



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Fees and Remuneration By-law

June 26, 2019

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1 ARTICLE 1 – INTERPRETATION

1.1 Definitions

In these by-laws:

“Act” means the *Midwifery Act, 1991*, S.O. 1991, c. 31, as amended from time to time, and includes the Regulations thereunder.

“College” means the College of Midwives of Ontario/L'Ordre des sage-femmes de l'Ontario. “Committee” means a committee of the College and includes statutory, standing and ad hoc committees and any committee established by the Council under these by-laws, including planning groups and working groups, but does not include a Board of Inquiry or a panel of the Inquiries, Complaints and Reports Committee.

“Council” means the Council of the College.

“Member” means a member of the College as that term is used in the RHPA and the Act unless otherwise indicated.

“Registrar” means the person appointed by the Council as Registrar for the College and includes an Acting Registrar.

“RHPA” means the *Regulated Health Professions Act, 1991*, S.O. 1991, c. 18, as amended from time to time, and includes the regulations thereunder.

1.2 Consistency with RHPA and Act

All provisions of these and all by-laws of the College shall be interpreted in a manner consistent with the RHPA and the Act and where any inconsistency is found to exist, the inconsistent provision shall, where practical, be severed from the by-law.

2 ARTICLE 2 – APPLICATION FEES

2.1 A person who submits an application for a certificate of registration in any class shall pay an application fee of \$100.

2.2 Application fees are due at the time the application is submitted. Application fees are non-refundable, either in whole or in part.

3 ARTICLE 3 – INITIAL MEMBERSHIP AND ADMINISTRATION FEES

- 3.1 Initial membership fees for certificates of registration issued in October shall be the same amount as the annual membership fee payable for that year, and an administration fee of \$50.
- 3.2 Initial membership fees for certificates of registration issued in a month other than October will be 1/12 of the annual fee for each month of membership between the month of initial registration and the following October, and an administration fee of \$50.

4 ARTICLE 4 – ANNUAL MEMBERSHIP AND ADMINISTRATION FEES

- 4.1 The College's membership cycle runs from October 1 to September 30 each year.
- 4.2 Every member who holds a certificate of registration in any class, shall pay an annual membership fee and an annual administration fee, which are due on or before October 1 of each year, regardless of the date of initial registration.
- 4.3 The amount of the annual administration fee for every class of certificate is \$50.
- 4.4 Every member who holds a certificate of registration in any class other than inactive shall pay to the College an annual membership fee of \$2500 on or before October 1 of 2019. Each year thereafter until this by-law is further amended inflationary increases of 2% will apply to the annual membership fee.
- 4.5 Every member who holds a certificate of registration in the inactive class shall pay to the College an annual membership fee of \$1075 on or before October 1 of 2018. Each year thereafter until this by-law is further amended inflationary increases of 2% will apply to the annual membership fee.
- 4.6 The annual membership fee will be prorated depending on when in the year the member receives their class of certificate.
- 4.7 The Registrar shall notify every member of the amount of the fees due and the day on which they are due, at least sixty (60) days before the fees are due.
- 4.8 Members may pay their annual membership fees and administration fees in instalments. Instalment amounts will be set by the College at least 60 days before the fees are due. The instalment due dates are as follows:
 - i. if paying the amount owing in one instalment: October 1
 - ii. if paying the amount owing in two instalments: October 1 and February

5 ARTICLE 5 – PENALTY FEES

- 5.1 If a member fails to pay the annual membership fee, on or before the day on which the fee is due, the member shall pay, in addition to the outstanding balance owed, a penalty equivalent to fifteen percent (15%) of the annual membership fee. If a member chooses to pay a fee by instalment, where allowed, the late penalty fee owing will still be fifteen percent (15%) of the annual membership fee (rather than fifteen percent (15%) of the amount of the late instalment). The entire late penalty fee will be levied each and every time the is late with an instalment payment.
- 5.2 If a member fails to submit a fully completed application, including any certifications or proof of competency that may be required, on or before the day on which the application is due, the member shall pay a penalty equivalent to fifteen percent (15%) of the annual membership fee. If a member chooses to pay a fee by instalment, where allowed, the late penalty fee owing will still be fifteen percent (15%) of the annual membership fee (rather than fifteen percent (15%) of the amount of any instalment).
- 5.3 If a member is granted an alternate payment arrangement for their annual membership fee by the Registrar and fails to meet the obligations under that plan then the member shall pay, in addition to the outstanding balance owed, a penalty equivalent to fifteen percent (15%) of the annual membership fee.
- 5.4 If a member fails to pay any committee, program, or administrative fee, the College may charge interest at a rate of 1.5% per month on any committee, program or administration fee, that is unpaid as of the applicable due date, and the College shall consider the accrued interest on any unpaid fee as part of the fee itself.

6 ARTICLE 6 – NON-PAYMENT OF FEES

- 6.1 When a member is suspended due to non-payment of fees, the suspension will remain in effect until such time as all outstanding fees plus an additional administration fee of \$50 are received. If the suspension is not lifted, the member's certificate of registration is revoked, without further notice, one year after the day the suspension began.
- 6.2 When a member is revoked for non-payment of fees the former member shall pay all outstanding fees upon reinstatement.

7 ARTICLE 7 – RECEIPTS

- 7.1 Official tax receipts are issued by the College for total annual membership and administration fees received during a taxation year.
- 7.2 Tax receipts shall be available to members by the end of February the following year.
- 7.3 The tax receipt will indicate the registration period for which the fees apply.

8 ARTICLE 8 – COMMITTEE AND PROGRAM FEES

- 8.1 The College may charge a member a fee in connection with decisions or activities that the College or a College committee are required or authorized to make or do in respect to a member.
- 8.2 Committee or program fees include, but are not limited to the following:
- i. For assessments and evaluations ordered by the Quality Assurance Committee or Specified Continuing Education or Remediation Programs ordered by the Inquiries, Complaints and Reports Committee or the Quality Assurance Committee:
 - a. A member shall pay up to \$2500 for each assessment and each follow-up assessment.
 - b. For programs delivered by a third party, the fee charged by that party;
 - ii. For monitoring, supervision, or assessment pursuant to a decision of the Registration Committee, the fee charged by the monitor, supervisor or assessor.
 - iii. For Requalification Programs the applicant or member bears all costs

9 ARTICLE 9 – ALTERNATE PRACTICE ARRANGEMENTS

- 9.1 The fee for the application for approval of an Alternate Practice Arrangement is \$100 and is due at the time of application.
- 9.2 The fee for the annual renewal of an Alternate Practice Arrangement is \$50 and is due at the time of the application for renewal.
- 9.3 Application and renewal fees are non-refundable, either in whole or in part.

10 ARTICLE 10 – PROFESSIONAL CORPORATIONS

- 10.1 The certificate of authorization is valid from April 1 to March 31 each year.
- 10.2 The renewal of a certificate of authorization is due on or before April 1 of each year.
- 10.3 The fee for the application for a certificate of authorization, including on any reinstatement of a certificate of authorization is \$500.
- 10.4 The fee for the annual renewal of a certificate of authorization is \$250.
- 10.5 A professional corporation, or a member listed in the College's records as a shareholder of the professional corporation, shall pay an administrative fee of \$50 for each notice sent by the Registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time.
- 10.6 The administrative fee is due within thirty (30) days of the date that the notice was

sent and, if the fee is not received by the College within that time, an additional notice may be issued and an additional administrative fee may be required at that time and after every subsequent thirty (30) day period.

- 10.7 The fee for the issuing of a duplicate document or certificate respecting a professional corporation, other than the first certificate of authorization is \$100.

11 ARTICLE 11 –COUNCIL AND COMMITTEE MEMBER REMUNERATION

- 11.1 Council members and committee members shall be paid honoraria for participation in and preparation for meetings and other expenses reasonably incurred in relation to the performance of their duties in accordance with the honoraria and expense policy as approved from time to time by Council. (Schedule 1)

12 ARTICLE 12 – OTHER MEMBER FEES AND MISCELLANEOUS PROVISIONS

12.1 FEES FOR CHANGE OF CLASS

A member requesting a change from the Inactive class to the General class will be charged \$50.

12.2 FEES FOR LETTERS OF PROFESSIONAL CONDUCT

The fee for the College to issue a Letter of Professional Conduct for a member is \$40 if the member requests that the letter be issued in fifteen (15) days or less and it is so issued, and \$60 if the member requests that the letter is issued in five (5) days or less and it is so issued.

12.3 FEES FOR LETTERS OF STANDING AND PROFESSIONAL CONDUCT

The fee for the College to issue a letter of Standing and Professional Conduct for a member is \$40 if the member requests that the letter be issued in fifteen (15) days or less and it is so issued, and \$60 if the member requests that the letter is issued in five (5) days or less and it is so issued.

12.4 FEE FOR JURISPRUDENCE COURSE

The registration fee for the jurisprudence course for midwifery in Ontario is \$300.

12.5 FEES FOR REQUESTS

A person who requests the Registrar to do anything that the Registrar is required or authorized to do by statute, regulation, by-law, or policy shall pay, if a fee is specified, the specified fee; or if no fee is specified and if the Registrar has set a fee, the fee set by the Registrar.

12.6 REGISTRAR'S DISCRETION

The Registrar may reduce the amount of any fee payable to the College or alter the timing or manner in which a fee is payable in accordance with Council policy or where the Registrar is satisfied that there are exceptional circumstances which warrant the exercise of discretion.

12.7 FEES FOR RETURNED CHEQUES

A member, who pays a fee owed to the College by cheque, shall pay a fee of \$40, in addition to any outstanding balance, in the event that the cheque is returned to the College.

12.8 NAME CHANGE

A fee of \$100 will apply in order to re-issue registration documents and update records as a result of a name change.

12.9 DUPLICATE DOCUMENTS

A fee of \$25 per document will be charged to issue duplicate documents.

12.10 ADMINISTRATIVE FEE FOR NOTICES – FAILURE TO PROVIDE INFORMATION

A member shall pay an administrative fee of \$50 for each notice sent by the Registrar to the member for failure to provide information or a form to the College or a Committee of the College within thirty (30) days of being requested or required to do so.

12.11 ACCESS TO REGISTRATION APPLICANT RECORDS

The fee for a registration applicant to receive a copy of their file is \$50.

12.12 REINSTATEMENT HEARING

An applicant requesting a hearing pursuant to the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991* to consider reinstatement of their certificate of registration shall pay an application fee of \$3,500.00. \$500.00 of that fee shall be non-refundable. The balance of that fee (\$3,000.00) shall be refundable but only if the applicant withdraws the application by notice in writing received by the College not less than 30 days prior to the date scheduled to commence the hearing.

12.13 REQUEST FOR A RECOUNT

The fee for a request for a recount of election results is \$100. The fee shall be refunded if the recount confirms the election results were incorrect.

12.14 APPLICATION FOR REINSTATEMENT

A person who submits an application for reinstatement in any class shall pay an application fee of \$100.

12.15 REQUEST FOR RECEIPTS, TAX RECEIPTS OR LETTERS

A person who requests a hard copy of a receipt, tax receipt or letter shall pay a fee of \$50 for the provision of the hard copy document which is otherwise available electronically.

12.16 REQUEST FOR FILE FROM MEMBER OR FORMER MEMBER

A member or former member shall pay a fee of \$100 to obtain a copy of their registration file.

SCHEDULE 1

Honoraria (per diem) and meeting preparation for professional members of Council:

CHAIR ¹ RATES	MEMBER RATES	PREPARATION RATES
> 30 mins up to 2 hrs = \$95.50	> 30 mins up to 2 hrs = \$80	> 30 mins up to 2 hrs = \$80
> 2.05 hrs up to 4 hrs = \$191.00	> 2.05 hrs up to 4 hrs = \$160	> 2.05 hrs up to 4 hrs = \$160
>4.05 hrs up to 6 hrs = \$286.50	>4.05 hrs up to 6 hrs = \$240	>4.05 hrs up to 6 hrs = \$240
>6.05 hrs = \$382.00	>6.05 hrs = \$320	>6.05 hrs = \$320

Honoraria (per diem) and meeting preparation for non-Council public members of Council:

CHAIR ¹ RATES	MEMBER RATES	PREPARATION RATES
Up to 3 hrs = \$125	Up to 3 hrs = \$75	Up to 3 hrs = \$75
>3 hrs = \$250	>3 hrs = \$150	>3 hrs = \$150

Summary of eligible expenses:

Item	Allowable Expenses	Excluded Expenses
Travel (see chart below)	Necessary travel to and from meeting (most economical mode of transportation required)	Traffic violations/fines; vehicle repairs and personal travel insurance
Accommodation	Hotels and private homes. Distance conditions apply ² (College approval is required for hotel costs, private homes are charged at \$30/night)	Entertainment and personal services (e.g. movie rentals and dry cleaning)
Food	Meals as noted in the chart below	Alcoholic beverages
Personal Phone Calls	1 long distance call of 10 minutes per day while out of town	Telephone charges in excess of 10 minutes
Job Accommodations	Necessary attendant care, child care and other identified services.	
Conferences	Registration fees; necessary travel to/from event. (Council approval required)	Banquets, entertainment events, special tours, etc.

Breakfast = \$10.00 | Lunch = \$12.50 | Dinner = \$22.50 | Daily Maximum = \$45

Personal vehicle expenses³:

Distance Driven	Southern Ontario	Northern Ontario*
0-4000 km	40 ¢/km	41 ¢/km

*Northern Ontario as defined by the Ministry of Health: Highway 400 to north of Port Severn
Highway 11 to north of Severn Bridge
Highway 52 to east of Severn Bridge
Highway 60 at Oxtongue Lake
Highway 60 east to Highway 62 at Killaloe Station
Highway 62 to Pembroke

¹ Must be the assigned role in the particular meeting for which one is claiming.

² Residence exceeds a radius of 40 km (one-way) of the meeting site.

³ Can be charged if the residence exceeds a radius of 40 km (one-way) of the meeting site



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