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# Minutes

## Equity & Diversity Committee

Tuesday, June 20, 2017

Room 1B, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair)  
Nima Eslaminasab, P.Eng.  
Rakesh Shreewastav, P.Eng. – by teleconference  
Vera Straka, P. Eng. (joined at 5:55 PM)

Regrets: Greg Allen, P.Eng.  
Rishi Kumar, P.Eng.  
Bob White, P.Eng.

Consultant: Ann Holmes

Staff: Fern Gonçalves  
Rob Dmochewicz

### 1. Opening Remarks

The Chair, Márta Ecsedi, called the meeting to order at 5:40 PM and welcomed everyone.

### 2. Approval of Agenda

The Agenda of the June 20, 2017 meeting was reviewed and approved as presented.

Moved by Nima Eslaminasab, seconded by Vera Straka:

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

**MOTION CARRIED**

### 3. Approval of Minutes

The Minutes of the May 16, 2017 meeting were reviewed and approved as presented.

Moved by Rakesh Shreewastav, seconded by Vera Straka:

**That the Minutes of the meeting held on May 16, 2017 be approved as presented.**

**MOTION CARRIED**

### 4. 2017 Committee Chairs Workshop: Three Top Committee Challenges

The Chair advised that the Advisory Committee on Volunteers (ACV) had requested that all committees submit their top 3 challenges in order to have a productive and meaningful discussion at this year's Committee Chairs Workshop. The challenges may include current and past committee experiences, and any resolutions that came out of the experience.



Ann Holmes facilitated a group discussion to identify the three top challenges that EDC encountered over the past year. It was agreed to submit the following challenges:

- Committee member regular attendance
- Lack of consistent understanding of implication of EDC Policy
- Raising awareness of activities of EDC to Council, Chapters, and profession

**Action:**

- The Chair to submit EDC responses to ACV

**5. Equity & Diversity Implementation Action Plan – Review**

- Policy Statement 1

(i) Equity & Diversity Online Module Usage Report

Fern Gonçalves reviewed the Equity & Diversity online module usage report. Between December 2016 and May 2017, 35 users visited the module including:

- 2 ERC members
- 1 Councillor
- 23 new Volunteers
- 9 other users

As of May 31, 2017, the total number of users was 918.

Fern reported that the new policy requiring new volunteers to complete the Equity & Diversity online module, which was implemented in January 2017, resulted in 98% compliance, excluding one volunteer who is an external appointee.

- Policy Statement 3

(i) Survey of Committee Chairs - Equity & Diversity Work Plan Template

The committee discussed conducting a survey of committee chairs as a follow up to changes to the annual Work Plan template, recommended by EDC in 2015. The survey would include the following questions:

- Are you aware of the changes to the template?
- Did you implement it in your committee's planning? If not, why not?
- If you did, what outcomes resulted in 2016?

Moved by Vera Straka, seconded by Nima Eslaminasab:

**That it be recommended that staff administer a Survey Monkey in July to check the outcomes of the Equity & Diversity Work Plan Template.**

**MOTION CARRIED**

**Action:**

- Staff to seek approval to administer the Survey Monkey of committee chairs to check the outcomes of the Equity & Diversity Work Plan Template



- Policy Statement 6
  - (i) Presentation on Order of Honour Program  
Deferred to the next meeting.
  - (ii) Proposal for Pilot to introduce a Chapter Award – Report from Subcommittee re: Nomination Criteria  
The committee reviewed and amended the nomination criteria prepared by Vera and Greg.

Moved by Vera Straka, seconded by Nima Eslaminasab:

**That the Proposal for a Pilot to introduce a Chapter Equity & Diversity Award, with the amended nomination criteria, be presented to the Awards Committee (AWC) for their review and endorsement.**

**MOTION CARRIED**

**Action:**

- Fern to present the Proposal for a Pilot to introduce a Chapter Equity & Diversity Award to the AWC for their peer review at the AWC meeting on September 15
- Policy Statement 7
  - (i) Project Plan to Identify Perceived Barriers and Recommendations for Change and Experience Requirements Committee Implementation Plan  
As a follow-up to the prior meeting, EDC had sought to obtain information on the review of PEO's interview process for waiving exams undertaken by the Experience Requirements Committee (ERC) as identified in PEO strategic objective 15.4 and 15.5 from the 2015-2017 Strategic Plan.

Fern provided the following background summary:

- The recommendation to conduct such a review of the ERC Interview Process was originally made by the Ontario Fairness Commission (OFC), who suggested that “PEO engage an assessment expert to review the interview process for waiving exams. The goal of this review would be to recommend improvements or alternative assessment strategies to ensure consistent and objective decision-making about waiving exams based on work experience.”
- PEO followed through on the recommendations and, in April 2015, engaged a consulting firm to review the ERC interview process as well as the staff referral interview process.
- The consultant's report was presented in January 2016 and contained 10 recommendations for improvements to the interview processes.
- An ERC subcommittee was formed to review the recommendations and develop an implementation action plan.

Fern reported that she had met with Michael Price, Deputy Registrar and Pauline Lebel, Manager, Licensure, to discuss the initiative and request a copy of the Implementation Plan. EDC was advised this is an ongoing ERC initiative and strategic direction, and until



such time as the plan has been fully implemented and operational for a reasonable period of time, licensing staff are recommending that no further consultations be undertaken regarding applicants and new licencees for now.

The Chair presented an overview of PEO's licensing model and EDC members were asked to consider whether to proceed with the action item on developing a project plan to identify perceived barriers and recommendations for change.

The committee considered a question asked by Ann: Is there any other place in the licensing model, other than ERC interviews, to look at?

Options that were presented and discussed included:

- To review the previous Member Survey and consider administering a revised version
- To randomly survey members to check if they experienced any barriers in accessing PEO's services and programs
- To survey members who submitted complaints and those being complained against to check how they were treated

Note: All of the above suggested options would require Council approval.

**Action:**

- Staff to send EDC members the article on PEO's complaint process published in Engineering Dimensions

**Future EDC Meeting Dates:**

- Tuesday, September 19
- Wednesday, October 25
- Wednesday, December 6

**There being no further business, the meeting adjourned at 7:25 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
Vera Straka and Greg Allen	To develop the Chapter Equity & Diversity Award nomination criteria	January 25, 2017	Completed – June 20, 2017
Vera Straka and Greg Allen	To update the Chapter Equity & Diversity Award nomination criteria and send to Fern before next EDC meeting on June 20	May 16, 2017	Completed – June 20, 2017
Márta Ecsedi	To submit EDC responses on three top committee challenges to ACV	June 20, 2017	
Fern	To seek approval to administer the Survey Monkey of committee chairs to check the outcomes of the Equity & Diversity Work Plan Template	June 20, 2017	
Fern	To present the Proposal for a Pilot to introduce a Chapter Equity & Diversity Award to the AWC for their peer review at the AWC meeting on September 15	June 20, 2017	
Rob	To send EDC members the article on PEO's complaint process published in Engineering Dimensions	June 20, 2017	