
2006 BUDGET BRIEFING NOTE - Transfer of Dead Animal Pick-up from Transportation Services to Toronto Public Health, Animal Services

Issue/Background:

At its meeting of January 11, 2005, the Works Committee in considering an overview of the 2006 Transportation Services' Operating Budget submission, requested the General Manager, Transportation Services to provide a briefing note to the Works Committee Members and the Budget Advisory Committee on the transfer of funding in the amount of \$171.0 thousand for the pick-up of dead animals to Public Health, Animal Services, such briefing note to include the negotiations with respect to the decision to transfer this funding.

Key Point(s):

- Since prior to amalgamation, Transportation Services, Road Operations and Toronto Public Health, Animal Services carried out the Dead Animal Pick-up activity. To ensure that this activity is offered equally and consistently throughout the City, staff of the two Divisions concluded that it would be more appropriate and effective to place this responsibility under one Division.
- The attached Service Level Agreement provides rationale for the housing of this activity under one Division, sets out the existing level of services provided by the two Divisions and the staffing and equipment transfer to harmonize the operation under one area.
- Several discussions were held between Transportation and Animal Services representatives to resolve the issue of staffing and equipment to be transferred. Following an evaluation of staffing and equipment used to perform the pick-up within Transportation Services, it was determined that the budget for (3) three Truck Driver positions, (1) one vehicle and (1) freezer were to be transferred to Animal Services to perform the pick-up within one activity.
- The transfer for the (3) three Truck Driver vacancy positions is based on 2006 salary and benefit rates and totals \$167,379 net of gapping. Since Animal Services do not have Truck Driver positions in their organization structure the funds will be used to create new Animal Care and Services Officer positions.
- Transportation Services has also agreed to provide the transfer of one new vehicle by the end of April 2006 based on a replacement value of \$40,000 for a cargo van equipped as required and \$3,600 will be transferred to cover the budgeted portion of Fleet maintenance and fuel costs.

- There will be no financial impact to the transfer of the vehicle or freezer. A total funds transfer of \$170,979 will be made as part of the 2006 Operating Budget process representing the salary costs of \$167,379 for the three Truck Driver positions and \$3,600 for associated vehicle fleet maintenance costs.
- For safety reasons, Transportation Services will continue to pick-up dead animals on expressways, specifically, the DVP, QEW, Allen Road, Black Creek and Hwy 2A.
- The two Divisions have agreed on a January 1, 2006 implementation date; unless a phase in period is determined to be necessary which would be discussed between the parties involved.

Conclusion:

The transfer of responsibility for the pick-up of dead animals from Transportation Services to Toronto Public Health, Animal Services was reached following negotiation with representatives of both Divisions.

Funds for the portion to be assumed by Animal Services are to be transferred from Transportation Services, with no net cost to the City.

Housing this activity under one Division is intended to achieve the objectives of clear lines of responsibility, accountability and consistency in the delivery of this service.

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LEVEL OF SERVICE AGREEMENT

**TRANSFER OF DEAD ANIMAL PICK-UP
FROM TRANSPORTATION SERVICES TO
TORONTO PUBLIC HEALTH,
ANIMAL SERVICES**

November 23, 2005

**Level of Service Agreement
Transfer of Dead Animal Pick-up from
Transportation Services to Animal Services**

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**LEVEL OF SERVICE AGREEMENT
TRANSFER OF DEAD ANIMAL PICK-UP
FROM TRANSPORTATION SERVICES TO
ANIMAL SERVICES**

1. Preamble

As a legacy of the former Municipalities two Divisions, Transportation Services, Road Operations and Toronto Public Health, Animal Services are performing the Dead Animal Pick-Up activity.

To ensure that this activity is offered equally and consistently throughout the City, staff of both Divisions have concluded that it would be more appropriate and effective to place this responsibility under one Division.

2. Responsibility for Dead Animal Pick-up

Over the years, the split in service delivery has created some confusion and inconsistency in dealing with this one single activity.

The responsibility became more challenging with facilitating the pick up of the dead animals with the new Community Council boundaries while respecting the area of responsibility under the Old Community boundaries.

Transportation Services Division commenced discussions with Toronto Public Health, Animal Services in an attempt to resolve this issue.

It is the objective of both Divisions to ensure clear lines of responsibility and accountability for this activity. It was agreed by both Divisions to harmonize this activity under Toronto Public Health, Animal Services with minor exemptions for the pick-up on expressways where for safety reasons, Transportation Services will continue this service.

3. Current Level of Service

Toronto Public Health, Animal Services

Regular Hours

During regular hours, Animal Services will pick up dead animals in their West, Central and partial South areas both on public and private property. Animal Services will also pick up dead animals located on private property in all Districts including North and East areas. However, they do not pick up dead animals on public property in their North and East areas.

Emergency/After Hours

During emergency/after hours, Animal Services picks up dead animals within the road allowance in their designated West, Central and partial South areas based on the following criteria:

- the cadaver posed a direct Health and Safety threat
- large animals that impede traffic flow and pose a safety risk
- Police request assistance

They do not pick up dead animals after hours within their North and East areas.

For safety reasons, Animal Services do not pick up dead animals off any 400 series highway, QEW, Allen Rd., Black Creek Dr., Hwy 2A or the Don Valley Parkway, unless the roadway has been blocked by the appropriate Transportation service or the Police.

Hours of Field Service Operation:

Regular Hours – 8:30 am to 7:00 pm, 7 days a week

Emergency/After Hours – 7:00 pm to 8:30 am, 7 days a week

Transportation Services, Road Operations

Regular Hours

During regular hours, Road Operation staff will pick up dead animals on the public road allowance as a result of calls received from the customer service call centres and dispatchers in Transportation's North York, Scarborough and part of Toronto East York Districts.

Emergency Hours

During emergency/after hours, Road Operation staff picks up dead animals within the public road allowance in Transportation's North York, Scarborough and part of Toronto East York District, as a result of calls received from dispatchers.

The above mentioned service includes the pick-up of dead animals on expressways that are under the jurisdiction of Transportation, such as QEW, Allen Rd., Black Creek Dr., Hwy 2A and the DVP.

The dead animals are picked up, double bagged, tagged and delivered to an Animal Services Centre for disposal.

Hours of Operation:

Regular Hours – 7:00 am to 3:00 pm, Monday to Friday.

Emergency/After Hours – 3:00 pm to 7:00 am, Monday to Friday and weekends.

4. Health and Safety:

There are health and safety considerations that protect both staff and public when handling dead animals that are better suited for Animal Services staff who have the equipment, knowledge base and expertise when dealing with animals. This will allow for the safe transport of an animal carcass to their appropriate destination.

5. Staff and Equipment Transfer:

Several discussions were held between Transportation and Animal Services representatives to resolve this issue and to harmonize the operation under one area. Transportation underwent an evaluation on the FTE and equipment that is used to perform the pick-up within the North York, Scarborough and part of Toronto East York Districts. It was determined that the equivalent budget for (3) three Truck Driver FTE, (1) one vehicle and (1) one freezer were to be transferred to Animal Services to perform the pick-up in these remaining areas.

The staff transfer will be based on (3) three truck driver vacancy positions at 2006 salary and benefits rates as indicated in Table 1.

Table 1: Transfer from (Transportation)

Cost Centre	District ID	Budget Position	Benefit Rate	2006 Salary and Benefits	Budget Position Number
TP0 373	TP3000 (North)	Truck Driver	24%	58,239	TP1224
TP0 387	TP4000 (East)	Truck Driver	24%	58,239	TP 1388
TP0100	TP1000 (South)	Truck Driver	24%	58,239	TP811

Transportation will delete funding for three (3) Truck Driver vacancies totalling \$174,717 less gapping of \$7338 for a net salary related transfer of \$167,379 to Animal Services cost centre PH5030 under salaries.

Animal Services presently do not have Truck Drivers in their organization structure and will be using the funds to create new Animal Care and Services Officer positions.

Transportation Service also has agreed to provide the transfer of one new vehicle, equipped as specified by Animal Services, by the end of April 2006. The vehicle transfer will be based on the replacement value equivalent to \$40,000, being the cost of a cargo van with the equipment required. The budgeted portion of Fleet maintenance and fuel for \$3,600 will be transferred from Transportation Cost Centre TP0 157 under GL 7100 IDC – Fleet Maintenance to Animal Services Cost Centre PH5032 GL 7100. The vehicle will be acquired as part of the 2006 Fleet Replacement Budget and details on the equipment will be reviewed with Animal Services Services.

6. Financial Implications:

There will be no financial impact relating to the transfer of the equipped vehicle or freezer. A salary budget of \$167,379 representing three Truck Drivers and a vehicle with the associated fleet maintenance cost of \$3,600 will be transferred from Transportation Services Operating Budget to Animal Services Operating Budget.

7. Implementation Date

Both Divisions agree that the implementation date is January 1, 2006; unless a phase in period is determined to be necessary and this would be discussed between the parties involved. Each Division will be responsible for notifying all other parties affected by this change of activity (ie. Customer Service, Dispatchers, etc.) and the phone number to redirect all calls relating to this service delivery by Animal Services, starting January 1, 2006, is 416-338-7297 (PAWS), twenty-four hours daily, year round.

8. Review of the Agreement:

This agreement is to acknowledge that the transfer of responsibility for the pick-up of dead animals from Transportation Services Division to Toronto Public Health, Animal Services Section, becomes effective January 1, 2006.

Toronto Public Health, Animal Services will conduct this activity City-Wide except any 400 series highway, QEW, Allen Rd., Black Creek Dr., Hwy. 2A or the Don Valley Parkway unless the appropriate traffic control is provided by Transportation Services or Police vehicles.

Transportation will transfer three vacant truck driver positions, one vehicle, including fleet maintenance funding and one freezer to Animal Services.


The level of service will include the pick-up of animal cadavers between 8:30 am – 7:00 pm, 7 days a week, as currently provided by Animal Service's West, Central and South Regions, and the pick up of cadavers between 7:00 pm – 8:30 am, 7 days a week during after hours emergency service under the following circumstances:

- the cadaver poses a direct Health & Safety threat
- large animals that impede traffic flow and pose a safety risk
- Police request assistance

We the undersigned have reviewed this Agreement and concur in its terms. We approve this Agreement and commit ourselves to fulfil its spirit and provisions.

Dated this 1st day of December 2005.


Sr Gary Welsh, General Manager,
Transportation Services


David McKeown, Medical Officer of Health
Toronto Public Health