Long-term special project: Community message board
Partners in Parks (PIP) program

Neighbourhood Associations may purchase and maintain a City-approved community message board within a neighbourhood park for the purposes of communicating Neighbourhood Association events and other relevant information to the public. Review and follow the Community Action Process outlined in the Partners in Parks Community guide to initiate your project. Upon approval of your project, the volunteers will be sent an online link to register as a City of Waterloo volunteer (PIP Individual Project Volunteer) and will sign a Partners in Parks Agreement and volunteer waiver form.

Structure requirements

- a maximum of one message board is permitted per 500 homes in an Association, with approval of additional boards obtained from the City of Waterloo
- located within an approved location within the park that is within a central location of the Association
- our approved supplier is Barco Products Inc. (www.barcoproducts.ca)
  - size and orientation: small (vertical) or medium (vertical or horizontal)
  - number of sides: single or double-sided
  - mount type: in-ground with one or two posts
  - colour: desert tan
  - tackboard option: standard corkboard or recycled rubber
  - hinged acrylic glass door with keyed lock (add a City of Waterloo sticker to lower left corner of glass door)
  - no lighting of any kind is permitted

Key activities

Upon approval of your project, the Neighbourhood Association will select two Partners in Parks Individual Project Volunteers (from separate households) to be responsible for the following activities for a three (3) year renewable term:

- cost associated with the purchase of the message board including shipping and taxes, which will be assembled and installed by the City of Waterloo on an agreed upon location
- responsible for general maintenance of the structure and notifying the City of any repairs required that is beyond the capacity of the Neighbourhood Association (i.e. vandalism and heavy graffiti)
- communicate your project to others through a newsletter article or information posted on the Neighbourhood Association website, if applicable
- post up-to-date Neighbourhood Association information in an organized manner and remove posted information that was not approved, is offensive or inappropriate
Key activities, continued

- develop and communicate guidelines on appropriate information that can be posted by the community on the unlocked panel (for double-sided boards)
- clear snow with a shovel leading up to the structure if it will be active during winter
- modification, renewal and termination of the Partners in Parks agreement includes:
  - any future alterations must be approved by the City, prior to carrying out the work
  - if deemed necessary, the City may alter or discontinue the project at any time during the agreement upon notification, which may involve the City assuming maintenance of the project, downsizing the scale of the project or removing some or all contents of the project based on conditions outlined in the Partners in Parks Community guide
  - if deemed necessary, the Individual Project Volunteer may terminate this agreement by written notification to the City

The City of Waterloo will be responsible for:
- ordering, receiving and assembling the message board
- installing the message board within the neighbourhood park at an approved location
- invoicing the Neighbourhood Association for the cost of the message board including taxes and shipping

Timing

The Partners in Parks Individual Project Volunteers are encouraged to complete and submit the Community Action form (with secured funding) following the timelines outlined below:
- January 31 for a spring or summer installation between May 1 – August 31
- May 31 for a fall installation between September 1 - October 31

Medium horizontal message board in Alexandra Park