



Partners in Parks program

Long-term park project: Community message center

Neighbourhood Associations may purchase and maintain a City-approved community message center within a central neighbourhood park for the purposes of communicating Neighbourhood Association events and other relevant information to the public.

The City and PIP Individual Project Volunteers work together to determine timing, structure requirements and location in the park. The structure is ordered, assembled and installed by the City.



Structure requirements

Review message center options from our approved supplier - [Barco Products Canada](#)

- size and orientation: small (vertical) or medium (vertical or horizontal)
- colour: desert tan
- mount type: in-ground with posts
- number of sides: single sided or double sided
- tackcenter type: standard cork or recycled rubber upgrade
- no lighting or literature rack permitted
- City sticker will be added to lower left corner of the hinged acrylic glass door having a keyed lock

Responsibilities

Upon project approval, two Partners in Parks Individual Project Volunteers (*from separate households*) are responsible for the following activities for a three year renewable term:

- cost associated with the purchase of the message center including shipping and taxes
- communicate your project to the community through Neighbourhood Association social media or webpage, if applicable
- develop and communicate guidelines on appropriate information that can be posted by the community on the unlocked panel for double-sided centers
- post up-to-date Neighbourhood Association information in an organized manner and remove posted information that was not approved, is offensive or inappropriate
- responsible for general maintenance of the message center and notifying the City of any repairs required that is beyond the capacity of the Neighbourhood Association (i.e. heavy graffiti)
- clear snow with a shovel leading up to the message center if it will be active during winter

Next steps

Review the community action process in the Partners in Parks program guide and follow these steps:

Initiate project by completing the online Community Action form based on the timelines.

Upon project approval, complete the online Volunteer Application form and waiver after reviewing the Volunteer Position Description for a PIP Individual Project Volunteer.

During a mandatory orientation session, the City staff liaison reviews the PIP Safe-work Guidelines with the volunteers, who then signs a Partners in Parks agreement confirming your commitment to the project.