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# Minutes

## Equity & Diversity Committee

Tuesday, June 26, 2018

Room 1B, PEO Offices

5:30 PM

Present: Márta Ecsedi, P.Eng.  
Georgia Fotopoulos, P.Eng. (by teleconference, joined at 6:27 pm)  
Manasi Koushik, P.Eng. (by teleconference)  
Rakesh Shreewastav, P.Eng. (by teleconference, joined at 6:32 pm)  
Vera Straka, P. Eng. (Vice Chair)  
Ryan Zizzo, P.Eng.

Regrets: Greg Allen, P.Eng. (Chair)  
Nima Eslaminasab, P.Eng.

Staff: Olivera Tomic  
Rob Dmochewicz

### 1. Opening Remarks

The Vice Chair, Vera Straka, called the meeting to order at 6:27 PM and welcomed everyone.

### 2. Approval of Agenda

The Agenda of the June 26, 2018 meeting was reviewed and approved as presented.

Moved by Márta Ecsedi, seconded by Ryan Zizzo:

**That the Agenda of the meeting be approved as presented.**

**MOTION CARRIED**

### 3. Approval of Minutes

The Minutes of the May 16, 2018 meeting were reviewed and approved as presented.

Moved by Márta Ecsedi, seconded by Ryan Zizzo:

**That the Minutes of the meeting held on May 16, 2018 be approved as presented.**

**MOTION CARRIED**

### 4. Engineers Canada Equity & Diversity Initiatives

Rakesh Shreewastav presented a summary of some of the Engineers Canada (EC) diversity initiatives:

- On June 23, 2018, Engineers Canada (EC) joined individuals and organizations around the world in celebrating International Women in Engineering Day (INWED) and challenged all engineering stakeholders to take action to achieve 30 by 30 and increase the number of women in engineering.



- EC welcomed Annette Bergeron, MBA, FEC, P.Eng., as EC President for the 2018–2019 term. Previously, she was elected as the sixth female president of PEO (2013-2014). She was also a President and Chair of the Ontario Society of Professional Engineers (2004-2005 and 2010-2011). Annette Bergeron was recognized in 2013 and 2014 as one of the Top 25 Women of Influence across Canada.
- In recognition of National Indigenous Peoples Day on June 21, 2018, EC spoke with the directors of Canada’s two Indigenous access to engineering programs (Outreach and Aboriginal Access at Queen’s University’s Faculty of Engineering and Applied Science and the Engineering Access Program (ENGAP) at the University of Manitoba’s Faculty of Engineering), who are working to address Indigenous students underrepresentation in engineering programs, as they currently represent only one percent of undergraduate engineering students in Canada.

## 5. Developing Strategies for PEO 2018-2020 Strategic Plan

- Report from the Working Group  
The Vice Chair advised that the deadline for proposal submission is June 30. The working group – Georgia Fotopoulos, Manasi Koushik, and Ryan Zizzo presented a draft proposal for further discussion. Based on discussion at the previous EDC meeting, they suggested to focus on strategic objectives #3 – Enhance PEO’s public image, #6 – Augment the applicant and licence holder experience, and #9 – Enhance corporate culture. Furthermore, Ryan presented an idea of organizing an EIT Equity & Diversity PEO Day to be held in Toronto in 2019.
- EDC Proposal Development  
The committee discussed the proposal prepared by the working group. Some concerns expressed by EDC members were about funds and inclusiveness, as the event would include EITs only. To engage all groups, it was agreed that EITs would be a preferred audience while P.Engs. are also welcome. It was suggested to survey EIT webinar participants to verify whether they would be interested in attending such event and if they would prefer a live event or an online participation.

The committee agreed to submit the following strategy:

**To enhance PEO’s public image, to redefine the volunteer leadership framework, and to enhance corporate culture by organizing an Equity & Diversity Event, as a live event streamed online.**

### Action:

- Staff to submit the strategy developed by EDC for Council consideration

## 6. Revising the EDC Work Plan (Continued)

- Proposal for Chapter E&D Award – Review  
Vera reviewed the three documents developed by EDC: Nomination Procedures, Nomination Form, and Selection Criteria. The committee discussed possible amendments to ensure consistency among all three documents.

Rob advised that, as the next step, the proposal will be provided to Scott Clark, Chief Administrative Officer and, after his review - to the Regional Councillors Committee (RCC), for the final approval.



**Action:**

- Rob to amend the Chapter Equity and Diversity Award documents and to provide them to the committee for final review, by June 29
- EDC members to provide their final comments to Rob, by July 6
- Report on E&D Online Module Usage  
Rob Dmochewicz reviewed the Equity & Diversity online module usage report. Between December 2017 and May 2018, 50 users visited the module including:
  - 4 ERC members
  - 10 Councillors
  - 22 new Volunteers
  - 14 other users

As of May 31, 2018, the total number of users was 1002.

- Defining Expectations for Support  
The Vice Chair suggested revising the number of committee meetings held during a year. She suggested that four face-to-face meetings would be sufficient and suggested to use a teleconference as an option to have discussion between regular meetings, depending on current needs. The committee agreed and the meeting scheduled on November 21 has been cancelled.

The committee also agreed that they don't need a support from professional consultant on a continuous basis and that they would rather reach out for such support for specific projects.

- Developing Process for Obtaining Support (scope of work, schedule, timelines, RFP procedure)  
Olivera Tasic advised the committee about PEO's Procurement Policy and the Request for Proposals (RFP) procedure. It was agreed that the committee members will bring their ideas about expectations for professional support to the next meeting.

**7. Other Business**

Rob reported that this year's theme of the Ontario Professional Engineers Awards (OPEA) Gala is Equity and Inclusion. He advised that the Gala Advisory Committee (GAC) had requested the EDC and Ontario Society of Professional Engineers' (OSPE's) Equity, Diversity and Inclusion (EDI) Committee to submit their suggestions for questions about E&D that could be included in vignette scripts for each OPEA recipient. It was agreed to submit the following questions:

- How do you support equity, diversity and inclusion?
- What needs to change in the profession to increase equity, diversity and inclusion?
- Are we doing enough to promote equity, diversity and inclusion?
- How diversity in your career has influenced you over the time?

**Next Meetings:**

- Wednesday, September 12
- Wednesday, December 12

**There being no further business, the meeting adjourned at 8:35 PM.**

## **LIST OF ACTION ITEMS:**

| <b>Responsible</b>                                 | <b>Action</b>  | <b>Date Assigned</b> | <b>Status</b> |
|--|--|----------------------|---------------|
| Fern   | To continue to monitor Committee use of E&D Work Plan template   | January 20, 2016     | Ongoing       |
| Márta Ecsedi                                       | To update the E&D PPT presentation log   | March 8, 2016        | Ongoing       |
| EDC members  | Each EDC member to outreach three engineering companies for successful E&D stories   | October 25, 2017     |               |
| Márta Ecsedi                                       | To connect with Duff McCutcheon, PEO Communications Manager, to inquire about possibility of using PEO Social Media channels to communicate and promote the Chapter Equity & Diversity Award | October 25, 2017     |               |
| EDC members  | To develop the scope of work and other requirements for an EDC Equity & Diversity Consultant, for the purpose of the Request for Proposal  | March 28, 2018       |               |
| Georgia Fotopoulos, Manasi Koushik, and Ryan Zizzo | To form a working group and to provide ideas for strategies which could contribute to the 2018-2020 Strategic Objectives, before the next committee meeting                                  | May 16, 2018         | Completed     |
| Rob  | To send EDC members the Chapter Equity & Diversity Award documentation and the 2013 EDC survey results   | May 16, 2018         | Completed     |
| EDC members  | To check the Chapter Equity & Diversity Award documentation for its consistency; the next review to take place at the June 26, 2018 meeting  | May 16, 2018         | Completed     |
| Staff  | To submit the strategy developed by EDC, for Council consideration   | June 26, 2018        |               |
| Rob  | To amend the Chapter Equity and Diversity Award documents and to provide them to the committee for final review, by June 29  | June 26, 2018        |               |
| EDC members  | To provide their final comments on Chapter Equity and Diversity Award proposal documents to Rob, by July 6   | June 26, 2018        |               |