



Burnaby Civic Employees Union

CUPE Local 23

Financial Policy 2025

CUPE Local 23 Financial Policy works together with the CUPE Local 23 Constitution and By-Laws to govern the operations of CUPE Local 23 and provide guidance to members, staff, and elected officers to carry out their responsibilities to represent the interests of the membership.

The rules to amend the Financial Policy are found in the Constitution and By-Laws of CUPE Local 23.

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A. OPERATIONS & OFFICERS

1. FINANCIAL MANAGEMENT

1.1 AUDIT

An independent audit shall be performed every fiscal year.

1.2 REMUNERATION FOR UNION BUSINESS

No member or officer may charge their time against the Union unless authorized to do so. Authorization for Union Leave is to be obtained in advance, a Union Leave form must be completed, signed by the President or Acting President and a copy forwarded to the Union Office.

Time covered by Union Leave to/from the worksite will only be for the scheduled time of the meeting/event approved plus a maximum of 15 minutes of travel time in a private vehicle before and after (totaling 30 minutes), for distances of up to 5 km. More time for longer distances or other modes of transportation must be confirmed in advance. Adjustments for traffic delays should be reported.

1.3 DIRECT DEPOSIT

The option to receive payments by 'Direct Deposit' shall be made available for Executive Board and Committee members who choose this as an alternative form of payment.

1.4 MEMBER APPRECIATION ITEMS

An inventory of member appreciation items shall be recorded and maintained. These items can be provided to members at union events.

1.5 PHONES

All fulltime officers, the Treasurer and the four Division Chairs will be provided with 'Smart' Phones that have enhanced data capabilities.

1.6 CREDIT CARD

- Credit cards will be issued to the President, Treasurer and Office Administration.
- Credit cards are to be used for Union purposes only.

- Credit cards are to be used for pre-approved expenses only.
- Receipts must be submitted for all credit card expenses.

1.7 ACCOUNTS

CUPE Local 23 funds are kept and managed in 3 accounts:

- Operating – main account, chequing account used for all operations – revenue and expenses
- Defense – dedicated fund, expenses governed by Defense Fund Policy, revenue allocated by motions to assign surplus funds from time to time
- Scholarships & Bursaries – endowment fund for the purpose of funding all scholarships and bursaries authorized by CUPE Local 23.

2 PAID FULL-TIME OFFICER

2.1 HOURS OF WORK

Work Week - Hours of work shall be based on a 40 (forty) hour work week with a flexible workday.

Overtime - A premium, based on 1 additional straight time hour per day, has been calculated and already included in the remuneration amount for the Full Time Officer. No additional compensation will be paid, banked, or otherwise calculated for hours worked in excess of 40 hours per week. There will be no additional pay for time worked on weekends.

2.2 REMUNERATION AND BENEFITS

General President - Remuneration (wages) shall be annualized based on Step 5 (five) of Pay Grade 29 as given in the CUPE Local 23, Inside Division Collective Agreement with the City of Burnaby.

Any other officer designated as Fulltime Officer in Article 6 of the Constitution and By-Laws of CUPE Local 23 - Remuneration (wages) shall be annualized based on Step 5 (five) of Pay Grade 27 as given in the CUPE Local 23, Inside Division Collective Agreement with the City of Burnaby. Statutory Holidays, Health and Welfare, Vacation - Statutory holidays, health and welfare and vacation entitlement shall be the same as that in the CUPE Local 23, Inside Division Collective Agreement with the City of Burnaby.

Benefits - The Union agrees to supply the same coverage and benefits including, but not limited to, Canada Pension Plan (CPP), Employment Insurance (EI), Municipal Pension Plan (formerly

Superannuation) as received by all permanent full-time employees in accordance with the CUPE Local 23, Inside Division Collective Agreement with the City of Burnaby.

Conditions of Employment - From time to time, the fulltime Officers may meet with the Labour Liaison Committee to discuss terms and conditions of employment.

2.3 VEHICLE

The Union agrees to provide a lease vehicle and applicable business use insurance for said vehicle.

The make, model and options of the vehicle shall be reasonable, to the extent that it appropriately represents the Union membership and their concerns for economy, value, and the environment.

The negotiated lease amount (not including federal and provincial taxes) shall not exceed the amount as prescribed in the applicable edition of the Canadian Income Tax Act Regulations, Section 7307(3)(b) for the taxation year in which the lease is signed.

Gasoline - The Union agrees to reimburse the acquisition of fuel, automobile lubricants and other maintenance fluids and car washes for the use of the vehicle for Union purposes.

Primary Use of Vehicle - The primary use of the vehicle is to transport, as necessary, the paid full-time officer during the course of regular business of the Union.

Personal Use of Vehicle - It is agreed that the full-time officer may have personal use of the vehicle and will incur any costs and /or deductible incurred while in personal use.

Vacation - The vehicle may not be used during vacation time unless the terms of use have been negotiated and agreed to in writing by the Labour Liaison Committee.

ACTING PRESIDENT

3.1 HOURS OF WORK

Hours of work shall be the same as President.

Shall be paid for maximum 8 hours per day.

Shall receive no additional compensation, banked, or otherwise for hours worked in excess of 40 hours per week.

3.2 REMUNERATION

Shall receive Pay Grade 29, Step 5 of the Inside Division Collective Agreement.

Shall submit a 'Union Leave' form for the time served as 'Acting President'.

Shall submit an Expense Voucher and receive the difference between regular pay and the remuneration in 3.2.1, mileage and other expenses incurred while performing the duties of President.

3.3 ALLOWANCES

Allowances are intended to cover incidentals in the service as officers – not as payment for services. This includes:

- Mileage/travel & parking costs for Executive Board, Division & General Membership meetings, meetings & events attended in your capacity as a Board member and delivering Wellness gifts
- Incidental meetings with members outside of work

Fulltime Officers are not entitled to monthly allowances. They are eligible for standard expenses associated with education, conferences and conventions.

The following allowances are payable on a per month basis. Allowances are to be paid at the end of the service month.

Secretary	\$300.00
Treasurer	\$300.00
Divisional Chairs	\$200.00
Divisional First Vice-Chairs	\$150.00
Divisional Second Vice-Chairs	\$125.00
Members at Large	\$125.00
Trustees	\$125.00

3.4 TRANSITION OF OFFICERS

Changes of officers occur as a result of elections in April.

- The outgoing Officers shall receive allowance per A 3.3 for the month of April.
- The Incoming Officers shall receive allowance per A 3.3 commencing May.
- The outgoing Treasurer shall receive allowance per A 3.3 for May.

3.5 OUTGOING OFFICERS

Tenure - The outgoing President will remain in the employ of CUPE Local 23 from the day after the elections take place through to April 30.

Files and Union Matters - The outgoing officers will provide any and all information pertaining to outstanding and ongoing matters of the Union to the incoming officers.

Authorities - The outgoing officers will sign over any documentation pertaining to CUPE Local 23 finances such as Signing Authority for bank accounts, Credit Cards, etc.

Property - The outgoing officers will turn in:

- any and all property including equipment and devices intended for the use of officers such as phones, computers/laptops, files, etc.
- all files and items pertaining to Union matters
- all information regarding outstanding and ongoing matters

B. MEMBERS

1. EXPENSES - COMMITTEES, DELEGATES & MEMBER EDUCATION

Union Members have a responsibility to be frugal and conscientious, and expenses must be supported with sufficient documentation. Reimbursements are intended to repay out of pocket expenses and not as payment for services.

1.1 ELECTIONS COMMITTEE

The Elections Committee shall receive Union Leave for missed shifts and per diems where applicable to carry out their duties.

1.2 COMMITTEE & LABOUR COUNCIL MEETINGS

Members and delegates may claim a meal per diem for meetings that are over 3 hours in length and occur over a standard meal period if a meal is not provided (per B 1.6)

1.3 EDUCATION/COURSES

In Town Courses - expenses paid for or reimbursed by the union include only:

- registration costs
- Union Leave
- mileage from worksite to course site and return (per B 1.9)
- transit fare above normal to and from work expense
- parking if necessary
- meal costs if meal not provided (per B 1.6)

Out of Town Courses - expenses paid for or reimbursed by the union include only:

- registration costs
- Union Leave
- Mileage and/or travel costs (per B 1.9)
- meal costs if meals not provided (per B 1.6)
- accommodation if not provided

1.3 COMMUNITY EVENT PARTICIPATION

Events that require attendance by members will be decided at the discretion of the Executive Board.

Events that we purchase tickets for will be offered in the following order:

- Executive Board members;
- At the next General Membership meeting;
- To Executive Board members for their partner/guest.

1.4 CONVENTIONS

Attendees will receive per diem based on the CUPE National Standard.

Accommodation (single occupancy) will be provided for all delegates for in-town or out-of-town conventions.

1.5 CONFERENCES/MEETINGS

Delegates will receive a per diem based on CUPE National standard.

Delegates will be provided single accommodation for conferences or meetings that are 2 days or longer in duration.

Allowances for Conferences/Convention will be paid in advance.

1.6 PER DIEMS

Per diems are payable for meals not otherwise provided while on Union business.

Per diems shall be based on the CUPE National standard.

Per diems shall be paid in advance when possible.

1.7 EXPENSE VOUCHER

Payments will not be issued without an expense voucher accompanied by applicable receipts.
Verification - Expense vouchers must be initialed by President.

1.9 MILEAGE

Shall cover vehicle operating costs, maintenance, fuel, insurance etc.

Shall be paid per kilometer rate according to current Canada Revenue Agency prescribed per-kilometre allowable rates.

Calculated to/from the Union Office as per [googlemaps.ca](https://www.google.com/maps).

Maximum distance shall not exceed 'Short Trip' on [googlemaps.ca](https://www.google.com/maps) (rounded up to the nearest kilometer).

Transit costs should be claimed using a printout of Compass Card usage with the dates/trips highlighted.

Receipts required for taxis or ride-hailing services.

Out-of-town: Maximum amount eligible is the cost of round-trip airfare to that destination.

1.10 EDUCATIONAL COURSES

Expenses directly related to education courses arranged by CUPE 23 (ie: Parking) will be reimbursed upon receipt of an Expense Voucher and applicable receipts.

Bridge tolls will not be reimbursed unless there is no other possible route between the Union office and the course venue.

1.11 TRAVEL

ARRANGEMENTS

Travel arrangements will be made by CUPE Local 23 office staff.

Unionized services will be utilized for all flights and accommodation.

Where this is not possible, delegates will ensure that the CUPE Local 23 office is informed of the details of all delegates' travel arrangements.

If delegates require alternate arrangements, they must ensure that the office staff is aware of those needs. Costs incurred by failure to inform the office staff will be the responsibility of the member.

VEHICLE

Reimbursements can be claimed for transportation by vehicle for the shortest distances (as per [googlemaps.ca](https://www.google.com/maps)) to/from the Union office and not to exceed the cost of a round-trip economy flight to the same destination.

FERRY

Ferry costs for the member and vehicle (if applicable) will be reimbursed including the reservation cost.

BUS/TRAIN

Delegates will be reimbursed for Bus/Train travel up to the cost of a round-trip economy flight to the same destination.

FLIGHT

Flight booking will be based on the least expensive, most direct route with unionized carriers. Extra charges, i.e.: seat selection, will be at the expense of the delegate.

Special arrangements made at the request of the delegates will be at their own expense. CUPE Local 23 will invoice the delegate for the difference between the flight and the total cost.

TRANSFERS

Delegates shall be reimbursed for taxi, shuttle, or equivalent, to/from airport, ferry, train, bus depot with receipts. Members are encouraged to share transfers.

PER DIEM

Delegates will receive Per Diems for travel days. (per B 1.6)

ACCOMMODATION

Wherever possible/practical, accommodation will be arranged at the venue of the Convention/Conference.

Accommodation will be arranged for Convention delegates for in-town and out-of-town Conventions and will be based on single-occupancy.

Accommodation for weeklong schools will be based on double occupancy.

INCIDENTALS/CHANGES TO TRAVEL

Delegates will be responsible for incidentals and other charges (e.g.: extended stays) not otherwise stipulated.

Delegates will be responsible for costs incurred due to changes without prior notification.

2. MEMBERSHIP BENEFITS

2.1 MEMBER ILLNESS

Members in good standing when absent from work for health reasons for a period equal to or greater than two (2) calendar weeks shall qualify to receive a wellness basket or gift, the cost of which shall not exceed \$60.00.

A co-worker shall advise the Local office when a member has been off work for health reasons so that a 'fruit basket' can be arranged.

A co-worker shall arrange to pick-up and deliver the wellness basket or gift;

If a co-worker is off at another time, but for a different reason, they will be eligible for a gift basket.

2.2 RETIREMENT

A member shall receive a congratulatory letter, certificate of recognition and a one-time payment of \$1,000.00 (one thousand dollars) in recognition of their service in the Union upon their retirement.

A notification of a member's retirement must be received from Human Resources, City of Burnaby, or the Burnaby Public Library.

Members who are not enrolled in the MPP (Auxiliary) must advise the Union of their pending retirement.

A member must be in good standing.

A member must have worked for the City of Burnaby for at least 10 (ten) continuous years or have accumulated 20,000 hours of service and be of retirement age.

This benefit shall be a single, one- time payment in recognition of the service of a member good standing.

Members who have previously retired and received a Retirement Benefit from the Local are not eligible for additional Retirement Benefits if they choose to renew their employment with the employer, in any capacity, and begin, again, to pay dues to the Union.

Union members who become exempt employees are not entitled to receive a Retirement Benefit.

2.3 DEATH BENEFIT

A grant in the amount of \$1,000.00 shall be paid upon the death of a member in good standing payable to the estate of the decedent.

This grant shall be a single, one-time payment in recognition of the loss of the member. The Local shall not pay out any other monies, for whatever reason, on the occasion of the death of the member.

C. DONATIONS/FUNDRAISING EVENTS

1.1 REQUESTS

Requests must be:

- Submitted in writing to the Union Office.
- Included on the next Executive Board meeting agenda.
- Presented to the Executive Board via poll vote when time is limited.
- Motions made at membership meetings may not exceed \$500.00. Requests for amounts in excess of \$500.00 must go through the Executive Board.

1.2 DISPENSATION

Preference will be given to organizations in Burnaby.

The decision of the Executive Board will be presented to the next General Membership meeting for ratification.

Once approved, a motion number will be assigned and written on the correspondence and submitted to the Treasurer for payment.

Payments will not be made without a motion number.

The budget for donations/fundraising events will be no more than 1% of the annual operating budget. Additional money can be spent in extraordinary circumstances through a notice of motion to members and voted on at a membership meeting.

D. SCHOLARSHIPS & BURSARIES

1. FOR CUPE 23 MEMBERS

1.1 ETHEL LAU SCHOLARSHIP

Mandate - The Ethel Lau Scholarship was established in 2001 and is issued on behalf of the Burnaby Civic Employees' Union. It honours the memory of Ethel Lau, a past union activist and recognizes her service of over 20 years.

The Fund is administered by the Executive Board of CUPE Local 23.

The Fund has been established for the exclusive purpose of awarding non-repayable educational scholarships to qualified recipients who are continuing their education.

There are seven (7) one thousand dollar (\$1,000.00) scholarships awarded annually at the discretion of the Executive Board of CUPE Local 23.

ELIGIBILITY

Consideration will be given to those applicants who are qualified and interested in taking further education at any accredited post-secondary facility for a degree, diploma, certificate, or trades qualification on a full-time basis.

The applicant has been a member in good standing of CUPE Local 23 for at least one year; or whose parent or guardian has been a member in good standing of CUPE Local 23 for at least one year.

The applicant is currently attending a post-secondary school or technical institute or is a grade twelve student or is someone who is in the process of proceeding to, a post-secondary school or technical institute on a full-time basis.

The applicant has not been a previous recipient of this scholarship.

The applicant must submit an informative, creative, and original 500-word essay on a topic selected by the Scholarship Committee.

The applicant agrees to allow their name, age and winning essay to be published along with scholarship results, in any medium, including the Burnaby Civic Employees' Union website.

NON-ELIGIBILITY

Graduate or postgraduate studies.

Applicants who are eligible to receive compensation from the City of Burnaby for their courses.

CUPE Local 23 Executive Board members.
Members of the Ethel Lau Scholarship Selection Committee.

An applicant whose family member currently sits on the Ethel Lau Scholarship Selection Committee UNLESS said member resigns from the Committee.

SELECTION

The selection of recipients of scholarships will be determined by recommendations of the Scholarship Selection Committee to the Executive Board of the Burnaby Civic Employees Union. The Scholarship Selection Committee will base their recommendation on the anonymous perusal of the submitted essays.

The Scholarship Selection Committee will ensure that all recommended recipients meet the eligibility requirements.

The successful applicant must provide the required certificate of acceptance and proof of registration into a post-secondary school or institute within six months of being notified.

1.2 GARY CAMPBELL MEMBERS' AWARD

Mandate - This award is designed to assist our members to register for courses (academic or non-academic) that will broaden their horizons and improve their quality of life.

The Gary Campbell Members' Award was established in 2014 to honour the memory and work of Brother Gary Campbell.

TERMS OF REFERENCE

The Fund is administered by the Executive Board of CUPE Local 23.

There are five (5) awards for up to one thousand dollars \$1000.00 per calendar year available at the discretion of the Executive Board of CUPE Local 23.

ELIGIBILITY

The applicant must:

Be a member in good standing of CUPE Local 23 for at least one year.

Submit a 500-1,000 word essay on how the course will be of benefit to them.

Have not previously received of this award in the current calendar year.

Not be eligible to receive compensation from the City of Burnaby for this course.

Not be members of the Gary Campbell Award Selection Committee.

PROCESS

The selection of recipients of awards will be determined by recommendations of the Award Selection Committee to the Executive Board.

The Award Selection Committee will base their recommendation on the anonymous perusal of the submissions.

To claim the Award, successful applicants must submit the following within 6 months of completion:

- A certificate of completion
- A receipt of payment

The applicant must agree to allow their name and submission to be published in any medium, including the Burnaby Civic Employees' Union website.

2. FOR COMMUNITY MEMBERS

2.1 BURNABY SCHOOL DISTRICT 41

SCHOLARSHIP

A scholarship of \$1000 will be awarded to a student in each Burnaby District Secondary Schools who are proceeding on to attend University or College.

RECIPIENTS

The recipients of each award will be determined by the District Scholarship Committee of the Burnaby School District #41.

The Burnaby School District will provide a list of students who will be awarded the Scholarship.

PROCESS

Students must send their proof of registration to a university or College and their address. Upon receipt of valid proof of registration, a cheque will be issued to the student.

2.2 EVA DIEN BRINE MARKVOORT MEMORIAL

Mandate - The Eva Dien Brine Markvoort Memorial Scholarship was established in 2010 to honour the memory of Sister Eva Markvoort, an auxiliary lifeguard who died on March 27,

2010. Sister Eva's courage and leadership was demonstrated when she was filmed in a documentary on life with cystic fibrosis entitled '65 Red Roses'.

She also successfully spearheaded a campaign for awareness of organ donations.

RECIPIENTS

A scholarship of One Thousand dollars (\$1,000.00) will be awarded annually to a New Westminster Secondary School graduate enrolling in a post-secondary theatre or fine arts program.

The recipients of each award will be determined by Royal City Education Foundation. The New Westminster Secondary School will provide the name of the recipient.

PROCESS

Students must send their proof of enrollment to post-secondary theatre / fine arts program. Upon receipt of valid proof of registration, a cheque will be issued to the student.

PROCESS

Students must send their proof of enrollment to post-secondary theatre / fine arts program. Upon receipt of valid proof of registration, a cheque will be issued to the student.

2.3 GARY CAMPBELL MAY DAY AWARD

Mandate - The Gary Campbell May Day Award was established in 2012 to honour the memory and work of Brother Gary Campbell.

Gary Campbell was a retired civic worker at the City of Burnaby and a lifetime member of CUPE Local 23 and a tireless activist for labour, peace and the environment. Gary passed away on April 9th, 2010 after losing a battle with cancer.

Gary began working for Burnaby in 1974 as a laborer and later became a Truck Driver. Gary was a union activist throughout his career. He was also a member of the executive board for many years. Gary's activism carried over into his retirement where as he continued to warn anyone who would listen about issues and trade deals such as N.A.F.T.A., T.I.L.M.A., W.T.F. etc. Whenever you see a Wal-Mart or a Target opening up in Canada instead of a Canadian owned establishment, think of Gary Campbell, we are encouraged to think of Gary Campbell's warnings.

The significance of including 'May Day' in the name of this award indicates the importance of recognizing May 1st as a special day in the Labour Movement. In 1866, the American Federation of Labor adopted a historic resolution that asserted eight hours constitutes a legal day's labour. This is a historic achievement in the history of the regulation of labour.

TERMS OF REFERENCE

A scholarship of Two Thousand dollars (\$2,000.00) will be granted annually to recognize and provide financial assistance to an SFU undergraduate student who is a graduate of the Burnaby

School District and is pursuing studies in the Labour Studies Program.

All recipients will be provided with a copy of Gary Campbell's biography.

RECIPIENTS

The recipients of the award will be determined by the Senate Undergraduate Awards

Adjudication Committee based on the following criteria:

- enrolled full-time in any faculty;
- in good academic standing (minimum 2.00 CGPA);
- demonstrated volunteerism/community service;
- enrolled in a Labour Studies Course.

Preference will be given to those:

- with demonstrated community service; and/or,
- pursuing an approved Minor or Certificate in Labour Studies; and/or,
- who are graduates of a School District #41 secondary school.

PROCESS

Students must submit the following supporting documentation:

- a letter of reference verifying relevant community service/volunteer work;
- copies of all post-secondary transcripts.

The scholarship is funded in perpetuity through a contribution of \$40,000.00 to Simon Fraser University's Scholarship Endowment Fund.

E. FUND POLICIES

1. SCHOLARSHIPS & BURSARIES FUND POLICY

The CUPE Local 23 Scholarships & Bursaries Fund will be funded by revenue allocated by membership motions to assign surplus funds, up to the point where the fund becomes self-sustaining.

2. DEFENSE FUND POLICY

The CUPE Local 23 Defense Fund will be funded by revenue allocated by membership motions to assign surplus funds from time to time, as available.

The purpose of the CUPE 23 Defence Fund is to provide supplementary financial assistance to its membership when faced with a strike or lockout and may also be used to promote and defend CUPE 23 and its work, as directed through motions passed by the CUPE 23 membership.

The Defence Fund is related to, and intended to supplement, strike funds provided by the National Union and Provincial Division under their regulations.

Only those members of CUPE 23 who are actively participating in a strike or lockout are eligible for CUPE 23 Defence Fund payments.

The CUPE 23 Defence Fund is restricted to a separate credit union account by that name. No other funds, from any other CUPE 23 account, shall be used for this purpose.

Benefits provided by the CUPE 23 Defence Fund shall be \$15.00 per day, to a maximum of \$75.00 per calendar week.

The CUPE 23 Executive Board shall have the authority to adjust the benefits payable under these Defence Fund Regulations.

Payments will commence on the first (1st) calendar day of the strike or lockout.

At the termination of the strike or lockout, two (2) days additional benefit shall be paid to eligible Local 23 members.

Last update: June 2025

