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# Minutes

## Equity & Diversity Committee

Monday, June 15, 2015

Present: Márta Ecsedi, P.Eng. (Chair)  
Vera Straka, P.Eng. - by teleconference  
Greg Allen, P.Eng. - by teleconference  
Shaun Rose, P.Eng.  
Rakesh Shreewastav, P.Eng. - by teleconference  
Sharon Reid, LGA  
Rishi Kumar, P.Eng. (until 6:30 pm)

Regrets: Merv Dewasha, P.Eng.

Consultant: Ann Holmes

Staff: Fern Goncalves  
Olivera Tosic

### 1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 5:35 pm.

### 2. Approval of Agenda

Moved by Sharon Reid, seconded by Vera Straka, that the Agenda be approved as presented.

**MOTION CARRIED**

### 3. Approval of Minutes

Sharon Reid indicated that agenda item 4 should have stated that there were two separate meetings, one with the President Chong and another with the Registrar McDonald, instead of one meeting as is presented in the minutes.

Moved by Vera Straka, seconded by Sharon Reid, that the Minutes of May 4, 2015 meeting be accepted as amended.

**MOTION CARRIED**



#### 4. Equity & Diversity Implementation Action Plan – Review

##### **Policy Statement #1 – Engagement of Council members**

Sharon Reid reported that the one page handout had been distributed to Council at the May 29 meeting, however neither she or Rakesh Shreewastav were able to speak on the E&D awareness module as the meeting ended early. It was agreed that both Councillors Reid and Shreewastav would mention the awareness module at the Retreat in June (informal discussions with Councillors), as well as, at the September 25<sup>th</sup> meeting under Councillor items and encourage Council to view the module.

##### **Action:**

- Sharon and Rakesh to have informal discussions with Councillors at the Retreat (June)
- Sharon and Rakesh to mention E&D Policy under Councillor items at the September meeting and ask Council to view the module
- Include one page flyer into Council package for the September meeting

##### **Policy Statement #2 – EDC Awareness Module**

Ann Holmes reviewed the E&D Policy Implementation Plan and PowerPoint presentation, highlighting key discussion points in the “notes” section. She also asked committee members to provide an update on activities regarding the E&D PowerPoint presentation to PEO committees and chapters. The Chair reported that she facilitated three presentations to: Engineers Canada, the Ottawa Chapter and the Porcupine/Kapuskasing Chapter.

Shaun Rose will be attending an event at the Etobicoke chapter on June 25 and hopes to be able to establish a connection with the chapter chair and distribute the one page flyer as well as request an opportunity to present the PowerPoint presentation at a later chapter meeting.

Sharon Reid motioned that the Peterborough chapter will be organizing a boat cruise on June 18, so she will try to connect with the chapter executives and schedule a presentation.

Vera reported that she will continue with efforts to connect with the East Toronto chapter, Rishi Kumar had motioned that the next two chapters that he would like to approach regarding the presentation are: Brampton and Oakville chapters.

The Chair also mentioned that an expression of interest was received from Lakehead chapter and that she would consider trying a new online presentational tool. She tasked staff to do research on effective and available products that can be used for this purpose.

Fern reported that Engineers Canada contacted Registrar McDonald in order to get permission to use the E&D awareness module link on its website. Both the E&D module and the PowerPoint will be available on Engineers Canada website.

In order to revamp interest for the module and the PowerPoint presentation, the committee agreed to update the presentation, create additional documents that will be useful to presenters, and increase distribution of the flyer. Staff were tasked with creation of a special folder on the committee SharePoint site for all PowerPoint presentation relevant and updated documents.

##### **Action:**

- Staff to provide more information about available online meeting tools.



- Staff to create SharePoint "Presentation folder "and post PowerPoint presentation, Q&A document and one-page handout.

#### **Policy Statement #4**

Ann Homes reported that the action item to incorporate E&D information into the EIT seminars and handout package has been completed.

#### **Policy Statement #6 – Recognition sub-group update**

On behalf of the sub-group members, which include Greg Allen, Shaun Rose and Vera Straka, Shaun provided an overview of a proposal that they developed for the introduction of a suggested chapter volunteer recognition award. Key components of the proposed recognition program are:

- Award purpose: to recognize an exceptional contribution of a recently active chapter member who has been instrumental in promoting equity and diversity
- Draft criteria:
  1. Candidate joined a chapter 3 to 4 years ago
  2. Candidate is not a member of chapter executive
  3. Over 2-year period, candidate demonstrates commitment to a local chapter in a manner that has positively enhanced the life of the chapter
  4. Through contribution, candidate showed dedication to equity and diversity within the engineering profession
- Award: Certificate and a small gift

The chair asked committee members for input on the proposed initiative. The committee agreed to support the initiative based on amendments and/ or clarification points that were discussed. It was further agreed to present the revised proposal and recommendation to the Regional Councillors Committee at their meeting on July 25, 2015.

#### **Action:**

- The sub-group to revise the proposal and provide an update to the Chair by June 29.
- Chair to review and approve an updated document and submit to PEO's Chapter staff by July 3, 2015.

#### **Policy Statement #7 & #5 – Interactive Input to Remove Barriers**

EDC members (Greg Allen and Vera Straka) reported that they had reviewed the comments submitted by respondents of the 2013 E&D survey to identify potential follow up actions, but comments had not indicated any issues specific to identifying perceived barriers.

#### **5. Next Meetings**

- September 16, 2015
- October 28, 2015
- December 9, 2015

There being no further business, the meeting adjourned at 8:10 pm.