



Economic Development Memo

To: Council
 From: Kurtis Wells, Economic Development and Tourism Officer
 Subject: Municipal Accommodation Tax – Delegation of Authority By-law Amendment
 eDocs or File ID: 129325
 Meeting Date: March 18, 2025

Purpose:

The purpose is to inform Council of an omission in an amending Delegation of Authority by-law, which excluded “Execute Municipal Accommodation Tax Contribution Agreements.” The updated Delegation of Authority By-law attached includes the updated information.

Background:

At the March 4, 2025, Committee of the Whole meeting, staff proposed changes to the Delegation of Authority By-law 41-2022 respecting delegations for the Municipal Accommodation Tax (MAT) Administration Policy.

Staff were in the process of developing MAT contribution agreement documents which outline that any recipients of MAT funds must spend the awarded funds as agreed upon. These agreements will ensure funding is reinvested into the tourism industry as allocated.

Unfortunately, a line was omitted in the draft Delegation of Authority By-law that was included in the Council package. The revised line is bolded and highlighted in yellow below.

Delegated Authority	Delegate	Delegation & Legislative Limits
Review and approve Municipal Accommodation Tax fund requests that are outside the scope of	Senior Management Team	Requests under \$10,000

Delegated Authority	Delegate	Delegation & Legislative Limits
the annual allocation of funding		
Review and approve Municipal Accommodation Tax annual Woolwich Way funding stream requests	Senior Management Team	As per the Municipal Accommodation Tax Administration Policy
Execute Municipal Accommodation Tax Contribution Agreements	Chief Administrative Officer OR Economic Development and Tourism Officer	Where the funding has been approved by Council or the Senior Management Team
Execute Municipal Accommodation Tax Contribution Agreements over \$10,000	Economic Development and Tourism Officer AND Chief Administrative Officer OR Treasurer	Where the funding has been approved by Council

Comments:

The attached amending by-law has been prepared to fix this omission.

Attachments:

1. MAT Delegation of Authority By-law
2. MAT Delegation of Authority By-law – Amendment bolded