



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

July 14, 2016
1:00 pm to 3:00 pm
Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization
Doug Dallyn	Public	
Reid Glenn	Public	
Garrett Tomlinson	Public	Northern Sunrise County
Mark Roberts	Public	MD of Smoky River
Adèle Parker	Public	Town of Falher
Krista Park	GOA	AHS
Allison Fisher	Industry	Shell
Anthony Traverse	Industry	Baytex
Blair Fortin	Industry	Tervita
Dave Hill	Industry	Operators Committee
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. Accept as provided.

2. Approve PRAMP Committee Meeting Notes from June 20, 2016

Nothing to change. Accept as tabled.

3. Review PRAMP Membership, Directors and Officers

Review of the status of officers – confirmed the directors.

Community - Doug Dallyn, Reid Glenn, Mark Roberts (confirmed as director, will advise if he will be an individual or representative of MD of Smoky River) and Garrett Tomlinson from Northern Sunrise County. Woodland Cree will be a member, Adèle from the Town of Falher will become a member but not a Director.

Industry – Shell, Baytex and the Industry Steering Committee has confirmed that the Operators Committee would like to have Dave Hill as representative. Members will be Tervita, Murphy and have not confirmed PennWest
Government – Alberta Environment and Parks and Alberta Health Services will be Board Members. Alberta Energy Regulator and Alberta Health will be guests.
The Officers will be Doug Dallyn as Co-Chair for Community and Dave Hill as Co-chair for Industry. Garrett Tomlinson has offered to take on the combined role as Secretary/Treasurer.

4. Recent Air Monitoring Data

Karla has been in touch with Andrew Clayton at AEP about preparing the monthly figures; there has been an issue with him receiving the monthly reports. The figures will be coming out soon as the issue has been rectified.

There was a lightning strike at station 842b; there are now NMHC spikes daily, not certain why. Maxxam should be able to provide information on what the analyzers are picking up. SiteAnalyst also working very slowly. Will check with Maxxam regarding spikes and SiteAnalyst..

Air monitoring plan – There was a commitment to AEMERA to provide an updated plan. Will follow up with Bob Myrick to determine new process for the plan, as well as the status of the background data that AEMERA collected for PRAMP.

5. PRAMP Annual Report

Maxtrix put the PRAMP Annual Report on a secure on-line site today (for 30 days); all are asked to give a best effort for final comments to Mike Zelensky and Karla by July 19; any one who cannot, please contact Mike to advise and copy Karla. We will plan for an email round of comments, have Matrix finalize the report and then have the Board approve the final report at next meeting. After Board approval, the report will be posted on the Northern Sunrise County website.

6. PRAMP Committee Contract Roles

Review of the contract positions. Will look to post the Technical Program Manager position with CASA, the Alberta Environmental Network and the Airsheds. We will also look to the Alberta Airsheds Council to see if they have suggestions. The hiring process will proceed only after the funding from AEP is received.

Hiring Committee will be Karla, Allison, Mark, Anthony, Krista and the Executive Committee.

We will post the Technical Program Manager only. The Executive Director and Office Manager will stay as interim positions until approximately the end of March 2017.

7. PRAMP Open House

The PRAMP Committee would like to have an event to mark the development of the new PRAMP Committee in Peace River. Will tentatively book October 17th as a placeholder for an in-person Board Meeting following by a community open house.

8. Round Table Updates

Karla – Alberta Airsheds Council (AAC) update – at last meeting the Committee agreed to send a letter to apply to the AAC for membership. AAC has invited PRAMP Committee to attend the October meeting. Karla will plan to attend. Bylaw update – no objections to removing the goal from the bylaws. Brenda will update and send to Corporate Registry today.

9. Next Meeting Dates

Board of Directors:

August 18 at 1:00pm, by teleconference

September 15 at 1:00pm by teleconference

October 17 at 1:00pm in Peace River, following by community open house

Executive Committee:

August 5 at 10:00am by teleconference

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2016-07-01	Brenda will follow up with the members to get membership forms that are outstanding.	NEW
2016-07-02	Doug will provide an email with more information on air monitoring issues, including daily spikes at station 842b and SiteAnalyst issues to Anthony who will follow up with Maxxam..	NEW
2016-07-03	Karla will talk to Bob Myrick to find out the timelines and process for completing and filing the Air Monitoring Plan, to request the background data and to ask about the status of a contract and funding.	NEW
2016-07-04	All are asked to provide any final comments on the PRAMP Annual Report to Mike and Karla by July 19, or to let them know that you need more time.	NEW
2016-07-05	The hiring committee will determine a fixed rate and determine a travel and expense schedule for the Technical Program Manager.	NEW
Ongoing Action Items		
2016-06-07	Mike, Anthony and Allison to explore siting study options for potential new station using annual report and STI Report.	
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.	
2016-01-01	Mike will look into how the AER complaint information can be shared with industry and others on the PRAMP Committee in a timely way.	
2016-05-07	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>	
Completed 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.	2016-06-06
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.	2016-06-08
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.	2016-06-09
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.	
Actions no longer needed		
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.	
2016-01-03	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 – will be done with AEMERA funding	
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.	
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>	