



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

October 17, 2016
1:00 pm to 3:00 pm
Tele-conference

Meeting Notes

Attendees:

Name	Sector Group	Organization	Participation
Doug Dallyn, <i>Co-Chair</i>	Public		Director
Mark Roberts	Public	MD of Smoky River	Director
Bob Myrick	GOA	AEP	Guest
Krista Park	GOA	AHS	Director
Lindsay Smith-Munoz	GOA	AH	Guest
Mike Zelensky	GOA	AER	Guest
Darcy Allen	GOA	AER	Guest
Allison Fisher	Industry	Shell	Director
Anthony Traverse	Industry	Baytex	Director
Les Riewe	Industry	Tervita	Member
Blair Fortin	Industry	Tervita	Member
David Hill, <i>Co-Chair</i>	Industry	Operators Committee	Director
Karla Reesor		Executive Director	
Brenda Barber		Office Manager	
Tom Bourque		Maxxam Analytics	
Cheri Sinclair		Maxxam Analytics	
Trina Whitsitt		Maxxam Analytics	

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

Accept agenda as revised.

2. Approve PRAMP Committee Meeting Notes from September 22, 2016

- Approved

3. Recent Air Monitoring Data

Maxxam Dashboard

- All three stations met the 90% up time target and were compliant with the AMD.

Discussion

- Is Maxxam able to gather background data for canister events, and in particular for the October 5 canister event? Maxxam will confirm. Any questions, send email to Trina, cc Cheri and Chris Wesson.
- Once PRAMP has the contract with AEP, and Shell Station becomes part of PRAMP network, Maxxam will add the PRC station to the dashboard.
- Karla will provide an email to Maxxam when station is part of PRAMP.
- Shell PRC also has passive monitoring (13 stations) – the Committee will need to consider if it would like to have information in the dashboards about the passive monitoring. There would be a delay by approximately a month in receiving the data.
- Maxxam will continue to provide real time updates with daily reports.

ACTION ITEM: Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract.

Action Items for Maxxam:

- Will amalgamate the distribution list to provide all three stations on one email.
- At PRAMP Committee meetings, will provide an oral summary of current month events up to date of meeting.
- Will review the presentation of wind roses on the Dashboard.

THC/Complaints figures to the end of September have not been received.

4. PRAMP Annual Report

- Latest version of Annual Report has been distributed to Committee; comments from AER and Shell on the previous version are in Dropbox.
- More canister data has been included but wording has not been changed in the report.

ACTION ITEM: Mike will ask Maxxam for a list of all canisters triggered for 2014, 2015 and 2016.

ACTION ITEM: Brenda will send a meeting request for October 24 at 10:00 am to noon to review and comment on plan for final annual report.

ACTION ITEM: Mike will contact Matrix about cost overages for the Annual Report and request invoices in order to complete costs for summary from April 1 to October 1.

5. Budget Update from AEP

- Communications and outreach portion of \$61,000 has been approved by AEP.
- Amended monitoring contract being developed.
- AEP believes there will be no issue with retro-active payment to October 1.
- Working on getting contract approved.

- AEP legal advice indicated that work can begin on October 1 after the business case was approved on September 30.

ACTION ITEM: Karla will convene Hiring Committee to set a budget and process for hiring a Technical Program Manager.

- Hiring committee will be made up of Allison, Anthony, Krista; the Executive Committee (Doug, Garrett and Dave) as well as Karla.
- No costs will be incurred or committed until funding from AEP is received.

Long Term (Five Year) Monitoring Planning

- AEP has been asked to create a 5-year plan for integrated monitoring in oilsands area and is inviting input from PRAMP.
- Future development will require additional monitoring. May need to increase budget for monitoring and stations.

ACTION ITEM: Bob will invite a Technical Working Group from the PRAMP Committee to provide AEP with high level ideas of 5-year monitoring plan. Information will be required prior to October 19th and more detailed information will be collected before the end of November (Doug, Allison, Anthony, Mike and Karla)

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- There may be a need for more passive monitoring (or redeploying from PRC station).
- Technical work, such as regional network assessment or re-evaluation of passives and continuous monitoring would be covered under budget
- Communications will not be covered (not from oil sands fund)

6. Update from Alberta Airsheds Council (AAC)

- Dave presented an overview of the PRAMP Committee to the Airsheds Council on October 7.
- AAC is going through a process to determine membership and requirements of members.
- Will bring forward an agenda item when AAC has their requirements defined and process for endorsing Airsheds.

7. Round Table Updates

Banking

- The best banking option for PRAMP would be ATB Financial.
- Two options, hard copy cheques; or Electronic Funds Transfer. Both require two people to approve.
- A summary would be provided to the Board on a monthly basis with the financial report.

Motion to have a Community Spirit account open at ATB Financial. By Doug Dallyn/ Anthony Traverse. Carried by Dave Hill, Krista Park, Mark Roberts, and Allison Fisher.

Motion to set up the members of the Executive – Doug Dallyn, Garrett Tomlinson and David Hill; and Karla Reesor, Executive Director; and Brenda Barber as signing authorities on the account. Motion by Krista Park/Doug Dallyn. Carried by Dave Hill, Anthony Traverse, Mark Roberts, Allison Fisher.

Motion to set up Electronic Transfer ability on account. Motion by Anthony Traverse/Krista Park. Carried by Dave Hill, Doug Dallyn, Mark Roberts, Allison Fisher.

Motion to set up on-line banking to allow for electronic funds transfer and to allow all signing authorities access. Motion by Krista Park/Doug Dallyn. Carried by Dave Hill, Anthony Traverse, Mark Roberts, Allison Fisher.

Roundtable

Doug – canister trigger with non-methanes on October 6; canister almost triggered October 16. AB Transportation was burning green lumber.

Allison – highway maintenance on 986. Highway being widened; do not expect paving until next year. Fort MacKay odour study was released by AER

(http://aer.ca/documents/reports/FortMcKay_FINAL.pdf). Looking at and addressing some of the same issues in Peace River.

ACTION ITEM: Bob will determine if AEP needs to review and approve the PRAMP Regional Monitoring Plan.

Next Meeting Dates

- November 10 1:00 – 3:00
- December 8 1:00 – 3:00

8. Adjourned

Meeting adjourned at 3:10 pm

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract	New
2016-10-02	Mike will ask Maxxam for a list of all triggered events for 2014-16.	New
2016-10-03	Brenda will send out a meeting request on October 24 at 10:00 am to noon to review and comment on plan for final report	New
2016-10-04	Mike will contact Matrix about cost overages for the Annual Report and request invoices in order to complete costs for summary from April 1 to October 1.	New
2016-10-05	Karla will convene Hiring Committee to set a budget and process for hiring a Technical Program Manager	New

2016-10-06	Bob will invite a Technical Working Group from the PRAMP Committee to provide AEP with high level ideas of 5-year monitoring plan. Information will be required prior to October 19 th and more detailed information will be collected before the end of November (Doug, Allison, Anthony, Mike and Karla)	New
2016-10-07	Karla will follow up with Maxxam to ask for justification to upgrades for the buildings.	New
2016-10-08	Karla will send a revised schedule to Bob for the contract.	New
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	New
Ongoing Action Items		
2016-09-01	Karla will ensure that the request for electrical work at the stations is taken to the ISC, after the ISC has discussions with AEP on October 3.	
2016-09-04	Kayedon will determine if AEP can prepare a figure showing TRS for Reno from January 2015 to the current month. In addition, AEP will look into the possibility of doing figures that show the maximum spike in each hour	
2016-09-05	Kayedon will request a minute graph to show the THC spikes for each station.	
2016-09-07	When AEP has approved the contract, Bob will send it to Karla and she will share it with PRAMP Committee Board Members for their own review. Northern Sunrise County will provide a legal review for the 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.	
2016-01-01	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.	
2016-07-05	The hiring committee will determine a fixed rate and determine a travel and expense schedule for the Technical Program Manager.	
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		
2016-09-02	Mike will provide the information to AEP from 2014 onward so that new plots of the complaints associated with each station can be prepared.	
2016-09-03	Mike will call Mark on Monday to discuss further changes and then will share any further changes on the draft report with the Committee. The final version with all changes included will be provided to the Committee prior to the next Committee meeting on Oct 17 (with sufficient time for the Committee to review).	
2016-09-06	Each member of the Board will determine their own needs with respect to legal review of the contract	
Actions no longer needed		