 1780 Wellington Avenue Winnipeg, Manitoba R3H 1B3 772-6338 (Bus)	January 28, 2009

RIVER HEIGHTS FORT GARRY WARD BY-ELECTION
ÉLECTION PARTIELLE DANS LE QUARTIER DE RIVER HEIGHTS FORT GARRY

REGISTERED CANDIDATES
CANDIDATS ET CANDIDATES INSCRITS

	CANDIDATE (Address/Phone No.) **CANDIDATE OU CANDIDAT** (Adresse et n° de téléphone)	**OFFICE** (Ward, if applicable) **POSTE** (Quartier, s'il y a lieu)	**OFFICIAL AGENT** (Address/Phone No.) AGENT OFFICIEL (Adresse et n° de téléphone)	**AUDITOR** (Address/Phone No.) VÉRIFICATEUR (Adresse et n° de téléphone)	**REGISTRATION DATE** DATE **D'INSCRIPTION**
3	~~Brad Gross~~ ~~3620 Henderson Highway~~ ~~East St. Paul, Manitoba R2E 1A9~~ ~~509-7653 (Res)~~	~~River Heights - Fort Garry Ward~~	~~Anthony Kowalczyk~~ ~~295-2871~~	~~Ziad Mohammed~~ ~~100 - 1483 Pembina Highway~~ ~~Winnipeg, Manitoba R3T 2C6~~ ~~477-5830 (Bus)~~	~~January 29, 2009~~ **NOT NOMINATED**

Appendix B

2009 City of Winnipeg By-Election

Summary of Registered Candidates' Campaign Income and Expenses

Office of Councillor – River Heights Ward

Candidate	Campaign Expenses Subject to Limitation	Total Campaign Income	Total Campaign Expenses	Campaign Surplus/ Deficit
Campaign Expense Limitation: $35,329.38				
Geoff Currier	*$35,369.44*	*$35,883.00*	*$35,883.00*	*$0.00*
Brad Gross	*$0.00*	*$0.00*	*$0.00*	*$0.00*
John Orlikow	*$27,568.00*	*$27,656.00*	*$28,408.00*	*($752.00)*

Appendix C

This document is an office consolidation of by-law amendments which has been prepared for the convenience of the user. The City of Winnipeg expressly disclaims any responsibility for errors or omissions. For a certified copy of the original enactment and amending by-laws, contact City Hall Information Service at 986-2171.

CONSOLIDATION UPDATE: JANUARY 25, 2006

THE CITY OF WINNIPEG

THE CAMPAIGN EXPENSES AND CONTRIBUTIONS BY-LAW NO. 5550/90

A By-law of THE CITY OF WINNIPEG providing for the regulation of expenses and contributions for candidates for Mayor and Councillor.

DEFINITION:

1. This by-law shall be known as "**The Campaign Expenses and Contributions By-law**".

2. In this by-law

"**campaign expense**" means

(a) money spent or liabilities incurred; and

(b) the value of donations in kind accepted;

in respect of goods used or services provided, by or on behalf of, and with the knowledge and consent of, a registered candidate during a campaign period, for the purpose of an election, but does not include

(c) audit fees; and

(d) an expense relating to a recount in respect of the election;

"**campaign period**" for an election means the period

(a) in a general election

(i) in the case of a candidate for mayor, beginning on May 1 in the year of the election and ending on March 31 of the year after the election, and

(ii) in the case of other candidates, commencing beginning on June 30 in the year of the election and ending on March 31 of the year after the election; and

(b) in an election to fill a vacancy, beginning on the day when the senior election official receives the direction from the city clerk to hold the election and ending on the day that is 90 days after the election.
amended 20/2006

"**contribution**" means any money paid or any donation in kind provided by a contributor to or for the benefit of a registered candidate, without compensation from the registered candidate;
amended 5780/91

"**contributor**" means an individual, organization, corporation or trade union, but does not include

(a) a political party registered under the *Canada Elections Act*, or a constituency association of such a registered party, or

(b) a political party registered under *The Elections Finances Act* or a constituency association of a registered political party;
amended 5780/91

"**donation in kind**" means goods or services provided to or for the benefit of a registered candidate without compensation from the registered candidate, and includes

(a) services of an employee provided by an employer;

(b) goods produced or donated voluntarily by a person or organization that is a commercial supplier of the goods; and

(c) services provided voluntarily by a person or organization that is a commercial or occupational supplier of the services;

and does not include

(d) money;

(e) goods produced or donated voluntarily, other than in clause (b); and

(f) services provided voluntarily, other than in clause (c);

"**organization**" means an unincorporated association;

"**registered candidate**" means a candidate registered under Section 5;

"**Returning Officer**" is the Returning Officer for the City of Winnipeg;

"**trade union**" means a trade union as defined in *The Labour Relations Act* or the *Canada Labour Code* that holds bargaining rights for employees in Manitoba to whom those Acts apply and includes any central, regional or district labour council in Manitoba.

VALUE OF DONATION IN KIND

3. The value of a donation in kind is

(a) the market value of the goods or services at the time of the donation; or

(b) the cost to the employer of the salary or wages of an employee whose services are provided.

CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER

DUTIES OF AND APPOINTMENT

4. There shall be a Campaign Expenses and Contributions Officer for the City of Winnipeg who shall be appointed by by-law, upon recommendation of the Returning Officer, who shall:

(1) assist registered candidates to comply with the provisions of this by-law relating to campaign expenses and contributions;

(2) examine audited financial statements filed by registered candidates;

(3) obtain such other information as the Campaign Expenses and Contributions Officer considers necessary for the purpose:

(a) of making a report to Council on any apparent failure of a registered candidate to comply with the provisions of this by-law; or

(b) of making a report to Council on any other matters set out in this by-law.

REGISTRATION

NOTICE OF REGISTRATION OF PROSPECTIVE CANDIDATE

amended 6500/94

5. The returning officer shall register a person who proposes to be a candidate in an election if

amended 6665/95

(a) during the campaign period and before nominations close, the person makes application for registration in the form required (Form 1) by the returning officer and containing

(i) the name and address of the candidate, the candidate's official agent, the candidate's auditor and any chartered bank or other financial institution in which accounts are to be used by or on behalf of the candidate for the purpose of the election campaign, and the numbers of such accounts; and

(ii) any other information required by the returning officer; and

(b) the returning officer is satisfied that the person is eligible to be nominated in the election.

amended 6665/95

REPORT OF CHANGE OF INFORMATION

6. Where the information required under Section 5 is altered, the registered candidate shall immediately notify the Returning Officer in writing of the alteration. (Form 1)

OFFICIAL AGENT

DUTIES OF OFFICIAL AGENT

7. A person who proposes to be a candidate in an election shall appoint an official agent, who shall be responsible for receiving contributions and authorizing campaign expenses and for ensuring that

(a) proper records are kept of receipts and expenses;

(b) contributions are placed in accounts listed in the notice of registration filed with the Returning Officer;

(c) proper receipts are completed;

(d) the audited statement required under Section 14 is prepared; and
amended 6500/94

(e) financial records relating to the election campaign are retained for two years after election day.

CAMPAIGN CONTRIBUTIONS

CONTRIBUTIONS - TO REGISTERED PERSONS -WHEN AND BY WHOM
amended 6500/94

8. (1) Contributions to registered candidates may be made only by individuals, organizations, corporations and trade unions and may be made only during the campaign period.

NO CONTRIBUTION UNLESS REGISTERED
amended 6665/95

(2) Unless a person registers as a candidate under Section 5, the person, or any individual, corporation, organization or trade union acting on behalf of the person, shall not accept contributions or incur expenses for the purpose of the election of the person.
amended 6665/95

DEPOSIT AND USE OF FUNDS IN ACCOUNT

(3) The official agent for a registered candidate shall ensure that all moneys accepted by or on behalf of a registered candidate are deposited in an account or accounts as provided under Section 5 and are used only for the purpose of the election campaign, and all payments relating to or arising out of the campaign are made by cheque only out of such an account.
amended 6665/95

CANDIDATE TO ISSUE RECEIPTS

(4) A registered candidate shall provide and issue a receipt for each contribution accepted. Each receipt shall be consecutively numbered and shall contain all the information required in the prescribed form. (Form 5)

RECORD OF CONTRIBUTION

(5) Every registered candidate shall keep a record of all contributions, whether in the form of money, goods or services and in the case of a single contribution of more than $250.00 of contributions from a single source that in the aggregate or total of more than $250.00, the name and address of the contributor.
amended 6500/94; 20/2006

MONEY - IN EXCESS OF $100 - HOW CONTRIBUTED

(6) Money contributions to registered candidates in amounts in excess of $100 shall only be made by

(a) a cheque having the name of the contributor legibly printed on it and drawn on an account in the contributor's name;

(b) a money order signed by the contributor; or

(c) in the case of money contributions by an individual, the use of a credit card having the name of the individual contributor imprinted or embossed on it.

CONTRIBUTION LIMIT

(7) (a) No individual, corporation, organization or trade union shall make a contribution in money, goods and services to any registered candidate for the office of Mayor which in total exceeds $1500 in value during any campaign period.

(b) No individual, corporation, organization or trade union shall make a contribution in money, goods and services to any registered candidate for the office of Councillor which in total exceeds $750 in value during any campaign period.

CANDIDATE'S OWN FUNDS

(8) Any moneys used for an election campaign by a candidate out of the candidate's own funds, or those of the candidate's spouse, shall be considered to be a contribution for the purpose of this by-law but the limit on the amount of contributions established in this by-law does not apply in respect of such funds but in any case shall not exceed the limitations provided in subsection 11(4) and 11(5) as the case may be.

CANDIDATE - SPOUSE - STATEMENT - DISBURSEMENTS -OWN FUNDS

(9) Every registered candidate shall submit to the Campaign Expenses and Contributions Officer at the same time as the audited statement is filed under Section 14, a statement in writing setting out campaign expenses paid or to be paid out of the registered candidate's own funds or those of the spouse of the registered candidate, together with all receipts and claims for those expenses. (see Form 4 Schedule 1)

amended 6500/94

CONTRIBUTOR - USE OF OWN FUNDS - ONLY

(10) No individual, corporation, organization or trade union shall contribute to any registered candidate funds not actually belonging to that individual, corporation, organization or trade union.

CONTRIBUTOR - USE OF ESTATE FUNDS - EXCEPTION

(11) Subsection (10) does not apply to the personal representative of the estate of a person who has died leaving a will where the deceased person has directed in the will that the personal representative make a contribution to a named registered candidate out of the funds of the estate.

CONTRIBUTION - CONTRARY TO SUBSECTION (7) - PROHIBITED

(12) No registered candidate and no individual, corporation, organization or trade union on behalf of the registered candidate shall solicit or accept any contribution contrary to subsection (7).

CONTRIBUTIONS BY ORGANIZATION

(13) An organization other than a trade union that makes a contribution to a registered candidate shall provide the registered candidate with a statement that indicates the individual sources and amounts making up the funds of the organization from which the contribution is made, and the registered candidate shall include with the audited statement filed with the Campaign Expenses and Contributions Officer after the election, the name of any individual in the organization whose contribution exceeds the amount established under subsection (5).

amended 6665/95

CONTRIBUTION - GROUP - LIMITATION

(14) The amounts making up a contribution under subsection (13) that are attributable to an individual, corporation, organization or trade union are contributions of that individual, corporation or trade union for the purposes of subsection (7).

REFUND - OF CONTRIBUTION - IMPROPERLY MADE

(15) If the registered candidate or the official agent of the registered candidate learns that any contribution received by or on behalf of the registered candidate was made or received in contravention of this by-law, the registered candidate or the official agent of the registered candidate shall, within thirty days after so learning and upon obtaining the contributor's copy of the receipt issued under subsection (4) in respect of that contribution, return the contribution or an amount equal to the sum contributed.

ANONYMOUS CONTRIBUTIONS

(16) The official agent of a registered candidate shall ensure that an anonymous contribution received by a registered candidate shall not be used or spent, but shall be paid over to the Returning Officer, and become part of the general revenue of the city.

amended 6665/95

CONTRIBUTION - UNION - PAYROLL DEDUCTION - LIMITATION

(17) Contribution of not more than 15 cents per month by a member of a bargaining unit represented by a trade union through payroll deductions shall not be considered contributions from an individual for the purpose of this section, but any amount contributed to a registered candidate shall be deemed to be a contribution from the trade union.

PROHIBITION RE: CONTRIBUTIONS

(18) A Registered Candidate shall not accept a contribution from a person who is not a contributor as defined in Section 2.
added 5780/91

FUND-RAISING EVENT

9. (1) In this section, "fund-raising event" means events or activities held for the purpose of raising funds for the registered candidate by whom or on whose behalf the event is held.

CAMPAIGN PERIOD - TO BE HELD WITHIN

(2) A fund-raising event held by or on behalf of a registered candidate shall be held only during the campaign period.

GROSS INCOME - TO BE REPORTED TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER
amended 6500/94

(3) The gross income from a fund-raising event shall be recorded and included in the audited financial statement and reported to the Campaign Expenses and Contributions Officer by the registered candidate or the official agent for the registered candidate.
amended 6500/94

FUND-RAISING REVENUE - CONSIDERED CONTRIBUTION

(4) Any revenue made at a fund-raising event by the sale of tickets or otherwise shall be considered a contribution; and expenses incurred in holding a fund-raising event shall be excluded from the Campaign Expense Limitation.
amended 6500/94

GOODS-SERVICES-OFFERED FOR SALE -EXCESS OF MARKET VALUE

(5) Any amount paid for goods or services offered for sale at a fund-raising event in excess of current market value shall be considered a contribution.

COLLECTION - AT MEETING - NOT IN EXCESS OF $10 PER CAPITA

10. If a meeting is held on behalf of or in relation to the affairs of a registered candidate and money is given in response to a general collection or money solicited from the persons in attendance at the meeting, such meeting shall be considered a fund raising event and no amount shall be given anonymously by any person in excess of $10 and the amounts so given shall be considered not to be contributions, but the gross amount collected shall be recorded and reported to the Campaign Expenses and Contributions Officer by the registered candidate or the official agent for the registered candidate. Amounts given in respect to a general collection of money at such meeting of $10 or less shall not be considered to be anonymous contributions within the meaning of subsection 8(16).

amended 6500/94

CAMPAIGN EXPENSES

AUTHORITY - TO INCUR - DIRECTION OF CANDIDATE

11. (1) The campaign expenses of a registered candidate shall be incurred only under the direction of the registered candidate by persons authorized by the registered candidate.

CERTIFICATE - OF AUTHORITY - PRESCRIBED FORM

(2) Every person authorized to incur a campaign expense shall, upon request, show a certificate, in the prescribed form, signed by the registered candidate as proof of the authority. (Form 2)

RECORD - MAINTAINED BY CANDIDATE

(3) Every registered candidate shall keep a record of all campaign expenses.

LIMITATION - MAYOR

(4) The total campaign expenses incurred by a registered candidate in an election for the office of Mayor and any individual, corporation, organization or trade union acting on behalf of that registered candidate during the campaign period shall not exceed the aggregate amount of $0.30 per elector for the year 1994, and the total campaign expenses incurred during the campaign period in succeeding years, shall be in accordance with the following formula

amended 6500/94

$$M = N \times \$0.30 \times \frac{IE}{IB}$$

M = The maximum amount permitted for election expenses for a registered candidate for Mayor for the year in which the election or by-election is being held.

N = The number of electors in the City according to the most recent List of Electors.

IE = The Consumer Price Index for the City of Winnipeg published by Statistics Canada for the month two months prior to the commencement of the campaign period for Mayor and if the Consumer Price Index is not available for that month, the Consumer Price Index for the month immediately prior thereto which is available.

IB = The annual average Consumer Price Index for the City of Winnipeg published by Statistics Canada for the year 1994.

amended 6500/94

LIMITATION - COUNCILLOR

(5) The total campaign expenses incurred by a registered candidate in an election for the office of a Councillor and any individual, organization, corporation or trade union on behalf of the registered candidate during the campaign period shall not exceed the amount determined by multiplying $0.75 by the number of electors in the ward to which a registered candidate is seeking election for the year 1994, according to the most recent List of Electors, and the total campaign expenses incurred during the campaign period in succeeding years, shall be in accordance with the following formula.

amended 6500/94

$$M = N \times \$0.75 \times \frac{IE}{IB}$$

M = The maximum amount permitted for election expenses for a registered candidate for Councillor for the year in which the election or by-election is being held.

N = The number of electors in the ward in which the registered candidate for Councillor is seeking election according to the most recent List of Electors.

IE = The Consumer Price Index for the City of Winnipeg published by Statistics Canada for the month two months prior to the commencement of the campaign period for Councillors and if the Consumer Price Index is not available for that month the Consumer Price Index for the month immediately prior thereto which is available.

IB = The annual average Consumer Price Index for the City of Winnipeg published by Statistics Canada for the year 1994.

amended 6500/94

CERTIFICATION OF CAMPAIGN EXPENSES

(6) After determining the number of electors in the List of Electors the Campaign Expenses and Contributions Officer shall calculate, for each office, the maximum amount of campaign expenses that may be incurred by a registered candidate under subsections (4) and (5), as applicable, certify this amount and, no later than five days after nomination day, deliver or send by registered mail a copy of the certificate to each registered candidate for the office. (Form 3)

MAXIMUM CAMPAIGN EXPENSES - CERTIFICATION - CONCLUSIVE

(7) Certification of the maximum amount of total campaign expenses that may be incurred by a registered candidate for the office by the Campaign Expenses and Contributions Officer under subsection (6) shall be conclusive evidence of that fact and shall not be open to challenge.

CLAIM FOR ELECTION EXPENSES

(8) A person who has a claim for payment in relation to an election shall submit the claim within 30 days after election day to the registered candidate who incurred the expense.

PAYMENT - MORE THAN $50 - RECEIPT TO BE OBTAINED

amended 6500/94

(9) Every payment of a campaign expense shall be made by the registered candidate or the official agent for the registered candidate who incurred or on whose behalf the campaign expense was incurred and, except where the campaign expense is less than $50, a receipt shall be obtained setting out the particulars and proof of payment.

amended 6500/94

EXPENSES OVER LIMIT

(10) No registered candidate and no individual, corporation, organization or trade union acting on behalf of the registered candidate shall incur expenses in excess of the limits proposed under subsection 11(4) or 11(5) as the case may be.

CLAIM - DISPUTED - REFUSED

(11) If the registered candidate disputes or refuses to pay any claim for payment in relation to a campaign expense, that claim shall be considered to be a disputed claim and shall be declared as such in the audited financial statement. (Form 4).

BORROWING

added 6500/94

LOAN - TERMS - GUARANTOR - REPORTED TO CAMPAIGN EXPENSES AND CONTRIBUTIONS OFFICER

amended 20/2006

12. (1) A registered candidate may borrow from any chartered bank or other recognized lending institution in Manitoba, if the loan and its terms, including the name of any guarantor of a loan, are recorded by the registered candidate and reported to the Campaign Expenses and Contributions Officer in the audited financial statement filed under Section 14.

amended 6500/94

LOAN - OTHER THAN BANK - LENDING INSTITUTION - PROHIBITED

(2) No registered candidate shall receive a loan from any individual, corporation, organization or trade union other than from a chartered bank or other recognized lending institution as set out in subsection (1).

COLLATERAL SECURITY - LOAN GUARANTEE - PROHIBITED

(3) Subject to subsection (4) no individual, corporation, organization or trade union shall sign, co-sign or provide collateral security for any loan, monetary obligation or indebtedness for or on behalf of any registered candidate.

BANK - LENDING INSTITUTION - GUARANTEE - EXCEPTION

(4) An individual, corporation, organization or trade union that is eligible to make a contribution may guarantee any loan referred to in subsection(1).

GUARANTEE - PAYMENT - CONSIDERED CONTRIBUTION

(5) A guarantee or a payment made by a guarantor in respect of a loan referred to in subsection (1) is considered to be a contribution under Section 8.

CONTRIBUTION EXCEEDING CONTRIBUTION LIMIT

13. (1) Where a registered candidate receives a contribution for an amount that exceeds the contribution limit prescribed by subsection 8(7), the official agent of the registered candidate shall return to the contributor the portion of the contribution that exceeds the prescribed contribution limit.
amended 5780/91

PAYMENT OF SURPLUS MONEY TO CITY

(2) Where the audited statement of a registered candidate filed under subsection 14(1) shows a surplus, the official agent of the registered candidate shall immediately pay the surplus to the City which shall hold it in trust on behalf of the registered candidate for use by the registered candidate in the next election.
amended 5780/91

RELEASE OF SURPLUS MONEY TO CANDIDATE

(3) The City shall not release any money held in trust under subsection (2) until the person on whose behalf the money is held is registered under Section 5 for the next election.
amended 5780/91

DISPOSAL OF SURPLUS MONEY HELD IN TRUST

(4) Where the person on whose behalf money is held in trust under subsection (2):

(a) advises the Returning Officer in writing that he or she will not seek nomination;

(b) is not nominated; or

(c) does not register as a candidate under Section 5;

in the next election, the money shall be paid into the general funds of the City.
amended 5780/91

AUDITED STATEMENT
added 6500/94

CANDIDATE TO FILE AUDITED STATEMENT

14. (1) A registered candidate shall file with the Campaign Expenses and Contributions Officer, an audited financial statement that shall include the following information in regard to the campaign period:
renumbered, amended 6500/94

(a) all income received and expenses incurred;

(b) the name, address and contribution of each contributor that makes a contribution to the registered candidate for more than the amount specified under Section 8(5);

(c) an itemized list of campaign expenses incurred by the registered candidate;

(d) the expenses and contributions relating to each fund raising event, in accordance with Section 9;
amended 6500/94

(e) particulars of any loan made by the candidate for the purpose of the election campaign, including the name of the lender, the principal amount, interest rate, and terms of repayment. (Form 4)

TIME FOR FILING AUDITED STATEMENT
added 6500/94

(2) A registered candidate shall file an audited statement under subsection (1)
renumbered, amended 6500/94

(a) if he or she is nominated as a candidate in the election and does not withdraw, not later than May 31 in the year following the election; and

(b) if he or she is not nominated as a candidate in the election or is nominated but withdraws, not later than 60 days after election day.

FILING FURTHER AUDITED STATEMENT

added 6665/95

(2.1) Where the Campaign Expenses and Contributions Officer finds that the audited statement is incorrect or incomplete, he shall so notify the registered candidate that he or she shall not later than June 30th in the year following the election file a further audited statement with the Campaign Expenses and Contributions Officer containing the information required in Subsection 14(1)."

added 6665/95

AUDITOR

added 6500/94

CANDIDATE TO APPOINT AUDITOR

(3) The audited financial statement required under subsection (1) shall be prepared by an auditor who is appointed by the registered candidate and who shall not be involved in the election as a returning officer, deputy returning officer, election clerk, candidate or official agent, or in raising funds for a registered candidate.

renumbered 6500/94

QUALIFICATIONS OF AUDITOR

(4) An auditor who prepares an audited statement required under subsection (1) shall be a professional accountant who is a registered member in good standing of an institute, association or society of accountants established by an Act of the Legislature.

renumbered 6500/94

DOCUMENT ACCESS

added 6500/94

INSPECTION BY PUBLIC

(5) After the audited financial statement has been examined by the Campaign Expenses and Contributions Officer for compliance under the provisions of this by-law and *The City of Winnipeg Charter* it shall then be forwarded to the Returning Officer and the statement shall be open to inspection by any person during regular office hours, and a copy shall be provided on payment of a fee fixed by the Returning Officer.

renumbered 6500/94

DEFAULT - CONSEQUENCE

added 6500/94

FAILURE TO FILE BY ELECTED CANDIDATE

15. (1) Where a registered candidate who is elected fails to file the completed audited financial statement referred to in subsection 14(1) within the time specified in subsection 14(2), the Campaign Expenses and Contributions Officer shall send a written report of the failure to the Returning Officer who shall immediately file same with the presiding officer of council, who shall lay the report before council at its next meeting and, until the audited financial statement is filed with the Campaign Expenses and Contributions Officer, the registered candidate shall not sit in council.

renumbered, amended 6500/94

FORFEITURE OF OFFICE

(2) Where a registered candidate who is elected fails to file the audited financial statement referred to in subsection (1) within 60 days after May 31st in the year following the election, the person shall be disqualified from office and the seat declared vacant, and the person is not qualified to be a candidate at the election to fill the vacancy.

renumbered, amended 6665/95

FAILURE TO FILE BY OTHER CANDIDATES

amended 6500/94

(3) A person who, as a registered candidate in an election, is not nominated as a candidate in the election or is nominated and is defeated or withdraws and fails to comply with subsection 14(2) (time for filing audited statement) is not eligible to be nominated as a candidate until after the next election described in Section 44(3) of *The City of Winnipeg Charter.*

renumbered, amended 6500/94 and amended 6665/95

OFFENCE AND PENALTY

16. A person who contravenes or fails to comply with any provision of this by-law is guilty of an offence and liable to a fine not exceeding $5,000.00.

renumbered 6500/94, amended 6665/95

TIME LIMITS ON PROSECUTION

17. Notwithstanding *The Summary Convictions Act*, a prosecution under this by-law may be initiated at any time within six months from the time the Campaign Expenses and Contributions Officer becomes aware of the alleged offence, but no prosecution may be initiated more than two years after the date of the occurrence of the alleged offence.

renumbered 6500/94

18. This By-law shall be deemed to come into force on the 14th day of December, 1994.
renumbered 6500/94

DONE AND PASSED in Council assembled, this 19th day of September, 1990.

THE CITY OF WINNIPEG
FORM 1 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS
BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SECTION 5

FOR OFFICE USE ONLY
☐ MAYOR
☐ COUNCILLOR

NOTICE OF REGISTRATION

NOTE: This form must be fully completed, signed by the candidate and filed with the Returning Officer in accordance with the following:-

In a regular election

a) for mayoralty candidates, between May 1 and the last Wednesday of September (Nomination Day).

b) for councillor candidates, between June 25 and the last Wednesday of September (Nomination Day).

In an election to fill a vacancy

a) for both mayoralty and councillor candidates, between the day on which a warrant to hold the election is issued, and nomination day.

1. TYPE OF REGISTRATION

☐	NEW/INITIAL REGISTRATION	OR ☐	CHANGING/AMENDING REPORTED INFORMATION - Changes must be submitted immediately. - The form must be fully completed.

2. NAME OF CANDIDATE

Name of candidate (same will appear on the Nomination Form)		
Permanent mailing address		
		Postal Code
Phone (Business)	Phone (Home)	Fax Number

3. NAME OF OFFICE

Name of the office of which the candidate is seeking election	Ward Name (if councillor candidate)

4. OFFICIAL AGENT (SECTION 7)

Name	Mailing address	
	Postal Code	
Phone (business)	Phone (Home)	Fax Number

5. AUDITOR (SECTION 14(3)) (Must be a **professional accountant** who is a registered member in good standing of an institute, association or society of accountants established by an Act of the Legislature)

Firm or individual accountant	
Contact person	Mailing address Postal Code
Phone (business)	Fax number

6. DEPOSIT OF CONTRIBUTIONS (add additional names of the designated signing officers on separate sheet)

Name and address of financial institution	Account number(s)
Signing officer	Mailing address Postal Code
Signing officer	Mailing address Postal Code
Signing officer	Mailing address Postal Code
Signing officer	Mailing address Postal Code
Signing officer	Mailing address Postal Code

7. PLACE WHERE CANDIDATE'S RECORDS ARE MAINTAINED (e.g. office, home, etc.)

Name of place	Mailing address
Contact Person	Postal Code

8. DECLARATION OF CANDIDATE

I, ... , a candidate nominated for election as a
(NAME OF CANDIDATE)

member of Council for the City of Winnipeg at this election, do solemnly declare:

(a) That the information contained in this Notice of Registration is to the best of my knowledge and information true and correct.

(b) That I am a Canadian citizen and of the full age of eighteen years.

(c) That I am not subject to any disqualification for the office for which I am a candidate under The Local Authorities Election Act, The City of Winnipeg Act, or any other Act of the Manitoba Legislature.

(d) That I am an elector of the local authority aforesaid, being the City of Winnipeg.

(e) That I am a resident of the Province and my place of residence is . . . . . .

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me at the City of Winnipeg
in the Province of Manitoba

this . . . . . day of . . . . . 20 . . . . . .

. . . . . .
(SIGNATURE OF CANDIDATE)

. . . . . .
COMMISSIONER FOR OATHS
(or as the case may be)

. . . . . .
(SIGNATURE OF RETURNING OFFICER)

. . . . . .
DATE

NOTE: It is the responsibility of the person applying for registration to file a complete and accurate Notice of Registration. Failure to provide the necessary and accurate information required in this application will cause the registration application to be declared invalid.

FORM 2

THE CITY OF WINNIPEG

FORM 2 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS BY-LAW NO. 5550/90 AS AMENDED

REFERENCE: SUBSECTION 11(2)

CERTIFICATE OF AUTHORITY TO INCUR CAMPAIGN EXPENSES

For the campaign period: From _____ To _____

Surname of Registered Candidate	Given names
Candidate for office of	Ward Name
Address of residence	

PERSON AUTHORIZED TO INCUR CAMPAIGN EXPENSES

Name
Address of residence

_____ _____

Date **Signature of Candidate**

FORM 3

THE CITY OF WINNIPEG
FORM 3 to the CAMPAIGN EXPENSES AND CONTRIBUTIONS By-LAW NO. 5550/90 AS AMENDED
REFERENCE: SUBSECTION 11(6)

CERTIFICATE OF MAXIMUM CAMPAIGN EXPENSES

For the campaign period: From _____ To _____

Municipality	
Office	**Ward Name**

I certify that the maximum amount of campaign expenses for the above mentioned office is $

_____ _____

Date **Signature of Campaign Expenses and Contributions Officer**

Copy to be sent by registered mail or delivered to candidates for such office.

THE CITY OF WINNIPEG
FORM 4 TO THE CAMPAIGN EXPENSES AND CONTRIBUTIONS BY-LAW NO. 5550/90 AS AMENDED
REFERENCE: SECTION 14

FINANCIAL STATEMENT AND AUDITOR'S REPORT

For the campaign period: From _____ To _____

NAME OF CANDIDATE AND OFFICE

FULL NAME OF REGISTERED CANDIDATE		
PERMANENT MAILING ADDRESS - STREET NUMBER & NAME, P.O. BOX, APT. #		
CITY		POSTAL CODE
BUSINESS PHONE NUMBER (_____) - (_____) - (_____)	FAX NUMBER (_____) - (_____) - (_____)	HOME PHONE (_____) - (_____) - (_____)
NAME OF OFFICE FOR WHICH THE CANDIDATE SOUGHT ELECTION		WARD NAME

SUMMARY OF CAMPAIGN INCOME AND EXPENSES

Campaign Expense Limitation (as per form 3) $ _____

Campaign Expenses Subject to Limitation (as per Statement of Income and Expenses) $ _____

Total Campaign Income $ _____ A

Total period Expenses $ _____ B

Campaign Period Surplus (Deficit) (A-B) $ _____

DECLARATION OF CANDIDATE

I, _____, hereby declare that
Name of Candidate

to the best of my knowledge and belief this financial statement and supporting schedules as set out herein are true and correct and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me

at the . . . . . .

of . . . . . .

in the . . . . . of . . . . . .

this . . . . . day of . . . . . .20 . . . . .

. . . . . .
(Signature of Candidate)

. . . . . .
(Signature of Campaign Expenses and Contributions Officer)

DECLARATION OF OFFICIAL AGENT

I, _____ have prepared this Campaign Period Return
Name of Official Agent

and supporting schedules as set out herein for _____ and hereby
Name of Candidate

declare that to the best of my knowledge and belief this Financial Statement and supporting schedules as set out herein are true and correct and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me

at the . . . . . .

of . . . . . .

in the . . . . . of . . . . . .

this . . . . . day of . . . . . .20 . . . . .

. . . . . .
(Signature of Official Agent

. . . . . .
(Signature of Campaign Expenses and Contributions Officer)

STATEMENT OF ASSETS AND LIABILITIES AS AT_____, 20_____

ASSETS

Cash	$ _____	
Accounts Receivable	$ _____	
Inventory & Prepaid Exepenses (From Schedule 6)	$ _____	
Other (Please specify):		
_____		
_____	$ _____	
TOTAL ASSETS		$ _____

LIABILITIES

Accounts Payable	$ _____	
Borrowings, Overdraft, etc. (Attach Schedule 3)	$ _____	
Other (Please specify):		
_____		
_____	$ _____	
Campaign Surplus (Deficit)	$ _____	
TOTAL LIABILITIES		$ _____

STATEMENT OF INCOME AND EXPENSES

FROM _____ **, 20** _____ **TO** _____, **20** _____

INCOME

Candidate's Surplus from immediately preceding Election Released by the Returning Officer	$ _____
Contributions (attached Schedule 1)	$ _____
Fund-Raising Event (attached Schedule 2)	$ _____
Interest Income	$ _____
Opening Inventory (attached Schedule 6)	$ _____
Other (please specify):	
_____	
_____	$ _____
TOTAL INCOME	$ _____

EXPENSES

(ATTACH SCHEDULE 4; IF ANY DISPUTED CLAIMS, ATTACH SCHEDULE 5)

CAMPAIGN EXPENSES SUBJECT TO LIMITATION

Opening Inventory (attach Schedule 6)	$ _____
Advertising	$ _____
Bank Charges	$ _____
Brochures	$ _____
Candidate's Personal Expenses	$ _____
Furniture	$ _____
Insurance and Utilities	$ _____
Meetings, Social Functions, Rallies	$ _____
Office Rent	$ _____
Office Supplies	$ _____
Postage	$ _____
Salaries and Benefits	$ _____
Signs	$ _____
Stationery	$ _____
Telephone	$ _____
Travel	$ _____
Other (please specify)	
_____	
_____	$_____
Closing Inventory (attached Schedule 7)	($_____)
SUB-TOTAL CAMPAIGN EXPENSES SUBJECT TO LIMITATION	$ _____

Total Income (reported from previous page) **$ _____**

Sub-total Campaign Expenses Subject to Limitation $ _____

CAMPAIGN EXPENSES EXCLUDED FROM LIMITATION

Opening Inventory (attached Schedule 6)	$ _____
Accounting and Audit	$ _____
Court action commenced under Part III, Local Authorities Elections Act	$ _____
Expense in holding a Fund-Raising Function	$ _____
Interest on Loans	$ _____
Recount	$ _____
Closing Inventory (attached Schedule 7)	($ _____)

SUB-TOTAL CAMPAIGN EXPENSES EXCLUDED FROM LIMITATION $ _____

701 TOTAL PERIOD EXPENSES **$ _____**

CAMPAIGN PERIOD SURPLUS (DEFICIT) $ _____

SCHEDULE 1

CONTRIBUTIONS FOR USE BY MAYORALTY CANDIDATES ONLY (Section 8(7)(a))

PART 1

• From a single source totalling $250 or more (complete Part III)		$ _____	
Excess over $1500 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	A	(_____)	
Total of contributions in the Form of Goods and Services from a single source of $250 or more (complete Part II below)		$ _____	
Total of single source contributions of less than $250		$ _____	
Excess over $1500 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	B	(_____)	
• From candidate and/or candidate's spouse		_____	
TOTAL CONTRIBUTIONS			$_____
• From anonymous sources	C	$ _____	
AMOUNT OF CONTRIBUTIONS TO BE PAID TO THE RETURNING OFFICER		A + B + C =	$_____

PART II

Total of Contributions in the Form of Goods and Services D $_____

Itemized list:

Nature of Goods and Services	Supplier	Value

Sub-total from supplementary list if used $ _____

Total (sum to equal D above) $ _____

PART III

List of Contributors from Single Source totalling $250 or more

Name	Address	Value

SCHEDULE 1

CONTRIBUTIONS FOR USE BY COUNCILLOR CANDIDATES ONLY (Section 8(7)(b))

PART 1

• From a single source totalling $250 or more (complete Part III)		$_____	
Excess over $750 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	A	(_____)	
Total of contributions in the Form of Goods and Services from a single source of $250 or more (complete Part II below)		$ _____	
Total of single source contributions of less than $250		$ _____	
Excess over $750 - Returned to the Contributor		(_____)	
- To be paid to the Returning Officer	B	(_____)	
• From candidate and/or candidate's spouse		$_____	
TOTAL CONTRIBUTIONS			$_____
• From anonymous sources	C	$_____	
AMOUNT OF CONTRIBUTIONS TO BE PAID TO THE RETURNING OFFICER		A + B + C =	$_____

PART II

Total of Contributions in the Form of Goods and Services D $_____

Itemized list:

Nature of Goods and Services	Supplier	Value

Sub-total from supplementary list if used $ _____

Total (sum to equal D above) $_____

PART III

List of Contributors from Single Source totalling $250 or more

Name	Address	Value
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
_____	_____ _____ _____	_____
TOTAL		$_____

SCHEDULE 2

FUND-RAISING EVENTS INCOME STATEMENT
(ATTACH A DIFFERENT SCHEDULE FOR EACH EVENT HELD)

FUND-RAISING FUNCTION

Date _____ / _____ / _____

Held at _____

Type of Function _____ _____

*Admission Charge (per person) $_____ A

Number of Tickets sold $ _____ B

REVENUE FROM FUNCTION

A x B = $_____

Other Revenue (please specify):

_____

_____ $_____

TOTAL GROSS REVENUE:

$_____

* If admission charge per person is not consistent, please provide complete breakdown of all ticket sales.

_____

_____

SCHEDULE 3

BORROWINGS, OVERDRAFT, ETC.

Name of financial institution _____

Address _____

_____

_____

Amount borrowed: $_____

GUARANTORS (attach supplementary list if space insufficient)

Name	***Address***	***Amount of Guarantee***
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

SCHEDULE 4

LIST OF EXPENSES PAID AND OUTSTANDING

	Paid	Outstanding
Accounting and Audit	$_____	$ _____
Advertising	_____	_____
Bank Charges	_____	_____
Brochures	_____	_____
Candidate's Personal Expenses	_____	_____
Furniture	_____	_____
Insurance and Utilities	_____	_____
Interest	_____	_____
Meetings, Social Functions, Rallies	_____	_____
Office Rent	_____	_____
Office Supplies	_____	_____
Postage	_____	_____
Recount	_____	_____
Salaries and Benefits	_____	_____
Signs	_____	_____
Stationery	_____	_____
Telephone	_____	_____
Travel	_____	_____
Other (please specify):		
_____		
_____		
_____		
_____	_____	_____
TOTAL	$ _____	$ _____

SCHEDULE 5

STATEMENT OF DISPUTED CLAIMS
(ATTACH LIST IF MORE SPACE REQUIRED)

	Amount included in expenses	Disputed amount
Name & Address of Claimant_____	_____	_____
Nature of Expense _____	_____	_____
Reason for Dispute _____	_____	_____
Name & Address of Claimant _____	_____	_____
Nature of Expense _____	_____	_____
Reason for Dispute _____	_____	_____
TOTAL FROM SUPPLEMENTARY LIST ATTACHED	_____	_____
TOTAL DISPUTED CLAIMS	$ _____	$ _____

SCHEDULE 6

OPENING INVENTORY OF CAMPAIGN MATERIALS AND PREPAID EXPENSES

CAMPAIGN MATERIALS

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____

A TOTAL VALUE $_____

PREPAID EXPENSES

	Description	Date Acquired	Supplier	Total Value
Office Rent	_____	____/____/____	_____	$_____
Telephone	_____	____/____/____	_____	$_____
Advertising	_____	____/____/____	_____	$_____
Utilities	_____	____/____/____	_____	$_____
Insurance	_____	____/____/____	_____	$_____
Other	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____

B TOTAL VALUE $_____

VALUE OF OPENING INVENTORY A + B = $_____ C

Allocated to Campaign Expenses subject to Limitation _____

Allocated to Campaign Expenses excluded from Limitation _____

Sum to equal C above $_____

SCHEDULE 7

CLOSING INVENTORY OF CAMPAIGN MATERIALS AND PREPAID EXPENSES

CAMPAIGN MATERIALS

Description	Date Acquired	Supplier	Unit Value	Quantity	Total Value
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____
_____	____/____/____	_____	$_____	$_____	$_____

A TOTAL VALUE $_____

PREPAID EXPENSES

	Description	Date Acquired	Supplier	Total Value
Office Rent	_____	____/____/____	_____	$_____
Telephone	_____	____/____/____	_____	$_____
Advertising	_____	____/____/____	_____	$_____
Utilities	_____	____/____/____	_____	$_____
Insurance	_____	____/____/____	_____	$_____
Other	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____
	_____	____/____/____	_____	$_____

B TOTAL VALUE $_____

VALUE OF CLOSING INVENTORY A + B = $_____ C

Allocated to Campaign Expenses subject to Limitation $ _____

Allocated to Campaign Expenses excluded from Limitation $ _____

Sum to equal C above $_____

AUDITOR'S REPORT
REFERENCE: SECTION 14

Name of Candidate _____

Official Agent _____

Office for which candidate sought election _____

Ward Name _____

I/we have examined the statements of assets and liabilities and income and expenses of _____, candidate, for the campaign period ending _____ 20 _____ relating to the election held _____ 20 _____. These financial statements are the responsibility of the registered candidate and official agent. My/our responsibility is to express an opinion on these financial statements based on my/our audit.

My/our examination was made in accordance with generally accepted auditing standards. Those standards require that I/we plan and perform an audit to obtain responsible assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes such test and other procedures as I/we consider necessary in the circumstances except as explained in the following paragraph.

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, receipts and disbursements for the campaign period. Accordingly, my/our verification of these transactions was limited to ensuring that the financial statements reflect the amounts recorded in the accounting records of the candidate, in accordance with established accounting procedures and I/we was/were not able to determine whether any adjustments might be necessary to receipts and disbursements.

In my/our opinion, except for the effect of adjustments, if any, which I/we might have determined to be necessary had I/we been able to satisfy myself/ourselves as to the completeness of the records as described in the preceding paragraph, these statements present fairly the information contained in the accounting records on which the statements are based in accordance with prescribed accounting treatment.

Date: _____ (Signed): _____

Chartered Accountant

FORM 5

The City of Winnipeg
RECEIPT FOR CAMPAIGN CONTRIBUTIONS

FORM 5 of The Campaign Expenses and Contributions By-law No. 5550/90

Reference: Section8(4)

Candidate Section

RECEIPT NO. _____

Date Issued

Year	Month	Day

Contribution Amount

$

Received from:

O Individual O Organization O Corporation O Trade Union

Specify:

O Monetary O Goods/Services/Advertising

Full name and mailing address of individual, organization, corporation, or trade union

. . . . . .

. . . . . .

. . . . . .

Name of Office for which Candidate is Registered

Name of candidate (please print)

Signature of Official Agent

WHITE copy to be given to Contributor

YELLOW copy to be retained by Official Agent for attachment to the Audited Financial Statement

Contributor Section

The City of Winnipeg
CONTRIBUTION REBATE APPLICATION

To receive a rebate for contributions, the contributor must complete and submit this application to the City Clerk, City of Winnipeg, City Clerk's Department, Council Building, 510 Main Street, Winnipeg, MB R3B 1B9, **between June 1 and September 1 in the year following an election. For additional information, contact 986-8500.**

A rebate is payable only if the candidate has filed an audited financial statement and complied with all requirements of The Campaign Expenses and Contributions By-law and The Rebate of Election Contributions By-law.

The maximum contribution permitted is $750.00 per Councillor candidate and $1,500.00 per Mayoralty candidate. The maximum rebate permitted is $1000.00.

Total contributions of less than $25.00 are not subject to a rebate.

I, ... the contributor named in the receipt, residing at
(Full name of individual, organization, corporation, or trade union)

. . . . . .
(Full mailing address including postal code)

hereby make application for a contribution rebate.

. . . . . .
Telephone Number

. . . . . .
Signature of Contributor

. . . . . .
Date

Personal information on this form is collected under the authority of *The City of Winnipeg Charter Act* and will be used for the purposes of recording your campaign contribution and administering the rebate program only.