

Tab 4

**Anti-Money Laundering & Anti-Terrorist Financing Committee
of the
Chartered Professional Accountants of Canada**

TERMS of REFERENCE

Objectives

The objectives of the Anti-Money Laundering & Anti-Terrorist Financing ('AML/ATF') Committee ('Committee') of the Chartered Professional Accountants of Canada ('CPA Canada') are to:

- a. Assist CPA Canada in contributing, on behalf of the CPA profession and in the public interest, to the more effective and efficient fight against money laundering and terrorist financing.
- b. Assist CPA Canada in continuing to develop a trusted reputation for the CPA profession in the area of AML/ATF.
- c. Provide CPA Canada with input into the impact on individual Chartered Professional Accountants ('CPA's) and CPA firms of AML/ATF legislation and related governmental consultations and initiatives.
- d. Support CPA Canada's efforts in the area of AML/ATF by identifying, prioritizing and analyzing issues that may have an impact on CPAs and CPA firms.
- e. Assist CPA Canada with the development of timely and relevant guidance and resources that will assist CPAs and CPA firms in understanding their obligations under AML/ATF legislation and improving their level of compliance.

Responsibilities

The responsibilities of the Committee include supporting CPA Canada and Research, Guidance and Support staff in:

- a. Developing the future strategy of CPA Canada's objectives with respect to AML/ATF on an ongoing basis.
- b. Evaluating the potential policy implications of government and regulatory consultations or other proposed or actual amendments to the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA)* or other relevant legislation.
- c. Providing input on public or private submissions to the relevant governmental body on such consultations or proposed or actual amendments.
- d. Preparing draft submissions and other communications on behalf of CPA Canada, as appropriate.
- e. Developing guidance and other resources related to AML/ATF for the accounting profession.
- f. Performing reviews of materials under development.
- g. Providing guidance on communications to be undertaken with members.
- h. Promoting and supporting staff in educational activities related to AML/ATF.
- i. Representing CPA Canada before relevant bodies as needed.
- j. Making recommendations to or aligning with other advisory groups of CPA Canada to help address the full range of AML/ATF issues faced by CPAs and CPA firms.

Composition and Term

Members will be nominated by the CPA Canada Principal responsible for the Committee in consultation with the Lead Principal and Vice President, Research, Guidance and Support.

The Committee will normally comprise six to eight members as follows:

- a. One Chairperson ('Chair') with a two year term of office.
- b. Five to seven other members with a term of three years, renewable for one term. Members will have expertise, experience and an interest in AML/ATF and the *PCMLTFA*.

In exceptional circumstances, a Chair or Committee member may be invited to extend their term beyond their normal or renewable term.

The Committee also includes the following staff of CPA Canada as non-voting members:

- a. The Principal, Corporate Oversight and Governance, in Research, Guidance and Support, who is responsible for the Committee ('Principal').
- b. The Lead Principal, Corporate Oversight and Governance, in Research, Guidance and Support, who oversees the AML/ATF area ('Lead Principal').
- c. The Vice President, Research, Guidance and Support ('Vice President') will participate, as needed, to provide the Committee with input and clarity on CPA Canada-related matters

CPA Canada staff will endeavor to identify Committee members such that no fewer than one-half of the Committee will be members of CPA Canada. Given the specialist nature of the Committee, however, Committee members will be selected based on the skill sets required to accomplish the mandate, while maintaining an appropriate diversity of background and experience.

Removal of Members

Members of the Committee are expected to participate in substantially all meetings. The schedules of members will be accommodated as much as reasonably possible when setting meeting dates. Any member who fails to participate in three consecutive meetings may be removed from membership at the discretion of the Chair and the Principal.

Accountability

The Committee reports to and is accountable to the Principal and Lead Principal who are accountable to the Vice President.

Decision Making

Final decisions will be made by CPA Canada after consultation and input from the Committee.

Meetings

The Committee will meet on an as-needed basis. It is anticipated the Committee will meet no more than four times in person during the year with conference calls to be arranged as necessary and as agreed to by the Committee.