



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 June 5, 2018
 Sawridge Inn and Conference Centre
 Peace River

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public	Community	Director
Shelly Shannon	Public	Community	Director
Reid Glenn	Public	Community	Director
Mark Roberts	Public	Community	Director
Andrew Loosely <i>via phone</i>	Industry	Baytex	Co-Director
Robyn Kutz	Industry	CNRL	Director
Art Laurin	Industry	Obsidian Energy	Director
Kenda Friesen <i>via phone</i>	Industry	Obsidian Energy	Co-Director
Andy Trudeau <i>via phone</i>	Gov	MD of Smoky River	Director
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Lubicon Lake First Nation	Director
Krista Park	Gov	AHS	Director
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	

Guests:

Name	Sector Group	Organization	Participation
Elvis Thomas <i>via phone</i>		Woodlands Cree	Guest
KayeDon Wilcox <i>via phone</i>		AEP	Guest

Regrets:

Name	Sector Group	Organization	Participation
Anthony Traverse, <i>Treasurer</i>	Industry	Baytex Energy	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Blair Fortin	Industry	Tervita	Member
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member
Bob Myrick	Gov	AEP	Guest
Vaughn Molin	Gov	AER	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.

Meeting called to order at 12:36pm by Doug Dallyn. Review of quorum and introductions.

1. Approve Agenda

The June 5, 2018 Agenda was posted to the PRAMP Members' Portal prior to the meeting.

Motion to approve the agenda by Garrett Tomlinson. No Blocks

2. Approval of Minutes

The March 28, 2018 Minutes were posted to the Members' Portal prior to the meeting.

Motion to approve the March 28, 2018 minutes by Reid Glenn. No Blocks

3. New Director

- Dave Hill is no longer working with the Operators' Committee and has resigned from the Board.
- Art Lauren from Obsidian Energy has put his name forward to become an Industry Director.
- Kenda Friesen would be Art's alternate.

Motion to accept Art Lauren as a new director by Robyn Kutz. Carried.

4. Technical Working Group (TWG) Update

The TWG Meeting Summary and the dashboards for March and April were posted to the Members' Portal prior to the meeting.

- The table of contents for this years' report has been posted to the website.
- New trigger to collect canisters for methane was discussed. Lily and Mike will also be doing some research over the summer to determine trigger levels.
- Recommendation from the TWG that Mike and Lily determine the trigger level with a goal to collect more canisters, once the analysis is done, it will be reviewed.
- Triggers can be changed by Maxxam remotely.

Action Item: Mike and Lily will draft a memo on the recommendations on trigger level for methane and how it will be implemented. The trigger level for NMHC will remain the same.

Motion to have Mike and Lily investigate and implement multiple trigger levels (for methane and NMHC) by Garrett Tomlinson. Carried.

5. Budget 2018-2019 Update

The proposed PRAMP 2018/19 Budget and Workplan were provided to the Board Directors in December 2018.

- We have an interim contract extension for April to June, it is based on the new budget amount.
- We hope to receive the new contract for July 1 to March 31 within the next week.
- We expect to have a surplus at the end of this quarter; we would like to use as much of the surplus as possible by the end of June so that we don't lose those funds.
- We have an outstanding invoice with WBEA, recommend that we pay for the end of June. Alternatively, AEP did indicate we could send a special invoice for the equipment. We would prefer to not do that.
- No word back from AEP on Education and Outreach grant. AEP has indicated that we will not likely hear about the grant until the fall. Difficult to plan outreach activities in a short period of time.

- Recommend we spend small budget amount from our contract that aligns with our goal of sharing monitoring information.
- Clean Air photo contest – we have posters, postcards and will be posting on Twitter and Facebook. Shelly Shannon will do a story on the photo contest for the newspaper as well.

Motion to access surplus funds to pay for the equipment from WBEA and to approve \$1500 for the photo contest.

- Most airsheds have different sources of revenue, membership fees would provide PRAMP the ability to build up its surplus.
- There are several other organizations associated with PRAMP that do not pay into the Oilsands Monitoring program.
- Suggest that PRAMP look for other funding sources such as grants from municipalities or other groups.
- We can look in to what the oilsands industry pays into AEP.

Action Item: Karla will provide more information on Airshed revenue sources at the September meeting.

- We have forecasted that we will have a surplus exceeding \$50,000 to the end of June

Motion to support \$39,000 be spent in the first quarter on the equipment from WBEA by Garrett Tomlinson. Carried.

Motion to approve \$1,500 for the photo contest by Shelly Shannon. Carried.

Action Item: At September meeting the Committee will have a conversation about establishing a reserve fund.

6. Communications and Outreach

- The executive committee met with AEP on May 11th. AEP indicated they would provide their notes as the official record of the meeting. We have not yet received them.
 - We met with Robert Stokes, Sharon Willianen and Jenna Curtis from AEP Community Engagement (Strategy Division).
 - We provided a history of PRAMP.
 - AEP shared a lot of the same information that they had already shared with the Airsheds Council.
 - AEP indicated they were not optimistic that the granting process will change.
 - AEP has been working on roles for airsheds.
 - Funding and EPEA approvals are being reviewed by the airsheds and AEP.
 - AEP has a strong mandate for environmental literacy and have indicated they will be relying on the airsheds to deliver this.
 - We were asked why we were not endorsed by CASA, we indicated we reached out and are ready to meet with CASA at any time. PRAMP is waiting to hear from CASA in response to letter sent to CASA in 2017.
 - We indicated we would be happy to have an AEP representative on the Board.
- Community Annual Report has been finalized and copies provided. Photos of the area by a local photographer were included in the report.
- Karla and Mike attended the Chamber Trade Show. The event had good attendance, did have some questions around why there isn't any monitoring in Grimshaw area.
- We have a confirmed invitation to speak to the Peace River Council.
- Goal of the Clean Air Day photo contest is to increase traffic to Facebook and Twitter.
- Newsletter will be going out tomorrow (Clean Air Day).
- Peace River holds a Canada Day festival (before Canada Day). Karla will research and plan to attend.

7. PRAMP Policy Manual

The revised policies and draft Communication Working Group Terms of Reference (TOR) were posted to the PRAMP Members' Portal prior to the meeting.

- We reviewed the policies individually; we have included a new article in Section 3 to address safe and respectful workplaces.

Action Item: The Committee will review the PRAMP Terms of Reference at the September meeting.

- We provided a draft Terms of Reference for the Communications Working Group.
- Our Communications Working Group is currently Shelly Shannon, Krista Park and Corinna Williams.

Action Item: Brenda and Karla will send the Communications TOR to the full PRAMP Committee for review at the September Strategic Planning meeting and will invite PRAMP members to join the Communications and Technical Working Groups.

Motion to approve the revisions to the Policies with changes discussed by Garrett Tomlinson. Carried.

8. Reconciliation

The Reconciliation documents provided by Garrett Tomlinson were posted to the PRAMP Members' Portal prior to the meeting.

- PRAMP is further ahead than other organizations in recognizing Indigenous organizations as government not just stakeholders.
- Capacity is an issue to get Indigenous representation to the table.
- Through the Oilsands Monitoring Program there may be an opportunity for airsheds to put together community-based monitoring work plans in partnership with Indigenous communities.
- Woodland Cree request for continuous monitoring could be part of the OSM project. PRAMP will work with Woodland Cree and Little Buffalo to develop a work plan.

Action Item: Garrett will provide more information on the funding opportunity through the OSM Project in the next couple of weeks.

Action Item: Karla will make the offer to do a presentation on PRAMP activities and potential partnership opportunities to the Indigenous communities.

Motion to complete the work plans with the communities once the information is received from OSM by Krista Park. Carried.

9. Financial Update

The March and April 2018 financial reports and cheque registry for March and April were provided in advance to Board Directors by email.

- We are now able to do payments to vendors through Electronic Funds Transfer. Brenda provides a list of the vendors and amounts for approval to the Executive Committee. Approvals are filed for future audit purposes.

Motion to approve the cheque detail by Garrett Tomlinson. Carried.

10. Roundtable

Krista Park– meeting on April 5 with Three Creeks area residents, AHS and Alberta Health to review the multiple chemical sensitivity literature review; now looking at next steps for communicating and alternative ways to get messaging out. Would like PRAMP to assist with, as another communication tool.

Action Item: The Committee has asked Krista to request funds from AHS for outreach. KayeDon will follow up with Karla on AEP representation.

11. Next Meeting Date

The next meeting date will be September 27, 2018 in Peace River. We will hold our Board Meeting in the morning, followed by the Annual General Meeting over the lunch hour. We will do strategic planning in the afternoon.

Meeting adjourned at 3:25 pm by Doug Dallyn.

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2018-06-01	Mike and Lily will draft a memo on the recommendations on canister trigger levels for methane and an implementation plan.	NEW
2018-06-02	Karla will provide more information on Airshed revenue sources at the September meeting.	NEW
2018-06-03	At September meeting the Committee will have a conversation about establishing a reserve fund.	NEW
2018-06-04	The Committee will review the PRAMP Terms of Reference at the September meeting.	NEW
2018-06-05	Brenda and Karla will send the Communications TOR to the full PRAMP Committee for review at the September Strategic Planning meeting and will invite Members to join the Technical and Communications Working Groups.	NEW
2018-06-06	Garrett will provide more information on the funding opportunity through the OSM Project in the next couple of weeks.	NEW
2018-06-07	Karla will make the offer to do a presentation on PRAMP activities and potential partnership opportunities to the Indigenous communities.	NEW
2018-06-08	Krista will request funds from AHS for outreach to assist in communications of the Multiple Chemical Sensitivity Report.	NEW
Ongoing Action Items		
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract. Waiting for PRC transfer to PRAMP.	
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>	
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.	
Completed Action Items		

2018-03-01	Mike will follow up on the production data with Mark Roberts	
2018-03-02	Dave will talk to the Operators Group to find out who is paying for the power at 842.	
2018-03-03	Brenda will put the Directors D&O and liability insurance on the website	
2018-03-04	Karla will send out an email to our members to see if anyone would like to join any of our committees	