



**Environmental Operators Certification Program Annual General Meeting Minutes
11 September 2023 at 10 AM
Marriott Pinnacle Hotel, 1128 W Hastings Street, Vancouver BC, Shaughnessy Salon**

Presenter / Motion	Motion / Subject	Discussion	Decision / Action
1. Chris Kerman	Quorum confirmed, 21 in attendance in person and online.		
2. Chris Kerman	The meeting was called to order at 10:02 AM.		
3. Kalpna Solanki & Chris Kerman	<p>Welcomed everyone attending in person and online. This is the first year we have held our meeting in September.</p> <p>Acknowledged the ancestral and unceded homelands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations.</p>		
4. Allison O’Neill	To approve today’s agenda as presented		All in favour
5. Chris Ford	To approve the minutes from 16 June 2022, as presented		All in favour



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6. Chris Kerman	The Year in Review – Chair’s Report	<p>The CWP (certified water professional) and CWWP (certified wastewater professional) designations were trademarked for all EOCP-certified Operators to display their credentials. It is a membership privilege.</p> <p>Our strategic plan is helping to chart our way for the next few years. EOCP believes a full slate of viewpoints is important, so the strategic planning session included the Board, staff, former directors, First Nations, and government.</p> <p>We continue to work to get the word out about environmental operators as a career choice.</p>	
Kalpna Solanki	President & CEO’s Report	<p>We continue to make improvements yearly; our external environment changes, so we must change along with it.</p> <p>We continue to increase functionality in the CRM.</p> <p>A constitutional change allowed us to include a director position for an Operator serving a small community, and Barnett Stewart is the first to fill this position.</p> <p>We have completed our video project.</p> <p>The theme for EOCP2024 is Building Better Futures.</p>	



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7. Kalpna Solanki & Natasha Cvenkel	Treasurer's Report	<p>The ECOP is financially sustainable. The financials are included in the annual report.</p> <p>We have spent money on projects fully funded by MUNI and MoH.</p> <p>Revenues have increased. Conference revenues increased substantially last year, and ministry contracts fluctuate depending on what projects we are working on.</p> <p>Membership dues will increase in 2024; the last increase was in 2020.</p> <p>There has been an increase in EOCP members, which also helps with membership revenue.</p> <p>2022 revenues are higher than in 2021, and expenses were higher, but we are still in the black and have some net assets.</p> <p>We are in a better position than we have been for some time. Our initiatives and working with our government partners, the Board, and staff to ensure we maintain that financial sustainability.</p> <p>The increase in revenue has allowed EOCP to hire staff and increase the size of the annual conference to serve our members better.</p>	



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10. Questions		<p>Q: Requested that EOCP reconsider the proof of high school requirement for OIT – Level IV Operators.</p> <p>A. EOCP is part of a larger group, the Canadian Water and Wastewater Operation Certification Committee. The proof of high school requirement for level I exams was a decision that was made across Canada. EOCP does accept adult graduation, GED, and red seal trade certificates for this requirement.</p> <p>Q. Do you have updated data on the exam pass rates, specifically for WWT exams, and can you share the outcome?</p> <p>A. EOCP keeps track of the pass/fail rates for every level I-IV exam. Several years ago, there was concern because the pass rate for WWT IV was 30%. We talked to WPI about our concerns, and they will come out with a new exam soon.</p> <p>The data will be collected again this year and published in an upcoming issue of the Operator Digest.</p> <p>Q. Can you provide some details about the net addition of staff?</p> <p>A. The part-time technical specialist became full-time in 2022 because we started doing more work on facility compliance.</p>	<p>Kalpna will contact the other Canadian Water and Wastewater Operator Certification Committee members about the proof of high school requirement.</p> <p>Staff will forward the most recent digest with the exam pass rate article to Randy Craig.</p>



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10. Questions		<p>We have also added a part-time marketing specialist who works 20 hours/week.</p> <p>This is an increase of less than one FTE.</p> <p>Q. What are the response rates and follow-ups with the health authorities and the compliance officers from the Ministry of Environment when the facilities are not compliant, or Operators are no longer certified?</p> <p>As part of the communication process, a list of all Operators who are not certified and all facilities that are not compliant is generated. We then contact the Operators and facilities about their certification and classification. We contact them again in October to let them know they are still not adhering to the EOCP certification and classification requirements. The final list is generated in November and sent to the ministries. The list is usually 10 – 20% of the original report. The list is manageable, and they are good at following up with those on it.</p> <p>Q. Does EOCP ever help out the drinking water officers when they are writing the actual permit?</p> <p>We have tried to have some input with the inclusion of facility classification and Operator certification as part of their permit process. Some health authorities include this. Certification and facility classification are in the regulations for larger systems, but it is up to the discretion of the drinking water officer for small</p>	



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10. Questions		<p>systems. We continue to work on the message about having both.</p> <p>Q. What does EOCP think of the P.O. certification offered by WPI?</p> <p>The P.O. certification enables Operators to work in areas outside of Canada. EOCP certification is recognized throughout Canada, and we have reciprocal agreements with the other provinces.</p> <p>The P.O. exams are the same standardized exams that EOCP Operators write to become certified. Having a P.O. certificate to work in other parts of the world would be worthwhile.</p> <p>Q. Does EOCP get additional funding from the province for the communications process?</p> <p>We get \$150K from the MoH annually as a shared cost arrangement. It shows as contracts in the financials. We are responsible for classifying systems and operator certification, and we let them know how we did.</p> <p>We will receive an extra \$50K annually for the next few years from MoH for emergency response and contingency planning. We are also able to apply for special projects, we received close to \$200K for the video project.</p>	



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11. Tara Macrae	The meeting was adjourned at 10:32 AM.		All in favour