

# MEMORANDUM

**To:** CIA Members  
**From:** Liam McFarlane, Chair  
 Committee on Professionalism  
**Date:** January 8, 2020  
**Subject:** **Report on Criminal Conviction Disclosures – March 1, 2019, to December 31, 2019**  
*Document 220001*

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## **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 of which he or she has been the object 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 March 1, 2019, to December 31, 2019:

Type of Criminal Conviction Disclosed	Additional Details	Result of the Assessment*
Operation of a vehicle while impaired (disclosures from two individuals).	<ul style="list-style-type: none"> <li>• Each with a single conviction</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.

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