



Staff Report

Report To: River District Board of Management

Report From: Staci Landry, Deputy Clerk

Meeting Date: March 13, 2024

Report Code: CR-24-022

Subject: Appointment of a River District Board Director to the Municipal Accommodation Tax (MAT) Stakeholder Committee

Recommendations:

THAT in consideration of Staff Report CR-24-022 respecting the Appointment of a River District Board Director to the Municipal Accommodation Tax (MAT) Stakeholder Committee, the River District Board of Management appoints a Board Director to the MAT Stakeholder Committee as selected through the established Nomination Procedure with a term expiry of November 14, 2026.

Highlights:

- A MAT By-law was approved by Council in December of 2023.
- In December 2023, Council awarded a Request for Proposal (RFP) to the Owen Sound & District Chamber of Commerce to administer the non-discretionary 50% of the MAT revenue.
- A Financial Accountability Agreement with the Owen Sound & District Chamber of Commerce, acting as the Tourism Entity, was approved by Council in February 2024.
- As per the agreement, a MAT Stakeholder Committee will be created, and one (1) River District Board member shall be appointed to this Committee.

River District Action Plan Alignment:

This report supports the delivery of the River District Action Plan.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[Report CS-22-027](#) – Municipal Accommodation Tax – Preliminary Report

[Report CS-23-044](#) – Update Regarding Municipal Accommodation Tax Report

[Report CS-23-089](#) – Update II Regarding Municipal Accommodation Tax

[Report CR-23-116](#) – Award of RFP-23-029 Non-Profit Corporation to Administer Municipal Accommodation Tax

[Municipal Accommodation Tax By-law No. 2023-127](#)

[Report CS-24-015](#) – Financial Accountability Agreement with the Owen Sound & District Chamber of Commerce for the Collection of MAT

Background:

City Council approved the Municipal Accommodation Tax By-law No. 2023-127 on December 4, 2023, approving the MAT for Owen Sound. Collection of MAT will commence March 1, 2024, at a rate of 4%. The By-law applies to all hotels, motels, short-term rentals (including bed and breakfasts), as well as campgrounds.

Ontario Regulation 435/17: Transient Accommodation Tax under the *Municipal Act, 2001*, requires a municipal corporation that collects a MAT to make payments of at least 50% of the revenues from the MAT to an Eligible Tourism Organization (ETO). On December 4, 2023, City Council awarded an RFP to the Owen Sound & District Chamber of Commerce to be the ETO to administer the non-discretionary 50% of the MAT revenue and directed staff to finalize an agreement between the City and the Owen Sound & District Chamber of Commerce.

City Council approved the Financial Accountability Agreement with the Owen Sound & District Chamber of Commerce on February 26, 2024, through the

approval of the Community Services Committee minutes from the meeting held on February 21, 2024.

The Financial Accountability Agreement requires that the Tourism Entity establish a MAT Stakeholder Committee to review and approve all expenditures of the net tax proceeds in accordance with the Tourism Action Plan and annual work plan. The mandate, terms of reference, and composition form Schedule B of the Agreement and are included in Attachment 1 of the report.

As per Schedule B of the Agreement, the MAT Stakeholder Committee will be comprised of:

- One (1) Councillor appointed by the City;
- One (1) member appointed by the River District Board;
- Two (2) members appointed by the Tourism Entity; and
- Up to five (5) additional voting members, who shall have businesses in or reside in the City, selected by the Tourism Entity through an established member selection process, from the following stakeholder categories:
 - Local accommodations;
 - Local festivals and events;
 - Local arts and culture;
 - Local sports and recreation; and
 - Restaurants and hospitality.

The Owen Sound & District Chamber of Commerce has advised that the MAT Stakeholder Committee will meet on a Tuesday afternoon, from 1:00 p.m. to 3:00 p.m., bi-monthly. Once the Committee is well-established, then the meetings will be reduced to quarterly.

Analysis:

The term for Directors on the River District Board of Management follows the term of Council. It is recommended that the term of the Board Director on this Committee shall also be for the term of Council. At the first meeting of the new Board each term, a Board Director shall be appointed to the MAT Stakeholder Committee for that entire term.

The Board Chair will lead the Nomination Procedure as outlined in Attachment 2 of the report. A motion will be required to formally appoint the

River District Board Director to the MAT Stakeholder Committee with a term expiry of November 14, 2026.

Financial Implications:

None.

Communication Strategy:

Staff will inform the Owen Sound & District Chamber of Commerce of the River District Board Director appointee to the MAT Stakeholder Committee.

Consultation:

Pam Coulter, Director of Community Services

Owen Sound & District Chamber of Commerce

Attachments:

1. MAT Stakeholder Committee (Schedule B of the Financial Accountability Agreement)
2. Corporate Services/Clerk's Procedure – Nominations and Elections of Members to Boards and Committees

Recommended by:

Staci Landry, Deputy Clerk

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Staci Landry, Deputy Clerk at slandry@owensound.ca or 519-376-4440 ext. 1235.