



Calgary Transit Public Safety Citizen Oversight Committee

Terms of Reference

1. Authority

The Calgary Transit Public Safety Citizen Oversight Committee was established by a resolution of Council on 2002 January 28 (report C2002-02).

2. Mandate

The purpose of this committee is to review all public use of force complaints, after the conclusion of the investigation. Essentially, the committee operates as an objective body; to ensure that the investigation was conducted in a proper and professional manner and that it satisfies all requirements of the Peace Officer Act, the Peace Officer Regulation and the Peace Officer (Ministerial) Regulation and the Calgary Transit Public Safety and Enforcement policy and mandate.

3. Reports To

Director, Calgary Transit

4. Composition

- The Committee will consist of three volunteer members of the public.
- A Use of Force instructor will sit in an advisory role to provide any necessary technical knowledge on use of force issues.
- Committee members are screened on the basis of security checks and previous qualifications. Previous knowledge of law enforcement is not considered relevant in the selection process.
- Once selected, committee members are required to swear an oath, and serve on the committee for up to a three-year period.
- Upon conclusion of their three-year term, a committee member can apply to extend their appointment beyond their current term.
- Committee members will receive training in use of force issues, such as the legal framework for using force and its practical application.

5. Resources

Coordinator Public Safety and Enforcement, Calgary Transit

6. Subcommittees

The Calgary Transit Public Safety Citizen Oversight Committee does not have subcommittees.



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7. Term

- Staggered terms; one appointee for one year, one appointee for two years and one appointee for three years for the initial term, and for three (3) year terms thereafter.
- A public member may serve a maximum of six consecutive years.
- Despite the above, a public member may serve until his or her successor is appointed. The service of a member beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is half the term or less.
- When an appointment is made to fill a public member vacancy:
 - If the balance of the term to be served is half the term or less, that service shall not count toward the limit on the length of service; and
 - If the balance of the term to be served is more than half the term, that service shall count toward the limit on the length of service.
- A public member may serve more than six consecutive years by a two-thirds vote of Council.

8. Quorum

Two (2) voting members.

9. Chair

The Chair and Vice-chair are elected by the member of the Committee.

10. Meetings

- Frequency: Quarterly
- Date: Tuesdays
- Time: 11:30 a.m.
- Location: 316 – 7 Avenue S.E., Main Floor Boardroom

11. Procedures

Upon receipt of the investigative results regarding the complaint, the committee will evaluate the process to determine:

1. If the elements of the complaint were addressed.
2. Related policies were adhered to
3. Force used was reasonable, necessary, and proportional.



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4. Recommend follow-up, such as escalation procedures as outlined in the Peace Officer Act including:
 - further investigation by CPS of possible criminal charges;
 - advise the Provincial Peace Officer Program they may have to investigate;
 - advise the City of Calgary Law Business Unit of possible litigation, if they have not already been briefed; and
 - suggest training and policy revisions that may be necessary.

12. Code of Conduct

Public members of the Calgary Transit Public Safety Citizen Oversight Committee will abide by Council Policy CC045, *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* and complete the declaration form upon their appointment to the Committee.

Amended