

Governance Sub-Committee Meeting.

Friday May 15, 2026.

12pm Eastern Time.

Via TEAMS

Record of Decisions.

Via Teams: Annie Yeo (Chair), Lise Thibodeau (EC Director), Felix-Antoine Roux (TR Director).

Regrets: Mathew Ashworth (Chief of staff), Jennifer George (Legal Counsel), Khristian Khouri (Legal Counsel), Francis Raposo (IM and IT Advisor), Julie Courty (Local Liaison Officer and Events Coordinator), Clarisse Habarugira (Executive Assistant to the President).

CAPE Staff: Natalina Conner (Paralegal), Anastasia Trofimoff (Legal counsel) Joelle Franche (Administrative Assistant).

1. Opening of the meeting.

The meeting was called to order at 12:06pm, quorum was reached.

2. Approval of Agenda

The agenda was approved as presented. Natalina Connor assumes the role of the Anti-Harassment officer.

3. Approval of the record of decision from April.

The record of decisions from April were approved as presented.

4. Policy review updates

a. EDI policy

Legal will share the statement with the EDI subcommittee at their next meeting May 21st for their viewing and approval.

b. Local bylaws

The timeline for the release of these bylaws is still anticipating releasing these to the subcommittee by the end of June. There was an update that local 502 indigenous services Canada sent over their bylaws for it to be reviewed and amended by Legal however this will be put on hold and once the new local bylaws are released the local 502 can revise and send in another local bylaw for review if needed.

c. Family policy

This policy didn't need updating on the text and words, only formatting and was made so that the form so that it can be filled out electronically. It will also be sent to translation and added to the CAPE website.

d. Travel policy

It was noted that the Finance committee is still working on amending this policy and will make it's way back to Lise for further review. This policy will be presented to the Governance subcommittee for final approval to present it to the NEC in either June or September 2026.

e. Code of ethics

This revision is nearing completion, and the group reviewed the amended draft. The document will now be forwarded to the CAPE legal team for review and approval prior to submission to the subcommittee for final approval. Following subcommittee approval, the final draft will be presented to the NEC.

f. Electronic signature policy

No updates were presented; this policy is still under review. It was noted that if any help from the subcommittee is needed, the group has capacity to help legal move this forward.

g. Harassment prevention policy

No updates were presented; this policy is making its way through rounds of approval within the NEC and legal with current version 14. It was noted that if any help from the subcommittee is needed, the group has capacity to help legal move this forward.

9. Closing of the meeting.

The meeting was adjourned at 12:51pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on May 15th, 2026.