

**Peace River Area Monitoring Program (PRAMP) Committee
Board of Directors' Meeting
June 15, 2022
1pm to 4pm
Video Conference**

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public	Community	Director
Amanda Peardon, <i>Co-Chair</i>	Industry	Baytex Energy	Director
Andy Trudeau	Gov	MD of Smoky River	Director
Jason Javos	Gov	Northern Sunrise County	Director
Kevin Kemball	Public	NAIT Centre for Boreal Research	Director
Kenda Friesen	Industry	Obsidian Energy	Director
Krista Park	Gov	AHS	Director
Long Fu	Gov	Alberta Environment and Parks	Guest
Laurie Cheperdak	Gov	Alberta Health	Guest
Madhan Selvaraj	Gov	Alberta Environment and Parks	Guest
Karla Reesor		Executive Director	
Mike Bisaga		Technical Program Manager	
Lily Lin		Technical Program Manager	
Brenda Barber		Office Manager	
Eileen Coristine		Outreach Coordinator	
Dwayne Stepaniuk		Field Operations Assistant	

Regrets:

Name	Sector Group	Organization	Participation
Shelly Shannon, <i>Treasurer</i>	Public	Community	Director
Carolyn Lewis	Industry	Baytex Energy	Director (alt)
Arlen Hogg	Industry	CNUL	Director
Art Laurin	Industry	Obsidian Energy	Director
Brian Allen	Gov	Town of Grimshaw	Director
Garrett Tomlinson, <i>Co-Chair</i>	Gov	Metis Nation, Region 6	Director
Elvis Thomas	Gov	Woodland Cree	Director
Blair Fortin	Industry	Tervita Corporation	Member
Stephen Hughes	Industry	Island Oil and Gas	Member
Barb Johnson	Gov	MD of Peace	Member
Mike Brown	Gov	AER	Guest

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.

1.2 Agenda

Motion to approve the agenda with an amendment to move the policy review to the beginning of the meeting following the approval of the minutes by Doug Dallyn. No blocks

1.3 Meeting Notes

Motion to approve the April 20, 2022 Meeting Notes by Jason Javos. Carried.

4.2. Policy Review

Updated and new policies were provided to the Committee prior to the meeting

Policy 1.0 Background

1.1 Vision and Mission

The Committee would like to have further discussion on revising the Vision and Mission and updating the PRAMP History and Background.

Action item: Karla and the Executive will determine the timing and approach for further discussion.

1.2 History and Background

We will remove the suggested addition of *meetings will generally be held by video conference*. All other suggestions will be included.

1.3 Airshed Boundaries

The map will be included as Schedule A

1.5 Strategic Planning

This is a new policy on the concept and expectations of how the Board does Strategic planning. The original PRAMP Terms of Reference (2019) and the Goals and Strategies are attachments to this policy

Action item: Karla will contact the AER to determine if the AER is able to indicate that PRAMP can move forward from PRAMP's initial Terms of Reference that were developed after the AER Proceeding.

Policy 2.0 Structure

2.2 Expectations of the Executive Director

This is a new subsection to add in the key roles of the Executive Director.

2.3 Expectations of the Board of Directors

Expansion of this policy to provide clarity of the roles of the Board of Directors as representatives of the Society.

3.11 Confidentiality

The policy has been expanded to include Workers, Directors and meeting participants.

New Policies for Approval

3.13 Conflict of Interest

4.2 Alcohol and Drug Use

4.3 Working Alone

4.4 Emergency Preparedness

5.1 Health and Safety

Motion to approve policies 2 through 5 by Krista Park; second by Jason Javos. No blocks

3 Monitoring and Reporting

Goal:

1. *Evidence-driven verification that air quality in the Peace River area is at acceptable levels and that emissions are being minimized.*

2.1 PRAMP Data Reports

- The Dashboard Reports to the end of March have been posted to the website. <https://prampairshed.ca/members/technical-working-group/april-14-2022/>
- The April reports will be posted; the addition of the PRC Station to the Dashboard Reports has delayed the posting.
- One canister event in March.

Action item: Lily and Mike will consider whether minor downtimes can be shown on the Dashboard Reports.

2.2 Other Technical Updates

- Network assessment – there has been a delay in getting data from CNRL and Mercer. The data has now been sent to AECOM; they can now complete the integration of those stations into the network assessment analysis.
- Due to the delays in getting the data, we have requested a meeting to determine a new and reasonable timeline to complete the tasks.
- We will arrange to meet with the TWG once we have those timelines.

2.3 Reno Station Relocation

- ATCO has contacted the landowner to prepare for upgrading the service. The construction team lead has contacted Mike and the landowner, so we expect things to move forward soon.

3. Education and Outreach

Goals:

2. *Residents and stakeholders have timely access to air quality data and information in a manner that is readily understood*
 3. *Educators, community groups and citizens can access resources to increase understanding of and promote healthy air quality*
- Clean Air Day – June 8th announcement of the winners of the photo contest and a 6-minute interview on the radio. Two days of tours of the AQHI station for grade 5 and 6 students in Grimshaw.
 - New video on the website about the AQHI lantern at the Grimshaw library.

4. Governance

Goal:

4. *Recognized as an independent not-for-profit organization and Airshed that is focused on continuous improvement and responsible leadership in air quality monitoring*

4.1 Monthly Financial Report

Motion to approve the financial reports for information for April by Krista Park. Carried.

Motion for Karla to draft a letter to Minister Nixon for appreciation for early funding by Doug Dallyn. Carried

4.3 Operating Plan Update

- We have added an AQHI lantern at the Northern Sunrise County office.
- We have completed presentations at the MD of Smoky River, the Town of Grimshaw and Northern Sunrise County.

Motion to accept the operating plan update by Doug Dallyn. No blocks.

5. New Business

5.1 Next Meeting

- Brenda will send out a Doodle Poll for the AGM in September.
- Doug would like to have the AER invited to speak.

5.2 Roundtable

We have a new member, Sarah Stockley has joined as a community member. Sarah works for Mercer and has joined as a community member.

6. Adjournment

Motion to adjourn meeting at 2:06 pm.

Action Item Number	Action Item Description	Status
New Action Items		
2022-06-01	Karla and the Executive will determine the timing and approach for further discussion of the Vision and Mission with the Board of Directors, and any other changes related to Policy 1.	New
2022-06-02	Karla will contact the AER to determine if the AER is able to indicate that PRAMP can move forward from PRAMP's initial Terms of Reference that were developed after the AER Proceeding.	New
2022-06-03	Lily and Mike will consider whether minor downtimes can be shown on the Dashboard Reports.	New
Ongoing Action Items		
Completed Action Items		
2020-11-01	Recommend the map is made a schedule to Policy 1.0 Background (Brenda)	Complete, pending approval of the policy

