

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTM Academic Affairs Committee

SPONSOR: Professor Amrita Daniere, Interim Vice-Principal Academic & Dean
CONTACT INFO: amrita.daniere@utoronto.ca

PRESENTER: Professor Len Brooks, Director, Professional Accounting Centre and
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DATE: October 7, 2022 for October 17, 2022

AGENDA ITEM: 4

ITEM IDENTIFICATION:

New Type 3 Certificate Program: Canadian Income Tax Practices

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for new certificates, as defined by the *Policy on Certificates (For-Credit and Not-For-Credit)*, and the closure of such certificates. An annual report on certificates shall be provided for information to the Committee on Academic Policy and Programs.

GOVERNANCE PATH:

- UTM Academic Affairs Committee [for approval] (October 17, 2022)

PREVIOUS ACTION TAKEN:

None

HIGHLIGHTS:

The proposed Certificate of Canadian Income Tax Practice (Tax Certificate) will be a Type 3 (not-for-credit) certificate offered through the Institute for Management & Innovation Executive Programs unit (IMIX) at UTM and will provide professional accountants and lawyers foundational knowledge and skills for a career in income tax practice. This practical knowledge and these skills are not offered at the required levels in the preparatory program for the CPA

designation, and upcoming revisions in the CPA Competency Map to accommodate the emerging CPA mandate are likely to further increase this identified gap. The proposed Tax Certificate is designed to address this disparity.

Attendance is projected at an initial cohort of 30 students, with subsequent years at 50 students and rising to a steady state annual enrolment of 75-100 by 2024, which represents less than 17% of the estimated market. There are currently no alternative programs except in-firm seminars or on-the-job training (that offer fragmented coverage and risk costly mistakes), and the CPA Canada In-depth Tax course (which is targeted at tax staff with considerable tax practice seniority).

This certificate program will offer synchronous evening classes via Zoom, one night per week for three (3) hours over an 8-month period, to participants across Canada and elsewhere, covering relevant content through five (5) courses (Tax I, Tax II, Tax III, Financial Statements and Tax, and Introduction to Tax Law). Successful completion of the Certificate will be based on assessments of 2-3 assignments in each course that are aggregated for the entire Certificate.

RECOMMENDATION:

Be It Resolved,

THAT the New Type 3 Certificate Program: Canadian Income Tax Practices, be approved, as detailed in the proposal dated October 3, 2022, effective January 1, 2023.

DOCUMENTATION PROVIDED:

- Proposal to create a New Type 3 Certificate Program: Canadian Income Tax Practices.

Proposal to Create a Not-for-Credit Certificate

Category 3 Not-for-Credit Certificates as outlined by the [Policy for Certificates \(For-Credit and Not-For-Credit\)](#) should align with the protocols set out in the [Guidelines for Continuing, Professional and Executive Education](#).

The creation of the certificate is reported to the VPAP office after approval.

Proposed certificate name:	Certificate of Canadian Income Tax Practice
Unit:	Institute for Management & Innovation (IMI)
Academic division:	University of Toronto Mississauga
Dean's Office contact:	Yen Du Manager, Academic Programs, Reviews & Quality Assurance Yen.du@utoronto.ca
Version date: (Please change as you edit this proposal)	October 3, 2022

1 Summary

- Please provide a brief summary of the certificate, including:
 - A statement of purpose that clearly summarizes what is being proposed
 - A brief discussion of the background situation to set context for external readers
 - Impetus for its development (including interest and demand)
 - Rationale for certificate (include expected goals and outcomes upon completion)
 - How the certificate fits with university/division's general objectives

The proposed **Certificate of Canadian Income Tax Practice** (Tax Certificate) will be a Category 3 not-for-credit certificate offered through the Institute for Management & Innovation Executive Programs unit (IMIX) at UTM and will provide professional accountants and lawyers foundational knowledge and skills for a career in income tax practice. This practical knowledge and these skills are not offered at the required levels in the preparatory program for the CPA designation, and upcoming revisions in the CPA Competency Map to accommodate the emerging CPA mandate are likely to further increase this identified gap. The proposed Tax Certificate is designed to address this disparity.

Attendance is projected at an initial cohort of 30 students, with subsequent years at 50 students and rising to a steady state annual enrolment of 75-100 by 2024, which represents less than 17% of the estimated market. There are currently no alternative programs except in-firm seminars or on-the-job training (that offer fragmented coverage and risk costly mistakes), and the CPA Canada In-depth Tax course (which is targeted at tax staff with considerable tax practice seniority). According to experts, existing University courses other

than those of the full-time, Master of Taxation at the University of Waterloo do not provide the practical foundation material and skills required.

This certificate program will offer synchronous evening classes via Zoom, one night per week for three (3) hours over an 8-month period, to participants across Canada and elsewhere, covering relevant content in the following courses:

1. Tax I
2. Tax II
3. Tax III
4. Financial Statements and Tax
5. Introduction to Tax Law

Technology Sessions will be spread throughout the courses.

Successful completion of the Certificate will be based on assessments of 2-3 assignments in each course that are aggregated for the entire Certificate.

Learning Outcomes: By the end of this program, learners will be prepared to:

- effectively prepare and review tax compliance documents,
- identify basic tax issues,
- conduct research thereon, and
- incorporate technological tools to enhance their tax practice,

enabling them to begin a successful career in tax practice.

Students will be able to stop out, if necessary, and rejoin in a subsequent year. Applicants will be screened by IMIx to ensure that they have the capacity to understand the program (see Section 4, Admission Requirements below for full details).

Instructors will predominantly be University of Toronto faculty and/or accredited experts. An **Advisory Committee** will be created for the program to advise the Academic Director of IMIx on Program issues. A **Tax Program Advisor**, who possesses experience in Tax practice, teaching expertise, and marketing contacts, will be appointed by the IMIx Academic Director (with the concurrence of the IMI Director) to advise and assist the IMIx Director on program development and oversight and will assist in marketing the Certificate Program. It is expected the Tax Program Advisor will serve for a period of 1-3 years (with an option to renew).

2 Effective Date

This certificate program will begin in January of 2023 and offer evening classes via Zoom, generally one night per week, to participants over a timeframe of 8 months. Subsequent offerings will begin annually in September.

3 Budget and Resources

- *Provide a detailed outline of costing and funding. Note that Category 3 certificates do not receive funding and all associated activities operate on an expense (cost) recovery basis. The budget should consider costs at program, unit, and divisional level. Cost should also consider supplies, space, labs, development costs, marketing, equipment etc..*
- As outlined in the [Guidelines for Continuing, Professional and Executive Education](#), teaching in this context is normally considered to be outside of faculty assigned workload.

IMlx Certificate programs will only launch or proceed if enrolment indicates that the offering will break even or generate more revenue than costs. Costs are detailed in a separate full budget proposal on a full costing basis using costs as known on the date of this request. Teaching resources used will be on a gratis or an overload stipend basis. The program will be delivered online using Zoom, unless agreed otherwise with the UTM Dean's Office.

Based on full costs, conservatively assumed attendance, course and program fees, assumed levies from U of T and UTM (although we have asked for UTM not to levy this during our two-year launch window), and all taxes, this certificate program will break even at a minimum of approximately 30 students (per cohort). The breakeven estimate includes an estimate of the IMlx service costs for marketing, organization, fees collection, and supervision.

Administrative resources needed for this program are incorporated into the work expectations for the IMlx Program and Business Development Manager and the IMlx Director plus the appointment of a Program Advisor and a 30% FTE administrative staff member. Costs for these additional IMlx staff members are built into the cost estimates and breakeven calculations.

4 Admission Protocol

Provide the admission requirements for the certificate. Is admission open or targeted to a specific group/background.

Admission will be open to applicants with an undergraduate degree in Accounting, Business, or Law, who have completed income tax courses. Preference will be for applicants who possess a CPA designation, or who have been called to the Bar. Applications will require a Statement of Intent, a CV, proof of Degree and professional designation. Applicants may be interviewed at the discretion of IMlx.

5 Program Requirements

This certificate will consist of a coherent sequence of not-for-credit courses related to an identified topic or theme.

Describe the requirements of the certificate and mechanism for the assessment and completion.

The following certificate program has been developed based on the advice of an Advisory Committee of qualified income tax professionals. It will include the following cumulative courses. All courses will emphasize development of knowledge and skills related to:

- general tax knowledge and familiarity with the Income Tax Act (ITA) tax research;
- verbal and written communication skills; and
- organizational skills.

Tax I

- Identification of tax issues, computation of, and compliance for:
 - employment income and deductions
 - business and other income and deductions
- Computation of personal taxes payable and T1 return preparation
- Assessment is based on 2-3 assignments

Tax II

- Identification of tax issues, computation of, and compliance for:
 - Taxable entities (sole proprietors v. corporations, trusts, partnerships)
 - Relationships for tax purposes
- Computation of corporate taxes payable and T2 return preparation
- Assessment is based on 2-3 assignments

Tax III

- Identification of tax issues, computation of, and compliance for:
 - wind-ups and amalgamations, share redemptions and PUC
 - T2054 (CDA) and T2057 (s.85) forms
 - QSBC share tests and computation of the LCGE
- Responding to Canada Revenue Agency (CRA) audits
- Assessment is based on 2-3 assignments

Financial Statements and Tax

- Financial statements provide the basis for the preparation of tax returns, and in turn, the current and future tax liabilities of the business. Using corporate financial data, students:
 - compute and review moderately complex tax provisions and deferred taxes, and review financial statement note disclosures for completeness, and
 - prepare and review T2 corporate tax compliance using tax preparation software and financial statements, identify tax issues and adjustments, and prepare additional compliance.
- Assessment is based on 2-3 assignments

Introduction to Tax Law

- Increase familiarity of the Income Tax Act, case law, statutory interpretation, tax research and related writing skills
- Introduce students to reading and interpreting tax statutes; finding, reading, and interpreting secondary sources of law (case law, CRA documents, etc.)
- Provide opportunities to review and practice effective communication skills
- Enable students to conduct effective tax research using Boolean search techniques
- Assessment is based on 2-3 assignments.

6 Consultation

Outline any consultation undertaken with the Dean and chair/director of the relevant academic units and relevant programs.

The development of this proposed certificate program was done in consultation with the IMix Academic Director, IMI Director, IMI Curriculum Committee, IMI Faculty, and the IMix Tax Program Advisory Committee.

7 Oversight and Accountability: Review

To ensure the curriculum and course content of all IMix offerings maintains the same standard as IMI degree programs, the IMix Academic Director will have oversight in the administration of this program. Similar to for-credit offerings, new IMix certificate programs and significant changes to existing courses/ programs (i.e., new courses, course deletions, changes to program requirements) will be reviewed by the IMix Academic Director, IMI Director, and IMI Curriculum Committee before receiving final approval by the UTM Dean. In addition, the Program Advisory Committee will review the program annually.

As a Category 3 certificate, the Certificate of Canadian Income Tax Practice will be subject to periodic reviews by the Vice-Principal Academic and Dean, UTM.

8 Process Steps and Approvals

The pathway is summarized in the table below.

	Approving Body	Approval Date
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Development & Consultation within Unit	Leonard J. Brooks Academic Director, IMIx	August 26, 2022
	Shashi Kant Interim Director, IMI	October 3, 2022
	IMI Curriculum Committee	October 3, 2022
Decanal Sign-Off	Marc Dryer Associate Dean, Academic Programs	September 23, 2022
	Amrita Daniere Interim Vice-Principal Academic & Dean	October 3, 2022
Divisional Governance Approval	UTM Academic Affairs Committee	October 17, 2022
Submission to Provost's Office - AP&P (report only)		

Appendix A – Certificate of Completion Template



Institute for Management & Innovation
UNIVERSITY OF TORONTO

MISSISSAUGA

THIS IS TO CERTIFY THAT

<< **INSERT NAME** >>

HAS COMPLETED THE

**CERTIFICATE OF
CANADIAN INCOME TAX
PRACTICE**

OFFERED BY

IMI_x EXECUTIVE PROGRAMS

<< **INSERT DATE(S)** >>

IMIX
EXECUTIVE PROGRAMS

PROFESSOR SOO MIN TOH

Director

Institute for Management & Innovation

PROFESSOR LEN BROOKS

Director

IMI_x Executive Programs