



# Staff Report

## Administration – Communications

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**Report To:** COW\_Finance\_Admin\_Fire\_Community\_Services  
**Meeting Date:** December 9, 2024  
**Report Number:** FAF.24.150  
**Title:** Establish a Municipal Accommodation Tax Reserve Fund  
**Prepared by:** Tim Hendry, Director of Strategic Initiatives

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### A. Recommendations

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THAT Council receive Staff Report FAF.24.150, entitled “Establish a Municipal Accommodation Tax Reserve Fund”;

AND THAT Council approves the Municipal Accommodation Tax Reserve Fund By-law as attached and directs staff to bring the By-law forward to the December 16, 2024 Council meeting for enactment.

### B. Overview

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This report seeks Council approval to establish a Municipal Accommodation Tax Reserve Fund.

### C. Background

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Council approved the implementation of Municipal Accommodation Tax through the approval of the Municipal Accommodation Tax By-law at the November 25, 2024 special Council meeting.

The motion passed by Council is included below:

*THAT Council receive Staff Report FAF.24.120, entitled “Municipal Accommodation Tax By-law”;*

*AND THAT Council approves the Municipal Accommodation Tax By-law included as Attachment 1 to this report, with the By-law scheduled for enactment on Monday, January 6, 2025;*

*AND THAT Council approves a three-month education and transition phase-in period up to and including March 31, 2025, in which the Town shall not penalize operators of transient accommodation for remittance and reporting irregularities for this period.*

In addition, Council approved a corporate policy related to the “Town Use of Municipal Accommodation Tax Funds” at the December 2, 2024 Council meeting.

The motion passed by Council is included below:

*THAT Council receive Staff Report FAF.24.134, entitled “Town Use of Municipal Accommodation Tax Funds Policy”;*

*AND THAT Council approves the Town Use of Municipal Accommodation Tax Funds Policy as attached to this report.*

Following the approval of the referenced Municipal Accommodation Tax By-law and Corporate Policy, staff are requesting formal Council direction to establish a Municipal Accommodation Tax Reserve Fund.

## **D. Analysis**

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The draft By-law has the following proposed requirements:

- The Municipal Accommodation Tax reserve fund will be used in accordance with the approved “Municipal Accommodation Tax By-law” and the approved “Town Use of Municipal Accommodation Tax Funds Policy”, as amended from time to time.
- All funds collected through the Town’s Municipal Accommodation Tax program will be held in the reserve fund.
- Payments from the reserve fund will be paid to the Town’s Destination Marketing Organization(s) in accordance with the Municipal Accommodation Tax By-law and any associated Revenue Sharing Agreement(s).
- The reserve fund will generate interest income and interest earned will be held in the reserve fund.

## **E. Strategic Priorities**

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### **1. Communication and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

## **F. Environmental Impacts**

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No environmental impacts are anticipated as a result of this report.

## **G. Financial Impacts**

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No financial impacts are anticipated as a result of this report.

## **H. In Consultation With**

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Shawn Everitt, Chief Administrative Officer  
Monica Quinlan, Director of Finance

## **I. Public Engagement**

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The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Tim Hendry, Director of Strategic Initiatives [communications@thebluemountains.ca](mailto:communications@thebluemountains.ca).

## **J. Attached**

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1. By-law 2024-XX to Establish a Municipal Accommodation Tax (MAT) Reserve Fund

Respectfully submitted,

Tim Hendry  
Director of Strategic Initiatives

For more information, please contact:  
Tim Hendry, Director of Strategic Initiatives  
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519-599-3131 extension 282

**Report Approval Details**

Document Title:	FAF.24.150 Establish a Municipal Accommodation Tax Reserve Fund.docx
Attachments:	- Attachment 1 By-law 2024-XX to Establish a MAT Reserve Fund.pdf
Final Approval Date:	Nov 28, 2024

This report and all of its attachments were approved and signed as outlined below:

**Tim Hendry - Nov 28, 2024 - 3:30 PM**