



Peace River Area Monitoring Program (PRAMP) Committee
Board of Directors' Meeting
March 19, 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
Matt Flette	Industry	CNUL	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
Laurie Cheperdak	Gov	Alberta Health	Guest
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	
Eileen Cristine		Outreach Coordinator	
Reid Glenn		Field Operations	

Regrets:

Name	Sector Group	Organization	Participation
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Carrie Cochrane	Industry	Prosper Petroleum	Member
Kenda Friesen	Industry	Obsidian Energy	Co-Director
Art Laurin	Industry	Obsidian Energy	Director
Blair Fortin	Industry	Tervita Corporation	Member
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 10:06 am by Doug Dallyn.

1.2 Approve Agenda

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

Motion to approve the Agenda by Anthony Traverse.

1.3 Approval of Minutes

*The January 24, 2020 Minutes were posted to the Members' Portal prior to the meeting.
No changes to the Minutes were noted.*

Motion to approve the January 24, 2020 Minutes by Corinna Williams.

1.4 COVID-19

- A COVID-19 Response Plan was provided to the Board prior to the meeting
- Most of our work is already done remotely
- There may be a delay in the deployment of the Reno station
- We confirmed with Bureau Veritas and Innotech that there should not be any change in services
- Deployment of Purple Airs may be delayed but that is not a core service
- We are concerned about a delay in payments from AEP but have been assured that it is business as usual and they will advise if there is a change.
- Our education and outreach will change as we can no longer meet with schools or community groups, so we are looking at other options to deliver services

Technical Working Group Update

2.1 PRAMP Data Reports

December Dashboard

- December was the last month precipitation data was reported; it will be reported again starting in May or June
- The January report will be posted to the website shortly

2.2 Station Updates

Methane Canister Program

- Two canisters in January and two in February at the Reno station; both methane triggered

Moving the Reno Station

- Have identified a couple of sites, need to reach out to some landowners in the area to move forward

Purple Air Deployment

- Purple Air will be delayed

AEP Audit

All four stations have been audited by AEP. There were no failures, there were a couple minor documentation issues that will be addressed. PRAMP staff are very pleased with the audit results.

Engagement, Outreach and Education

3.1 Outreach Updates

- All the events that were planned for late March and April have been cancelled or postponed.
- PRAMP staff attended the annual BC Lung Association Air Quality Workshop in Vancouver in February
- The local radio station will be announcing the AQHI over the noon hour

Financial Update

4.1 AEP Oilsands Contract

- The PRAMP 4-year contract is in place is up to March 31, 2023. Our workplan for year 2 has been submitted and we are now waiting for confirmation for year two (2020-21)
- We anticipate that our workplan will be approved since we did not change our budget
- We will continue to submit invoices and expect to have them paid as we have a contract in place, even if we do not hear back immediately if the workplan has been approved
- We may be underbudget for 2019-20

4.2 Education and Outreach Grant

- Our current grant will end on March 31, 2020. With the number of cancelations and postponements, we would like to request an extension.

Motion to request an extension of the grant as needed by Garrett Tomlinson.

4.3 Financial Reports

- We will defer the approval of December and January financial reports to the next meeting.

Update from Executive Director

5.1 Alberta Airsheds Council

- The Airsheds Council remains active and has changed the budget structure as it does not receive funding from AEP.
- The AAC has requested increasing the membership fees to \$2000 per year to support the development of communication and outreach materials, and to cover the AAC's limited administration costs
- Karla would like PRAMP to support the AAC with an offer of the PRAMP tele-conference line
- Karla would like support from the Board to continue with her role on the AAC Executive
- We will find a way to record the Airsheds Council Membership fees in our budget without it being a separate line item.

Motion to approve the increased membership fees by Garrett Tomlinson; second by Corinna Williams. No blocks.

Motion to support Karla as the AAC Executive and for PRAMP to offer the PRAMP conference line to the AAC by Garrett Tomlinson; second by Corinna Williams. No blocks

5.2 Boundaries

- Presented to the MD of Smoky River, the Big Lake County Council and the Smoky River Regional Committee; no concerns were raised but a formal decision will be coming from Big Lakes County
- Karla will also reach out to the MD of Peace to share the proposed boundaries

5.3 Contracts

- Bureau Veritas – we are waiting for BV to execute a new contract; it will be year by year to align with the PRAMP contract with AEP
- PRAMP staff contracts are all in place for 2020
- We continue to work on a contract with CNRL for the PRC station

Next Meetings

- May 14th by tele-conference or video.

Roundtable

Lily – starting to prepare the Annual Technical Report for 2019; if there is anything anyone wants to have included that is different from previous reports, please let Mike and Lily know
 Laurie – thanks to Mike and Lily for providing the canister samples for analysis; will be looking at the PRAMP data set to see if there is are any health planning implications

Meeting to go in camera at 11:12 am by Doug Dallyn. (all Directors in attendance at meeting reconvened for in camera session)

Motion to extend the Executive Director contract with Karla Reesor to March 31, 2021 with an approximate 3% increase in the monthly fee starting April 1, 2020 by Corinna Williams; seconded by Garrett Tomlinson. Carried.

Motion to direct administration to work with the accountant and lawyer to prepare a final settlement, including a release, for the Field Operations Assistant by Garrett Tomlinson; second by Andy Trudeau. Carried.

Motion to come out of camera at 11:45 am by Krista Park.

Adjournment

Meeting adjourned at 11:59 by Krista Park.

Action Item Number	Action Item Description	Status
New Action Items		
2020-03-01	Brenda will send the December and January financial reports to the Directors	NEW
Ongoing Action Items		
2020-01-02	Brenda will add a new boundaries map to the Members' Portal	
2018-11-02	Mike and Lily will develop a policy on QA/QC for data management and reporting.	
Parked Action Items		
Completed Action Items		
2020-01-01	Brenda will post the updated Policies to the Members' Portal.	