



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 January 24, 2020
 Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public	Community	Director
Kevin Kemball	Public	NAIT Boreal Research Centre	Director
Anthony Traverse, <i>Co-Chair</i>	Industry	Baytex Energy	Director
Art Laurin	Industry	Obsidian Energy	Director
Blair Fortin	Ind	Tervita Corporation	Member
Kennedy Kohlman	Ind	Prosper Petroleum	Member
Michael Haltiner	Gov	AER	Guest
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Brenda Barber		Office Manager	
Eileen Coristine		Outreach Coordinator	
Reid Glenn		Field Operations	

Regrets:

Name	Sector Group	Organization	Participation
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Matt Flette	Industry	CNUL	Director
Kenda Friesen	Industry	Obsidian Energy	Co-Director
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	Director
Andy Trudeau	Gov	MD of Smoky River	Director
Elvis Thomas	Gov	Woodland Cree	Director
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Lily Lin		Technical Program Manager	

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 9:02 am by Anthony Traverse. We do not have quorum so we will email the motions to the Directors for approval.

1.2 Approve Agenda

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

Motion to approve the Agenda by Doug Dallyn.

1.3 Approval of Minutes

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

No changes to the Minutes were noted.

All of the Action Items were completed. We did not receive any feedback on the Policies so they are complete and will be posted to the Members' Portal.

Action Item: Brenda will post the updated Policies to the Members' Portal.

Motion to approve the November 4, 2019 Minutes by Kevin Kemball.

Technical Working Group Update

2.1 PRAMP Data Reports

Mike Bisaga spoke to the November dashboard report which was posted to the Members' Portal. The report will be posted to the website after the meeting.

- The October dashboard was reviewed at the November TWG Meeting.
- There is more TRS at the 986 station; Mike and Lily will collect a few more months' data and do an analysis to determine what is influencing it.
- The November dashboard was posted to the portal this morning. The AQHI station data is now included.
- The SO₂ for 842 is a bit elevated, but is still well below the AAAQOs, Mike and Lily will continue to review.
- Now that we have the AQHI station information, Mike and Lily will develop a new version of the dashboard to explain the AQHI.

2.2 Station Updates

Methane Canister Program

- Will continue running the isotopic analysis program until the end of the fiscal year.

Moving the Reno Station

- The Reno station does not meet siting requirements, at the TWG the option of co-deploying the new monitoring station in a site that meets the siting requirements was approved; once a location has been determined and the new station is deployed, we will compare results from the 2 stations for a number of months.

PAC Sampling Program

- We have one PAC sample being collected at the 986 station.
- Samples are collected for a 2-month period and sent to Environment Canada for analysis.

Purple Air Deployment

- We will co-deploy a Purple Air at one of the monitoring stations and have identified a number of additional locations for the Purple Air devices, including Grimshaw, St. Isidore and Peace River.

Engagement, Outreach and Education

3.1 Outreach Updates

- The Outreach Update was posted to the Members Portal.
- The vermi-composting program will begin once the temperatures are warmer

- We will be participating in the Science Fair and the Peace River Chamber of Commerce Trade Fair. We are looking at other opportunities throughout the Spring.

Financial Update

4.1

AEP Oilsands Contract

- We have a four-year AEP contract in place for the monitoring program.
- We are putting together the Workplan for 20/21 and it includes the activities and expenses.
- Processes are changing a little bit within AEP. We submitted a four-year workplan last year and will be re-submitting the same budget numbers for 2020-21.
- We will be carefully looking at our expenses by the end of January to ensure we use the money allocated to us in 2019-20.

Education and Outreach Grant

- We have a separate Grant for Education and Outreach and we also received a four-year contract for \$47,905 for each of the next four years.
- We need to provide AEP with an updated work plan each year for the grant as well.
- The Communications and Outreach 2019-20 Work Plan was provided on the Members' Portal for Board approval. Karla also indicated we would like to add the development of a game board for trade shows and attendance at the BC Lung Association Conference.

Motion to approve the Communications and Outreach Work Plan by Anthony Traverse.

Financial Reports

Financial Reports for October and November were provided to the Directors prior to the meeting

- The financial report provided to the Directors was a list of expenditures paid to date. The reports are the same as we send to AEP along with our invoice every month. The reports show the expenditures made for the year to date.
- We received our new station yesterday, and equipment is following. We expect to have it ready to be deployed around June.

Motion to approve the financial reports for October and November for information by Kevin Kemball.

Update from Executive Director

5.1 PRAMP Boundaries

- At the AGM the Membership approved a boundary expansion. PRAMP needed to talk to PAZA to confirm that they were willing to give up some of their area.
- There were some clarification questions that came from MD of Smoky River and Big Lakes County. Elizabeth Bell and Karla did a joint presentation to the MD of Smoky River. Next step is to do a presentation to Big Lakes County in February. Karla will also connect with the environmental group in Big Lakes County to ensure all of their questions are answered.

Action Item: Add a new boundaries map to the Members' Portal.

Contracts

- Staff contracts have been updated to March 2020 and signed by the Executive.

- The CNRL Operating Agreement – Mike and Karla had a good conversation with a representative from CNRL. There are a couple of questions from the operations side, mostly to do with safety and having PRAMP on site, but should not be difficult to address.
- We have a separate contract with AEP to operate the passive network. We have signed and submitted the contact even though we don't have access to the passive network. We will not invoice until we have the contract with CNRL in place.
- The contract with Bureau Veritas – PRAMP Board has asked staff to look into options for acknowledgement when Bureau Veritas does not meet the 90% uptime required by the AMD. A proposal for a reduction to the rental fee was provided by Bureau Veritas and posted to the Members' Portal prior to the meeting.

Motion to approve the Bureau Veritas cost proposal by Doug Dallyn.

Next Meetings

- Next Meeting in Peace River on March 11; we will canvass to change to March 19 to align with the Science Fair
- Brenda will Doodle for a meeting date for May 4 – 15.
- At a future meeting, we will consider having a speaker come meet with the Board to talk about Government Relations.

Roundtable

Anthony – Questions about a recent canister event at Reno are being looked into

Doug – We should meet with Bob and CNRL about relocating the passives. The passives were looked at in the AEP Five Year Monitoring plan and it was indicated that they could be more effectively distributed. Once we are responsible for the network, we will be able to review.

Adjournment

Meeting adjourned at 10:28 by Anthony Traverse.

Action Item Number	Action Item Description	Status
New Action Items		
2020-01-01	Brenda will post the updated Policies to the Members' Portal.	NEW
2020-01-02	Brenda will add a new boundaries map to the Members' Portal	NEW
Ongoing Action Items		
2018-11-02	Mike and Lily will develop a policy on QA/QC for data management and reporting.	
Parked Action Items		
Completed Action Items		
2019-11-01	Karla will prepare a thank you letter to the honey producers on behalf of the Co-Chairs.	
2019-11-02	The Directors will review the policies and provide feedback by November 12. Any questions or comments will be provided to Karla	
2019-11-03	Karla will prepare a letter to PAZA and cc the MD of Smoky River and Big Lakes County about PRAMP boundaries.	
2019-11-04	Karla will send a letter to request for a grant extension	