



**ARCHDIOCESE OF MONTREAL DISCIPLINARY
PROCESS POLICY TO ERADICATE ABUSE**

Version 1.0

Office of the Vicars General

Archdiocese of Montreal

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ARCHDIOCESE OF MONTREAL DISCIPLINARY PROCESS POLICY TO ERADICATE ABUSE

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1. Purpose

This policy is part of the diocesan curia's efforts to eradicate all forms of abuse in the Archdiocese of Montreal. It stems from recommendations 6 to 11, 16 and 23 of the Capriolo Report.¹

2 Scope and exclusion

2.1 This policy applies to all pastoral, ordained, religious and lay personnel, whether mandated, remunerated or volunteer, working within the Archdiocese of Montreal, and in all parishes, missions, offices and services across its territory.

¹ See Appendix 1

3. Failures

The failures subject to this policy are the:

- 1) Failure to report to the Ombudsman an abuse that the person concerned witnesses or seriously suspects.
- 2) Failure to report to the Director of Youth Protection (DPJ) abuse or a serious risk of sexual or physical abuse of a minor.
- 3) Failure to refer a complaint of abuse received by the person concerned to the Ombudsman.
- 4) Failure to disclose to the Ombudsman information relevant to the existence of abuse by the person concerned.
- 5) Failure to transfer documents or files to the Chancery, contrary to the Archbishop's June 20, 2021 decree.²
- 6) Concealment or destruction of documents contrary to the policies and procedures of the Église catholique à Montréal.³
- 7) Refusal to register and complete mandatory training to prevent all forms of abuse.

4. Sanctions

The nature and application of sanctions may vary according to:

- The nature of the failure (failure to report, failure to refer, failure to disclose, etc.).
- The seriousness of the alleged act.
- Whether the alleged acts are current/recent or past.
- Whether the person concerned is a member of the clergy, a consecrated person, or a lay person; incardinated in Montreal or elsewhere.
- Recidivism (first, second, or third offence).
- Special circumstances (e.g., duress, fear of a superior)

² Decree on the Transfer of Pastoral Personnel Files from the Diocesan Curia to the Chancery – June 20, 2021

³ 2022 Records and Archives Management Policy and Procedures Manual, including:

- Records Management Policy
- Pastoral Staff File Management Procedure
- Email Management Procedure
- Text Document Scanning Procedure

List of possible sanctions :

- Written warning
- Letter of reprimand on file
- Suspension with pay
- Suspension without pay
- Dismissal
- Canonical penalty⁴

5. Role and responsibilities

- 5.1 The Vicars General are responsible to manage the failures listed in Article 3.
- 5.2 Depending on their seriousness, sanctions are issued by the Vicars General or the Archbishop.

6. Normative documents resulting from this policy

1. Decree on the Transfer of Pastoral Personnel Files from the Diocesan Curia to the Chancery (2021)
2. Records Management Policy (2022)
3. Pastoral Staff File Management Procedure (2021)
4. Email Management Procedure (2022)
5. Restricted Access File Management Policy (2022)

7 Enactment and distribution

- 7.1 This policy will be communicated to all persons identified in Article 2.1. and be effective upon promulgation.

⁴ - - See Pope Francis' Apostolic Letter May 7, 2019, and [Vademecum on certain points of procedure in treating cases of sexual abuse of minors committed by clerics](#), Congregation for the Doctrine of the Faith, July 16, 2020.

- 7.2 This policy will be posted to the Église catholique à Montréal website.
- 7.3 It will also be incorporated into the terms and conditions of employment for salaried employees and will be added to the pre-employment information for the persons listed in Article 2.1.

8. Approval

This *Archdiocese of Montreal Disciplinary Process Policy to Eradicate Abuse* has been approved by:

† Christian Lépine
Archbishop of Montreal

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Appendix 1 – Capriolo Report Recommendations

Section 2 – ACCOUNTABILITY

6 - That a clear and well-defined organizational chart of accountability with delegated authority be created within the Archdiocese.

7 - That a clear and well-defined flow of information be established laterally between the various departments and vertically from the employee to superior to the Archbishop.

8 - That suitable sanctions accompany breaches in the delivery of information according to the established flow.

9 - That all members of the clergy, employees and volunteers be advised and regularly reminded of their OBLIGATION to report immediately all abuse to the Ombudsperson and, in the case of sexual or physical abuse of minors, to the DYP.

10 - That severe sanctions be established for any breach of this obligation.

11 - That anyone charged with the responsibility of investigating a complaint or of acting upon the recommendation of the person so charged and who omits to carry out this responsibility within a defined delay should be sanctioned.

Section 3 – TRANSPARENCY

16 - That severe sanctions be established for any omission to immediately forward a complaint received to the Ombudsperson.

Section 4 – TRAINING

23 - That all candidates for orders and current staff of diocesan institutions, whether clerical, pastoral or other, paid or volunteer, receive this training, and that all new staff be required to receive the same training prior to beginning their function.