

Partners in Parks activity information sheet

Long-term park project: Community message board

Neighbourhood Associations may purchase and maintain an approved community message board within a neighbourhood park. These message boards communicate Neighbourhood Association events and other relevant information to the public. Some neighbourhoods may choose to leave one door panel off so that residents can post information. Guidelines are created and posted by the neighbourhood group for this option. The structure is ordered, assembled and installed by city staff, and requires a minimum of 8 weeks to receive the board.

Structure requirements

Using our approved supplier, [Barco Products Canada](#) select the message board options desired following these guidelines:

- size and orientation: medium (horizontal)
- colour: desert tan
- mount type: in-ground with posts
- number of sides: single-sided or double-sided
- tack center type: recycled rubber upgrade (required)
- add city sticker to lower left corner of the acrylic glass door having a keyed lock
- no lighting or literature rack permitted

Individual Park Project Volunteer role

Upon project approval, two project coordinator volunteers from separate households are responsible for the following activities for a five-year renewable term:

- Cost associated with the purchase of the message board including shipping and taxes.
- Communicate your project to the neighbourhood through social media, if applicable.
- Develop and post guidelines on appropriate information that can be posted by the neighbourhood on the unlocked panel for double-sided boards.
- Post up-to-date Neighbourhood Association information in an organized manner and remove posted information that was not approved, is offensive or inappropriate.
- Clear snow with a shovel leading up to the message board if active during winter.
- Responsible for general maintenance of the structure and notifying the City of any repairs required that are beyond the capacity of the neighbourhood group (i.e. heavy graffiti, installing replacement parts).

