

The Corporation of the Township of Algonquin Highlands

By-law No. 2025-120

A By-law to set Comprehensive Fees and Charges for the Township of Algonquin Highlands.

Whereas Section 391 (1) of the Municipal Act, 2001, S.O. authorizes a municipality to impose fees or charges;

And Whereas Section 7 of the Building Code Act, 1992, authorizes a municipal council to pass by-laws respecting construction, demolition, change of use, permits, fees and inspections;

And Whereas Section 69 of the Planning Act, R.S.O. 1990, provides that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

And Whereas Section 385 of the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, provides that a municipality, instead of charging the municipality's actual costs in determining any cancellation price, may fix a scale of costs to be charged as the reasonable costs of proceedings under this Part, which scale shall be designed to meet only the anticipated costs of the municipality;

And Whereas it is deemed expedient to have a Comprehensive Fees and Charges By-Law for the Township's Programs and Services and repeals and replaces By-law 2024-115;

Now Therefore, the Council of the Corporation of the Township of Algonquin Highlands enacts as follows:

1. That the fees and charges as set out in the Schedules attached hereto, and forming part of this By-Law, shall be imposed.

2.a) That Schedule A to this by-law be the schedule of fees and charges related to the Building Department in accordance with the Building Code Act, 1992 and the Municipal Act 2001; and

b) That Schedule B to this by-law be the schedule of fees and charges related to Administration services in accordance with the Municipal Act 2001; and

c) That Schedule C to this by-law be the schedule of fees and charges related to Fire Department services in accordance with the Municipal Act 2001; and

d) That Schedule D to this by-law be the schedule of fees and charges related to the Frost Centre Ski Trails in accordance with the Municipal Act 2001; and

e) That Schedule E to this by-law be the schedule of fees and charges related to the Haliburton Highlands Water Trails in accordance with the Municipal Act 2001; and

f) That Schedule F to this by-law be the schedule of fees and charges related to the Roads Department in accordance with the Municipal Act 2001; and

g) That Schedule G to this by-law be the schedule of fees and charges related to Planning services in accordance with the Planning Act, R.S.O. 1990; and

h) That Schedule H to this by-law be the schedule of fees and charges related to Parks and Recreation services, programs and facilities in accordance with the Municipal Act 2001; and

i) That Schedule I to this by-law be the schedule of fees and charges related to Environment, Lagoon and Landfill services, in accordance with the Municipal Act 2001; and

j) That Schedule J to this by-law be the schedule of fees and charges related to the Haliburton-Stanhope Airport in accordance with the Municipal Act 2001.

k) That Schedule K to this by-law be the schedule of fees and charges related to cemeteries;

3.If a property owner who is charged a fee under any Schedule, if applicable, of this By-law fails to pay the fee within ninety (90) days of receipt of an invoice, the Corporation may add the fee, including interest, to the tax roll for any real property in the Township of Algonquin Highlands registered in the name of the owner and collect the fee, including interest, in like manner as municipal taxes.

4.That in the event of any conflict between the provisions of this by-law, and any other by-law, the provisions of this by-law shall prevail.

5.That By-Law 2024-115 are hereby rescinded.

6.That this by-law shall take force and effect on January 1, 2026.

Read a First, Second and Third time and finally passed this 11th day of December, 2025 .



Mayor Liz Danielsen

Deputy Mayor Jennifer Dailloux



Deputy Clerk Sarah Hutson

Schedule "A" - Building Permits and fees

Type	Class	Fee or Charge
Permit fee		
	Building Permit Administration Fee	\$200.00
	Permit Maintenance Fee	\$200.00
Additional fees		
	Single Family Dwellings or Cottages, Finished basements and Porches	\$1.20 per ft ²
	Commercial/Industrial/Institutional	\$1.30 per ft ²
	Garages/boathouses/accessory buildings	\$1.00 per ft ²
	Renovations or Repairs	\$.90 per ft ²
	Decks, docks and open porch	\$0.80 per ft ²
Flat rate fees		
	Demolition permit	\$150.00
	HVAC system	\$150.00
	Repair/Replace foundation or roof	\$300.00
	Plumbing	\$150.00
	Re-inspection	\$100.00
	Installation of solid fuel appliance	\$100.00
	Temporary tent over 60m ²	\$150.00
	On-site sewage system - Class 4	\$875.00
	On-site sewage system Class 5 / Replacement of Class 4 Tank/Bed only	\$450.00
	On-site sewage system - Class 2, 3	\$275.00
	Septic for addition / renovation / change of use and inspections	\$250.00
	On-site sewage review permit/change of design/site visit	\$250.00
	Building/zoning/on-site sewage compliance request	\$100.00
	Building without a permit	Twice standard fee

Schedule "B" Administration

Type	Description	Fee or Charge
Services		
	Photocopies	\$0.44 per page
	Printing - black ink	\$0.44 per page
	Printing - colour ink	\$0.88 per page
	Email or Fax - first page	\$1.77
	Email or Fax - each additional page	\$0.88 per page
	Commissioning Services	\$10.00 per document
	Dog Licensing	Lifetime License Fee: \$20.00 dollars Replacement License: \$10.00 dollars Kennel License (annual) Fee: \$100.00
Charges		
	Electric Vehicle Charging Station Level 2 Station – Stanhope and Dorset Level 3 Station - Dorset	\$2.50/hr \$0.35/min or \$21.00/hr
	Lottery licencing fee (all eligible licensing schemes)	3% of value of prize
	Past due / outstanding accounts - fees added on the first day of each month account is past due	1.25%
	Returned cheque (i.e. NSF, account closed)	\$50.00
	Tax Certificate	\$75.00 per property
	Transfer tax balance credit and /or tax overpayment refunds	\$25.00
	Tax history report, or more than one year (computer records)	\$15.00 per property
	Annual tax payment receipt summary (computer records)	\$15.00 per property
	Tax Bill Re-print	\$10.00 per property
	Property Tax History Research of Physical Records in prior year roll books stored in vault	\$30.00 per hour minimum one (1) hr charge
	Freedom of Information Requests	Charges in accordance with the Municipal Freedom of Information and Protection of Privacy Act
	Routine Disclosure Request for Records	In accordance with fees in MFIPPA Photocopies .20 cents per copy For searching a record \$7.50 for each 15 minutes spent by any person Preparing a record for disclosure,

		including severing a part of the record, \$7.50 for each 15 minutes spent by any person Cost for shipping – Cost Recover Other: Fees associated with the processing the request Cost recovery (i.e. third-party printers)
Tax Registration		
Fees	Tax Sale Administration Fee - file sent for processing	\$250.00
	Registration of Tax Arrears Certificate	\$250.00
	First notice of Tax arrears certificate	\$50.00
	Final Notice of Tax Registration	\$50.00
	Cancellation of certificate	\$100.00
	Preparation of Extension Agreement and By-law	\$200.00
	Tax sale	\$250.00

Note: Fees subject to applicable taxes

Schedule "C" Fire Department services

Service	Fee or Charge
Fire incident report / file search	100.00
Commercial burning permit	\$150.00
Fireworks permit - consumer fireworks	\$50.00
Fireworks permit - display fireworks	\$200.00
Response to unauthorized outdoor burning	Ministry of Transportation rates as applicable at time of call
Response to unauthorized outdoor burning during fire bans	\$1000.00
Installation of Smoke/CO Alarm	\$100.00 per alarm
Response to motor vehicle accidents, including motorized snow vehicles and all-terrain vehicles, on any road or trail	Ministry of Transportation rates as applicable at time of call
False alarm response - for each alarm after the second alarm in a twelve (12) month period	Ministry of Transportation rates as applicable at time of call
Fire investigations requiring third party assistance	Contractor fees involved with investigation
Propane risk and safety management plan - phase 2 - review	\$600.00 flat fee plus \$60.00 per hour if review requires more than fourteen (14) hours staff time
Requested Fire Inspection – fee per hour (Not including inspections resulting from building permit applications, requesting for fire safety compliance).	\$60 Per hour and Per Person. \$60 Minimum charge.
Inspections required by A.G.C.O. and/or Facility Usage Permit. Fee per inspection (to include occupant load) e.g. Inspection of public hall facilities that are requested by owner, etc.	\$60 Per hour and Per Person. \$60 Minimum charge.
Tent applications and safety plans, not requiring a Building Permit	\$60 Per hour and Per Person \$60 Minimum charge.
Review and Approval Fire Safety Plan	\$60 Per hour and Per Person \$60 Minimum charge.
Apparatus Stand-by e.g. Use of Fire Department apparatus and staff for stand-by fire protection during shows, exhibitions, demonstrations, etc.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Response to motor vehicle accident and fires on Provincial Highways.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Response to motor vehicle accidents and fires, including motorized snow vehicles and all-terrain vehicles, on any road or trail.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Emergency Responses on Waterways.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.

Service	Fee or Charge
Emergency Responses on Trails.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Hazmat Responses.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Extraordinary Fire Investigation Costs.	Cost Recovery.
Extraordinary Fire Suppression Costs.	Cost Recovery.
Specialized Equipment or Services.	Cost Recovery.
Fire investigations requiring third party assistance.	Contractor fees involved with investigation.
Fire Watch – post incident watch of fires for security and rekindle prior to relinquishing/transferring control of the scene.	Ministry of Transportation rates as applicable at time of call. Plus any additional costs to the Fire Department of the Township.
Damage to Fire Department Vehicles, from accessing properties while responding to emergencies on roadways not properly maintained.	Cost Recovery.
Fees recovery for the replacement/repair and/or cleaning of front line and personal protective equipment.	Cost Recovery.
Fire Department Equipment Replacement.	Cost Recovery.
Fire Department Consumable Supplies and Material.	Cost Recovery.

Note: all above fees subject to applicable taxes

Schedule "D" Frost Centre Ski Trails

Service	Description	Fee
Ski Trail permits		
	Adult (18+ years of age) - Daily	\$14.35
	Adult - after 2pm	\$10.15
	Adult - two day pass (consecutive days)	\$25.83
	Adult - three day pass (consecutive days)	\$36.59
	Youth (6-17 year so age) - Daily	\$9.14
	Youth - after 2pm	\$6.08
	Youth - two day pass (consecutive days)	\$16.47
	Youth - three day pass (consecutive days	\$23.32
	Senior (60+ years of age) - Daily	\$11.68
	Senior - after 2pm	\$8.12
	Senior - two day pass (consecutive days)	\$21.01
	Senior - three day pass (consecutive days)	\$29.78
	Group (15+ persons)	20% off daily rate
	Persons with disability	50% discount
Ski trail season pass	Adult 18-59	\$83.13
	Youth up to 17	\$52.95
	Senior 60+	\$67.60
	Family	\$161.55
	Early bird discount (purchase before December 15)	15%
Referral rate	Show a referral rate accommodator coupon OR a season pass from another cross county ski club (not applicable to season passes)	20% off daily rate
Rentals (daily)	Skis	\$18.90
	Poles	\$5.84
Rentals (daily)	Boots	\$9.64
	Adult package (skis/poles boots)	\$37.82
Rentals (daily)	Youth rental package (skis/poles/boots)	\$30.24
	Adult Snowshoes	\$29.16
	Youth Snowshoes	\$23.33
	Ski and snowshoe rental on same day	25% discount
	Damage deposit for ski and snowshoe rental packages	\$200.00
	Damage deposit for boots or poles only rentals	\$50.00
Seasons pass holder discounts	Applies to rentals and day passes of guests of seasons pass holders	%15 off
Rental cancellation	Skis/Snowshoes	\$10
Rental Replacement/ Repair	Binding	\$35.00
	Ski	\$200.00
	Pole (set)	\$50.00
	Ski boots	\$150.00
	Snowshoes	\$170.00

Ski trail brochure advertising - Advertising space is based on the current market value to print brochures, divided by the number of advertising spaces available.

Note: all above fees are subject to applicable taxes

Schedule "E" Haliburton Highlands Water Trails - Camping and canoe rentals

Service	Detail	Fee
Administration fees	Campsite reservation (non-refundable)	\$10.00
	Change existing reservation (non-refundable)	\$10.00
	Cancel reservation - more than 7 days prior	60% refunded
	Cancel reservation - less than 7 days prior	40% refunded
COVID-19 lockdown required cancellation refund	In the event of a COVID-19 provincially mandated lockdown and related cancellation, a full refund will be processed minus the \$10 non-refundable reservation surcharge.	
Camping (per night)	Adult (18+ years of age)	\$14.29 per person
	Youth (6-17 years of age)	\$6.60 per person
	Child (0-5 years)	no charge
	Senior (60+ years)	\$11.62 per person
	Person with disability	50% discount
	Group site (11-16 people)	\$180.76
Rentals	16 foot canoe	\$49.98 per day
	17 foot canoe	\$55.98 per day
	16.5 foot canoe Remove – no longer offered	Remove – no longer offered
	Canoe cancellation	\$20.00
	Car kit	\$17.55
	Additional personal floatation devices/paddles/boat/safety kit	\$5.56 each per day
	Damage Deposit-per canoe rental	\$200.00
	Damage deposit – flotation devices/paddles/boat safety kit/car kit	\$50.00
Rental Replacement/Repair	In house gel coat repair	\$50.00
	Paddle	\$55.00
	PFD	\$80.00
	Boat Safety Kit	\$30.00
	Car kit – foam block	\$10.00
	Car kit – cam strap	\$25.00
	Car kit – V Strap	\$25.00
	Car kit – quick loop	\$11.00
	Entire car kit	\$159.00
	Canoe requires factory repair	\$200.00
	Canoe seat	\$120.00
	Canoe yolk	\$120.00
	Canoe thwart	\$35.00

Promotional merchandise, applicable to schedule’s D, E, H

Promotional merchandise being sold at any Parks, Recreation and Trails department locations (Tower, Trails Office, Dorset Recreation Centre and related events): The sale cost is the wholesale cost with a markup of between 50% – 150%, based on discretion of department coordinator, and is dependent upon market value of similar items at nearby retail locations

Note: all above fees subject to applicable taxes

Schedule "H" Parks and Recreation services, programs and facilities

Facility Rentals					
		Dorset Recreation Centre main hall - capacity 193 people	Dorset Recreation Centre Meeting Rooms - capacity 56-78 people	Oxtongue Lake Community Centre - capacity 50 people	Stanhope Community Centre - capacity 155 people
Hall rental - hourly	small/private/non-profit groups	\$30.42	\$24.35	\$24.35	\$24.35
Hall rental - hourly	commercial/event with alcohol/>50 people	\$36.48	\$30.42	\$30.42	\$30.42
Hall rental - daily maximum	small/private/non-profit groups	\$121.67	\$48.66	\$48.66	\$91.25
Hall rental - daily maximum	commercial/event with alcohol/>50 people	\$273.74	\$73.00	\$73.00	\$212.92
Kitchen rental	flat rate with hall rental (small/private/non-profit groups)	\$30.42	included with hall rental	included with hall rental	\$30.42
Kitchen rental	flat rate with hall rental (commercial/event with alcohol/>50 people)	\$30.42	included with hall rental	included with hall rental	\$30.42
Kitchen rental	kitchen only hourly (small/private/non-profit groups)	\$24.35			\$24.35
Kitchen rental	kitchen only - hourly (commercial/event with alcohol/>50 people)	\$30.42			\$30.42
Kitchen rental	kitchen only - daily (small/private/non-profit groups)	\$48.66			\$48.66

Facility Rentals					
		Dorset Recreation Centre main hall - capacity 193 people	Dorset Recreation Centre Meeting Rooms - capacity 56-78 people	Oxtongue Lake Community Centre - capacity 50 people	Stanhope Community Centre - capacity 155 people
Kitchen rental	kitchen only - daily (commercial/ event with alcohol/>50 people)	\$73.00			\$73.00
Volume rates - flat fee (small/private/not-for-profit groups only)	20-50 uses/year	\$1216.61 /year		\$1216.61 /year	\$1216.61 /year
Volume rates - flat fee (small/private/not-for-profit groups only)	51-100 uses/year	\$1459.94 /year		\$1459.94 /year	\$1459.94 /year
Volume rates - flat fee (small/private/not-for-profit groups only)	101-150 uses/year	\$1824.94 /year		\$1824.94 /year	\$1824.94 /year
Other items	Additional maintenance staff - per hour	\$38.93	\$38.93	\$38.93	\$38.93
Other items	Table rental - per table/per day	\$5.73	\$5.73	\$5.73	\$5.73
Other items	Chair rental - per chair/per day	\$2.86	\$2.86	\$2.86	\$2.86
Other items	Promotional discount for promo code rates	25% off	25% off	25% off	25% off

Note: Socan fees are included in all rental rates

Facility User Insurance Rates - \$5,000,000 limits of liability - Non sporting events or occasions						
Type of Event	Number of people attending (per day)	Hourly rate	1 day event	2 day event	3 day event	4 day event
No Alcohol	0 to 50	\$1	\$10	\$15	\$20	refer
No Alcohol	51 to 100	\$2	\$15	\$20	\$25	refer
No Alcohol	101 to 150	\$4	\$20	\$25	\$30	refer
No Alcohol	151 to 200	\$8	\$25	\$30	\$35	refer
No Alcohol	201 to 250	\$10	\$30	\$35	\$40	refer
No Alcohol	251 to 350	\$12	\$35	\$40	\$45	refer
No Alcohol	351 to 500	\$15	\$40	\$45	\$50	refer
No Alcohol	more than 500	refer	refer	refer	refer	refer
with Alcohol	0 to 50	\$10	\$50	\$90	\$130	refer
with Alcohol	51 to 100	\$12	\$60	\$110	\$160	refer
with Alcohol	101 to 150	\$14	\$70	\$130	\$190	refer
with Alcohol	151 to 200	\$16	\$80	\$150	\$220	refer
with Alcohol	201 to 250	\$18	\$90	\$170	\$250	refer
with Alcohol	251 to 350	\$20	\$100	\$190	\$280	refer
with Alcohol	351 to 500	\$22	refer	refer	refer	refer
with Alcohol	more than 500	refer	refer	refer	refer	refer

Note: If hourly rate exceed 1 day rate, charge 1 day rate

Meetings, seminars, speakers, workshops/classroom instruction (no alcohol)	
Number of people attending	Per Rental fee
1 to 100	\$1.50
101 to 250	\$2.50
251 to 500	\$5.25
501 +	Refer

Sporting Events and Activities

Exclusions: Alpine skiing, bike racing, boxing, climbing walls, contact sports (including hockey, la, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, xing, motor vehicle activities, rugby, skateboarding, snowboarding, tackle footbll, wrestling, training camps, athletic schools, festivals, fairs, deep frying at concessionsks/vendors, professional performers or members of the Actors Guild, (warranty) swimming with pool slide over 7ft in height must have minimum 3 lifeguards on site and oanized sports teams/leagues/tournaments.

Number of participants	Low Risk Hourly	Low Risk Per Day	Low Risk Per Season	Medium Risk Hourly	Medium Risk Per Day	Medium Risk Per Season
up to 25	\$0.75	\$10	\$32	\$1.50	\$25	\$80
26 to 50	\$1.50	\$15	\$45	\$3.00	\$30	\$90
51 to 100	\$2.00	\$20	\$55	\$5.00	\$35	\$100
101 and greter	\$2.50	\$25	refer	\$8.00	\$40	refer

Events over 1 day: Any single sporting event being held for more than one consecutive day will be referred to insurance company for rates. All above fees subject to applicable taxes.

DEFINITIONS OF LOW AND MEDIUM RISK ACTIVITIES:

Low Risk: Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis

Medium Risk: Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with lifeguard, synchronized swim, t-ball, track & field, volleyball, yoga. For any activities not indicated above, please refer to broker.

Doset Recreation Centre (DRC) mbership/access fees		20% Surcharge
Type	Fee	Non-Resident /Non-Ratepayer Fee
Adu Annual pass	\$132.62	\$159.14
Adu 3 month pass	\$82.60	\$99.12
Adu Monthly pass	\$31.65	\$37.98
Adu 10 visit pass	\$31.65	\$37.98
Adu daily pass	\$5.27	\$6.32
Famy annual pass (parents and their children under 18 yea of age)	\$286.70	\$344.04
Sen (over 60) or Youth (under 18) annual pass	\$79.16	\$94.99
Sen (over 60) or Youth (under 18) 3 month	\$55.06	\$66.07
Sen (over 60) or Youth (under 18) monthly	\$21.10	\$25.32
Sen (over 60) or Youth (under 18) 10 visit pass	\$21.10	\$25.32

Senior (over 60) or Youth (under 18) daily pass	\$2.64	\$3.17
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Note: All above fees subject to applicable taxes.

Dorset Recreation Centre Indoor/Outdoor show fees Indoor/Outdoor vendor fees			
	Indoor show	Outdoor show	Community Garage Sale
Space Sizes	single - 7.5' x 7.5' double - 7.5' x 15'	single - 10' x 10' double - 10' x 20'	by the table
Single space fee	\$39.20	\$44.80	Not applicable
Double space fee	\$64.66	\$73.90	Not applicable
Fee per table	Not applicable	N/A	\$5.73

Note: All above fees subject to applicable taxes.

Dorset Kids Fishing Derby

\$3.00 per Child

Dorset Snowball Winter Carnival

All ages button \$5.00 (children 2 years and under of age do not require a button) – taxes included)

Recreation programming and development fees		
Program Category	Type of program or fee	Fee
Regular	Drop-in	By Donation
	Enhanced Partnership	Rental fee equal to 20% of program host revenue to a minimum of \$1.77 per participant/attendee.
Special Interest	Recovery Target	80% of program expenses
	Cost Recovery	100% of program expenses
All facility rentals and programs	Refund policy	60% refund if greater than 7 days in advance 40% refund if less than or equal to 7 days in advance

Note: All above fees subject to applicable taxes.

Facility Rental Terms and Conditions

- Full payment due upon booking.
- Signed Rental Agreement.
- A review of available insurance options must be complete by referencing the Township Facility User Insurance Rates within the Township Fees by-law. *If the renter has their own insurance, or is not eligible for insurance under the ‘*Township Facility User Insurance Rates*’, they must provide proof of insurance which names the Township of Algonquin Highlands as an additional insured. This insurance must provide a \$5 million dollar limit of liability.

Stanhope Youth Soccer League Registration fees

Regular Registration fee \$48.04

End of the Year Banquet:

- Players included in registration fee
- Coaches and volunteers no charge
- Family members and friends of players \$3.00 per person

- 25% discount for immediate children of volunteer coaches.

Swim Programs		
	per lesson (30 min.)	per session (2 weeks/10 lessons)
per child	\$9.86	\$78.90
Additional siblings (per child)	10% discount	10% discount
Private lesson (1 child)	\$29.59	\$236.69
Aquafit (per person)	\$9.86	\$78.90

Note: above fees subject to applicable taxes (youth age 14 and under are non-taxable)

Dorset Scenic Tower		
	Victoria Day through First Friday after Labour day	First Saturday after Labour day through Thanksgiving Day
Walk-up	\$2.23 per person	\$5.58 per person
Car	\$11.17	\$16.74
Motorcycle/ATV	\$5.59	\$8.38
Coach or van - up to 9 passengers	\$20.15	\$50.30
Double space parking or mini-bus/van 10-15 passengers	\$33.57	\$83.84
Mini-bus 16 to 29 passengers	\$64.89	\$162.08
Coach bus 30 passengers or more	\$123.09	\$307.40
Season Pass (limited to registration of two vehicles per household. NOT for shared use between households. NOT available for commercial use.	\$27.91	\$27.91
10 pass package (Car)	\$27.91	\$27.91

Note: all above fees subject to applicable taxes.