

## Governance Sub-Committee Meeting

Friday February 21<sup>st</sup>, 2025

12pm

Via MS TEAMS

### Record of Decisions

Via Teams: A. Yeo (Chair/Vice-President EC/LoP/OPBO), F-A. Roux

Regrets: N. Prier (President), M. Larcher, C. Hill, M. Hawco  
(Volunteer)

Staff via Teams: J. George (General Counsel and Director of Policy),  
K. Khouri (Legal Counsel), F. Raposo (IM and IT Advisor), J. Courty  
(Local Liaison Officer), S. Newman (Administrative Assistant)

Staff regrets: J. Hutt (Senior Advisor to the President), R. Beaulé  
(Executive Director)

#### 1. Opening of the meeting

- Meeting was officially called to order at 12:05pm. Quorum was not reached. The CAPE Statement on Harassment was not read.

## 2. Approval of Agenda

- Be it resolved that the February 21<sup>st</sup>, 2025, agenda was not approved due to lack of quorum.

## 3. Approval of Minutes from January 17<sup>th</sup>, 2025

- Be it resolved that the January 17<sup>th</sup>, 2025, minutes were not approved due to lack of quorum.

## 4. Local Establishment and Restructuring Forms (Annie)

- A. Yeo shares the Local Establishment application form.
- Members that do not currently belong to a local and want to establish their own local can use this form.
- F. Raposo suggests we mainly use Microsoft SharePoint since all members and CAPE employees have a Microsoft account.
- K. Khouri suggests we create a new version once all comments are provided and inputted.
- A. Yeo recommends volunteers to fill vital positions in local unions (Treasurer, Presidency).
- J. Courty provides information on union management consultation meetings and occupational health and safety committees.
- F. Raposo mentions that restructuring affects members of both locals, not just those being restructured.
- The intention behind creating a new document is to gather information on local volunteers' willingness to take on responsibilities and burdens of running a local.
- Discussion around the minimum requirements for a local to be considered active, including the need of a president or

treasurer, and the possibility of deeming a local inactive despite having active members.

- J. Courty brings up concern regarding defining active and inactive local, with only one steward present.

## 5. CAPE Framework for Local Bylaws (Annie)

- A. Yeo suggests focusing on bylaws and local establishment restructuring forms instead of the local executive committee.
- She is reviewing a document with comments from various speakers.
- She notes that the document has not yet been reviewed by the Governance sub-committee or legal team and wants to take her time to ensure it's appropriate and respectful of the Constitution and Bylaws.
- A. Yeo asks for feedback on specific sections of the document, including 1.1 on governance and 2.5 regarding local leadership structure.
- J. George provides feedback on various sections of the document, including Article 20 and 22.5, and suggests clarifying language to avoid confusion.

## 6. Policy progress report back

## 7. Closing of meeting

The meeting was adjourned at 1:48pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on February 21<sup>st</sup>, 2025.