

MEMORANDUM

To: All CIA Members
From: Liam McFarlane, Chair
 Committee on Professionalism
Date: May 3, 2018
Subject: **Report on Criminal Conviction Disclosures – October 1, 2017 to February 28, 2018**
Document 218048

Background

As of September 1, 2016, pursuant to Bylaw 3.1.12, all Fellows, Associates, and Affiliates who are not claiming a waiver of dues as fully retired are required to disclose to the Executive Director of the Institute, any criminal conviction which he or she has been the object of within 30 days following the criminal conviction.

Section 8 of the [Policy on Disclosure of Criminal Convictions](#), requires that members be regularly advised of the results of the criminal conviction disclosure assessments conducted by the Committee on Professionalism.

Report

The following criminal convictions were disclosed to the Executive Director and assessed by the Committee on Professionalism during the period of October 1, 2017 to February 28, 2018:

Type of Criminal Conviction Disclosed	Additional Details	Result of the Assessment*
Operation of a vehicle while impaired (disclosure from three individuals).	<ul style="list-style-type: none"> • Each with a single conviction; and • One was from an individual applying for enrolment to the Institute. 	No further action will be taken by the Institute.

** N.B.: Each criminal conviction is reviewed and assessed based on the particular circumstances of the case. A similar conviction under different circumstances (e.g., repeat offender, etc.) may not necessarily result in the same assessment.*

Any questions regarding the disclosure of criminal convictions should be directed to Michel Simard, Executive Director, at executive.director@cia-ica.ca.

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