Regional District Kitimat-Stikine
Septic Tank Management Program Working Group
Agenda for Working Group Meeting #02
19 April 2012: 11:00 am to 2:00 pm  RDKS Board Room

1. Confirm/Accept Minutes from Meeting 1: 08 March 2012 11:05 – 11:15

2. Review TOR 11:15 – 11:45
   - Review revised Draft terms of reference and identify issues of concern or gaps
   - Suggest amendments if required and submit to finalize
   - Working group membership review
   - WG meeting structure (ie. agenda subject carryovers)

3. Health Presentation (to be confirmed) 11:45 – 12:30
   - Present workshop to community

4. Overview of Examples of Program Components (attachment) 1:10 – 1:40
   - Purpose of examples is for general information on concepts generated to date
   - Detailed discussion of examples will be topics of future meeting
   - Introduction of public communication plan

5. Commence Discussion of Public Communication Plan If time allows or next meeting
   - Brainstorm list on attachment
   - Information needs, uses, applications
   - Identify key info pieces required, delivery process, timelines
   - Scope desired outcome

6. New Items and Next Meeting 1:40 – 2:00
   - Standing Agenda Items:
     - Confirm/accept previous meeting minutes
     - Review action items/information requests table
     - Review Status of Public Communication Plan
   - Carry-forward /Next-steps from WG Scope Attachment:
     - Program Development Public Communication Plan
   - New Business & Topics
   - Meeting time and location

Attachments:
1. Scope of Working Group Tasks
2. Revised Terms of Reference
3. Example Action Item/Information Request Tracking Sheet
The following table outlines the three components and an associated communication plan, which the RDKS requests advice from the Working Group. The RDKS anticipates the Working Group will take approximately 12 months (more or less) to work through the components and provide input, new ideas, and advice on the content and direction.

The three components consist of:

1. **Education on Tank and System Management**
   This component scopes a public education program for property owners. The education program may consist of items such as flyers, websites, presentations, seminars, etc. The RDKS requests the Working Group to provide advice on the types of educational media that the RDKS should use, as well as, frequency, content, presentation, etc.

2. **Septic Tank Inspection and Cleanout Program Development and Implementation**
   This component, consistent with the Liquid Waste Management Plan (LWMP), scopes an inspection and cleanout program. The RDKS requests the Working Group provide advice on the development and implementation of a program. Program scenarios contained in the LWMP are shown in the table below to provide a starting point for future Working Group meetings.

3. **Environmental Monitoring**
   This component continues with the baseline monitoring of ground and surface water to document the water quality with the implementation of the program. The RDKS requests the Working Group provide advice on the monitoring program re-implementation, frequency, locations, etc.

The Septic Tank Management Program Communication Plan
This Communication Plan is a plan to communicate the progress and outcomes of the Septic Tank Management Working Group. It may include items such as newsletters, public meetings, interactions with Working Group members, website information, etc. The RDKS requests the Working Group provide advice on the communication plan contents, media and frequency.
**Program Communications Plan**  
*Notification & Public Engagement*

- Newsletters
- Specific Lakelse Lake area group meetings
- Working Group information dissemination and gathering
- Website
- Distribution of minutes to groups
- Other WG / program communications??

**Education on Tank Management**

- Public Mail-outs
  - Existing documents (e.g. septic tank operation, well-head protection)
  - Type and Frequency (ie: Nothing? Flyer? RDKS specific or generic? )
  - Other items?
- Northern Health Presentation
  - How, where, frequency, etc.
- RDKS Website
  - Documents – type of documents of value to public
  - Links to Best Management Practices
  - Other items ??
- Other Public Education Ideas
  - Input from WG

**Clean out and Inspection Program Development and Implementation**

- Private-Private System: Privately owned and maintained on-site system with private inspection (reference Discussion Paper 4 and Tech Memo 8)
  - Tank & field owned by land owner on private property
  - Pumping and inspection by owner
  - Inspection by approved 3rd party. Frequency TBD
  - Frequency of pumping & inspection: TBD (1/3yr?)
  - Pumping and inspection paid by owner directly
  - RDKS administers records of cleanouts and inspections
- Public-Private System: Privately owned and maintained on-site system with public inspection and pump-outs (reference Discussion Paper 4 and Tech Memo 8)
  - Tank & field owned by land owner on private property
  - Frequency of pumping: TBD. RDKS provides pumping service. Land owner pays RDKS.
  - Inspection by RDKS (or RDKS contractor). Frequency TBD (1/3yr or 1/yr?)
  - Inspection costs paid through user fees
- Public-Public system: Publically owned and maintained on-site system with public inspection (reference Tech Memo 8)
RDKS Septic Tank Management Program Working Group
April 2012 - Scope of Working Group Tasks

- Tank & field owned by RDKS on private property (easements req’d)
- Frequency of pumping TBD (1/3yr?)
- Inspection by RDKS (or RDKS contractor). Frequency TBD (1/3yr or 1/yr?)
- All costs paid by through use fees

### Environmental Monitoring [Water Quality Monitoring]

- **Study Area**
  - Surface Water at Lakelse Lake, Sockeye Creek and Williams Creek
  - Ground Water at Jackpine flats (and sentinel wells)
- **Frequency**
- **Parameters of Analysis**
- **Reporting Requirements**
1. **WORKING GROUP SCOPE**

The primary scope of the Septic Tank Management Program Working Group (Working Group) is to assist and guide Regional District of Kitimat-Stikine (RDKS) with efficient design, development, and implementation of the Septic Tank Management Program (Program).

2. **COMMITTEE REPRESENTATION**

The residents of the Program’s geographic area will be represented by community groups from the Lakelse Lake and Jack Pine Flats areas, namely:

- Lakelse Lake Watershed Society
- Lakelse Lake Community Association
- Lakelse Lake Advisory Planning Commission
- Jackpine Flats Community Association

Each group will have up to two representatives on the Working Group. Representatives will be named to the Working Group by the community groups’ primary contacts. The community groups may replace the named representative. The community group and RDKS will make efforts to ensure new representatives are informed of the Program’s current status.

3. **WORKING GROUP ROLE**

The general roles of the Working Group are to understand the Program scope, liaise with their representatives, and provide feedback and guidance to the RDKS staff on Program design and implementation.

4. **OBJECTIVES AND TASKS**

   4.1. To meet every six to eight weeks to discuss Program components related to design, development and implementation.
   
   4.2. To understand the Program scope and need
   
   4.3. To provide input on public information and education about the Program
   
   4.4. To provide input on information related to the design of the Program, including tank inspections, cleaning cycles, and record management.
   
   4.5. To provide input on a cost recovery model that may incorporate at least some aspect of the user-pay principle and which will provide adequate funding for the implementation and operation of the Program.
4.6. To review the water and well sampling program and provide suggestions that match the Program scope

5. CONDUCT OF MEETINGS

5.1. STRUCTURE
The Working Group will be a flat structure where all members have equal representation. Information brought forward by the Working Group members to the RDKS will be recorded and considered for the Program.

5.2. The RDKS or consultant will chair the meetings.

5.3. Meeting participants will conduct themselves in a manner that is respectful of other people’s ideas and opinions.

5.4. The RDKS will prepare meeting agendas and take, distribute, and post meeting minutes.

5.5. Action items and information requests brought forward by the Working Group will be tracked along with the outcome of the action item or information request.

5.6. MEETING SCHEDULE
Meetings will be held once every six to eight weeks.

5.7. EXPENSES
Working Group members are responsible for their own travel arrangements and costs to attend the Working Group meetings. RDKS will host meetings and provide a light meal for meetings that overlap with lunch or dinner/evening hours.

5.8. WORKING GROUP COMMUNICATIONS
Meeting notifications will be delivered via email. Information will also be posted on the RDKS website regarding updates on the Septic Tank Management Program.
<table>
<thead>
<tr>
<th>Task Number</th>
<th>Date Received</th>
<th>Requesting/Suggesting Person</th>
<th>Information Request or Action Item</th>
<th>Assigned Person or Agency</th>
<th>Description of information gathered</th>
<th>Date of Action/Response</th>
<th>Supporting Document(s) (if available)</th>
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