

The RHRA determined the fees set out in this Fee Schedule in accordance with its Fee Setting Policy. The table below provides an overview of all RHRA fees. A full explanation of these fees can be found in “Fee Details”. Fees set out are exclusive of applicable taxes except for those marked with (*), which are HST exempt.

FEE	DESCRIPTION	RATE
Annual Fee		
Annual Fee	To cover the cost of administering the <i>Retirement Homes Act, 2010 (Act)</i>	\$9.99 per suite, per month
Administration (Finance) Charge*	Charged when annual fees are paid in quarterly installments	5% of annual fees
Late Annual Fee*	Automatic late fee charged to licensees whose annual fees are not received by the due date	20% of annual fees, maximum \$2,500

APPLICATION AND OTHER FEES		
Application Fees		
Licence Application Fees*	To process new applications, including those resulting from acquisitions	\$5,000 + \$25 per suite, maximum \$10,000
Expedited Licence Application Fees*	To expedite the review of a licence application	\$6,000 if required within six weeks
		\$12,000 if required within two weeks
Change of Person with Controlling Interest*	To process applications following a change in controlling interest	\$2,500
Assessment Fees	Relating to the cost of inquiries, investigations, and inspections completed during the assessment of a licence application	Fees based on activities as determined by the Registrar
Compliance Fees		
Compliance and Enforcement	Relating to the cost of repetitive compliance and enforcement activities under the Act	Fees based on activities as determined by the Registrar
Other Charges		
Failure to Notify of Changes	Relating to costs of maintaining the Public Register and other administrative costs where a licensee fails to notify the Registrar of certain events as required by the Act	\$250 per instance
Replacement of Licence	Reprint of a licence	\$75
Poster Request	Replacement copy of an RHRA poster (Residents’ Bill of Rights or Duty to Report posters)	\$15 per request (up to 5 posters)
NSF fees*	Charge for cheques or Pre-Authorized Debit (PAD), declined due to non-sufficient funds	\$50 per instance
Interest*	Payable on overdue amount	1.5% per month

FEE OVERVIEW

ANNUAL FEES

Annual Fee

All licensees must pay an annual fee to cover the cost of core RHRA operations and functions related to administering the Act.

The fee is based on the number of suites (see definitions - *Suites*). Suites that are subsidized (see definitions – *Subsidized Unit*) are excluded. Suites include all available units, regardless of whether they are occupied or not.

Annual fees are calculated for each calendar year. Licensees have two payment options:

- i. Remit entire fee for the year.
 - Fees are due by January 2.
 - Payments of the entire fee may be made either by Cheque or Pre-Authorized Debit (PAD).
 - Cheques must be received by the RHRA by the end of the day by the due date in order to be considered on time.
 - To enroll in the PAD process, a licensee must submit the PAD form to the RHRA by December 14th to allow for processing time to set up the PAD. Please indicate on the PAD form whether it is for the annual fee or for quarterly payments.
- ii. Make quarterly payments.
 - An administration (finance) charge of 5% will be applied for quarterly payments - see *Administration (Finance) Charge* for details.
 - Quarterly payments are due January 2, April 1, July 2, and October 1.
 - Quarterly payments are only accepted by Pre-Authorized Debit (PAD).
 - To enroll in the PAD process, a licensee must submit the PAD form to the RHRA by December 14, 2018 to allow for processing time to set up the PAD.

Where any of the above dates fall on a weekend, the due date will be the first business day following the due date.

Licensees whose payment is not received by the due date will be subject to a *Late Annual Fee* charge – see *Late Annual Fee*.

Approximately sixty (60) days prior to the start of the new calendar year, the annual fee for the next calendar year will be calculated based on the number of suites the RHRA has on record. Note that it is the licensee's obligation to report any changes in the number of suites. An Annual Fee Invoice will be sent to each licensee.

Approximately thirty (30) days prior to the start of the calendar year, a second and final Annual Fee Invoice will be sent to each licensee.

Change in number of suites

- i. If there is a change in the number of suites in a home, the following will apply:
 - If the number of suites for a licensee changes during the calendar year, the RHRA will bill or refund annual fees. Reconciliation of billing will be for the difference in suites, rounded to the next full month following the effective date of the change.
 - A statement (and refund cheque if applicable) will be generated for each licensee where reconciliation is made, and a statement will be sent to the licensee.
- ii. Fluctuation in number of suites ordinarily subject to subsidy
 - Homes that have fluctuation in the number of suites ordinarily subject to subsidy should contact the RHRA regarding annual reconciliation. Licensees will be required to submit supporting documentation when reporting fluctuation in subsidized suites (see definition).

Licences issued during the year

- i. If a licence is issued during the calendar year, the annual fee will be prorated to the nearest full month, calculated as of the next full month following the date of licence issue. The licensee must make a full payment for the balance of the calendar year. Quarterly payments may commence when the first full year of fees is payable.

Late Annual Fee

Licensees whose annual fee is received after the due date will be subject to an automatic late fee.

Administration (Finance) Charge

A finance charge will be applied when a licensee chooses to pay annual licence fees in quarterly installments.

The fee will be 5% of the licensee's annual fee balance.

The RHRA will calculate the total amount of the annual fee and administration finance charge and quarterly payments, which will show on the Annual Fee Statement/Invoice.

Discontinued Licenses / Ownership Transactions

Ceasing to Operate as a Retirement Home

This applies to licensees ceasing to operate as a retirement home according to Sec. 49 of the Act and Sec. 7 of the Regulations.

If a licensee ceases to operate as a retirement home in accordance to the Act and Regulations, and the home has no outstanding balance with the RHRA, the licensee will be refunded the portion of the pre-paid annual fee that remains after the licensee ceases to operate the retirement home. Any refund amount will be calculated by rounding to the first of the next full month following the date the licensee ceased to operate.

Ownership Transactions

A licensee whose licence terminates as a result of an ownership transaction will be refunded the portion of the pre-paid annual licence fee amount remaining as of the date the licensee ceases to operate the retirement home (the termination date). Any refund amount will be rounded to the first of the next full month following the termination date.

APPLICATION FEES

Licence Application Fee

To obtain a retirement home licence, a licence application must be submitted to the RHRA. A licence application is to be submitted for new operators, or relating to the acquisition of an existing retirement home (see the Licensing tab of the RHRA website: <http://rhra.ca/en/licensing/apply/>).

Fees are based on the number of suites (see definitions - *Suite*) within the home, regardless of whether they are occupied or not. It excludes suites for which the operator receives a subsidy (see definitions – *Subsidized Unit*). The total application fee is the sum of the set fee and the per suite fee.

The licence application fee must be submitted with the completed licence application forms.

Once the licence application and fee have been received by the RHRA, the application fee is non-refundable. Once full payment (including an expedited fee, if applicable) has been received and processed, review of the application will begin.

If the Registrar issues a licence, a licence will be sent to the licensee. The licensee will then be sent an invoice for the Annual fees – see *Annual Fees* for details.

Expedited Application Fees

Expedited application fees are applied in addition to the licence application fee when the RHRA is required to give priority consideration to a licence application.

The dates used to determine whether an expedited fee applies will be the date identified by the applicant as the start date of operations for the retirement home, and the date the application is received by the RHRA.

If an expedited application fee applies, this is to be submitted concurrently with the licence application fee.

If an application that is subject to an expedited fee is submitted without the fee, the applicant will be notified.

Change of a Controlling Interest Fee

Under section 48(1a-b) of the Act, a licence terminates when a person either ceases to have or acquires a controlling interest in the licensee. For a definition of “Controlling Interest”, see S.3 “Interpretation, Controlling Interest” of the Act.

Applications resulting from a change in controlling interest may be subject to a reduced application fee. Licensees should contact RHRA before submitting an application related to a change in controlling interest.

Assessment Fees

Under section 37(2) of the Act, the RHRA may charge an applicant an additional fee relating to the reasonable costs of inquiries, investigations, and inspections in support of the Registrar’s assessment and decision-making related to a licence application.

Fees are at the discretion of the Registrar and will be reflective of the activities undertaken. Where the Registrar indicates these additional costs apply, the RHRA will invoice the applicant.

COMPLIANCE FEES

Compliance and Enforcement Measures

In response to repetitive or continuing non-compliance with the requirements of the Act, the RHRA may set and charge a fee for costs in connection to inspection activities, and activities of the Registrar and RHRA staff members relating to the management and administration of Registrar orders. These activities include conducting inspections, the preparation and assessment of reports and orders, and Registrar decision-making. Fees will be reflective of the activities undertaken.

OTHER CHARGES & PROVISIONS

Failure to Provide Information

The Act requires the Registrar to establish and maintain a public register of retirement home licences and licence applications. Under section 109 of the Act, a licensee must give the Registrar written notice of certain changes or events within a certain time.

The RHRA may charge a licensee a fee in connection to additional administrative costs to the RHRA resulting from the licensee's failure to provide notice to the Registrar in accordance with section 109. These activities may include maintaining and updating the public register on an expedited basis, contacting the licensee, or sending the licensee a request for information in connection to the failure to provide notice.

Replacement of Licence

Licensees requesting a replacement or extra copy of an official licence certificate may be charged a replacement fee.

Poster Request

Licensees requesting additional copies of RHRA posters (Residents' Bill of Rights or Duty to Report posters) may be charged a fee (up to 5 posters per request).

NSF Fees

A fee may be applied whenever a cheque is returned as non-negotiable or a PAD (pre-authorized debit) is declined as NSF. When NSF fees are charged, the RHRA will notify the licensee and request for payment and the NSF charge.

Interest

The RHRA may charge interest at a rate of 1.5% per month on outstanding fee, and the RHRA will consider the accrued interest on any unpaid fee as part of the fee itself.

Other

The obligation of a licensee or applicant to pay a fee continues, despite any failure of the RHRA to provide notice of the fee, or provide notice of the fee by a certain date, or despite a failure of the licensee or applicant to receive notice of the fee.

DEFINITIONS

SUITE:

Suites are rental units, for example, private or bachelor units, or one or two bedroom suites. Suites include portions or divisions of a unit that are separately rented to multiple residents, for example, semi-private or ward-type accommodation.

SUBSIDIZED UNIT:

Refers to:

- (a) premises or parts of premises that are governed by or funded under one of the following:
 - *The Developmental Services Act*
 - *The Homes for Special Care Act*
 - *The Long-Term Care Homes Act, 2007*
 - *The Ministry of Community and Social Services Act*
 - *The Private Hospitals Act*
 - *The Public Hospitals Act*
 - *The Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*
- (b) Premises at which emergency hostel services are provided under the *Ontario Works Act, 1997*.
- (c) Premises or parts of premises at which a supportive housing program or a residential treatment program is provided and funded under one of the following:
 - *The Home Care and Community Services Act, 1994*
 - *The Local Health System Integration Act, 2006*
 - *The Ministry of Health and Long-Term Care Act*
- (d) Premises or parts of premises funded under the Community Homelessness Prevention Initiative of the Ministry of Municipal Affairs and Housing.