Timmins Municipal Accommodations Tax Fund Application

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# Timmins MAT Fund Introduction

With the Province of Ontario’s passage of Bill 127, the Stronger Healthier Ontario Act, municipalities have been authorized to establish a transient accommodation tax within their jurisdictions. The implementation and administration of the accommodation tax is authorized under Section 400.1 of the Municipal Act and Ontario Regulation 435/17 (together with all other relevant laws, regulations, decrees, orders, and by-laws, “Applicable Laws”).

Where a Municipal Accommodation Tax (MAT) by-law is in place, the MAT is mandatory and providers of transient accommodation are obligated to collect the MAT from purchasers of accommodation, and to remit same to the municipality having imposed it.

The proceeds of the MAT must be allocated, distributed, and utilized, in accordance with Applicable Laws.

In Timmins, The Corporation of the City of Timmins has designated the Timmins Economic Development Corporation (“TEDC”) as the organization that will be responsible for allocating and distributing part or all of the proceeds of the MAT (the proceeds transferred to the TEDC being the “MAT Fund”). The TEDC has an existing non-profit board with an economic development mandate that has long encompassed tourism.

The purpose of the Municipal Accommodations Tax Fund is to promote and grow the tourism industry in Timmins. To guide investments by the TEDC, Tourism Timmins will develop a “Tourism Development Strategy”.

View the [Tourism Timmins Interim Tourism Strategy](http://www.timminsedc.com/wp-content/uploads/2021/07/City-of-Timmins-Interim-Tourism-Strategy-2021-2022.pdf)

Applicants must review all guidelines and contact the TEDC before applying.

[Municipal Accommodations Tax Process](http://timminsedc.com/wp-content/uploads/2021/07/Municipal-Accommodations-Tax-Process.pdf)

[Municipal Accommodations Tax Fund Guidelines](https://timminsedc.com/wp-content/uploads/2022/03/Municipal-Accommodations-Tax-Fund-Guidelines.pdf)

[Municipal Accommodations Tax Subcommittee Terms of Reference](https://timminsedc.com/wp-content/uploads/2022/03/Municipal-Accommodations-Tax-Subcommittee-Terms-of-Reference-2.pdf)

[Municipal Accommodations Tax Subcommittee Conflict of Interest Guidelines](https://timminsedc.com/wp-content/uploads/2022/03/Municipal-Accommodations-Tax-Subcommittee-Conflict-of-Interest-Guidelines.pdf)

[Municipal Accommodations Tax Evaluation Matrix](http://timminsedc.com/wp-content/uploads/2021/07/Municipal-Accommodations-Tax-Evaluation-Matrix.pdf)

All applicants to the MAT must contact the TEDC before applying. Please contact Noella Rinaldo at [noella.rinaldo@timmins.ca](mailto:noella.rinaldo@timmins.ca) or 705-360-2600 x7081 to receive the Word version of this document. Any submissions received without contacting the TEDC will be deemed ineligible for the TMATT.

If you require assistance or further details about some of the questions, please follow-up with Noella.

# Project Details

1. How much are you asking for?
2. Name of Project and Organizer
3. Proposed start and completion dates (indicate the proposed project start/completion dates based on the project implementation schedule using the dropdown calendar):

Start Date

Completion Date

1. Select the project type that best suits your request:

* Product Development Project – Planning (feasibility studies and business plan)
* Product Development Project – Start-up/Expansion
* Event Bid Submission
* Event Hosting
* Marketing

1. Describe the project that is being presented and its importance to the community (max. 250 words):
2. Please identify any examples of similar or related initiatives to this project that you’re aware of that have been undertaken in the city of Timmins (either by the applicant or others):
3. Demonstrate the need or demand for the proposed project. Why do you think your project would be successful? What experience do you have with this type of activity?
4. Specify project objectives and how the project does and/or will contribute to tourism development in the city of Timmins
5. Describe how the project promotes economic growth, innovation, and/or job creation in the city of Timmins. Please forward an Ontario Tourism Regional Economic Impact Model (TREIM) or Sports Tourism Economic Assessment Model (STEAM) report to [noella.rinaldo@timmins.ca](mailto:noella.rinaldo@timmins.ca).

1. Complete all that apply:
   1. Estimated number of out-of-town event participants (non-ticket buyers such as the number of tournament participants, conference exhibitors, and/or performers and production crew):
   2. Estimated number of out-of-town event attendees (ticket buyers):
   3. Estimated number of out-of-town visitors (total participants and attendees):
   4. Estimated total number of event attendees (both local and out-of-town):

1. How will you attract out-of-town participants/visitors to your event? And what assumptions are you basing this on (e.g. past events, model in other community)?
2. What regions are you targeting?
3. What media will you use?
4. What methods will you use to track the number of hotel visits as a result of your event? This will be important for the final report.

# Project Funding

1. Has your entity ever been funded by the City of Timmins, the Timmins Economic Development Corporation, Link North, and/or The Business Enterprise Centre?
2. If yes, what did your entity receive funding for?
3. Does the applicant owe the City of Timmins any money for taxes or other purposes that are past due? If yes, please elaborate:
4. Has private sector funding been considered and/or is it applicable?
5. In addition to the funding partner listed in your submission, are there other government funding programs that you have applied to or approached?
6. If yes, who else have you contacted?
7. Total estimated Project Costs:
8. If the project is funded, are there any potential issue related to the project that the TEDC should be made aware of?
9. If yes, please explain:
10. What permits and/or approvals are necessary to develop the project? Please indicate the status of each.
11. Is any key information missing from your application that will be submitted at a later date?
12. If yes, please explain what will be provided at a later date:
13. Have you completed the project costs and funders tables? If not, please complete before submission. If yes, please submit.
14. Does the applicant have copies of estimates and quotes for project expenses? If yes, please submit.
15. Does the applicant have documentation confirming partner funding commitments or confirmation of acceptance of application to other funding sources? If yes, please submit.
16. Does your organization have copies of consultant's reports related to your request? If yes, please submit.
17. Do you require the use of City-owned facilities? If yes, please note that all rentals of City-owned facilities must be paid in advance.
18. Do you require an advance on your grant funds prior to the event? If yes, please provided a detailed list, including costs, of what you will be using the advance for, including the rental of City-owned facilities.

# Applicant Information

1. Lead Contact Information
   1. Name:
   2. Title:
   3. Organization/Company:
   4. Address:
   5. Mailing address (if different):
   6. Email address:
   7. Telephone number:
   8. Website:
2. Alternate Contact Information
   1. Name:
   2. Title:
   3. Organization/Company:
   4. Address:
   5. Mailing address (if different):
   6. Email address:
   7. Telephone number:
   8. Website (if different than above):
3. Business or Operating Name:
4. Legal Name of Applicant (if different than business or operating name):
5. Type of Legal Entity of Applicant (use dropdown menu):

Legal Entity

* 1. If other, please describe:

1. Briefly describe the nature of your organization/business
2. Business Registration Number
3. Business Name or Operating Name (if different from legal name)

# Documentation Requirements

1. Please describe the governance structure of the organization include a list of key staff their roles.
2. Does your organization have a Board resolution(s) supporting the project? If yes, please submit.
3. Does your organization have a legal registration and/or a Master Business Licence? If yes, please submit
4. Is your organization a corporation? If yes, please provide: (i) articles of incorporation, amendment, and/or amalgamation; (ii) shareholder register; (iii) director register; and (iv) officer register.
5. Does your organization have a copy of its most current, audited financial statements (1-3 years) that have been approved by the Board? If yes, please submit.
6. Does your organization have proof of appropriate insurance, including $5 million in liability? If yes, please submit.
7. Is your organization governed by a Board of Directors? If yes, please submit a list of all the board members.
8. List each person having a legal or beneficial interest in the project, including all partners, affiliates, and persons related for the purposes of the *Income Tax Act,* RSC 1985, c1.
9. Does the applicant have copies of estimates and quotes for project expenses? If yes, please submit.
10. Does the applicant have documentation confirming partner funding commitments or confirmation of acceptance of application to other funding sources? If yes, please submit.
11. Does your organization have copies of consultant's reports related to your request? If yes, please submit

# Certification

1. As the Applicant or an authorized signing officer of the Applicant, I certify to the Timmins Economic Development Corporation (TEDC) that the information contained in the Application Form, which includes supporting documentation submitted herewith, is true and complete in all respects. If the TEDC discovers that the Application Form contains any material misrepresentation, this Application Form shall be deemed to be withdrawn immediately by the Applicant. I agree to provide any additional information that the TEDC may reasonably require for the purposes of assessing this Application Form and administering its Municipal Accommodations Tax (MAT) Fund. I also certify that upon completion of the project described in this Application Form.
2. Applicant/Authorized Signing Authority and Date
   1. Applicant/Authorized Signing Authority:

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* 1. Date (use dropdown calendar)

Date