



## APPENDIX A

### THE CORPORATION OF THE TOWN OF OAKVILLE

#### BY-LAW NUMBER 2018-137

A by-law to establish the Municipal Accommodation Tax

**WHEREAS** section 400.1 of the *Municipal Act 2001*, S.O. 2001 c. 25 (the “Act”) provides that Council of a local municipality may pass by-laws imposing a tax in respect of the purchase of transient accommodation within the municipality;

**AND WHEREAS** pursuant to section 400.1 of the Act and the Ontario Regulation 435/17, the Council of The Corporation of the Town of Oakville wishes to establish a tax rate and to levy the tax on the purchase of transient accommodation within the Town of Oakville;

**AND WHEREAS** pursuant to section 400.1(3) and 400.4 of the Act, Council can establish enforcement measures as Council considers appropriate if an amount assessed for outstanding tax, penalties or interest which remains unpaid after it is due;

**AND WHEREAS** Council wishes to add the arrears of the interest and penalties to the tax roll for the properties in the Town of Oakville registered in the name of the Provider to be collected in a manner as property taxes and such arrears shall constitute a lien upon the lands, but pursuant to section 400.4(2) of the Act, such lien shall not be a priority lien for the purposes of subsections 1 (2.1), (2.2) (3) of the Act and such lien will not have a higher priority than it would otherwise have in law in relation to other claims, liens or encumbrances;

**NOW THEREFORE, COUNCIL OF THE CORPORATION OF THE TOWN OF OAKVILLE ENACTS AS FOLLOWS:**

#### Terminology

1. For the purpose of this By-law:

“Accommodation” means the use or possession or the right to use or possess, for dwelling, lodging or sleeping purposes of a room or suite of rooms containing one or more beds or cots, whether in a hotel, motel, motor hotel, lodge, inn, resort, bed and breakfast or other establishment providing lodging,

or in all or part of a dwelling unit and whether or not additional amenities, services or the right to use additional space in the establishment or dwelling unit are provided where such rights are acquired for a Purchase Price;

“Council” means the Council of The Corporation of the Town of Oakville;

“Establishment Information Sheet” means the form established by the Treasurer and filed in accordance with section 9, to provide information about an establishment which provides Accommodation;

“ MAT Remittance Report” means the form established by the Treasurer for reporting MAT collected and to be paid to the Town of a reporting period, in accordance with section 9;

“MFIPPA” means *Municipal Freedom and Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56 as amended and as may be further amended from time to time;

“Municipal Accommodation Tax” or “MAT” means the tax imposed under this By-law and where applicable, includes MAT assessed by the Treasurer;

“Person” includes an individual, a sole proprietorship, an unincorporated association, a partnership, a trust and a corporation;

“Provider” means a Person that sells, offers for sale, or otherwise provides Accommodation, and includes agents, hosts or others who sell, offer for sale by any means, including through an on-line platform or otherwise provide Accommodation;

“Purchaser” means a Person who, for a Purchase Price, uses, possesses or has the right to use or possess any Accommodation;

“Purchase Price” means the price for which Accommodation is purchased, and where applicable, any other consideration accepted by the Provider in return for the Accommodation and includes all fees and charges for additional occupants, for provision of additional beds or cots, and unless separately itemized on the invoice, bill or similar document, all fees and surcharges for ancillary services including food, beverages, entertainment, internet usage, telephone usage and similar charges. Purchase Price does not include the harmonized sales tax imposed by the Government of Canada or by the Province of Ontario or any replacement tax therefor;

“Town” means the geographic area of the Town of Oakville or the municipal corporation as the context requires;

“Treasurer” means the person appointed by Council from time to time as the Treasurer for the Town and includes his or her authorized designate; and

“User Fee By-law” means the Town of Oakville’s Rates and Fees Guidelines as amended or replaced from time to time;

### Interpretation

2.

- 1) Whenever this By-law refers to a person or thing with reference to a gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
- 2) References to items in the plural include the singular, as applicable.
- 3) The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- 4) Headings are inserted for ease of reference only and are not used as interpretation aids.
- 5) Specific references to laws in the By-law are printed in italic font and are meant to refer to the current laws applicable within the Province of Ontario as at the time the By-law was enacted, as they are amended, restated or replaced from time to time.
- 6) Where a day or where the last day of a period of time, referenced in the By-law as a number of days, falls on a Saturday, Sunday or statutory or civic holiday, the day or last day as the case may be shall be deemed to be the next following business day.
- 7) The obligations imposed by this By-law are in addition to obligations otherwise imposed by law or contract.
- 8) Terms with capitals shall be read with the meaning in section 1, and other words shall be given their ordinary meaning.

Severability / Conflict

3.
  - 1) If any section, subsection, part or parts of this By-law is declared by any court of law to be bad, illegal or ultra vires, such section, subsection, part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
  - 2) Nothing in this By-law relieves any person from complying with any provision of any federal or provincial legislation or any other By-law of the Town.

Administration / Delegation

4.
  - 1) The Treasurer is delegated the authority to implement and administer this By-law, to collect the MAT and to take all actions and make all decisions required of the Treasurer under this By-law. Without limiting the generality of the foregoing, the Treasurer is delegated the authority to:
    - a. Establish and amend from time to time, such interpretation guidelines, protocols procedures, forms, documents and agreements, as the Treasurer may determine are required to implement and administer this By-law and to collect the MAT;
    - b. Perform all administrative functions and conduct all enquiries, audits, assessments, approvals, referred to herein and those incidental to and necessary for the due administration and enforcement of this By-law and collection of monies owing hereunder and to authorize refunds in accordance with this By-law;
    - c. Authorize, establish terms and sign any repayment agreements provided for herein and any ancillary or related documents, and to amend, extend or terminate or otherwise administer or enforce such agreements; and
    - d. Carry out all duties as assigned to the Treasurer under this By-law.
  - 2) The Treasurer may delegate the performance of any one or more of his or her functions under this By-law to one or more persons from time to time as the occasion requires and may impose conditions upon such delegation and may revoke any such delegation. The Treasurer may continue to exercise any function delegated during the delegation.

- 3) Except as expressly provided to the contrary in the By-law, the decisions of the Treasurer are final.

#### MAT Imposed

5.
  - 1) Except as provided in section 6, every Purchaser shall, at the time of paying for Accommodation, pay to the Provider, Municipal Accommodation Tax in the amount of four (4%) per cent of the Purchase Price of any Accommodation provided to the Purchaser for a continuous period of less than 30 days.
  - 2) For greater certainty, the continuous period referred to in subsection 5(1) is not disrupted by the purchase of different rooms, suites, beds or other Accommodation by the same Purchaser from the same Provider in the course of the continuous period.
  - 3) Notwithstanding subsection 5(1), MAT shall only apply to Accommodations commencing on or after January 1, 2019 and shall not apply to any Accommodation commencing prior to January 1, 2019 even if the Accommodation extends to or past January 1, 2019.

#### Exemptions

6. The following are exempt from this By-law:
  - a. The Crown, any agency of the Crown in right of Ontario or any authority, board, commission, corporation, office or organization of persons a majority of whose directors, members or officers are appointed or chosen by or under the authority of the Lieutenant Governor in Council or a member of the Executive Council;
  - b. Any board as defined in subsection 1(1) of the *Education Act*;
  - c. Any university in Ontario or any college of applied arts and technology and post-secondary institution in Ontario whether or not affiliated with a university, the enrollments of which are counted for purposes of calculating operating grants entitlements from the Crown;
  - d. Any hospital referred to in the list of hospitals and their grades and classifications maintained by the Minister of Health and Long-Term Care under the *Public Hospitals Act* and every private hospital operated under the authority of a license issued under the *Private Hospitals Act* and upon proclamation of the Lieutenant Governor of the amendment to paragraph 4

of subsection 400.2 of the *Municipal Act, 2001*, to any community health facility within the meaning of the *Oversight of Health Facilities and Devices Act 2017* that was formerly licensed under the *Private Hospitals Act*;

- e. Any long-term care home as defined in subsection 2(1) of the *Long Term Care Home Act*;
- f. Any retirement home as defined in the *Retirement Home Act, 2010*;
- g. Any home for special care within the meaning of the *Homes for Special Care Act*;
- h. Any non-profit hospice occupying land for which there is an exemption from taxation determined in accordance with section 23.1 of Ontario Regulation 282/98 made under the *Assessment Act*;
- i. Any Person or entity as prescribed by regulation under the *Municipal Act, 2001* as exempt from payment of Municipal Accommodation Tax;
- j. Any treatment centre that receives provincial aid under the *Ministry of Community and Social Services Act*; or
- k. Accommodation provided:
  - i. In a house of refuge or lodging for the reformation of offenders;
  - ii. By charitable or not-for-profit corporations or by the Town or its contractors or agents for the purpose of providing or operating a shelter or emergency shelter for the relief of the poor; or for the benefit of persons who are fleeing situations of physical, financial, emotional or psychological abuse; or for other persons who are suffering from homelessness;
  - iii. As a tent site or a trailer site;
  - iv. By an employer to its employees in premises operated by the employer; or
  - v. In premises owned or operated by the Town of Oakville.

#### Invoice to Purchaser

7. Every Provider shall include on every bill, receipt, invoice or similar document for the purchase of Accommodation, a separate item identified as Municipal

Accommodation Tax showing the rate at which the MAT is calculated and the amount of the MAT imposed and collected.

Duty to Collect

8. Every Provider shall collect the MAT from the Purchaser at the time the Purchase Price is paid.

Duty to Report / Duty to Remit

9.
  - 1) Every Provider shall file an Establishment Information Report with the Town annually, on a date established by the Treasurer.
  - 2) Except as provided to the contrary in subsection 9(3) every Provider shall:
    - a. On or before the 15<sup>th</sup> day of each month, file a MAT Remittance Report with the Town, setting out the MAT required to be charged and collected in the prior month and pay to the Town the amount identified in the MAT Remittance Report.
  - 3) Despite subsection 9(2), a Provider may apply in writing, in accordance with guidelines established by the Treasurer, for quarterly filing of MAT Remittance Reports and payment of MAT charged and collected. If quarterly filing is approved by the Treasurer and while any such approval is in good standing, the Provider shall:
    - a. On or before January 15, April 15, July 15 and October 15, in each year, file a MAT Remittance Report with the Town setting out the MAT required to be charged and collected for the three month period prior to the month in which the MAT Remittance Report is due and pay the amount identified in the MAT Remittance Report.
  - 4) The Provider shall ensure that the MAT Remittance Reports required under subsection 9(2) or 9(3) are:
    - a. In the form established by the Treasurer from time to time;
    - b. Filed with the Town in the manner established by the Treasurer from time to time;
    - c. Filed with the Town in the timelines established in this By-law;

- d. Fully completed when submitted; and
  - e. Signed by an authorized officer to confirm the accuracy of the report.
- 5) Every Provider shall file a MAT Remittance Report with the Town for a reporting period whether or not any MAT was collected during the reporting period.

Assessment – Failure to File Remittance Report or to Pay

- 10.
- 1) Where a Provider has filed a MAT Remittance Report, but failed to pay all or part of the MAT owing to the Town, the Treasurer may assess the amount of MAT payable to the Town based in the MAT Remittance Report.
  - 2) Where a Provider has failed to file a MAT Remittance Report, the Treasurer may assess the amount of MAT payable to the Town by multiplying the MAT rate of 4% by the total of:
    - a. The average daily Purchase Price for Accommodations for the prior year, as disclosed in the Establishment Information Sheet filed by the Provider, or where this is not available, as determined by or estimated by the Treasurer; multiplied by
    - b. The number of Accommodations the Provider has available for purchase as disclosed in the Establishment Information Sheet filed by the Provider, or where this is not available, as determined by or estimated by the Treasurer; multiplied by
    - c. The number of days in the period assessed by the Treasurer.
  - 3) The Treasurer shall mail an invoice the Provider setting out the amount of MAT assessed by the Treasurer under subsection 10 (1) or 10 (2), as payable by the Provider, and in the case of an invoice related to an amount assessed under subsection 10 (2) advise the Provider of the rights to re-assessment under subsection 10(4). The Provider shall pay the assessed amount to the Town within 14 days from the date of the invoice whether or not the assessed amount was actually collected by the Provider and whether or not the assessment reflects the amount of MAT actually payable.
  - 4) Despite subsection 10 (3) where the Treasurer has assessed MAT in accordance with subsection 10 (2), the Provider may, within two months



of the date of the invoice sent pursuant to subsection 19(3), apply to the Treasurer in writing for a re-assessment of the MAT owing to the Town for the assessed period. No request for a re-assessment will be considered by the Treasurer unless the Provider also:

- a. Submits or has submitted a completed MAT Remittance Report for the period to which the assessment applied;
  - b. Pays or has paid the amount of the MAT assessed by the Treasurer, in accordance with subsection 10 (2) and set out in the invoice sent in accordance with subsection 10 (3);
  - c. Pays or has paid any applicable interest or penalties on the amount of MAT assessed by the Treasurer under subsection 13 (1).
- 5) Upon a re-assessment by the Treasurer based on the MAT Remittance Report for the period, the Treasurer shall adjust the Town records if necessary, to reflect the re-assessment of the MAT and of any interest or penalties thereon.
- 6) In the event that the re-assessment by the Treasurer reveals an overpayment by the Provider, the Treasurer will notify the Provider in writing. At the discretion of the Treasurer, the Treasurer will provide: a refund of the amount overpaid, a credit against future obligations to pay MAT; or a credit against any debt then owing to the Town by the Provider, whether or not related to MAT. No interest shall be paid on the amount of the overpayment.
- 7) Where a Provider who is entitled to do so, fails to apply for a re-assessment in accordance with subsection 10 (4), the amount assessed by the Treasurer in accordance with subsection 10 (2) shall be final, except as may be determined to the contrary by way of audit.

#### Audit and Inspection

- 11.
- 1) Every Provider shall keep books of account, records and documents sufficient to furnish the Town or its agent with the necessary particulars as of point in time, to verify the accuracy and completeness of the amount of MAT collected and paid to the Town.
  - 2) Every Provider shall retain such books of account, records and documents required under subsection 11 (1), for a period of time of no

less than 7 years.

- 3) Any Person authorized by the Town for any purpose related to the administration or enforcement of the By-law may at all reasonable times enter into any premises or place where business of a Provider is carried on or any property is kept or where anything else is done in connection with the business of a Provider or where any books of account, records and documents are required under subsection 11 (1) are or should be kept and:
  - a. Audit or examine the books and records and any account, voucher, letter, facsimile, electronic or other document that relates or may relate to the information that is or should be in the books of account or to an amount payable under this By-law; and
  - b. Require a Provider who is liable or possibly liable to pay MAT under this By-law, an officer, director, agent or representative of that person or any person on the premises to:
    - i. Give him or her all reasonable assistance with his or her audit or examination;
    - ii. Answer all questions relating to the audit or examination either orally or, if he or she requires, in writing, on oath or by statutory declaration; and
    - iii. Attend at the premises or place with him or her for the purposes of giving reasonable assistance and answering questions relating to the audit or examination.
- 4) Every Provider shall co-operate with the Town or its agent in the conduct of an inspection or audit under subsection 11 (3) and cause its employees, agents, and contractors to comply as required.
- 5) The Treasurer may for any purposes relating to the administration or enforcement of this By-law serve on any Provider personally, by mail or courier service, a written demand for information and the production on oath or otherwise of books, records and documents as the Treasurer or any person authorized by the Town to make the demand, considers necessary to determine compliance with the By-law.
- 6) Every Provider served with a demand under subsection 11 (5) shall comply with the demand within the time specified in the demand.

Adjustment by Treasurer – Result of Audit

- 12.
- 1) Where the Treasurer determines as a result of audit of the Provider's records that MAT which accrued within a period of two years prior to the date of the audit, was not reported and paid by that Provider in accordance with this By-law, the Treasurer may make a determination of the amount of MAT properly payable for that period, adjust the Town records appropriately to reflect the adjustment, and:
    - a. Notify the Provider in writing:
      - i. Of the period for which MAT was adjusted;
      - ii. Of the basis for the adjustment;
      - iii. Of the amount of MAT actually paid and the amount payable for the period of adjustment;
      - iv. Of the amount now owing to the Town or overpaid to the Town; and
      - v. Where applicable, that payment of any amount owing to the Town is due within 15 days of the date of the notice; and
    - b. In the event that an audit reveals an overpayment, the Treasurer, in his or her discretion will provide: a refund of the amount of MAT overpaid; a credit against future obligations to pay MAT; or a credit against any debt then owing to the Town by the Provider, whether or not related to MAT. No interest shall be paid on the amount of the overpayment.
  - 2) In the event the Treasurer establishes that a Provider has made an misrepresentation that is attributable to neglect, careless or willful default or has committed a fraud in supplying any information under this By-law, the Treasurer's rights to adjust the MAT is not restricted to a two year period, despite subsection 12 (1).

Interest / Penalty

13.
  - 1) Interest at the rate set out in the Rates and Fees Guideline as the rate payable on overdue amounts owing to the Town, shall be charged on the amount of any MAT owing to the Town under this By-law including any MAT assessed under section 10 or adjusted under subsection 12 (1), from the day following the date on which the MAT was due and payable up to and including the date on which the MAT is paid in full.
  - 2) Where the amount of any MAT owing to the Town is determined in accordance with section 10 (3), interest shall start to accrue fifteen (15) days from the date of the invoice.
  - 3) The Provider shall pay any fee or charge established in accordance with the Rates and Fees Guideline for any late filings, dishonoured payments or other matters.

Application for Refund

14.
  - 1) A Provider who has paid an amount as MAT which was not payable under this By-law and not addressed through a re-assessment in accordance with subsection 10 (4) or through an adjustment in accordance with section 12, may, within two years of the date the Provider becomes aware that the MAT may have been overpaid, apply in writing to the Treasurer to review the applicant for a refund and where a form has been established by the Treasurer, shall use the prescribed form. The onus of proof shall be on the Provider, who shall provide to the Treasurer such information as the Provider intends to reply on in support of the application. No application for a refund will be accepted if the applicant is not current in filing of MAT Remittance Reports.
  - 2) The Treasurer shall review the application, the supporting material provided by the applicant and any other information available to the Treasurer, make a determination of whether all or part of an amount of MAT was wrongly paid, and notify the applicant of his or her decision in writing.
  - 3) Where, as a result of the review in subsection 14 (2), the Treasurer is satisfied:

- a. There has been an overpayment of MAT, the Treasurer will notify the Provider and in his or her discretion will: refund the overpaid amount, provide a credit against future obligations to pay MAT; or provide a credit against any debt then owing to the Town by the Provider, whether or not related to MAT. No interest shall be paid on the amount of the overpayment; or
  - b. That no overpayment has been made, the Treasurer shall notify the Provider of the decision in writing and shall provide particulars for disallowing all or part of the refund claimed.
- 4) Any refund authorized under subsection 14 (3) shall be limited to the amount overpaid by the Provider during the two year period prior to the date of the application and while the Provider owned the establishment which provided the accommodation.

#### Collection

15.

- 1) All MAT, including MAT assessed under section 10 or adjusted under section 12 and related penalties and interest that are past due shall be deemed to be in arrears and a debt owing to the Town. The Treasurer is authorized to take any one or more steps available to the Town to collect any such amount including without limitation:
  - a. Adding the amount to the tax roll for any real property in the Town registered in the name of the Provider to be collected in a manner as property taxes and constituting a lien upon the lands;
  - b. Bringing an action in the name of the Town for the recovery of the amount in the court of appropriate jurisdiction;
  - c. Referring the collection of the amount to a collection agency; and
  - d. Exercising any other remedy available pursuant to the *Municipal Act, 2001* or otherwise available at law.
- 2) The remedies provided for the recovery and enforcement of the payment of any amount required under this By-law are in addition to any other remedies existing at law.

### Repayment

16.
  - 1) Where the Treasurer, in his or her discretion, determines that it is in the best interests of the Town to do so, the Treasurer is authorized to enter into a repayment arrangement with any Provider, providing for terms of payment of any MAT and interest and penalties thereon, which were not paid in accordance with this By-law, on such terms as may be established by the Treasurer. While the repayment agreement is in good standing no further collection efforts shall be taken, despite section 15. The Treasurer is not obligated to authorize a repayment agreement.
  - 2) The repayment agreement shall terminate automatically upon breach of any provision thereof.
  - 3) Interest shall continue to accrue on the amount of MAT outstanding during the term of the repayment agreement.

### False Statement

17. No Person shall:
  - a. Make false, inaccurate or intentionally misleading statement or representation in any document, statement or request provided for this By-law; or
  - b. File a document, statement or request provided for in this By-law where such Persons knows or believes it contains a false, inaccurate or intentionally misleading statement or representation, whether or not such statement or representation was made by the Person filing the document or application.

### No Interference

18. No Person shall hinder or obstruct, or attempt to hinder or obstruct any Person exercising a power of performing a duty under the By-law.

### Offence

19.
  - 1) Every Provider who contravenes any of the provisions of this By-law and any director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a

find as provided for in the *Provincial Offences Act*.

- 2) For the purposes of subsection 19 (1), each day on which a person contravenes any of the provisions of this By-law shall be deemed to constitute a separate offence under this By-law.
- 3) A Provider who is convicted of an offence under this By-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 and the total of all daily fines for the offence is not limited to \$100,000.00 as provided in subsection 429 (3)2 of the *Municipal Act, 2001*.
- 4) The levying and payment of any fines as provided for under the *Provincial Offences Act* and not relieve a person from the necessity of compliance with the obligations under the By-law or from the obligation for payment of the MAT or any interest or penalty imposed by section 13 of the By-law or such other penalties as may be provided for under the *Municipal Act, 2001* as amended or replaced.

#### Enforcement

20. This By-law may be enforced by any Municipal By-law Enforcement Officer.

#### Confidential Information

21.

- 1) All information submitted to and collected by the Town, may, except as otherwise provided in this section, be available to disclosure to the public in accordance with MFIPPA.
- 2) In the event that any Provider in submitting to the Town or to the Treasurer in any form, as required under this By-law, where such information is confidential or proprietary or otherwise may be exempt from disclosure under the MFIPPA, the Provider submitting the information shall so identify that information upon its submission to the Town or the Treasurer and shall provide sufficient details as to the reason for its purported exemption from disclosure. Where there is an exemption from disclosure under MFIPPA with respect to information submitted by a Provider, the Town will attempt to claim such exemption.

#### Short Title

22. The By-law may be referred to as the “Municipal Accommodation Tax By-law”.

Effective

23. This By-law shall come into full force and effect upon January 1, 2019.

PASSED this 17th day of December, 2018

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MAYOR

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CLERK