

Pointe-Claire Canoe Kayak Club Screening Policy

Employee and Volunteers

The City of Pointe-Claire requires that any employee/volunteer working directly with potential risk factor, and is over the age of 18 must have a police screening done.

Potential Risk Factors for clients:

- Vulnerable individuals (children under 18, seniors, people with disabilities)
- Close contact with clients (potential to get to know client one on one)
- High-risk activity (potential physical contact)
- Off-site (regattas, etc.)
- No supervision (potential of having minimal or no adult supervision)
- Access to information (addresses, phone numbers, medical history)
- Collecting money

Confidentiality is very important in the screening process. One officer from the Montreal Police Department will know the full results of the screening. They send a letter back to the department of Culture, Sports, Leisure and Community Development stating whether or not the employee/volunteer has passed the screening. If the employee/volunteer did not pass, then he/she will receive a letter showing his/her offence(s). If this person still wishes to be employed or volunteer, and then he/she must meet the screening committee, formed of three city members, show the letter which he/she received from the police department and explain his/her side of the offence and why he/she should still be permitted to volunteer.

Below are the definitions and criteria of criminal offences:

Violence	Any misconduct or criminal offence in which any form of violence was used, such as homicide, robbery, assault, offences related to firearms, kidnapping, forcible confinement, threats, intimidation, harassment, arson, gangsterism, misdemeanours.
Sex	Any misconduct or criminal offence of a sexual nature, such as sexual assault, indecent acts, solicitation or incitement to prostitution.
Theft/Fraud	Any misconduct or criminal offence that by its nature could be considered theft or fraud, such as breaking and entering, theft, taking an automobile or other vehicle without consent, fraud, corruption, impersonation.
Driving	Any misconduct or criminal offence related to driving a motor vehicle, such as driving under the influence, hit and run, reckless driving.
Drugs & Narcotics	Any misconduct or criminal offence related to drugs and narcotics, such as possession, trafficking, import, cultivation.
Other	Criminal negligence, .

Criteria for Offence

Criteria concerning sexual crimes

The City of Pointe-Claire does not accept anyone declared guilty or in the trial process for sexual offences such as aggression, assault, pedophilia and/or indecent acts.

- Solicitation and prostitution offenders must wait 5 years before applying and must have only 1 offence.

Criteria concerning drug offences

The City of Pointe-Claire does not accept anyone in the trial process for drug offences.

- A guilty verdict for the trafficking and sales of drugs will result in Pointe-Claire not granting a screening card until a pardon is received.
- A guilty verdict for the possession and/or consumption of drugs will result in Pointe-Claire not granting a screening card for 5 years, after which point the applicant can reapply and a committee will evaluate the circumstances surrounding the crime.

Criteria concerning violent offences

Will not be authorized to volunteer for 5 years after the said offence. After this time, the committee will evaluate the circumstances surrounding the crime and decide the volunteering outcome.

Criteria concerning theft crimes

Will not be authorized to volunteer for 5 years after the said offence. After this time, the committee will evaluate the circumstances surrounding the crime and decide the volunteering outcome.

- If the crime was a fraud, then the person cannot be a treasurer or a manager in any Pointe-Claire association.

Criteria for driving offences

Will not be authorized to volunteer for 5 years after the said offence. After this time, the committee will evaluate the circumstances surrounding the crime and decide the volunteering outcome.

- More than 2 offences will result in the applicant not volunteering in any Pointe-Claire association.

Criteria for other criminal offences

Will be evaluated case by case.