



COORDINATED SAFETY RESPONSE TEAM TERMS OF REFERENCE

Background/Overview: The Coordinated Safety Response Team (CSRT) was created by Council in 2011 to formalize a multi agency group committed to identifying issues related to unsafe and derelict buildings, inspecting or investigating sites where safety has clearly been compromised and rendering safe those identified unsafe conditions through education and enforcement activities.

In 2017 CSRT expanded its mandate to include occupied problem properties that were causing an unsafe condition to exist in the surrounding community. The management of occupied problem property is also part of the Safe Housing Inspection Program (SHIP) therefore all CSRT activities must align with that mandate.

CSRT facilitates information sharing across agencies and other safety programs and initiatives; this provides a coordinated, collaborative response to the correction of unsafe conditions and the achievement of compliance with applicable bylaws, standards and codes.

Membership: Members of the CSRT Committee include:

- Calgary Building Services – Safety Response Unit (SRU)
- Calgary Police Service (CPS);
- Alberta Health Services (AHS);
- Calgary Community Standards (CCS);
- Safe Communities and Neighborhoods (SCAN);
- Calgary Fire Department (CFD); and
- ENMAX.-

Other agencies may be consulted or included if required.

Governance: CSRT will be approved by:

- The Director of Calgary Building Services;
- The Calgary Police Service Deputy Chief;
- The Alberta Health Services – Calgary Zone Manager;
- The Director of Calgary Community Standards;
- The Safe Communities and Neighbourhoods – Calgary Zone Manager;
- The Calgary Fire Department Fire Chief; and
- ENMAX (please provide approver).

Mandate: CSRT will:

- Provide a coordinated approach to identifying potentially unsafe conditions within Calgary and conduct comprehensive joint reviews, inspections and investigations of these sites;
- Outline orders, charges, and recommendations based on legislation for inspected and/or investigated sites to ensure a minimum level of life safety and health is available to the citizens of



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	<p>Calgary;</p> <ul style="list-style-type: none">• Work collaboratively to develop mitigation strategies for identified unsafe conditions and issues;• Identify and advocate improvements and changes to applicable legislation and regulation.• Create community connections to enable opportunities to educate surrounding the roles and responsibilities of CSRT, property owners, and the community-at-large.
Scope:	CSRT will review, inspect, and investigate sites identified by members of CSRT and the community through normal business activities, data analysis or referral.
Management:	<p>CSRT will be managed by the Calgary Building Services – Safety Response Unit Coordinator or designate.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">▪ Chairing the CSRT Committee.▪ Organising CSRT Meetings• Communication with the Administrative Leadership Team (ALT) and City Council (as required).
Meeting Frequency:	The CSRT committee will meet monthly or as required (upon acceptance by all members of the committee).
CSRT Leadership Review:	The management and chairing of CSRT will be reviewed annually. A change will require acceptance by all members.
Powers of the Committee:	CSRT is advisory only. It does not have authority, jurisdiction or mandate over existing City of Calgary business units or partner agencies and their mandated or legislative responsibilities. All committee members will operate within the defined parameters of their applicable legislation.
Resources/Budget:	<p>Each agency or business unit is responsible to:</p> <ul style="list-style-type: none">• Manage its own funding for participation in all aspects of CSRT;• Commit resources to participate in the CSRT Committee.• Provide data analysis to assist in meeting the objectives of the CSRT mandate.
Terms of Reference Review:	The CSRT committee will review the Terms of Reference on an annual basis, or as required.