



# EOCP

Environmental Operators  
Certification Program

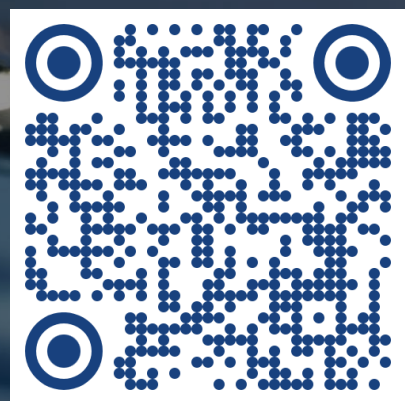
# ANNUAL REPORT 2022





9 – 11 SEPTEMBER 2024  
VANCOUVER BC  
OR ONLINE!

SAVE THE DATE!



BUILDING BETTER FUTURES.

# MESSAGE FROM THE DIRECTORS AND STAFF

Dear Stakeholders of the EOCP

Every year there have been challenges. It seems that if isn't one thing, it's another. But we are resilient, and we persevere.

Throughout the never-ending pandemic, we pivoted as necessary to continue providing all the services we had provided at pre-pandemic levels. We evaluated recommendations from the Provincial Health Officer as they came up and implemented changes if and when necessary to ensure the protection of our staff and membership.

Speaking of resilience, despite the trials and tribulations of 2022, we were able to accomplish a great deal, including:

1. Evaluating our Strategic Priorities on a regular basis to ensure that we remain on track. Please see page 4 for a one-page outline of these.
2. Marketing the profession of Environmental Operator via various channels.
3. The EOCP was also involved with the Canadian Water and Wastewater Association's Utility Development Committee. With the input of various others across Canada, a [Workforce Development Guidance Document](#) was created.

This document is a resource for water, wastewater, and stormwater utility managers to offer guidance for addressing the challenges of recruiting, training, and retaining qualified staff to maintain a resilient and sustainable utility.

4. Promotion of our Competencies Validation project which now includes an online [Competency Assessment](#).

5. We completed our Operators on the Job video series which can all be viewed at our TikTok and YouTube channels.

6. We were able to hold elections and welcome to the board our directors:

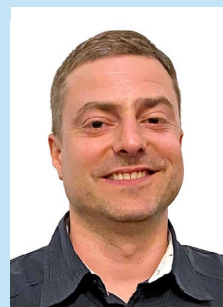
- a. Natasha Cvenkel
- b. Mike Firlotte
- c. Chris Ford

7. At our conference we also announced the Brian Thorburn Student Scholarship whereby every year, the EOCP awards three scholarships, worth \$2,500 for one student each from BCIT, Okanagan College, and Thompson Rivers University.

8. We also had tremendous feedback on our conference, #EOCP2022, with 600 registered delegates – our biggest conference to date! Plans are already underway for several future conferences, which will also be in a hybrid format

There is a saying: things are changing fast, and yet change will never be as slow again. We will still be here though, resilient, and working shoulder-to-shoulder, doing what we can to ensure that more than five million people have access to safe drinking water and wastewater management.

Chris Kerman, Board Chair  
Kalpna Solanki, President and CEO





# EOCP 2021-2025 STRATEGIC PLAN

## Vision

A Canada where all people have access to safe tap water and effective wastewater management. We are committed to making this a reality.

## Mission

To protect human health and the environment by investing in Operators and facilities through increased knowledge, skill, and proficiency in all matters related to the water cycle.

## Strategic Priorities

1

Encourage sustainability of our industry by promoting the Operator profession, education, training, and recruitment.

1. Develop regional specific promotional campaigns to reach the general public
2. Evaluate existing education programs and training providers to assess gaps
3. Increase outreach to potential students to promote water industry careers
4. Outreach to education programs to promote the water industry as 'the' career of choice

3

Develop and promote existing and new certification and classification programs.

1. Assess the industry to seek new opportunities for certification and/or classification
2. Collaborate with stakeholders to ensure programs are in the public interest
3. Oversee classification and certification for more jurisdictions
4. Continually assess and improve certification and classification programs

2

Advocate to strengthen the industry, with a focus on vulnerable communities.

1. Advocate support for small and vulnerable communities
2. Bridge connections with key stakeholders
3. Build capacity within the industry

4

Continue to develop the CRM as our primary data collection, reporting, and communication technology.

1. Prioritize the CRM to improve reporting functions
2. Increase data sharing and communication
3. Capture all facility classifications, including SWS and SWWS

# EOCP BY THE NUMBERS

## EXAMS



**1,224** exams written

**392** exam sessions offered

## FACILITIES



**205** facilities re/classified

**14** facilities preclassified

## CONTINUING EDUCATION UNITS (CEUs)



**2,876** Operators submitted CEUs

**11,197** CEUs earned

## OUTREACH



**616** Facebook



**401** Twitter



**647** LinkedIn



**77** Instagram

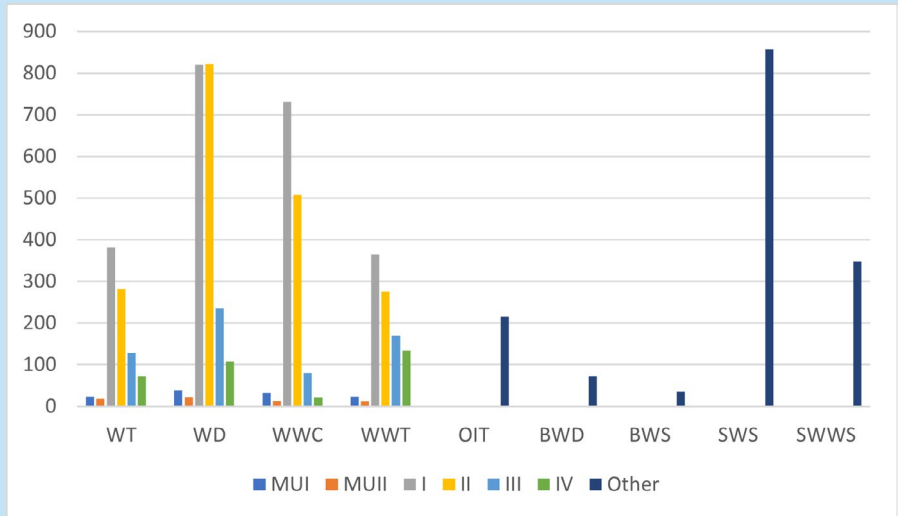


**156** YouTube Subscribers



**10,911** Operator Digest

## OPERATOR CERTIFICATION (2022)

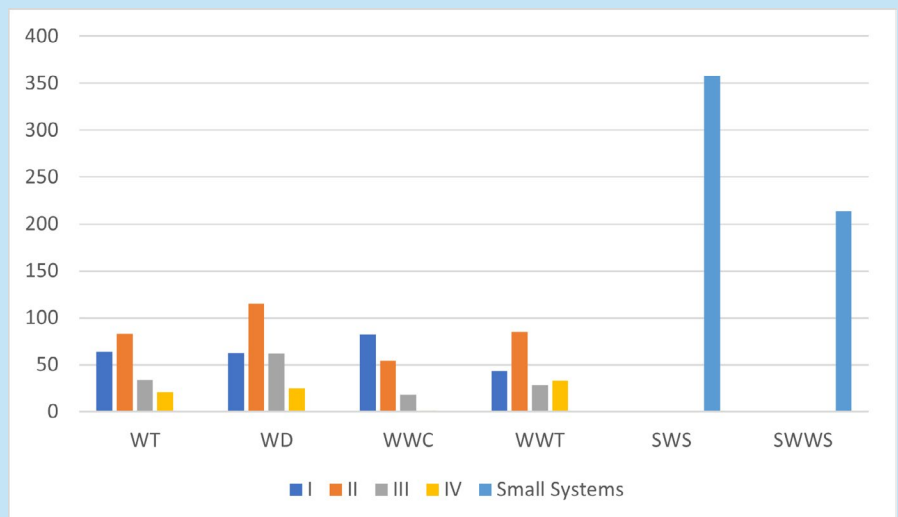


## DEFINITIONS

**WT** Water Treatment  
**WD** Water Distribution  
**WWC** Wastewater Collection  
**WWT** Wastewater Treatment  
**OIT** Operator in Training  
**BWS** Building Water Systems

**BWD** Bulk Water Delivery  
**SWS** Small Water System  
**SWWS** Small Wastewater System  
**MUI** Multi Utility Level 1  
**MUII** Multi Utility Level 2

## FACILITY CLASSIFICATION (2022)





# GOVERNANCE

In accordance with the Constitution and Bylaws (ratified by the EOCB's membership in June 2021) the EOCB is governed by a board of directors that reflects the water and wastewater industry.

The directors of the EOCB board Are:



**Chris Kerman,  
Chair**

Senior Operator  
Regional District of  
Nanaimo



**Tara Macrae,  
Chair-Elect**

Water Operations  
Manager, City of  
Surrey



**Natasha Cvenkel,  
Treasurer**

Project Engineer,  
Onsite Engineering  
Ltd



**Rob Birtles,  
Secretary**

Team Leader  
Drinking Water  
Officer Health  
Protection - Interior  
Health



**Ben Kineshanko,  
Director**

Utilities Manager  
District of  
Squamish



**Allison O'Neill,  
Director**

Water Engineering  
Technology  
Department Chair  
and Professor,  
Okanagan College



**Mike Firlotte,  
Director**

Manager of Water  
and Waste  
City of Whitehorse



**Jim McQuarrie,  
Director**

Retired



**Chris Ford,  
Director**

Operator  
City of Kelowna

## OPERATIONS

In accordance with the Constitution and Bylaw, the day-to-day Operations of the EOCP are run by the CEO and her staff.

The EOCP staff team comprises of:



**Kalpna Solanki,**  
President and  
Chief Executive  
Officer



**Kim Eames,**  
Director of  
Operations



**Stephanie Hall,**  
Exam Specialist



**Chandana Sundar,**  
Technical  
Specialist



**Heather Reynolds,**  
Administrative  
Specialist



**Jennah Merchant,**  
Administrative  
Specialist

## EOCP AWARDS

Each year, the EOCP presents awards to notable individuals and organizations. The awards process is adjudicated by the Awards Team and is no small task as each of the nominations is so strong, and each nominee is worthy of an award. However difficult as it is, decisions need to be made. For 2022, the Awards winners are:

The **Bert Caine** Award was presented to Bob Smith in recognition of his outstanding and long-term contribution and commitment to the EOCP.

The **Corporate Recognition** Award was presented to Okanagan College in recognition of its ongoing contribution to the water and wastewater industry by providing exemplary training for students of the Water Engineering Technology program.

The **Operator of the Year** Award was presented to Kevin Vilac in recognition of his contribution to his workplace, the water industry, and his community.

The **Innovation Award** was presented to PavCo and the Vancouver Convention Centre (West) in recognition of its innovative strategy to use reclaimed water.

**Director Service** Awards were presented to Anna Agnew, Peter Coxon, and Chris Lawrence in recognition of their outstanding leadership, dedication, and service as a director of the EOCP board.

The **Outstanding Student** Awards were presented to Okanagan College students Michael Bauerlein, Nicholas Corman, Kathy Duckert, Nara Julliana Vieira de Farias, Trevor Wingrove, and TRU student, Dylan Meville.

## RECOGNIZING 30 YEARS OF DEDICATION

Each year, the EOCP sends pins and pens to those certified Operators who have contributed to the industry for thirty years. For 2022, we would like to thank the following for their dedication and commitment:

Bruno Pavan  
Rick Peach  
Graham Bewley  
Robert Carr  
Trevor Wyatt  
Chris Radford

Larry Massier  
Eric Loyer  
Matthew Green  
Paul Getman  
Maurice Valcourt

# AUDITED FINANCIAL STATEMENTS

## ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM

### Statement of Financial Position

December 31, 2022

	2022	2021
<b>ASSETS</b>		
CURRENT		
Cash	\$ 294,285	\$ 468,007
Term deposits	302,102	-
Accounts receivable (Note 3)	1,540	11,785
Ministry of Municipal Affairs grant receivable	-	125,000
Prepaid expenses	44,383	35,994
	<b>642,310</b>	640,786
CAPITAL ASSETS (Note 4)	<b>295,682</b>	359,076
	<b>\$ 937,992</b>	<b>\$ 999,862</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable	\$ 47,015	\$ 102,080
Current portion of long term debt	-	40,000
Goods and services tax payable	18,729	14,903
Wages payable	21,156	22,540
Deferred income	219,506	208,283
	<b>306,406</b>	387,806
NET ASSETS	<b>631,586</b>	612,056
	<b>\$ 937,992</b>	<b>\$ 999,862</b>

See notes to financial statements



# ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM

## Statement of Revenues and Expenditures

Year Ended December 31, 2022

	2022	2021
<b>REVENUES</b>		
Conference revenues	\$ 229,579	\$ 114,718
Contracts	194,700	299,500
Investment income	9,354	5,439
Member dues	380,408	348,899
Services	487,926	433,569
	<u>1,301,967</u>	<u>1,202,125</u>
<b>DIRECT COSTS</b>	<u>8,865</u>	<u>6,468</u>
	<u>1,293,102</u>	<u>1,195,657</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Advertising and promotion	23,447	39,080
Amortization	74,605	92,018
Bad debts (recovery)	4,055	(9,098)
Bank charges	18,548	16,301
Board Meeting Expenses	29,876	10,594
Computer Expenses	106,463	68,593
EOCP Conference	227,950	84,073
Equipment rentals	3,641	3,650
Exam fees and costs	90,070	73,324
Industry conferences	25,682	2,550
Insurance	9,067	6,039
Meals and entertainment	2,956	1,493
Meetings and travel	1,237	2,971
Occupancy costs	43,794	41,896
Office and supplies	51,221	37,538
Professional fees	39,994	25,867
Project expenses	28,091	168,061
Repairs and maintenance	5,428	4,230
Salaries and wages	474,125	377,749
Staff training	1,006	3,808
Sub-contracts	3,856	14,490
Telephone and utilities	8,460	8,911
	<u>1,273,572</u>	<u>1,074,138</u>
<b>EXCESS OF REVENUES OVER ADMINISTRATIVE EXPENSES</b>	<u>\$ 19,530</u>	<u>\$ 121,519</u>

See notes to financial statements

<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 612,056</b>	<b>\$ 490,537</b>
EXCESS OF REVENUES OVER ADMINISTRATIVE EXPENSES	<u>19,530</u>	<u>121,519</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 631,586</u></b>	<b><u>\$ 612,056</u></b>

## ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM

### Statement of Cash Flows

Year Ended December 31, 2022

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over administrative expenses	\$ 19,530	\$ 121,519
Item not affecting cash:		
Amortization of capital assets	<u>74,605</u>	<u>92,018</u>
	<u>94,135</u>	<u>213,537</u>
Changes in non-cash working capital:		
Accounts receivable	10,245	(46,358)
Ministry of Municipal Affairs grant receivable	125,000	(125,000)
Accounts payable	(55,065)	39,215
Deferred income	11,223	50,566
Prepaid expenses	(8,389)	9,949
Goods and services tax payable	3,826	(4,078)
Wages payable	<u>(1,384)</u>	<u>6,833</u>
	<u>85,456</u>	<u>(68,873)</u>
Cash flow from operating activities	<u>179,591</u>	<u>144,664</u>
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	<u>(11,211)</u>	<u>(6,596)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of long term debt	<u>(40,000)</u>	<u>-</u>
<b>INCREASE IN CASH FLOW</b>	<b>128,380</b>	<b>138,068</b>
Cash - beginning of year	<u>468,007</u>	<u>329,939</u>
<b>CASH - END OF YEAR</b>	<b><u>\$ 596,387</u></b>	<b><u>\$ 468,007</u></b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 294,285	\$ 468,007
Term deposits	<u>302,102</u>	<u>-</u>
	<b><u>\$ 596,387</u></b>	<b><u>\$ 468,007</u></b>

See notes to financial statements

# ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM

## Notes to Financial Statements

Year Ended December 31, 2022

### 1. DESCRIPTION OF BUSINESS

Environmental Operators Certification Program Society is a not-for-profit organization incorporated provincially under the Society Act of British Columbia. Management has determined that they are exempt from payment of income tax under Section 149(1) of the Income Tax Act.

The Society's mandate is to protect human health, the environment and the investment in facilities through increased knowledge, skill and proficiencies of the members of the program in all matters relating to water treatment and distribution and wastewater collection, treatment and disposal.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Foreign currency translation

Accounts in foreign currencies have been translated into Canadian dollars using the temporal method. Under this method, monetary assets and liabilities have been translated at the year end exchange rate. Non-monetary assets have been translated at the rate of exchange prevailing at the date of transaction. Revenues and expenses have been translated at the average rates of exchange during the year, except for amortization, which has been translated at the same rate as the related assets.

Foreign exchange gains and losses on monetary assets and liabilities are included in the determination of earnings.

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFP). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

#### Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are term deposits held as cashable GICs due within the next year and are valued at cost. Value at maturity November 14, 2023 is \$310,593.

#### Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	30%	declining balance method
Computer software	20%	declining balance method
Furniture and fixtures	20%	declining balance method

The Society regularly reviews its capital assets to eliminate obsolete items.

#### Revenue recognition

Environmental Operators Certification Program follows the deferral method of accounting for contributions.

(continues)

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Membership fees are recognized as revenue in the year to which they are applicable.

Deferred income arises from prepaid membership dues.

Contractual obligations are recognized as revenue when all agreement deliverables have been completed and the related expenses are incurred.

Grants are recorded as revenue when received or receivable if the amount receivable can be reasonably estimated and collection is reasonably assured.

#### Measurement uncertainty

The preparation of financial information in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

#### Foreign currency translation

The Society's foreign subsidiaries are integrated foreign operations. Currency translations into Canadian dollars are made as follows:

- monetary assets and liabilities at the rates of exchange prevailing at the balance sheet date;
- non-monetary items at rates prevailing when they are acquired;
- exploration costs and administration costs at average rates for the period.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

### 3. ACCOUNTS RECEIVABLE

	2022	2021
Membership dues receivable	\$ 25,099	\$ 15,308
Allowance for doubtful accounts	(23,558)	(3,522)
	<b>\$ 1,541</b>	<b>\$ 11,786</b>

### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer equipment	\$ 46,600	\$ 30,828	\$ 15,772	\$ 12,596
Computer software	848,992	577,012	271,980	339,975
Furniture and fixtures	30,608	22,678	7,930	6,505
	<b>\$ 926,200</b>	<b>\$ 630,518</b>	<b>\$ 295,682</b>	<b>\$ 359,076</b>

### 5. CEBA LOAN

During 2020 the Society received a Canada Emergency Business Account loan in the amount of \$60,000. The loan incurred 0% per annum interest until December 31, 2023 and 5% per annum interest starting on January 1, 2024. The loan was repaid during 2022 resulting in loan forgiveness of \$20,000.

### 6. LEASE COMMITMENTS

The Society renewed the lease agreement for premises with The Salvation Army for the term of 3 years beginning on July 1st, 2022 and ending on June 31, 2025. At the balance sheet date, the base rent per month is \$2,475. Base rent for Year 2 is \$2543 and for Year 3 is \$2,612. In addition, the lease requires payment of additional rent and utilities of approximately \$1,510 per month throughout the lease term.

The Society entered into a lease agreement for the use of an office photo copier with CBSC Capital Inc. expiring October 31, 2023. The term of the lease is 66 months constituting a total of 22 quarterly payments of \$567, plus applicable taxes.

The Society entered into a new lease agreement for use of an office postage meter with Pitney Bowes Leasing with effect from May 20, 2021. The term of the lease is 60 months with monthly payments of \$60, plus applicable taxes.

Contractual obligation repayment schedule:

2023	\$ 32,950
2024	31,658
2025	16,396
2026	243
	<b>\$ 81,247</b>

### 7. REMUNERATION

During the year, the Society paid compensation in excess of \$75,000 to two employees. The total amount paid was \$235,622 (2021 - \$212,630). This disclosure is in accordance with a requirement of the BC Societies Act which came into effect November 28, 2016.

### 8. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of December 31, 2022.

#### (a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from customers. In order to reduce its credit risk, the Society reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Society has a significant number of members which minimizes concentration of credit risk.

#### (b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from its funders and accounts payable.

Unless otherwise noted, it is management's opinion that the Society is not exposed to significant other price risks arising from these financial instruments.

### 9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

2021 accounts receivable has been reduced by \$161,476 to reflect amounts that had also been included in deferred revenue.



# VISION

A Canada where all people have access to  
safe drinking water and good sanitation.  
We firmly believe that this is possible.

