



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 April 25, 2019
 Northern Sunrise County

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
Doug Dallyn	Public	Community	Director
Art Laurin	Industry	Obsidian Energy	Director
Anthony Traverse, <i>Co-Chair (via phone)</i>	Industry	Baytex Energy	Director
Kevin Kembell	Public	NAIT Boreal Research Centre	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Elvis Thomas	Gov	Woodland Cree	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
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	Director
Kenda Friesen	Industry	Obsidian Energy	Co-Director
Andy Trudeau	Gov	MD of Smoky River	Director
Adele Parker	Gov	Town of Falher	Member
Shane Hussey	Gov	AHS	Co-Member
Blair Fortin	Industry	Tervita	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.

1.1 Roll Call for Quorum

Meeting called to order at 10:15 am by Reid Glenn.

1.2 Approve Agenda

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

No changes to the agenda

1.3 Approval of Minutes

The March 4, 2019 Minutes were posted to the Members' Portal prior to the meeting.

No changes to the Minutes were noted.

Motion to approve the March 4, 2019 Minutes by Corinna Williams. No blocks.

Action Items

No action items from the March 4, 2019 meeting.

Technical Working Group Update

2.1 PRAMP Data Reports

Mike Bisaga provided a sample of the new dashboard report.

- The report will be provided to the next TWG meeting in May for review and recommendations.
- The report will include the operational summary.
- In January to March operations have been normal. No significant downtime was recorded.
- There were two non-methane triggered canisters on March 18 and 19.
- There were eight methane triggered canisters in February and March. Extreme cold weather and the associated stagnant meteorological conditions may be contributing factors for the elevated methane concentrations that triggered canister collection.

Annual Data Review

- The 2016-2017 report is still with the Oil Sands Monitoring secretariat for review. It was submitted in January; we inquired prior to the election but have not received any information since.
- We expect the 2017-2018 annual report template will be the same as previous annual reports, and the report will be done in time for our AGM.

2.2 Station Updates

AQHI Station

- The wrap has been applied to AQHI station (*photos on the PRAMP members portal*)
- Gently used equipment purchased from WBEA is currently being retro-fitted to be compatible with the trailer's support systems.
- Mike has met with Elvis Thomas from Woodland Cree to do siting. Looked at 5 locations; all are good options and 2 are very good.
- Ideal sites will be presented to the TWG in May for information.

986

- Identified a new location, less than kilometer from the current location but it is too close to trees. Mike has found two new locations further east away from trees but on same parcel of land, we are waiting to hear back from the landowner.

842

- We have a new landowner; a License of Occupation agreement is now in place.
- Electrical utilities have been transferred to PRAMP.

Canister Program

- We will be discussing at the TWG program, but our recommendation is to leave the program as it is; with the weather warming up the triggered canister frequency appears to be slowing down.

Action item: Karla will highlight the canister program in the next newsletter

2.3 Quality Assurance Plan for PRAMP Monitoring and Reporting

- PRAMP has relied on Maxxam to provide the Quality Assurance; now that PRAMP has purchased our own data management system and we are doing our own management, Lily has drafted our Quality Assurance Plan; Mike is in the process of reviewing it and it will be audited by a third party in Q1 or Q2.
- Lily and Mike provide the monthly reports to AEP.
- Maxxam is responsible for daily and weekly reports which get incorporated into the monthly reports.
- The 2018 annual report from Maxxam was late because of changes to the AMD, which caused the PRAMP report to AEP to be non-compliant with AMD timelines. Maxxam provided PRAMP with a discount for any problems the delays caused within PRAMP.

Engagement, Outreach and Education

3.1 AEP Grant

- We received our grant for 2018/19 in the amount of \$49,000.
- Corinna, Shelly and Krista have reviewed the communications workplan
- Focus on education about the Air Quality Health Index
- Plan to hire someone on a part-time basis for a five-month contract (to be discussed later in the meeting)
- It would be good to connect with the local radio station to have the AQHI included with the morning report

Action Item: Corinna will talk to her contacts at the radio station about including the AQHI in the weather reports.

Motion to accept the Communications Working Group Outreach workplan and budget as presented by Doug Dallyn; second by Art Laurin. No Blocks.

3.2 Outreach Updates

- Karla attended the SARDA Trade show in Fahler and the Peace River Trade Show. We gave out 500 mini hockey sticks and pucks. Thank you to the Board members who came by the booths and to Reid Glenn for his time commitment at the PRAMP booth.
- Shelly Shannon has agreed to help us work with the new MLA Dan Williams to introduce him to PRAMP. We are inviting the MLA to tour one of the PRAMP stations during the week of May 13.
- Upcoming events –
 - Peace River has an event in the park for its 100th anniversary on June 15th ; PRAMP could inquire about a booth at the event.
 - May 21st Pint of Science with the Boreal Research Institute (<https://pintofscience.ca/event/citizen-science-in-the-peace-region>) – PRAMP is not involved in this event, but could look for opportunities to be involved in future Pint of Science events.
 - Northern Sunrise County will have a Canada Day event on June 26; PRAMP could have a booth.
 - Alberta Cares (recycling) is hosting an event in Peace River on Sept 4-6.
- The Communications Working Group will assess and decide on events to attend.

Financial Update

4.1 Financial Reports

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

Motion to accept the register and financial report for information purposes only by Corinna. No blocks.

- PRAMP does not have a contract extension for April to June 2019; it was approved by the Deputy Minister but didn't get any further before the election
- We cannot go further with contracts for PRAMP suppliers until a contract with AEP is in place

Update from Executive Director

5.1 Contracts

CNRL Contract

- Have received a draft contract back from CNRL. Karla will review further and send to our lawyer.

Maxxam Contract

- Staff is continuing to review options for clawbacks in the contract
- We will go back to Maxxam and let them know that we cannot move forward until we have a contract with AEP

AEP Contract

- We have not yet received our contract extension to the end of June 2019
- We do not have a contract for 2019/20

Alberta Airsheds Council (AAC)

- The AAC is very active right now
- All of the airsheds have put funds into the Council for communications. The communications committee is developing two videos, the first is on wildfires; the second is on what is an airshed
- The Council is also developing key messages for the airsheds to the Minister of Environment and other MLAs

5.2 2018-19 Year in Review

Karla provided a draft year in review to input into the annual report.

- The Board is invited to provide input and asked to have a discussion on the Executive Director's annual review.
 - The Board went in camera at 12:56 pm
 - The meeting was reconvened at 1:04 pm
- The Board is interested in more discussion. The Board believes that staff is doing a good job.
- The Board would like to have the Executive Committee act as the HR Committee and provide recommendations to the Board prior to the Annual General Meeting in September.
- Prior to the June Board meeting, Karla will provide the Board with a draft annual report.

Motion to leave the HR committee with the Exec Committee by Doug Dallyn. No Blocks

Action item: Governance will be discussed at the June meeting

New Business

6.1 New Contractor Roles

We would like to hire two part time contractor positions.

- Education and Outreach Coordinator
 - Part time position – 50 to 60 hours a month
 - Key roles include building relationships, presentations (including school) and tradeshow
 - Social media
- Field Operations Assistant
 - Part time position – up to 25 hours a week; also on call at an hourly rate of (this will be a range based on qualifications)
 - Change out canisters (on call)
 - Passive sampling (collecting samples)
 - Sensitive documentation and tracking
 - Provide eyes on the ground for the continuous monitoring stations

Motion to proceed with the staffing of the two contract positions by Corinna Williams; second by Reid Glenn. No Blocks.

6.2 PRAMP Boundaries

- At a previous meeting we looked scenarios for expanding the boundaries for PRAMP by a township, 3 townships and then going by a much larger scale (to include High Level)
- Mike provided a number of maps and scenarios for potential expansion areas as an overview
- Reno is within the PAZA boundaries, we would work with that airshed to firm up boundaries
- Krista would like to assist with speaking with the town of Grimshaw.

Next Meetings

June 19 – Peace River

Action Item: Brenda will send out a doodle for September 17th and 18th

Roundtable

Elvis – attending youth conference as an exhibitor; will be bringing up PRAMP

Corinna – enjoyed the tradeshow, sent people from the County table to the PRAMP table

Reid – enjoyed tradeshow

Kevin – hiring another research extension person; doing more citizen science

Shelly – enjoyed tradeshow; people are now talking more about PRAMP

Adjournment

Meeting adjourned at 2:32 pm

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		

2019-04-01	Karla will highlight the canister program in the next newsletter	NEW
2019-04-02	Corinna will talk to her contacts at the radio station about including the AQHI in the morning school reports.	NEW
2019-04-03	Governance will be discussed at the June meeting	NEW
2019-04-04	Brenda will send out a doodle for September 17th and 18th	NEW
Ongoing 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.	
2019-01-03	Mike will add the station audit report to the portal.	
2019-01-06	Brenda will send doodle polls for other meeting dates from August to January 2020	
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		
2019-01-02	Karla will write a newsletter including the process surrounding the decision to locate the AQHI Station at Woodland Cree.	
2019-01-04	Krista will provide the presentations from the CPANS Odour Conference to Brenda to add to the Members' Portal	
2019-01-05	Brenda will confirm the earliest we can get our audited financial statements to present at our AGM	