

**Timmins Economic Development Corporation (TEDC)  
Municipal Accommodations Tax Subcommittee (MATS)  
Terms of Reference**

**MANDATE**

The Municipal Accommodations Tax Subcommittee (MATS) works as a Sub-Committee of the Timmins Economic Development Corporation Board. Their role is to provide advice, recommendations, information and expertise in regard to Municipal Accommodations Tax (MAT) tourism investments. The MATS will review the applications submitted to the MAT Fund and make recommendations to the TEDC board for projects that are aligned with a yearly work plan and Tourism Development Strategy developed by Tourism Timmins.

**The MATS is responsible for:**

- Reviewing business plans and applications;
- Ensuring a scoring matrix is completed for each project;
- Ensuring that decisions are made based on the feasibility of the plan and on the calibre of the group/person asking for the investment;
- Recommending whether or not applications will be funded;
- Recommending the amount of the funding contribution;
- Waiving the requirement for a cash contribution when justified by exceptional circumstances;
- Recommending suitable milestones to trigger holdback payments;
- Recommending when milestones have been achieved and holdback payments may be disbursed;
- Ensuring investments are directed towards projects that align with Tourism Timmins' Tourism Development Strategy and their Annual Work Plan;
- Advising on tourism product development investments in alignment with municipal, regional and/or provincial tourism strategies;
- Ensuring that all conflict of interest guidelines are observed and implemented within the MATS meetings;

### **The MATS can exercise a variety of granting methods:**

- Approval, the Sub Committee approves and recommends the plan as presented
- Conditional Approval, the Sub Committee approves the plan but requires further information, defined cost categories, further market research etc.
- Deferral, the plan is not approved at this time, but applicants can reapply after implementing committee recommendations
- Decline, the plan is not approved, and the project does not have the opportunity to reapply

The MATS meet once a month as a group to discuss applications and make recommendations on which projects will receive MAT funds. The MATS committee members will receive the applications five working days in advance of meeting, to ensure adequate time for review prior to the committee meeting.

### **OBJECTIVE**

The primary objective for the investment of the net proceeds of the MAT fund is to increase hotel occupancy rates and bring more visitors to the city.

Other objectives to guide investment of the MAT Fund are to enhance the local tourism economy by:

1. Increasing visitation to the City of Timmins;
2. Extending the length of stay of visitors;
3. Extending the economic yield per visitor to the City of Timmins;
4. Enhancing event and conference tourism bid and hosting;
5. Supporting new product development and capital in alignment with the Tourism Development Strategy;
6. Support a culture of service excellence within the tourism sector and the broader business community;
7. Communicate the importance of the tourism industry as an economic and social driver within the City of Timmins.

## **MEMBERSHIP**

The MATS will consist of:

Two members of the Timmins Accommodations Group (TAG);

One member of the Chamber staff;

One member of the TEDC Board of Directors;

One member representing the Venture Centre;

One member representing the BIA;

One member representing Timmins Tourism

One non-voting members – Director of Community Development will take all minutes and prepare reports needed for TEDC board and Director of Community Economic Development.

## **VOTING DECISION MAKING**

The MATS will require four out of seven committee members in favor of a decision to move forward to make recommendations to the TEDC Board.

### **Staff Role**

The MATS will work with TEDC Community Economic Development staff throughout the entire process. Applicants will also work with Community Economic Development staff to ensure forms are properly completed so they can be evaluated by the MATS.

The Director of Community Economic Development will provide the recommendations from the MATS and appropriate reports to the TEDC CEO five days in advance of the TEDC board meetings.

### **TEDC Board Role**

The role of the TEDC board will be to provide oversight, to review the findings and recommendations of the MATS and to disperse funds from the MAT.

Investment recommendations will be presented to the TEDC Board in the form of a motion or motions which will be accompanied by a report which includes sufficient detail to allow the Board to maintain oversight on the proposed activities and to be able to verify the success of the initiatives through appropriate measures.

At the start of each new calendar year the TEDC board; through the CEO, will inform the MATS how much funding can be recommended from the fund for the year.

## **CHAIR**

The MATS is to be chaired by the TEDC Board member. The appointed Chair is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the MATS. The Chair will also be responsible for reporting the activities of the Subcommittee to the full board.

## **NOMINATION PROCESS**

Appointments to the MATS will be made by the TEDC Board based on nominations from the Timmins Accommodations Group (TAG), Venture Centre and BIA and The Chamber

## **TIME COMMITMENT**

The MATS will meet monthly if required:

- To review new and emerging opportunities such as event bids;
- To review submissions for Event Support that may be required;
- To evaluate the previous year's results;
- To provide a mid-term review of impact of fund on tourism objectives

## **REPORTING**

Reporting will be provided quarterly on strategies, work plans, activities and results, with an annual summary report presented to the TEDC Board and City of Timmins Council. This report will be prepared by the Director of Community Economic Development.

## **TERMS**

The term of a committee member will be decided by the represented organization.

### **Vacating of Office**

A member shall be automatically be removed from the MATS upon such member:

- (a) Becoming bankrupt or being declared insolvent;
- (b) Being declared mentally incompetent (by a person or body legally empowered to do so);
- (c) Being convicted of any criminal offence;

- (d) Providing notice in writing to the CEO of the TEDC of such member's resignation;
- (e) Missing three (3) subcommittee meetings in a calendar year without explanation satisfactory to the MATS;
- (f) Upon the board of directors of the TEDC determining, by majority vote, that such member has violated a policy or code of conduct applicable to MATS members, or committed an act, or acted in a manner that has undermined, or could substantially undermine, the confidence of the public in the integrity of the member's role with the MATS, or the MATS itself; and/or
- (g) Ceasing to hold a substantive role with the organization appointed by it (e.g. the Chamber of Commerce, the TEDC).