

**Appendix C**  
**CM-13-20**  
**Service Re-design Interim Program**  
**Changes and Modifications**

Halton POA Court Services – Legal Services

Park Operations – Roads, Parks & Forestry

Community Gardens Operations – Capital Works

# Halton POA Court Services

## Executive Summary

**Stage 1** – A maximum of five staff will work at the courthouse while remaining staff will continue to work from home to ensure that essential services obligations are met and to mitigate the concerns of key stakeholders including Ministry of Attorney General. The courthouse will remain closed to the public.

On March 18th there was a decision to close the court operation and to have staff work from home as a viable short-term solution. With the decision to remain closed until July 6, it is apparent that this model is not suitable since the POA court system is not automated and primarily paper-driven. The province expects that POA court operations will continue in an efficient and productive manner. Halton POA Court will need to introduce a combined work strategy (at home and a skeleton staff on site) to ensure that essential services including customer service expectations and access to justice requirements are being met. It is also important to ensure that Halton POA Court meets the service level expectations and obligations to key stakeholders, the MOU and justice partners.

A detailed Safe Job Procedure has been developed in collaboration with the Corporate Health and Safety staff. The Safe Job Procedure has been incorporated into a comprehensive first-step plan that is based on the 4 P principles of the City's Service Resumption Strategy Team ensuring that every effort is made to maximize the safety of staff.

# Park Operations

## Executive Summary

**Stage 1** – Stage 1 provides for limited use of parklands with reduced park maintenance service in all areas of the operation. Permanent staff have been stationed onsite at 15 parks throughout the city to perform a variety of tasks that will allow us to maintain the safety of parks, as well as protect the integrity of our assets. At this stage, all park amenities will remain closed to public use until the Provincial Emergency Orders (Regulation 104/20) are lifted or revised and in consultation with Halton Region Medical Officer of Health. For example, the orders were amended to allow for community gardens to open. Currently visitors are encouraged to walk, run or cycle through the city parks and trails without stopping to linger. Parking lots for many of the city and community parks remain closed to encourage residents to utilize parks within their own neighbourhoods.

Bylaw officers are responding to complaints regarding violation of the Emergency Orders and Parks Ambassadors will be dispatched to city and community parks to assist with visitor education.

The city currently operates approximately 150 park and trail areas. This includes 10 parks classified as city parks (i.e. Spencer Smith Park, Sherwood Forest, Lowville), 11 community parks (i.e. Nelson, Millcroft, Orchard) and 57 neighbourhood parks (i.e. Aldershot, Doug Wright, Iroquois).

# Community Gardens Operations

## Executive Summary

### Stage 1

On April 25<sup>th</sup> the Province re-designated community gardens as an essential food service. There are five community gardens located at Central, Maple, Amherst and Ireland Parks and the Francis Road Multi-use trail with a total of 216 plots. Seven plots are assigned to the Burlington Food Bank as donation plots. The gardens will be open 8 am to 8 pm, 7 days a week. Roads, Parks & Forestry staff have been involved with operational issues to ensure gardens can open.

All plots have been assigned to permit holders with a waiting list for others to participate if plots become available. COVID-19 Safety Instructions and operating protocol have been developed based on MOH guidelines and vetted by Health and Safety and ECG staff. Gardeners will be asked via email to acknowledge and agree to requirements noted in the Permit and COVID-19 Safety Instructions in order to participate. Additional signage with safety protocols will be installed and handwashing stations will be on-site at each garden.

A maximum of five garden plots can be occupied at a time with access staggered by even/odd plot numbers matching even/odd calendar days. Gardeners are being asked to assemble their own supply bags including items such as garden tools, gloves, sanitizer, garbage bags, etc. to limit sharing of tools, and are expected to sanitize any tools or common surfaces they use. The garden season aims to begin May 15 and run to the end of October.