



PRAMP Evaluation Plan

DRAFT: January 15, 2018

Introduction

This document outlines an approach for conducting an initial evaluation for the following:

- Part 1 – Program Evaluation
- Part 2 – Executive Director Evaluation
- Part 3 – Board of Directors' Evaluation

Directors are invited to provide input to the plan. If there is Director support for the approach, the Executive Director will work with the Executive Committee to prepare for and conduct the Evaluation, and bring the results to the Board for discussion at the March 2018 Board meeting.

Evaluation Goals

- Determine if PRAMP is on track to achieve its goals and objectives
- Identify where changes could be made to increase effectiveness in working toward the goals

Part 1 - Program Evaluation (*Evaluation of PRAMP Air Monitoring and Reporting*)

Goal 1: Assist in verifying that air quality is improving and odours are being minimized as a result of operational and regulatory improvements.

Continuous ambient monitoring results for total hydrocarbon, non-methane hydrocarbon and sulphur compounds will be analyzed to determine trends over time. Odour complaints will be correlated to monitoring results to verify that operational and regulatory improvements are effective.

Key Indicators	Assessment Questions	Information Collection Method
Daily, monthly and annual data review	<ul style="list-style-type: none"> • How reliable and useful was the data analysis? 	Board Member survey?
Odour complaints correlated to monitoring results	<ul style="list-style-type: none"> • How were odour complaints correlated to monitoring results and how was the information communicated? 	Desktop review of analysis done on correlation between odour complaints and monitoring results

Goal 2: Operate transparently and give residents and stakeholders timely access to data and information in a manner that is readily understood.

PRAMP's operation will be transparent to the members and the public. A communication plan will be developed to provide real-time access to monitoring data on a website. Regular, readily understood summaries of monitoring results from Goal #1, 3 and 4 will also be provided.

Key Indicators	Assessment Questions	Collection Method
Website Development	<ul style="list-style-type: none"> How timely and relevant is the information on the PRAMP website? 	Board Member Survey?
Communications reach	<ul style="list-style-type: none"> What tools and approaches have been used to communicate with the community and how many people are part of the communication network? 	Desktop review

Goal 3: Demonstrate that operators have effective control mechanisms.

The ambient monitoring results and odour complaints will be analyzed to determine if source control mechanisms for emissions result in improved air quality (see Goal #1 above). Results of AER odour inspection sweeps of facilities will be reported.

Key Indicators	Assessment Questions	Collection Method
Annual Data Review	<ul style="list-style-type: none"> What PRAMP data analysis has been undertaken? 	Desktop review of data analysis done by PRAMP

Goal 4: Verify that air quality is at acceptable levels and that emissions residents are exposed to are below toxic thresholds.

Canister sampling for volatile organic compounds and reduced sulphur compound concentrations will be compared to health exposure thresholds defined by Alberta Health. Alberta Health will review relevant information available from other jurisdictions, and recommend suitable health exposure thresholds. PRAMP will compare measured compound concentrations to the recommended exposure thresholds to provide an indicator of what compounds are a potential health concern. Odour thresholds from the Proceeding and the Stantec report will also be compared to measurements.

Key Indicators	Assessment Questions	Collection Method
Canister Analysis	<ul style="list-style-type: none"> How effective was the PRAMP canister collection and analysis process? 	Desktop review of canister events. Board Member survey?

Goal 5: Maintain its status as an independent Not-for-Profit Organization and Airshed that is focused on continuous improvement and responsible growth.

Key Indicators	Assessment Questions	Collection Method
Governance Initiatives	<ul style="list-style-type: none"> What steps has the PRAMP Committee undertaken toward continuous improvement and responsible growth? 	Desktop review

Part 2 - Executive Director Evaluation

The role involves three key components as follows:

1. Organizational Leadership – Overseeing the day-to-day operations of the organization.
2. Strategic Development – Developing and implementing approaches to meet the long-term goals and objectives.
3. Communications, Outreach and Engagement – Overseeing communication and engagement with the community, the Board of Directors, all levels of government and the media.

Key Indicators	Assessment Questions	Collection Method
Assessment plan to be confirmed	<ul style="list-style-type: none"> For 2018-19, what will be the key elements to evaluate for the ED? How will the evaluation be conducted? 	Board Member survey Board Member discussion
Review for 2017-18	Based on ED performance in 2017-18: <ul style="list-style-type: none"> What should the ED continue to do in 2018-19? (In other words: What is the ED doing well?) What should the ED stop doing, or do less of, in 2018- 	Board Member survey Board Member discussion?

	<p>19?</p> <ul style="list-style-type: none"> • What should the ED start doing, or do more of, in 2018-19? (In other words, what are areas for improvement?) 	
Performance of Contractors	<p>In what areas did the contractors excel?</p> <ul style="list-style-type: none"> • Technical Program Managers • Office Manager • Station Operators <p>In what ways could contractors improve services to the PRAMP Committee?</p> <ul style="list-style-type: none"> • Technical Program Managers • Office Manager • Station Operators 	<p>NOTE: Evaluation for contractors will be completed by ED. Board members will be invited to provide input to the evaluation.</p>

Part 3 - Board of Directors Evaluation

Key Indicators	Assessment Questions	Collection Method
Assessment plan to be developed for Board	<ul style="list-style-type: none"> • In 2018-19, how with the Board of Directors assess its performance? 	Board Member discussion