

RG 27 Information Technology Services fonds

Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Information Technology Services department at the City of Red Deer between 1950 and 2011, predominantly after 1990.

The types of records included are City minutes, policy development, photographs, committee minutes, planning, budgets, meetings, and aerial and orthophotography and maps created by the GIS (Geographic Information Systems) section.

Date of Records

1950-2011

Physical Description

1.97 m of textual records

76 photographs

34 maps

Material Types (GMD)

Cartographic Materials

Graphic Materials

Textual Records

Restrictions on Access

Copyright restrictions as noted.

Creator Information

Authority Name City of Red Deer Information Technology Services department

Authority History The computerization of City of Red Deer operations began in 1965 and its growth was slow until the 1980s and often contracted out. Following a study of Electronic Data Processing (EDP) for the City a range of recommendations, including organizational restructuring, a new EDP multi-year strategy was rolled out.

In 1988, a Computer Services manager position was created. The Information Technology Services department, initially named Computer Services, was created in 1989.

Computer Services was a part of the Financial Services Directorate which was later renamed the Corporate Services Directorate in 1995. Around 1994 the department became known as Information Technology Services.

Finding Aids

File list available.

Related Materials

RG 37 Records and Information Management section

RG 20 Archives unit fonds

RG 4 Corporate Services Division fonds

Physical Condition

Many of the maps and aerial photographs have tears and rips around edges. Handle with care.

Arrangement

Original order maintained

Custodial History

Records were transferred in 10 accessions between 2008 and 2024 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 Information Technology department.

Accruals

Further accruals are expected.

Accession Numbers

2008-069

2011-011

2014-087

2018-093

2019-023

2019-123

2020-107

2022-012

2023-110

2024-005

| Accession # | Box # | File # | File Title | Date Range | Extent (cm) | Restrictions | Description |
|-------------|-------|---------------|--|------------|-------------|--------------|---|
| 2008-069 | 1 | 1 | Correspondence - Chapman Riebeek Simpson Chapman Wanless - Various Issues | 1990-1994 | 0.4 | FOIP | Organizational bylaw; Municipal Liability Fire Fighting Services |
| 2008-069 | 1 | 2 | Information Centre update and Agenda | 1992 | 1.1 | | |
| 2008-069 | 1 | 3 | Spreadsheet Development Meeting | 1989 | 0.8 | | |
| 2008-069 | 1 | 4 | System Development Methodology meeting | 1988 | 0.1 | | |
| 2008-069 | 1 | 5 | City of Red Deer Mainframe Computer Systems Report February 7, 1990 | 1990 | 0.4 | | |
| 2008-069 | 1 | 6 | Computer Survey Results | 1989 | 0.7 | | |
| 2008-069 | 1 | 7 | Purchasing Department Computer Hardware - Acquisition Study - September 1988 | 1988 | 0.7 | | |
| 2008-069 | 1 | 8 (1 of 2) | Department Head Meetings | 1990-1993 | 2.1 | | Agenda and minutes |
| 2008-069 | 1 | 8 (2 of 2) | Department Head Meetings | 1990-1993 | 2.0 | | Agenda and minutes |
| 2008-069 | 1 | 9 (1 of 2) | Department Head Meetings | 1993-1994 | 2.5 | | |
| 2008-069 | 1 | 9 (2 of 2) | Department Head Meetings | 1993-1994 | 2.0 | | |
| 2008-069 | 1 | 10 | Financial Services Management Meetings | 1991-1994 | 2.3 | | Agenda and minutes |
| 2008-069 | 1 | 11 | Treasury Department Exempt Staff meetings | 1988-1993 | 0.8 | | Meeting minutes and correspondence |
| 2008-069 | 1 | 12 | Strategic Systems Plan | 1988-1991 | 2.5 | | Computer Services Review of the Strategic Plan; Computer Services mission statement |
| 2008-069 | 1 | 13 | City of Red Deer - Financial Statements | 1990 | 0.4 | | |
| 2008-069 | 1 | 14 | City of Red Deer - Financial Statements | 1992 | 0.4 | | |
| 2008-069 | 1 | 15 | City of Red Deer - Financial Statements | 1994 | 0.5 | | |

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|-------------|-------|----------------|---|------------|-------------|--------------|------------------------------|
| 2008-069 | 1 | 16 | Correspondence - Micro Computer Policy | 1989-1992 | 1.3 | | |
| 2008-069 | 1 | 17 | Request for Comments on the Rehabilitation Policy, Sexual Harassment Policy, Occupational Health and Safety Policy and Medical Records and Information Policy | 1992-1993 | 0.6 | | |
| 2008-069 | 1 | 18 | Municipal Integration Strategy Team - Employees Survey Results and Strategy Reviews | 1992-1993 | 1.1 | | |
| 2008-069 | 1 | 19 | Senior Management Team (SMT) - Meetings & Planning Guides | 1994-1995 | | | Includes agendas and minutes |
| 2008-069 | 1 | 20 (1 of 2) | Telecommunications Steering Committee | 1996-1997 | 1.9 | | |
| 2008-069 | 1 | 20 (2 of 2) | Telecommunications Steering Committee | 1996-1997 | 1.0 | | |
| 2008-069 | 1 | 21 | Communications Strategy Committee | 1993 | 0.9 | | |
| 2008-069 | 1 | 22 | Computer Steering Committee | 1989-1993 | 2.0 | | Minutes |
| 2008-069 | 1 | 23 | Information Technology Resources Committee (ITRC) | 1993-1995 | 1.5 | | Minutes |
| 2008-069 | 1 | 24 | Office Advisory Committee | 1989-1992 | 2.0 | | Minutes |

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|-------------|-------|--------|---|------------|--------------------------|--------------|---|
| 2011-011 | 1 | 1 | Liaisons - Central Alberta Economic Partnership | 2000-2001 | 2.3 | | CAEP - "OurCommunity": a portal to a smarter Central Alberta |
| 2011-011 | 1 | 2 | Red Deer Urban Cap Network Committee | 2000-2001 | 31 photographs 1.5 | | Includes press release, copy newspaper clippings, reports, meetings, Photographs of community computers at the Red Deer Public Library Downtown branch, Golden Circle, Red Deer & District Museum, Red Deer & District Archives, People's Place, Central Alberta Women's Outreach Society, Central Alberta Refugee Effort, Fairview Elementary School, Red Deer Public Library Dawe branch, Collicutt Centre, Kerry Wood Nature Centre, Red Deer City Hall, Central Alberta Economic Partnership, Red Deer Child Care Society, Canadian Mental Health Society, Red Deer Family Services, Dawe Recreation Centre, Red Deer Recreation Centre, Red Deer College Library Information Commons, Volunteer & Information Centre, Youth & Volunteer Centre |
| 2011-011 | 1 | 3 | City of Red Deer Demographic Profile | 1998-1999 | 0.6 | | Census 1996 statistics |

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|--------------------|--------------|---------------|--|-------------------|--------------------|---------------------|--|
| 2014-087 | 1 | 1 | Wireless Telecommunications Policy | 1999 | 0.5 | | Includes correspondence, telecommunications facilities planning report, draft guidelines, draft telecommunication tower policy, draft technical overview, Glendale tower and antenna proposal neighbourhood meeting announcement |
| 2014-087 | 1 | 2 | CBC Radio | 2002 | 0.1 | | Includes notification of application for Radio Two in Red Deer, tower and antenna details and drawing |
| 2014-087 | 1 | 3 | City of Red Deer Information Strategy Plan | 1993 | 0.6 | | Includes overhead projector presentation |
| 2014-087 | 1 | 4 | Planning – General | 1999-2000 | 1.5 | | Includes recreation, parks and culture requirements, project schedules, major capital budget, correspondence, brainstorming session, presentation, work plans, pc docs hardware and other software costs |
| 2014-087 | 1 | 5 | Website Project | 2001 | 1.4 | | Includes web awareness resources, web site strategy and redesign proposals |

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|-------------|-------|---------------|--|------------|-------------|--------------|--|
| 2018-093 | 1 | 1 | Policies & Procedures - Provision For Home Computers | 2010 | 0.1 | | |
| 2018-093 | 1 | 2 | Senior Management Team | 2000-2001 | 1.4 | | City of Red Deer Information Technology Planning Report (draft); correspondence; meeting minutes |
| 2018-093 | 1 | 3 | Department Head Meetings | 2001 | 1.8 | | Balance sheets; Senior Management Team and Department Head meeting agendas and minutes |
| 2018-093 | 1 | 4 (1 of 2) | Department Head Meetings | 2001-2002 | 2.5 | | Meeting agendas and minutes, balance sheets |
| 2018-093 | 1 | 4 (2 of 2) | Department Head Meetings | 2001-2002 | 2.3 | | Meeting agendas and minutes, balance sheets |
| 2018-093 | 1 | 5 | Department Head Meetings | 2006-2007 | 1.9 | | Meeting agendas and minutes |
| 2018-093 | 1 | 6 | Department Head Meetings | 2007-2009 | 2.3 | | Meeting agendas and minutes |
| 2018-093 | 1 | 7 (1 of 2) | Enterprise Asset Management Steering Committee | 2007-2008 | 2.0 | | Project Charter - Asset Management - Preventative Maintenance; Asset Management Project Charter; status reports, meetings |
| 2018-093 | 1 | 7 (2 of 2) | Enterprise Asset Management Steering Committee | 2007-2008 | 2.0 | | Project Charter - Asset Management - Preventative Maintenance; Asset Management Project Charter; status reports, meetings |
| 2018-093 | 1 | 8 | ILT Meetings | 2008-2010 | 1.3 | | IT Leadership meeting agenda and minutes |
| 2018-093 | 1 | 9 | IT Managers Meeting | 2006-2007 | 1.7 | | Meeting agendas and minutes; The City of Red Deer Corporate Services Managers and Supervisors Team Building and Leadership Development Workbook; Mobile Access |
| 2018-093 | 1 | 10 | IT Managers Meeting | 2010 | 0.9 | | |
| 2018-093 | 1 | 11 | UTS Management Meeting | 2009 | 1.0 | | |
| 2018-093 | 1 | 12 | OLT Meetings - History | 2010 | 1.1 | | Agendas and minutes |

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|----------|---|----|--|-----------|-----|--|---|
| 2018-093 | 1 | 13 | REDNET Meetings | 2010 | 1.7 | | RedNet meetings and related materials |
| 2018-093 | 1 | 14 | Corporate Strategic Geographic Information Systems (GIS) Plan Proposal | 2001 | 0.1 | | |
| 2018-093 | 1 | 15 | ITS Planning | 2007 | 0.9 | | Includes communication plan and departmental requests spreadsheet |
| 2018-093 | 1 | 16 | Budget Planning | 2001-2001 | 1.9 | | |
| 2018-093 | 1 | 17 | Budget Presentation | 2001 | 2.2 | | |

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| 2019-023 | 1 | 1 | Associations & Societies - CIRS - Board Of Directors | 2007-2008 | 0.5 | | Meeting agenda, minutes and financials |
| 2019-023 | 1 | 2 | Web Page Committee | 1996 | 1.2 | | Draft webpage; meeting minutes |
| 2019-023 | 1 | 3 | Meeting - Business Solutions | 2011 | 0.4 | | Meeting agendas and minutes |
| 2019-023 | 1 | 4 | Meetings - Corporate Services Divisional Managers' | 2007 | 2.3 | | Meeting agendas and minutes |
| 2019-023 | 1 | 5 (1 of 2) | Meetings - Enterprise Asset Management (EAM) | 2009-2011 | 1.9 | | Asset Management Project Charter; meeting minutes; Enterprise Asset Management Program policy |
| 2019-023 | 1 | 5 (2 of 2) | Meetings - Enterprise Asset Management (EAM) | 2009-2011 | 0.7 | | Asset Management Project Charter; meeting minutes; Enterprise Asset Management Program policy |
| 2019-023 | 1 | 6 | Meeting - ES - IT Focus Group Meeting | 2011-2012 | 1.0 | | Draft 2012 Project List; Municipal Emergency Management Plan (MEMP); meeting agenda and minutes |
| 2019-023 | 1 | 7 | Meeting - ILT Meeting | 2011 | 0.9 | | Meeting agendas and minutes |
| 2019-023 | 1 | 8 | Meeting - IT Managers | 2011 | 0.9 | | Meeting agendas and minutes |
| 2019-023 | 1 | 9 | Meetings - ITS Operations | 2011 | 0.5 | | Meeting agendas and minutes |
| 2019-023 | 1 | 10 | Meeting - ITS Staff Meeting | 2011 | 1.0 | | Meeting agendas and minutes |
| 2019-023 | 1 | 11 | Corporate Project Map | 2007 | 0.3 | | |
| 2019-023 | 1 | 12 | Department Head & SMT Retreat | 2007 | 0.8 | | |
| 2019-023 | 1 | 13 | Planning Goals & Objectives - Re-org | 2007-2008 | 0.9 | | Career opportunities; org charts |
| 2019-023 | 1 | 14 | Strategic Plan | 2002-2004 | 0.4 | | Information Technology Services Department Business Plan |
| 2019-023 | 1 | 15 | Red Deer Data - Raw | 2003 | 1.2 | | Includes small area income and demographics, housing statistics |
| 2019-023 | 1 | 16 | Budgets - ITS Budget Analysis | 2007 | 0.2 | | |
| 2019-023 | 1 | 17 | Budgets - ITS Tracking | 2007 | | | |

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|-------------|-------------------|--------|--|------------|---------------|--------------|--|
| 2019-123 | RG 27 Map Box 1 | | City Perimeter - Northeast Blindman Industrial Park - Aerial Photo | 1988 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 1 | | City Perimeter - Southwest - Aerial Photo | 1988 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 1 | | Red Deer South - Aerial Photo | 1988 | 1 photograph | | Scale of 1:10000 |
| 2019-123 | RG 27 Map Box 1 | | City Perimeter - West Central - Aerial Photo | 1988 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 1 | | Red Deer Downtown - Aerial Photo | 1991 | 1 photograph | | Scale of 1:2500 |
| 2019-123 | RG 27 Map Box 1 | | Red Deer Southwest - Aerial Photo | 1984 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 2 | | Aerial Photo - City of Red Deer | n.d. | 1 photograph | | Scale of 1:10000 |
| 2019-123 | RG 27 OS Folder 1 | | Aerial Photo – North of 32 St | n.d. | 1 photograph | | Poor condition, ripped around multiple edges |
| 2019-123 | RG 27 Map Box 2 | | Riverbend Golf Course - Aerial Photos | 1987 | 2 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 2 | | Rosedale, College Heights & North Lacombe - Aerial Photo | 1984 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 2 | | Rosedale, College Heights | 1984 | 1 photograph | | Scale of 1:2500 |
| 2019-123 | RG 27 Map Box 2 | | Aerial Photo – Red Deer #1 | n.d. | 1 photograph | | |
| 2019-123 | RG 27 Map Box 2 | | Blindman Industrial Area - Aerial Photo | 1984 | 1 photograph | | |
| 2019-123 | RG 27 Map Box 2 | | City of Red Deer - Central & West - Aerial Photos | n.d. | 1 photographs | | Photo with a scale of 1:5000 |
| 2019-123 | RG 27 Map Box 2 | | City Perimeter Northwest - Aerial Photo | 1988 | 1 photograph | | Scale of 1:5000 |
| 2019-123 | RG 27 OS Folder 1 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 4 Scale of 1:5000 |
| 2019-123 | RG Map Box 3 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 3 Scale of 1:5000 |
| 2019-123 | RG Map Box 3 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 6 Scale of 1:5000 |
| 2019-123 | RG 27 OS Folder 1 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 7 Scale of 1:5000 |
| 2019-123 | RG 27 OS Folder 1 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 8 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 3 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 9 Scale of 1:5000 |
| 2019-123 | RG 27 Map | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | RD # 10 Scale of 1:5000 |

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| 2019-123 | RG 27 Map Box 3 | | Downtown & Whole City - Aerial Photos | 1993 | 1 photograph | | Aerial photograph complete - downtown and whole city, flown by Foto Flight - June 1993 - scale of 1:10000 |
| 2019-123 | RG 27 OS Folder 1 | | Aerial Photo – RD-13 | 1991 | 1 photograph | | |
| 2019-123 | RG OS Folder 1 | | Aerial Photo – RD-2 | 1993 | 1 photograph | | |
| 2019-123 | RG OS Folder 1 | | Aerial Photo – RD-3 | 1991 | 1 photograph | | |
| 2019-123 | RG OS Folder 1 | | Aerial Photo – RD-6 | 1991 | 1 photograph | | |
| 2019-123 | RG 27 Map Box 2 | | Aerial Photo - City Centre | 1995 | 1 photograph | | Scale of 1:2500 |
| 2019-123 | RG 27 OS Folder 2 | | City of Red Deer - Growth Study Contour Mapping | 1973 | 16 maps | | Contour maps of the City of Red Deer. Compiled in June 1973 for Red Deer Regional Planning Commission by Burnett Resource Surveys. |
| 2019-123 | RG 27 OS Folder 2 | | City of Red Deer - Growth Study Contour Mapping | [1975] | 1 photograph | | Aerial photograph on vellum shows downtown and north Red Deer |
| 2019-123 | RG 27 OS Folder 2 | | City of Red Deer - Growth Study Contour Mapping | [1975] | 1 map | | Map on vellum showing mapping grid and rivers |
| 2019-123 | RG 27 OS Folder 3 | | City of Red Deer - Growth Study Contour Mapping | 1975 | 3 maps | | Map of rivers and bodies of water around Red Deer and Red Deer County (n.d.); map of Central Alberta (Gull Lake, Lacombe, Red Deer, Red Deer County, Lacombe County) 1975; copy map City of Red Deer & vicinity 1975 Alberta Energy and Natural Resources; |
| 2019-123 | RG 27 OS Folder 3 | | City of Red Deer - Growth Study Contour Mapping | 1975-1980 | 8 maps | | Copy map book (8 pages) - City of Red Deer Growth Study Contour Mapping. Underwood McLellan Ltd. |
| 2019-123 | RG 27 OS Box 1 | | City of Red Deer - Growth Study Contour Mapping | 1973 | 4 maps | | Contour maps: City of Red Deer, Lacombe County, Delburne area, Red Deer County (east) hand colored no date; The City of Red Deer compiled 1968 taken by Spartan Air Services (2); The City of Red Deer NW2-38-27-W4M, May 1974 |
| 2019-123 | RG 27 OS Box 1 | | City of Red Deer - Growth Study Contour Mapping | n.d. | 1 map | | Map of Red Deer on one side and grid with photography? dates on other side |
| 2019-123 | RG 27 OS Box 1 | | City of Red Deer - Growth Study Contour Mapping | n.d. | 1 map | | Map of City of Red Deer on grid very few landmarks listed - aerial coverage flown for mosquito control program scale of 1:5000 |
| 2019-123 | 1 | 1 | Photograph | ca. 1950 | 1 photograph | | The J.K. Smit-Connors Ltd. Building |
| 2019-123 | RG 27 Map Box 1 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 12 October 5/95 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 11 October 5/95 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 10 October 5/95 Scale of 1:5000 |

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| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 5 October 5/95 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 2 October 5/95 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 1 October 5/95 Scale of 1:5000 |
| 2019-123 | RG 27 Map Box 4 | | Aerial Photos (Set): includes photos #1-12 (missing #4) | 1995 | 1 photograph | | Red Deer # 3 October 5/95 Scale of 1:5000 |