



Peace River Area Monitoring Program (PRAMP) Committee

Board of Directors Meeting

November 10, 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
Reid Glenn	Public		Director
Garrett Tomlinson	Public	MD of Northern Sunrise	Director
Bob Myrick	GOA	AEP	Guest
Lindsay Smith-Munoz	GOA	AH	Guest
Mike Zelensky	GOA	AER	Guest
Allison Fisher	Industry	Shell	Director
Anthony Traverse	Industry	Baytex	Director
David Hill, <i>Co-Chair</i>	Industry	Operators Committee	Director
Karla Reesor		Executive Director	
Brenda Barber		Office Manager	

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 October 17, 2016

Motion to accept the minutes from October 17, 2016 as presented. Doug Dallyn, second by Anthony Traverse. Carried.

Action: Brenda will send the minutes to Doug and Garrett for signature.

Action: Brenda will take the signed documents to an ATB to set up the PRAMP bank account.

3. Recent Air Monitoring Data

- Maxxam Dashboard – not available. Maxxam cannot have the dashboard available for the PRAMP Committee until the 15th of each month.
- Canister data from October 5 – there were some exceedances of chronic health guidelines.
- It should be noted that this canister was likely set off by nearby construction work on the highway where brush was being burned.

Action - Lindsay will provide the health comparison information to Karla for the canister event, and Karla will share with the Committee.

Action – Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.

Action – Bob will determine when the September background data will be shared with the PRAMP Committee, and will ask about the next dates for collecting background samples.

- THC/Complaints figures to the end of September were reviewed.
- It was noted that the new format is appreciated with each complaint only being shown one time.

4. PRAMP Annual Report

- Mike is tracking changes on the final version of the Annual Report and he will provide a document that highlights the changes for the PRAMP Committee.
- The document will be ready for final approval at the December PRAMP Committee meeting.

Action: Mike will provide the changes to PRAMP by November 21st

Action: PRAMP will have any comments back to Mike by November 28th

5. Update from PRAMP Hiring Committee

- Hiring Committee met to set out the parameters to hire a Technical Program Manager.
- The Board confirmed delegation to the Hiring Committee to run the process and select the final candidate.
- The Board also confirmed that the Hiring Committee would be represented by two sectors (Industry and Public) and that Krista Park and Dave Hill would not be named on the Committee.
- The role description for the Technical Program Manager could be updated to indicate that preference may be given to candidates who hold a professional designation such as PEng, PBIol, PTAC or other relevant designation
- Some of the contractors on the Committee have sample contracts that may be beneficial to PRAMP. Anyone who has one is asked to provide it to Karla.

Motion to approve the Hiring Committee take on the role of hiring the Technical Program Manager by Doug Dallyn/Dave Hill. Carried.

6. Budget Update

- Bob indicated that the PRAMP Committee should have a contract to review early in the week of November 14.
- The current contract does not include the communications of approximately \$61,000.
- The Contract Amendment for Communications and Outreach has to go through the Contract Review Committee and then the Deputy Minister.
- Finance also indicates they cannot pay for services already performed, only services performed going forward, will need clarification if we will be able to pay the industry from October 1.
- PRAMP is required to provide a report to AEP and an invoice prior to receiving any payment of funds.
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Action - Karla will ask Maxxam to prepare a Master Service Agreement (MSA) for Reno, 986 and 842, with the Shell PRC station to be added when there is a change to the APEA approval. The MSA will be from Oct 1, 2016 to March 31, 2017 and will include consistent hourly rates for all the stations.

Action – Bob will proceed to prepare the contract for AEP and the PRAMP Committee.

Long Term (Five Year) Monitoring Plan

- AEP has been asked to create a 5-year plan for integrated monitoring in the oil sands areas.
- Separate monitoring plans have been developed for Continuous and Passive monitoring.
- Bob had discussions with Anthony, Allison, Doug and Karla about the long-term direction for PRAMP.
- Bob is currently estimating a cost of approximately \$800K for PRAMP monitoring for 2017-18, with 5% increases for the following two years to reflect modest increases in monitoring. These cost estimates do not include funding for communications and outreach.
- For the 4th and 5th years, the estimate includes costs for one additional continuous monitoring station.
- Monitoring changes over the five years are dependent on changes in industry activity during that time.
- The 5-year plan will be shared with the Committee when it is complete.

7. Round Table Updates

Update from the Alberta Airsheds Council (AAC) and AEP Meeting on November 4:

- Karla attended the meeting as a representative of the AAC. She noted that both the AAC and AEP provided an overview of the current work and priorities of each organization and that AEP is still considering how air monitoring work will be delivered in the province over the longer term.

Possible PRAMP working groups or sub-committees:

- Karla raised the suggestion that it may be worthwhile to establish two additional working groups or sub-committees – one for Communications and one for

Finance. Following is a short description of the possible expectations for each group.

Communications Sub-Committee

- Provide input to a statement of work or request for proposals to select a contractor
- Participate in the process to select a contractor for communications support
- Provide input to and review a PRAMP Communications Plan
- Provide advice and review content and design for tools such as the website and templates (PowerPoint, letterhead, business card, newsletters)

Finance Sub-Committee

- Provide oversight for the PRAMP Committee budget (current year and future years)
- Review PRAMP contracts as needed (e.g. with station operators)
- Provide recommendations to the Board on matters related to large budget expenditure

Action - PRAMP Committee members are asked to consider whether they or someone else in their organization could participate in the Communications or Finance Sub-Committees and to provide any names to Karla.

Next Meeting Dates

- December 20 9:00 – 11:00
- January 19 1:00 – 3:00

8. Adjourned

Meeting adjourned at pm

ACTION ITEM LOG

Action Item Number	Action Item Description	Status
New Action Items		
2016-11-01	Lindsay will provide the health comparison information to Karla for the canister event, and Karla will share with the Committee	New
2016-11-02	Allison and Kayedon will discuss forestry data for weather prediction and will report back to PRAMP Committee at a future meeting.	New
2016-11-03	Bob will determine when the September background data will be shared with the PRAMP Committee, and will ask about the next dates for collecting background samples.	New
2016-11-04	Mike will provide the Matrix changes to the Annual Report to PRAMP by November 21 st ; the Committee will provide all comments back to Mike by November 28, 2016	New

2016-11-05	Karla will ask Maxxam to prepare a Master Service Agreement (MSA) for Reno, 986 and 842, with the Shell PRC station to be added when there is a change to the APEA approval.	New
2016-11-06	Bob will proceed to prepare the contract for AEP and the PRAMP Committee.	New
2016-11-07	PRAMP Committee members are asked to consider whether they or someone else in their organization could participate in the Communications or Finance Sub-Committees and to provide any names to Karla.	New
Ongoing Action Items		
2016-10-01	Karla will contact Maxxam by email when the PRC station is online as part of PRAMP contract	
2016-10-09	Bob will discuss within the AEP how the PRAMP Committee Monitoring Plan would be finalized, if necessary.	
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		
2016-10-02	Mike will ask Maxxam for a list of all triggered events for 2014-16.	
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	
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.	
2016-10-05	Karla will convene Hiring Committee to set a budget and process for hiring a Technical Program Manager	
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)	
2016-10-07	Karla will follow up with Maxxam to ask for justification to upgrades for the buildings.	
2016-10-08	Karla will send a revised schedule to Bob for the contract.	
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		