

**Ministry of Health
Ministry of Long-Term Care**

Financial Management Branch
Corporate Services Division

5700 Yonge Street, 12th Floor
Toronto ON M2M 4K5
Tel.: 416 212-0631
Fax: 416 212-0683

**Ministère de la Santé
Ministère des Soins de longue durée**

Direction de la gestion financière
Division des services ministériels

5700, rue Yonge, 12^e étage
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Télec.: 416 212-0683



July 19, 2021

MEMORANDUM TO: Operators of Long-Term Care Homes

FROM: Chandike Tennakoon
Senior Manager, Long-Term Care Homes
Financial Management Branch

RE: 2021 Municipal Tax Allowance Fund

The ministry recognizes that some long-term care (LTC) homes are required to pay Municipal taxes while others are exempt. Each year, the ministry requests submission of applications to subsidize the costs incurred by the LTC homes that pay these taxes.

Every LTC home that paid Municipal taxes in 2021 is asked to complete an application form to assist the ministry in providing the subsidy. The 2021 Municipal Tax Allowance application may be found on the ministry's designated website: <https://hsimi.ca/LTCHome>.

Instructions:

The 2021 Municipal Tax Allowance application will be available effective Monday, July 19, 2021 through the designated website: <https://hsimi.ca/LTCHome> and is to be submitted in two parts, an excel workbook and a PDF file.

To obtain a blank application, please log into the website, click on the 2021 Municipal Tax Allowance application link then click on the download button.

Please identify in the application, the portion of the Municipal tax expenditures that is attributable to LTC home use and the portion that is not attributable. Non-attributable uses include: retirement home, corporate head office, personal and non-LTC home components such as adult day care and meals on wheels programs, etc. Please also provide an explanation of the methodology used to calculate the portion attributable to the LTC home, as applicable.

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Once you have completed the 2021 Municipal Tax Allowance application, please log in and submit the application to the <https://hsimi.ca/LTCHome> website.

TIPS

- Avoid clicking on "Submit" until the home is certain that the Municipal Tax Allowance application is complete.
- After "Submit" has been selected homes will not be able to edit the workbook. Homes will also not be able to upload a revised workbook.
- Homes can revise and upload the workbook to the website as often as necessary prior to submission.
- Homes can edit, save and print the report that is on the website as often as necessary prior to submission.
- Upload only the 2021 Municipal Tax Bills that supports the application in one pdf file.
- Homes are **NOT** required to mail a hard copy of the Municipal Tax Allowance application or supporting tax bills to the Ministry.

Any applications received after Friday, September 10, 2021 will be ineligible for Municipal tax allowance funding for 2021, as all available funding will have been allocated to all the LTC homes that have submitted their applications by the due date.

Adjustment to payment:

Any adjustment to payment as a result of the Municipal tax allowance for 2021 will be processed no later than January 24, 2022 as part of the LTC home's monthly scheduled payment.

Should you require any further information or clarification, please contact Miline Wong at miline.wong@ontario.ca.



Chandike Tennakoon

- c: Matthew Anderson, President and CEO, Ontario Health
Elham Roushani, Chief Financial Officer, Ontario Health
Sheila Bristo, ADM, Long-Term Care Operations Division, MLTC
Jim Yuill, Director, Financial Management Branch