

New Federal Workers and new locals Sub-Committee Meeting

Thursday December 11, 2025

12PM

Via TEAMS

Record of Decisions

Via Teams: Annie Yeo (Chair, Vice-President EC, LoP, OPBO), Samir Qurbany (Volunteer), Dylan Podkowka (Volunteer), Annie Slizak (Volunteer).

Regrets: William Harrison (Volunteer), Nathan Prier (President), Andre Poliquin (Director of Representation and Education), Julie Courty (Local Liaison Officer), Clarisse Habarugira (Executive Assistant to the President).

Staff via Teams: Joelle Franche (Administrative Assistant).

1. Opening of the meeting

Meeting was officially called to order at 12:07pm. Quorum was reached.

2. Approval of Agenda

The agenda was approved as approved as presented.

3. Approval of October's record of decisions.

The Record of decisions were approved as Presented.

The subcommittee unanimously agreed to have the RoD approved via email going forward.

4. LoP leaves guide.

Annie Y. noted that the draft of the Library of Parliament Leaves Guide has been initiated. CAPE National prefers that all guides be developed in a consistent and coordinated manner. The group is also receiving support from Stephanie Feldman and Ariel from the Library of Parliament. The goal is to have the guide finalized by the end of February. Annie S. agreed to assist with refining the language and rules.

5. OPBO leaves guide.

Dylan shared the link to his initial draft and provided an overview of the work completed so far. He noted that he will need additional time to finish revising the document. OPBO has resumed work with their local, and Annie Y. will share their contact information to help facilitate communication with the subcommittee.

6. Member's guide email draft.

The draft has been completed and reviewed; it will be sent to CAPE translation. Small amendments were made by Annie S.

7. Orientation guide and rand outreach templates.

Annie S. will ensure that all orientation guide templates follow a consistent style. The RAND outreach email template is already included, and an additional template encouraging members to update their email addresses will be added. All templates will be shared as bilingual resources for the subcommittee.

Annie S.'s local conducted outreach in November to RAND members and to members registered with a departmental email address to encourage registration and updates to member information.

8. Social media requests template.

Samir presented on their social media outreach strategy, including how to promote events and invite speakers. He also shared a social media/poster request template outlining common questions and information needed for promotional materials. With support from CAPE National, the group discussed the platforms available for publicity. This process will help streamline and facilitate future requests to advertise events.

9. Draft script for contacting Locals to touch base and collect data.

Will informed the group that he has not yet finished revising the questionnaire due to limited time and the rapidly evolving RTO/WFA situation, as well as ongoing outreach from CAPE National to locals. The group agreed that it may be more effective to coordinate with National's efforts rather than develop a separate questionnaire independently.

10. Roundtable.

All 2026 foreseen NFNL subcommittee projects will be sent to CAPE's General Director; deadline is Jan 16th. The subcommittee will communicate via email in terms of drafting a 2026 project list. Winter project: WFA poster/ communication.

11. Closing of the meeting.

The meeting was adjourned at 12:41pm.

The above record of decisions is accepted as a true representation of the New Federal Workers and new locals Sub-Committee meeting held on December 11, 2025.