

## RG 9 Environmental Services fonds

### Scope and Content

Fonds consists of the administrative and operational records created, accumulated, and used by the Environmental Services department at the City of Red Deer between 1963 and 2012.

The types of records included are flow regulation report for the Red Deer river, a photograph library (including miscellaneous Public Works and Environmental Services staff photos, yard waste and blue box program and fleet vehicles), customer satisfaction surveys, Environmental Advisory Board minutes, Waste Water Treatment Plant Annual reports, A Day in the Life at Public Works Video Cassette (VHS), a Sewer Rate study, budgets, Solid Waste Advisory Committee, Waterworks Report, Waste Management Customer Satisfaction Survey, Stormwater Quality Study, Leachate Management Report, Red Deer River Cleanup Committee, AUMA Water Conservation, Idle Free Zone signage, Red Deer River Riparian Task Force, Red Deer River Watershed Alliance, Trout in Stormwater Ponds, and various other reports.

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

### Date of Records

1963-2012

### Physical Description

1.519 m of textual records

188 photographs : prints, negatives

3 audio cassettes

2 optical disc (CD-ROM, CD) : Word, pdf

1 videocassette : VHS

### Material Types (GMD)

Textual record and other material

Multiple media

Textual record

Graphic material

Moving image

Audio recording

### Restrictions on Access

No restrictions noted.

### Terms Governing Use, Reproduction, and Publication

No restrictions noted.

### Creator Information

**Authority Name** City of Red Deer Environmental Services department

**Authority History** The Environmental Services department was created in 2006. Its mandate is to provide leadership in environmental protection and sustainable service for Red Deerians and our Regional Partners in the areas of water treatment and distribution, collection and treatment of wastewater, collection and disposal of solid waste, collection of storm water runoff, and environmental initiatives.

The department was responsible for the Waste Management Facility, the Wastewater Treatment Plant, the Water Treatment Plant, garbage and recycling collection, the regional water distribution network, the regional wastewater collection system, the stormwater collection network, construction and maintenance relating to waste and water, the Environmental Master Plan, and other environmental initiatives and programs.

In 2020, a significant reorganization took place. The Environmental Services department joined with Electric Light and Power department to create the Utility Services department under the Community Services division. An Environmental Planning section remains in this department, while Environmental Initiatives move to the Safe and Healthy Communities department.

### **Notes**

#### **Finding Aids**

File list available.

#### **Related Materials**

Wastewater Treatment Plant section fonds

Water Treatment Plant section fonds

Public Works department fonds

#### **Physical Condition**

Good

#### **Arrangement**

Original order maintained

#### **Custodial History**

Records were transferred in 5 accessions between 2011 and 2020 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 Environmental Services department.

Some records pre-date the department and were created by predecessor departments and transferred to Environmental Services for their use prior to disposition.

#### **Accruals**

Further accruals are expected

#### **Accession Numbers**

2011-032

2016-749

2018-085

2019-045

2020-102

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2011-032	2	1	Flow Regulation of the Red Deer River	1977	0.7		Report and recommendations from Alberta Environment Conservation Authority
2011-032	2	2	Red Deer River Flow Regulation Proposal	1974	0.8		Report - Section II Water Demands and Uses

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2016-749	1	1 (1 of 3)	Environmental Advisory Board Minutes and Agendas	2004	1.2		Minutes: Discussion Paper on Environmental Initiatives
2016-749	1	1 (2 of 3)	Environmental Advisory Board Minutes and Agendas	2004	1.3		Minutes: Discussion Paper on Environmental Initiatives
2016-749	1	1 (3 of 3)	Environmental Advisory Board Minutes and Agendas	2004	0.7		Minutes: Discussion Paper on Environmental Initiatives
2016-749	1	2 (1 of 4)	Photo Library	1975-2002	24 photographs	Copyright City of Red Deer	Public relation photos includes Public Works and Environmental staff photos, yard waste and blue box programme, and fleet vehicles.
2016-749	1	2 (2 of 4)	Photo Library	1975-2002	74 photographs	Copyright City of Red Deer	Generic construction; flooding; public works buildings; staff; construction equipment.
2016-749	1	2 (3 of 4)	Photo Library	1975-2002	59 photographs	Copyright City of Red Deer	Construction; staff; trade show
2016-749	1	2 (4 of 4)	Photo Library	1975-2002	31 photographs; 63 negatives	Copyright City of Red Deer	Staff; Recycling and Blue Box programme
2016-749	CD/DVD Box 1	3	City of Red Deer - Public Works Department - 2003 Waste Management Customer Satisfaction Survey Report Disc Copy	2003	1 CD-ROM		

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2016-749	1	4	Reports & Statistics - General	1993-1999	1.0		includes Waste Management Industry Survey; Overall Water System Profile, American Public Works Association; Pilot Yard Waste Composting Program Project Review; Alberta Environmental Protection questionnaire; Survey to Identify Regional Water Research Priorities; American Water Works association Network Modeling Survey; Municipal Water Use Questionnaire; Medicine Hat Survey Recycled Concrete and Asphalt
2016-749	1	5	The City of Red Deer Public Works Department - 2001 Waste Management Customer Satisfaction Survey - Final Report	2002	0.5		includes executive summary, introduction and methodology, research findings, appendices, tables
2016-749	1	6	The City of Red Deer Public Works Department - 2002 Waste Management Customer Satisfaction Survey - Final Report	2002	1.0		includes executive summary, introduction and methodology, research findings, appendices, tables
2016-749	1	7	The City of Red Deer Public Works Department - 2003 Waste Management Customer Satisfaction Survey - November 21 Final Report	2003	0.5		includes executive summary, introduction and methodology, research findings, appendices, tables
2016-749	1	8	The City of Red Deer Public Works Department - 2004 Waste Management Customer Satisfaction Survey - November 12 Final Report	2004	0.4		includes executive summary, introduction and methodology, research findings, appendices, tables

Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2016-749	1	9	The City of Red Deer Public Works Department - Waste Management Customer Satisfaction Survey - Detailed Data Tables	2002	1.6		includes residential survey detailed tables and comments, newer household sub-sample detailed tables and comments, commercial survey detailed tables and comments, 2002 residential and commercial survey instruments
2016-749	1	10	The City of Red Deer Public Works Department - Waste Management Customer Satisfaction Survey - Detailed Data Tables	2003	0.8		includes residential survey detailed tables and comments, multiple family dwelling (MFD) Sub-sample detailed tables and comments, sample demographic information, residential survey results by dwelling type neighborhood and area, survey instrument
2016-749	2	11	Waste Management Customer Satisfaction Survey	2004	1.6		includes Detailed Tables; Draft Report; blank survey
2016-749	2	12	Wastewater Treatment Plant 2004 Annual Report	2004	0.3		includes introduction to wastewater treatment plant, employee certification and job classification, introduction to collection system, employee certification for collection systems, summary, average monthly influent flows, influent analysis, final effluent analysis, contract influent analysis, contract effluent analysis, biosolids to land
2016-749	2	13	Wastewater Treatment Plant Annual Operating Reports 1991 - 1998	1991-1998	1.0		
2016-749	2	14 (1 of 2)	Water Treatment Plant Annual Reports	1989-1998	1.2		

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2016-749	2	14 (2 of 2)	Water Treatment Plant Annual Reports	1989-1998	0.6		
2016-749	2	15	2005 Waste Management Customer Satisfaction Survey December 9 Final Report	2005	0.4		includes executive summary, introduction and methodology, research findings, appendices, tables
2016-749	2	16	Public Works Annual Report 2005	2005	0.2		
2016-749	2	17	Sewer Rate Structure - Report - Haddin Davis & Brown Co. Limited	1963	1.0		Report addressed concerns over the change of the sewer rate system as part of the Public Works Department to being operated as a public utility
2016-749	2	18	Sewer Rate Study - Engineering Department	1973	0.3		
2016-749	2	19	The City of Red Deer Waste Management Customer Satisfaction Survey - Detailed Data Tables October 21, 2005	2005	0.5		includes detailed tables and comments, sample demographic information, results by dwelling type neighborhood and area, survey instrument
2016-749	2	20	Treatment Plants Annual Reports	2004-2005	0.5		includes 2004 Water Diversion; amended report
2016-749	2	21	Wastewater Treatment Plant 2005 Annual Report	2005	0.2		includes introduction to wastewater treatment plant, employee certification and job classification, introduction to collection system, employee certification for collection systems, average monthly influent flows, influent analysis, final effluent analysis, extra parameter analysis
2016-749	Video Tapes Box 8	22	A Day in the Life at Public Works Video Cassette (VHS)	2002	1 videocassette : VHS		
2016-749	2	23	Public Environmental Concerns 2004	2004	0.1		Includes students questions.

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2016-749	2	24	City of Red Deer - Storm Water Management Study - Anders on the Lake	1998	1.6		



Accession #	Box #	File #	Record Description / File Title	Date Range	Extent (cm)	Restrictions	Description
2020-102	1	1	Boards & Committees - General	2009	0.1		Green Team bakcground info and terms of reference
2020-102	1	2	Green Deer - Public Committee (Pam Vust's file)	2008-2009	0.7		Correspondence; minutes; presentation notes; agendaClean Calgary presenation; calendar; stakeholder summary
2020-102	1	3	Meetings - Superintendents	2012	0.5		Minutes
2020-102	1	4	Reports & Statistics - General	2008-2009	2.5		Department summary reports; 2009 Waste Management Customer Satisfaction Survey report and tables
2020-102	1	5	Water Conservation - Water Shortage Guidelines	2005-2009	0		Missing file.
2020-102	1	6	Water Conservation Reports - Water Shortage Response	2005-2009	1		Correspondence; water rationing; plans from other municipalities and Alberta government; City of Red Deer position paper on water; draft residential water use; procedures
2020-102	1	7	Water Conservation Reports - City Facilities	2001-2009	2		Draft bylaw; property listing; facilities not audited; correspondence; audited facilities; audit data for toilets, urinals, faucets, showers; report Effectiveness of water restrictions; news releases; public service announcements
2020-102	1	8	Water Conservation Survey - File 1 of 2	2004-2008	1.5		Bylaw amendment; Alberta municipality bylaws; survey results; Facility water audit report; correspondence; communications plan; draft survey; community standards bylaw questionnaire
2020-102	1	9	Water Conservation Survey - File 2 of 2	2007	1.3		CHBA position statement; survey responses

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2020-102	1	10	Water Treatment Plant PAC Upgrade Conceptual Design - Technical Memorandum No 4	2009	0.5		Conceptual design report
2020-102	2	11 (1 fo 3)	Budgets - Capital & Operating - Department Manager	2008-2009	2.5		Budget; minutes; correspondencewater treatment plant upgrade program update
2020-102	2	11 (2 of 3)	Budgets - Capital & Operating - Department Manager	2008-2009	2.5		Budget; minutes; correspondencewater treatment plant upgrade program update
2020-102	2	11 (3 of 3)	Budgets - Capital & Operating - Department Manager	2008-2009	1		Budget; minutes; correspondencewater treatment plant upgrade program update
2020-102	2	12	Cosmetic Use of Pesticides	2009	0.1		Canadian Cancer Society website printout; correspondence
2020-102	2	13	Environmental Management - General	2009	0.1		Correspondence; Idle Free Zone signage
2020-102	2	14	Environmental Priorities Incentive - Organic Turf Management Pilot Project	2008-2009	0.5		Correspondence; year end report; project application; project proposal
2020-102	2	15	Environmental Priorities Incentive - Turf Trials for Mustard By-Products as an Alternative Dandelion Control	2007-2009	0.4		Correspondence; PTRC annual report; EPI background information; fudning application
2020-102	2	16	Red Deer River Watershed Alliance: includes Red Deer River State of the Watershed Report, Watershed Health Assessment and pamphlet	2009	0.1		Report; pamphlet
2020-102	2	17	School Battery Drive	2008-2009	0.3		Correspondence; news release; project information
2020-102	2	18	Single Use Plastic Bags: includes letters to and from the City regarding the possibility of creating a by-law to ban plastic bags	2007-2009	0.6		Correspondence; newspaper clippings; presentation notes