

G-AP2 - Administrative Procedure: TWOSE Flood Emergency Relief Grants

Approved by: President, CSU 52

Date: July 16, 2026

Authority: Union 52 Benevolent Society Board motion — TWOSE Flooding Response, July 2026; Policy A-2 — Governance Documents and Administrative Procedures

1) Purpose and Authority

- a) This procedure governs the administration of the one-time TWOSE Flood Layoff Support Program authorized by the Board of Directors of the Union 52 Benevolent Society.
- b) The Program provides emergency financial relief to eligible CSU 52 members affected by the July 2026 flooding and resulting interruption of operations at TELUS World of Science Edmonton.
- c) Payments under this procedure are funded by the Members Emergency Fund, subject to the maximum expenditure authorized by the Board.
- d) Each payment is intended to be a voluntary, one-time emergency relief grant made by the Society in response to the general financial disruption caused by the flooding.
- e) A grant under this procedure:
 - i. is not remuneration for employment services;
 - ii. is not wages, salary, severance pay, termination pay, vacation pay, strike pay, or payment under the Collective Agreement;
 - iii. is not calculated to replace particular wages, scheduled hours, or employment income;
 - iv. is not a Supplemental Unemployment Benefit payment or payment under an income-replacement plan;
 - v. does not satisfy or reduce any obligation that TELUS World of Science Edmonton may owe to an employee;
 - vi. is not conditional upon the recipient applying or qualifying for Employment Insurance; and
 - vii. does not create an ongoing entitlement to financial assistance.
- f) The President is responsible for the administration and interpretation of this procedure, with operational assistance from the Finance Manager and consultation with the Treasurer and TWOSE Contractual Unit Director as appropriate.

2) Definitions

In this procedure:

- a) **Board** means the Board of Directors of the Union 52 Benevolent Society.
- b) **Flood** means the flooding at TELUS World of Science Edmonton arising from the severe rainstorm of July 2026.
- c) **Grant** means the one-time TWOSE Flood Emergency Relief Grant issued under this procedure.
- d) **Layoff Date** means the effective date on which the employee is placed on Temporary Layoff, as stated in the notice issued under the Letter of Understanding.
- e) **Letter of Understanding** means the Letter of Understanding signed by Civic Service Union 52 and TWOSE on July 15, 2026 respecting the temporary layoff process to be followed as a result of the Flood.
- f) **Program** means the one-time TWOSE Flood Layoff Support Program authorized by the Board.

- g) **Society** means the Union 52 Benevolent Society.
- h) **Temporary Layoff** means a layoff executed pursuant to the Letter of Understanding.
- i) **TWOSE** means the Edmonton Space and Science Foundation operating as TELUS World of Science Edmonton.

3) **Employment Status Categories**

- a) An employee's category will be determined by the employment status held immediately before the Temporary Layoff.
- b) For the purpose of this procedure:
 - i. **Full-Time Employee** includes an employee recorded by TWOSE under status code F or TFT; and
 - ii. **Part-Time Employee** includes an employee recorded by TWOSE under status code P, OPT, PPT, or TPT.
- c) A temporary employee may qualify in the same full-time or part-time category as a permanent employee, subject to the exclusion for positions that were already scheduled to end.
- d) Job title, classification, wage rate, seniority, actual hours worked, average scheduled hours, and individual Employment Insurance entitlement will not affect the amount of a Grant.

4) **Program Period**

- a) The Program applies to Temporary Layoffs arising directly from the 2026 flooding at TELUS World of Science Edmonton.
- b) Eligibility will be assessed separately as of each employee's own Layoff Date.
- c) An employee does not become eligible merely because a future layoff is anticipated. Eligibility arises only after the employee is actually placed on Temporary Layoff.
- d) The Program remains open until the President declares it closed after determining that:
 - i. TWOSE operations have substantially resumed;
 - ii. no further qualifying layoffs are reasonably anticipated; or
 - iii. the Board has directed that the Program conclude.

5) **Eligibility**

- a) An employee is eligible for a Grant where all of the following conditions are met:
 - i. immediately before the Temporary Layoff, the employee occupied a position included in the CSU 52 bargaining unit at TWOSE;
 - ii. as of the Layoff Date, TWOSE expects the Temporary Layoff to continue for at least thirty consecutive calendar days;
 - iii. the employee worked at least one shift during the thirty calendar days immediately preceding the Layoff Date;
 - iv. immediately before the Temporary Layoff was implemented, the employee was scheduled to work at least one shift during the thirty calendar days following the Layoff Date;
 - v. before or on the Layoff Date, the employee had not given notice of resignation; and

- vi. where the employee occupied a temporary position, that position did not have a pre-existing end date falling within the thirty calendar days following the Layoff Date.
- b) The President may waive the requirement in subsection (a)(iii), (a)(iv), or both, where the President is satisfied that:
 - i. the employee did not satisfy the requirement because they were on an approved leave or otherwise temporarily absent from work; and
 - ii. the employee was expected to return to active work for at least thirty calendar days during the period of Temporary Layoff.

6) Application

- a) An employee must submit an application to the Society to receive a Grant.
- b) The application will request only:
 - i. the applicant's legal name;
 - ii. a personal email address, current mailing address, and telephone number;
 - iii. the applicant's stated Layoff Date;
 - iv. the applicant's employment status immediately before the layoff;
 - v. the applicant's selected payment method and the information required for that method;
 - vi. the applicant's Social Insurance Number;
 - vii. the applicant's consent for the Society and TWOSE to exchange the information described in section 7; and
 - viii. the applicant's signature or electronic acknowledgement.
- c) An applicant is not required to:
 - i. demonstrate individual financial hardship;
 - ii. provide household income, assets, expenses, or family information;
 - iii. establish eligibility for Employment Insurance;
 - iv. disclose income received from another employer;
 - v. describe how the Grant will be spent; or
 - vi. attend an interview.
- d) Applications must normally be submitted within thirty calendar days after the later of:
 - i. the employee's Layoff Date; or
 - ii. the date on which the Society advises the employee that applications are open.
- e) The President may extend or waive the application deadline where reasonably required because of delayed notice, illness, disability, technological barriers, or another circumstance beyond the applicant's reasonable control.
- f) Applications will be submitted through a secure electronic form approved by the President.

7) Verification

- a) The Society will confirm the information provided by applicants with layoff information provided by TWOSE.
- b) The Society will additionally ask TWOSE to confirm, for each applicant:
 - i. that the expected duration of the Temporary Layoff was at least thirty calendar days as of the Layoff Date;
 - ii. that the applicant worked at least one shift during the preceding thirty calendar days;
 - iii. that the applicant was scheduled to work at least one shift during the following thirty calendar days;
 - iv. that the applicant had not already given notice of resignation; and
 - v. that any temporary position was not already scheduled to end within the exclusion period.
- c) Final eligibility will be determined by the President based on the application, TWOSE's verification, and any additional information reasonably required to resolve a discrepancy.

8) Grant Amounts and Payment Cohorts

- a) Subject to the total authorization approved by the Board, the Grant amounts are:
 - i. Part-Time Employee: \$1,000.00
 - ii. Full-Time Employee: \$1,800.00
- b) Grants may be issued in one or more payment cohorts as applications are received and verified.
- c) Except as provided in subsection g), the amount of the Grant is fixed and not dependent on an individual employee's Layoff Date or application date.
- d) Each eligible employee may receive only one Grant under this procedure, regardless of the number of positions the employee holds at TWOSE.
- e) A payment cohort will not be released where doing so would cause the total authorized expenditure to be exceeded.
- f) Where available authorization is insufficient:
 - i. applications will remain pending; and
 - ii. the President will promptly seek further authorization from the Board.
- g) In the event the Board declines to authorize additional funds, or additional funds are insufficient to fully satisfy all pending applications:
 - i. pending applications will be paid in the order they were received, until there are insufficient remaining funds to pay any additional Grants in full;
 - ii. no application will be paid if it cannot be paid in full;
 - iii. all remaining and newly received applications remain pending until additional funds are authorized or the Program is closed;
 - iv. the President will continue to seek the Board's direction on an equitable method to handle pending applications; and
 - v. any applications still pending for lack of funds when the Program is closed expire without being paid.

- h) No applicant acquires an enforceable entitlement to payment beyond the funds authorized by the Board.

9) Payment Method

- a) The Society will issue Grants directly to eligible applicants.
- b) An applicant may select:
 - i. electronic funds transfer or direct deposit; or
 - ii. cheque.
- c) An applicant requesting electronic payment must provide:
 - i. a void cheque; or
 - ii. an official direct-deposit form generated by the applicant's financial institution
- d) An applicant requesting payment by cheque must provide a current mailing address.
- e) Banking information will be used only to issue the Grant, correct or trace the payment, complete the financial reconciliation, and satisfy applicable audit requirements.
- f) Where an electronic payment is rejected or returned, the Society may contact the applicant to obtain corrected payment instructions or issue a cheque.

10) Tax and Employment Insurance

- a) The Society will issue a T4A to each applicant that receives a Grant, using the reporting category and other instructions confirmed by the Canada Revenue Agency.
- b) The Society will send a letter to each applicant that receives a Grant, to the applicant's provided email address, explaining that:
 - i. the Grant is funded entirely by the Union 52 Benevolent Society;
 - ii. the Grant is a voluntary, one-time emergency relief payment arising from the Flood;
 - iii. the Grant is not remuneration for services and has not been calculated from the recipient's wage rate, lost shifts, or Employment Insurance entitlement;
 - iv. the Grant does not alter the recipient's employment, layoff, recall, seniority, or Collective Agreement rights;
 - v. the Grant is expected to constitute a relief grant that is not earnings under paragraph 35(7)(c) of the Employment Insurance Regulations;
 - vi. a recipient who applies for or receives Employment Insurance is responsible for disclosing the Grant to Service Canada;
 - vii. the recipient can provide the letter to Service Canada or the Canada Revenue Agency to explain the source and character of the payment;
 - viii. a T4A will be issued in respect of the Grant and that income tax has not been withheld from the Grant; and
 - ix. the Society cannot make a binding determination concerning Employment Insurance or income-tax treatment.

11) Privacy and Security

- a) Personal information collected under this procedure will be limited to the information reasonably required to:
 - i. receive and assess applications;
 - ii. verify eligibility;
 - iii. issue and reconcile payments;
 - iv. comply with tax, accounting, audit, and legal obligations; and
 - v. respond to reviews or payment errors.
- b) The application form will include notice of:
 - i. the purposes for which information is collected;
 - ii. the Society's authority for the collection;
 - iii. the intended verification exchange with TWOSE;
 - iv. any anticipated disclosure to financial institutions, auditors, professional advisors, or government authorities; and
 - v. contact information for questions about the collection.
- c) Access to personal information will be restricted according to role. Social Insurance Numbers and banking information will be stored securely and access will be restricted to the Finance Manager and other specifically authorized Finance personnel.
- d) Personal information will be retained only for as long as reasonably required for administration, statutory reporting, audit, and legal purposes and will then be securely destroyed or anonymized.