



Lola Mehlenbacher, Consulting Writer and Editor

CLIENTS AND PROJECTS¹

1990 to 2010

Alberta Land Surveyors' Association

- Manual of Standard Practice – *Plain Language Editor*, 2008-2010
- Story Panels, Display Case Labels, and Surveyors' Tent Labels for ALSA 100th Anniversary Museum Exhibit – *Plain Language Editor*, 2008-2009

BC Association of Laboratory Physicians

- BC Diagnostic, Consultant, and Reference Services in Medical Microbiology – *Editor*, 1993

BC Ferry Corporation

- Strategic Planning Situation Assessment, Southern Vancouver Island Region – *Editor*, 1994
- Catalogue of Staff Training and Development Programmes – *Writer*, 1993
- Computerized Traffic Management at Large Ferry Terminals (Conference Paper) – *Editor*, 1992
- Corporate Strategic Plan – *Editor*, 1991

BC Ministry for Children and Families

- Minister's Correspondence, Deputy Minister's Office – *Plain Language Writer and Editor*, 1997

BC Ministry of Attorney General

- Coroners' Case Management System User Manual – *Editor*, 1992
- User Manual Standards – *Writer*, 1992
- Probation and Family Court Services–, Process Review: Administrative Support Staff Policy, Procedures, Training, and User Support – *Consultant, Advisor, and Writer*, 1992
- Quality Assurance Standards – *Writer*, 1992
- Quality Assurance Function: Executive Summary – *Writer*, 1992
- Liquor Licensee Tracking and Investigation System: Financial and User Manuals – *Editor*, 1992

BC Ministry of Environment, Lands, and Parks

- BC Environment Digital Mapping Specifications – *Writer*, 1993

BC Ministry of Forests – Corporate/Executive

- Technology Asset Management System User Manual – *Writer*, 1991
- Squamish Forest District Fire Overhead Team Turnover Report – *Writer*, 1990
- Minister's Referral Letter System User Manual – *Writer*, 1990

¹ This list was last updated on August 15, 2010. Confidential projects are excluded from the list.



BC Ministry of Forests – Resource Tenures and Engineering Branch

- Provincial Guidebook for Resource Clerks – *Plain Language Writer and Editor*, 2009
- Exhibit A Mapping Manual for Tenure Administration – *Plain Language Editor*, 2008
- Briefing Paper on Ministry of Forests Real Estate Issues and Recommendations – *Writer*, 2003
- Mountain Pine Beetle Management Initiative Summary Report – *Writer*, 2001
- RFP for Forest Roads Strategic Management Plan – *Writer*, 2001
- RFP for Mountain Pine Beetle Strategic Contingency Plan – *Writer*, 2001
- RTEB Correspondence Guidelines – *Writer*, 2001

BC Ministry of Forests – Compliance & Enforcement Branch

Forest Practices Code Enforcement Action, Administrative Review, and Appeal Tracking System

- ERA Project Team Meetings – *Consultant and Advisor*, 1995-1999
- ERA Requirements, Quality Assurance, and Documentation – *Consultant and Writer*, 1995-1999
- ERA User Manuals – *Writer*, 1995-1999
- ERA Self-Learning Tutorials – *Writer*, 1995-1999
- ERA Dataload Protocol for Other Resource Ministries – *Writer*, 1996-1998
- Data Quality Project for Determinations – *Writer*, 1998
- ERA Y2K Quality Assurance – *Consultant, Advisor, and QA Tester*, 1998
- Calculating Values of Timber Harvested Without Authority – *Writer*, 1996-1997
- ERA Post-Implementation Data Quality Project – *Consultant and Advisor*, 1996-1997
- ERA Inquiry Guides and Online Help – *Writer*, 1995-1997
- ERA Navigation Training for C&E and Protection Branches – *Writer and Trainer*, 1995-1997
- ERA Train-the-Trainer Sessions for C&E and Business Design Branches – *Writer and Trainer*, 1997
- Unauthorized Harvest Worksheet and Data Entry Form – *Writer*, 1997
- ERA System Functions – *Demonstrator and Coach*, 1996
- ERA Trainers' Seminar – *Facilitator and Trainer*, 1996
- Guidance on Issuing Stop Work Orders – *Writer*, 1996
- Instructions for Closing Incident Case Files – *Writer*, 1996
- Forest Practices Code Policy and Procedures – *Editor*, 1994-1995
- Administrative Review and Appeal Training for Review Officials – *Writer*, 1995
- ERA Dataload Data Entry – *QA Tester, Writer, and Trainer*, 1995
- Enforcement-Related Correspondence Templates – *Editor*, 1995

BC Ministry of Forests – Timber Harvesting Branch

Forest Tenure Administration System (FTAS)

- FTAS Self-Learning Tutorials for Operations Supervisors and Technicians – *Writer*, 1994-2001
- FTAS Trainers' Manuals and Train-the-Trainer Sessions – *Writer and Trainer*, 1991-2001
- FTAS Self-Learning Tutorials for Resource Clerks – *Writer*, 1993-2000
- FTAS Delete Facility User Guide – *Writer*, 2000
- Forest Service Roads User Guide – *Writer*, 2000
- Timber Licence Block Summary Option – *Writer*, 2000
- FTAS Status Meetings – *Consultant and Advisor*, 1998-1999
- Cut Block Transfer Facility User Guides – *Writer*, 1997-1999
- Quick Commands Cards – *Writer*, 1992-1999
- Community Forest Agreement User Guide – *Writer*, 1999
- FTAS-to-ISIS Data Links: Major Licence Cut Blocks – *Writer*, 1999
- Harvest History Reports User Guide – *Writer*, 1999



- Consolidated Timber Licence with Aggregated Cutting Permit – *Writer*, 1999
- Recreation Area Inspection User Guide – *Writer*, 1999
- Timber Information Access User Guide – *Writer*, 1999
- Work Events Master Facility User Guide – *Writer*, 1999
- Annual Rents and Fees User Guides – *Writer*, 1997-1998
- FTAS User Guide for Oil and Gas Licence Commission – *Writer*, 1998
- Licence to Cut, Master Agreement – *QA Tester*, 1998
- Small Business Tenures and Enhanced TTA Options – *Writer*, 1998
- FTAS Y2K Quality Assurance – *Consultant, Advisor, and QA Tester*, 1998
- Work Events User Guides and Online Help – *Writer*, 1994-1997
- Conversion Instructions for Expiry, Anniversary, and Reappraisal Events – *Writer*, 1997
- Road Permit Inspection Enhancements – *Writer*, 1997
- Work Events Template Tailoring and Maintenance – *QA Tester and Writer*, 1997
- FTAS Enhancement Software – *Consultant, Advisor, and QA Tester*, 1995-1996
- Timber Tenures Administration User Manuals – *Writer*, 1991-1996
- Corporate Database: Executive Summary for Regional Managers – *Writer*, 1996
- FTAS-to-ISIS Data Links: Timber Sale Licence Cut Blocks – *Writer*, 1996
- Road Permit Enhancements – *Writer*, 1996
- FTAS Data Links, Road Permits, Timber Licences, and Silviculture Codes – *Writer*, 1995
- Timber Tenures Administration Cut Block and Road Permit Enhancements – *Writer*, 1995
- Timber Tenures Reporting User Manual – *Writer*, 1995
- Small Business Projects and Planning User Manuals – *Writer*, 1991-1994
- FTAS District Override Facility – *Writer*, 1994
- Information Access Report-Generating System User Guide – *Writer*, 1994
- Work Events Reports: Area, Extension, and Inspection – *Writer*, 1994
- Work Event Management User Manuals – *Writer*, 1992-1993
- Timber Mark Registry User Manuals – *Writer*, 1990-1993
- Timber Tenures Administration – *QA Tester*, 1992
- Timber Tenures Administration Training Manual – *Writer*, 1992
- Timber Tenures Administration Train-the-Trainer Sessions – *Trainer*, 1992
- Work Management Software – *Consultant, Advisor, and QA Tester*, 1992
- Work Management Training Manual – *Writer*, 1992
- Work Management Train-the-Trainer Sessions – *Trainer*, 1992
- FTAS Navigation Guide – *Writer*, 1992
- Recreation Area Projects and Planning User Manuals – *Writer*, 1990-1991
- FTAS Overview for District Managers – *Writer*, 1991
- Small Business Projects and Planning Software – *Consultant, Advisor, and QA Tester*, 1991
- Small Business Projects and Planning Training Manual – *Writer*, 1991
- Small Business Projects and Planning Train-the-Trainer Sessions – *Trainer*, 1991
- Timber Tenure File Inquiry Guide – *Writer*, 1991
- Recreation Area Projects and Planning Inquiry Guide – *Writer*, 1990
- Recreation Area Projects and Planning Software – *Consultant, Advisor, and QA Tester*, 1990
- Recreation Area Projects and Planning Training Manual – *Writer*, 1990
- Recreation Area Projects and Planning Train-the-Trainer Sessions – *Trainer*, 1990
- Timber Mark Registry – *Consultant, Advisor, and QA Tester*, 1990
- Timber Mark Registry Training Manual – *Writer*, 1990
- Timber Mark Registry Train-the-Trainer Sessions – *Trainer*, 1990
- Timber Mark Registry Training Sessions, Kamloops Forest Region – *Trainer*, 1990



BC Ministry of Health

- Medical Services Plan Resource Manual for Supplementary Benefit Practitioners – *Writer*, 2001
- Medical Services Plan Resource Manual for Physicians – *Writer*, 1999
- Vital Statistics Information System – *Consultant, Advisor, and QA Testing*, 1992-1993
- Vital Statistics Information System User Manuals, Volumes I-III – *Writer*, 1992-1993
- User Manual Standards – *Writer*, 1992

BC Ministry of Small Business, Tourism, and Culture

- Corporate Business Plans – *Writer*, 1994-1995
- Community and Regional Development Business Plan – *Writer*, 1994
- Culture and Historical Resources Business Plan – *Writer*, 1994
- Tourism Business Plan – *Writer*, 1994
- Budget Presentation to Treasury Board – *Writer*, 1993

BC Ministry of Social Services

- Minister's Advisory Council's Correspondence – *Plain Language Writer and Editor*, 1994-1996
- Submissions to Minister's Advisory Council – *Analyst and Writer*, 1994-1996
- Minister's Correspondence – *Plain Language Writer and Editor*, 1993-1996
- Reports on Submissions to Minister's Advisory Council – *Writer*, 1994-1995
- Plain Language Training for Public Information Officer, Deputy Minister's Office – *Trainer*, 1994
- Plain Language Presentation to Deputy Minister's Office – *Writer and Presenter*, 1993

BC Ministry of Solicitor General

- IT Expenditures, Budget Instructions, and Business Resumption Planning – *Writer*, 1990-1991
- General System User Guide – *Writer*, 1991
- Guide to Motor Vehicles Branch IT Services – *Writer*, 1991
- Technology Standards – *Writer*, 1991
- Technical Documentation Standards – *Writer*, 1991
- Portfolio of Ministry Computer Applications – *Writer*, 1991
- Project Administration System User Manual – *Writer*, 1991
- Guide to Ministry Information Technology Services – *Writer*, 1990
- Walker Financial System Commitment and Invoice Processing User Manual – *Writer*, 1990

BC Ministry of Transportation and Highways

- Survey Tracking System User Guide – *Writer*, 1991
- Property Lease Management System User Guide – *Writer*, 1990

Camosun College – Technical Writing Program

- Plain Language Issues – *Guest Lecturer*, 1992

Centra Gas British Columbia Inc.

- Conversion Grant System Design Specifications – *Writer*, 1990

Expert Decision Software

- Expert Executive User Guide and Online Help – *Writer*, 1998



International Marine Transit Association

- IMTA Brochure – *Layout and Content Evaluator*, 2002

Lafarge North America

- North America Land Committee Blueprint: Annual Progress Report for 2006 – *Editor*, 2007
- LNA Land Committee Blueprint: Progress Report to Senior Management – *Editor*, 2006
- LNA Mineral Resources and Land Management Best Practices and Processes – *Editor*, 2006
- LNA Land Management Best Practices and Processes, 1st and 2nd Editions – *Editor*, 2004-2005
- ROCK M10: Mineral Resources and Land Management for World-Wide Operations – *Editor*, 2005
- LNA Land Information System Data Migration and Gap Report – *Editor*, 2004
- LNA Land Organization: Recommendations of LNA Land Committee – *Editor*, 2004
- Economic Value Added Aggregates Performance Task Force Report – *Editor*, 2003
- LNA Land Management Best Practices – *Project Manager and Editor*, 2003
- LNA Land Organization: Position Paper – *Editor*, 2003
- LNA Land Management Task Force Reports:
 - (1) Land Management Report – *Editor*, 2003
 - (2) Land Information System Report – *Editor*, 2003
 - (3) Land Information System Database Design – *Editor*, 2003

Land Survey Consultant Gordon E. Olsson, ALS, CLS

- Land Survey Plan for Métis Settlements of Alberta: Review and Analysis – *Editor*, 2004

LinFar Technology Inc.

- Image Server – Passenger Plane Map Server: Software Design Document for InTheAir, LLC, Irvine, CA, USA – *Editor*, 2002

Maltais Geomatics Inc. (MGI)

- Information Technology Plan – *Consultant and Editor*, 2007-2010
- New Employee Handbooks for Field and Office Personnel – *Writer*, 2007-2010
- Shareholder Information Packages for Annual General Meetings – *Writer*, 2007-2010
- Web-Based Postings of Policies, Procedures, Information Technology Plan, and Land Titles Office Forms, *Editor*, 2007-2010
- Field and Office Procedures and Standards for FortisAlberta Inc. – *Editor*, 2006-2010
- Powerline Conversion Program User Manual and Survey Codes – *Writer*, 2005-2010
- Reports, Findings, and Orders of ACLS Discipline Committee – *Editor*, 2005-2010
- Annual Performance Review Processes, Forms, and Schedules – *Designer*, 2004-2010
- Corporate Technology Policies – *Editor*, 2004-2010
- Electronic Job Book Requirements, and User Manuals – *Advisor and Writer*, 2004-2010
- Minutes of Board, Manager, and Annual General Meetings – *Editor*, 2004-2010
- Proposals for ATCO Electric Distribution Surveys – *Editor*, 2003-2010
- Digital Letterhead Templates – *Designer*, 2003-2010
- Employment Letters and Templates – *Editor*, 2003-2010
- Annual Fee Schedules – *Editor*, 2003-2010
- Website Content and Design – *Designer and Writer*, 2003-2010
- Company Policy on Using Corporate Technology – *Editor*, 2002-2010
- Company Profile – *Designer and Writer*, 2002-2010
- Health & Safety Manual – *Editor*, 2002-2010



- Safety Orientation & Training Modules – *Editor*, 2002-2010
- Standard Employment Letter for New Hires – *Writer*, 2002-2010
- Employee Recruitment and Hiring Projects – *Consultant, Advisor, and Writer*, 2002-2010
- Equipment and Technology List – *Editor*, 2002-2010
- Confidential Client and Contact List – *Writer*, 2002-2010
- Resumes for Key Personnel – *Writer*, 2002-2010
- Business Correspondence and Memoranda – *Editor*, 2001-2010
- ATCO Clearance Compiler Manual – *Editor*, 2010
- Proposal to Sunshine Oilsands for 2010-2011 Survey Program – *Editor*, 2010
- Proposals for Surveys on Carcross/Tagish FN Settlement Land, Yukon Territory – *Editor*, 2010
- Proposals to Alberta Transportation and Sustainable Resource Development – *Editor*, 2010
- Proposals to ATCO Electric for Transmission and Distribution Surveys – *Editor*, 2010
- Proposals to CIMA+ for Substation and Transmission Line Surveys in Hanna Area – *Editor*, 2010
- Survey Report: Bushe River Indian Reserve 207, Alberta – *Editor*, 2010
- Survey Report: Upper Hay River Indian Reserve 212, Alberta – *Editor*, 2010
- Survey Report: Hay Lake Indian Reserve 209, Alberta – *Editor*, 2010
- Survey Report: Wabamun Indian Reserve 133A, Alberta – *Editor*, 2010
- Survey Report: Stony Plain Indian Reserve 135, Alberta – *Editor*, 2009
- Wellsite Lease Pipe Strike Incident Investigation Report – *Editor*, 2009
- Survey Report: Hay Lake Indian Reserve 209, Alberta – *Editor*, 2009
- Proposal for Survey of Proposed Garden River Indian Reserve – *Editor*, 2009
- Survey Report for Private Client: Residential Boundary Survey and Site Survey – *Editor*, 2009
- Proposal for Sunshine Oilsands Ltd. Winter 2009-2010 Survey Program – *Editor*, 2009
- Proposal for Alberta Transportation Road Interchange Survey – *Editor*, 2009
- Proposal for ATCO Electric HL-Sulphur Point Transmission Line Survey – *Editor*, 2009
- Proposal to EnCana Corporation for Surveying Services – *Editor*, 2009
- Inventory Control System Instructions for Crew Chiefs – *Writer*, 2009
- Pre-Screening Submission to Imperial Oil Limited – *Designer and Editor*, 2009
- Proposal for ASRD Disposition Surveys – *Editor*, 2009
- Proposal for ATCO Electric IPF Lindbergh Transmission Line Survey – *Editor*, 2009
- Proposal for ATCO Gas Survey Services in Edmonton Operating Area – *Editor*, 2009
- Proposals for MEG Energy Corporation Winter Program Surveys – *Writer*, 2007-2008
- ATCO Electric Landbase and PowerStaker Issues – *Editor*, 2006-2008
- Proposal for FortisAlberta St. Albert and Sherwood Park Survey Areas – *Editor*, 2005-2008
- Geomatics Programs in Canadian Universities and Colleges – *Researcher and Writer*, 2005-2008
- AutoCAD Standards for Title Block Abbreviations, Legends, and Notes – *Editor*, 2008
- Contract Requirement Policy and Templates – *Writer*, 2008
- GNSS Procedures Manual – *Plain Language Editor*, 2008
- MGI Proprietary Technologies and Programs – *Writer*, 2008
- Practitioner Response to ALSA Systematic Practice Review – *Editor*, 2008
- Procedures for Setting Up Computations Files – *Editor*, 2008
- Proposal to ASRD for Re-Survey of the 24th Base Line – *Editor*, 2008
- Proposal for Apache Canada Surveying Services for Cabin Lake to Zama Pipeline, *Editor*, 2008
- Proposal for Muskeg River-Blackfly-Husky Sunrise Transmission Line Survey – *Editor*, 2008
- Proposal for ATCO Electric Wesley Creek-Meikle Transmission Line Survey – *Editor*, 2008
- Proposal to City of Edmonton for Prime Consulting Services – *Editor*, 2008
- Proposal to Hanwha Engineering & Construction for Land and Construction Surveying Services, Petro-Canada MacKay River Expansion Project – *Editor*, 2008
- Proposal to PWGSC for Cadastral Surveys, Arctic Bay and Pond Inlet, Nunavut – *Editor*, 2008



- Proposal to SNC•Lavalin for Annual Survey Services – *Writer*, 2008
- Survey Report: Resurvey of 24th Base Line, MD of Northern Lights, Alberta – *Editor*, 2008
- Survey Report: Zama City Settlement Survey, 2008
- Monthly FortisAlberta Survey Report Templates – *Designer*, 2006-2007
- Bantrel Contractor Registration, 11 Components – *Writer*, 2004-2007
- FortisAlberta Soil Probe Procedures – *Editor*, 2004-2007
- Survey Report for Governments of Canada and Alberta: Athabasca Chipewyan First Nation Land Exchange – Resurvey of Chipewyan IR 201, Survey of Additions to Chipewyan IR 201A and Chipewyan IR 201E, and Subdivision of Chipewyan IR 201 – *Editor*, 2007
- MGI Employment Procedures and Tracking – *Writer*, 2007
- Equipment Rental Invoice Template – *Designer*, 2007
- Location of Underground Facilities – *Editor*, 2007
- Map Product Price List – *Designer*, 2007
- Presentation Portfolio – *Editor*, 2007
- Proposal for ATCO Electric Brintnell-Wesley Creek Transmission Line Survey – *Editor*, 2007
- Proposal to Husky Oil Operations Limited for Surveyor Services – *Editor*, 2007
- Proposals to PWGSC for Legal Survey of Tlicho Lands Boundaries, NWT – *Editor*, 2007
- Legal Survey Proposal to UMA Engineering and Alexis Nakota Sioux Nation – *Editor*, 2007
- Proposal to SNC•Lavalin for 500 kV Transmission Line and Legal Survey – *Editor*, 2007
- Quality Assurance Plan for SNC•Lavalin Surveys – *Writer*, 2007
- Terasen Pre-Qualification Submission to SNC•Lavalin – *Editor*, 2007
- Subdivision Stormwater Management Plan, Mountain View County, Alberta – *Editor*, 2007
- Utility Right-of-Way Templates – *Editor*, 2007
- Survey Rate Proposals to Apache Canada Ltd. – *Editor*, 2004-2006
- Office Procedures for ATCO Electric Survey Plans – *Editor*, 2006
- Millar Western-MGI Licensing Agreement – *Designer*, 2006
- Proposal for Dinosaur Provincial Park Boundary Survey, Kananaskis Country – *Editor*, 2006
- Proposal for ASRD Provincial Tower Site Surveys, Smoky and Southern Rockies Management Areas – *Editor*, 2006
- Proposal for Defence Construction Canada Waterline Replacement Surveys, WATC Wainwright – *Editor*, 2006
- Proposal for Fisheries and Oceans Canada Watershed GIS Data Analysis Model, Yukon and Aisek Watersheds – *Editor*, 2006
- Proposal for McGregor Construction Transmission Line Surveys, CNRL Horizon Oilsands – *Editor*, 2006
- Proposal for SPR North Ventures Survey Services, Geotechnical Program, Mackenzie Gas Project, Sahtu K'ahsho Got'ine Settlement Area, NWT – *Editor*, 2006
- MGI Telephone and Cell Phone Policy – *Editor*, 2006
- MGI Vehicle Use Policy and Logbooks – *Writer*, 2006
- Proposals to Geomatics Support, Alberta Linear Property Assessments – *Editor*, 2004-2005
- Calgary GPS Network Validation Survey Report – *Editor*, 2005
- ATCO Electric PowerStaker User Guide for MGI Personnel – *Writer*, 2005
- ASCM Integration Report for GPS Reference Stations in Zama and High Level – *Editor*, 2005
- Consumer Credit Application and Agreement – *Writer*, 2005
- Asset Management Software for Parkland County – *Editor*, 2005
- GIS Strategic Planning for Strathcona County – *Editor*, 2005
- GeoKey™ Trademark Application, Correspondence, License Agreement, and Fee Schedule – *Advisor, Designer, and Editor*, 2005
- Land Information System Proposal to Lehigh Inland Cement Ltd., *Editor*, 2005



- MGI Privacy Policy – *Writer*, 2005
- Professional Practices Management Plan – *Designer and Writer*, 2005
- Proposal for Digital Topographic Mapping Update, City of Kingston, Ontario – *Editor*, 2005
- Proposal for Resurvey of Chipewyan Indian Reserve 201 and Survey of Exchange Lands for Natural Resources Canada and Province of Alberta – *Editor*, 2005
- Proposal to Agriculture and Agri-Food Canada: Abandonment of Agriculture Land – *Editor*, 2005
- Proposal for Alberta Education Pilot Project Linking Maps to GIS Database – *Editor*, 2005
- Proposal for City of Yellowknife Enterprise GIS Project – *Editor*, 2005
- Proposal for Defence Construction Canada Control and Topographic Surveys, Terrace Village Complex, WATC Wainwright, Alberta – *Editor*, 2005
- Proposal for Defence Construction Canada Topographic Survey, OPFOR, Vehicle Maintenance, and Kitting Facility Extensions – *Editor*, 2005
- Proposal to National Electric Power Authority, Nigeria for Supply and Installation of GIS Equipment and GIS Training and Integration Services – *Editor*, 2005
- Survey Report: Survey of Ordinary High Water Mark of Highwood River and Compiled Plan of Survey of Exterior Boundaries of Eden Valley Indian Reserve 216, Alberta – *Editor*, 2005
- Proposals for Alberta Base Features Compilation and Updates – *Editor*, 2001-2004
- Base Mapping Data Licensing Agreement – *Writer*, 2004
- MGI Donations and Promotions Policy – *Editor*, 2004
- GeoTrac-MGI Service Agreement – *Editor*, 2004
- KGM-MGI Service Agreement – *Editor*, 2004
- Maltais Active GPS Control System – *Editor*, 2004
- MGI-Dycor Qualifications for US Dept of Homeland Security – *Editor*, 2004
- MGI Overtime Policy, Options, and Selection Form – *Designer and Writer*, 2004
- Proposal for Online Forest Management and Auction Tools – *Editor*, 2004
- Proposal to ASRD for Base Features Access Update from Orthophoto Imagery – *Editor*, 2004
- Proposal for Web-Based GPS Tracking Services – *Editor*, 2004
- Proposal for Bantrel Topographical Survey Services, Heartland Upgrader – *Editor*, 2004
- Proposal to Indian Oil and Gas Canada for Land Descriptions – *Editor*, 2004
- Proposal to Sanikiluaq, Nunavut for Conversion of Mapping Dataset – *Editor*, 2004
- Proposal to TransCanada PipeLines for Alberta South Surveys – *Writer*, 2004
- Qualifications to Deliver GIS Services to Towns of Banff and Canmore – *Editor*, 2004
- Offers for GIS and Other Services Using Geological Survey of Canada Protocols – *Editor*, 2004
- Offer for Production of Canadian Digital Elevation Data – *Editor*, 2004
- Survey Report: Boundary Maintenance Survey, Hay Lake Indian Reserve 209 – *Editor*, 2004
- Proposals for Digital Compilation of Alberta Disposition Resources – *Editor*, 2001-2003
- AltaLink Asset Management Information System Training Manual – *Editor*, 2003
- Pre-Qualification Submissions and Proposal to Aquila Networks for Survey Services – *Editor*, 2003
- Correspondence and PowerPoint Presentation for Inland Concrete Ltd. – *Editor*, 2003
- GeoTrac-MGI Memorandum of Understanding and Press Release – *Editor*, 2003
- Networked in the North: MGI Business Profile for Sylvester Publications – *Editor*, 2003
- Pre-Screening Submissions to Imperial Oil Limited and ExxonMobil Canada – *Editor*, 2003
- Proposal to National Energy Board for GIS Feasibility Study – *Editor*, 2003
- Proposal to Alberta Métis Settlements General Council for Land Survey Plan – *Editor*, 2003
- Proposal to City of Lethbridge for ArcFM System Design and Conversion Project – *Editor*, 2003
- Proposal to City of Red Deer for GIS Technical Solution and Implementation – *Editor*, 2003
- Proposal to CVP Group Architects for Calgary Jubilee Auditorium – *Editor*, 2003
- Proposal for Legal Survey, Sahtu Dene and Métis Land Claim Agreement, NWT – *Editor*, 2003
- Proposal to SNC•Lavalin for Wabamun 123L Survey – *Editor*, 2003



- Survey Report: Hay River Coordinated Survey Area – *Editor*, 2003
- Survey Report: Samson Indian Reserve 137 – *Editor*, 2003
- MGI Confidentiality Agreement – *Designer and Writer*, 2002
- Proposals to ColtKBR and Imperial Oil for Digital Satellite Imagery – *Editor*, 2002
- ESRI-GIS Trade Show Brochure – *Editor*, 2002
- Proposal for Mountain View County Base Map Pilot Project – *Editor*, 2002
- Non-Disclosure Agreement, AVL Systems – *Writer*, 2002
- Proposal for Forestry Loss of Use Study, Mapping, and Component Services for Manitoba and Saskatchewan Peguis First Nation 1907 Surrender Claim – *Editor*, 2002
- Proposal for Integrated Cadastral Information Compilation Project – *Editor*, 2002
- Proposal for IRS Ortho-Image Production, Canadian Populated Areas – *Editor*, 2002
- Proposal for Plans and Reports on Provincial Roadways in Alberta Indian Reserves – *Editor*, 2002
- Proposal to City of Airdrie for GIS Consulting Services – *Editor*, 2002
- Proposal to Fisheries and Oceans Canada and Canadian Coast Guard for GIS – *Editor*, 2002
- Proposal to Red Deer County for GIS – *Editor*, 2002
- Proposal to Municipality of Wood Buffalo for Orthorectified Aerial Photography – *Editor*, 2002
- Quality Assurance Program for Mackenzie Gas Project – *Writer*, 2002
- Regional Standing Offer for Orthophotography of Waterton Lakes National Park – *Editor*, 2002
- Report on Collection of Control Points for Landsat 7 Images – *Editor*, 2002
- Quality Assurance Plan for SNC•Lavalin’s Wild Rose Project – *Writer*, 2002
- Final Report on Visualization Software Analysis for Weyerhaeuser Canada Ltd. – *Editor*, 2001
- Comparison of Orthorectified IKONOS and IRS Imagery for Base Features Update – *Editor*, 2001
- Proposal for Collection of Control Points for Orthorectification of Landsat 7 Images – *Editor*, 2001
- Proposal for Depletion Mapping for Northeastern Alberta Slopes Project – *Editor*, 2001
- Proposal for NTS Conversion from Paper Maps to Geo-Referenced Rasters – *Editor*, 2001
- Proposal Template for ATCO I-Tek Geo-Spatial Technology Assessment – *Editor*, 2001
- Spatial Technology Group Service Profile – *Writer*, 2001
- Guidelines for Writing Federal Proposals for Inuit-Owned Lands – *Writer*, 1995

North West Geomatics Ltd.

- North West Group Corporate Profile – *Plain Language Editor*, 2010
- Proposal to Ontario Shared Services for Supply of Orthophotography and Associated Deliverables for South Western Ontario Orthophotography Project 2010 (SWOOP 2010) – *Editor*, 2010
- Leveraging NAIP: The Texas Experience – *Editor*, 2009
- North West Group Employee Manual – *Plain Language Editor*, 2009
- North West Geomatics Company Profile – *Editor*, 2002
- Proposal for Large-Scale Digital Contour Mapping for Edmonton and Area – *Editor*, 2002

Pamap Technologies Corporation Ltd.

- Forest Cover Attribute Process Geographic Information System User Guide – *Writer*, 1990
- Forest Inventory Update System Geographic Information System User Guide – *Writer*, 1990
- Modeller Geographic Information System User Guides – *Writer*, 1990
- Networker Geographic Information System User Guides – *Writer*, 1990



Royal British Columbia Museum

- 10-Year Master Plan – *Writer*, 2005
- Core Services Review – *Writer*, 2001-2002
- Schedule Database User Manuals – *Writer*, 1997-2000
- Community Partnerships in Tourism, *Canadian Tourism Commission Newsletter* – *Writer*, 1999
- Leonardo da Vinci, Scientist, Inventor, Artist: The Final Report – *Writer*, 1999
- Leonardo da Vinci, Scientist, Inventor, Artist: The Synopsis – *Writer*, 1999
- Cabinet Submission: RBCM Communications Plan for Revised Museum Act – *Writer*, 1999
- Special Operating Agency Three-Year Reports – *Writer*, 1998-1999
- RBCM Annual Business Plan Summaries – Public Documents – *Writer*, 1996-1999
- Challenges of Change – *Writer*, 1998
- Five-Year Strategic Plan – *Editor*, 1998
- RBCM Staff Handbook – *Writer*, 1998
- RBCM Annual Business Plans – *Writer*, 1994-1998
- Cabinet Submissions: Requests for Legislation, *Museum Act* – *Writer*, 1993-1997
- Friends Indeed (*RBCM Discovery Newsletter*) – *Writer*, 1996
- Friends of the RBCM: Presentation to Special Operating Agency Advisory Board – *Writer*, 1996
- RBCM Fund-Raising Letter and Statement of Need – *Writer*, 1996
- Rationale for RBCM Fee Increase – *Writer*, 1996
- Rationale for Maintaining RBCM Fee Increase in the Off-Season – *Writer*, 1996
- What's New at the RBCM? (Deputy Minister's Briefing Document) – *Writer*, 1996
- Procedures for Information Desk Volunteers, RBCM Visitor Services – *Writer*, 1995
- Special Operating Agency Candidacy Criteria – *Writer*, 1995
- RBCM Treasury Board Budget Submissions – *Writer*, 1994-1995
- Futures Project at the RBCM, *Conference Paper, Canadian Museums Association* – *Writer*, 1994
- Cabinet Submission: Five-Year Strategic Business Plan – *Editor*, 1993
- Framework for the Future: A Strategic Planning Framework – *Editor*, 1993
- Serving British Columbians in the 1990s – *Writer*, 1993

Simon Fraser University

- Plain Language for SFU's Writing and Publishing Program: SFU Forum – *Presenter*, 1994

Society for Technical Communication

- Filling the Knowledge Vacuum: STC Article – *Writer*, 1995
- Managing the Client Relationship: STC Presentation – *Writer and Presenter*, 1994
- Plain Language Issues in Government: STC Presentation – *Writer and Presenter*, 1995

Vancouver Island Health Authority

- Wound and Skin Care Clinical Guidelines – Chapters 1 to 11 – *Plain Language Editor*, 2006
- Wound and Skin Care Clinical Guidelines – Forms, Diagrams, Charts, and Decision Trees – *Designer and Editor*, 2006
- Website Design Guidelines for Wound and Skin Care Guidelines – *Advisor*, 2006