



Peace River Area Monitoring Program (PRAMP) Committee
 Board of Directors' Meeting
 November 25, 2020
 Video Conference

Meeting Notes

Attendees:

| Name | Sector Group | Organization | Participation |
|---|--------------|---------------------------------|---------------|
| Doug Dallyn, <i>Co-Chair</i> | Public | Community | Director |
| Shelly Shannon, <i>Treasurer</i> | Public | Community | Director |
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| Anthony Traverse, <i>Co-Chair</i> | Industry | Baytex Energy | Director |
| Art Laurin | Industry | Obsidian Energy | Director |
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| Garrett Tomlinson, <i>Co-Chair</i> | Gov | Metis Nation, Region 6 | Director |
| Andy Trudeau | Gov | MD of Smoky River | Director |
| Corinna Williams for Gaylene Whitehead | Gov | Northern Sunrise County | Director |
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| Karla Reesor | | Executive Director | |
| Mike Bisaga | | Technical Program Manager | |
| Lily Lin | | Technical Program Manager | |
| Brenda Barber | | Office Manager | |
| Eileen Cristine | | Outreach Coordinator | |
| Geri Carifelle | | Indigenous Engagement Assistant | |
| Esther Johnston | | Indigenous Engagement Assistant | |
| Dwayne Stepaniuk | | Field Operations Assistant | |

Regrets:

| Name | Sector Group | Organization | Participation |
|---------------|--------------|---------------------------------|---------------|
| Elvis Thomas | Gov | Woodland Cree | Director |
| Kevin Kemball | Public | NAIT Centre for Boreal Research | Director |
| Matt Flette | Industry | CNUL | Director |
| Krista Park | Gov | AHS | Director |
| Blair Fortin | Industry | Tervita Corporation | 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 10:04 by Garrett Tomlinson.

Karla introduced our two new Indigenous Engagement Assistants; Geri Carifelle and Esther Johnson.

1.2 Approve Agenda

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

Motion to approve the Agenda by Corinna Williams. Carried.

1.3 Approval of Minutes

The September 23, 2020 Minutes were posted to the Members' Portal prior to the meeting.

No changes to the Minutes were noted.

Motion to approve the September 23, 2020 Minutes by Doug Dallyn. No blocks

Technical Working Group Update

2.1 PRAMP Data Reports

Dashboard Reports

September and October 2020 are available on the Website.

September

- no major events
- Reno TRS failed the scrubber challenge test. No data discarded.
- One canister recorded at the Reno Station.

October

986

- The station precipitation sensor does not have a heater so will be offline for the winter.

842

- The station precipitation sensor will collect data over the winter.
- Zero air generator failure. A new zero air generator was installed the next day. Thirteen hours of downtime were recorded due to this event.

Reno

- Datalogger error, no daily zero-span checks were completed between October 27 and November 1. The issue was corrected on November 2.
- New precipitation sensor will collect data over the winter.

Cadotte Lake

- Cadotte Lake had three exceedances of PM; brush piles were being burned throughout the Peace River/Three Creeks region.
- TRS analyzer crashed multiple times; it is scheduled to be replaced in November.

Canister Program

- Five methane-triggered events were recorded at the Reno station; however, only two canister samples were collected.

We have hired our new Field Operations Assistant, Dwayne Stepaniuk.

2.2 Update from Technical Working Group (TWG)

- 842b Monitoring Trailer will be re-deployed either 20 or 40 m from its current location as the landowner has requested that we move it.
- We plan to set up the new station on December 17th.
- The upcoming TWG meeting in December will review:
 - Reno deployment options;
 - The AQHI station re-deployment for April 2021;
 - Reduced calibration frequency;

- Pausing the methane canister collection program; and,
- OSM planning Process for 2021-22.
- AEP has provided assurances that PRAMP invoices will continue to be paid after March 31, 2021 even though the 2021-22 work plans are not likely to be approved by that time.

Motion to accept the Technical Report for information by Anthony Traverse. Carried.

Engagement, Outreach and Education

3.1 Outreach Updates

- There has not been a lot of outreach in the last couple of months.
- Eileen did virtual presentations to Grade 4 students on Vermiculture.
- The NAIT Centre for Boreal Research has completed a video from the Community Vermiculture workshops. The video is very well done and we really appreciate that NAIT prepared it for PRAMP.
- We will continue to look for ways to work with communities and schools during the pandemic.

Motion to accept Outreach Updates for Information by Corinna Williams. Carried.

Financial Update

4.1 Financial Reports

The September and October Financial Reports were provided to the Directors prior to the Meeting

- The reports provided are the same reports we provide to AEP along with our invoices.
- We are slightly under-spent but we are getting close to the time of year that Mike and Lily place equipment orders.

Motion to accept the financial reports for information by Doug Dallyn; second by Shelly Shannon. Carried.

4.2 Contract updates

AEP Contract 20/21

- We are expecting our 2020/21 contract from AEP soon to reflect the reductions we proposed as a result of the pandemic.

Monitoring Contract

- We have signed the new 3-year Bureau Veritas Master Services Agreement.
- The MSA provides flexibility and standard out clauses.

CNRL

- A contract meeting was scheduled yesterday but pushed to tomorrow. We feel that we are close to having PRAMP assume operations of the PRC monitoring network.

New Business

5.1 Policy Review – New Policies

3.13 – Portable Station Siting

- The procedure that was established by the Board has been developed into a policy.

3.14 – Permanent Station Siting

- There is alignment between the two station siting policies.
- The criteria set out in the Alberta Monitoring Directive is a priority in siting.

5.2 Policy Review -- Updates

1.0 Background

- Update to reflect the current monitoring network and the new boundary map.

Recommend the map is made a schedule to the policy so that we do not have to revise it when we change our boundaries.

Terms of Reference

- The Terms of Reference were originally drafted by the AER and accepted by the Board.
- Objectives and Goals that came out of the Inquiry may be a minimum requirement and through growth of PRAMP should be reviewed and revised.

Motion to review the Terms of Reference in a planning session with participation from AEP and AER by Doug Dallyn; second by Shelly Shannon. Carried.

2.0 Structure

- Updated the organizational structure to include the Indigenous Engagement Assistant role.
- Added a section for the Requirements of the Board.

Recommend the Requirements of the Board be discussed at the Strategic Planning Session.

Motion to review the Structure Policy at the planning session by Corinna Williams. Carried.

Motion to approve policies 1.0 Background, 3.13 Portable Station Siting and 3.14 Permanent Station Siting by Corinna Williams. Carried.

Next Meetings

Next Meeting will be held in January

Brenda will send a doodle poll for the later part of January.

Roundtable

Karla – Thanks to Shelly for participating in the interviews for the Indigenous Engagement Assistants. There is a lot going on with the Airsheds Council. Participated in a meeting with a number of individuals at AEP. Thanks to Mike for providing the visuals in today’s meeting.

Lily – Reminder to complete the doodle poll for the TWG.

Shelly – welcome Geri and Esther to the group

We wish everyone a happy and healthy holiday season.

Adjournment

Meeting adjourned at 11:20 by Corinna Williams.

| Action Item Number | Action Item Description | Status |
|-----------------------------|--|--------|
| New Action Items | | |
| 2020-11-01 | Recommend the map is made a schedule to Policy 1.0 Background (Brenda) | New |
| 2020-11-01 | Recommend the Terms of Reference, Structure and the Requirements of the Board be discussed at a Strategic Planning Session in the new year (Karla) | New |
| Ongoing Action Items | | |

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|-------------------------------|--|--|
| 2018-11-02 | Mike and Lily will develop a policy on QA/QC for data management and reporting. | |
| Parked Action Items | | |
| | | |
| Completed Action Items | | |
| 2020-09-01 | PRAMP staff will provide a letter that outlines the recommended plan for the Reno station to the MD of Smoky River for review by the Council. The letter will include the AMD siting requirements, and will be sent for consideration at the Oct 14, 2020 Council meeting. | |
| 2020-09-02 | PRAMP staff will offer to do a PRAMP update to Northern Sunrise County Council. | |
| 2020-09-03 | PRAMP staff will develop a policy on Station deployment that includes stakeholder involvement and AMD requirements and will bring to the next Board meeting. | |
| 2020-09-04 | Karla will send an update to the Board on the Reno station siting following the MD of Smoky River's Council Meeting. | |
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