

5- YEAR LONG-TERM MONITORING OR OPERATIONAL ACTIVITY WORK PLAN

Changes to this Work Plan are only accepted via an Approved Addendum.

General Information	
Monitoring Category: <i>(From OSM long-term plan; choose from drop-down menu)</i>	OSM Program Office
Strategic Monitoring Objective: <i>(From OSM long-term plan; choose from drop-down menu)</i>	Objective: Administration and Coordination of the OSM
Work Plan Unique Identifier:	S-2-1718
Monitoring Activity Title:	Oil Sands Science Forum
Geographic Location <i>(choose from drop-down menu, if Project Location is in more than one area choose from second drop-down)</i>	Province of Alberta
Monitoring Site(s) Coordinates <i>(latitude and longitude)</i>	N/A
Monitoring Organization and Responsible Manager:	Alberta Environment and Parks Donna Chaw
Date Activity initiated:	2017
Specific Project Objective: <i>(State the activity objective addressed through this monitoring)</i>	The primary objective of this project is to engage the science community around monitoring, evaluation and key findings of environmental monitoring in the oil sands region. There will be a strong focus on the Canada Alberta Oil Sands Monitoring Program and follow-on collaborative work between the two governments, however, other contributions from the region are welcome. An important secondary objective is to encourage integration in the program and dialogue with the wider science community conducting monitoring and research in the region. Identification of new opportunities for collaboration is an expected outcome.
Deliverables (Annual): <i>What Data Reports will be produced and when?</i>	2018 Oil Sands Symposium (Q4) in Edmonton, Alberta with 250 participants. (February 2018) 2018 Oil Sands Symposium Website. Program to be completed by October 31, 2017 and proceedings by March 31, 2018.

Project Plan Summary: *Please summarize the monitoring including relevant information such as background, objectives, monitoring area, methods/monitoring design, assumptions, outcomes, and references. These should align with the information provided in Appendix 1: Annual Monitoring Schedule.*

Alberta Environment and Parks(AEP) and Environment and Climate Change Canada (ECCC) will host a two-day event featuring presentations on monitoring activities and results. Together with scientific and technical stakeholder communities, participants will exchange, discuss, and advance environmental monitoring knowledge, strategies, and experiences in the delivery of the Oil Sands Monitoring Program

This event will bring together a broad audience including scientific experts, environmental consultants, academics, non-profit organizations, industry, indigenous communities, governments and other generators and users of environmental monitoring information.

The event is proposed to take place in Q4 of the 17/18 fiscal year in Edmonton since the 2016 event was in Calgary. The post 2016 symposium survey showed high satisfaction with the itinerary and presentations, so the positive aspects of the 2016 symposium will be considered for 2017. The 2017 conference committee (to be determined) will give consideration to a variety of formats, but will include a technical program with both platform and poster presentations,

The conference committee will present a more detailed proposal for the 2018 oil sands symposium by July 2017 and will include:

1. Conference theme
2. Conference format (# of days, venue, concurrent vs plenary session, workshops, hosting, etc...)
3. Themes and number of plenary sessions
4. Options for keynote speakers
5. Symposium promotion plan

Appendix 1 – Detailed Multi-Year Financial Breakdown: if changes are to be made then an Addendum must be Complete and Approved.

(Complete the following detailed financial breakdown; add or delete categories as required)



Budget requirements	Year 1 (2017- 2018)		Year 2 (2018- 2019)		Year 3 (2019- 2020)		Year 4 (2020- 2021)		Year 5 (2021- 2022)	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
1) Salaries and benefits										
a) Appendix 2 - Totals	\$46,000									
2) Consumable Materials and Supplies										
a) Graphic design creation (posters, printed materials, and videos)	\$15,000									
3) Travel										
a) Honoraria and expenses for indigenous guests or other speakers	\$7,000									
4) Stakeholder Event										
a) Contract Event Planner	\$65,000									
b) Venue	\$32,000									
c) Hosting and Catering	\$35,000									
d) Promotional Materials	\$5,000									
e) Equipment Rental	\$30,000									
Grand Total	\$235,000									

Appendix 2 – Staffing Plan

(Complete the following detailed staffing plan; add or delete categories as required)

Responsible Role	Year 1 – Budget Allocation		Year 2 – Budget Allocation		Year 3 – Budget Allocation		Year 4 – Budget Allocation		Year 5 – Budget Allocation	
	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding	OSM Funding	External Funding
EMSD Conference Planning Committee (3 staff)	\$46,000									
Grand Total <i>(inserted into Appendix 2)</i>	\$46,000	\$		\$		\$		\$		\$

Appendix 3 - Approvals

Project Submitted by:		
Name: Donna Chaw		
Organization: Alberta Environment and Parks	Signature:	Date: June 22, 2017
Project Approved by:		
Dr. Monique Dubé (AEP)		Dr. Kevin Cash (ECCC)
Signature 		Signature 
Date		Date