
 <b>HEALTH SCIENCES ASSOCIATION</b> The union delivering modern health care		<b>Policy Number: FIN 33.01 [GOV]</b>  <b>Subject: Allowable Spending for Candidates Running for Office of Regional Director</b>
<b>Section:</b> Finance	<b>No. Pages:</b> 4	<b>Date Effective:</b> September 15, 2022
<b>Appendix:</b> 1	<b>Review Date:</b> September 1, 2022	<b>Signature (President):</b> 
<b>Status:</b> New	<b>Revised</b> ✓	<b>Replaces Policy:</b> FIN-33.00

### Reason for Policy:

To ensure campaign expense fairness between all candidates running for the office of Regional Director by establishing spending limits in each of three expense categories, and by establishing processes related to mandatory reporting of all campaign expenses (including in-kind expenses), reimbursement of expenses, and recovery of any non-receipted advanced campaign funding.

### Policy Statements:

- 1.1 A candidate campaigning for the office of Regional Director is prohibited from spending, in cash or “**in kind**”<sup>1</sup>, in excess of the maximum amount stated per each of the three expense **categories**<sup>2</sup>, as follows:

#### Category One – Campaign materials, meetings, communications

No more than \$500 for campaign materials, including the cost of purchasing/producing and distributing those materials; and/or conducting meetings, including food and refreshments; and/or communicating with one or more constituents; and/or any other cost that can reasonably be described as an expense under this category.

#### Category Two – Campaign travel expenses within the electoral region

No more than \$750 for such travel expenses, including for vehicle mileage (at HSA’s applicable per-kilometre rate), air/ferry/train/transit/taxi, restaurant meals, accommodation, and/or any other cost that can reasonably be described as an expense under this category.

#### Category Three – Family and Dependant Care (Childcare)

No more than \$500 for such care, which is the receipted cost of reasonable family, dependant and personal attendant care expenses (including childcare) incurred by a candidate for campaigning, where the cost is over and above family, dependant and personal attendant care expenses regularly incurred as a result of the candidate’s normal occupation.

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<sup>1</sup> **“in kind”** refers to fair market value of those goods or services that are not purchased, but are nevertheless used for the purpose of the candidate’s campaign. An example is donated printing services. Volunteer labour is not reportable as an in kind expenditure unless the volunteer would normally charge for that labour, e.g. as a self-employed website developer. Meals prepared in a candidate’s home or hospitality offered by friends/family, while travelling, are not reportable as an in kind expenditure.

<sup>2</sup> **Categories** - spending room within any given category is not transferable to another category.

1.2 The provisions described in policy statement 1.1 above are absolute. No request to deviate from these provisions will be made or accepted.

1.3 HSA will reimburse a candidate running for the office of Regional Director for receipted campaign expenses to a maximum of the dollar amount stated per funding category listed in policy statement 1.1.

A candidate may apply for an advance of up to \$500, for the purpose of conducting their campaign, by submitting their request to the support staff person for the Elections Committee. (See policy statement 1.10 that requires the candidate to return to HSA any monies for anticipated expenses not supported by receipts.)

1.4 A candidate must campaign on their own time. Their time is not a cost to be either reported or reimbursed.

1.5 The campaign period commences effective the date the election is announced and ends when the ballots are counted.

1.6 A candidate must use the prescribed Statement of Campaign Expenses form throughout their campaign to record every expense at such time as it is incurred (or as practically as possible) and to ensure that all expenses are reported.

1.7 A candidate must keep a receipt for every campaign expense. An expense must still be reported, regardless of whether the candidate submits a claim for it.

In kind contributions must be supported by documentation confirming fair market value.

1.8 A candidate must submit their completed Statement of Campaign Expenses form, with supporting receipts/documentation attached, to the staff support person for the Elections Committee within 30 days of the publication of the election results.

1.9 HSA will make a copy of a candidate’s completed Statement of Campaign Expenses form available to any member who makes such a request to the staff support person for the Elections Committee.

1.10 If a candidate received an advance from HSA, pursuant to policy statement 1.3, and that advance is in excess of the receipts attached to their submitted, completed Statement of Campaign Expenses form, the candidate shall return the excess advanced amount to HSA upon submission of their completed Statement of Campaign Expenses form.

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1.11 Allegations of non-compliance with this policy, including but not limited to:

- (i) failure by a candidate to submit their completed Statement of Campaign Expenses form and/or campaign expense receipts;
- (ii) failure by a candidate to return to HSA monies that were advanced in excess of receipted expenses;
- (iii) violation of the campaign spending limit

shall be brought to the attention of the Elections Committee which shall process those allegations in accordance with ELEC-6 policy.

**References:**

HSA Policies

Elections: Regional Director

HSA Constitution

Nomination Form for HSA Regional Director

**Appendices:**

Candidate for Regional Director Statement of Campaign Expenses Form FIN 33(a)

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## Procedures:

1. The Elections Committee advises the Accounting Department of candidates in the election.
2. Candidates adhere to the policy. A candidate submits their completed Statement of Campaign Expenses form, with supporting receipts/documentation attached, to the staff support person of the Elections Committee, within 30 days of the publication of the election results.
3. The Elections Committee verifies that the candidate's declared expenses do not exceed the spending limit in each of the three specified expense categories and forwards the candidate's completed Statement of Campaign Expenses form to the Accounting Department.
4. The Accounting Department either issues reimbursement of campaign expenses to the candidate, or processes the candidate's return of advanced monies (or portion thereof), as appropriate.

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