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## Item No. 1

**Halifax Regional Council**  
**June 24, 2008**

**TO:** Mayor Kelly and Members of Halifax Regional Council

(Original Signed)

**SUBMITTED BY:**

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S. Dale MacLennan, CA, Director, Finance

**DATE:** June 13, 2008

**SUBJECT: Guidelines-HRM Spending During Municipal, Provincial or Federal Elections**

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### INFORMATION REPORT

#### ORIGIN

Originates with staff.

#### BACKGROUND

The Municipal Government Act (1998) (MGA) provides the broad framework within which policies authorizing the expenditure of public monies are developed, administered, and revised. Further, during a municipal, provincial, or federal election the Municipal Elections Act (1989), Nova Scotia Elections Act (1989), and the Canada Elections Act (2000) provide guidance specific to election campaign spending and the conduct of incumbents and candidates. In addition to legislation, the Halifax Regional Municipality monitors spending of public monies in accordance with the approved budget; both Capital and Operating. Specific policies and procedures are also in effect for specific types of reserve accounts, area rates accounts, and other spending accounts.

This guideline is meant to provide additional clarity for members of Halifax Regional Council taking part in a Federal, Provincial or Municipal election. It is not meant to restrict members of Halifax Regional Council in the performance of their ongoing duties on behalf of their constituents.

#### **Guidelines-HRM Spending During Municipal, Provincial or Federal Elections**

**DISCUSSION**

The “HRM Spending Guidelines during Municipal, Provincial and Federal Elections” is intended to guide expenditures where individual Councillors direct the specific allocation of funds to one degree or another. As always those expenditures must be in accordance with applicable legislation, HRM’s goals and priorities. The aim is to ensure that during a period of increased public scrutiny, either preceding or during an election for public office, clear guidelines are established to guide individual discretionary spending decisions as they relate to public funds to provide transparency in the event of allegations of conflict of interest. Further, the guidelines provide direction to senior staff regarding the identification and reporting of any proven spending irregularities.

Often an election occurs in the middle of a fiscal year, raising additional need for clarification. The nature of some of these funds is such that expenditures and commitments may cover multiple years and the timing of the expenditures may be concentrated during the construction season.

The Guidelines are attached.

**BUDGET IMPLICATIONS**

There are no budget implications associated with these guidelines, as these are spending guidelines on current approved budgets.

**FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality’s Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**ATTACHMENTS**

Guidelines

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Lamna Prowse, Coordinator, Finance

Report Approved by:                     (Original Signed)                      
S. Dale MacLennan, CA, Director, Finance

# HRM Spending Guidelines During Municipal, Provincial or Federal Elections

Revised June 20/08

## 1. Context

The Municipal Government Act (1998) (MGA) provides the broad framework within which policies authorizing the expenditure of public monies are developed, administered, and revised. Further, during a municipal, provincial, or federal election the Municipal Elections Act (1989), Nova Scotia Elections Act (1989), and the Canada Elections Act (2000) provide guidance specific to election campaign spending and the conduct of incumbents and candidates. In addition to legislation, the Halifax Regional Municipality monitors spending of public monies in accordance with the approved budget; both Capital and Operating. Specific policies and procedures are also in effect for specific types of reserve accounts, area rates accounts, and other spending accounts.

This guideline is meant to provide additional clarity for members of Halifax Regional Council taking part in a Federal, Provincial or Municipal election. It is not meant to restrict members of Halifax Regional Council in the performance of their ongoing duties on behalf of their constituents.

## 2. Statement of Intent

The “HRM Spending Guidelines during Municipal, Provincial and Federal Elections” is intended to guide expenditures where individual Councillors direct the specific allocation of funds to one degree or another. As always those expenditures must be in accordance with applicable legislation, HRM’s goals and priorities. The aim is to ensure that during a period of increased public scrutiny, either preceding or during an election for public office, clear guidelines are established to guide individual discretionary spending decisions as they relate to public funds to provide transparency in the event of allegations of conflict of interest. Further, the guidelines provide direction to senior staff regarding the identification and reporting of any proven spending irregularities.

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## 3. Types of Spending Restricted During an Election

3.1 This guideline applies to all Members of Council who are “officially nominated” in a Provincial or Federal election, or, who have filed appropriate nomination paperwork with the Returning Officer for candidacy in a HRM election.

3.2 The guidelines cover the following accounts \*\*::

- (i) District Activity Fund;
- (ii) Councillor’s Support Office and Mayor’s Office expenditures in promotional advertising, newsletters, direct mail flyers or surveys, signage, or discretionary donations.

**Note \*\*: Please refer to July 2007 Council approved District Capital Fund Policy for election restrictions related to the District Capital Fund. These guidelines are intended to be consistent with section 8 of that Policy.**

3.3 The following restrictions shall apply to the accounts listed in 3.2:

- (i) once an election writ has been issued pursuant to a Federal or Provincial election or by-election, no additional commitments or expenditures may be made by those Members of Council who have been officially nominated. Commitments or expenditures may resume once election returns have been filed and either:
  - (a) the candidate is defeated and commences the remainder of their term on Regional Council, or;
  - (b) a municipal election or by-election has been concluded and a new candidate is sworn in to municipal office;
- (ii) once a candidate is successful in a Provincial or Federal election, commitments or expenditures may not be made by the Member of Council during the time frame between their election victory and the swearing in date for their new area of representation be that a Provincial or Federal office. All remaining funds will be held for decision by the next councillor that will represent that district;
- (iii) following the close of nominations on nomination day for an HRM Municipal election or by-election, no additional commitments or budget changes may be made. Commitments or expenditures may resume once election returns have been filed and a candidate is either acclaimed or sworn into municipal office.

3.4 A candidate shall not expend or direct the expenditure of any municipal funds in the production or distribution of promotional materials such as, but not limited to, a district newsletter, advertisement, signage, direct mail campaign, etc. during a Municipal, Provincial or Federal election. The time frame for this shall be the same as that referenced in 3.3.

3.5 Nothing in this guideline shall prevent HRM from paying for a commitment, or legal obligation that existed on record prior to the circumstances listed in 3.3.

3.6 Nothing in the guidelines shall prevent HRM Regional Council from voting on a tender or RFP that was issued prior to the circumstances listed in 3.3.

3.7 Nothing in the guidelines shall prevent HRM from proceeding with debate or voting on its overall budget for the upcoming fiscal year even where items that are or could be listed in 3.2 are part of that overall budget.

3.8 In the guidelines, “commitment” shall mean a commitment normally defined by generally accepted accounting rules and HRM’s internal policies and must be provided in writing to Finance staff.

#### 4. Emergency Spending

The nature of the funds listed in 3.2 precludes any requirement for emergency spending . Emergency issues will be dealt with through the appropriate business unit utilizing HRM policies and procedures.

#### 5. Responsibility for Guideline Implementation, Monitoring and Reporting

5.1 The CAO shall be responsible for ensuring staff compliance with this guideline, assisted by the two Deputy CAO's.

Actions of HRM staff are expected to reflect awareness of and to comply with the stated intent of the Guideline. Any irregularities or violations of the guidelines on the part of staff shall be reported to the CAO and as appropriate by the CAO to Regional Council.

5.2 HRM Directors shall be responsible for ensuring annual Operating and Capital expenditures, service standards, and project priorities are in accordance with the annual budget and business plan approved by Regional Council. Spending shall be in accordance with standard decision-making policies and procedures.

5.3 HRM Finance shall be responsible for monitoring expenditures under Area rates, District Activity Fund, and Business units spending in accordance with the approved budget and procurement policies and procedures.

5.4 Responsibility for review and revision of the guidelines shall rest with HRM Finance.