Alberta Sand & Gravel Association Award of Excellence

1. **AWARD OVERVIEW**

1.1 PURPOSE

The ASGA Award of Excellence has been developed in an effort to draw attention to outstanding examples of stewardship, community relations and operations from aggregate producers within the Province of Alberta. This award is intended to highlight operations and their activities that contribute to progressing the image of the ASGA membership and the sand and gravel industry as a whole.

1.2 RECOGNITION

The successful application for the Award of Excellence will be presented at the 2018 ASGA Annual General Meeting on January 10, 2018. The company will receive a full feature in AGM programming as well as a profile on the ASGA website, and will be able to deliver a short speech on the success of their application following the award presentation. The municipality that the site operates in will be notified of the award, and may also join as part of the presentation.

1.3 KEY DATES

**Deadline for submission: November 1, 2017**

Award Presentation: January 10, 2018 (ASGA Annual General Meeting, Edmonton)

*Note that the successful applicant(s) will be notified prior to the AGM*

1.4 ELIGIBILITY

The company submitting the application must be:

* An active ASGA Producer Member

Grounds for disqualification include:

* Incomplete application forms
* Poor quality images
* Illegible site plans

Multiple applications from the same company will be accepted. There is no limit to how many times a company may receive the award (ie. the company receiving the award in the current year is eligible to receive the award in the subsequent year).

1.5 APPLICATION PROCESS

Before preparing your application, please review this document in its entirety. It will first explain application expectations, judging criteria and selection process. This will be followed by a blank application form you must use to complete your submission. Submissions made without the submission form will not be considered.

Once you have compiled your application, an **electronic submission** must be made to the ASGA (john.ashton@asga.ab.ca) not later than midnight on November 1, 2017. You will receive confirmation receipt of your application within 24 hours.

1.4 SELECTION PROCESS

Applications will be compiled for Board of Directors’ review at the scheduled November Board of Directors Meeting. If required, the board may also request assistance from ASGA committees (Land and Environment, Health and Safety) or other third parties (ie. Alberta Environment and Parks) in reviewing the submissions.

1.5 NUMBER OF AWARDS

The ASGA will hand out a minimum of one (1) award per AGM. If the judging panel feels that more than one submission embodies the spirit of the award, they may award multiple applicants.

1. **JUDGING CRITERIA**

Applicants are not required to apply for the award in any specific area; rather, they are encouraged to demonstrate what makes their site an outstanding example for the industry. Applicants will be expected to support their submission with written explanations, photographs, site plans and whatever other supporting documentation may be appropriate.

*Note that the judging panel is volunteer based; providing large applications does not always ensure a more positive outcome for an application.* *The ASGA suggests choosing your supporting documentation strategically and keeping your written submissions clear and concise.*

2.1 EXCELLENCE CHARACTERISTICS

Although applicants are encouraged to identify the unique characteristics of their site that qualify for the award, examples of what may be included in a submission are:

Community Relations

* Neighbour Relations: how noise, dust, traffic or other common public issues are being addressed
* Community Involvement: how the company and its employees contribute to the community
* Communication: identify tools and how they are used to communicate with neighbours
* Education: what is being done to increase industry awareness within the community and public in general

Stewardship

* Reclamation: how reclamation requirements are being achieved or exceeded; its compatibility with the surrounding landscape (ie. agriculture, naturalization, side slopes, compliance, etc.)
* Surface & Groundwater: how company project has progressed or innovated in the area of water and water management
* Wildlife: how company has worked to mitigate wildlife concerns
* Landscape: how company has ensured protection of soils & vegetation characteristics of a project

Operations

* Safety: how the company and its employees contribute to safety and safety culture
* Technology and Innovation: highlight advancements a company has made in equipment selection, design and process that separates them from others within the industry

**This list is not exhaustive; applicants may base their submission on these and other items that demonstrate high standards of planning, operations and site closure. Applicants will be asked to identify *Excellence Characteristics* directly in their submission form, expanding on each with supporting examples and other materials (photos, documents, etc.).**

1. **FORMAT**

3.1 MINIMUM REQUIREMENTS

The minimum submission requirements for the Award of Excellence are listed below. Please note that each element has a corresponding form in the following section:

1. Title page including:
	* 1. Site name
		2. Company name
		3. Municipal address
		4. Name of applicant
		5. Name, email and phone number of the award submission contact
2. Background: information about the site including, but not limited to: area, operation type, products, site history, etc.
3. Excellence characteristics
4. Photographs list
5. Additional Materials List (if applicable)
6. Consent Form

3.2 PHOTOS

High resolution photos are preferred (.jpeg, GIF, TIFF) as the successful candidate’s application will be featured in select communications and on the ASGA website. All images must be labeled in a way that matches the photo to the appropriate text in your application.

* 1. OTHER MATERIALS

Your company may choose to submit additional resources or materials to supplement its application. You will be asked to list these documents with a short description of what they are and how they apply to your application. If an item is submitted but not included on this list, it will not be considered as part of your application. These materials must be included at the time of submission.

* 1. ELECTRONIC SUBMISSION

Please submit the Title Page, Background, Excellence Characteristics, Additional Materials List (if required), Photograph List and Consent form as one coloured PDF. Save the PDF with the naming convention *CompanyName\_Submission.pdf.* Photos and appropriate Additional Materials may be submitted as separate files. All files must be clearly labeled according to naming conventions outlined in the corresponding Photos and Additional Materials Lists.

Submissions will be sent to john.ashton@asga.ab.ca no later than midnight on November 1, 2017. You will receive confirmation of your submission within 24 hours. If your file is too large to be submitted via email, it may be submitted via Dropbox or other ftp option.

1. **APPLICATION**

Please complete the form in the following section as part of your submission. All forms must be completed for a submission to be considered complete. Incomplete submissions will be disqualified.

Application for the ASGA Award of Excellence

Site Name: Click here to enter text.

Company Name: Click here to enter text.

Municipal Address: Click here to enter text.

Name of Applicant: Click here to enter text.

Name of Contact for Award: Click here to enter text.

Email: Click here to enter text.

Phone: Click here to enter text.

Background

Provide a written summary of information relevant to your application including, but not limited to: area, operation type, products, site history, etc. Max 1000 words.

Click here to enter text.

Excellence Characteristic #1

*(eg. Community Relations)*

1. **Supporting Example Title**

Click here to enter text.

* 1. **List of Supporting Documentation, Pictures etc. that apply (file names only)**
1. **Supporting Example Title**

Click here to enter text.

1.2 **List of Supporting Documentation, Pictures etc. that apply (file names only)**

Excellence Characteristic #2

*(eg. Stewardship - Reclamation)*

1. **Supporting Example Title**

Click here to enter text.

* 1. **List of Supporting Documentation, Pictures etc. that apply (file names only)**
1. **Supporting Example Title**

Click here to enter text.

* 1. **List of Supporting Documentation, Pictures etc. that apply (file names only)**

(Pages may be added for additional characteristics/ examples)

Photographs List

Please list photographs accompanying your submission and a caption that explains how the photograph applies to your submission. Ensure that all files are named as they appear on this index. Add rows to the table to accommodate more photographs as required.

**File Name Caption**

|  |  |
| --- | --- |
| ***Example******CompanyName\_CommunityInvolvement.jpeg*** | **Workers help out with community event** |
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Additional Materials List

Please list additional materials accompanying your submission (ie. documents, reports, video files etc.) and how they provide additional support. Ensure that all files are named as they appear on this index. A maximum of 5 additional materials can be included with a submission.

**File Name Explanation**

|  |  |
| --- | --- |
| ***Example******Report.pdf*** | **A report that supports Company X’s submission** |
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Consent Form

Thank you for submitting an application for the ASGA Award of Excellence. Please read and complete this release form indicating your company’s agreement and consent to the following:

I have reviewed this application, and confirm that it accurately reflects the work accomplished at my company’s site.

If selected to receive the award, I agree that a representative from my company will be present to accept the award at the 2018 ASGA AGM.

If selected, I also agree to providing a short speech on the awarded worksite at the 2018 ASGA AGM.

If selected, I grant permission for select portions of this application to be included in future Association publications and materials.

I agree to the above conditions and consent to my company’s application for the ASGA Award of Excellence.

Name (Print)

Name (Signature)

Company Name

Date