



## Ontario Land Tribunal

655 Bay Street, Suite 1500, Toronto, ON M5G 1E5

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[olt.gov.on.ca](http://olt.gov.on.ca)

# Low-Income Fee Waiver Policy

A person is expected to pay an applicable fee at the time they file an appeal or application to the Ontario Land Tribunal (OLT), in accordance with section 11(1) of the *Ontario Land Tribunal Act, 2021*,

For more information on OLT's fee schedule, and the amount of the fee payable for an appeal, please visit [our website](#).

If you are a person who cannot afford to pay the fee, then you can ask the OLT to waive the fee, or a portion of the fee so that you may proceed with your appeal. You may request a fee waiver by writing to the OLT Registrar.

If you request a fee waiver, the OLT will look at your financial situation and decide whether you qualify. This fee waiver policy explains the information you are required to submit for the OLT and the factors the OLT can take into account to consider your request. The OLT will respond as quickly as possible and if your request is accepted, you will receive written confirmation from the OLT.

A person is required to request a fee waiver for each case and cannot rely on written confirmation of a prior fee waiver to avoid paying a new appeal fee.

**A fee waiver is not available to a business or corporation.** Only an individual person can request a fee waiver under the OLT fee waiver policy. There is no charge for a person to request a fee waiver under this policy.

Fee waivers for charitable organizations may be considered and granted on a case-by-case basis, subject to providing verification of charitable status with the Tribunal.

## Eligibility

You may be eligible for the low-income fee waiver if:

1. Your primary source of household income is from one of the following income support programs or a combination of these programs:

- Ontario Works;
- Ontario Disability Support Program;
- Old Age Security Pension and the Guaranteed Income Supplement;
- War Veteran’s Allowance; or
- Canadian Pension Plan

**OR**

2. Your monthly household income is less than the specified amount in the table below. The amount is based on the size of your household including dependents and your spouse, if any.

<b>Criteria</b>	<b>Maximum amount</b>	
<b>Gross monthly household income</b> <i>Gross monthly household income is the total amount of money that all of the members of your household earn in a month, before taxes or deductions</i>	1 person in your household	\$2,600
	2 people in your household	\$3,900
	3 people in your household	\$4,500
	4 people in your household	\$5,400
	5 or more people in your household	\$6,300

You will have to provide proof of your gross monthly household income and indicate on the form which documents you have included. If you can't provide any of these documents, explain why and continue to fill out the rest of the form, where you will write down your household's income information instead.

You don't need to provide proof of income for any working members of your household aside from your spouse, but you must include their income when you calculate your gross monthly household income on the request form.

Each request is reviewed based on the form and documents submitted, and the decision of the OLT is final.

If your financial situation changes, you can request a fee waiver again.

## How to Request a Low-Income Fee Waiver

### 1. Complete the "Low-Income Fee Waiver Request" Form

You must complete the OLT "Low-Income Fee Waiver Request" form, including the declaration section affirming the accuracy of the information provided.

Where you are filing an application or submitting a request that has a fee, attach the "Low-Income Fee Waiver Request" form to your application or other request and file the complete package with OLT.

You must ensure that the "Low-Income Fee Waiver Request" form is properly completed before it is filed.

**PLEASE NOTE:** All materials filed with the Tribunal in relation to a matter become part of the Tribunal's public record for that matter by default. However, you may request the Tribunal to make a confidentiality order with respect to any of your intimate financial or personal information disclosed within the Low-Income Fee Waiver Request Form.

### 2. File the "Low-Income Fee Waiver Request" Form

#### A. By E-mail

Complete the online "Low-Income Fee Waiver Request" form, including the Declaration. Save a PDF version of the completed form and attach in your email to: [OLT.Registrar@ontario.ca](mailto:OLT.Registrar@ontario.ca).

## **B. By Mail**

Complete the online “Low-Income Fee Waiver Request” form, including the Declaration. Print and attach the complete form to your Application or other OLT request. Mail or fax the package to:

### **Ontario Land Tribunal**

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Once your “Low-Income Fee Waiver Request” form is received, an OLT staff member will process the forms. You will be advised by written confirmation whether a fee waiver has been granted or not as quickly as possible.

## **What Happens if the Low-Income Fee Waiver Request is Denied?**

If you completed the “Payment Information and Scheduling” section of your application form and submitted it along with your “Low-Income Fee Waiver Request”, the OLT will use the financial information to process payment for your application or other request immediately. If you have not provided your financial information to the OLT, you must pay the fee as soon as possible, but no later than five business days after being notified by the Tribunal that your fee waiver request was denied. If you do not pay the fee within five business days of being contacted, a copy of your denied “Low-Income Fee Waiver Request” form, along with your application or other request, will be returned to you.