

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 *

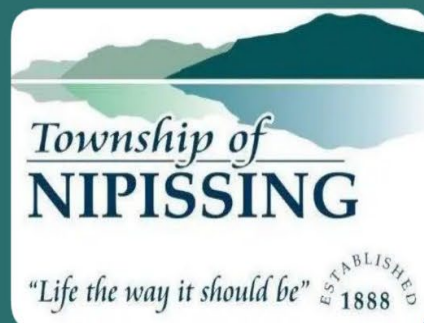
Nipissing Township Museum

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

COUNCILLOR
SHELLY FOOTE



dyemm@nipissingtownship.com



foote@nipissingtownship.com

COUNCILLOR
STEVE KIRKEY

COUNCILLOR
JAMES SCOTT



kirkey@nipissingtownship.com



scott@nipissingtownship.com

Council Meetings

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

Meeting schedules, Agendas, Agenda Packages and Minutes are available at: <https://nipissingtownship.com/council-meeting-dates-agendas-minutes/>

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

All meetings are Livestreamed to Township of Nipissing YouTube Channel.

Staff Directory

Kris Croskery-Hodgins, Municipal Administrator, Clerk-Treasurer admin@nipissingtownship.com

Dan MacInnis, Operations Superintendent roads@nipissingtownship.com

John-Paul Negrinotti, Land Planning & Technology Administrator edo@nipissingtownship.com

Will Bateman, Fire Chief, CEMC, Municipal Bylaw Officer firechief@nipissingtownship.com

Cameron Karpenko, Chief Building Official cbo@nipissingtownship.com

Kristin Linklater, Administrative Assistant, Deputy Clerk info@nipissingtownship.com

Kim Turnbull, Office Assistant-Intern office@nipissingtownship.com



Dog Tag Information

Dog Tags are available for purchase beginning January 1st of each year at the Township Office.

Tags & Licenses	Fees	After March 31st
One dog in a residence	\$10.00	\$20.00
Second, third & fourth dog in a residence	\$20.00 each	\$30.00 each
Replacement tag(s)	\$5.00	
Register Dog under Sec. 5.3	No charge	
Kennel License Fee	\$75.00	\$100.00

Dog By-Law No. 2022-42 to regulate the keeping and registration of dogs within the Township of Nipissing. <https://nipissingtownship.com/wp-content/uploads/2022/10/2022-42-Dog-ByLaw.pdf>



For all Animal Control Inquires please contact: Sandy Briggs, Animal Control Officer 705-724-2676

Nuisance Beavers & Wildlife

The Township may need to deal with potential flood threats caused by beaver dams. Where dams occur on Township property, the municipality has authority to remove or alter the dams to minimize or control the negative impacts of flooding on a Township road or property. <https://nipissingtownship.com/municipal-departments/animal-control/nuisance-beaver/>

If the beaver dam or blockage is located on municipal property: the Public Works Department will remove the dam or blockage. If there are risks to public safety or property, the Township may contact a licenced trapper to trap or dispatch the beaver(s).

If the beaver dam is located on private property: the landowner will be asked, in writing, by the Public Works Department to have the dam removed or altered in such a manner as to prevent flooding damage to adjacent municipal property. Alternatively, the landowner's permission will be obtained in writing for a Township representative to enter onto the property to remove or alter the dam. This may also include the services of a licenced trapper to relocate or dispatch the beaver prior to the alteration of the dam.

For more information visit the Ministry of Natural Resources and Forestry <https://www.ontario.ca/page/prevent-conflicts-wildlife>

Property Tax Information

Property taxes are sent out in 2 installments each year. The Interim Tax Bill is mailed out in 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, once the budget is adopted by Council the tax rate is applied to the current year’s assessment for each property. The interim levy is deducted from the final amount and the remainder becomes the final billing amount due on September 30th.

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

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.** **E-transfers 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.

If you have any questions please contact office@nipissingtownship.com

Requesting A Change Of Address

Effective Date: _____

Property Roll Number: 4971-000 _____

Property Address: _____

Property Owners Name(s): _____

Phone Number: _____ Email Address: _____

New Mailing Address: _____

Signature: _____ Date: _____

Notice of Collection of Personal Information pursuant to the Municipal Freedom of Information and Protection of Privacy Act In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act.

Purpose of Collection This personal information collected may be used to process address change requests and update our mailing list in order to send you tax and other municipal notices.

Disclosure of Personal Information Personal information collected will be disclosed/shared with the Municipal Property Assessment Corporation (MPAC) in order to update your records and mailing address.

Questions about Collection If you have any questions about the collection, use and disclosure of this information, please contact the Municipal Administrator-Clerk-Treasurer at 45 Beatty Street, Nipissing ON P0H 1W0, 705-724-2144

Consent to Disclose Personal Information Pursuant to the Municipal Freedom of Information and Protection of Privacy Act I authorize the Township of Nipissing to disclose/share my personal information consisting of: name, roll number, email and mailing address to MPAC. I understand the purpose for disclosing this personal information to MPAC. I understand that I can refuse to sign this consent form. If you refuse to sign this form, you have to contact MPAC directly to update your records.

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.

For maintenance inquiries regarding provincially maintained highways 654, 534, 522 or 11 please contact Fowler at 1-888-353-0843.

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.

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 the Landfill Card issued for the property 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.

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.

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. <https://nipissingtownship.com/municipal-departments/building-department/>

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. Homeowners can prepare their own construction drawings, however the services of a designer with a BCIN# are recommended for the 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