



Services Brochure

Shelburne
Parks and Recreation
Commission

Introduction

The purpose of this brochure is to outline the variety of services offered by the Shelburne Parks and Recreation Department.

The level and extent to which the Department may become involved in each Community Project varies and depends on the nature of the request made and the resources of the Department.

Each section of the brochure provides a basic outline for the services available. For more specific information contact the Shelburne Parks and Recreation Department at 875-3873 or visit the office at 168 Water Street, Shelburne.

Parks and Recreation
Department Services

Resource Material

The Department has a variety of books, catalogues, brochures and other related material covering subjects such as:

- Playgrounds
 - Equipment
 - Planning & Design
 - CSA Standards
- Recreational Activities
 - Games
 - Rules
- Volunteer Training Information
- Fundraising
- Provincial and National Organizations
- Facilities
 - Maintenance Practices
 - Construction Information
 - Standards

Equipment Loans

Items available for use on a loan basis include:

- flipcharts
- overhead projector
- canoes with trailer
- extension cords, lighting
- risers (portable stage)
- tables & chairs
- stopwatches
- TV & VCR
- Portable sound system

Facility Development Consulting

Assistance is available for:

- Cost estimates
- Site selection and design

- Site preparation
- Equipment selection
- Installation guidelines
- Operation and maintenance considerations

- word processing
- desktop publishing
- scanner
- graphics for posters and brochures

contact:

Shelburne Parks and Recreation
P.O. Box 699
Shelburne, NS
B0T 1W0

Phone (902) 875-3873

Fax (902) 875-3932

Email:

tnshelb@auracom.com

Website: www.auracom.com/tnshelb

or visit our office at
168 Water Street
(upstairs at the Town Office)

Funding Sources Assistance

Referrals can be provided for sources of funding from many levels:

- Local Community
- Provincial
- Federal
- Other Agencies

Information and suggestions available for various fundraising activities.

Publicity Preparation and Planning

Help is available for developing press releases and contact with media on the local, Regional, Provincial and National level.

Staff can be involved in planning a publicity campaign from the idea stage to the finished product.

The Department maintains a mailing list and group information on local Community Groups. The list would be useful in contacting local organizations.

Office Equipment

The Parks and Recreation Office has the following equipment that can be available for Community Use:

- Copier
 - expands, reduces
 - prints black
 - community groups pay cost only
- Computer

- other equipment

Meeting Space

The meeting rooms and auditorium of the Town's Fire Hall/Community Centre are available for Community Use at no charge. Bookings can be made through the Town Office at 875-2991.

Program Planning

The staff is able to provide ideas and assist with the successful organization and administration of programs and special events. Involvement can be at various levels and stages from concept to completion.

Referrals/Training

Topics of inquiry may be referred to other local, Provincial or National agencies for further information.

Assistance can be provided to help identify and provide training opportunities for volunteers.

For more information on the Parks
and Recreation Commission
and the
Parks and Recreation Department