



Peace River Area Monitoring Program (PRAMP) Committee
Board of Directors' Meeting
November 4, 2019
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
Corinna Williams	Gov	Northern Sunrise County	Director
Krista Park	Gov	AHS	Director
Michael Haltiner	Gov	AER	Guest
Esther Johnston	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
Art Laurin	Industry	Obsidian Energy	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
Lily Lin		Technical Program Manager	
Carrie Cochran	Industry	Prosper Petroleum Ltd.	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 1:05 by Doug Dallyn. We do not have quorum but we do expect to have additional Directors join during the meeting.

Karla introduced and welcomed new members to our meeting.

1.2 Approve Agenda

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

Quorum was confirmed.

Motion to approve the Agenda by Corinna Williams. Carried

1.3 Approval of Minutes

The September 17, 2019 Minutes were posted to the Members' Portal prior to the meeting.

No changes to the Minutes were noted.

Motion to approve the September 17, 2019 Minutes by Krista Park. No blocks.

Technical Working Group Update

2.1 PRAMP Data Reports

Mike Bisaga spoke to the August data report which was provided on screen. The report will be posted to the website after the meeting.

- 986 was relocated in August so there was some downtime.
- There appears to be more low level TRS at the new site, not a concern, but Mike and Lily are paying attention to it.

2.2 Station Updates

AQHI Station

- Online in September.
- Cadotte Lake is showing on the AQHI website; there are some challenges with the cell signal, so we are looking at other options for cell service.
- There are also some challenges with stabilizing the equipment which will be corrected in the next week or two.

Methane Canister Program

- We have not collected any new canisters over the summer months but expect to collect more as the temperature starts to drop.
- Reid Glenn is the Field Operations Assistant and is now shipping and receiving the canisters as needed.

Moving the Reno Station

- The Reno Station was identified in the AEP audit as not meeting siting criteria because of trees.
- There are a number of things that could be done: relocate the station; raise the wind tower above the trees; relocate the wind system further from the trees; or locate the new station we have purchased nearby and co-deploy the current and new station for a period of time.
- All options have a cost implication and will be a major item of discussion at the next Technical Working Group meeting.

PAC Sampling Program

- This is a project that is co-lead with AEP and ECCC. It is a passive monitoring program that will be deployed in the next week or so. Reid will collect the samples.

Purple Air Deployment

- PRAMP purchased six Purple Air units. They required a wifi connection and a power source.
- They monitor PM2.5 and stream near real time data.
- We plan to co-deploy at one of the monitoring stations; and then will be looking to deploy at other stakeholder locations.

Engagement, Outreach and Education

3.1 Outreach Updates

- Eileen Coristine is our Engagement and Outreach Coordinator.
- Eileen has been busy engaging with a total of five of a potential 13 grade 5 classrooms; presentations with additional classrooms are scheduled and should be complete by the end of November
- The video Mike Bisaga produced of the honeybee tour has been a hit with the students.

Action item: Karla will prepare a thank you letter to the honey producers on behalf of the Co-Chairs.

Financial Update

4.1 Policy Updates

The updated Policies were posted to the Members' Portal prior to the meeting

- We have made minor changes to a number of policies. The most substantive change is to Policy 3.10 to address operating without an Alberta Environment contract; the policy has been amended to consider deferring services if PRAMP does not have a contract.
- The policies that have had minor changes are:
 - 1.1-1.3 Background (change will be in effect once the PRAMP boundaries have changed)
 - 1.4 Terms of Reference – list of Members updated
 - 2.1-2.5 Structure – Organizational Chart updated
 - 3.1 Consensus Approach to Decision-Making – capitalization of words
 - 3.2 Code of Conduct – change from Committee to PRAMP for clarification
 - 3.4 Meeting Protocol – capitalization of words
 - 3.5 Competition Policy – changes for clarification
 - 3.9 Website and Communication Policy – capitalization of words
 - 3.10 Financial Management – as stated above
 - 3.11 Confidentiality – capitalization of words

Action item: The Directors will review the policies and provide feedback within one week. Any questions or comments will be provided to Karla

Motion to approve the policies as amended as long as there are no changes by November 12th by Corinna Williams. Carried.

Financial Reports

Financial Reports for September were provided to the Directors prior to the meeting

- The financial report provided to the Directors was a list of expenditures paid to date. We are currently only paying automatic payments such as electricity for the stations and the telephone bill as well as expenditures for the communications grant.
- We received the GST refunds for 2018 and 2019 which allowed us to pay for the site preparation for the AQHI station.

Motion to approve the financial reports for September for information by Corinna Williams. No blocks.

4.2 AEP Contract

- We have received a letter back from Minister Nixon confirming our contract was approved.

- AEP is undergoing a reorganization. The new Assistant Deputy Minister for Resource Stewardship is Stephanie Clarke.
- We have received our contract for operations from AEP. It is a 3 year, 9 months contract. We expect to start receiving our funds for back invoices by the end of November.

4.3 AEP Grant Expenditures

- We have been tracking our expenditures for the grant
- We have options for the remaining funds.
- We could request an extension to our grant, since we have not heard about our 2019/20 grant request
- We could also do an AQHI lantern.
- We will purchase some additional promotional materials with part of the remaining funds.

Action Item: Karla will send a letter to AEP to request a grant extension

Update from Executive Director

5.1 PRAMP Boundaries

- Karla has talked to Elizabeth Bell (the ED of PAZA) about including the entire “Reno box” in the PRAMP boundaries.
- We will also send a letter to the MD of Smoky River and Big Lakes County to let them know of our Boundary change.

Action Item: Karla will send a letter to PAZA and cc the MD of Smoky River and Big Lakes County regarding the proposed PRAMP boundaries.

New Business

6.1 Revenue Options

Revenue options were provided to the Members prior to the meeting.

- Karla reviewed the revenue options. Municipalities, industry and government do not feel they would be able to contribute any fees because of current economic situations.
- Other industry may be able to become members and PRAMP could look at fee for services from those companies that do not pay into OSM.
- Karla will review the data set and reach out to other emitters in the area; membership fees or a fee for service (possibly purple air hosting) could be done at a later date.

Next Meetings

Brenda will send out a Doodle poll for a tele-conference in January and an in-person meeting in March.

Roundtable

Kevin – should keep revenue generation on the agenda.

Krista – thank you to Karla and Eileen for loaning the Airbeams to AHS

Adjournment

Meeting adjourned at 2:58 pm by Doug Dallyn

Action Item Number	Action Item Description	Status
New Action Items		
2019-11-01	Karla will prepare a thank you letter to the honey producers on behalf of the Co-	NEW

	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	NEW
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	NEW
Ongoing Action Items		
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.	
Parked Action Items		
Completed Action Items		
2019-06-01	Karla will provide membership fee options back to the Board	
2019-06-02	Brenda will update Policies	