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# Minutes

## Equity & Diversity Committee

Wednesday, October 28, 2015

Room 1B, PEO Offices

5:00 PM

Present: Márta Ecsedi, P.Eng. (Chair)  
Merv Dewasha, P.Eng. (Vice Chair)  
Greg Allen, P.Eng.  
Rakesh Shreewastav, P.Eng.

Teleconference: Shaun Rose, P.Eng.  
Vera Straka, P.Eng. (5:35 pm – 6:00 pm)

Regrets: Rishi Kumar, P.Eng.  
Sharon Reid, LGA

Consultant: Ann Holmes

Staff: Fern Gonçalves  
Rob Dmochewicz

### 1. Opening Remarks

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

### 2. Approval of Agenda

Moved by Rakesh Shreewastav, seconded by Merv Dewasha, that the Agenda be approved as presented.

**MOTION CARRIED**

### 3. Approval of Minutes

Moved by Merv Dewasha, seconded by Rakesh Shreewastav, that the Minutes of September 16, 2015 meeting be approved as presented.

**MOTION CARRIED**



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

##### **Policy Statement #7 and 5 – Develop mechanism to identify and work to remove barriers**

Rakesh Shreewastav reviewed the draft feedback form which Ann Holmes and Vera Straka had developed. Once approved by the committee, this feedback form would be distributed in conjunction with the Equity & Diversity PowerPoint presentation to chapters and/or committees and would serve to identify potential barriers related to access. It was the committee's consensus to implement the feedback form as amended during the meeting.

It was agreed to defer discussion on the suggestion to survey four designated groups in partnership with external collaborators.

Fern reported that the recommendation from the RCC (Regional Councillors Committee) to request Council's approval for the administration of a member satisfaction survey will be on the agenda for the November 20 Council meeting.

##### **Action:**

- At the November Council meeting, Rakesh Shreewastav and Sharon Reid to speak to the member satisfaction survey and to suggest that EDC also review the survey with an E&D lens

##### **Policy Statement #6 – Proposal for introduction of Chapter Award**

Shaun Rose reviewed the proposal developed by the task group (Vera Straka, Shaun Rose, and Greg Allen) regarding the introduction of a chapter award to recognize chapter volunteers active on equity and diversity.

##### **Action:**

- Fern to forward discussion notes to Shaun Rose.
- The task group to revise the proposal based on feedback provided during the discussion (ready by December 1, before the planning teleconference for the December EDC meeting).

Fern suggested the award be clearly identified as a chapter award (sponsored and administered by chapters), not sponsored by PEO.

##### **Policy Statement #3 – Committee Work Plan template**

Ann reported that the action plan objective to create methods and metrics for other committees in setting Equity & Diversity goals has been achieved. The Chair informed the committee that the Advisory Committee on Volunteers had approved EDC's recommendations to amend the Work Plan template by including a section that identifies various questions that would guide committees to promote equity and diversity awareness at their March 2015 meeting.

##### **Action:**

- Staff to create spreadsheet to track Work Plan status (using new template, using old, not submitting)



### **Policy Statement #2 – E&D PowerPoint Presentation**

The Chair reported that she has delivered the presentation to three chapters – Brantford, Lakehead, and Porcupine/Kapuskasing.

Fern reported that Engineers Canada moved recently to the new office, therefore the action of posting link on their website to PEO's Equity & Diversity web module has been postponed. She also reported that IT department will test a new online meeting platform during the next Awards Committee meeting on November 13.

### **Policy Statement #2 – 2016 Engineering Dimensions Article Ideas**

The committee reviewed the suggested list of article ideas developed at the September 16 meeting.

#### **Action:**

- Staff to notify the Managing Editor of Engineering Dimensions that EDC plans to submit an article for the March/April issue and another article for the May/June issue:
  - **1<sup>st</sup> article (March/April 2016):** EDC achieves success through collaboration with Queen's University on Aboriginal student recruitment, with Engineers Canada on module link, and with ACV (Work Plan template) - deadline for submission: January 25, 2016
  - **2<sup>nd</sup> article (May/June 2016):** Aboriginal-related article covering the initiatives undertaken by EDC - deadline for submission: March 25, 2016
  - **3<sup>rd</sup> article (September/October 2016):** Article showcasing EDC members - deadline for submission: July 25, 2016

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

Rakesh suggested that the flyer promoting the Equity & Diversity module be included in the Councillors meeting package on an ongoing basis.

#### **5. 2016 EDC Work Plan**

The committee reviewed the draft 2016 Work Plan.

Moved by Shaun Rose, seconded by Greg Allen, that the 2016 EDC Work Plan be approved as discussed and amended at the meeting.

Ann suggested including the Work Plan revisions in the Implementation Action Plan, as a separate item (#8 – administration) to be reviewed twice a year or quarterly.

#### **6. Next Meetings**

- December 9, 2015 (Christmas dinner)

A picture of the EDC members will be taken during the December meeting.

#### **Action:**

- Staff to prepare a Doodle poll regarding the 2016 EDC meeting dates.

**There being no further business, the meeting adjourned at 8:05 PM.**