

COBBLE HILL IMPROVEMENT DISTRICT
POLICY MANUAL

DATE: May 4, 2020	POLICY NO: 05-04-20
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 Cobble Hill 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 Cobble Hill 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 Cobble Hill 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 Cobble Hill 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. Alan Seal (EOCP Certified Level 2 Operator) will continue to be “in charge” of the water system operations as long as he is able to do so.
- 3.2 Mr. Nick Hill (EOCP Certified Small Water System 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. Seal or Mr. Hill are unable carry out the operational duties, Mr. Rob Reid (Trustee and Chair) will automatically assume responsibility to direct qualified individuals to perform: 1) weekly water sampling; 2) operational duties as required; and 3) emergency maintenance and repairs, if needed.
- 3.4 Trustees Harry Benson, Don Herriott, Jens Liebgott and Bill Motherwell will provide assistance as required, particularly with respect to assisting in system monitoring.
- 3.5 Cobble Hill Improvement District’s engineer of record, Mr. John Irving, P.Eng., will be retained to take over as being “in charge” of the water system operations if/when required.
- 3.6 Mr. Dave Martin (EOCP Certified Operator – private contractor) will be retained to provide emergency and/or back up operational services if/when required.
- 3.7 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.
- 3.8 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 Cobble Hill 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.)
- 3.9 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.
- 3.10 All operations will be maintained in accordance with the operating standards set out for EOCP operator certification.
- 3.11 Mrs. Karen Berezki will continue to provide administrative services as long as she is able to do so.
- 3.12 In the event that Mrs. Karen Berezki is unable to perform the administrative duties, the Trustees will assign one Trustee to manage the office cell phone, and jointly address any duties as may be required.
- 3.13 Weekly water quality testing will continue on an ongoing basis as an essential activity.

- 3.14 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.
- 3.15 General precautions with respect to physical distancing, hygiene and employee illness will be adhered to for the duration.

4.0 Contact Information:

Name:	Phone:	e-mail:
Alan Seal, Operator	250-701-1093	freebirdecotours@hotmail.com
Nick Hill, Relief Operator	250-480-8599	hellnick@shaw.ca
Rob Reid, Trustee	250-883-8994	reidrs@shaw.ca
Harry Benson, Trustee	250-743-1759	bennyup@shaw.ca
Don Herriott, Trustee	250-743-5437	dherriott4@shaw.ca
Jens Liebgott, Trustee	250-743-2530	jliebgott@shaw.ca
Bill Motherwell, Trustee	250-733-0777	southcowichanstorage@shaw.ca
Jon Irving, P.Eng. (CHID Engineer)	250-252-5192	jirving@mcelhanney.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
Environmental Health Officer	250-737-2010	Mark.Hall@viha.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.