

REPORT

Oakville Public Library Board

Meeting Date: February 15, 2024

FROM: Oakville Public Library

DATE: February 6, 2024

SUBJECT: Proposed Parks and Open Spaces Service Level Agreement – February 15, 2024

RECOMMENDATION:

That the draft Parks and Open Space Service Level Agreement be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- OPL and the Town of Oakville share a mutual commitment to collaboratively delivering efficient and cost-effective library services to Oakville residents.
- In 2019, the approval of a Memorandum of Understanding (MOU) delineated the terms of our partnership with the identified town departments (Appendix B – Oakville Public Library Memorandum of Understanding).
- Parks and Open Spaces was not included in the original MOU process however, to do more services being provided to OPL in the years since 2019, a service level agreement is being proposed to help clarify expectations and service levels for both groups.
- The board reviewed the proposed Parks and Open Space SLA at the January 18, 2024 meeting with no changes being required.

BACKGROUND:

In January 2019, a MOU was approved by Council (OPL Board in December 2018) that set out the overarching terms of the partnership between the Town of Oakville and the OPL with schedules attached detailing the services provided by identified town department to the Library.

Parks and Open Spaces was not identified as needing a service level agreement at that time, however services from this department to OPL have expanded over the last few years with Parks and Open Spaces now supporting Woodside (previously an external contractor) as well as the outdoor space at Glen Abbey branch.

In consultation with Parks and Open Spaces, it was agreed to draft a service level agreement to confirm services and clarify expectations and service levels.

COMMENT/OPTIONS:

The proposed Parks and Open Spaces service level agreement (Appendix A) covers all the current services provided to OPL. These services include:

- Snow removal
- Flower bed planting and maintenance
- Tree and shrub planting and maintenance
- Lawn mowing
- Capital project assistance as needed.

APPENDICES:

Appendix A – Parks and Open Spaces Service Level Agreement (draft)

Appendix B - Memorandum of Understanding

Prepared and submitted by:

Tara Wong, CEO