

**\*\*\* AGENDA \*\*\***  
**Tuesday, June 18, 2024**  
**\*\*START TIME 6:30 p.m.\*\***

1. Disclosure of pecuniary interest.
2. Committee Reports.
3. Resolution: Adopt the minutes of the meeting held June 4, 2024.
4. Resolution: Natural Gas Expansion Program and Keeping Energy Costs Down Act.
5. Resolution: Accept a Resignation from the Recreation Committee.
6. Staff Report: Review of User Fee Policy and User Fees.
7. Correspondence.
8. Accounts to pay.
9. By-Law: Confirming Proceedings of Council at its meeting held June 18, 2024.
10. Adjournment.

Council meetings will be held in person at 2381 Highway 654, Township of Nipissing Community Centre and virtually utilizing the Zoom platform; and will be livestreamed to the Township of Nipissing YouTube channel.

<https://www.youtube.com/channel/UC2XSMZqRNHbwVppelfKcEXw>

# MINUTES

## TOWNSHIP OF NIPISSING

Tuesday, June 4, 2024

A regular meeting of the Township of Nipissing Council was held on Tuesday, June 4, 2024 starting at 6:30 p.m. The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

**Present:** Mayor Tom Piper and Councillors Stephen Kirkey, Shelly Foote, James Scott and Dave Yemm.

**Staff:** Office Assistant-Intern and Interim Deputy Clerk Kim Turnbull; Fire Chief-MLEO-CEMC Will Bateman; Dan MacInnis, Operations Superintendent; Land Planning & Technology Administrator-Deputy Treasurer John-Paul Negrinotti and Municipal Administrator-Clerk-Treasurer Kris Croskery-Hodgins.

**Zoom:** Tashi Dwivedi, P. Eng.; HP Engineering.

**Disclosure of pecuniary interest:** None.

Item # 2. On the Agenda was moved to after #4.

A presentation was provided by Tashi Dwivedi, P. Eng.; HP Engineering on the report submitted on Hummel Bridge and replacement options.

Tashi Dwivedi left the meeting following the presentation.

**R2024-128 D. Yemm, S. Foote:**

WHEREAS HP Engineering conducted an inspection of the Hummel Bridge on May 22, 2024 and submitted a report dated May 28, 2024 recommending that the bridge be closed to all vehicular traffic at this time;

AND WHEREAS Renewal Options were provided within the same report;

NOW THEREFORE the Council of the Township of Nipissing supports Renewal Option 2 (structure replacement with single span, single lane prefabricated steel truss superstructure supported on new reinforced concrete abutments) total estimated cost \$3,200,000;

AND THAT this Resolution be circulated to the Municipality of Powassan for support;

AND THAT Staff request a delegation with the Minister of Infrastructure at the 2024 Association of Ontario Municipalities Annual Conference to present a funding request for this project. **Carried.**

**Committee Reports:**

Councillor Shelly Foote: Township of Nipissing Recreation Committee.

**R2024-129 J. Scott, S. Kirkey:**

That the minutes of the regular Council Meeting held May 28, 2024, be adopted as published.

**Carried.**

**R2024-130 D. Yemm, S. Foote:**

That we approve the June 2024 Newsletter for circulation, as presented. **Carried.**

**R2024-131 S. Kirkey, J. Scott:**

That we pass By-Law Number 2024-30, being a By-Law to authorize the entering into and execution of an Automatic Aid Agreement between the Township of Nipissing and the Municipality of Powassan. Read a first, second and third time and passed this 4<sup>th</sup> day of June, 2024. **Carried.**

**R2024-132 S. Foote, D. Yemm:**

That Council receives the Staff Report received from the Fire Chief-MLEO-CEMC regarding decommissioning and disposal of surplus SCBA units;  
AND that we authorize option #1 donating the surplus SCBA units, excess cylinders and excess masks and parts to the Township of Bonfield Fire Department on an “as is-where is” basis. **Carried.**

**R2024-133 J. Scott, S. Kirkey:**

That we approve the updated Appointment Procedure for Filling Vacancy on Council, as attached. **Carried.**

**R2024-134 S. Kirkey, J. Scott:**

That we accept the correspondence as presented. **Carried.**

**R2024-135 J. Scott, S. Kirkey:**

That the statement of accounts dated May 28, 29 and 30, 2024; totaling \$111,845.53 be approved. **Carried.**

**R2024-136 J. Scott, S. Kirkey;**

That we pass By-Law 2024-31, being a By-Law to confirm the proceedings of Council at its meeting held on June 4, 2024. **Carried.**

**R2024-137 S. Kirkey, J. Scott:**

That the meeting be adjourned. Time: 7:29 p.m. Next regular meeting to be held June 18, 2024. **Carried.**

Mayor:

Municipal Administrator:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by Council at the next regular Council Meeting.



TOWNSHIP OF NIPISSING

RESOLUTION

DATE: June 18, 2024

NUMBER: R2024-

Moved by

Seconded by

WHEREAS the of Government of Ontario continues to secure access to affordable energy to further economic growth, including the Natural Gas Expansion Program and the Keeping Energy Costs Down Act and the Enbridge Gas Inc's Rate Rebasing Application Phase 2 (EB-2004-0111) requires review;

AND WHEREAS the Township of Nipissing supports a measured approach to Ontario's energy transition; one that leverages existing gas infrastructure, invests in renewable natural gas and hydrogen, in addition to building the electricity supply;

AND WHEREAS the Township of Nipissing recognizes that growing communities and new developments have growing energy needs to support housing developments, new businesses, community centres, hospitals, schools and industrial areas and all Ontarians benefit from this growth.

THEREFORE, the Council of the Township of Nipissing supports hearings like this to represent municipal voices for the need for natural gas and natural gas infrastructure to support the province's diversified energy mix.

AND THAT this Resolution be forwarded to the Hon. Doug Ford, Premier of Ontario, Hon. Stephen Lecce, the Minister of Energy and Electrification, President of AMO, Colin Best, MPP Vic Fedeli, and the Ontario Energy Board.

For      Against

PIPER  
BUTLER  
FOOTE  
KIRKEY  
YEMM

Carried

Mayor: Tom Piper



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## REPORT TO COUNCIL

Date: June 13, 2024  
From: Kris Croskery-Hodgins, Municipal Administrator  
Re: Review of User Fee Policy and Current User Fees

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### BACKGROUND/OVERVIEW

The User Fee Policy was approved by Council by Resolution R2018-230, effective January 1, 2019. Periodic review of policies is an important practice to keep best practices current and effective. No changes are recommended to the policy.

The last User Fee By-Law was passed in 2021 on November 21<sup>st</sup>. Costs change and an updated comparison of locally charged fees should be consulted for a review of fees to keep current and accurate.

### RESULTS

A review of local fees was conducted by Township Staff and were utilized in the comparison of fees charged. A current Schedule 40 from the 2023 FIR was also used for calculations per the policy.

There are some fees that are recommended to be updated to cover some actual costs and match or come in line with locally charged fees.

### RECOMMENDATIONS:

Staff recommends the updated fees highlighted on the attached draft User Fee listing per the research documents also attached.

Respectfully,

Kris Croskery-Hodgins, Municipal Administrator

SCHEDULE "A" TO BY-LAW 2024-XX  
FEES CHARGED BY THE CORPORATION OF THE TOWNSHIP OF NIPISSING

| Description of Fees  | Fees       | Proposed   |
|--|------------|------------|
| <b>ADMINISTRATION</b>  |            |            |
| Tax Certificate (per roll number) (no verbals)   | \$ 45.00   | \$ 50.00   |
| Returned Item Charge (NSF)   | \$ 35.00   | \$ 40.00   |
| Foreign Exchange Payment Processing Fee  | \$ 15.00   | \$ 20.00   |
| Record Search (minimum 1 hour charge) (per hour)   | \$ 25.00   | \$ 30.00   |
| Tax Sale Registration – 1 <sup>st</sup> Notification Process (plus actual costs)                                   | \$ 150.00  |            |
| Tax Sale Registration – Final Notice Process (plus actual costs)   | \$ 200.00  |            |
| Tax Sale Registration – Public Tender Process (plus actual costs)  | \$ 500.00  |            |
| Wrecking Yard Permit – annually  | \$ 100.00  |            |
| Entrance Permit (Includes 911 sign & installation)   | \$ 200.00  |            |
| Road Information Request   | \$ 45.00   | \$ 50.00   |
| Building Information Request (Work Orders)   | \$ 45.00   | \$ 50.00   |
| <b>MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA) (fees as prescribed by legislation)</b> |            |            |
| Request  | \$ 5.00    |            |
| Search Time (per 15 minutes)   | \$ 7.50    |            |
| Preparation of Records for Disclosure (per 15 minutes)   | \$ 7.50    |            |
| Photocopies or computer print outs (per page)  | \$ 0.20    |            |
| <b>PLANNING</b>  |            |            |
| Zoning Information Request   | \$ 45.00   | \$ 50.00   |
| Subdivision Compliance Letter  | \$ 45.00   | \$ 50.00   |
| Lot Levy for McQuaby Lake Subdivision  | \$ 100.00  |            |
| Lot Levy for Ski Hill Subdivision  | \$ 100.00  |            |
| Pre-Consultation - Solar Project Application and Planning Report (Refundable deposit less actual costs)            | \$ 500.00  | \$ 750.00  |
| <b>CONSENT APPLICATION</b>   |            |            |
| Application Fee (non-refundable)   | \$ 500.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$2,500.00 |            |
| Granting of a Consent (Certificate) (non-refundable)   | \$ 250.00  |            |
| <b>MINOR VARIANCE</b>  |            |            |
| Administration Fee (non-refundable)  | \$ 500.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$1,500.00 | \$2,500.00 |
| <b>ZONING BY-LAW AMENDMENT FEES</b>  |            |            |
| Administration Fee (non-refundable)  | \$ 500.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$2,500.00 |            |
| <b>OFFICIAL PLAN AMENDMENT</b>   |            |            |
| Administration Fee (non-refundable)  | \$ 500.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$2,500.00 |            |
| <b>SITE PLAN CONTROL</b>   |            |            |
| Administration Fee (non-refundable)  | \$ 500.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$1,500.00 | \$2,500.00 |
| <b>SUBDIVISION AGREEMENT</b>   |            |            |
| Administration Fee (non-refundable)  | \$2,500.00 |            |
| Refundable Deposit (plus actual costs as required)   | \$2,500.00 |            |
| <b>DEEMING BY-LAW PREPARATION</b>  |            |            |
| Administration Fee (non-refundable)  | \$ 250.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$1,500.00 |            |
| <b>LAKESHORE ROAD AND ROAD CLOSING FEES</b>  |            |            |
| Land Cost (per frontage foot)  | \$ 25.00   |            |
| Application Fee (non-refundable)   | \$ 250.00  |            |
| Refundable Deposit (plus actual costs as required)   | \$2,500.00 |            |

SCHEDULE "A" TO BY-LAW 2024-XX  
FEES CHARGED BY THE CORPORATION OF THE TOWNSHIP OF NIPISSING

| <b>BUILDING DEPARTMENT</b>  |   |          |
|---|---|----------|
| Construction (new, additions, renovations, plumbing, etc.)  | \$8.60/\$1,000 of construction<br>*Minimum Permit Fee<br>\$130.00 |          |
| Demolition  | \$100.00  |          |
| Conditional   | \$130.00 plus<br>\$8.60/\$1,000 of construction value             |          |
| Change of Use   | \$130.00 plus<br>\$8.60/\$1,000 of construction value             |          |
| Searching of Records (Building Department Only)   | \$110.00  |          |
| Special Inspection  | \$160.00  |          |
| Reinspection  | \$120.00  |          |
| Commencing of Work Prior to Permit Issuance   | \$175.00  |          |
| Application for Transfer of Permit  | \$ 25.00  |          |
| <b>*Fees as per Building By-Law 2017-04, Schedule "A"</b>   |   |          |
| <b>FIRE DEPARTMENT</b>  |   |          |
| Fire Work Orders Information  | \$ 45.00  | \$ 50.00 |
| <i>Requested fire prevention inspections of all buildings and property:</i>   |   |          |
| Commercial, industrial, provincial/federal occupancies (1 hour minimum)   | \$ 100.00   |          |
| Every additional ½ hour **Commercial & Industrial includes report.  | \$ 25.00  |          |
| Residential occupancies including government funded Day Care Centres, Group Homes, Child Care Provider Homes, Bed & Breakfast Homes and Schools (per inspection, includes report)   | \$ 75.00  |          |
| <i>Fire Inspection For:</i>   |   |          |
| Special Occasion Permits  | \$ 37.50  |          |
| Liquor Licence (includes report)  | \$ 75.00  |          |
| <i>Emergency Response</i>   |   |          |
| Vehicle fire or danger of fire Motor Vehicle Accident – for each fire apparatus as follows: <b>*Non-Residents Only*</b><br><b>Includes any accident occurring on a Township Road or Private Road within the Township of Nipissing involving an enclosed vehicle, ATV, UTV, snowmobile or any motorized vehicle.</b> |   |          |
| First Hour – based on current Ministry of Transportation rates  | Per MTO rates   |          |
| Per ½ Hour Thereafter   | Per MTO rates   |          |
| Hazardous Materials, environmental spills or clean ups for each fire apparatus as follows:  |   |          |
| First Hour – based on current Ministry of Transportation rates  | Per MTO rates   |          |
| Per ½ Hour Thereafter   | Per MTO rates   |          |
| Hazardous Materials, spills or clean up – plus actual costs as incurred.  |   |          |
| <i>False Alarms – within a 12 month period</i>  |   |          |
| First false alarm   | No Charge   |          |
| Second false alarm  | \$ 100.00   |          |
| Third false alarm   | \$ 250.00   |          |
| Forth false alarm   | \$ 400.00   |          |
| Thereafter (unlimited)  | \$ 150.00   |          |

SCHEDULE "A" TO BY-LAW 2024-XX  
FEES CHARGED BY THE CORPORATION OF THE TOWNSHIP OF NIPISSING

|  |               |  |
|--|---------------|--|
| <b>Recovery of Costs:</b><br>Expenses incurred by the Township to execute a fire protection agreement, retain the services of private contractors, rent special equipment, preserve property or evidence or in order to eliminate an emergency risk or risk of an emergency situation. | Actual Costs  |  |
| <b>OFF-ROAD EMERGENCY RESPONSE</b>   |               |  |
| Apparatus (includes UTV Unit) per Hour for Each Apparatus  | \$ 500.00     |  |
| Personnel Per ½ Hour for Each Firefighter Responding   | \$ 32.00      |  |
| <b>Hydro Line Response – Fire, Sparking or Downed Line Hold &amp; Secure</b>   |               |  |
| Apparatus First Hour For Each Apparatus – based on current MTO rate  | Per MTO rates |  |
| Apparatus Per ½ Hour Thereafter for Each Apparatus   | Per MTO rates |  |
| Personnel Per Hour for Each Firefighter Responding   | \$ 32.00      |  |
| Combination Smoke and Co Alarm – Loaner Program Replacement  | \$ 45.00      |  |
| <b>LANDFILL</b>  |               |  |
| Household Appliances   | \$ 10.00      |  |
| Fridge, freezer or air conditioner – tagged as Freon free  | \$ 10.00      |  |
| - untagged   | \$ 40.00      |  |
| Brush – 5 ton dump trailer and under   | \$ 5.00       |  |
| <b>BULK items accepted at Wolfe Lake Landfill ONLY</b>   |               |  |
| Mattress or box spring   | \$ 25.00      |  |
| Carpet, flooring up to 12' x 12'   | \$ 25.00      |  |
| Carpet, flooring over 12' x 12'  | \$ 50.00      |  |
| Couch  | \$ 20.00      |  |
| Stuffed or upholstered chair/ottoman   | \$ 10.00      |  |
| Plastic Outdoor Furniture (per item)   | \$ 5.00       |  |
| Tarp (10' x 20' and over)  | \$ 5.00       |  |
| Shingles – 5-ton dump trailer and under  | \$ 30.00      |  |
| Renovation waste – 5-ton dump trailer and under  | \$ 75.00      |  |
| Watercraft   | \$ 150.00     |  |
| <b>MIXED LOADS MUST BE SORTED FOR DISPOSAL:</b>  |               |  |
| Tandem Trailer   | \$ 80.00      |  |
| Single Axle (Dump Truck)   | \$ 180.00     |  |
| Tandem Truckloads  | \$ 250.00     |  |
| Dumpster or Tri-Axle Truckloads (12 Yards and Up)  | \$ 300.00     |  |
| <b>911 Signs</b>   |               |  |
| Sign (for replacement sign blade)  | \$ 50.00      |  |
| Post   | \$ 40.00      |  |
| Installation   | \$ 30.00      |  |
| Sign for Existing Entrance (includes sign blade, post and installation)  | \$ 120.00     |  |
| <b>FACILITIES RENTAL</b>   |               |  |
| <b>Nipissing Community Centre</b>  |               |  |
| Damage Deposit (Refundable) Non-Alcohol Event Rental   | \$ 75.00      |  |
| Damage Deposit (Refundable) Alcohol Event Rental   | \$ 100.00     |  |
| Key Deposit (Refundable)   | \$ 25.00      |  |
| Alcohol Licenced Event (6 p.m. to 2 a.m.) *Special Occasions Permit Required (includes kitchen rental)   | \$ 300.00     |  |
| Kitchen Rental   | \$ 50.00      |  |
| Hall Rental – ½ Day (4 hours approximately) (includes kitchen rental)  | \$ 100.00     |  |
| Hall Rental – Full Day (8 hours approximately) (includes kitchen rental)   | \$ 150.00     |  |



SCHEDULE "A" TO BY-LAW 2024-XX  
FEES CHARGED BY THE CORPORATION OF THE TOWNSHIP OF NIPISSING

|   |           |          |
|---|-----------|----------|
| Hall Rental – 2 hours – Education/Training Rate (does not include kitchen rental) *requires third party liability insurance | \$ 25.00  |          |
| Funeral Luncheon (includes kitchen rental)  | \$ 50.00  |          |
| Additional Rental Setup Appointments (per hour)   | \$ 20.00  |          |
| <b><i>Nipissing Fitness Centre</i></b>  |           |          |
| Swipe Card Deposit (Refundable) Required for each membership  | \$ 10.00  |          |
| Individual Membership – 1 Year  | \$ 200.00 |          |
| Individual Membership – 6 Months  | \$ 120.00 |          |
| Individual Membership – 3 Months  | \$ 60.00  |          |
| Individual Membership – 1 Month   | \$ 25.00  |          |
| Family Membership (2 Members) – 1 Year  | \$ 325.00 |          |
| Senior Membership (60 years of age) – 1 Year  | \$ 150.00 |          |
| Student Membership – 1 Year   | \$ 150.00 |          |
| <b><i>Community Centre Sign</i></b>   |           |          |
| Advertising of event (up to 7 days)   | \$ 50.00  |          |
| <b><i>Heritage Park</i></b>   |           |          |
| Outdoor Rink Facility Rental per day  | \$ 100.00 |          |
| <b><i>Nipissing Township Museum Buildings</i></b>   |           |          |
| Church Building (Use for day, includes set up and supervision of site)  | \$ 500.00 |          |
| Gazebo and grounds  | \$ 250.00 |          |
| <b>CEMETERY FEES</b>  |           |          |
| Nipissing Union Cemetery, Commanda Union Cemetery and St. John's Alsace Cemetery  |           |          |
| Township Resident: Single Lot   | \$ 340.00 |          |
| Cremation Lot *Block 14 only  | \$ 220.00 |          |
| Single Lot for 2 Cremated Remains   | \$ 400.00 |          |
| Non-Resident: Single Lot  | \$ 530.00 |          |
| Cremation Lot *Block 14 only  | \$ 265.00 |          |
| Single Lot for 2 Cremated Remains   | \$ 590.00 |          |
| Interment Rates: Regular Grave Opening – weekdays   | \$ 300.00 |          |
| - Saturdays   | \$ 400.00 |          |
| Cremation Opening – weekdays  | \$ 150.00 |          |
| - Saturdays   | \$ 200.00 |          |
| Foundation Rates:   |           |          |
| Under 36 Inches   | \$ 400.00 |          |
| 36 to 48 Inches   | \$ 500.00 |          |
| 48 to 60 Inches   | \$ 800.00 |          |
| Over 60 Inches  | \$ 900.00 |          |
| Pad Base (Flat Marker) *Pillow marker 173 square inches and up  | \$ 200.00 |          |
| Install ground Setting *Flat marker under 173 square inches   | \$ 35.00  |          |
| <b><i>**Fees per By-Law Number 2022-38</i></b>  |           |          |
| <b>Miscellaneous</b>  |           |          |
| Map of Township – Large, coloured   | \$ 15.00  | \$ 20.00 |
| Copies: Black and white, 8 ½" x 11" or 8 ½" x 14" per page  | \$ .25    |          |
| Copies: Black and white, 11" x 17" per page   | \$ .50    | remove   |
| Colour copies per page, all sizes   | \$ .75    |          |
| Facsimile per page, includes transmission report  | \$ 1.00   |          |
| Mileage Rate per kilometer (km)   | \$ .55    | \$ .64   |

THE CORPORATION OF THE TOWNSHIP OF NIPISSING

BY-LAW NUMBER 2024-XX

Being a by-law to provide for fees charged by the Corporation of the Township of Nipissing.

WHEREAS the Corporation of the Township of Nipissing charges various fees for licenses, permits and services offered by the Corporation.

AND WHEREAS Sections 390 to 400 of the Municipal Act, S.O. 2001, c. 25 and Regulation 244/02 gives authority for a municipality to impose fees and charges.

AND WHEREAS pursuant to Section 69 of the Planning Act, R.S.O. 1990, c. P. 13, a Council of a Municipality may, by by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a Committee of Adjustment in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS the Corporation deems it advisable to create a comprehensive by-law to provide for the charging of fees.

NOW THEREFORE the Council of the Corporation of the Township of Nipissing ENACTS AS FOLLOWS:

1. That the fees provided in the schedules contained within for this by-law shall be charged for licenses, permits and services listed.
2. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provisions of this by-law shall prevail.
3. This by-law shall come into force on the 14<sup>th</sup> day of August, 2024.
4. That By-law No. 2021-53 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 13<sup>TH</sup> DAY OF AUGUST, 2024.

Mayor:

Municipal Administrator:

| User Fee Total Expense Calculations:           |         | 2024      |       |           |            |               |                |             |                         |             |             |             |             |             |
|--|---------|-----------|-------|-----------|------------|---------------|----------------|-------------|-------------------------|-------------|-------------|-------------|-------------|-------------|
| User Fee                                       | Line 11 | \$548,983 | Staff | Hours per | Hours Year | Fee to charge | Current Charge | Difference  | Recommendation:         | 2024        | 2025        | 2026        | 2027        | 2028        |
| <b>Corporate Management</b>                    |         |           |       |           |            |               |                |             |                         |             |             |             |             |             |
| Tax Certificate                                |         |           | 3     | 0.25      | 65         | \$87.98       | \$ 45.00       | \$42.98     | Per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 65.00    |
| Road Information Request                       |         |           | 2     | 0.75      | 39         | \$131.97      | \$ 45.00       | \$86.97     | Per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 70.00    |
| Building Information (work order) Request      |         |           | 2     | 1         | 52         | \$131.97      | \$ 45.00       | \$86.97     | Per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 70.00    |
| Returned Item Charge (NSF)                     |         |           | 2     | 0.5       | 7.5        | \$131.97      | \$ 35.00       | \$96.97     | Per Bank & actual       | \$ 40.00    | \$ 40.00    | \$ 40.00    | \$ 40.00    | \$ 40.00    |
| Foregin Exchange Payment Processing Fee        |         |           | 3     | 1         | 110        | \$87.98       | \$ 15.00       | \$72.98     | Actual Costs            | \$ 20.00    | \$ 25.00    | \$ 30.00    | \$ 35.00    | \$ 40.00    |
| Record Search                                  |         |           | 3     | 1         | 5          | \$87.98       | \$ 25.00       | \$62.98     | Actual costs/reasonable | \$ 30.00    | \$ 35.00    | \$ 40.00    | \$ 40.00    | \$ 40.00    |
| Tax Sale Registration - 1st notification       |         |           | 1     | 8         | 16         | \$263.93      | \$ 150.00      | \$113.93    | based on actual costs   | \$ 150.00   | \$ 150.00   | \$ 150.00   | \$ 150.00   | \$ 150.00   |
| Tax Sale Registration - Final Notice           |         |           | 1     | 8         | 16         | \$263.93      | \$ 200.00      | \$63.93     | based on actual costs   | \$ 200.00   | \$ 200.00   | \$ 200.00   | \$ 200.00   | \$ 200.00   |
| Tax Sale Registration - Public Tender process  |         |           | 1     | 14        | 28         | \$263.93      | \$ 500.00      | (\$236.07)  | based on actual costs   | \$ 500.00   | \$ 500.00   | \$ 500.00   | \$ 500.00   | \$ 500.00   |
| Wrecking Yard Permit - Annually                |         |           | 3     | 4         | 4          | \$87.98       | \$ 100.00      | (\$12.02)   | estimate                | \$ 100.00   | \$ 100.00   | \$ 100.00   | \$ 100.00   | \$ 100.00   |
| Map of Township - Large, coloured              |         |           |       |           |            |               | \$ 15.00       |             | based on actual costs   | \$ 20.00    | \$ 20.00    | \$ 20.00    | \$ 20.00    | \$ 20.00    |
| Photocopies                                    |         |           |       |           |            |               | \$ 0.25        |             | based on actual costs   | \$ 0.25     | \$ 0.25     | \$ 0.25     | \$ 0.25     | \$ 0.25     |
|  |         |           |       |           |            |               | \$ 0.75        |             | based on actual costs   | \$ 0.75     | \$ 0.75     | \$ 0.75     | \$ 0.75     | \$ 0.75     |
| Facsimile per page, includes a trans report    |         |           |       |           |            |               | \$ 1.00        |             | based on actual costs   | \$ 1.00     | \$ 1.00     | \$ 1.00     | \$ 1.00     | \$ 1.25     |
| Mileage Rate per Kilometre (km)                |         |           |       |           |            | 0.64          | \$ 0.55        | \$ 0.09     | based on CRA recommend  | \$ 0.70     | \$ 0.71     | \$ 0.72     | \$ 0.73     | \$ 0.74     |
| <b>Environmental Services</b> \$ 423,059.00    |         |           |       |           |            |               |                |             |                         |             |             |             |             |             |
| Landfill costs do not include closure costs**  |         |           | 2     | 8         | 2080       | \$ 101.70     |                |             |                         |             |             |             |             |             |
| <b>Recreation Services</b>                     |         |           | 1     | 20        | 960        | \$ 35.95      |                |             |                         |             |             |             |             |             |
| Community centre costs do not include renewal. |         |           |       |           |            |               |                |             |                         |             |             |             |             |             |
| <b>Planning and Development</b> \$106,347      |         |           |       |           |            |               |                |             |                         |             |             |             |             |             |
| Zoning Information Request                     |         |           | 2     | 1         | 110        | \$ 483.40     | \$ 45.00       | \$ 438.40   | Per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 65.00    |
| Subdivision Compliance Letter                  |         |           | 2     | 2         | 10         | \$ 5,317.35   | \$ 45.00       | \$ 5,272.35 | Per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 70.00    |
| Minor Variance - Refundable Deposit amount     |         |           |       |           |            | \$ 2,500.00   | \$ 1,500.00    | \$ 1,000.00 | Based on actual costs   | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Site Plan Control - Refundable Deposit amount  |         |           |       |           |            | \$ 2,500.00   | \$ 1,500.00    | \$ 1,000.00 | Based on actual costs   | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| <b>Fire Department</b> \$ 544,213.00           |         |           |       |           |            |               |                |             |                         |             |             |             |             |             |
| Fire Work Orders Information                   |         |           | 1     | 3         | 15         | \$ 2,418.72   | \$ 45.00       | \$ 2,373.72 | per area fees           | \$ 50.00    | \$ 55.00    | \$ 60.00    | \$ 65.00    | \$ 65.00    |

| <b>TOWNSHIP OF NIPISSING<br/>POLICY</b> |  |                    |                |
|---|--|--------------------|----------------|
| Effective Date:<br>January 1, 2019      |  | Number:<br>2019-02 | Revision:<br>0 |
| Title: <b>User Fee Policy</b>           |  |                    |                |
| Approved By: Resolution R2018-230       |  |                    | Page: 1 of 2   |

**Purpose:**

To establish the framework for the use of user fees and a method of determining cost recovery to ensure effective and fair utilization of user fees.

**Scope:**

User Fees are charged by the Township to recover costs for services provided to a specific user or a group of users. Alternatively, if a service provides an equal benefit to all citizens, the costs to provide this service may be recovered solely on the municipal tax levy.

**Framework:**

User Fees may be set in place for all departments based on the scope of need for the service, user base and the cost analysis for provision of the service.

**Determining the appropriate rate for a user fee:**

A cost analysis for a service shall be completed using the most recent submitted FIR data in Schedule 40, Consolidated Statement of Operations: Expenses.

- (A) Determine the department under which the User Fee belongs, locate the department Column 11, Total Expenses After Adjustments.
- (B) Determine the total number of staff working in that department for the year.
- (C) Determine the average number of hours a staff member works per year.

Hourly Base Rate = (A/B)/C

This amount may be rounded for ease of use.

Once a cost analysis is completed and review should be done to determine if user fee pricing would significantly affect the demand of the service. It should also be determined if the service being offered is also being offered by a commercial source in the community. It is not the policy of the Township of Nipissing Council to compete with local businesses for services reasonably provided.

Determine appropriate level of cost recovery from user fees:

- A. **Fully Tax Supported:** These are services that are 100% recovered through property taxation with no direct charge to the direct user. These services support the community as a whole and cannot easily determine a rate for an individual user. For example: Emergency services such as Police, EMS or Fire response.
  
- B. **Partially Tax Supported:** These are services that provide a direct benefit to the individual user as well as the community as a whole, therefore the cost is partially recovered through a user fee, and the balance from the municipal tax levy. An example of this is Landfill. Basic landfill services for household waste are maintained for the community through taxation however for those with special requirements for waste such as a bulk item or construction waste, there is a fee to assist with offsetting the additional handling of those items.
  
- C. **Non Tax Supported:** These are services that provide a direct benefit to the user only, and therefore should be 100% recovered through user fees. Examples of this are Building Services and Cemetery Services.

*\*At times these services may not be fully covered by user fees due to lack of demand for the service however the resources for the service must remain available. At that time taxation will be used to cover any deficit incurred.*

Following a review of the services and user fees each year, recommendations will be made by the Treasurer for the current budget year user fees to Council for approval followed by a public meeting for discussion prior to adoption.



# TOWNSHIP OF NIPISSING CORRESPONDENCE

**June 18, 2024**

1. Minutes of the Township of Nipissing Recreation Committee held June 3, 2024.
2. Minutes of the Nipissing Township Museum Board of Management held June 5, 2024.
3. Joint Statement on the Canada Community-Building Fund, from Infrastructure Canada.
4. Thank you letter from the Callander and District Food Bank for the donation from the Recreation Committee.



## MINUTES

Township of Nipissing Recreation Committee  
June 3, 2024

A meeting of the Township of Nipissing Recreation Committee was held on Monday, June 3, 2024 starting at 6:30 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

**Present:** Chair Kathy Shaw, Councillor Shelly Foote, Councilor James Scott, Lisa Chalapenko-Carmody, Margaret Hughes, Julie Mohoney, Terri-Lynn Paynter and Ron Phillips

**Staff:** Will Bateman, Fire Chief, CEMC, Municipal By-law Officer and Kim Turnbull, Interim Secretary

**Regrets:** Andrew Barry

Disclosure of pecuniary interest: None.

### MOTION NUMBER 2024-16

**Moved by: James Scott**                      **Seconded by: Shelly Foote**

THAT the Minutes of the May 13, 2024 Recreation Meeting are approved as circulated.

**Carried**

### Discussion:

a) Bottle Drive: collected for the month of May 2024

- Bear Creek Landfill – \$316.20
- Wolfe Lake Landfill - \$195.50

Discussion about setting a regular schedule for bottle collection at the landfills.

Committee agreed upon the second Sunday of the month, unless it is a holiday and then it will be the first Sunday. Meet at the landfills at 10 a.m. for the collection. Some members are available mid-week to help with sorting. Bear Creek requires the most assistance with sorting.

Dates for sorting:

- July 14<sup>th</sup>
- August 11<sup>th</sup>
- September 8<sup>th</sup>
- October 6<sup>th</sup>
- November 10<sup>th</sup>
- December 8<sup>th</sup>

- b) Soccer Season - Update
  - Nothing to report at this time.
- c) Soccer Donation – North Bay Youth Soccer Club - Update
  - The Township received a large donation of equipment including soccer balls, nets, jerseys and other items.
  - The goal is to determine what our program can utilize and donate the remaining items to the local schools and other community associations.
  - A thank you letter has been sent on behalf of the committee signed by Mayor Piper and Will Bateman.
- d) End of Year Soccer Party – June 27<sup>th</sup>, 2024
  - Food for the evening - hot dogs, chips, water and freezies
  - The teams will play for the first 20-30 minutes to allow for the Committee to prepare the food.
  - Anyone that is available to assist can arrive at 5:30 p.m. to help set up and start preparing. Julie is available to assist.
- e) Canada Day – Planning
  - Discussion surrounding the events and activities for the evening.
  - Door prize to keep track of the number of participants attending the event, everyone attending is able to enter. T-shirts as a prize.
  - Discussion to order a cake vs cupcakes – this year the committee decided to something new and order cupcakes for the event.
  - Set-up to begin between 4 p.m. – 5 p.m.

**MOTION NUMBER 2024-17**

**Moved by: Julie Mohoney**

**Seconded by: Lisa Chalapenko-Carmody**

THAT the Recreation Committee approve the expenses associated with the Canada Day Event on July 1<sup>st</sup>, 2024, be paid from the Canadian Heritage Grant and remaining costs be paid from Recreation Programming Funds.

- f) Heritage Day Breakfast - Planning
  - Event to take place August 18<sup>th</sup> prior to the Museum's Event
  - Prep food items the night before.
  - Food suggestions – Scrambled eggs, bacon, hash browns, sausages, pancakes possibly toast.
  - Require a number of hot plates and toasters.
  - Volunteers will require Food Handlers Certificate.
  - Cost recovery for the breakfast, once items are purchased.
- g) Trunk Sale/Fire Prevention/Community Event – September 14
  - Event throughout the Park, Museum, and school area.
  - Involve Emergency Services, Public Works and activities to bring the



- community out to the Fall Fest and Trunk Sale.
- Trunk Sale to take place in the same location.
  - Inside rink area can be utilized.
  - Parking at the school and along the roadway, Public Works etc.
  - Scavenger Hunt activity to be organized to have children and families visit the various booths and activities at the event.
  - Discussion around pre-registration and fees for the Trunk Sale for the vendors.
  - Museum is not charging for their vendors.

**Commanda Community Update:**

Upcoming events:

- Annual General Meeting – June 11<sup>th</sup>, 2024

**MOTION NUMBER 2024-18**

**Moved by: Lisa Chalapenko-Carmody**

**Seconded by: James Scott**

That the Meeting is hereby adjourned at 7:28 p.m. Next Meeting to be held July 15, 2024 **Carried**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.

# MINUTES

Nipissing Township Museum Board of Management  
June 5, 2024

A regular meeting of the Nipissing Township Museum Board of Management was held on Wednesday, June 5, 2024 starting at 6:32 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, 2381 Hwy 654.

**Present:** Councillor Steve Kirkey, Councillor Dave Yemm, Gladys Bateman, Mary Heasman, Debbie Renette, and Rob Serson.

**Staff:** Gillian Bernas, Museum Manager; Kim Turnbull, Office Assistant-Intern and Interim Deputy Clerk, Secretary to the Museum Board.

## MOTION NUMBER 2024-06

**Moved by: Dave Yemm**

**Seconded by: Gladys Bateman**

THAT we approve the Minutes of the Nipissing Township Board Meeting held May 1, 2024 as presented. **Carried.**

## MOTION NUMBER 2024-07

**Moved by: Mary Heasman**

**Seconded by: Debbie Renette**

THAT we approve the purchase of 10 books from author, Andrew Hind to be sold at the Nipissing Township Museum.

### Staff Updates:

- Discussion to accept or decline artifact donations. Items accepted that are duplicates can be used for programming and education purposes.

## MOTION NUMBER 2024-08

**Moved by: Dave Yemm**

**Seconded by: Rob Serson**

THAT the attached list of artifacts be accepted for donation to the Nipissing Township Museum and be added to the Collections Catalogue. **Carried.**

- Media & Advertising: A shared brochure with the Nipissing Township Museum and Commanda Museum to advertise the upcoming season events. Extra brochures available for Committee Members to distribute.
- A shared event poster is being developed for the Tourist Camps.
- Collection of Interviewees: looking for new interviewees, trying not to duplicate ones that have been completed in the area.
- Event Updates: discussion on events and activities for Fall Fest combined with the Recreation Committee Trunk Sale
- Fundraising Ideas – Live Auction, Carnival Games, bring other ideas forward.
- Inquiry on the status of the foundation of the Museum – update provided

## MOTION NUMBER 2024-09

**Moved by: Dave Yemm**

**Seconded by: Rob Serson**

That the Board meeting is hereby adjourned at 7:05 p.m. Next meeting will be held Wednesday, July 3, 2024 at 6:30 p.m. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.

Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.

Minutes to be approved by the Board at the next scheduled Board Meeting.



[Canada.ca](#) > [Infrastructure Canada](#)

# Joint Statement on the Canada Community-Building Fund

From: [Infrastructure Canada](#)

## Statement

June 5, 2024

Ottawa — Today, Sean Fraser, Canada’s Minister of Housing, Infrastructure and Communities, Paul Calandra, Ontario’s Minister of Municipal Affairs and Housing, Olivia Chow, Mayor of Toronto, and Colin Best, President of the Association of Municipalities of Ontario (AMO), released a joint statement:

“The three levels of government have finalized a Canada Community-Building Fund (CCBF) agreement, which will ensure that critical infrastructure that supports housing continues to be built, maintained, and expanded. The renewal of this agreement means that our communities’ roads, bridges, and transit systems will be positioned to accommodate growth.

Infrastructure investments support affordable and inclusive communities that Canadians live and work in. The CCBF (Canada Community-Building Fund) has paved roads like Rollins Drive and Chelford Crescent in Belleville, renovated community spaces like the Bayview Hill pool in Richmond Hill, and protected public spaces like the Centeen Park seawall in Brockville. The fund provides predictable and sustainable funding for communities to make sure that municipalities can keep making the investments their communities need.

The deal announced today will see the federal government invest \$4.7 billion over the next five years.

We recognize the importance of infrastructure in increasing Canada's housing supply. By working together to strategically invest in projects aligned with regional housing goals, we will help increase the number of affordable homes in Ontario.

Through this agreement, we have aligned on three priority goals, including:

- Reporting on affordable units created to meet the needs of communities and increase capacity of the non-profit sector;
- Working across all orders of government to leverage public lands to meet housing needs; and
- Supporting innovation in construction techniques by committing to a provincial innovation strategy for modular and prefabricated housing, including working with the federal government to develop and adopt a design catalogue.

Through CCBF (Canada Community-Building Fund), we will work together to build healthy and vibrant neighbourhoods across the province.

We are taking a Team Canada approach to build more inclusive and connected communities, which will help support more housing by creating the public infrastructure that Ontarians need."

Search for related information by keyword: [Transport](#) | [Infrastructure Canada](#) | [Ottawa](#) | [Infrastructure](#) | [general public](#) | [government](#) | [media](#) | [statements](#) | [Hon. Sean Fraser](#)

**Date modified:**

2024-06-05



**Callander and District Food Bank**

78 Lansdowne Street  
PO Box 795  
Callander ON P0H 1H0

On behalf of the Callander & District Food Bank, we thank you for your generous donation.

We are dedicated to assisting individuals and families in time of need to supplement their requirements with fresh dairy, produce, frozen meats, non-perishable food items and personal hygiene products. Your donation assists us in keeping our shelves stocked with the necessary items.

Our clients very much appreciate your generosity.

Thank you,

Callander & District Food Bank Volunteer Staff



**Callander and District Food Bank**

78 Lansdowne Street  
PO Box 795  
Callander ON P0H 1H0

**Receipt Number: 2833**

**Receipt issue Date: June 4, 2024**

**Issued in Callander, Ontario**


**Charitable Registration #: 82299 12610RR0001**

**Donated by: Corporation of the Township of Nipissing  
45 Beatty Street  
Nipissing, ON P0H 1W0**

**Amount of Donation: \$ 172.25**

**\*\*\*\*\* One hundred & seventy-two dollars, twenty-five cents \*\*\*\*\***

**Authorized Signature:**

  
\_\_\_\_\_  
**Deborah Hickey, Treasurer**



**TOWNSHIP OF NIPISSING**

**RESOLUTION**

**DATE: June 18, 2024**

**NUMBER: R2024-**

**Moved by**

**Seconded by**

**That the statement of accounts dated:  
June, 3, 4, 8, 11, and 13, 2024;**

**Totaling \$181,812.08 be approved.**

**For      Against**

**PIPER  
FOOTE  
KIRKEY  
SCOTT  
YEMM**

**Carried**

**Mayor: TOM PIPER**