

CPA Canada Commodity Tax Committee Terms of Reference

Role:

The Committee will act as a knowledge resource to enable CPA Canada to respond to existing and proposed government activities in the area of federal commodity taxation and issues involving commodity taxation matters. Commodity taxation matters include taxes and other government levies on goods and services such as duties and taxes imposed on imported goods, value added and other sales taxes on goods and services and any excise taxes. The Committee will provide consultation on draft Canadian and relevant international trade policies and other policy issues related to the importation of goods into Canada, as well as other customs programs which fall under the purview of the Canada Border Services Agency and the Department of Finance. Similarly, the Committee will provide consultation on draft value added and other sales taxes policies, whether legislative or administrative, which fall under the purview of the Canada Revenue Agency and the Department of Finance.

Responsibilities:

- a) To consider all aspects of present or proposed federal commodity taxation legislation;
- b) To establish and maintain ongoing relations with the Department of Finance, the Canada Border Services Agency and the Canada Revenue Agency;
- c) To make recommendations to the Department of Finance, the Canada Border Services Agency, the Canada Revenue Agency and other government departments for the resolution of federal commodity taxation issues;
- d) To consider the policy implications of existing or proposed federal commodity taxation matters and to advise CPA Canada Tax Advisory Board of major policy issues on which the profession should be taking a position;
- e) The Committee, from time to time, will advise the Tax Advisory Board on an as needed basis of its activities. Such communication will be facilitated by the Chair of the Tax Advisory Board/Vice President, Taxation who will also advise the President and CEO as appropriate;
- f) Where the Committee believes it to be expedient and in the best interests of the profession, it will make submissions, either alone or with representatives of other organizations, to the federal government and other interested parties. Such submissions will only be undertaken after consulting with CPA Canada Vice President, Taxation or his delegate;
- g) The Committee will work with CPA Canada staff and provide counsel and be available to act as an advisor to other committees of the Institute on matters involving commodity taxation;
- h) To undertake special tasks relating to international commodity taxation;

- i) To liaise and work with the appropriate committees within the provincial accounting bodies that have responsibility for commodity taxation issues on an as-needed basis;
- j) Members of the committee would, when requested, act as spokespersons with both elected and non-elected government officials and with the media, and where applicable will adhere to CPA Canada lobbyist registration requirements.

Authority:

The Committee is empowered to take such reasonable actions as are necessary to carry out its responsibilities.

Accountability:

The Committee will be responsible to CPA Canada Tax Advisory Board.

Composition and Terms:

The Committee shall be comprised of not less than 7 permanent members or more than 11 members as follows:

- a) Chair with a two-year term of office, after which the chair becomes the immediate past chair to serve as a voting member in that capacity for one year,
- b) Vice-Chair with two-year term of office. The Vice-Chair will normally succeed the Chair in office, and
- c) Not less than five or more than nine members in addition to the Chair and Vice Chair.

The Chair shall be approved by the Tax Advisory Board. Committee members shall serve at the invitation of the Chair, subject to approval of the Tax Advisory Board on the members to be so invited.

Committee Members serve a two-year term and are eligible for reappointment to a maximum aggregate term of six consecutive years.

A term of office shall commence and end with the date April 1 to March 31.

Members should have demonstrated interest, experience and expertise in federal government matters and understanding of the public policy development and legislative processes;

If any Committee member fails to attend three consecutive meetings, that member will cease to be a member of the Committee, unless, in the opinion of the Chair, there are extenuating circumstances to justify waiving this provision;

In addition to regular members, Committee meetings may be attended by such staff members and others as may be requested by the Chair, and CPA Canada Vice President, Taxation.

The membership of the Committee should, to the extent possible, reflect the geographical and occupational make-up of the profession.

Assistance/Advice/Operations:

Staff support will be provided by CPA Canada through the Vice President, Taxation.

Reporting:

The Committee will:

- a) Report at least annually to the Tax Advisory Board to outline its activities, programs, plans and recommendations,
- b) Review its membership and terms of reference at least once every two years to ensure that they continue to meet the Committee's and the profession's needs.

Meetings:

The Committee will meet as frequently as the workload requires by conference call or in person if need be. It is recommended that the committee meet twice a year in person. One of the meetings will be at the time of CPA Canada commodity tax symposium; the other time will be at the discretion of the Chair. CPA Canada will pay travel costs for the latter meeting. It is understood that members will pay their own costs for the meeting around the time of the symposium, since it is assumed they will be attending in any event.

Bilingualism:

The Committee is designated as English-French with accommodation.

Funding:

Funding for reasonable and necessary expenses for the activities of the Committee is provided from the budget of CPA Canada under the administration of the Vice President, Taxation.

CPA Canada Commodity Tax Committee Member Acknowledgement:

The undersigned acknowledges that they have read and agree with the terms of reference.

CPA Commodity Tax Committee Member