



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

May 25, 2017
1:00 pm – 3:00 pm
Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Reid Glenn	Public		Director
Mark Roberts	Public		Director
Krista Park	Gov	AHS	Director
Allison Fisher	Industry	Shell	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Group	Director
Anthony Traverse	Industry	Baytex	Director
Ryan Johnson	Industry	Baytex	Co-Member
Adele Parker	Public	Town of Fahler	Member
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	

Guests:

Name	Sector Group	Organization	Participation
Kayedon Wilcox	GOA	AEP	Guest
Mike Zelensky	GOA	AER	Guest

Regrets:

Name	Sector Group	Organization	Participation
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
Shelley Shannon	Public		Member
Bob Myrick	GOA	AEP	Guest
Elvis Thomas	Public	Woodland Cree	Guest
Lindsay Smith-Munoz	GOA	AH	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. Review Agenda

Agenda accepted with additions

2. Approve PRAMP Committee Meeting Notes from April 27, 2017

Action items from previous meeting will be reviewed at end of meeting.

Motion to accept the minutes from April 27, 2017 as distributed, by Doug Dallyn. No Blocks

3. Recent Air Monitoring Data

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

986

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- Wind systems, sent for upgrade to meet AMD. Error at manufacturer, required recalibration and corrected data.

842

- All data met AAQO and AMD, all parameters above 90%
- No canister events
- THC NMHC – some downtime on April 6
- Extra span checks and recalibration on analyzer.

Reno

- All data met AAQO and AMD, all parameters above 90%
- SO₂ downtime due to recalibration on analyzer
- TRS – downtime due to repeat span check to assess stability; required recalibration.

May

- A high methane concentration on one night – Maxxam is looking into it
- 986 – some temperature fluctuations at the beginning of the month

Action – Mike and Lily will work with Maxxam to update the Chain of Custody protocol.

Action – Mike and Lily will work with Maxxam to follow up on the high TRS numbers.

- Dashboard report – provided an updated dashboard, any suggestions for fine tuning can be provided to Maxxam. Will scale down the maximums and provide back to Mike and Lily.

Action - Cheri will follow up on why 986 high methane was reported, but was not reported for 842 or Reno.

Canister and THS Complaints

- No canister events in April.
- One complaint logged in the area of 842 (shown on Figure) and one attributed to the pulp mill (not shown on Figure). Complainant indicated it was a pulp odour, not oil and gas.

Woodland Cree

- Some data was collected by AER in 2015. Woodland Cree are encouraged to continue to call in complaints.

Proposed Changes to Monthly Reports from Maxxam

- Change hourly min, hourly max and 24-hour max
- As long as it is clear that it is first occurrence there is no opposition to the changes from the Committee.
- Maxxam is changing the decimal precision to align with internal quality protocols.

Action - Maxxam will provide the draft revised monthly report for review by the Committee.

4. Technical Work Updates

- Mike and Lily have been working on a different style dashboard report. Anthony, Mike Z and Doug will review an initial draft.
- No further updates on the transition of the Shell passives and stations moving to PRAMP.
- Official sale date from Shell to CNRL is June 1. As of that date, the Shell employees who are transitioning to CNRL will become CNRL employees.
- It was noted that it would be Allison's last meeting with PRAMP Committee; a replacement for Allison has not been identified. Today and tomorrow were supposed to have the AEP audit. It has been postponed and expect to hear from AEP shortly to reschedule.

Action – Mike Z. will contact AER lead who is working on transition of monitoring from Shell to PRAMP.

- Mike and Lily are using the 2015 Annual Report Table of Contents as the framework for the 2016 Annual Report; expect to have a draft done soon; final Report for presentation at the Annual General Meeting in September.

5. Policy Manual

- Review of Terms of Reference without markup. Change to Progress Review only change from last months' review.
- Data Policy - amend to include "will not forward" wording.

Motion to adopt the Data Policy as amended by Doug Dallyn. No blocks

- Review remaining policies. All changes made accepted by Committee.
- Request for research into Bid requirements from AEP to align with contract.

Action - Karla will research GOA contracting policies to align the PRAMP Bid Requirements policy

Motion to approve policies as written with exception of Bid requirements by Allison Fisher. No blocks

6. Alberta Airsheds Council (AAC)

- Karla and Doug provided an overview of the meeting held on May 4.
- Meeting attended by Executive Directors and one Board Director from each Airshed. Deputy Minister attended with eight staff, including Fred Rona, Chief Scientist.
- Focus of meeting included long term sustainable funding and role clarity.
- The Deputy Minister indicated interest in continued work with Airsheds. There needs to be clarity on what community based monitoring is defined as by AEP; it currently looks and sounds like what Airsheds already do.
- Karla has had numerous discussions with AEP on all issues.
- Contract extensions have been granted for Oilsands airsheds for three months; other Airsheds received a 6 month extension.

7. PRAMP AGM

- Requirement of the PRAMP bylaws to hold an Annual General Meeting in September. Opportunity for a learning event; possible topics are Board Governance, Building Consensus or a Presentation on Technical Information (AQ101).
- Tentatively booked September 13 and 14 for AGM, Committee Meeting, Community Event and learning event.

8. Auditor

- The Information return and financial statement need to be finalized by September 30th.
- The Executive Committee provided recommendations for an RFP to seek proposals from three auditors.

Motion to accept the recommendation of the option from the Executive Committee with an adjustment to the term “members” to “directors” (2 to audit) by Ryan Johnson. No Blocks

9. Communications

- Karla indicated the PRAMP website should be available soon. The live data is not available yet.
- Karla and Mike B are planning to be in Peace River in June to meet with various organizations to introduce PRAMP.

10. Financial Update

- Cheque registry and financial report for April 30, 2017 provided for information.

Motion to accept for information as presented. Doug Dallyn. No blocks

- Based on the proposed 5-year Oil Sands Monitoring Program, PRAMP will be continuing its program in the current state with the possibility of getting a new station in year 4 or 5.

11. Roundtable

- It was noted that it would be Allison's last meeting for the PRAMP Committee. The Committee provided a letter of thanks to Allison in acknowledgement of her significant contributions to the air monitoring work in the Peace River area.
- Mike Z. is preparing a summary of the canister data for 2016.
- Mike Z. noted that Maxxam has a new passive monitor product that they might be willing to use for a study in the Woodland Cree area.
- Mike B. and Reid had a follow up discussion about temperature inversion. Mike B. received information from Wood Buffalo Environmental Association and will forward it to Reid.

Action – Mike Z. and Mike B. will discuss options for a possible non-traditional passive program for Woodland Cree. Bob Myrick will be consulted as well.

12. Next Meeting Dates

June 19, 2017 1:00 – 3:00 pm

13. Adjourned

Meeting adjourned at time 3:10pm

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2017-05-01	Mike and Lily will work with Maxxam to update the Chain of Custody protocol.	NEW
2017-05-02	Mike and Lily will work with Maxxam to follow up on the high TRS numbers.	NEW
2017-05-03	Cheri will follow up on why 986 high methane was reported, but was not reported for 842 or Reno	NEW
2017-05-04	Maxxam will provide the document originally provided to Lily	NEW
2017-05-05	Mike Z. will contact lead who is working on transition of monitoring equipment from Shell to PRAMP.	NEW
2017-05-06	Karla will research GOA contracting policies to align the PRAMP Bid Requirements policy	NEW
2017-05-07	Mike Z. and Mike B. will discuss options for a possible non-traditional passive program for Woodland Cree. Bob Myrick will be consulted as well.	NEW
Ongoing Action Items		
2017-04-01	A meeting will be set to discuss the role for Alberta Health and PRAMP with respect to health impacts	
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.	
2017-01-04	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		
2017-03-01	Anthony will provide all information about MET stations and costs to Mike B	
2017-03-02	All committee members to review the policy manual and have all comments back to Alison prior to the next meeting	
2017-03-03	Alison will draft membership policy	
2017-03-04	Karla will prepare a one page fact sheet for committee members	
2017-02-01	Karla will prepare a letter to the AAC to apply for membership	
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		