



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 June 19, 2019
 Peace River Public Library
 Peace River, Alberta

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
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</i>	Industry	Baytex Energy	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Elvis Thomas	Gov	Woodland Cree	Director
Andy Trudeau	Gov	MD of Smoky River	Director
Michael Haltiner	Gov	AER	Guest
Natalia Poletaeva (via telephone)	Gov	AER	Guest
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
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Kevin Kembell	Public	NAIT Boreal Research Centre	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 9:10 by Anthony Traverse.

1.2 Approve Agenda

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

No changes to the agenda

Motion to approve the Agenda by Corrina Williams. Carried

1.3 Approval of Minutes

The April 25, 2019 Minutes were posted to the Members' Portal prior to the meeting.

No changes to the Minutes were noted.

Motion to approve the April 25, 2019 by Doug Dallyn. No blocks.

Technical Working Group Update

2.1 PRAMP Data Reports

April and May Dashboard Report posted to the Members' Portal prior to the meeting.

- Overall methane lower in April and May than in colder months.
- Wildfires caused higher concentrations of non-methane hydro-carbons. PRAMP does not yet monitor for particulate matter. New station will monitor particulate matter.
- Canister program was put on hold during the wildfire event, have since started it again.

Annual Data Review

- Plan to have the draft report to the Committee for review before the end of summer; format is consistent with the previous years'

2016/17 Data Review

- Submitted to Oil Sands Monitoring program for approval in January; have not received approval yet.

2.2 Station Updates

Have finished retrofitting the gently used equipment purchased from the Wood Buffalo Environmental Association and have received the new equipment purchased in the last fiscal year.

- The TWG selected the site for the AQHI station although there were some concerns around road dust. Mike has addressed these issues with the County.

Motion to support the Woodland Cree First Nation Cadotte Lake location as the site for the AQHI station by Krista Park. Carried.

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- Gravel pad prep will begin shortly at new site; power has already been transferred.

Canister Program

- The non-methane and methane program was paused during the wildfire event and has been restarted
- We will continue the program as is to collect more samples for isotopic analysis.

Engagement, Outreach and Education

3.1 Outreach Updates

- Mike and Karla met with Mercer. Interested in PRAMP and the new station. We will continue building a relationship.
- We will be meeting with the Town of Grimshaw next week.

- Sent an email to the three MLAs in the area. Offered a meeting in their ridings or in Edmonton. One assistant offered to coordinate for the three. Karla will work with the Executive on coordinating a meeting.
- We are updating the PRAMP website, will not look different, updating information and will be adding the AQHI data after the new station is up and running.
- Updating handouts to include AQHI information.

Financial Update

4.1 Financial Reports

Expenditure Report and Financial Report were provided to the Directors prior to the meeting

- Provided the expenditure report for April.
- We expect to have a surplus of approximately \$60,000 at the end of June.
- **Motion to spend the surplus up to \$60,000 on equipment by the end of June by Corrina Williams; second by Anthony Traverse. No block.**
- **Motion to accept the financial report for information by Krista Park. Carried.**

Update from Executive Director

5.1 Interviews

Conducted interviews for Education and Outreach Coordinator and Field Operations Assistant over the last couple days, we will be continuing and will update the Board.

5.2 AEP Contract

- We received our quarterly extension to the end of June
- Karla provided a flowchart of how funding is provided from AEP (both contracts and grants)

Action item: Karla will provide some membership fee options back to the Board.

New Business

6.1 Smoke Events

- Health messaging for air quality is provided by Alberta Health Services; when there are smoke events there is more interest in the Airshed.
- It would be good to have an air quality message on the flash signs in the area.
- Consider providing information on farmers report on radio and/or have the AQHI on a screen in area stores.

6.2 Review of Policies

- We will add a Policy for Committees as well as the Terms of Reference
- Update the organizational structure
- 3.4 – Committees – refers to Committee Chairs
- 3.10.2 add in the requirement for Executive authorization (DocuSign)

Next Meetings

September 18 – Peace River AGM. We are hoping to use the Community Centre or the Admin Office. We will check in with Elvis at Woodland Cree to see which day and time work best for the event

Roundtable

Corrina – County is expanding their administration space
 Reid – perspective on wildfire, worst smoke resulted in visibility of about 100 yards
 Karla – Airsheds Council meeting on Friday, co-chair seat vacant

Adjournment

Meeting adjourned at 1:12 pm by Anthony Traverse.

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2019-06-01	Karla will provide membership fee options back to the Board	NEW
2019-06-02	Brenda will update Policies	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.	
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		
2019-04-01	Karla will highlight the canister program in the next newsletter	
2019-04-02	Corinna will talk to her contacts at the radio station about including the AQHI in the morning school reports.	
2019-04-03	Governance will be discussed at the June meeting	
2019-04-04	Brenda will send out a doodle for September 17th and 18th	

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.	
2018-11-05	Karla will seek approval from the Board of the funding requested by the AAC for development of communication tools. (approved \$2K for AAC Communications)	