



## EDI and T&R WORKING GROUP TERMS OF REFERENCE

### Abbreviations

For a comprehensive glossary of terms and definitions, please refer to the “Defined Terms” section included in the [Professional Practice Guidelines: Equity, Diversity, and Inclusion](#).

Below is a list of acronyms used in this document for clarity.

ACRONYM	MEANING
EDI	Equity, Diversity, and Inclusion
EDIT&R WG	EDI and T&R Working Group
T&R	Truth and Reconciliation
CE	Continuing Education
2SLGBTQIA+	Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning and additional sexual orientations and gender identities

### 1. **Name:** Equity, Diversity, and Inclusion and Truth and Reconciliation Working Group (EDIT&R WG)

### 2. Reporting Relationship

The Working Group reports to the Director, Programs, and Continuing Education or their designate.

### 3. Purpose

To work collaboratively with Engineers and Geoscientists BC staff to support organizational Equity, Diversity, and Inclusion (EDI) and Truth and Reconciliation (T&R) efforts with focus on the elements of engagement, education, and impact.

To provide a forum for the exchange of information about equity, diversity, inclusion and Truth and Reconciliation initiatives. This group will also explore challenges faced by our registrants in the practice of engineering and geoscience relating to EDI and Truth and Reconciliation, working to enhance the visibility and voice of underrepresented groups.

To aid in piloting new initiatives that support the organization’s EDI and T&R strategies that advance the organization’s commitment to social responsibility and measure their effectiveness.

### 4. Authority

The EDIT&R WG will meet throughout the year to advance the EDI and reconciliation with Indigenous Peoples components of the social responsibility strategic imperative of Engineers and Geoscientists BC's 2022-2027 Strategy, while also considering the third component of the organization's social responsibility strategic imperative (climate change).

Once established, the EDIT&R WG has the authority to create sub-groups to complete specific tasks or initiatives with allocated resources. These groups focus on supporting Engineers and Geoscientists BC's EDI or Truth and Reconciliation efforts, or collaborations with other organizations in support of new EDI or Truth and Reconciliation activities or resource development. View Attachment A, B and C for more information on the sub-groups and their potential activities.

When requested, advises Engineers and Geoscientists BC staff on matters related to its purpose. This could include providing advice on policy and initiatives that would assist other departments.

This working group is not permitted to take positions or make statements on behalf of Engineers and Geoscientists BC unless approved by the Director, Programs, and Continuing Education or their designate.

## 5. Function

This Working Group focuses on 3 main areas:

- **Engagement:** Working Group members can contribute to engagement in EDI and reconciliation with Indigenous people through sharing initiatives, resources, news, and actions with their networks.
- **Education:** This relates to work the group does in helping to develop education for registrants, key partners, and the general public.
- **Impact:** Contribution of expertise and diverse perspectives in the development of resources, initiatives, and strategic actions by the organization.

These concepts are elaborated on in more detail in Attachment A.

This working group will:

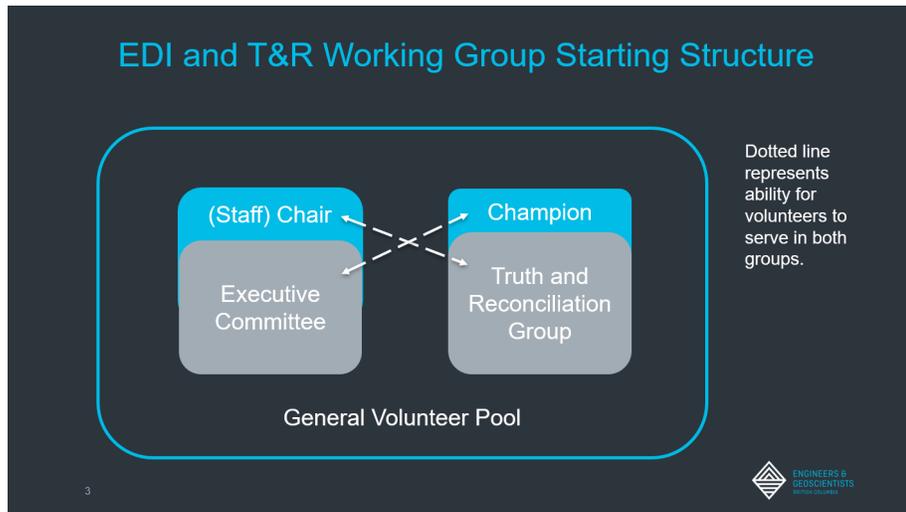
- Help Engineers and Geoscientists BC provide educational opportunities that clarify our organizational role relating to Truth and Reconciliation and EDI.
- Support Engineers and Geoscientists BC in its actions to support registrants in adopting Truth and Reconciliation and EDI lenses in their practices.
- Support the creation of resources, initiatives, and strategic actions by contributing their expertise and diverse perspectives during the development phase of these items (e.g. provide review and feedback on draft resources and guides or aiding in planning resources or identifying content sources or references for said resources).
- Increase engagement with Engineers and Geoscientists BC EDI and Truth and Reconciliation initiatives and resources through volunteers sharing them with their professional networks or resharing Engineers and Geoscientists BC EDI and Truth and reconciliation content on these topics through their personal accounts on professional social media platforms.
- Bring relevant topics and issues relating to EDI and Truth and Reconciliation and engineering and geoscience to the attention of Engineers and Geoscientists BC for discussion and consideration.

- Review applicable professional practice guidelines, quality management standards, and guides and provide suggestions for amendments, updates, and revisions as requested.
- Nominate members to sit on other Engineers and Geoscientists BC Advisory Groups or external Advisory Groups as requested. This will help communicate the concerns and priorities of this group to other key groups within Engineers and Geoscientists BC for discussion and consideration.

When requested, this working group will assist Engineers and Geoscientists BC in the preparation of strategic initiatives and in responding to consultation on external initiatives or documents from related industry groups and organizations.

With approval from the Director, Programs, and Continuing Education or their designate, initiate the formation of sub-groups on specialized matters including but not limited to organizing activities related to key annual observances or supporting EDI and Truth and Reconciliation efforts at the Annual Conference. This will take place after the Working Group has been established and a chair has been elected.

**Group Elements**



GROUP ELEMENT	DESCRIPTION
<b>EDIT&amp;R WG General Volunteers</b>	<ul style="list-style-type: none"> <li>• Receives email updates about Engineers and Geoscientists BC EDI and T&amp;R activities</li> <li>• Shares updates and resources through their professional social media networks</li> <li>• Makes suggestions on what areas of focus relating to EDI and T&amp;R should be considered by the organization</li> <li>• Identifies EDI or T&amp;R issues and ideas relating to engineering and geoscience that should be addressed by the organization</li> <li>• Participates in general working group meetings</li> </ul>
<b>EDIT&amp;R WG Executive Committee</b>	<ul style="list-style-type: none"> <li>• Sets the direction for the EDIT&amp;R WG activities.</li> <li>• Identifies EDI or T&amp;R issues and ideas relating to engineering and geoscience that should be addressed by the organization</li> <li>• Creates sub-groups, as required, relating to specific and time limited deliverables that they are working on achieving.</li> </ul>

<b>Truth and Reconciliation Group</b>	<ul style="list-style-type: none"> <li>• Provides guidance on how Engineers and Geoscientists BC can best support registrants on their path towards Truth and Reconciliation</li> <li>• Provides guidance on Engineers and Geoscientists BC's Truth and Reconciliation Strategy</li> <li>• Identifies issues and ideas relating to truth and reconciliation and the professions to Engineers and Geoscientists BC's attention</li> <li>• Works on deliverables specific to this group</li> </ul>
<b>Champion</b>	<ul style="list-style-type: none"> <li>• Acts as Chair of a group or sub-group</li> <li>• Participates in Working Group Executive Committee Meetings</li> <li>• Provides updates on group activities to the Executive Committee and broader Volunteer Pool</li> <li>• Provides advice on EDI and T&amp;R issues related to engineering and geoscience. Advice to be provided at working group meetings, outside of working group meetings, or through email correspondence as applicable.</li> </ul>
<b>Sub-Groups</b>	<ul style="list-style-type: none"> <li>• Sub-groups will be struck on an as needed basis based on volunteer interest and organizational need.</li> <li>• These groups will have specific and time limited deliverables that they are working on achieving.</li> </ul>

See Attachment A for further guidance on Working Group sub-group function.

## 6. Guiding Principles

The following guiding principles apply to all working group activities including but not limited to meetings, communications, and development of resources and initiatives:

- Listen with openness
- Bring your curiosity
- Be respectful of other perspectives
- Consider your impact

We strive to build an inclusive learning environment. We remind everyone to keep their communications, including conversations in meetings, respectful and recognize that we are all at different points in our learning journeys, and we all have different lived experiences. We expect everyone to maintain an open mind and to please be mindful of how your words might impact others.

## 7. Budget

Except as set out above and as allocated in Engineers and Geoscientists BC's annual budget, the working group has no budget authority.

## 8. Membership

All members who are registrants must be registered in good standing with Engineers and Geoscientists BC. To allow volunteers to participate in this group at various levels of commitment volunteers have the option of participating at different levels including:

- **Working Group Executive Committee:** helps direct the strategy of this group. Individuals in this group can also be involved in sub-groups as general members or sub-group champions.
- **Truth and Reconciliation Group Member:** This group will focus on providing insight and direction specifically related to the development of Engineers and Geoscientists BC's Truth and Reconciliation Strategy. Volunteers in this group should preferably be individuals with Indigenous identity/lived experience and/or people who have experience working with and supporting Indigenous communities.
- **Champions:** head a specific group or sub-group. They act as the chair of group or sub-group meetings and serve on the Working Group Executive Committee. Informal sub-groups will be struck as needed throughout the first year as the group is getting established (between the launch and July 2025).
- **General Volunteer Pool:** Minimal commitment for volunteers who want to stay up to date with EDI and reconciliation activities at Engineers and Geoscientists BC but have limited capacity to volunteer. Other roles as outlined above will be filled by people from this group.
- **Chair:** The EDIT&R WG Executive Committee and the EDIT&R WG will both be chaired by staff until the group has been fully established (July 2025).

As the EDIT&R WG grows and develops other sub-groups may be added. Sub-groups should have a focus related to specific working group related initiatives. When that happens individuals will have the opportunity to be involved in more than one sub-group. Please view Attachment D for a diagram of the working group structure.

Affiliate members (non- Engineers and Geoscientists BC registrants) may be considered from industry groups, companies, and educational institutions, with an interest in advancing EDI and Truth and Reconciliation in engineering and geoscience. These affiliate members can participate in this group as a part of the general volunteer pool or general members of a sub-group or the working group executive committee. Affiliate members are not permitted to hold the office of chair or serve as a champion.

At any time, the number of non-registrants cannot exceed the number of registrants.

The table below provides a detailed explanation of the roles and responsibilities within the Working Group.

## ROLES AND RESPONSIBILITIES

POSITION (HOW IT IS FILLED)	DESCRIPTION
<b>Working Group Executive Chair (Initially a staff person, from July 2025 onward Vice chair moves into this role after 1 year)</b>	<ul style="list-style-type: none"> <li>• One position</li> <li>• Leads the Working Group meetings and Working Group Executive Committee meetings</li> <li>• Sets the meeting agenda for those groups (with guidance from staff)</li> <li>• Provides advice on EDI and T&amp;R issues related to engineering and geoscience. Advice to be provided at working group meetings, outside of working group meetings, or through email correspondence as applicable.</li> <li>• Sits on the Truth and Reconciliation Group</li> <li>• Term length: 1 year</li> </ul>
<b>Working Group Executive Vice Chair</b>	<ul style="list-style-type: none"> <li>• One position</li> </ul>

<b>(Elected by general volunteer pool)</b>	<ul style="list-style-type: none"> <li>Leads Working Group meetings and Working Group Executive Committee meetings when the Chair is unavailable</li> <li>Prepares and trains to take on the Chair role in subsequent years</li> <li>Attends meeting and contributes to decision making</li> <li>Term length: 1 year</li> </ul>
<b>Working Group Executive Committee Member (Based on volunteer interest)</b>	<ul style="list-style-type: none"> <li>8-12 positions <ul style="list-style-type: none"> <li>One position is reserved for the Chair of the Truth and Reconciliation Group</li> </ul> </li> <li>Participates in the Working Group Executive Committee</li> <li>Brings issues and ideas relating to EDI and T&amp;R concerns to the group for consideration</li> <li>Provides advice on EDI and T&amp;R issues related to engineering and geoscience. Advice to be provided at working group meetings, outside of working group meetings, or through email correspondence as applicable.</li> </ul>
<b>Specific Group or Sub-Group General Volunteer (Based on volunteer interest)</b>	<ul style="list-style-type: none"> <li>Positions as needed</li> <li>Brings issues and ideas relating to EDI and T&amp;R concerns</li> <li>Works on deliverables specific to the group or sub-group</li> </ul>
<b>Specific Group or Sub-Group Champion (Elected by members of the specific group)</b>	<ul style="list-style-type: none"> <li>One position for each sub-group</li> <li>Chairs specific group/sub-group meetings</li> <li>Participates in Working Group Executive Committee Meetings</li> <li>Provides updates on group/sub-group activities to the Working Group Executive Committee and broader Working Group</li> <li>Provides advice on EDI and T&amp;R issues related to engineering and geoscience. Advice to be provided at working group meetings, outside of working group meetings, or through email correspondence as applicable.</li> </ul>
<b>Elder</b>	<ul style="list-style-type: none"> <li>Attends Truth and Reconciliation Group meetings</li> <li>Provides guidance on how Engineers and Geoscientists BC can best support reconciliation with Indigenous people</li> <li>Provides guidance on Engineers and Geoscientists BC's Truth and Reconciliation Strategy</li> </ul>
<b>General Working Group Volunteer (Based on volunteer interest)</b>	<ul style="list-style-type: none"> <li>Receives email updates about Engineers and Geoscientists BC EDI and T&amp;R activities</li> <li>Shares updates and resources through their professional social media networks</li> <li>(Based on interest/availability) Volunteer on a sub-group or on the Working Group Executive Committee</li> </ul>
<b>Staff (Appointed based on staff position)</b>	<ul style="list-style-type: none"> <li>Provides direction / support to volunteers as they develop activities and resources</li> </ul>

## 9. Terms of Office

Terms of office are different depending on the role within this group.

## **GENERAL MEMBER**

Volunteers in this group agree to a minimum volunteer commitment of one year with an annual check-in for renewals allowing their term to be ongoing.

## **EXECUTIVE COMMITTEE MEMBER**

This volunteer position is normally three years and renewable twice, unless the Director, Programs, and Continuing Education or their designate deems it appropriate to extend beyond the normal terms, in accordance with the Engineers and Geoscientists BC approved term length policy. Volunteer terms may be extended based on interest of the current volunteer or level of interest of new volunteers, or if necessary to support an ongoing initiative.

The participation of Working Group Executive Committee members who are absent from three or more consecutive Working Group Executive Committee meetings may be reassessed, unless such absence is substantiated by a valid reason as determined by the Director, Programs, and Continuing Education or their designate.

## **TRUTH AND RECONCILIATION GROUP MEMBER**

Volunteers in this group agree to a minimum volunteer commitment of one year with an annual check-in for renewals allowing their term to be ongoing.

## **SUB-GROUP GENERAL MEMBER**

Volunteers in this group agree to a minimum volunteer commitment of one year with an annual check-in for renewals allowing their term to be ongoing.

## **SUB-GROUP AND GROUP CHAMPIONS**

Champion terms are three years and renewable twice, unless the Director, Programs, and Continuing Education or their designate deems it appropriate to extend beyond the normal terms, in accordance with the Engineers and Geoscientists BC approved term length policy. Volunteer terms may be extended based on interest of the current volunteer or lack of new interest, or if they are still involved in an initiative that is ongoing.

## **10. Selection of Officers**

While the group is being established, the Chair position is held by the Engineers and Geoscientists BC Equity, Diversity, and Inclusion Specialist. Following that, a new chair will be elected from the group of non-affiliate members.

If the Chair of the Working Group is unable to attend, another Engineers and Geoscientists BC staff member or the Vice Chair will act as the Chair of the EDIT&R WG.

## **11. Quorum**

Quorum for Working Group Executive Committee meetings shall be 50% plus 1.

## **12. Frequency of Meetings**

The Working Group Executive Committee will meet 4-6 times per year as required.

This EDIT&R WG shall meet at least 3 times per year, or more often if required at the call of the Chair. Sub-groups will meet as appropriate based on their goals to achieve specific objectives.

### 13. Conduct of Meetings

The Working Group Executive Committee and general working group meet in a manner they see fit, including meeting by any combination of in-person and electronic means. Decisions about meeting format will consider accessibility and inclusion of all working group, committee, group, or sub-committee members.

On occasion, the Chair may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Members have the option of responding by moving, seconding, or supporting the motion, or requesting that it be considered further at a meeting of the working group. A consent resolution is deemed to have been achieved if:

- a) there are no negative votes,
- b) there are no calls for in-person discussion, and
- c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the working group. In the case of an urgent matter, this may occur at a special meeting conducted by electronic means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

### 14. Minutes

Minutes of the meetings are the responsibility of Engineers and Geoscientists BC staff support.

### 15. Periodic Reporting and Review of Terms of Reference

The EDIT&R WG shall review its Terms of Reference on an annual basis and as requested by the Director, Programs, and Continuing Education or their designate. The EDIT&R WG shall submit verification of its review to the Director, Programs, and Continuing Education or their designate.

### 16. Staff Support

Staff lead – EDI Specialist, Programs and Continuing Education

Staff support – Chelsea Ram, EDI Coordinator, Programs and Continuing Education

EDI staff support will provide logistical support for the EDIT&R WG members and sub-groups. For those volunteers planning events and activities approved by staff this support will also include online registration and promotion as well as email distribution to group members.

APPROVED BY DIRECTOR:

April 15, 2024

# ATTACHMENT A

## Potential Activities/Scope

The initial focus of the EDIT&R WG activities will be in three main categories: Engagement, Education, and Impact. The scope of this group may change as Engineers and Geoscientists BC's new EDI and T&R strategy is developed.

The list below includes examples.

**ENGAGEMENT:** Working Group members can contribute to engagement in EDI and reconciliation with Indigenous people initiatives and actions through connection with their networks. This could include:

- EDIT&R WG members accessing their networks to bring in a range of diverse perspectives and voices for specific review or engagement opportunities.
- EDIT&R WG members actively sharing information about educational resources and initiatives.
- Identifying and sharing opportunities for collaboration and engagement, such as requests for volunteers to support other initiatives aligned to the Working Group's principles.

**EDUCATION:** this relates to providing education for other registrants, key partners, and the general public which encompasses:

- Organizing panel discussions or presentations for registrants. These events would be initiated by the EDIT&R WG and delivered by EDIT&R WG members with staff supporting.
- Providing recommended Continuing Education (CE) topics, content, and providers for consideration by Engineers and Geoscientists BC's CE Program.
- Recommend speakers and facilitators for CE events and for Engineers and Geoscientists BC's Annual Conference relating to EDI and Truth and Reconciliation. Working Group volunteers would coordinate and facilitate the event with Engineers and Geoscientists BC staff support.
- Collaborating with organizations that provide education opportunities in the development and delivery of content that is inclusive and represents best practices around EDI and Truth and Reconciliation in the professions of engineering and geoscience.

**IMPACT:** Contribution of expertise and diverse perspectives in the development of resources, initiatives, and strategic actions by the organization.

- Participation in a workshop or other feedback mode to provide input on the 2022-2027 Engineers and Geoscientists BC Strategic Plan projects related to EDI and reconciliation with Indigenous people.
- Specific review requests for different EDI and reconciliation with Indigenous people resources and materials developed by the organization. (Examples from previous work include the EDI Guidelines and Guide to Inclusive Practices).

# ATTACHMENT B

## Group Categories Specific to EDIT&R WG

Objectives for the sub-groups will be set by the Working Group Executive Committee and the Sub-Group Champions. EDIT&R WG sub-groups have a primary and specific focus within the broader EDI and Truth and Reconciliation portfolio. These include things such as sourcing presenters for panel events and assisting with the organization and facilitation of those events.

It also includes promoting current and new EDI and Truth and Reconciliation educational resources through their professional network. The examples provided below are not an exhaustive list. EDIT&R WG Sub-groups may be created to achieve other specific objectives relating to EDI or Truth and Reconciliation as well.

### Truth and Reconciliation Group

Looking to welcome Indigenous registrants/individuals and allies to support Engineers and Geoscientists BC's reconciliation work in this group. This group is considered separate but equal to the EDI and T&R Executive Committee.

### EDI and T&R Executive Committee

The EDI and T&R Executive Committee is the driving force for the broader EDIT&R WG. They direct the strategy of the Working Group and determine when to strike a sub-group for a particular objective. When it comes to reconciliation related initiatives, activities, or resources, the Executive Committee should follow the direction of the Truth and Reconciliation Group.

### Events/Activities Sub-Group

Meets annually to identify which national/international observances relating to EDI and Truth and Reconciliation would be appropriate to organize events and activities to engage registrants on these topics. Subsequent meetings are arranged as required for the successful execution of events and activities.

Volunteers would work to develop a speakers list that is then reviewed by staff. Once reviewed and approved by staff those speakers can be used for Engineers and Geoscientists BC events, eligible for CE credits. Organized events should link to the national/international observances identified at the beginning of the term. Events throughout the year should cover a variety of EDI and Truth and Reconciliation aspects (e.g. women in engineering and geoscience, accessibility, truth and reconciliation, diversity, etc.).

### Conference / CE Sub-Group

Organizes presenters and identifies topics of interest relating to EDI and Truth and Reconciliation for participation at the Annual Conference and AGM. Volunteers in this group would then assist in sourcing speakers who can present on those topics. Providing some level of input on CE topics and speakers. Part of the role of this group will be to meet with Continuing Education Co-

ordinators to share ideas about possible future Continuing Education session speakers and topics relating to EDI and Reconciliation.

## **ATTACHMENT C**

Below is a list of National and International observances that this group may organize activities around. The working group may also identify other dates of observance.

### **Women in Engineering and Geoscience**

Organize/support educational opportunities relating to:

- June 23 – International Women in Engineering Day
- Dec 6 – National Day of Remembrance and Action on Violence Against Women in Canada

### **Reconciliation**

Organize educational opportunities relating to:

- June – National Indigenous History Month
- September 30 – National Truth and Reconciliation (Orange Shirt) Day

### **2SLGBTQIA+**

Organize educational opportunities relating to:

- June – Pride Month

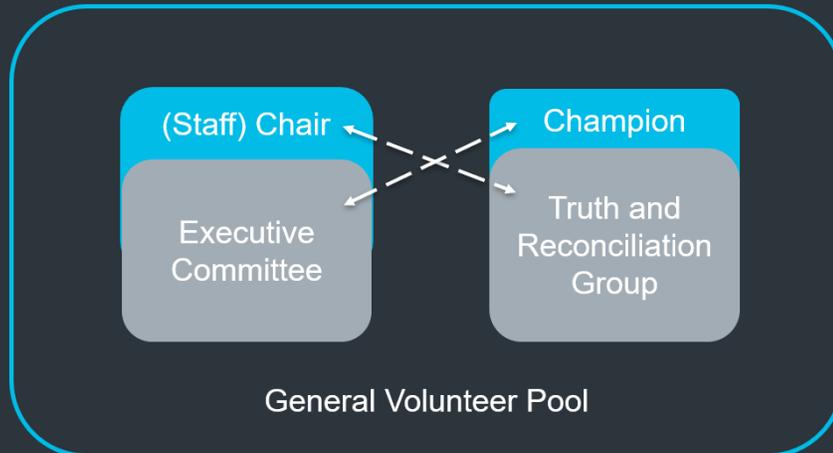
### **Racialized**

Organize educational opportunities relating to:

- February – Black Futures Month

## ATTACHMENT D

### EDI and T&R Working Group Starting Structure



Dotted line represents ability for volunteers to serve in both groups.

## ATTACHMENT E: References

This document includes references to several other documents. Below is a list of these documents and links where possible.

DOCUMENT	LINK
Engineers and Geoscientists BC 2022-2027 Strategic Plan	<a href="#">Available here</a>
Engineers and Geoscientists BC Professional Practice Guidelines: Equity, Diversity, and Inclusion	<a href="#">Available here</a>
Engineers and Geoscientists BC's Guide to Inclusive Practices	<a href="#">Available here</a>