



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 September 27, 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
Anthony Traverse, <i>Treasurer</i>	Industry	Baytex Energy	Director
Andrew Loosely	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	Gov	MD of Smoky River	Director
Corinna Williams	Gov	Northern Sunrise County	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
Bob Myrick		AEP	Guest
Kevin Campbell		NAIT Boreal Research Centre	Guest

Regrets:

Name	Sector Group	Organization	Participation
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	Director
Blair Fortin	Industry	Tervita	Member
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member

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 9:15 by Doug Dallyn. Review of quorum and introductions.

1. Approve Agenda

The Agenda was posted to the PRAMP Members' Portal prior to the meeting.

Motion to approve the agenda by Corrina Williams. No Blocks

2. Approval of Minutes

The June 5, 2018 Minutes were posted to the Members' Portal prior to the meeting.

Motion to approve the June 5, 2018, 2018 minutes by Anthony Traverse. No Blocks

3. 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.

- Annual report has been posted to the members portal for review by the board; feedback on first draft will be accepted until October 5, 2018.
- Once the review is completed with PRAMP, the report needs to be approved by AEP.
- The portable station will be commissioned over the next few months. Fort Air Partnership shared their Portable siting document with us; we will use a version of this document to determine where the portable will be deployed. There is a scoring matrix to assess where the monitor should go. PRAMP TWG has recommended the portable be deployed for an initial period of 18 months.
- Once the document has been approved, we will start collecting a list of potential sites for review by the TWG.
- PRAMP could partner with counties to send out a notice about the portable.
- The name portable indicates the trailer is easily movable. We will consider renaming it to take out the word portable.
- **Action item: We will send out the final draft of the site document with the meeting notes for final approval.**
- The proposal for the methane based trigger was discussed with the TWG. The recommendation is to set the trigger at 5.5ppm based on a five minute average. Based on historical information this will trigger between 10 to 20 canisters. All the canisters will trigger at Reno as the methane is low at the other stations. We will also analyze the data to see if there are elements that are not being picked up. The TWG also requests the lab do speciation of the canister.

Motion to approve the recommendation from the TWG to set the trigger for methane based canisters is 5.5ppm on a five minute average by Corrina Williams. No blocks.

4. Location of Station 986

- We will be moving the 986 station from the current location. We do not have a procedure for re-siting our permanent stations as they were originally sited by our monitoring plan. We are looking at a few options of where we should move the station.
- The TWG recommends we move it to another site within the same area for a short term period – 12 to 16 months.
- The 986 trailer is also a portable trailer and could be used as a portable instead of a stationary continuous station.
- The water treatment facility would meet a number of requirements; and it is about 6 miles from the existing site.

Motion to move the 986 station to another location in the same area for a period of 12 – 16 months. Corrina Williams. No blocks.

5. Update from Executive Director

- We are working on the contract from CNRL. We have engaged a lawyer to assist us with the contract. We do not have a target timeline to date.
- We have a three year contract in place with AEP – to March 31, 2021. Budget and workplan will need to be reviewed and approved on an annual basis.
- **Action Item: Bob Myrick will talk to Finance about contract extensions after the end of March for each year.**
- In future we will request an advance of 15% of the contract when we sign our contracts.
- **Action Item: Bob Myrick will investigate where our signed contract for 2018/19 is in the system.**
- Our intention was to enter into a new contract with Maxxam at the same time as taking over the PRC station. Maxxam has provided a detailed breakdown of costs for services. PRAMP has the opportunity to pick and choose services (i.e. data reporting). We will be providing service standards to Maxxam which may come with penalties or incentives.
- Communications Working Group Terms of Reference was sent out this summer. We have not gone forward with the communications group as we have not received any word on funding.
- We asked Bob Myrick if we would be able to purchase equipment/station to reduce the costs we pay to Maxxam. It would be difficult to get approval from AEP if the budget amount is higher for capital equipment. PRAMP should meet with decision makers at a higher level of AEP to discuss further. PRAMP will develop a business case to present to AEP.

6. Financial Update

The May through August 2018 financial reports and cheque registry were provided in advance to Board Directors by email.

- Motion to accept the cheque registry and financial reports for May to August 2018 by Anthony Traverse. Carried.

Motion to approve the cheque detail by Corrina Williams. Carried.

Motion to accept the 2018 audited financial statements by Krista Park/Corrina Williams. Carried.

7. Roundtable

No updates from the Board.

8. Next Meeting Date

We discussed holding the TWG at a different time than the Board meeting. There would be a benefit to hold the TWG a month prior to the board meeting. There is a travel cost implication to holding the meetings separately. We will review and bring the costs back to the Board. The board meeting is now scheduled for November 29th from 10 to 2.

Meeting adjourned at 11:06 by Doug Dallyn.

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2018-09-01	Mike and Lily will send out the final draft of the site document with the meeting notes for final approval.	NEW

2018-09-02	Bob Myrick will talk to Finance about contract extensions after the end of March for each year.	NEW
2018-09-03	Bob Myrick will investigate where our signed contract for 2018/19 is in the system.	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. (To be addressed in 2017 following the completion of the background sampling program)	
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		
2018-06-01	Mike and Lily will draft a memo on the recommendations on canister trigger levels for methane and an implementation plan.	
2018-06-02	Karla will provide more information on Airshed revenue sources at the September meeting.	
2018-06-03	At September meeting the Committee will have a conversation about establishing a reserve fund.	
2018-06-04	The Committee will review the PRAMP Terms of Reference at the September meeting.	
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.	
2018-06-06	Garrett will provide more information on the funding opportunity through the OSM Project in the next couple of weeks.	
2018-06-07	Karla will make the offer to do a presentation on PRAMP activities and potential partnership opportunities to the Indigenous communities.	
2018-06-08	Krista will request funds from AHS for outreach to assist in communications of the Multiple Chemical Sensitivity Report.	
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	