

BRAITHWAITE ESTATES IMPROVEMENT DISTRICT
POLICY MANUAL

DATE: May 18, 2021	POLICY NO: 05-18-21
SUBJECT: Temporary Provisional Operations Policy Emergency Measures for Covid-19 Pandemic	PAGE: 1 of 3
CHAIRMAN:	ADMINISTRATOR:

1.0 Policy Objective:

To establish provisional temporary emergency procedures for managing the operations and administration of the Braithwaite Estates Improvement District water system to ensure continuity of operations for the provision of safe drinking water in the event of staffing shortages during the Covid-19 outbreak.

2.0 Background:

By letter dated April 9, 2020, the BC Medical Officer of Health, Dr. Bonnie Henry directed all drinking water system owners to update emergency response plans and review staffing coverage procedures to plan for staff absences due to illness or isolation to ensure continuity of operations as a result of the Covid-19 outbreak. Dr. Henry also authorized the temporary use of other qualified individuals to perform operational duties if needed. This would include knowledgeable technical personnel and supervisors, managers, professional engineers, technologists, and Operators.

The Braithwaite Estates Improvement District water system is classified as a Level 1 water system requiring a Level 1 operator certified by the Environmental Operators Certification Program (EOCP), in accordance with the requirements of the *Drinking Water Protection Act*.

Ongoing operation of the Braithwaite Estates Improvement District water system is currently under the direction of Mr. Alan Seal who is certified as a Level 2 Operator. In the event of his absence, Mr. Nick Hill who is certified as a Small Water System Operator will assume the authority to direct the operations.

Administration of the Braithwaite Estates Improvement District water system is provided on an ongoing basis by contract with Mrs. Karen Berezcki. Backup in her absence is normally provided as required by one of the District's Trustees.

3.0 Temporary Staffing Responsibilities Policy:

- 3.1 Mr. Joe Woolls (EOCP Certified Operator) will continue to be “in charge” of the water system operations as long as he is able to do so.
- 3.2 Mr. Ron Arsenault (EOCP Certified Operator) will continue to be the designated Relief Operator and, in the absence of the regular Operator, will automatically take over as being “in charge” of the water system operations.
- 3.3 In the event that neither Mr. Woolls or Mr. Arsenault are unable to carry out the operational duties, Mr. Philip Leeman (Maintenance Personnel) and Mr. Dennis Maher (Trustee and Journeyman Steam Fitter and Pipe Fitter) will jointly and automatically take over as being “in charge” of the water system operations.
- 3.4 Mr. Gordon Redding and Mr. Wayne Gillis (Trustees) will provide assistance as required, particularly with respect to assisting in system monitoring and water quality testing.
- 3.5 Mr. Dave Martin (EOCP Certified Operator – private contractor) will be retained to provide emergency and/or back up operational services if/when required.
- 3.6 Mr. Shane Black (EOCP Certified Pump Installer – private contractor) will be retained to provide emergency and/or back up repairs and operational services if/when required.
- 3.7 In the event that the regular personnel are unable to perform their duties as described in the foregoing, a special notice will be sent out to all customers requesting their assistance in notifying the Braithwaite Estates Improvement District water system immediately if they become aware of any abnormal conditions (e.g. low water pressure, discoloured water, unusual taste, tower low level alarm light flashing, possible water leaks, etc.)
- 3.8 In the event that the regular personnel are unable to perform their duties as described in the foregoing, the Drinking Water Officer at Island Health is to be immediately notified of the situation by the Board Chair, outlining the circumstances and action being taken.
- 3.9 All operations will be maintained in accordance with the operating standards set out for EOCP operator certification.
- 3.10 Mrs. Karen Berezcki will continue to provide administrative services as long as she is able to do so.
- 3.11 In the event that Mrs. Karen Berezcki is unable to perform the administrative duties, Ms. Robin Brett (Chair of the Board of Trustees) will automatically take over responsibility for administration of the District with the assistance of Mrs. Gerry Giles (Trustee and Treasure for the District) as required.
- 3.12 Weekly water quality testing will continue on an ongoing basis as an essential activity.
- 3.13 Meter reading may be suspended at the direction off the Board of Trustees if necessary, with bi-monthly billings based on minimum charges, subject to adjustment on an averaged basis after the outbreak is over.
- 3.14 General precautions with respect to physical distancing, hygiene and employee illness will be adhered to for the duration.

4.0 Contact Information:

The foregoing personnel may be contacted as follows:

Name:	Phone:	e-mail:
Joe Woolls, Operator #1	250-361-5503	joe@ifcwater.ca
Ron, Arsenault, Operator #2	250-380-8438	cc.contracting@outlook.com
Philip Leeman, Maintenance	250-507-6614	flipper1892@hotmail.com
Dennis Maher, Trustee	250-732-2913	info@dandgfencing.com
Gordon Redding, Trustee	250-442-7620	marcellaredding@gmail.com
Wayne Gillis, Trustee	250-508-9068	dobie44@hotmail.com
Dave Martin, Contractor	250-709-1447	ddmartin73@shaw.ca
Shane Black, Contractor	778-350-4437	admin@independentpump.ca
Karen Berezcki, Administrator	250-743-1118	berezcki@shaw.ca
Robin Brett, Chair	250-743-5856	robinbrett@shaw.ca
Gerry Giles, Treasurer	250-743-5466	ggiles12@shaw.ca

5.0 Duration:

This temporary provisional policy will stand, effective immediately, and until the Covid-19 outbreak restrictions under the Public Health Emergency are withdrawn by the Provincial Medical Officer of Health, at which time this policy will expire.