



MUNICIPAL ACCOMMODATION TAX TOURISM ADVISORY PANEL MINUTES

Thursday, October 22, 2020 9:00 AM

Held via WebEx Video and Teleconference

PANEL MEMBERS PRESENT		STAFF/COUNCIL PRESENT
Chair:	Dennis O'Connor	Kari Lambe, Manager of Community Services
	Kathrine Christensen	Melanie Kirkby, Treasurer
	Jean Cutcliffe	Jennifer Baril, Tourism Coordinator
	John Nagy	Patrick Kavanagh, Special Events Coordinator
	Don Matthews	
	Jeff Brown	
	Lisa Robichaud	
Non-Voting:		
Regrets:	Amy Kirkland	
Guests:	Meg Dabros	

1.	Call Meeting to Order
	Chair Dennis O'Connor called the meeting to order at 9:05 am.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	MATTAP Motion #2020-27 – Approval of Minutes September 15, 2020
	<p>Moved by: John Nagy Seconded: Jeff Brown</p> <p>BE IT RESOLVED THAT A MOTION WAS PASSED TO ADOPT THE MINUTES OF THE THURSDAY, SEPTEMBER 15, MEETING.</p> <p style="text-align: right;">CARRIED</p>
4.	Public Question/Comment (Only Addressing Items on the Agenda) - None
5.	Disclosure of Additional Items (to be discussed later in the meeting, #11 on the agenda) - None
6.	Delegations - None
7.	Presentations by Staff/Others - None
8.	Unfinished Business
	<p>1. Winter Festival Schedule of Events.</p> <ul style="list-style-type: none"> Patrick Kavanagh spoke to the Winter Festival Schedule of Events. Patrick noted the partnerships with the Thousand Islands Playhouse, 1000 Islands History Museum and MyFM that are helping this event take place. Key events included the Santa's Village, the airing of Storytime, horse & buggy (pending), carollers, and the lighting of Town Hall, the gazebo and the King St Pedestrian Bridge.

	<ul style="list-style-type: none"> Chair O'Connor inquired as to the expense of the Santa's Village.
	<ul style="list-style-type: none"> Patrick Kavanagh pointed out the set-up and tear down each weekend is costly as it would not be able to be left in place.
	<ul style="list-style-type: none"> Don Matthews noted that Patrick may be able to acquire storage space in the 401 Storage Facility across from Home Hardware.
9.	Correspondence - None
10.	New Business
	1. Terms of Reference – Annual Review
	<ul style="list-style-type: none"> Kari Lambe noted that as per the Terms of Reference, it is to be reviewed after one year (effective date of current Terms of Reference is October 15, 2019). Therefore staff are seeking feedback from the Panel to present to Council for consideration.
	<ul style="list-style-type: none"> Chair O'Connor suggested that a name change to Tourism Advisory Panel.
	<ul style="list-style-type: none"> Jean Cutcliffe agreed with the Chair.
	<ul style="list-style-type: none"> Lisa Robichaud spoke to how the Municipal Accommodations Tax is collected. Lisa inquired as to how this is being tracked and can reminder notices be sent out.
	<ul style="list-style-type: none"> Melanie Kirkby noted that like the property tax bills, the onus is on the owners.
	<ul style="list-style-type: none"> Jeff Brown noted that the breakdown of panel members is confusing and that the panel composition should not change but instead combine the 5 categories into just two such as; Group 1 - Hotels & Motels and Group 2 – Bed & Breakfast, Historical Inns & Air B&B's.
	<ul style="list-style-type: none"> Jean Cutcliffe agreed that Jeff's suggestion would be less confusing.
	<ul style="list-style-type: none"> Kathrine Christensen inquired to Kari Lambe if the Terms of Reference needed to be brought to council now for 2021.
	<ul style="list-style-type: none"> Kari Lambe confirmed that written in the Terms of Reference is a requirement to review after the first year and that she would like to bring this to Council by the end of November.
	<ul style="list-style-type: none"> John Nagy inquired as to if there is a checklist of partners who have not paid their Municipal Accommodation Taxes?
	<ul style="list-style-type: none"> Melanie confirmed that the Tax Administrator maintains a spreadsheet of all licensed Accommodation Partners which details their quarterly remittances. She also noted that the Accommodation partners were sent notices in December which included the remittance forms and the schedule of when the payments are due.
	<ul style="list-style-type: none"> Chair O'Connor inquired as to if there was a late penalty?
	<ul style="list-style-type: none"> Melanie Kirkby confirmed that the late penalty is 15% a year or 1.25% monthly.
	<ul style="list-style-type: none"> Jean Cutcliffe asked if there was a procedure to collect late payments in place.
	<ul style="list-style-type: none"> Melanie Kirkby noted that yes staff would send out letter but do not have authority beyond that.
	<ul style="list-style-type: none"> Kathrine Christensen pointed out that Thousand Islands Accommodations Partners have been collecting fees for years and did not have many problems.
	<ul style="list-style-type: none"> Jeff Brown suggested that the overdue accommodation taxes be added to property tax bills along with the 1.25% arrears. Jeff noted that those who remit late should be held accountable.
	<ul style="list-style-type: none"> Melanie Kirkby pointed out that while she would be in support of a means of

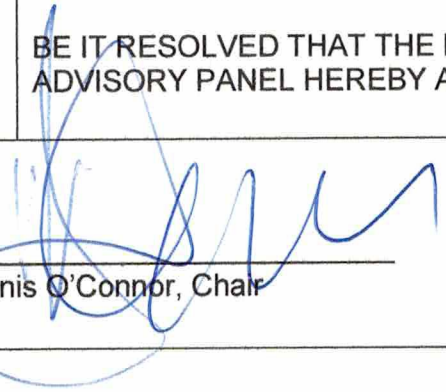
	<ul style="list-style-type: none"> Melanie Kirkby pointed out that while she would be in support of a means of collecting, we do not have a bylaw in place or the authority to do so.
	<ul style="list-style-type: none"> Chair O'Connor suggested this be added to the report.
	<ul style="list-style-type: none"> Kari Lambe noted that collection of the tax is not an item to be added to the Terms of Reference but rather a separate item to bring before council.
	<ul style="list-style-type: none"> Kathrine Christensen inquired if the Panel should be concerned?
	<ul style="list-style-type: none"> Melanie Kirkby pointed out that this year, due to Covid-19, there was not sufficient data.
	<ul style="list-style-type: none"> Chair O'Connor noted he would bring the matter to council to give staff the tools to enable them to collect the funds.
	<ul style="list-style-type: none"> Kari Lambe noted that the Terms of Reference can be brought to Council November 17th, December 1st or December 15th.
	9:48 AM Lisa Robichaud left the meeting
	Unfinished Business - <i>continued</i>
	2. Municipal Accommodation Tax Tourism Advisory Panel Budget 2021 Action Plan – Presentation to Council
	<ul style="list-style-type: none"> Kathrine Christensen provided an overview of the 2021 Action Plan that was approved by the Advisory Panel during the September 15, 2020 meeting. Kathrine noted that not every detail of every event needed to be spoke to.
	9:50 AM Lisa Robichaud joined the meeting
	<ul style="list-style-type: none"> Chair O'Connor congratulated Kathrine on a great presentation.
	<ul style="list-style-type: none"> Kathrine Christensen requested to meet in advance of the council presentation on November 17th with John Nagy, Kari Lambe, and Meg Dabros to discuss the possible questions that council may have.
	<ul style="list-style-type: none"> Jeff Brown pointed out the importance of reminding council that these funds are accommodation taxes and not community taxpayers. Jeff noted the funds can be dynamic.
	<ul style="list-style-type: none"> Kathrine Christensen noted that the Action Plan is written in percentages so that the breakdown can apply to any numbers.
	New Business - <i>continued</i>
	2. Canada Sport Fishing League - September 2021
	<ul style="list-style-type: none"> Kari Lambe shared an overview of this 2021 event request to the panel.
	<ul style="list-style-type: none"> Kathrine Christensen pointed that this is a basic canned event request and the type of event that is needed. Kathrine inquired if this event would be part of a series like the Poker Run and if volunteers and free accommodations would be required. Kathrine also noted that TIAP may be willing to assist with some of the funding request if the panel has a shortfall.
	<ul style="list-style-type: none"> Kari Lambe to set up a meeting with the event organizer, Kathrine and Kari
11.	Discussion of Additional Items - none
12.	Next Regular Meeting – Thursday, November 12th, 2020 - 9 AM
13.	Adjournment

MATTAP Motion #2020-28

Moved by: Kathrine Christensen

BE IT RESOLVED THAT THE MUNICIPAL ACCOMMODATION TAX (MAT) TOURISM ADVISORY PANEL HEREBY ADJOURNS THIS MEETING AT 10:05AM.

CARRIED



Dennis O'Connor, Chair



Jennifer Baril, Recording Secretary