

New Ownership Package

Township Office
45 Beatty Street
Nipissing Ontario
POH1W0

Office Hours of Operation:
Monday to Friday
8:30 AM to 12:00 PM
12:30 PM to 4:30 PM

Telephone: 705-724-2144
Fax Number: 705-724-5385
Website:
www.nipissingtownship.com
Email:
info@nipissingtownship.com

Municipal Garage

Public Works Department
27 Beatty Street – Public Works Yard
Telephone: 705-724-2194
Email: roads@nipissingtownship.com

To Report a Road Issue During Weekends, Holidays or After
Regularly Scheduled Work Hours, Please Email:
roads@nipissingtownship.com *

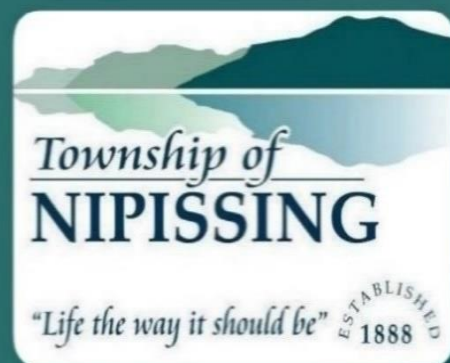
Nipissing Township Museum

4363 Highway 654
Nipissing Ontario
POH 1W0
Telephone: 705-724-2938
Email: museum@nipissingtownship.com

Open June to September Each Year

2022 - 2026

MEET YOUR MEMBERS OF COUNCIL



MAYOR



TOM
PIPER

piper@nipissingtownship.com



COUNCILLOR
DAVE YEMM

dyemm@nipissingtownship.com



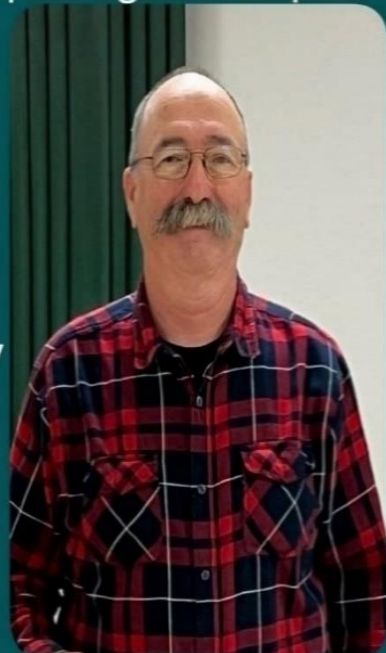
COUNCILLOR
TOM BUTLER

butler@nipissingtownship.com



COUNCILLOR
SHELLY FOOTE

foote@nipissingtownship.com



COUNCILLOR
STEVE KIRKEY

kirkey@nipissingtownship.com

Important Dates

2023 Council Meeting Dates

January 3, 2023

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

July 11, 2023

August 15, 2023

September 5, 2023

October 3, 2023

November 14, 2023

December 5, 2023

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 21, 2023

June 20, 2023

September 19, 2023

October 17, 2023

December 19, 2023

Council meetings are held at 2381 Highway 654, at the Township of Nipissing Community Centre. Meetings start at 6:30 PM.

All meetings are open to the public and everyone is welcome to attend.

All meetings are Livestreamed to Township of Nipissing YouTube Channel.

Agendas, Minutes and Agenda Packages are posted on the Township of Nipissing Website: www.nipissingtownship.com

DOG TAG INFORMATION

IF YOU REQUIRE A DOG TAG, PLEASE CONTACT
THE TOWNSHIP OFFICE



COST: 1ST DOG \$ 10.00
2ND DOG \$ 20.00
3RD DOG AND MORE \$ 30.00 PER DOG

PLEASE VISIT WWW.NIPISSINGTOWNSHIP.COM TO VIEW A COPY OF THE DOG BY-LAW
FEE'S INCREASE AFTER MARCH 31ST

ANIMAL CONTROL OFFICER: SANDY BRIGGS 705-724-2676
FOR DOG CONCERNS PLEASE CONTACT SANDY DIRECTLY.

Property Tax Information

Property taxes are sent out in two installments each year.

The Interim Tax Bill is mailed out late January and is due March 31st. The Interim amount is half of the previous year's total taxes.

The Final Tax Bill is mailed out in late June and is due September 30th. Once the annual budget is adopted by Council the tax rate is applied to the current year assessment of each property. The Interim amount paid is then deducted from the final amount and the remainder becomes the final billing amount.

Tax Payments Options

The Township of Nipissing provides the following payment options:

Online Banking:

Agreements are in place for online banking services with all major banks and some credit unions.

Registering the Township as a Vendor for Online Banking:

Each financial institution lists the Township as a Vendor differently. If you have difficulty adding the Township as a Vendor, please contact your financial institution directly.

FINANCIAL INSTITUTION	VENDOR LISTING
RBC	NIPISSING (TWNShP OF) PROPERTY TAX
SCOTIABANK	NIPISSING (TWP) TAXES
TD CANADA TRUST	NIPISSING (TOWNSHIP OF) TAXES
CIBC	NIPISSING (TOWNSHIP OF) TAX
BANK OF MONTREAL	NIPISSING TOWNSHIP OF TAX

Registering Your Account:

Your **Roll Number is your Account Number** for online banking purposes.

This is the 19-digit number attached to your property and located at the top of your tax bill. All Roll Numbers in the Township of Nipissing begin with 4971. All numbers in the Roll must be entered, including all zeros (0) for the full account number.

Each Roll Number from each tax bill must be entered separately as an account. If multiple Roll Numbers are paid under one account (Roll Number) the proper amounts may not be allocated as required.

Cheques:

Cheques and Post-Dated Cheques are accepted at the Township Office, via Mail and through the Drop-Box at the Township Office (located in the front door for after-hours use).

Please make cheques payable to: Township of Nipissing.

Debit:

Debit services are available at the Township Office during regular scheduled office hours.

**** Note: Credit Card payments are NOT accepted. ****

Cash:

Cash is accepted at the Township Office during regular schedule office hours. Please DO NOT mail cash or place it in the drop-box in the front door of the office.

Receipts:

Please retain your cancelled cheque as your receipt. If you would like a receipt for payment, please include a self-addressed stamped envelope with your payment.

Returned Cheque Fee:

A \$35.00 fee will be charged for all returned cheques.

Foreign Currency:

A processing fee of \$15 will be applied to all payments received in foreign currency.

Requesting A Change Of Address

Purpose:

Update your mailing address to ensure you receive tax billings, newsletters and other notices that could affect your property.

Criteria:

To request a change of mailing address, you must be the owner of the property, or an authorized representative. If you are not the property owner, you must include a formal letter of authorization from the owner. The letter must be signed by the legal owner of the property for which the address change is for.

The Process:

1. Send us a letter by mail or email that includes:
 - The 19 digit Roll number or property location as indicated on your tax bill or on a Property Assessment Notice.
 - The property owners full name.
 - The new mailing address to which you would like correspondence sent to.
 - Your daytime contact phone number and/or the daytime number of your authorized representative.
2. We will process the mailing address change upon receipt.
 - If we have any questions about your request, we will contact you or your authorized representative at the daytime phone number submitted with the request.

Submit your request by email to info@nipissingtownship.com, by mail to 45 Beatty Street, Nipissing ON P0H 1W0, by fax at 705-724-5385 or in person to the Township Office at 45 Beatty Street.

Municipal Property Assessment Corporation (MPAC)

It is important for property owners to also provide mailing address change information directly to MPAC. The Township of Nipissing is not able to forward the changes on an owner's behalf as we are not designated as an Authorized Representative for this purpose.

Please visit:

<https://www.mpac.ca/en/MakingChangesUpdates/ChangingYourMailingAddress>

Or MPAC office Toll Free 1 866 296-6722; TTY 1 877 889-6722

Monday to Friday – 8 a.m. to 5 p.m. EST

More than One Owner: The Township of Nipissing will mail one tax bill to the address listed on a property file. Our office is not able to mail copies of tax bills to more than one owner.

Township Of Nipissing Fire Department

MISSION STATEMENT: *The primary mission of the Township of Nipissing Fire Department is to provide a range of programs to protect the lives and property of the inhabitants of the Township of Nipissing from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature.*

Station 1

2381 Highway 654
Nipissing, Ontario
POH 1W0
Phone: 705-752-2772
(Message)

Station 2

3509 Highway 534
Nipissing, Ontario
POH 1W0

*** For Emergencies Please Call 911 ***



Open Air Burning Permit may be issued to the registered owner of a property, remaining valid for the time the applicant is the registered owner of the property. Open Air Burning Permits shall be issued free of charge. The permit issued to a land owner shall expire at the time of transfer to a new owner. New owner of a property shall apply for an Open Air Burning Permit.

For more information on Open Air Burning, Fire Safety or Becoming a Firefighter please visit our website at www.nipissingtownship.com or contact us at 705-752-2772 or email at firechief@nipissingtownship.com

Public Works & Landfill

ROAD INFORMATION

Road Maintenance - The Township of Nipissing maintains municipal roads within the Township. If you see a road issue such as a wash-out, large pot hole or sink hole, please contact the Township Office 705-724-2144 or Township Garage 705-724-2194 to report it. Please remember not to grade gravel driveways out on to the roads, fill ditches with snow and do not plow snow across roadways – for everyone's safety. Thank you for your assistance.

Ministry of Transportation (MTO) road information on provincially maintained highways. For up to date road conditions Ontario 511 is an abbreviated telephone number, part of a North American traveler service, offering 24/7 bilingual information on Winter Road Conditions, Closures and Construction information and other features. Please visit their website at www.ontario.ca/511. This web site gives you easy access 24/7/365. For maintenance inquiries regarding provincially maintained highways 654, 534, 522 or 11 please contact Fowler at 1-888-353-0843.

LANDFILL INFORMATION

Landfill Entry Permits are mailed out with the Interim Tax Bills to all property owners.

For your convenience, the Landfill Hours are printed on the front of each card. We ask that all residents fill in the name and property information sections. Please bring this card with you each time you use a Landfill site.

To control unauthorized use of the Landfill Sites, only one card is issued per property. If you have a tenant, please provide your Landfill Card to the tenant. Landfill cards are issued to the owner of the property only.

As of May 1, 2013, the Township of Nipissing implemented a Clear Bag Program for all garbage being placed in the landfill sites at Wolfe Lake and Bear Creek. Disposal Bags may be clear or tinted as long as the contents are visible to the landfill staff.

To address transparency concerns regarding personal items related to health/hygiene waste, one solid colour privacy bag no larger than 20" x 22" (approximate size of a grocery bag) per clear bag will be accepted.

RECYCLING INFORMATION

Please visit our webpage and click on Recycling Guide in pdf format near the top of the landfill page for more information on our list of acceptable recycling items.

Please note that no household waste can be placed in recycling bins. Food scraps, diapers and other non-recycling items placed in our recycling bins increase sorting fees in which we all have to absorb.

HOUSEHOLD HAZARDOUS WASTE

The Township of Nipissing has an agreement with the City of North Bay to have all Household Hazardous Waste accepted at their depot.

Residents can take Hazardous waste, free of charge, to the Hazardous Waste Depot located at 112 Patton Street in North Bay. Their hours of operation are year-round, Wednesday - Saturday from 8:00am to 6:00 pm. For a list of accepted items, please visit our webpage at www.nipissingtownship.com

If you have any further questions, please contact their WASTELINE 705-474-0400 Ext. 2333

Building Department

The Chief Building Official position is a shared service with the Municipality of Callander. The Building Official is available to Nipissing residents at the Township Office on Tuesday and Thursday.

Typically, The Chief Building Official remains in the office in the morning, and schedules inspections for the afternoons.

BUILDING PERMIT PROCESS

Welcome to the Township of Nipissing. Once you are settled in your property you may have some building renovations, additions or new building projects planned. To ensure your personal safety and conformity with the Ontario Building Code and municipal by-laws, please contact the Township office before you start your project. Taking proper steps in advance helps to ensure a smooth construction process and will help to avoid delays which can be frustrating and costly.

Township staff will assist you in the initial stages of your project which may include zoning compliance such as permitted uses, lot coverage inquiries and setback information. Staff may be able to provide mapping of your property and provide background information to assist in the planning and organization of your project. Appointments are encouraged to allow for the collection of information and the preparation of a complete package of data for your visit. Due to the complexities of these issues, staff will not comment over the telephone or by correspondence on these matters.

Once you have completed the pre-consultation phase for your project, the next step is to apply for a building permit. Building Permit Application forms are available at the Township office or can be downloaded from the Township website.

New residences require septic approval (North Bay Mattawa Conservation Authority) and an energy efficiency design summary included with the application package.

Septic system approvals are issued by the North Bay Mattawa Conservation Authority, 705-474-5420. Please contact their office directly for application and approval information.

Two sets of construction drawings must accompany a Building Permit Application. Complete, well planned drawings help to have the building permit issued faster, provide clarity to all involved with the building project as well as providing a more accurate materials list and costing quotes from tradespeople. Homeowners can prepare their own construction drawings, however the services of a designer with a BCIN# are recommended for the competent construction detail required.

All projects have a prescribed set of inspections attached to them. It is the responsibility of the homeowner to notify the building department of readiness at each stage of construction. A Required Inspection List is issued with each Building Permit.

We look forward to working with you to help make a safer community.

If you are unsure if you need a permit, please call the Building Department for the definitive answer.

Chief Building Official Contact Information:

Phone: 705-724-2144 Fax: 705-724-5385 Email: cbo@nipissingtownship.com