

## RG 32 Collicutt Centre fonds

### Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Collicutt Centre unit at the City of Red Deer between 1994 and 2011.

The types of records includes meetings, activity guides, newspaper clippings, program and facility advertising, Collicutt Centre grand opening, Recreation photograph library project, some policies and procedures, Alberta Recreation & Parks Association (ARPA) meetings, budget, Mayor's Recreation for Life Walk / Run, the 10th Anniversary Celebration Publication, budget information, meetings and reports, the World Record Walk and Mayor's Recreation for Life Walk/Run, Bid Red Deer Committee, 2010 Olympic Torch Relay Celebration and a promotional marketing plan.

No series have been identified in this fonds.

### Date of Records

1999-2016

### Physical Description

3.606 m of textual records

5 videocassettes : VHS

15 optical discs : CD-ROM, photographs, powerpoint, video

214 photographs (electronic record - jpgs)

### Material Types (GMD)

Textual record and other material

Multiple media

Textual record

Moving image

Electronic record

Graphic material

### Restrictions on Access

Some records subject to restrictions.

### Terms Governing Use, Reproduction, and Publication

Copyright for photographs is likely NOT assigned to the City of Red Deer

### Creator Information

**Authority Name** City of Red Deer Collicutt Centre unit

**Authority History** The Collicutt Centre facility was opened on June 15, 2001. It was an administrative unit within the Recreation section of the Recreation, Parks, and Culture department. In 2020, it became an administrative unit within the Recreation section of the Safe & Healthy Communities department.

It was initially conceptualized as the East Hill Recreation Facility and then the East Hill Leisure and Wellness Centre. In March 2000 the facility was named the Collicutt Centre after Steve and Lorna Collicutt who had gifted more than one million dollars to the project.

### Notes

**Finding Aids**

File list available

**Arrangement**

Original order maintained

**Custodial History**

Records were transferred in 11 accessions between 2009 and 2022 per the City's records scheduling, retention and disposition schedule. Records were created as per daily business and operation function of the City of Red Deer's Collicutt Centre unit.

**Accruals**

Further accruals are expected.

**Accession Numbers**

2009-041

2012-003

2012-004

2015-621

2016-703

2017-449

2018-049

2019-085

2020-014

2022-014

2022-015

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-041	1	1	Collicutt Centre - Red Deer Leisure Centre Start Up Meetings	1999	0.2		Minutes and memos about the Leisure Centre tender and construction.
2009-041	1	2 (1 of 2)	Steering Committee Meetings	1999	1.6		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	2 (2 of 2)	Steering Committee Meetings	1999	1.8		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	3 (1 of 6)	Steering Committee Meetings	2000	1.7		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	3 (2 of 6)	Steering Committee Meetings	2000	1.5		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	3 (3 of 6)	Steering Committee Meetings	2000	2.0		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	3 (4 of 6)	Steering Committee Meetings	2000	1.8		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2009-041	1	3 (5 of 6)	Steering Committee Meetings	2000	1.8		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	1	3 (6 of 6)	Steering Committee Meetings	2000	1.5		Includes minutes, correspondence, progress reports related to the construction and development of the Collicutt Centre. Also includes art work/mural development.
2009-041	2	4	Activity Guide - 2001 - Spring and Summer	2001	0.2		
2009-041	2	5	Activity Guide - Winter, Spring	2001-2002	0.2		Includes updates and activity guide meeting agendas
2009-041	2	6	Collicutt Centre Leisure Guide - Advertising Prices	2001	0.5		
2009-041	2	7	Information on Newspapers, Magazines and Community Publications in Central Alberta	2000-2001	0.8		includes publication name, distribution area, distribution numbers, target market, distribution frequency
2009-041	2	8	Publications - General	2000	0.1		Includes pre-school, soccer and golf
2009-041	2	9	Summer Camp Guide	2002	0.1		
2009-041	2	10	Communities in Bloom	2001	0.1		Includes tour schedule and minutes.

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2012-003	1	1	Advertising - Big 105 Yearly Contract Ads	2002-2003	0.5		Includes radio advertisements
2012-003	1	2	Advertising - Tri It Fall 2003	2003	0.3		Includes brochures and print advertisements

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2012-004	1	1	Advertising - General	2003-2004	0.2		Includes ads for Party Packs, Birthday Parties, and Family Fun Day
2012-004	1	2	Look 'n Book Advertising	2004	0.5		Includes facility description drafts and printouts of website content

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-265	1	1	Activity Guide Meetings	2004	1.0		Includes meeting notes and activity guide drafts/examples.
2013-265	1	2 (1 of 2)	Collicutt Leadership Team Meetings	2003-2004	1.3		Includes agendas and minutes
2013-265	1	2 (2 of 2)	Collicutt Leadership Team Meetings	2003-2004	1.3		Includes agendas and minutes
2013-265	1	3 (1 of 2)	Customer Service Representatives (CSR) Meetings	2003-2004	1.3		Includes minutes, agendas, guidelines and procedures
2013-265	1	3 (2 of 2)	Customer Service Representatives (CSR) Meetings	2003-2004	1.2		Includes minutes, agendas, guidelines and procedures
2013-265	1	4	Donation Request Meetings	2003-2004	0.2		Includes guidelines, correspondence, and policies
2013-265	1	5	Brochure Updates	2007	1.5		Includes facility and program brochure drafts
2013-265	Video Tapes Box 6	6	Collicutt Centre Facility Tours	2001	1 videocassette : VHS		
2013-265	Video Tapes Box 6	7	Collicutt Centre Facility Video Tour	2001	1 videocassette : VHS		
2013-265	Video Tapes Box 6	8	Royal Canadian Mountain [sic] Police (RCMP) Dog Training - Videocassette	2001	1 videocassette : VHS		
2013-265	1	9	City of Red Deer and Red Deer City Soccer Association	1999-2001	1.7		Includes details of booking dates, draft fees and charges, motion passed, proposed usage, partnership agreement

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-265	1	10	Fees and Charges - General	2003-2004	1.3		Includes rate proposals, fee for increase review, proposed admission fees, fees and charges policies, fees and charges review
2013-265	1	11 (1 of 2)	Fees and Charges Manuals - 2002-2004	2002-2003	1.5		
2013-265	2	11 (2 of 2)	Fees and Charges Manuals - 2002-2004	2004	1.2		
2013-265	2	12	Facility Technician Job Descriptions	2004-2005	0.1		
2013-265	2	13	Organizational Climate Surveys	2001-2004	1.2		Includes surveys for Collicutt Centre and Recreation, Parks and Culture
2013-265	2	14	Collicutt Grand Opening - Celebration	2001	0.2		Includes newspaper clippings and invite packet
2013-265	2	15 (1 of 2)	Collicutt Grand Opening - Guest Books	2001	1.5		
2013-265	2	15 (2 of 2)	Collicutt Grand Opening - Guest Books	2001	1.5		
2013-265	Video Tapes Box 6	16	Collicutt Grand Opening - Video Cassette	2001	2 videocassette : VHS		

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2015-621	1	1	Activity Guide - 2007 - Fall	2007	1.5		
2015-621	1	2	Activity Guide - 2007 - Spring and Summer	2007	0.5		
2015-621	2	3	Activity Guide - 2007 - Winter	2007	1.5		
2015-621	2	4 (1 of 3)	Activity Guides	2004-2008	1.5		
2015-621	2	4 (2 of 3)	Activity Guides	2004-2008	1.5		
2015-621	2	4 (3 of 3)	Activity Guides	2004-2008	1.3		
2015-621	2	5	Activity Guide - 2008 - Spring and Summer	2008	0.7		
2015-621	2	6	Activity Guide - 2009	2009	1.5		
2015-621	2	7	Recreation Photo Library Project	2009	1.0 4 optical discs : CD- ROM	Copyright FOIP	Includes release forms, guidelines for City photography, list of photographs, correspondence
2015-621	2	8	Collicutt Centre Ad Hoc Citizen Advisory Comm	2002	0.2		
2015-621	2	9	Grand Opening Flyers	2001	0.7		

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2016-703	1	1	Aquatics - Policies and Procedure Development	2005	2.0		
2016-703	1	2	Collicutt Centre - Overview	2005	0.1		Outline of facility operations, achievements and challenges.
2016-703	1	3	Collicutt Centre Overview Report	2005	0.1		Overview of facility operations, achievements and challenges.
2016-703	1	4	Monthly Reports	2004-2005	1.0		
2016-703	1	5 (1 of 2)	Mayor's Recreation for Life Walk Run	2004-2005	2.0	FOIP	Includes calendar, agenda, planning guide, pamphlets, correspondence, volunteer list, planning committee minutes, action plan, meeting minutes, budget information, newspaper clippings, volunteer release forms, donation amounts, agendas, media info, and standard release forms.
2016-703	1	5 (2 of 2)	Mayor's Recreation for Life Walk Run	2004-2005	2.0	FOIP	Includes calendar, agenda, planning guide, pamphlets, correspondence, volunteer list, planning committee minutes, action plan, meeting minutes, budget information, newspaper clippings, volunteer release forms, donation amounts, agendas, media info, and standard release forms.

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2017-449	1	1 (1 of 2)	Alberta Recreation & Parks Association (ARPA) - Communications & Marketing	2003-2007	1.7		Includes Correspondence; agendas; policies; membership benefits; pamphlets; annual report; newsletter; minutes; work plans; communications handbook1.7
2017-449	1	1 (2 of 2)	Alberta Recreation & Parks Association (ARPA) - Communications & Marketing	2003-2007	2.5		Includes Correspondence; agendas; policies; membership benefits; pamphlets; annual report; newsletter; minutes; work plans; communications handbook1.7
2017-449	1	2 (1 of 2)	Alberta Recreation Parks Association (ARPA)	2004-2006	1.8		Includes correspondence; presentation notes; bylaws; annual report; strategic planning; financial records; Community Recreation Infrastructure Report; Rural and Urban Parks Program; grant proposals; Vision 2015; Labour market Analysis; policies
2017-449	1	2 (2 of 2)	Alberta Recreation Parks Association (ARPA)	2004-2006	2.5		Includes correspondence; presentation notes; bylaws; annual report; strategic planning; financial records; Community Recreation Infrastructure Report; Rural and Urban Parks Program; grant proposals; Vision 2015; Labour market Analysis; policies
2017-449	1	3	CC Fitness - Staff Meetings	2008-2009	0.2		Collicutt Centre Agendas
2017-449	1	4	Recreation Marketing Plan Meeting	2008-2009	0.2		Includes Correspondence; ARPA Community Tool Kit
2017-449	1	5	Collicutt Centre Marketing Plan	2003-2006	1.0		Includes correspondence; schedules; posters; school calendars; pamphlets
2017-449	1	6	Prevention Maintenance Review	2006	0.1		Meeting notes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2017-449	1	7 (1 of 2)	Budget - Collicutt Centre 2006: includes CPI increases, debenture changes, salary adjustments, one time funding reversals, 2004 carry forward reductions, salary detail sheets, section and area summary sheets	2005-2006	1.6		Correspondence; budget
2017-449	1	7 (2 of 2)	Budget - Collicutt Centre 2006: includes CPI increases, debenture changes, salary adjustments, one time funding reversals, 2004 carry forward reductions, salary detail sheets, section and area summary sheets	2005-2006	2.0		Correspondence; budget
2017-449	1	8 (1 of 2)	Budget - Control - 2006	2006	2.5		Correspondence; budget
2017-449	2	8 (2 of 2)	Budget - Control - 2006	2006	2.5		
2017-449	2	9	Alberta 2006 Summer Games - Red Deer	2006	0.2		Includes Play it Clean festival notes and progress report
2017-449	2	10 (1 of 3)	Mayor's Recreation for Life Walk Run	2005-2006	2.5	FOIP	Includes program package; news releases; correspondence; action plan; posters; speaking agenda; final evaluation report; pledge forms; minutes; pledge forms; schedules; minutes
2017-449	2	10 (2 of 3)	Mayor's Recreation for Life Walk Run	2005-2006	2.0		Includes program package; news releases; correspondence; action plan; posters; speaking agenda; final evaluation report; pledge forms; minutes; pledge forms; schedules; minutes

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2017-449	2	10 (3 of 3)	Mayor's Recreation for Life Walk Run	2005-2006	2.0		Includes program package; news releases; correspondence; action plan; posters; speaking agenda; final evaluation report; pledge forms; minutes; pledge forms; schedules; minutes
2017-449	2	11	Mayor's Recreation for Life Walk Run	2005-2006	0.6		Includes correspondence; budget; list of entertainers; schedules
2017-449	2	12	Mayor's Recreation for Life Walk/Run	2006	0.3		Includes volunteer tasks; pledge form; prize list; event action plan; correspondence; news releases
2017-449	2	13	Special Events General	2006	0.2		Includes Civic Spirit; correspondence; Go Girl meeting minutes
2017-449	2	14	Health & Safety Committee Meetings	2003-2006	0.5		Includes agendas; minutes; correspondence; policy
2017-449	2	15 (1 of 2)	Health & Safety Committee	2004-2006	2.1		Includes minutes; statistics; agendas; facility inspection reports; Health and Safety Audit includes meeting minutes, health and safety policies and procedures, lock down and evacuation procedures
2017-449	2	15 (2 of 2)	Health & Safety Committee	2004-2006	2.5		Includes minutes; statistics; agendas; facility inspection reports; Health and Safety Audit includes meeting minutes, health and safety policies and procedures, lock down and evacuation procedures
2017-449	3	16	Joint Health & Safety Committee	2005-2006	0.8		includes super safe operating committee minutes, incident learning minutes, super safe sub committee draft

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2017-449	3	17 (1 of 4)	Recreation & Parks Board Meetings	2003-2006	2.0		Includes agendas; minutes; Red Deer Trails Master Plan; East Hill Major Area Structure Plan; Recreation, Parks and Culture department first trimester report 2003
2017-449	3	17 (2 of 4)	Recreation & Parks Board Meetings	2003-2006	2.3		Includes agendas; minutes; Red Deer Trails Master Plan; East Hill Major Area Structure Plan; Recreation, Parks and Culture department first trimester report 2003
2017-449	3	17 (3 of 4)	Recreation & Parks Board Meetings	2003-2006	2.1		Includes agendas; minutes; Red Deer Trails Master Plan; East Hill Major Area Structure Plan; Recreation, Parks and Culture department first trimester report 2003
2017-449	3	17 (4 of 4)	Recreation & Parks Board Meetings	2003-2006	0.8		Includes agendas; minutes; Red Deer Trails Master Plan; East Hill Major Area Structure Plan; Recreation, Parks and Culture department first trimester report 2003
2017-449	3	18	Aquatics & Dryland Joint Programming Meeting	2009	0.1		Includes agendas and minutes
2017-449	3	19	Collicutt Leadership Team Meetings	2009	0.3		Includes agendas
2017-449	3	20	Collicutt Operations Supervisor Meeting	2008-2009	0.2		includes correspondence, projects score sheet, memo about violence in the workplace seminar and budget detail
2017-449	3	21	Dryland Staff Meeting	2009	0.1		Includes attendance sheet only.
2017-449	3	22	Global Programmer Meetings	2008-2009	1.0		Includes minutes; draft policy; evaluation forms
2017-449	3	23	Recreation Supervisor Team Meetings	2009	2.3		Includes minutes; correspondence; procedures; agendas; pandemic planning

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2017-449	3	24	Recreation, Parks & Culture (RP&C) Leadership Team Meetings	2009	0.2		Includes minutes and agendas
2017-449	3	25	Recreation Section 2011 Annual Review	2011	0.2		
2017-449	3	26	10th Anniversary Celebration Publication - Red Deer Advocate	2011	0.1		Newspaper insert
2017-449	3	27	Alberta Alcohol & Drug Abuse Commission (AADAC) Athlete Festival	2006	0.5		Includes Set up notes; event package
2017-449	3	28	Summer Camps	2011	0.5	FOIP	includes schedules, correspondence, course attendance sheets, Summer Camp 2011 Report, program status report, research and customer concerns and follow up

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2018-049	1	1	Recreation Facility Personnel (RFP) - Annual General Meeting, Workshop & Trade Show	2007	1.0		Includes PowerPoint presentation, program building a fantastic aquatics team, splash park guide, workplace violence book, 8 steps to hiring right book and pamphlet
2018-049	1	2	Alberta Recreation & Parks Association (ARPA) Children and Youth Committee Meetings	2007	0.4		Includes action framework, conference call meeting minutes
2018-049	1	3	Recreation, Parks & Culture Summer Camps Meeting	2010	0.1		
2018-049	1	4	CC Fitness - Monthly Reports	2007	0.2		Includes Collicutt Centre general reports
2018-049	1	5	Collicutt Centre Monthly Report - Dec	2007	2.0		Includes Collicutt Centre general reports
2018-049	1	6 (1 of 2)	Budget - Aquatics - 2007	2007	1.8		Includes variance reports
2018-049	1	6 (2 of 2)	Budget - Aquatics - 2007	2007	1.0		Includes variance reports
2018-049	1	7 (1 of 3)	Budget - CC Fitness - 2007	2007	2.5		Includes purchase orders, instructor fees, infrastructure repair and maintenance, general goods and supplies, recreation programs and supplies Collicutt Centre Fitness
2018-049	1	7 (2 of 3)	Budget - CC Fitness - 2007	2007	1.8		Includes purchase orders, instructor fees, infrastructure repair and maintenance, general goods and supplies, recreation programs and supplies Collicutt Centre Fitness

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2018-049	1	7 (3 of 3)	Budget - CC Fitness - 2007	2007	1.8		Includes purchase orders, instructor fees, infrastructure repair and maintenance, general goods and supplies, recreation programs and supplies Collicutt Centre Fitness
2018-049	1	8	Budget Collicutt Centre - 2007	2007	2.0		
2018-049	1	9 (1 of 3)	Budget - Control - 2007	2007	1.8		Includes monthly operating reports, budget detail sheets, 2007 operating budget, account charges for re-org
2018-049	2	9 (2 of 3)	Budget - Control - 2007	2007	1.8		Includes monthly operating reports, budget detail sheets, 2007 operating budget, account charges for re-org
2018-049	2	9 (3 of 3)	Budget - Control - 2007	2007	1.8		Includes monthly operating reports, budget detail sheets, 2007 operating budget, account charges for re-org
2018-049	2	10 (1 of 2)	Budget - Variance Reports - 2010	2010	2.5		Includes roll up and operating budget
2018-049	2	10 (2 of 2)	Budget - Variance Reports - 2010	2010	2.5		Includes roll up and operating budget
2018-049	2	11	Mayor's Recreation for Life Walk/Run	2007	1.0		
2018-049	2	12	Special Events - General	2007	0.2		Includes 2007 upcoming events list, correspondence, BMX event
2018-049	2	13	Upcoming Events & Parade	2003-2007	0.4		
2018-050	2	14	World Record Walk	2007	0.3		Includes information about a national challenge to create walkable communities

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2019-085	1	1	Bid Red Deer Committee	2008	1.2		Includes terms of reference, meeting agenda, Lethbridge Sports Bid Committee reference , operating guidelines, marketing committee
2019-085	1	2	Health & Safety Committee Meetings	2008	2.5		Includes Occupational Health and Safety (OH&S) Committee, Super Safe Operating Committee (SSOC) and Joint Safety Committee meetings
2019-085	1	3	Collicutt Leadership Team Meeting	2011	0.2		
2019-085	2	4	Promotional Marketing Plan	2007-2008	1.7		
2019-085	2	5	2008 Year End Report - Summer Day Camps	2008	1.0		
2019-085	2	6	2008 Year End Report - Summer Day Camps	2008	0.7		
2019-085	2	7	Collicutt Centre Summer Camps - Final Report	2008	0.4		Includes an overview of each event and camp
2019-085	2	8	Monthly Reports	2007-2008	1.8		
2019-085	2	9	Budget - 2008	2008	1.3		Includes The City of Red Deer - 2008, 2009, 2010 Budgets Service Plan Funding Requirement/Reduction, correspondence, area operating budget summary, salary budget detail, personal funding budget, staff schedule and budget detail
2019-085	2	10	Budget - Collicutt Centre - 2008	2007-2008	1.3		Includes variance reports, 715 Roll Up, comparison to 2007YTD, salary budget detail, customer service SPFR attachment and budget planning worksheets
2019-085	2	11 (1 of 2)	Budget - Control - Operating	2008	2.0		

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2019-085	2	11 (2 of 2)	Budget - Control - Operating	2008	2.0		
2019-085	2	12 (1 of 3)	Budget - Detail Sheets	2008	2.0		
2019-085	2	12 (2 of 3)	Budget - Detail Sheets	2008	2.0		
2019-085	2	12 (3 of 3)	Budget - Detail Sheets	2008	2.0		
2019-085	3	13 (1 of 2)	Budget - Summary Sheets	2008	2.0		
2019-085	3	13 (2 of 2)	Budget - Summary Sheets	2008	2.0		

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2020-014	1	1 (1 of 2)	Global Operators, Programmers & Customer Service Meetings	2009-2012	1.3		Minutes and agendas; presentation notes; POD survey results; Committee terms of reference; Facility Lead meeting minutes
2020-014	1	1 (2 of 2)	Global Operators, Programmers & Customer Service Meetings	2009-2012	1.2		Minutes and agendas; presentation notes; POD survey results; Committee terms of reference; Facility Lead meeting minutes
2020-014	1	2 (1 of 2)	Recreation Supervisor Team & Collicutt Centre Leadership Team Meetings: includes RST and CLT	2010-2012	1.4		Minutes and agendas; Recreation Section Statistics Project terms of reference; correspondence; Collicutt Centre Great Ideas Contest ideas
2020-014	1	2 (2 of 2)	Recreation Supervisor Team & Collicutt Centre Leadership Team Meetings: includes RST and CLT	2010-2012	1.5		Minutes and agendas; Recreation Section Statistics Project terms of reference; correspondence; Collicutt Centre Great Ideas Contest ideas
2020-014	1	3 (1 of 2)	Aquatics Daily Reports - Jan to Jun	2009	1.9		Daily reports
2020-014	2	3 (2 of 2)	Aquatics Daily Reports - Jan to Jun	2009	1.9		Daily reports
2020-014	2	4 (1 of 2)	Aquatics Daily Reports - Jul to Dec	2009	2.0		Daily reports
2020-014	2	4 (2 of 2)	Aquatics Daily Reports - Jul to Dec	2009	1.5		Daily reports
2020-014	2	5	Climbing Wall - Daily Statistics	2009	0.7		Daily reports
2020-014	2	6	Field House - Drop In Statistics	2009	1.8		Daily reports
2020-014	2	7	Budget - 2009 Operating Budget - City of Red Deer	2009	2.1		Collicutt Centre budget detail; Collicutt Centre SPFR summary; City of Red Deer budget
2020-014	2	8	Budget - Community Services Operating Budget	2009	1.6		Includes budgets for RPC, RPC business administration, Culture, WEES, MAG, Recreation, Riverbend and Parks

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2020-014	2	9 (1 of 3)	Budget - Financial Reports - Jan to Dec:	2009	2.0		Includes operating budgets, variance reports and comparison reports
2020-014	3	9 (2 of 3)	Budget - Financial Reports - Jan to Dec	2009	1.5		Includes operating budgets, variance reports and comparison reports
2020-014	3	9 (3 of 3)	Budget - Financial Reports - Jan to Dec	2009	1.3		Includes operating budgets, variance reports and comparison reports
2020-014	3	10	Kraft/TSN Community Celebration	2009	0.7		Special event notes; agenda; news release; minutes; correspondence; Kraft Celebration guidebook
2020-014	3	11	Council & Committee Directory	2009	0.8		Committee directory
2020-014	3	12	Youth Gang Prevention Committee Meetings	2009	0.8		Agenda; correspondence; terms of reference; Fostering Inter-Agency Collaboration to Address Street Gang Proliferation and Activity essay; Alberta Gang Crime Suppression Initiative discussion guide
2020-014	3	13 (1 of 2)	Budget - Detail Sheets - 2009	2009	1.8		City of Red Deer budget detail; RPC SPFR summary; Community Services division priorities; Community Services budget detail; Collicutt budget detail; RPC facilities capital planning and infrastructure maintenance plan
2020-014	3	13 (2 of 2)	Budget - Detail Sheets - 2009	2009	1.7		City of Red Deer budget detail; RPC SPFR summary; Community Services division priorities; Community Services budget detail; Collicutt budget detail; RPC facilities capital planning and infrastructure maintenance plan
2020-014	3	14	Budget - Recreation, Parks & Culture (RP&C) 2008 Budget Detail	2008	0.2		Budget

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2020-014	CD/ DVD Box 6	15	Collicutt Images CD – Facility Construction		1 optical disk : CD-R		Images of the Collicutt Centre construction. Includes arena, gymnasium, exterior, fieldhouse, foundations, interior, main street, pool, running track, steelwork

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-014	1	1	Recreation, Parks & Culture (RP&C) Service Plan	2007-2010	1.9		Collicutt Service Plan 2008-2010; Recreation, Parks & Culture Department Service Plan 2008-2010; The Road Ahead The City of Red Deer 2005-2008 Strategic Plan; budget
2022-014	1	2	Climbing Wall - Daily Statistics	2010	0.4		
2022-014	1	3	Collicutt Centre - Business Plan	2006-2010	0.7		Service plan, work planning and review worksheet and handbook
2022-014	1	4	Field House - Daily Statistics	2010	1.4		
2022-014	2	5	Budget - Budget Preparation	2009-2010	2.4		Budget sheets, correspondence, budget strategy, instructions
2022-014	2	6	Budget - Financial Reports - Jan to Dec	2010	1.8		Operating budgets, variance reports and comparison reports
2022-014	2	7	Budget - Control Operating	2010	2.5		Correspondence, planning, projects, approved operating budget
2022-014	2	8 (1 of 2)	Budget - Detail	2010	2.3		
2022-014	2	8 (2 of 2)	Budget - Detail	2010	2.0		
2022-014	2	9	Budget - Operating	2008-2010	2.5		
2022-014	2	10	Kraft/TSN Community Celebration	2009-2010	0.9		Celebration Guidebook; Special Events Notes; news clipping; permit; correspondence; meeting agenda
2022-014	2	11 (1 of 5)	Olympic Torch Relay Event (OTR)	2010	3 col. copy photographs 1.0		Newspaper clippings (copies) and copy (photocopier prints) photographs, event brochure
2022-014	2	11 (2 of 5)	Olympic Torch Relay Event (OTR)	2010	1.6		City Financial and receipts - signed agreement for City of Red Deer to host event, event budget and specific costs, correspondence
2022-014	2	11 (3 of 5)	Olympic Torch Relay Event (OTR)	2010	2.5		Heritage Canada Grant; Dowe Grant; Heritage Canada Grant; Provincial CIP Grant; AFA Grant

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-014	3	11 (4 of 5)	Olympic Torch Relay Event (OTR)	2010	2.5		Meeting minutes, agendas and reports, business cards, event schedules, promotional plans, press releases,
2022-014	CD/DVD Box 8	11 (5 of 5)	Olympic Torch Relay Event (OTR)	2010	2 optical discs : CD-R		Olympic Torch Relay Videos
2022-014	3	12 (1 of 2)	Daily Reports - Field House	2010	2.4		Statistics
2022-014	3	12 (2 of 2)	Daily Reports - Field House	2010	2.5		Statistics
2022-014	3	13 (1 of 2)	Daily Reports - Ice Arena	2010	1.9		Statistics
2022-014	3	13 (2 of 2)	Daily Reports - Ice Arena	2010	1.9		Statistics
2022-014	3	14 (1 of 2)	Daily Reports - Meeting Rooms	2010	2.1		Statistics
2022-014	3	14 (2 of 2)	Daily Reports - Meeting Rooms	2010	1.7		Statistics
2022-014	3	15 (1 of 2)	Daily Reports - Soccer Pavilion East	2010	2.0		Statistics
2022-014	4	15 (2 of 2)	Daily Reports - Soccer Pavilion East	2010	2.0		Statistics
2022-014	4	16 (1 of 2)	Daily Reports - Soccer Pavilion West	2010	2.4		Statistics
2022-014	4	16 (2 of 2)	Daily Reports - Soccer Pavilion West	2010	2.5		Statistics
2022-014	4	17	Recreation, Parks & Culture Organizational & Functional Review	2003-2007	2.5		Report card, position descriptions, research, background information, meeting agendas, notes

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-014	4	18 (1 of 2)	Food & Beverage Provision Policy Draft	2010	2.5		Draft policy, and research including: Making the Healthy Choice: Nutrition Policy and Recreation Facilities by Sarah Thomas, Making the Case for Healthy Food and Activity Environments
2022-014	4	18 (2 of 2)	Food & Beverage Provision Policy Draft	2010	2.1		Alberta Nutrition Guidelines for Children & Youth, Making the Case for Healthy Food and Activity Environments
2022-014	4	19	Wellness Fair Committee	2010	1.4		Correspondence, meeting agendas and minutes, evaluation forms and notes
2022-014	4	20	Customer Feedback & Complaints	2014-2016	1.5	FOIP	Thank you cards, feedback forms and customer complaint forms (restricted contain personal information)
2022-014	4	21	Arena Staff Meetings	2013	0.1		Notes, memos to staff
2022-014	4	22	Soccer Staff Meetings	2013	0.1		Memo to staff
2022-014	4	23	June is Recreation & Parks Month	2015	0.3		Activity lists, promos, calendar, news clipping (copy)
2022-014	5	24	Budget - 10 Year Capital Planning & Infrastructure Maintenance Plan	2010	1.4		
2022-014	5	25	Budget - 2010 Capital Budget	2010	1.0		
2022-014	5	26 (1 of 3)	Budget - CC Fitness	2010	2.5		Course revenue summary, fall projection, budget detail, program fact sheet, instructor services and invoices, repairs and maintenance, general goods and supplies, recreation programs and supplies, procurements with BMO statements, variance reports, purchase orders

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-014	5	26 (1 of 3)	Budget - CC Fitness	2010	2.5		Course revenue summary, fall projection, budget detail, program fact sheet, instructor services and invoices, repairs and maintenance, general goods and supplies, recreation programs and supplies, procurements with BMO statements, variance reports, purchase orders
2022-014	5	26 (1 of 3)	Budget - CC Fitness	2010	2.3		Course revenue summary, fall projection, budget detail, program fact sheet, instructor services and invoices, repairs and maintenance, general goods and supplies, recreation programs and supplies, procurements with BMO statements, variance reports, purchase orders
2022-014	5	27 (1 of 2)	Budget - Collicutt Centre - 2010	2010	2.0		
2022-014	5	27 (1 of 2)	Budget - Collicutt Centre - 2010	2010	2.0		
2022-014	5	28	Summer Camp Orientation	2015	20 photocopy photographs 1.3		Health & Safety Orientation Check list; Summer Camp Leaders Manual; photographs of summer camp activities and camp leaders
2022-014	5	29	Family Play Day - ATB Financial	2010	0.5		Includes field house statistics, daily reports, booking contract, poster, flyers, special events notes, Heart of a Child estimate and feedback
2022-014	5	30	Health & Physical Education Conference (HPEC)	2010	0.9		Correspondence, notes, insurance, meetings and planning
2022-014	5	31	Medieval Fair	2010	0.2		Special Event Notes, feedback, financials

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-014	CD/DVD Box 8	32	Olympic Torch Relay Event (OTR) CDs & DVDs	2010	2 DVD+R 1 CD-R 1.5		One CD-R with 191 jpgs relating to Olympic Relay Event, 2 DVD with slideshow of images
2022-014	5	32	Olympic Torch Relay Event (OTR) CDs & DVDs	2010	1.5		The Vancouver 2010 Olympic Torch Relay Route October 30, 2009-February 12, 2010 booklet;
2022-014	6	33	Child Care Information	2010	0.3		Kids Corner Communications, quality programming in portable out of school care, child care subsidy grant agreement child development in the early years sheets
2022-014	6	34	UWALK	2014	0.5		Teleconference meeting notes, background information, project plan, communications plan, handwritten notes, special event notes
2022-014	6	35	Policies & Procedures - General	1995-2004	1.3		Guidelines & Procedures; Policies
2022-014	6	36	Budget - CC Fitness	2009	2.5		Instructor services and invoices, repairs and maintenance, procurements with BMO statements, variance reports
2022-014	6	37 (1 of 2)	Budget - CC Fitness	2008	2.5		Instructor services, repair and maintenance, general goods and supplies, recreation programs and supplies, procurement, variance report, purchase orders
2022-014	6	37 (2 of 2)	Budget - CC Fitness	2008	2.5		Instructor services, repair and maintenance, general goods and supplies, recreation programs and supplies, procurement, variance report, purchase orders
2022-014	6	38	Budget - General	2008-2009	3.0		Variance reports, roll-up, programs

<b>Accession #</b>	<b>Box #</b>	<b>File #</b>	<b>Record Description / File Title</b>	<b>Date Range</b>	<b>Extent (cm)</b>	<b>Restrictions</b>	<b>Description</b>
2022-014	6	39 (1 of 2)	CC Fitness - General Operations - Fitness & Wellness Studio	2001-2005	2.5		Meeting agenda and minutes, correspondence, newspaper clippings, reports
2022-014	6	39 (2 of 2)	CC Fitness - General Operations - Fitness & Wellness Studio	2001-2005	1.0		Meeting agenda and minutes, correspondence, newspaper clippings, reports
2022-014	6	40	Collicutt Operation - General	2001-2003	0.7		Fees and charges, press release, discussion, research summary

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-015	1	1	Policies & Procedures - General	2010-2011	2.5		Various guidelines, policies, procedures
2022-015	1	2	Alberta Recreation & Parks Association (ARPA)	2011	0.4		2011 Annual Report and Canadian Sport for Life Alberta Community Recreation and Sport FUNdamentals
2022-015	1	3	Field House Daily Statistics	2011	1.7		
2022-015	1	4	Monthly & Quarterly Reports	2009-2011	2.5		Monthly and quarterly reports, correspondence, stats, meeting agendas and minutes
2022-015	1	5	Budget - 2011	2011	1.4		
2022-015	1	6	Budget - Capital & Operating	2011	2.5		2011 Service Plan and Operating Budget council presentation
2022-015	1	7	Budget - Control - Operating	2011	2.0		Variance reports, correspondence,
2022-015	1	8 (1 of 2)	Budget - Detail	2011	2.5		Budget Detail Sheets
2022-015	1	8 (2 of 2)	Budget - Detail	2011	2.5		Budget Detail Sheets
2022-015	2	9 (1 of 3)	Budget - Detail Sheets - 2011	1994-2006	2.5		Budget Detail Sheets, correspondence and Proposed Service Plan for 2012 - 2014
2022-015	2	9 (2 of 3)	Budget - Detail Sheets - 2011	1994-2006	2.5		Budget Detail Sheets, correspondence and Proposed Service Plan for 2012 - 2014
2022-015	2	9 (3 of 3)	Budget - Detail Sheets - 2011	1994-2006	2.5		Budget Detail Sheets, correspondence and Proposed Service Plan for 2012 - 2014
2022-015	2	10	Budget - Dryland	2011	0.1		
2022-015	2	11	Budget - Ten Year Capital Planning & Infrastructure Maintenance Plan	2011	1.3		
2022-015	2	12	Recreation Parks & Culture User Fees Guide	2013-2014	0.6		
2022-015	2	13	Collicutt Centre's 10th Anniversary Celebration	2011	0.7		Grand Opening magazine

2022-015	2	14 (1 of 2)	Collicutt Centre's 10th Anniversary Celebration	2011	2.3		Graphic design quotes, correspondence, postcards, Collicutt 10th birthday survey, Red Deer Advocate special feature information, promotional plan, pamphlet, set up notes, information sheets, news release, tour route, minutes, and schedules
2022-015	2	14 (2 of 2)	Collicutt Centre's 10th Anniversary Celebration	2010-2011	0.5		Red Deer Advocate Special Features
2022-015	2	15	Collicutt Leadership Team (CLT) Meetings	2010-2014	0.5		Agenda, correspondence, programming insights Survey Results, Department Administrative policy
2022-015	2	16 (1 of 3)	Budget - CC Fitness	2011	2.5		Proposals and quotes, instructor services and invoices, general goods and supplies, recreation programs and supplies, repairs and maintenance, procurements with BMO statements, variance report, purchase orders
2022-015	2	16 (2 of 3)	Budget - CC Fitness	2011	2.5		Proposals and quotes, instructor services and invoices, general goods and supplies, recreation programs and supplies, repairs and maintenance, procurements with BMO statements, variance report, purchase orders
2022-015	3	16 (3 of 3)	Budget - CC Fitness	2011	2.5		Proposals and quotes, instructor services and invoices, general goods and supplies, recreation programs and supplies, repairs and maintenance, procurements with BMO statements, variance report, purchase orders
2022-015	3	17 (1 of 2)	Aquatics Daily Reports - Jul to Dec	2011	2.5		
2022-015	3	17 (2 of 2)	Aquatics Daily Reports - Jul to Dec	2011	2.5		

2022-015	3	18 (1 of 2)	Daily Reports - Field House	2011	2.5		
2022-015	3	18 (2 of 2)	Daily Reports - Field House	2011	2.5		
2022-015	3	19 (1 of 2)	Daily Reports - Ice Arena	2011	2.0		
2022-015	3	19 (2 of 2)	Daily Reports - Ice Arena	2011	2.5		
2022-015	3	20 (1 of 2)	Daily Reports - Soccer Pavilion - East	2011	2.0		
2022-015	4	20 (2 of 2)	Daily Reports - Soccer Pavilion - East	2011	2.0		
2022-015	4	20 (1 of 2)	Daily Reports - Soccer Pavilion - West	2011	2.1		
2022-015	4	21 (2 of 2)	Daily Reports - Soccer Pavilion - West	2011	2.2		