



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting
 June 20, 2016
 10:30 am to 1:00 pm
 Shell Peace River Town Office

Meeting Notes

Attendees:

Name	Sector Group	Organization
Doug Dallyn	Public	
Reid Glenn	Public	
Brian Lanctot	Regulator	AER
Bob Myrick	GOA – <i>conference call</i>	AEMERA
Krista Park	GOA	AHS
Kaydon Wilcox	GOA	AEP
Christina Winarski	Regulator	AER
Mike Zelensky	Regulator – <i>conference call</i>	AER
Allison Fisher	Industry	Shell
Anthony Traverse	Industry	Baytex
Blair Fortin	Industry	Tervita
Les Riewe	Industry	Tervita
Karla Reesor		Moving Forward (facilitator)
Brenda Barber		Otago Consulting

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. Review Agenda

Review of the Agenda.

Karla chaired the meeting as co-chairs were not yet elected. Members in favour.

2. Election of Officers

Karla provided an overview of what the Officer positions entail. Discussion followed on the roles and responsibilities of officers.

Industry Co-Chair: No decision yet on the role. One option would be someone from the Operators Group to represent the industry as a whole.

Community: Doug Dallyn and Reid Glenn were both interested in the Co-Chair for Community.

Doug Dallyn nominated Allison Fisher for Secretary. Allison accepted the nomination pending organization authorization.

Doug Dallyn nominated Anthony Traverse for role of Treasurer. Anthony accepted the nomination pending organization authorization.

Election to choose the community Co-Chair by secret ballot was held and Brenda Barber was the scrutineer.

MOTION to accept Doug Dallyn as the community Co-Chair, Allison Fisher as the Secretary and Anthony Traverse as the Treasurer subject to organization authorizations. Motion by Reid Glenn/Krista Park. No blocks.

MOTION to destroy the ballots by Krista Park/Anthony Traverse. No blocks.

MOTION for Industry to investigate the option for the Peace River Area Operators Committee to have a representative be the chair by Allison Fisher/Doug Dallyn. No blocks.

3. Signing Authority

MOTION to add Doug Dallyn, Anthony Traverse and Allison Fisher as signing authorities on behalf of the PRAMP Committee by Krista Park/Anthony Traverse. No blocks.

MOTION to add the Executive Director and Office Manager as signing authorities on behalf of the PRAMP Committee by Allison Fisher/ Krista Park. No blocks.

4. Approve PRAMP Committee Meeting Notes from June 9, 2016

No changes to the June 9, 2016 Minutes as tabled.

MOTION to accept minutes as tabled. Reid Glenn/Anthony Traverse. No blocks.

5. PRAMP Budget and work Plan

Committee reviewed the budget approved by AEMERA. There are five stations included in the PRAMP Program. Shell currently owns the passives (13 stations) and these will be rolled into PRAMP Committee.

With the Carmon Creek Project not going ahead, there is \$159,650 in the approved budget that could potentially be allocated to a new station; Bob Myrick indicated that the funds could potentially be used to site another station. It was recommended to formally advise AEP of intent in September.

MOTION to accept the AEMERA financial funding report from the Oil Sands monitoring by Reid Glenn/Krista Park. No Blocks.

The Budget and funding provides for a Facilitator/Executive Director, Technical Program Manager and Administration as well as Communications (website, etc.).

Board elects to go in camera at 11:58 am. Return to meeting at 12:06 pm.
MOTION by Anthony Traverse/Krista Park. Request Karla Reesor and Brenda Barber continue in roles on interim basis for 6-month period. No blocks.

Industry representatives will work with Maxxam to have station operating contracts transferred to the PRAMP Committee when funding is received.

6. Round Table Updates

Mike Zelensky – the next draft of the PRAMP Annual Report will be reviewed by industry and shared with the PRAMP Committee prior to the meeting on July 14.

Bob Myrick – working to get the mechanism for funding to PRAMP Committee. Hiring atmospheric scientists in Monitoring and Science; hoping to get them involved either on PRAMP Committee or technical committee if one is struck.

Anthony Traverse - Reno is up and running as of June 13th. Baytex didn't start new production until after the air monitoring station was running.

Kaydon Wilcox – Yan Liu is seconded to another role and position is up to be filled.

Reid Glenn – noted high btex from canister triggered on May 23rd at Three Creeks 986b. For future canisters, it was noted that Maxxam has been asked to provide air speed and direction in 1 and 5 minute data sets for canisters (30 minutes before and after) to give background info on possible sources.

Allison Fisher– would like to see binders for Directors that would include mission, vision, bylaws, and policies. Would like to move ahead with PRAMP communication plan and website as soon as possible.

Karla Reesor – as a response to an Action Item, will be preparing a table to track information about canister events, starting July 1.

Blair Fortin – welcomed all to the tour at Tervita.

7. Other Business

Proposed Alberta Airsheds Council Membership letter – provided a draft letter to the Board for review.

MOTION to sign the letter to the Alberta Airsheds Council to apply for membership by Reid Glenn/ Doug Dallyn. No blocks

8. Next Meeting

July 14 at 1:00 pm, by teleconference

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2016-06-06	Allison and Anthony will confirm the Chair of the Peace River Area Operators' Committee can accept a seat as a Director and represent Industry as a Co-chair on the Board.	NEW
2016-06-07	Mike, Anthony and Allison to explore siting study options for potential new station using annual report and STI Report.	NEW

2016-06-08	Karla and Brenda to submit a job role for Executive Director and Office Manager and develop process around the hiring of contractors. Submit to Executive.	NEW
2016-06-09	Allison , with support from Anthony will draft the Technical Program Manager role. All are asked to submit comments to Allison by June 30.	NEW
Ongoing Action Items		
2015-09-03	Mike will provide another draft of the monthly report for the next meeting, based on the current month's data.	
2015-10-01	Mike will ensure that the 99 th percentile explanation on the AER Dashboard indicates that it is not a health-related indicator.	
2015-12-13	Wally, Mike and Reid will develop information as an alternative option to illustrate how the data results have changed over time. The targets and reporting will be discussed at the January 28 Committee meeting.	
2016-01-01	Mike will look into how the AER complaint information can be shared with industry and others on the PRAMP Committee in a timely way.	
2016-01-03	Karla will bring forward an agenda item at a future meeting to discuss communication protocols for the PRAMP Committee with the media and other parties outside the Committee	
2016-01-16	Stephanie will look into the status and timing of the contract with Maxxam for 986b and 842b.	
2016-02-03	ALL – Each sector (Industry, Government and Community) will identify a Chair for their sector.	
2016-03-04	AQWG and AER will have further discussion about what information could be collected and tracked for canister events.	
2016-03-05	Mike will look into the monitoring that has been done and provide an update to the Woodland Cree and the PRAMP Committee.	
2016-04-03	The Industry AQWG will review the AMD, make inquiries to AEP or AEMERA as needed and prepare a response to AEMERA for the one remaining audit finding.	
2016-05-07	Allison and Mike will determine how the Shell PRC network can be tied into the PRAMP program, including sharing the real-time data and approach for any EPEA-related changes.	
2016-06-01	Anthony will determine if the January canister results from the Reno station can be shared with the PRAMP Committee. He will also confirm the date of the last quarterly report for the Reno station.	
Parked Action Items		
2016-01-05	The AQWG will work with AEMERA to implement the sampling program and to address the question of whether the background is different at the three monitoring stations. <i>(To be addressed in 2017 following the completion of the background sampling program)</i>	
2015-09-02	Anthony will look into obtaining a chromatogram and retention times for the VOCs, TRS and THC. <i>(May no longer be needed?)</i>	
Completed Action Items		
2016-06-02	Karla will inform the Industry Steering Committee that there may be a need for the PRAMP Committee to seek an independent legal review of the contract with AEMERA/AEP. Funds would be needed for the legal review. <i>Request submitted to ISC.</i>	COMPLETED
2016-06-03	The industry AQWG will look into an approach to keep the Committee informed about investigations into possible sources for canister events until a Program Coordinator is hired. After each canister event, <i>Karla will invite input from industry and coordinate and track information for each canister event until a Program Manager is in place.</i>	COMPLETED
2016-06-04	Karla will contact the AAC to pursue membership for the PRAMP Committee. <i>Letter submitted to AAC.</i>	COMPLETED

2016-06-05	Karla will inform Tervita how many people will need PPE for the Tervita tour by June 15. <i>Done.</i>	COMPLETED
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