



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 January 25, 2019
 Tele-Conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Reid Glenn, <i>Co-Chair</i>	Public	Community	Director
Kevin Kembell	Public	NAIT Boreal Research Centre	Director
Doug Dallyn	Public	Community	Director
Anthony Traverse, <i>Co-Chair</i>	Industry	Baytex Energy	Director
Robyn Kutz	Industry	CNRL	Director
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	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	

Regrets:

Name	Sector Group	Organization	Participation
Art Laurin	Industry	Obsidian Energy	Director
Blair Fortin	Industry	Tervita	Member
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member
Kenda Friesen	Industry	Obsidian Energy	Co-Director
Elvis Thomas	Gov	Woodland Cree	Director

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.

1.1 Roll Call for Quorum

Meeting called to order at 9:00am. Review of quorum and introductions.

1.2 Approve Agenda

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

Motion to approve the agenda by Corinna Williams. No Blocks

1.3 Approval of Minutes

The November 29, 2018 Minutes were posted to the Members' Portal prior to the meeting.

Motion to approve the November 29, 2018 minutes by Krista Park. No Blocks

Action Items

Mike and Lily will have initial conversations with AER to determine if exemptions could be made to the Directive 84 boundaries.

- Conversation has not happened yet; will stay on action item list

Mike and Lily will develop a policy on QA/QC for PRAMP data management and reporting.

- Not complete; will stay on action item list

Karla will provide a revised list of duties to the PRAMP Executive prior to executing a new contract with the Technical Program Managers.

- A draft contract has been provided to Mike and Lily. Once they have reviewed and approved the contract, it will be provided to the Executive. Item will stay on action item list until complete.

Karla will work with PRAMP Executive on wording for email to Minister McCuaig-Boyd and MLA Debbie Jabbour to request a grant status update.

- Karla sent emails to the Minister and MLA in December.

Karla will seek approval from the Board of the funding requested by the AAC for development of communication tools.

- Do not know if we will need it or not.

Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract.

Waiting for PRC transfer to PRAMP.

- Nothing to report; contract negotiations ongoing.

Motion to accept the action items as presented by Doug Dallyn. No Blocks.

Technical Working Group Update

2.1 AQHI Station

- The TWG applied the siting ranking matrix for proposed sites for the AQHI trailer.
- The TWG looked at two sites – one east of Nampa and the other in general Woodland Cree area.
- The Woodland Cree area scored higher.
 - PRAMP has been aware of the issues in the Woodland Cree area for some time; population density higher in Woodland Cree than in rural area east of Nampa.
- Mike has contacted Elvis Thomas to let him know the outcome and we will start working with Woodland Cree to find an appropriate location.
- Plan to have the station deployed by the end of the first quarter (no later than June 30th). Still have some finishing touches to station including the wrap.
- We would like to have an event for the opening.

Recommendation from TWG to let the decision stay open for a week for review of location decision.

- Information has already been provided on how anyone can put forward a location for the AQHI station through the newsletter and presentations to councils.
- Specific location of the trailer has not been decided, Mike and Lily will work with Woodland Cree to address specific siting criteria.

Action item: Mike and Lily will let Kevin Kembell know when they are doing the siting, so he can join them for information purposes.

Action item: Karla will write a newsletter including the process surrounding the decision.

Motion to proceed with the plan to provide information to our stakeholders by Corinna Williams. No blocks

2.2 Station 986

- New location for Station 986 is close to the current location. Mike met with landowner in December and he is supportive of locating the station on the property.
- This is a short/medium location subject to the AEP network optimization project outcome. We have proposed an 18 month commitment for now.
- Mike has drafted a lease agreement describing where it is located and what we are responsible for. It has been reviewed by legal counsel and we are ready to provide it to the landowner.
- We need to submit a relocation notice to AEP, do not expect any issues, as the new site is close to the old and it meets the needs of the AEP Monitoring Directive.
- Expect the relocation to be done by the end of March 2019.
- Budget was approved at the last board meeting, there is no change to the estimated relocation cost.

2.3 Network Audit

- Last week AEP did the audit of the PRAMP network – one issue was the siting of 986; trees have grown near the site and they are now too close to the station.
- Moving the station will make it compliant.
- Reno also had the same issue – trees around the station are too tall.
- The audit report generally is added to the annual report, this report will be included in next years annual data report

Action item: Mike will add the audit report to the portal.

- We expect the results from the AEP network optimization project will come out in the next couple of months.

Engagement, Outreach and Education

3.1 Future Outreach

- We will be participating in the Smoky River trade show on March 14-16, 2019. We have reached out to PAZA to share a booth.
- The Peace River Chamber trade show is in April, we will be registering next week.
- We will not participate in the Grimshaw Pond Hockey tournament this year as we have not received our communications and outreach funding.
- CARS program (through Inside Education) is scheduled for the first week of February, we do not have an update of schools involved.

Financial Update

4.1 Financial Reports

Cheque Register and Financial Report were provided to the Directors prior to the meeting

- Cheque register for October to January was reviewed for comment.

Motion to approve the cheque registration Corinna Williams; second by Reid Glenn. No blocks

- Financial reports for November and December were reviewed.
- We are forecasting the purchase of another station and cost of moving station 986; which are not reflected on these reports.
- We will discuss the proposed surplus for trailer and equipment purchase in March.

Motion to approve the financial reports for information purposes by Shelly Shannon. No blocks.

4.2 2019/20 Budget and Workplan

- No changes to the 2019/20 budget and workplan previously approved by the Board and provided to AEP.
- Budget and workplan now goes to the Air Monitoring Technical Committee for approval.

5.1 Odour Conference

Krista Park attended the CPANS Odour Conference in Calgary on December 4 and 5, 2018.

- Good representation from AEP and AER as well as participants from around the world.
- No clear consensus on monitoring odours
- A lot of different opinions on monitoring – monitoring odours is not helpful but monitoring the chemicals are.
- There are several citizen science initiatives on odour monitoring; being used in Europe not in North America.
- WBEA is doing some odour monitoring
- There is some technical equipment to remove odours – destroy chemicals that cause odours (electronic air filter)

Action Item: Krista will provide the presentations to Brenda to add to the Members' Portal.

Update from Executive Director

6.1 Contracts and Grants

- We do not have information on our operating contract for April 1; AEP is hoping to have the contract to us by April 1.
- A new round of revisions has been sent from our lawyer to the CNRL lawyer with respect to PRAMP taking over the management of the CNRL station.
- Lawyer is working on revised Maxxam contract.
- The Outreach and Education Grant application was submitted to AEP in February 2018; we have not received any response to it.
- Each airshed has provided a summary of impacts to AEP to be put forward in a briefing note to the Minister
- We have received an email from AEP senior staff indicating a high priority for the airshed grant applications.
- The funds requested by PRAMP are only for communications and outreach. Operations funding received from oilsands funding. Other airsheds require AEP funds to continue operations.
- PRAMP needs to acknowledge that grants from AEP are not guaranteed for communications and outreach.
- If we were to receive funding now, we would be expected to spend the money between now and the end of March.
- If we do receive the funding, we will request an extension, although in the past AEP has refused.
- Karla has had several conversations with Alberta Health to discuss potential grant funding opportunities.
- We have not had any additional conversations with DMI/Mercer about AQHI. Now that we know where our AQHI station will be located (for 18 months) we could open discussions again.
- Karla will provide information in the next newsletter on AQHI.
- Updates from AAC – learned about a potential grant opportunity from Alberta EcoTrust. Grants are connected in some way to energy efficiency. Joint application provided by the AAC in partnership with Inside Education for an education program around reducing emissions, improving

air quality and reducing impacts of climate change. We will know if the grant application is successful by the end of January.

- Any opportunities from our stakeholders on grant opportunities, please contact Karla.
- Summer camps (age 14 to 17) are always looking for educational opportunities. Corinna will talk to Northern Sunrise County staff to see if there are opportunities for PRAMP.

6.2 Proposed Meeting Schedule for 2019/20

Proposed meeting dates were provided on the members' portal prior to the meeting

- The Board agreed on the following dates for meetings
 - March 4, 2019 Conference Call Meeting (9:00 – 11:00 am)
 - April 25, 2019 Peace River
 - June 19, 2019 Peace River

Action Item: Brenda will confirm the earliest we can get our audited financial statements to present at our AGM

Action Item: Brenda will send doodle polls for other meeting dates from August to January 2020.

Roundtable

Krista – Was awarded a Spirit Award of Excellence in Community Engagement for work with PRAMP and air quality in the area. Krista will provide a write up from the AHS website for distribution through our newsletter.

Doug – canister triggered on December 9 at 986. Trigger was thought to be connected to burning, but the logging company indicated the fire was on December 18. Mike will investigate.

Kevin – hiring research and education staff for the summer. If PRAMP is looking for staff, let him know and he may be able to help spread the word.

Shelly – would like to do an interview with Mike and Karla. Shelly will provide a request to Karla and she will get approval from the Co-chairs.

Mike – on daily reports, station 986 is showing slight negative values for TRS; it is in the acceptable limit for drift and the data is corrected at the end of the month. If the issue continues, we will send a tech out to check the instrument.

Next Meeting

March 4, 2019 by conference call

Adjournment

Meeting adjourned at 10:54 am by Anthony Traverse

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2019-01-01	Mike and Lily will let Kevin Kembell know when they are doing the siting for the AQHI Station, so he can join them for information purposes.	NEW
2019-01-01	Karla will write a newsletter including the process surrounding the decision to locate the AQHI Station at Woodland Cree.	NEW
2019-01-01	Mike will add the station audit report to the portal.	NEW
2019-01-01	Krista will provide the presentations from the CPANS Odour Conference to Brenda to add to the Members' Portal	NEW

2019-01-01	Brenda will confirm the earliest we can get our audited financial statements to present at our AGM	NEW
2019-01-01	Brenda will send doodle polls for other meeting dates from August to January 2020	NEW
Ongoing Action Items		
2018-11-01	Mike and Lily will have initial conversations with AER to move the Directive 84 boundaries.	
2018-11-02	Mike and Lily will develop a policy on QA/QC for data management and reporting.	
2018-11-03	Karla will provide a revised list of duties to the PRAMP Executive prior to executing a new contract with the Technical Program Managers.	
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.	
2018-09-02	Bob Myrick will talk to Finance about contract extensions after the end of March for each year.	
Parked Action Items		
2018-11-05	Karla will seek approval from the Board of the funding requested by the AAC for development of communication tools.	
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		
2018-11-04	Karla will work with PRAMP Executive on wording for email to Minister McCuaig-Boyd and MLA Debbie Jabbour to request a grant status update.	