



**Environmental Operators Certification Program Annual General Meeting Minutes
18 June Electronic Meeting – GoTo Meeting**

Presenters: Mike Firlotte, Board Chair Allison O’Neill, Board Treasurer Kalpna Solanki, CEO

Quorum Confirmed. Minimum quorum of Quorum of 19 certified Operators is required, 35 people were in attendance.

Presenter / Motion	Motion / Subject	Discussion	Decision / Action
1. Kalpna Solanki	Welcome & Introductions	Welcomed Operators to the 2020 AGM and introduced Board members and EOCP staff.	
2. Mike Firlotte	The meeting was called to order at 11:04 AM.		
3. Chris Lawrence	To adopt the agenda for the 2020 AGM as presented.		All in favour Motion Carried
4. Peter Coxon	To adopt the Minutes of the 2019 AGM as Presented.		All in favour Motion Carried
5. Kalpna Solanki	CEO’s Report	EOCP received an award from ABC as a member certifying authority in recognition of outstanding contribution toward establishing or advancing the certification of environmental professionals. The CRM is fully functional and being used by Operators, administrators, and regulators. Webinars on CRM basics, applying for exams and facility classification are available. EOCP provided data and input for several reports:	



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5. Kalpna Solanki	CEO's Report	<p>Provincial Health Officer's Drinking Water Report: https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/drinking-water-reports</p> <p>Auditor General for Local Governments Primer on Drinking Water Management in BC https://eocp.ca/wp-content/uploads/2019/01/Primer-on-Drinking-Water-for-Local-Government-Elected-Officials-December-2018.pdf</p> <p>Auditor General of BC's Report 'The Protection of Drinking Water' https://www.bcauditor.com/pubs/2019/protection-drinking-water</p> <p>Operator and facility resources are available on the EOCP website www.eocp.ca You can log into the CRM from the website.</p> <p>EOCP is a founding partner of Operators Without Borders and continues to work with the organization. Several EOCP Operators have gone on post-disaster and capacity-building missions.</p> <p>The Operator Peer Network was developed in 2019 with the intent of having a mentorship program for EOCP Operators. When COVID-19 struck, in collaboration with Dr. Bonnie Henry's office, we developed a plan to use the support of the mentor volunteers in the event a utility's Operators got ill.</p>	
6. Allison O'Neill	Presentation of the 2019 Audited Financial Statements	<p>The CRM was the largest and most expensive project ever undertaken by the EOCP, and the final major components of it have now been completed. We own the CRM and do not have to pay annual licensing fees.</p>	



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6. Allison O'Neill Peter Coxon	Presentation of the 2019 Audited Financial Statements To accept the 2019 audited financial statements as presented	We have trimmed the budget to ensure financial sustainability of the EOCP. The deficit, due mainly to the CRM project, was expected and planned for, and was covered by the investments.	All in favour
7. Allison O'Neill Faith Johannson	Appointment of Auditors for 2020 To appoint Kemp Harvey Group as the EOCP 2020 auditors	Kemp Harvey Group has been doing annual audits for EOCP since 2013.	All in favour
8. Mike Firlotte	Presentation of the Annual Report	We started work on a Compliance Project with government agencies that has been very successful. Every classified facility should have an Operator certified to the same level. We held 215 exam sessions for 1,467 Operators. Even though the EOCP is not the largest classification/certification organization in Canada, we continue to offer more exam sessions than anyone else. In 2019 we also increased our focus on stakeholder relations, and we had a meeting in Victoria with several stakeholders invited.	



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8. Mike Firlotte	Presentation of the Annual Report	<p>We have made some significant changes and invested in improvements in operations, including the new CRM, and new laptops so that Operators can write exams at the EOCP office.</p> <p>We introduced a new Code of Ethics and Standards of Practice for Environmental Operators.</p> <p>Planning is underway for the 2020 EOCP conference that is designed for Operators, by Operators. It is fully virtual. Click here to register https://eocp.ca/operator-digest/eocp-conference-2020/</p> <p>These initiatives increase the professionalization of the role of Operators, and we are very well positioned for sound oversight of water and wastewater in British Columbia and Yukon.</p> <p>We had contingency plans in place to deal with catastrophes such as fire, flood, or earthquake. The CRM, our new phone system, and hardware enable staff to work remotely during the Covid-19 pandemic. It was a seamless transition from office to home.</p> <p>We have restarted operations in accordance with a COVID-19 Safety Plan and are open for exams. In-person consultations are by appointment.</p>	
9. Mike Firlotte	Appointment of New Directors	<p>Three Directors were elected to the Board via acclamation and will take office at the conclusion of the AGM.</p> <ol style="list-style-type: none"> 1. Chris Kerman (member at large) 2. Benjamin Kineshanko (Operator rep.) 3. Jim McQuarrie (administrative rep.) 	



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10. Kalpna Solanki	Questions?	No questions or comments.	
11. Chris Kerman	To adjourn the AGM at 11:22 AM.		All in favour