



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

March 9, 2017

11:30 – 3:30

Chateau Nova, Peace River, Alberta

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Reid Glenn	Public		Director
Garrett Tomlinson, <i>Treasurer</i>	Public	Northern Sunrise County	Director
Adele Parker	Public	Town of Fahler	Member
Krista Park	GOA	AHS	Director
Allison Fisher	Industry	Shell	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Anthony Traverse	Industry	Baytex	Director
Blair Fortin	Industry	Tervita	Member
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin <i>telephone</i>		Technical Program Manager	
Brenda Barber		Office Manager	

Guests:

Name	Sector Group	Organization	Participation
Lindsay Smith-Munoz <i>telephone</i>	GOA	AH	Guest
Mike Zelensky	GOA	AER	Guest

Regrets:

Name	Sector Group	Organization	Participation
Peter Thomas	Public	Northern Sunrise County	Co-Member
Shane Hussey	GOA	AHS	Co-Member
Bob Myrick	GOA	AEP	Guest
Kayedon Wilcox	GOA	AEP	Guest
Mark Roberts	Public	MD Smoky River	Director
Trina Whitsitt (for items 1-3)		Maxxam	

These notes are provided as a summary of discussions of the PRAMP Committee. The views and ideas noted do not necessarily reflect the perspective of each Committee member. Decisions are taken by consensus.

1. Review Agenda

New member application at Roundtable. International Womens' Day acknowledgement. Accept agenda as revised.

Members of AER Field Office (Peace River and Slave Lake) joined the meeting for the first 5 minutes to report that in 2016 there were 404 site inspections on 69 inspection dates. There was 99% compliance. Discussion around Directive 84.

2. Approve PRAMP Committee Meeting Notes from February 21, 2017

Motion to accept the minutes from February 21, 2017 as distributed by Anthony Traverse, second by Reid Glenn. No Blocks.

3. Recent Air Monitoring Data

- Have not received data for February. Maxaam did not attend meeting.
- Resident information for November and December 2016 has been provided to the Committee.
- Lily has a tracking document for canister triggers – she will review and record events.
- Alberta Health needs the information around the canister events.
- Mike B walked through the presentation for the open house.
- Mike B can request MET data from Anthony (will request from RWDI)
- Baytex has MET stations; possible for PRAMP to take over costs and management sometime in the future.

Action Item: Anthony will provide all information about stations and costs to Mike B

4. Communications

- Karla provided copies of the new PRAMP materials – pop up banner, materials postcard, business cards, etc.
- Partnering with LICA for website development; will be working with one developer for efficiencies on programming the near real-time data feed. Will not have it live by March 31, website will be up by late April, live data will be later.
- Community engagement – quarterly reports, a monthly blog or educational piece to public; possible social media such as Twitter.
- Will have a sign up sheet at the open house for people to provide contact information to receive more information (i.e. newsletters).
- Website will have a members' only area for documents.

5. Terms of Reference

- Alison lead a review of the Goals and Objectives.
- Under Goal 3 change oil and gas operators to reflect wording in bylaws (industrial emitters).
- Consider adding a goal around the society status (Airshed).

- In the objectives, change oil and gas operators to reflect wording in bylaws (industrial emitters)
- Option to put objective 3 under future considerations.

6. Policy Manual Review

- Allison lead review of draft policy manual.

Action Item: All committee members to review the manual and have all comments back to Alison prior to the next meeting.

Action Item: Add a membership policy.

7. Contract Review

- In camera discussion with the Board of Directors at 2:30 pm
- Motion brought back at 2:44 pm

Motion to accept the Executive Director's recommendations to continue contracts on contracts by Doug Dallyn; second by Garrett Tomlinson. No Blocks.

8. Financial Report

- Statement of cheques provided to Directors and reviewed.

Motion to accept the statement of cheques as provided by Doug Dallyn; second by Reid Glenn. No Blocks.

- Discussions going on to ask for an extension of 6 months for the existing contract with AEP.

Action Item: Karla will prepare a one-page fact sheet on the contract status for committee members.

9. Rountable Updates

- Result of open house notice had an inquiry for membership. Will table membership to a later meeting.
- International Women's Day – comment in Economist “As long as Man is the Measure, Women will be Second Class” what does this mean to us as an organization working towards equality. Man is not the measure, humankind is the measure.
- Krista appreciates the communication materials being in place for the community event.
- Reid – on the right track with PRAMP work.
- Mike – open house is a great idea.
- Thanks to Allison for all of the work she has done for PRAMP.

10. Next Meeting Dates

- April 27 at 1:00 pm.
- May 25 at 1:00 pm.

11. Adjourned

Meeting adjourned at 3:16

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2017-03-01	Anthony will provide all information about MET stations and costs to Mike B	New
2017-03-02	All committee members to review the policy manual and have all comments back to Alison prior to the next meeting	New
2017-03-03	Alison will draft membership policy	New
2017-03-04	Karla will prepare a one page fact sheet for committee members	New
Ongoing Action Items		
2017-02-07	Bob Myrick will look into whether AEP can share the data results from the first 3 background sample sets collected in 2016.	
2017-02-01	Karla will prepare a letter to the AAC to apply for membership	
2017-01-04	Lindsay will look into whether the description of the work on the multiple chemical study can be shared with the PRAMP Committee	
2017-01-05	Mike and Lily will look into the options for the Reno canister program	
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract	
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
2016-04-03	The Industry AQWG will review the AMD, make inquiries to AEP or AEMERA as needed and prepare a response to AEMERA for the one remaining audit finding.	
2016-01-01	Mike will look into how the AER complaint information can be shared with industry and others on the PRAMP Committee in a timely way.	
2016-05-07	Allison and Mike will determine how the Shell PRC network can be tied into the PRAMP program, including sharing the real-time data and approach for any EPEA-related changes.	
Parked Action Items		
2016-01-05	The AQWG will work with AEMERA to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. <i>(To be addressed in 2017 following the completion of the background sampling program)</i>	
Completed Action Items		
2017-02-02	Karla and Brenda will review equipment requirements for open house	
2017-02-03	Karla and Brenda will post the invite in the Peace River newspaper; General Forum on Facebook; send to municipal councils	
2017-02-04	Krista has volunteered to put posters around town for the Open House	
2017-02-05	Brenda will provide a list of monthly expenditures going forward	
2017-02-06	Brenda will ensure a policy is developed to have the monthly expenditures provided to the Board	
Actions no longer needed		