

BCOSSA - BOARD OF DIRECTORS
Minutes of September 11, 2012 Meeting
Tsawwassen Inn 1665-56 Street, Delta BC

Present in Person

Steve Warren, Rob Feldhaus, Dennis Francoeur, Greg Smith, Carla Ohmenzetter & Frank Hay,PP

Staff & Call In

John Rowse, in person, and Elliott Proctor

Absent

Mike Rosang

1) **Meeting called to order** by chair at 10am. Correspondence and Action Forward Items included, letters out on behalf of BCOSSA to the following:

- Rupert Benzon, Manager, Land Use, Ministry of Health regarding CSA B65 Standard of decentralized wastewater systems,
- Minister de Jong regarding offer of re-engagement and re-establishment of collaborative approach to administration of SSR, and
- Response to Mr. Bill Edwards of Health Protection Branch regarding the Industrial Camps Health Regulation.

Discussions ensued regarding issues of this affecting our membership, there is agreement and a general consensus that ROWPs were involved in some industrial camp projects and that BCOSSA could take a lead role and establish a standard of practice for remote sites that are specifically soil based and water based receiving.

Original document and request for input will be sent to all board members.

Resolution #267

G. Smith moved adoption of Minutes of May 1, 2012 meeting and conference call of May 8th, 2012, D. Francoeur 2nd with clarification of Resolution #262 that we agreed in principal and encouraged Mr. Mike Seymour of BCWWA to act as emissary.

Carried

- 2) **Business Arising From Minutes:** It is noted that AGM dates of April 12 and 13, 2013 will conflict with WCOWMA. F. Hay will send out guidelines on tank installation as per action item under #5. He and Elliot have worked on a home-owner maintenance manual and they will bring it forward to the board for review. Mr. Wilson was thanked for his help on Education Committee.
- 3) **Treasurer's report:** D. Francoeur reported that there is over \$6000 on accounts receivable and discussion focused on accounts in arrears over 12 months with values of \$250 or greater. Staff suggested that there has been some contact with those in arrears, some have extenuating circumstances but there is a need for direction from the board.

Resolution #268

G. Smith moved, 2nd by R. Feldhaus that we proceed to small claims court in jurisdiction of Nanaimo for accounts in arrears.

Carried

Income statement as presented on August 31, 2012 shows a net loss of approximately \$3000 but with courses offered in the near future this small loss could be corrected. Staff indicated there is some concern about getting enough participants for the courses offered; need 8 registrations for break even. Discussion focused on possibility of offering shorter, refresher courses that are more affordable at this time. This would not conflict with Camosun College full programs, would be similar to some on-line course work that BCOWSA is presently working on and could provide a venue for industry to demonstrate products and technologies that are new, relevant or compliment the course work being presented. There was general agreement that could even offer two day soils refresher course and possibly tie all short courses in with the Continued Education requirement for existing practitioners. Staff indicated this is a good idea, have followed the requirements as set out by ASTTBC in the past. These short course options also provide good opportunities for networking among membership and within the industry.

Action item: Liz to distribute a concept of program to board. John to develop 2 to 3 course descriptions, to be offered in the Langley, Kelowna and Nanaimo areas first on a \$275 to \$300 per day session basis.

Staff asked for direction from board what the level of comfort board needs to stay on top of financial situation at this time. Continued monthly updates are required, chair will call conference meetings as and if required. The board must be informed if finances near or reach \$10,000 threshold in account. Staff to work closely with chair and treasurer on financial matters as we move forward.

Resolution #269

G. Smith moved, 2nd by R. Feldhaus that the financial statements to July 31, 2012 be accepted as presented.

Carried

4) Move to WOWTC and COWI sections of agenda:

Westcoast Onsite Wastewater Training schedule is available for courses in Langley, Victoria, Nelson and Kamloops from Sept 2012 to Jan 2013. These sessions should add to revenues and additional short courses considered will be an added benefit to existing members as well as added revenues to BCOSSA.

BCOSSA recognizes there are persons that have taken courses for Private Inspection but are unable to receive certification or registration by ASTTBC at this time.

Resolution #270

G. Smith moved, 2nd by R. Feldhaus that: Therefore, be it resolved that BCOSSA shall develop a program for registering persons as private inspectors in the province of BC.

Discussion focused on whether there would be a need for additional accreditations. Also need to establish a standard of practice, code of ethics, determine registration process, etc where much of the work has been done under past BCOSSA programs.

Carried

Additional discussion focused on possibility of helping persons get accreditation as Maintenance Providers through the same process in the future but will focus on Inspectors at this time.

5) Business Planning and Future Roles of BCOSSA

John suggested that board members review the draft Strategic Plan sent out September 10th. This sets the stage for strategies of moving forward, outlines historical erosions and identifies how BCOSSA will re-engage through political and bureaucratic relations through its goals and objectives. BCOSSA will seek to reconnect with UBCM and BCWWA to achieve those goals. The business development portion focuses on expanding course work through colleges and online and revitalizing technical support. Industry support will continue in areas such as, continue to advise on sewerage system regulations, new standards of practice and ways to improve filings management.

Action Item: All board members to review plan and send changes to John by Sept. 17th.

The question of how BC On-Line Filing is working and whether it was the same across the province was considered. The regulation talks about health authority but with many different jurisdictions throughout the province there is no clarity in the uniformity of the process.

Action Item: John will investigate the process and report back to board.

6) Report on current projects

- a) **Industrial Camp Regulation;** will continue to review and lobby on documents and recommendations coming out regarding Industrial Camps. There was board support for adding this as a component of strategic plan as #4 under issues and topics to be reviewed.

Action Item: List Industrial Camp regulation with specific instruction to develop effluent receiving environment guidelines as point 4 under the Issues/Topics section of the Strategic Plan

- b) **AGM** John gave a brief summary of project to date with BCOSSA putting up seed monies and now starting to see some interest from product and industry providers. There was some concern over how to account for monies starting to come in and a separate bank account was set up with a minor accounting adjustment needed for the single cheque written from general BCOSSA account for this project. Some of the conceptual models of advertising are still in the works, a logo has been developed and the committee will meet during week of Sept. 17th.

There was general discussion on what the event would look like with the AGM being held on one day, workshops fitting in with a full public day on Saturday. The board recognizes the need to provide a good and full trade show with lots of traffic for our faithful vendor supporters. There is still a lot of work to be done.

- c) **Outreach;** National project developments update was given during discussion on Ontario/Manitoba projects

7) Next meeting conference call regarding budget TBA and November 20th at Tsawwassen Inn.

Meeting adjourned at 2:10pm