

# MEMORANDUM

**To:** All CIA Members  
**From:** Liam McFarlane, Chair  
 Committee on Professionalism  
**Date:** October 31, 2017  
**Subject:** **Report on Criminal Conviction Disclosures – March 1, 2017 to September 30, 2017**

*Document 217114*

## 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.

As a transitional measure, members had until July 1, 2017 to disclose any criminal conviction which he or she has been the object of prior to September 1, 2016.

Section 8 of the [Policy on Disclosure of Criminal Convictions](#), requires that members be advised regularly 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 March 1, 2017 to September 30, 2017:

Type of Criminal Conviction Disclosed	Additional Details	Result of the Assessment*
Operation of a vehicle while impaired (10 cases, each with a single conviction).	<ul style="list-style-type: none"> <li>In six of the cases, the conviction occurred at a young age.</li> <li>In all cases, there were no further occurrences.</li> </ul>	No further action will be taken by the Institute.
Operation of a vehicle while impaired (one case with two convictions).	<ul style="list-style-type: none"> <li>Both convictions occurred many years ago.</li> <li>No further occurrences since last conviction.</li> </ul>	No further action will be taken by the Institute.
Conspiracy to distribute marijuana.	<ul style="list-style-type: none"> <li>Member was in late teens when conviction occurred.</li> <li>No further occurrence.</li> </ul>	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-ia.ca](mailto:executive.director@cia-ia.ca).

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