



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 November 29, 2018
 Sawridge Inn and Conference Centre
 Peace River

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Shelly Shannon, Treasurer	Public	Community	Director
Reid Glenn, Co-Chair	Public	Community	Director
Kevin Kembell, <i>via phone</i>	Public	NAIT Boreal Research Centre	Director
Anthony Traverse, <i>Co-Chair via phone</i>	Industry	Baytex Energy	Director
Robyn Kutz <i>via phone</i>	Industry	CNRL	Director
Art Laurin	Industry	Obsidian Energy	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 <i>by telephone</i>		Office Manager	

Regrets:

Name	Sector Group	Organization	Participation
Doug Dallyn	Public	Community	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.

Meeting called to order at 10:04. 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 Corinna Williams. No Blocks

Approval of Minutes

The September 27, 2018 Minutes (2 sets) were posted to the Members' Portal prior to the meeting.

For September 27, minutes, change representation for Garrett Tomlinson to Metis Nation Region 6 not Lubicon Lake.

Motion to approve the September 27, 2018 minutes, as amended, by Reid Glenn. No Blocks

2. Technical Working Group (TWG) Update

The TWG Update was posted to the Members' Portal prior to the meeting.

2.1 Annual Data Review

- Annual Data Review – no additional comments on the report

Motion to approve the Data Review Report by Corinna Williams. No Blocks

- Report now goes to EMSD for review. Once review by EMSD is complete, PRAMP will make a limited number of print copies available and will also post the report on the PRAMP website.

2.2 Cannister Sampling Program

- The threshold for methane canisters triggers has been increased.
- Mike and Lily have modified the procedures for canister triggers including chain of custody forms.

Motion to move for information by Corinna Williams. No blocks

2.3 New station

- At the previous meeting the TWG reviewed the Portable Station Locating Procedure. The document is available on the Members' Portal.
- Initial deployment will be 18 months.
- Based on the direction from the Board, the word "portable" has been dropped from the station name.
- The proposed for the station wrap is: Air Monitoring Station along with the PRAMP logo. We will be looking for ways to differentiate the continuous monitors from the portable; this may include signage specific to each location.

Motion to approve the Portable Station Locating Procedure and the revised station name of "Air Monitoring Station" on the station wrap by Corinna Williams. No blocks

2.4 Station 986

- Recommendation from the TWG to move the station to a location a short distance from its current location to ensure the data is consistent. Three possible locations were provided to the Board.
- The preferred site is within the Directive 84 area, and two of the locations are outside the map area in Directive 84. PRAMP or the companies could apply to the Director at AER for an exemption from the boundaries.
- The station is not moving to the Seal Lake area because we need to move the station as soon as possible and a new location would require a network assessment that would take a considerable length of time.

Motion to approve the relocation to first site identified by the TWG by Krista Park. No blocks.

Motion to approve the budget of \$17,000 for the relocation of station 986 by Corinna Williams. No blocks.

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

3. Engagement

3.1 Stakeholder Air Monitoring Engagement

A summary of the stakeholder engagement work was posted to the Members' Portal prior to the meeting.

- We have had initial conversations about the location of the new station and expanding the boundaries of PRAMP with Woodland Cree First Nation, Northern Sunrise County Council and Peace River Council.
- Woodland Cree has also asked to be considered to have the portable on site.
- Lubicon Lake Band, Lubicon Lake Nation, Duncan First Nation and Metis 6 have been contacted and we will continue to be available for meetings with them.
- Funding for other monitoring (outside of oilsands) would have to come from somewhere other than the Oil Sands Monitoring funding we currently receive.
- Met with DMI and they are open to further conversations on working with PRAMP.
- Met with AEP Environment and Science Division (EMSD); acknowledged PRAMP has been successful at providing focused monitoring, and it could be challenging if expansion occurred too quickly.
- Positive meeting with Linda Duncan, MP

Motion to move for information by Krista Park. Carried.

4. Financial Update

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

• Financial Reports

The October 2018 financial report and cheque registry were provided to the Board.

Motion to accept the cheque registry and financial reports for October 2018 by Corinna Williams/Reid Glenn. Carried.

4.2 Allocation of Surplus Funds

- Staff is estimating that PRAMP will have an anticipated surplus of approximately \$129,000 at year end.
- PRAMP could start purchasing new or used equipment to replace the equipment rented by Maxxam.
- An order for a trailer would need to put in soon in order to take delivery by March.
- Staff was asked to explore options to purchase the equipment that is currently being rented from Maxxam as a way to avoid moving in new equipment and to maintain continuity with the monitoring.

Motion to approve the expenditure of up to \$93,000 on equipment from the anticipated surplus funds by Krista Park/Corinna Williams. Carried.

4.3 Educational opportunity

- First Canadian Odour Conference in Calgary December 4 and 5.
- Krista has approval from AHS to take the time to go to the conference; requesting PRAMP to cover costs of travel, accommodations and registration.

Motion to approve up to \$2,500 for Krista to attend by Corinna Williams/Shelly Shannon. Carried, contingent on reporting back to the Board.

4.4 Review of boundaries expansion opportunities

- The PRAMP Committee has previously discussed the boundary expansion. Mike Bisaga provided information on three options:
 - squaring up existing boundaries;

- expand boundaries by 3 townships each direction;
- expand to the northern border of Alberta.
- Mike provided a proposal for an expanded scope of research work from from Millenium EMS Solutions. Only one quote was requested since the company has already provided similar research information based on a narrower scope of work.

Motion to accept the revised scope of the work with Millenium EMS Solutions by Corinna Williams. Carried.

Motion to approve the budget for up to \$20,000 for the expanded scope report by EMS Solutions by Corinna Williams/Reid Glenn. Kevin Kembell abstained from vote due to previous ties with Millenium EMS Solutions. Carried.

5. Business Case for Purchase of Equipment

5.1 Monitoring Equipment Purchase vs Rental

The Business Case for purchasing equipment was posted on to the Members' Portal prior to the meeting.

- Mike and Lily have developed a business case to purchase stations and equipment and move away from renting from the service provider.
- The break even point for purchasing the equipment would be approximately 3 years, assuming that PRAMP buys one station per year for 3 years.
- The cost of Continuous Program Operations would not change; it is separate from the stations and equipment
- Mike and Lily indicated that it would be valuable to begin purchasing spare equipment right away to be able to manage equipment repairs and replacement in a timely manner and avoid monitoring interruptions.
- Staff will research a rent to own option with Maxxam.

Motion to approve the business case for submission to AEP in PRAMP work plans for 2019-2022 by Corinna Williams. No blocks

6. PRAMP Data Reports

6.1 Monthly, Annual and Dashboard Reports

- Mike and Lily developed a proposal to provide monthly, annual and dashboard reports to PRAMP rather than purchasing the reports from the station operator.
- Mike and Lily provided samples of proposed reports. The reports would be done in house, through Mike and Lily.
- Benefits would be: fully utilizing PRAMP resources (data management software); the addition of validated 5 minute data, instead of 1 hour (not offered by Maxxam – only provided as raw data).
- Data would be more easily accessible by PRAMP.
- This arrangement would provide a separation between equipment calibration and data collection and quality control.

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

- Maxxam will still provide the annual report for submission to AEP for 2019. The data management and reporting by Mike and Lily would start January 1, 2019.
- Monitoring reports are designed to meet the AMD.

[Mike and Lily leave the room for Board discussion]

- The quote provided by Mike and Lily is slightly lower than current amounts charged by Maxxam.
- The existing contract scope would change for the Technical Program Managers.
- Reporting has been a challenge with Maxxam.

- Board sees the benefits of Mike and Lily doing the data management and reporting and would like to have 3rd party oversight in the form of an annual audit to maintain the integrity and credibility of PRAMP data management and reporting.

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

Motion to give notice to discontinue the reporting portion of the data reporting by Maxxam by Corinna Williams. Carried

Motion to adjust the scope of work for the Technical Program Managers with the expectation they will develop a QA/QC policy. The understanding is that an annual independent audit will be part of the policy by Corinna Williams/Krista Park. No blocks.

7. Update from Executive Director

An update from the Executive Director was posted to the Members' Portal prior to the meeting.

7.1 Contracts

- CNRL – PRAMP is working with legal counsel to review the contract changes proposed by CNRL.
- Maxxam Contract – the proposed contract will change because of data management and reporting motion made earlier. The challenge with the contract now is financial claw-backs when agreed standards are not met.
- PRAMP Grant Funding – A grant for Outreach and Education in the amount of \$49,000 was submitted in February 2018 for April 1, 2018 to March 31, 2019. Applications have been submitted to the AEP review committee, but we have not received any information on the status.
- Option to send a letter to either Deputy Minister Bev Yee, or to Minister Shannon Phillips.

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

- Grant Fund Request to Alberta Health - AH has indicated there may be an opportunity for funding for a project on health impacts.

Motion to direct Karla to proceed with discussions to investigate a grant for research and education with Alberta Health by Reid Glenn. No blocks.

- We will be working with Krista and her colleagues to look for opportunities for school presentations.
- Alberta Pond Hockey championships will be in Grimshaw in March; there may be an opportunity for PRAMP to sponsor. Karla will continue to research.
- There were a number of small sensors showcased at the Clean Air Forum in Edmonton, and PRAMP may be able to incorporate them in an outreach program.
- Alberta Airsheds Council (AAC) meeting held in Edmonton on November 21. The AAC is no longer funded by AEP, good discussion on the value of collaborating together, particularly on the technical side and for communications.
- The Airsheds have recommended that each contribute a small amount money to develop communication tools such as video and/or materials to distribute.

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

8. Roundtable

- Garrett has been working as part of the group working on the governance framework for the oilsands monitoring (OSM) program. Committees have been struck to review at each stage of the OSM work plans.
- Corinna – December 19 Sunrise County will be hosting an open house from 4:00 pm to 7:00 pm and all are invited.

- Karla – appreciate all input from the directors.

9. Next Meeting Date

Next meeting will be January 25, 2019 from 9am to 11am by telephone. In person meeting on April 4, 2019 in Peace River.

Meeting adjourned at 2:15 pm by Garrett Tomlinson.

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2018-11-01	Mike and Lily will have initial conversations with AER to move the Directive 84 boundaries.	NEW
2018-11-02	Mike and Lily will develop a policy on QA/QC for data management and reporting.	NEW
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.	NEW
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.	NEW
2018-11-05	Karla will seek approval from the Board of the funding requested by the AAC for development of communication tools.	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.	
2018-09-02	Bob Myrick will talk to Finance about contract extensions after the end of March for each year.	
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		
2018-09-01	Mike and Lily will send out the final draft of the site document with the meeting notes for final approval. <i>Complete</i>	
2018-09-03	Bob Myrick will investigate where our signed contract for 2018/19 is in the system. <i>Contract received</i>	