



College of
Midwives
of Ontario

Ordre des
sages-femmes
de l'Ontario

Fees and Remuneration By-law

August 1, 2024

TABLE OF CONTENTS

1	ARTICLE 1 – INTERPRETATION	3
1.1	Definitions.....	3
1.2	Consistency with RHPA and Act.....	3
2	ARTICLE 2 – APPLICATION FEES	3
3	ARTICLE 3 – INITIAL REGISTRATION AND ADMINISTRATION FEES	4
4	ARTICLE 4 – ANNUAL RENEWAL AND ADMINISTRATION FEES	4
5	ARTICLE 5 – PENALTY FEES	4
6	ARTICLE 6 – NON-PAYMENT OF FEES	5
7	ARTICLE 7 – RECEIPTS	5
8	ARTICLE 8 – COMMITTEE AND PROGRAM FEES	5
9	ARTICLE 9 – PROFESSIONAL CORPORATIONS	6
10	ARTICLE 10 – DIRECTOR AND COMMITTEE MEMBER REMUNERATION	7
11	ARTICLE 11 – OTHER FEES AND MISCELLANEOUS PROVISIONS	7
11.1	Fees For Change Of Class.....	7
11.2	Fees For Letters Of Professional Standing.....	7
11.3	Fees For Letters Of Standing And Professional Conduct.....	7
11.4	Fee For Jurisprudence Course	7
11.5	Fees For Requests.....	7
11.6	Registrar’s Discretion.....	7
11.7	Fees For Returned Cheques And Insufficient Funds.....	7
11.8	Copies And Duplicate Documents	8
11.9	Administrative Fee For Notices – Failure To Provide Information	8
11.10	Access To Registration Applicant File.....	8
11.11	Reinstatement Hearing.....	8
11.12	Request For A Recount	8
11.13	Application For Reinstatement.....	8
11.14	Request For Registrant File.....	8
	SCHEDULE 1 – Per Diems and Expenses	9
	SCHEDULE 2 - 2024-25 Fees	11

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.

“Board” means the Board of Directors which is the Council of the College as established under section 6 of the *Midwifery Act, 1991*.

“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 Board of Directors under the College’s General By-law, including planning groups and working groups.

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

“Registrant” means a member of the College within the meaning of subsection (1) of the RHPA and section 1 of the Act unless otherwise indicated.

“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 \$125.

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 REGISTRATION AND ADMINISTRATION FEES

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

4 ARTICLE 4 – ANNUAL RENEWAL AND ADMINISTRATION FEES

- 4.1 The College’s registration cycle runs from October 1 to September 30 each year.
- 4.2 Every registrant who holds a certificate of registration in any class, shall pay an annual registration 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 registrant who holds a certificate of registration in any class other than inactive/non-practising shall pay to the College an annual renewal fee of \$2706 on or before October 1 of 2024. Each year thereafter until this by-law is further amended, the annual renewal fee may be increased by up to 2% each year, rounded up to the nearest dollar.
- 4.5 Every registrant who holds a certificate of registration in the inactive/non-practising class shall pay to the College an annual renewal fee of \$1187 on or before October 1 of 2024. Each year thereafter until this by-law is further amended the annual renewal fee may be increased by up to 2% each year, rounded up to the nearest dollar.
- 4.6 The annual renewal fee will be prorated depending on when in the year the registrant receives their certificate of registration.
- 4.7 The Registrar shall notify every registrant 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 Registrants 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 1

5 ARTICLE 5 – PENALTY FEES

- 5.1 If a registrant fails to pay the annual registration fee, on or before the day on which the fee is due, the registrant shall pay, in addition to the outstanding balance owed, a penalty equivalent to fifteen percent (15%) of the annual registration fee.
- 5.2 If a registrant 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 registrant shall pay a penalty equivalent to fifteen percent (15%) of the annual registration fee.
- 5.3 If a registrant is granted an alternate payment arrangement for their annual registration fee by the Registrar and fails to meet the obligations under that plan then the registrant shall pay, in addition to the outstanding balance owed, a penalty equivalent to fifteen percent (15%) of the annual fee.
- 5.4 If a registrant 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 registrant is suspended due to non-payment of fees, the suspension will remain in effect until such time as all outstanding fees plus an additional lifting of suspension administration fee of \$200 are received. If the suspension is not lifted, the registrant's certificate of registration is revoked, without further notice, one year after the day the suspension began.
- 6.2 When a registrant is revoked for non-payment of fees the former registrant shall pay any fee, penalty, or other amount owing to the College to rectify the revocation in addition to the fees required for registration.

7 ARTICLE 7 – RECEIPTS

- 7.1 Official tax receipts are issued by the College for total annual registration and administration fees received during a taxation year.
- 7.2 Tax receipts shall be available to registrants 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 registrant 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 registrant.
- 8.2 Committee or program fees include, but are not limited to the following:
 - i. Assessments, re-assessments, evaluations, education, and remediation programs, monitoring, supervision ordered by a Statutory Committee.
 - ii. Program fees related to assessments of applicants.
- 8.3 The College may require a registrant, applicant, professional corporation, or other person to pay a committee or program fee, including an annual fee, that is not set out in section 8.2, in which case the College shall provide the registrant, applicant, professional corporation, or other person with an invoice setting out the fee.

9 ARTICLE 9 – PROFESSIONAL CORPORATIONS

- 9.1 The certificate of authorization is valid from April 1 to March 31 each year.
- 9.2 The renewal of a certificate of authorization is due on or before April 1 of each year.
- 9.3 The fee for the application for a certificate of authorization, including on any reinstatement of a certificate of authorization is \$500.
- 9.4 The fee for the annual renewal of a certificate of authorization is \$300.
- 9.5 A professional corporation, or a registrant 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 registrant for failure of the corporation to renew its certificate of authorization on time.
- 9.6 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.
- 9.7 The fee for the issuing of a duplicate document or certificate respecting a professional corporation, other than the first certificate of authorization is \$100.
- 9.8 The fee for a revised certificate of authorization is \$100.

ARTICLE 10 – DIRECTOR AND COMMITTEE MEMBER REMUNERATION

- 9.9 Board 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 the Board. (Schedule 1)

10 ARTICLE 11 – OTHER FEES AND MISCELLANEOUS PROVISIONS

10.1 Fees For Change Of Class

A registrant requesting a change from the inactive/non-practising class to the general class will be charged \$100.

10.2 Fees For Letters Of Professional Standing

The fee for the College to issue a Letter of Professional Standing for a registrant in 7 days is \$50.

10.3 Fees For Letters Of Standing And Professional Conduct

The fee for the College to issue a letter of Standing and Professional Conduct for a registrant in 7 days is \$50.

10.4 Fee For Jurisprudence Course

The registration fee for the jurisprudence course for midwifery in Ontario is \$150.

10.5 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.

10.6 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 Board policy or where the Registrar is satisfied that there are exceptional circumstances which warrant the exercise of discretion.

10.7 Fees For Returned Cheques And Insufficient Funds

A registrant, 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 any payment is returned to the College for non-payment.

10.8 Copies And Duplicate Documents

A fee of \$30 will be charged to issue paper or digital duplicate documents or the hard copy of a document that is otherwise available electronically. A flat rate of \$30 applies to the first 20 pages of a paper copy and \$0.25 per page thereafter.

10.9 Administrative Fee For Notices – Failure To Provide Information

A registrant shall pay an administrative fee of \$50 for each notice sent by the Registrar to the registrant 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.

10.10 Access To Registration Applicant File

The fee for a registration applicant to receive a copy of their digital file is \$100.

10.11 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.

10.12 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.

10.13 Application For Reinstatement

A person who submits an application for reinstatement in any class shall pay an application fee of \$125.

10.14 Request For Registrant File

A registrant or former registrant shall pay a fee of \$250 to obtain a copy of their digital registrant file.

SCHEDULE 1 – Per Diems and Expenses

Honoraria (per diem) for meeting preparation¹, attendance and decision writing

Non-Board Public Members ²	> 3 hours		< 3 hours	
General Member	\$150		\$75	
General Member designated as Vice Chair ³	\$175		\$87.50	
General Member designated as Chair ³	\$250		\$125	
Non-Board and Board Professional Members	> 6 hours	4 to 6 hours	2 to 4 hours	30 mins to 2 hours
General Member	\$320	\$240	\$160	\$80
General Member designated as Vice Chair ³	\$382	\$286.50	\$191	\$95.50
General Member designated as Chair ³	\$382	\$286.50	\$191	\$95.50

Professional Chair Stipend

Professional Chair	
Annual Stipend	\$30,000

Eligible expenses

Meal Allowances & Travel ⁴	
Breakfast	\$23.60
Lunch	\$23.90
Dinner	\$58.60
Travel	70¢/per km

¹ Preparation time cannot exceed meeting attendance time.

² Non-Board Public Member per diems reflect the per diems set out by the Health Board Secretariat and will be adjusted accordingly.

³ Must be the assigned role in the meeting for which one is claiming.

⁴ Meal allowance and travel reflect CRA reasonable rates and will be adjusted accordingly.

Summary of eligible expenses

Items	Eligible expenses	Ineligible expenses
Travel	Necessary travel to and from meetings (most economical and sustainable transport encouraged)	Traffic violations/fines; vehicle repairs; personal travel insurance
Accommodation	Hotels and private homes. College approval is required for hotel costs.	Entertainment and personal services (e.g. movie rentals and dry cleaning)
Food	Meal allowances as noted above	Alcoholic beverages
Job Accommodations	Attendant care, child care, and other identified services.	
Conferences	Registration fees; necessary travel to and from. (Board approval required)	Banquets, entertainment events, special tours etc.

SCHEDULE 2 - 2024-25 Fees

APPLICATION FEE	
Any class of registration	\$125
INITIAL REGISTRATION AND ADMINISTRATION FEES	
Initial certificate of registration	
i. Issued October 1	\$2,706
ii. Issued between November - September	Pro-rated by month
Administration fee	\$50
ANNUAL RENEWAL	
Practising class	\$2,706
Inactive/non-practising class	\$1,187
Annual administration fee	\$50
PENALTY FEES	
Late payment of annual renewal fee	15%
Failure to submit a fully completed renewal application	15%
NON-PAYMENT OF FEES	
Lifting of suspension administration fee	\$200
REINSTATEMENT OF CERTIFICATE OF REGISTRATION	
Application fee	\$125
PROFESSIONAL CORPORATIONS	
Application for certificate of authorization	\$500
Reinstatement of a certification of authorization	\$500
Annual renewal	\$300
Duplicate document or certificate	\$100
Revised certificate of authorization	\$100
COMMITTEE AND PROGRAM FEES	
Committee and program fees	Varies
MISCELLANEOUS AND ADMINISTRATIVE	
Change of class	\$100
Letters of Professional Standing	\$50
Letters of Standing and Professional Conduct	\$50
Jurisprudence	\$150
Declined payment (NSF)	\$40
Notice: Failure to provide information	\$50
Name change	No cost

Copies or Duplicates	\$30 .25 per page after 20 pages
Access to applicant file	\$100
Request for registrant file	\$250
Election recount	\$100



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