



Lodging Tax Advisory Committee COMMITTEE CHARTER 2017

Purpose

The purpose of the Lodging Tax Advisory Committee (LTAC) is to make recommendations to the Vancouver City Council regarding expenditures of lodging tax revenue.

Background

Under RCW 67.28.1817, the State requires appointment of a Lodging Tax Advisory Committee in order for a municipality to expend lodging tax funds (4% tax collected on room nights at hotels, motels and bed & breakfasts). If the municipality wishes to impose a new hotel-motel tax, raise the rate of an existing tax or change the use of the tax proceeds, a review and recommendation from the Lodging Tax Advisory Committee is required.

Committee Membership

- The Lodging Tax Advisory Committee is required to have a minimum of 5 members plus a chair. The City's current LTAC has nine members.
- The Committee must be chaired by a Vancouver City Councilmember.
- 50% of the members of the committee must represent businesses that are required to collect the hotel-motel tax.
- 50 % of the members of the committee must represent organizations that are qualified to receive lodging tax funds. Qualified organizations include Convention and Visitors Bureaus, non-profits that own and/or operate tourism related facilities, Main Street organizations, business associations, Chamber of Commerce or non-profits who produce festival or events designed to attract tourists.
- Committee members are appointed by the City Council.
- Committee members serve a two-year term with a maximum of three consecutive terms.

Committee Responsibilities

- Meet a minimum of once a year. Committee may meet more frequently if needed.
- Work with staff to establish a framework and priorities for the grant process.
- Be prepared for the meeting by reviewing an advance materials
- Review requests for lodging tax funding and make recommendations to the City Council.