

RG 43 Projects section fonds

Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Projects section of the Recreation, Parks, and Culture Services department between 1978 and 2011.

The contents of the fonds includes River Bend Golf & Recreation Society, photographs of facilities and reports about them (recreation and park facilities including Heritage Ranch, Kinex Arena, Skating Oval, Memorial Centre, Golden Circle, Horseshoe group and Lawn Bowling group, River Bend Golf Course, Discovery Canyon, Morrisroe West Community Association, and Aspen Heights Park redevelopment), Energy Conservation Study for Recreation facilities, and some general information about World Junior Hockey Championship, AARFP Conference 1998, Recreation Board (1985), Recreation and Culture Staff information, and budgets.

No series assignment has been applied to the records in this fonds.

Date of Records

1978-2013

Physical Description

222 photographs

85.2 cm of textual records

2 computer disks: 3.5"

2 maps

Material Types (GMD)

Textual record

Graphic material

Cartographic material

Restrictions on Access

Some records subject to restrictions.

Creator Information

Authority Name City of Red Deer Projects section

Authority History The Projects section was formed in 2005 to manage the Recreation Centre renovation project. It was then maintained as an administrative department overseeing projects and asset management for the Community Services division at the City of Red Deer. The Projects section reported to the Community Services division.

In 2020, a significant reorganization took place. The Projects section functions were moved to the Facilities & Asset Management section of the Safe & Healthy Communities department.

Notes

Finding Aids

File list available

Related Materials

RG 23 Recreation section fonds

RG 22 Parks section fonds

RG 24 Culture section fonds

RG 38 Recreation, Parks and Culture department fonds

Physical Condition

All records are in good condition.

Arrangement

Original order maintained.

Language of Material

English

Custodial History

Records were transferred in 5 accessions in 2013, 2018, 2019 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 Projects section.

Accruals

Further accruals are expected

Accession Numbers

2013-303

2018-034

2019-028

2022-023

2022-024

Accession #	Box #	File #	Env.	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-303	1	1 (1 of 3)		Riverbend Golf and Recreation Society - General	2000	2.5		Minutes; agendas; policy; correspondence; budget
2013-303	1	1 (2 of 3)		Riverbend Golf and Recreation Society - General	2000	2.2		Minutes; agendas; policy; correspondence; budget
2013-303	1	1 (3 of 3)		Riverbend Golf and Recreation Society - General	2000	2.5		Minutes; agendas; policy; correspondence; budget
2013-303	1	2	11	All facilities - Buildings & Equipment - Photographs	[1993-1998]	16 photographs : col.		Memorial Centre; Kiwanis picnic area; Legion track; Heritage Square; Rotary Recreation Park; Red Deer Arena; Rec Centre Pool; Kinex Arena; Great Chief Park; Recreation Centre; Kinsmen Arena; Bower Ponds
2013-303	1	2	12	All facilities - Buildings & Equipment - Photographs	[1993-1998]	17 photographs : col. Negative		Negatives for Envelope 11
2013-303	1	3	1	All facilities - Buildings & Equipment - Slides	1983	20 photographs : col. Slides		Parks; sports fields
2013-303	1	3	2	All facilities - Buildings & Equipment - Slides	1983	20 photographs : col. Slides		Facility windows, ceiling, furnaces
2013-303	1	3	3	All facilities - Buildings & Equipment - Slides	1983	20 photographs : col. Slides		Arena including furnace, electrical and washroom
2013-303	1	3	4	All facilities - Buildings & Equipment - Slides	1978, 1983	11 photographs : col. Slides		Recreation Centre outdoor pool; Memorial Centre; Red Deer Cemetery

Accession #	Box #	File #	Env.	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-303	1	4 (1 of 2)	5	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	1993	20 photographs : col.		Heritage Ranch; Kinex Arena
2013-303	1	4 (1 of 2)	6	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	[1993-1998]	24 photographs : col. Negative		Heritage Ranch; Kinex Arena. Negative for Envelope 5.
2013-303	1	4 (1 of 2)	7	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	1993-1996	20 photographs : col.		Kinex Arena re-opening
2013-303	1	4 (2 of 2)	8	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	1998	19 photographs : col.		Arenas
2013-303	1	4 (2 of 2)	9	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	1993-1998	16 photographs : col. Negative		Arenas. Negatives for Envelope 8.
2013-303	1	4 (2 of 2)	10	Heritage Ranch & Kinex Arena - Building & Equipment - Photographs	1993-1998	2 photographs : col.		Unidentified staff.
2013-303	1	5		Energy Conservation Study - Recreation Facilities	1982	2		
2013-303	Computer Disk Box 1	6		Floppy Disk - Monthly Reports #1	1998-1999	1 computer disk		Monthly facility reports including statistics.
2013-303	Computer Disk Box 1	7		Floppy Disk - World Junior Hockey Championships	1993-1995	1 computer disk		Schedules, correspondence, blank forms, budget
2013-303	1	8		A.A.R.F.P Conference 1998	1998	1 photograph : col.		Staff at the ARFP Conference

Accession #	Box #	File #	Env.	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2013-303	1	9		City of Red Deer Recreation Board 1985	1985	1 photograph : col.	Copyright	
2013-303	1	10		Recreation & Culture Department Staff	[ca. 2000?]	1 photograph : col.		
2013-303	1	11		Recreation & Culture Department Staff June 1991	1991	1 photograph : col.		
2013-303	1	12 (1 of 3)	13	Employee Events	[2003]	24 photographs : col.		Indoor carnival or fair with games
2013-303	1	12 (1 of 3)	14	Employee Events	2001	1 photograph : col.		Night of the Jesters table setting
2013-303	1	12 (1 of 3)	15	Employee Events	[2001-2003]	3 photographs : col.		Acme Theater Group
2013-303	1	12 (2 of 3)	16	Employee Events	[2001]	20 photographs : col.		Night of the Jesters attendees
2013-303	1	12 (2 of 3)	17	Employee Events	[2001]	11 photographs : col.		Night of the Jesters attendees
2013-303	1	12 (2 of 3)	18	Employee Events	2002	20 photographs : col.		Staff party
2013-303	1	12 (3 of 3)	19	Employee Events	[ca. 2002]	19 photographs : col.		Staff Party

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2013-303	1	12 (3 of 3)	20	Employee Events	2003	19 photographs : col.		Indoor carnival or fair - Fishing Game and Fortune Teller

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2018-034	2	7 (2 of 2)	Budgets	2007	2.0		Includes operational budget presentation draft 2, arts, heritage and history place budget briefing note, notice of travel reimbursement rate change, correspondence regarding status of River Bend and Discovery Canyon capital jobs, flood expenditure summary, section operating budget summary, operating budget detail, minor infrastructure, approved capital budget summary, facility operations supervisor recoveries, capital budget requirements index, salary budget detail, monthly operating reports by person responsible
2018-034	2	8	Budgets	2007	0.8		Includes Community Activity Centre project (CFEP), Morrisroe west community association, minutes, Aspen Heights Park redevelopment proposal, financial assistance summary
2018-034	2	9	All Facilities - Financial & Budget - Capital Maintenance Project	1991-2002	1.0		Service requests and budgets for many facilities (including Memorial Centre and others)
2018-034	2	10	Skating Oval Facility - General Operations	1996-2002	1.0		Contracts, agreements, and operations related records tied to the Skating Oval Facility, including the Golden Circle, Horseshoe, and Lawn Bowling groups

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2019-028	1	1 (1 of 2)	Projects Section - Staff Meetings	2011	2.5		Includes agendas, minutes, and health and safety reports
2019-028	1	1 (2 of 2)	Projects Section - Staff Meetings	2011	0.8		Includes agendas, minutes, and health and safety reports
2019-028	1	2	Quarterly Reports	2007-2008	0.3		Planning reports for the City of Red Deer
2019-028	1	3	McKenzie Picnic Shelter	2008	1.2		Includes site meeting notes, Stantec, change orders, preliminary engineering service for layout, original and copies of May 23, 2008 consulting agreement change order, invoices, purchase orders, correspondence regarding structure investigation, structure assessment, viewing platforms, geotechnical issues and layout change, location plans, photo

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-023	1	1 (1 of 2)	Asset Management Committee	2007-2010	2.0		Strategies and initiatives, memo regarding safe work practice awards, replacement cost modeling guide, cost consulting services, constant construction replacement values, copy of asset management plan overview report, Public Service Accounting Board (PSAB) 3150 review workshops agenda and draft reporting guideline and road map, infrastructure maintenance, training questions, new object codes for pooled assets, potential questions for interviews, GIS reorganization, Ontario life cycle renewal forecasting for effective asset management conference, life cycle planning workshop, asset transfer of building from Electric Light and Power (ELP) to Public Works (PW), asset disposal of zamboni

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2022-023	1	1 (2 of 2)	Asset Management Committee	2007-2010	1.7		Strategies and initiatives, memo regarding safe work practice awards, replacement cost modeling guide, cost consulting services, constant construction replacement values, copy of asset management plan overview report, Public Service Accounting Board (PSAB) 3150 review workshops agenda and draft reporting guideline and road map, infrastructure maintenance, training questions, new object codes for pooled assets, potential questions for interviews, GIS reorganization, Ontario life cycle renewal forecasting for effective asset management conference, life cycle planning workshop, asset transfer of building from Electric Light and Power (ELP) to Public Works (PW), asset disposal of zamboni
2022-023	1	2	Recreation Parks & Culture (RP&C) Leadership Team - Meetings	2012-2013	2.0		Discussion notes, session outcomes, flip chart papers, pulse check executive summary, recipe cards with hand written notes
2022-023	1	3 (1 of 3)	Recreation Parks & Culture (RP&C) Superintendant's Team - Meetings	2012-2013	3.0		Agendas, record of meetings, email correspondence, minute steno notebook
2022-023	1	3 (2 of 3)	Recreation Parks & Culture (RP&C) Superintendant's Team - Meetings	2012-2013	2.1		Agendas, record of meetings, email correspondence, minute steno notebook
2022-023	1	3 (3 of 3)	Recreation Parks & Culture (RP&C) Superintendant's Team - Meetings	2012-2013	2.3		Agendas, record of meetings, email correspondence, minute steno notebook
2022-023	1	4 (1 of 2)	Ten Year Capital Planning & Infrastructure Maintenance Plan (IMP)	2010-2019	1.8		Community Services division report, distribution list

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2022-023	1	4 (2 of 2)	Ten Year Capital Planning & Infrastructure Maintenance Plan (IMP)	2010	2.3		Community Services division report, distribution list
2022-023	1	5 (1 of 2)	Community Services - Budget	2008	2.5		Department representation letter, correspondence regarding budget update, financial support review, monthly operating reports, instructions for completion of budgets, service plan, capital budget presentations, communications, project listing
2022-023	2	5 (2 of 2)	Community Services - Budget	2007	3.0		Monthly operating reports, job summary, service plan, approved capital budget, capital variances, summary of infrastructure costs, capital prioritization criteria, correspondence, capital budget requests, department operating budget summary sheet sample
2022-023	2	6 (1 of 2)	Community Services - 2008 Service Plan	2008-2010	1.8		SPFR, capital, working documents, Waskasoo environmental education society (WEES), Red Deer museum and art gallery (MAG), Riverbend, correspondence
2022-023	2	6 (2 of 2)	Community Services - 2008 Service Plan	2008-2010	2.0		SPFR, capital, working documents, Waskasoo environmental education society (WEES), Red Deer museum and art gallery (MAG), Riverbend, correspondence

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2022-024	1	1	Greater Downtown Action Plan (GDAP)	2010-2011	0.1		Agendas and minutes
2022-024	1	2	Environmental Master Plan	2009-2011	2.5		Public consultation plan, steering committee meeting minutes, draft prioritization list, revised proposal for additional services, correspondence regarding Council review of draft, brochures, draft our environment our future report prepared by Halsall, draft benchmarking tool, urban strategies, consultation and communication plan, City of Calgary Council policy regarding sustainable environmental and ethical procurement, GH Dawe sustainable design
2022-024	1	3	Recreation Parks & Culture (RP&C) - Community Assets Needs Assessment (CANA) Directional Plan	2011	0.5		Overview, strategies and initiatives status report detail of capital funding reports
2022-024	1	4 (1 of 2)	2011 Service Plans & Operating Budget	2011	2.2		
2022-024	1	4 (2 of 2)	2011 Service Plans & Operating Budget	2011	1.5		
2022-024	1	5	Budget	2006-2011	1.5		Capital budget summary, forecast, approved capital budget summary, operating budget detail, job summary, department and division representation letters, strategies and initiatives implementation plan, capital requests, infrastructure funds, community services capital projects