



## Peace River Area Monitoring Program (PRAMP) Committee

### Board of Directors Meeting

August 15, 2017  
2:00 pm – 4:00 pm  
Tele-conference

### Meeting Notes

#### Attendees:

Name	Sector Group	Organization	Participation
Reid Glenn	Public		Director
Mark Roberts	Public		Director
Adele Parker	Public	Town of Falher	Member
Andy Trudeau	Public	MD Smoky River	Member
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Kenda Friesen	Industry	Obdisian Energy	
Krista Park	Gov	AHS	Director
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	
Trina Whitsitt (for items 1-3)		Maxxam	
Cheri Sinclair		Maxxam	
Chris Wesson		Maxxam	
Shawn Miner		Maxxam	

#### Guests:

Name	Sector Group	Organization	Participation
Lindsay Smith-Munoz	Gov	AH	Guest

#### Regrets:

Name	Sector Group	Organization	Participation
Anthony Traverse	Industry	Baytex Energy	Director
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Shelly Shannon	Public		Member
Garrett Tomlinson, <i>Treasurer</i>	Gov	Northern Sunrise County	Director
Peter Thomas	Public	Northern Sunrise County	Co-Member
Shane Hussey	Gov	AHS	Co-Member
Blair Fortin	Industry	Tervita	Member
Bob Myrick	GOA	AEP	Guest
Mike Zelensky	Gov	AER	Guest
Elvis Thomas	Public	Woodland Cree	Guest
Kayedon Wilcox	GOA	AEP	Guest

***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. Meeting called to order at 2:08 pm by Dave Hill

## 2. Review Agenda

Agenda accepted as distributed.

## 3. Approve PRAMP Committee Meeting Notes from July 17, 2017

**Motion to accept the minutes from July 17, 2017 by Reid Glenn. Carried**

## 4. Action Items

Review of Action Items from the July 17, 2017 meeting.

- Dave Hill will monitor during the meeting and follow up with any outstanding at the end of the meeting.

## 5. Recent Air Monitoring Data

July Dashboard Report provided prior to the meeting and reported by Trina Whitsitt, Maxxam.

### 986

- All data met AAQO and AMD, all parameters above 90%
- Operational update zero/span check update not done on July 1 because of change to poll interval (all stations). The daily data and zero/span checks are provided to the Technical Managers.

**Action Item: Maxxam will provide Mike Bisaga with an email outlining the process that has been implemented for the daily zero/span checks.**

- No canister events

### 842

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- Wind system had significant downtime, approximately 30 hours. Wind system has been replaced.

### Reno

- All data met AAQO and AMD, all parameters above 90%
- Canister event on July 21<sup>st</sup> was not detected when it occurred. The canister has now been collected and sent to the lab for analysis.
- Maxxam is working closely with PRAMP Technical Managers on corrective actions to address canisters trigger notifications.

**Action Item: Maxxam will provide a report to the PRAMP Committee on the reason the canister trigger was not detected and corrective actions being taken.**

### August

**986** – TRS calibration on August 9<sup>th</sup>; slow response time, no data loss but some downtime due to repeat calibration; NMHC higher concentrations (but below canister trigger levels) are occurring.

### **Canister and THS Complaints**

- AER has not provided any complaints since the last PRAMP meeting.

### **6. Annual Report**

- Overview of feedback: No requirements to do major rewrites. Addition of clarity around figures and text.
- Request to have the y axis scale in charts the same as last years' report.
- Have added new total hydro-carbons and non-methane hydrocarbons charts to show historic information and to put data into perspective. Significant reduction over time is only shown with the longer time frame.
- Conclusions in the report require agreement by the Board.
- The elevated levels at Reno that cannot be explained. Recommendation to look closer at Reno including using 3<sup>rd</sup> party data. Baytex is doing some meteorological monitoring for Reno, this could be shared with PRAMP to assist in determining why there are higher levels.
- 2014/15 report was used as the template. There is no VOC canister data analysis, would like to commit to graph out the VOC canister information back to the beginning of monitoring in the area.
- 2014/15 report has a sentence about the canister program and recommendation to implement a vigorous program around canister collection. There have been a number of errors in the collection. Need to do a thorough review of the canister collection protocol.
- Change conclusions to indicate as recommendations

**Action Item: Some members wish to review the plan further. Comments will be sent to Mike by August 28<sup>th</sup> and review with Karla, Mike and Lily to follow.**

### **7. Outreach**

- Karla met with staff from the Minister of Energy's office to provide information on what PRAMP does, monitors and technical information.
- Thanks to Garrett Tomlinson for making the connection.
- Karla and Mike met with Town of Falher Council and Council from Northern Sunrise County. Reid Glenn also joined the meetings. The presentations were successful.
- MD of Smoky River has indicated they would also be interested in a presentation.
- Meetings are part of an outreach plan we hoped to implement for this year (2017/18).
- We had indicated we would like to do a community event after the AGM in September.
- We have not received the grant for communications and outreach. The Executive Committee recommends we do not hold the open house until we have received the grant.
- We would hold our AGM via telephone along with the September board meeting. We would defer tour of Baytex until we can hold the open house and board meeting in Peace River.
- Karla has prepared a letter to the Minister who was previously invited to the open house to indicate the event has been postponed.

**Motion to postpone the Open House until we have received the grant and provide a letter to the Minister to advise of the cancellation by Reid Glenn. Carried.**

## 8. Financial Update

- We have changed the layout of the financial report based on information received from the last meeting.
- We have greyed out the portion of income and expense for the grant we have not received yet including outreach and for the PRC station and passive monitoring program that has not yet been turned over to PRAMP.

**Motion to receive the financial report for July 2017 for information purposes by Krista. Carried.**

2017 Financial Audit

- Information has been provided to the Auditor

**Action Item: Brenda will ask auditor to present the statements at the Annual General Meeting**

## 9. Roundtable

Lindsay – Request the health benchmarks spreadsheet be an agenda item at the next meeting for discussion. Training on spreadsheet input (by AER) can be provided. AB Health would then do a write up of the annual results. Would like to address annual health risk in the Annual Report. Lindsay will provide a summary to Karla to provide to the Committee.

Krista – trying to set up a meeting with residents in Three Creeks, may change to a written update as it is difficult to get people together in the summer. Krista will provide the update to PRAMP as well.

Adele – email forwarded to Karla with regard to Randall Barrett providing information on crude oil transloading facilities.

Karla – thank Mike and Lily for all of the work done on the annual report. Canister issues with Maxxam - we may look at other actions to have the information available for PRAMP. Karla, Mike and Lily will be writing a business case. Looking at all options to maintain a high integrity program.

## 10. Next Meeting Dates

September 14 for Peace River meeting including AGM from 1:00 to 4:00 pm.  
Tentative October 19 from 1:00 to 3:00 pm

## 11. Adjourned

Meeting adjourned at time 3:43 pm

## ACTION ITEM LOG

Action Item Number	Action Item Description	Status
<b>New Action Items</b>		
2017-08-01	<b>Maxxam</b> will provide <b>Mike Bisaga</b> with an email outlining the process that has been implemented for the daily zero span checks.	<b>NEW</b>
2017-08-02	<b>Maxxam</b> will provide a report to the <b>PRAMP Committee</b> on the reason the canister trigger was not detected and corrective actions being taken.	<b>NEW</b>
2017-08-02	Some members wish to review the annual report further. Comments will be sent to <b>Mike</b> by August 28 <sup>th</sup> and review with <b>Karla, Mike and Lily</b> to follow.	<b>NEW</b>
2017-08-03	<b>Brenda</b> will ask auditor to present the statements at the Annual General Meeting	<b>NEW</b>
<b>Ongoing Action Items</b>		
2017-06-02	Add Committee Structure and Meeting Strategies to the agenda for the September meeting	
2017-06-03	<b>Karla</b> will work with <b>Mike and Lily</b> to determine what the composition of the Technical Committee would be and develop terms of reference	
2017-05-05	<b>Mike Z.</b> will contact lead who is working on transition of monitoring equipment from Shell to PRAMP.	
2017-05-07	<b>Mike Z. and Mike B.</b> will discuss options for a possible non-traditional passive program for Woodland Cree. Bob Myrick will be consulted as well. In progress – information has been received from other Airsheds.	
2017-04-01	A meeting will be set to discuss the role for Alberta Health and PRAMP with respect to health impacts	
2017-01-04	<b>Lindsay</b> will look into whether the description of the work on the multiple chemical study can be shared with the PRAMP Committee	
2017-01-05	<b>Mike and Lily</b> will look into the options for the Reno canister program	
2016-10-01	<b>Karla</b> will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
<b>Parked Action Items</b>		
2016-01-05	The <b>AQWG</b> will work with <b>AEMERA</b> 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>	
2016-10-09	<b>Bob</b> will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
2016-11-02	<b>Allison</b> and <b>Kayedon</b> will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	
2016-04-03	The Industry <b>AQWG</b> will review the AMD, make inquiries to AEP or AEMERA as needed and prepare a response to AEMERA for the one remaining audit finding.	
<b>Completed Action Items</b>		
2017-07-01	<b>Maxxam</b> will adjust the dashboard to indicate canister event in February.	
2017-07-02	<b>Lily</b> will provide an email to <b>Maxxam</b> to the effect of the decision by the Board on the maximum reading for THC.	
2017-07-03	Timeline for <b>Committee</b> to provide feedback on the draft Annual Report to <b>Mike and Lily</b> is August 4.	
2017-07-04	<b>Brenda</b> will look at other options to present the financial report to the Board..	
<b>Actions no longer needed</b>		