

**THE OAKVILLE PUBLIC LIBRARY BOARD AND THE TOWN OF OAKVILLE
MEMORANDUM OF UNDERSTANDING**

SCHEDULE F – Parks and Open Spaces Agreement

WHEREAS *Schedule F – Parks and Open Space Management Agreement* forms part of *The Oakville Public Library Board and the Town of Oakville – Memorandum of Understanding* (MOU) agreement. The MOU agrees to services provided by the Town of Oakville (Town) to the Oakville Public Library Board (Library) and acknowledges each party's role and relationship as it pertains to the delivery of library services under the *Public Libraries Act*.

NOW THEREFORE THE LIBRARY AND THE TOWN HEREBY STATE AS FOLLOWS:

1. General Agreement

- a. The Town will provide the Library with the following services to assist the Library in the delivery of library services: grass cutting, shrub maintenance, horticulture displays, and snow removal, litter pick up, as well as the installation, maintenance, repairs and winterization of any irrigation systems
- b. The Town will designate a primary contact person for parks operations and one for capital projects. The Manager, Parks Operations will be the main contact for parks related maintenance and the Town will appoint a Project Manager as the main contact for capital project management. The Library will designate a main contact person responsible for overseeing all parks operations and capital projects and communicating business needs to the Town. That position is the Director, Customer Experience.
- c. The Library will express its service level requirements and future business needs for capital projects and parks operations. Capital projects are also derived from the asset management database. The Town has standard operating procedures for facility operations as outlined on the Town Sharepoint site. The service level requirements will be decided upon collaboratively with the Town and reviewed as needed or at a minimum as part of the MOU review.

The Town will provide the Library with park operations related services as follows:

2. Parks operations (refer to table 1 in Appendix A)

Appendix A

- a. Trees and shrubs will be pruned and in healthy condition.
- b. Flowers beds will be weed free and arranged with seasonal colour balance.
- c. Lawn mowing will occur weekly in May and June, bi-weekly in July and August, and weekly in September and October
- d. Scheduled tree assessments and pruning as needed in consultation with Forestry team
- e. Snow removal (at any accumulation) and/or salting entrances or other urgent matters that may affect the health and safety of staff and customers.

3. Capital project management

- a. The Library will engage with the Parks Operations team to discuss any large-scale parks related projects.
- b. Ensuring that all work executed meets the Town's standards and guidelines including those for accessibility and sustainability.

4. Planning and financial responsibilities:

- a. The Library is responsible for advance planning, budgeting and needs identification for new parks related installations and projects in collaboration with the Town.
- b. The Library is responsible for the oversight of all operating and capital expenses. While Town staff may be submitting purchase orders and approving them, all budgets and approvals are the responsibility of the Library.

5. Communication

- a. The Library will submit parks related support requests using the Town's Service Oakville system.
- b. The Library and Town will meet twice a year (April / October) to share work plans, review budgets and identify service needs that require parks operations support.
- c. The Library will participate with the Town in parks operations planning, working together to develop a mutually beneficial approach to all supported library facilities.

Appendix A

6. Problem resolution

- a. In the case of unresolved facility operations or capital project issues, the Library will escalate to the Manager, Parks Operations.
- b. If not possible to resolve, the problem will be escalated to: Director, Park Operations; Commissioner, Community Services; CAO.

7. Policies

- a. The Town, in its service provision to the Library, will not conflict with established Library policy. The Library is responsible for notifying the Town of relevant public library policies that relate to this agreement.
- b. All of the required legislation and Town policies apply including but not limited to: Ontario Building Code, the Planning Act, OUDS, Electrical Safety Authority, Technical Standards and Safety Authority, and Town Standard Operating Procedures, all federal and provincial legislation and municipal by-laws.

Appendix A

Appendix A

Table 1. Parks Duties by Library Branch

	GRASS CUTTING	SHRUB MAINTENANCE	LITTER PICKUP	HORTICULTURE DISPLAYS	PLANTERS	SNOW REMOVAL
CENTRAL	YES	YES	YES	YES	YES	YES
CLEARVIEW	HDSB	HDSB	HDSB	HDSB	N/A	HDSB
GLEN ABBEY	YES	YES	YES	YES	YES	YES
IROQUOIS RIDGE	Yes	YES	YES	YES	YES	YES
SIXTEEN MILE	YES	YES	YES	YES	YES	YES
WHITE OAKS	YES	HDSB	HDSB	HDSB	YES	HDSB
WOODSIDE	YES	YES	YES	YES	YES	YES

*HDSB refers to Halton District School Board