



**PRAMP Board Meeting
June 15, 2022**

Item 4A: Policy Review

Decision Requested: Board approval of new policies and policy updates

Background

PRAMP has updated and added to its policies from time to time since 2016. With PRAMP assuming operations of the air monitoring at the Peace River Complex, staff has determined that additional policies and procedures should be established.

In addition, in the Fall 2020, the Board deferred a review of the PRAMP Terms of Reference and the PRAMP Structure Policy until the conclusion of Strategic Planning. Staff has prepared new draft policies and updated existing policies for the Board's consideration.

Policy Changes

1.1 – 1.3 Background and Boundaries – UPDATED (PDF page 1)

- Updated to add in the AQHI Station.
- PRAMP boundary map moved to Schedule A attached to the Policy.

1.5 Strategic Plan Policy – NEW (PDF page 4)

- Sets expectations for how PRAMP will conduct Strategic Planning.
- The Terms of Reference is included as Attachment 1. The TOR is a founding document for PRAMP and staff is proposing to not update it.
- The new Strategic Plan is included as Attachment 2.
- Attachment 2 can be replaced after the next strategic planning process.

2.1 – 2.5 Structure – UPDATED (PDF page 9)

- New text added to clarify expectations for the Executive Director and Directors

3.11 Confidentiality – UPDATED (PDF page 13)

- Expectations added regarding confidentiality of information from other organizations, and compliance with confidentiality noted in agreements between PRAMP and other organizations.

3.13 Conflict of Interest and Non-solicitation – NEW (PDF page 14)



- Defines conflict of interest for workers and Directors, and set expectations for receipt of gifts and entertainment, and non-solicitation.

4.1 Health and Safety - Approved in April 2022 and now UPDATED (PDF page 16)

- The Health and Safety policy was approved by the Board in April 2022.
- An additional statement has been added to indicate that the Health and Safety Committee may conduct audits of contractor policies and procedures to ensure compliance with PRAMP policies.

4.2 Alcohol and Drug Use – NEW (PDF page 19)

- Confirms that workers are expected to be fit for duty and not under the influence of drugs or alcohol.

4.3 Working Alone - NEW (PDF page 20)

- Identifies steps to be taken when working alone.

4.4 Emergency Preparedness – NEW (PDF page 21)

- Identifies expectations for the Health and Safety Committee and for workers.