

# **Municipal District of Taber Shooting Complex**

## **Area Structure Plan SE 35-10-17-W4**

**Rezoning**  
Rural Agricultural  
to  
Private Commercial Recreation

**May 15, 2013 Version**

**OFFICE COPY**

**MUNICIPAL DISTRICT OF TABER  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 1851**

BEING a bylaw of the Municipal District of Taber in the Province of Alberta for the purpose of adopting Bylaw No. 1851 being the **Municipal District of Taber Shooting Complex Area Structure Plan** for that portion of the SE¼ Sec 35, Twp 10, Rge 17, W4M which lies northeast of Road Plan 8410661.

WHEREAS the purpose of proposed Bylaw No. 1851 is to establish a framework and standards and requirements regarding the future development of a shooting range on lands described as that portion of the SE¼ Sec 35, Twp 10, Rge 17, W4M which lies northeast of Road Plan 8410661 consistent with the Private Commercial Recreation land use designation.

AND WHEREAS the municipality wishes to provide for orderly growth and development to occur while minimizing land use conflicts;

AND WHEREAS the municipality may adopt an area structure plan pursuant to section 633 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, the Council of the Municipal District of Taber in the Province of Alberta, duly assembled does hereby adopt Bylaw No. 1851 being the Municipal District of Taber Shooting Complex Area Structure Plan for that portion of the SE¼ Sec 35, Twp 10, Rge 17, W4M which lies northeast of Road Plan 8410661.

READ a **first** time this 22 day of April, 2013.

  
\_\_\_\_\_  
*Reeve – Brian Brewin*

  
\_\_\_\_\_  
*Municipal Administrator – Derrick Krizsan*

READ a **second** time this 11 day of June, 2013.

  
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*Reeve – Brian Brewin*

  
\_\_\_\_\_  
*Municipal Administrator – Derrick Krizsan*

READ a **third** time and finally PASSED this 11 day of June, 2013.

  
\_\_\_\_\_  
*Reeve – Brian Brewin*

  
\_\_\_\_\_  
*Municipal Administrator – Derrick Krizsan*

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## Project Overview

In February 2012 the Council of the Municipal District of Taber was approached by a group consisting of members from the Taber Pistol and Revolver Club, the Taber Archery and Bowhunters Club to inquire about the availability of municipal land to establish a shooting range facility within the Municipal District of Taber.

Council instructed administration to work with the group to establish a registered society, the societies bylaws, a range design and other information necessary to construct and operate a range facility.

The Taber Shooting Foundation has been established as a registered society dedicated to promoting safe recreational sport shooting within a professionally designed and constructed recreational complex dedicated to shooting sports including; archery, pistol and revolver, small calibre rifle, large calibre rifle and shotgun.

The Taber Shooting Foundation has met regularly over the past year and has dedicated it's time to develop a design for a shooting complex that will meet the highest standards for safety. A founding bylaw has been adopted which ensures accountability to the principles of ensuring that this facility remains dedicated to open public participation and utilization.

The proposed range will meet the strict guidelines for range design as contained within the "RCMP Range Design and Construction Guidelines" and will provide for a measure of safety for sport shooting enthusiasts that is presently not available in the Municipal District of Taber for those participating in this sport. The final range design will be reviewed and approved by The Province of Alberta's Chief Firearms Officer.

Construction of the site is to be phased into 4 stages. The first phase will involve the construction access road to the combined shooting ranges and to the archery range located in the NE portion of the quarter section as well as the 100 meter range, the pistol range and the parking lot. Later phases will include the 200 meter range, the 600 meter range and the cowboy action shooting range.

The design of the range is dedicated to preserving the aesthetics of the prairie landscape while utilizing topography and terrain to reduce costs of construction. The presence of a natural swale approximately 300 meters x 300 meters within the undulating terrain of the property will accommodate the majority of the range facility. The archery range is located in a triangular shaped depression on the northeast side of the property and is physically separated from the other ranges located on the property. The hummocky terrain will physically separate highway 864 from both the shooting range and archer range facilities.

Upon completion of the range it is the intention of the applicant that it will not be possible to observe activities on the range from the adjacent highway, and that the present viewscapes will not be hindered or altered substantially other than for the presence of a new access road, gates, fences and signage which will be visible from the highway.

From the adjacent motocross track it will be possible to observe the facility generally, however the location of the range firing lines adjacent to 8 meter high berms will make it impossible to observe the shooting activities from adjacent lands.

The property selected for this range is located at SE 35-10-17-W4. The property is owned by the Municipal District of Taber.

The completed project design overview is demonstrated on the attached map.

# Proposed Taber Shooting Foundation

## Shooting Complex

Archery Area

Trap

SE35 10-17-4

SE35

Road

Road

BATTERY SITE  
(871 0876)



## **Area Structure Plan Requirements**

The Subdivision and Development Authority of the Municipal District of Taber has determined that an area structure plan is required for this development in accordance with section 5.1.2 of the Municipal Development Plan which indicates that an area structure plan may be a requirement of all applications for Redesignation or subdivision that would result in:

- the creation of more than two contiguous lots;
- the designation of public road allowance; and/or
- being located adjacent to an environmentally sensitive area; or
- if the Subdivision and Development Authority or Council require an area structure plan.

Additionally, in accordance with Schedule 5, section 7 of the Land Use Bylaw, the Development Authority may require that an applicant submit an area structure plan or comprehensive land use plan prior to the designation of or consideration for development within the private commercial recreation land use district. Section 7 of the Land Use Bylaw and policy 5.1.1 of the Municipal Development Plan itemizes the requirements for such plans. Given this type of development, the application will identify surrounding land uses and ownership within a mile of the subject property.

In accordance with Section 5.1.1 an area structure plan should address the following areas of information:

- (a) Site plans and drawings
- (b) Soils analysis
- (c) Identification of other hazards or environmentally sensitive areas
- (d) Sewer System
- (e) Domestic water
- (f) Roadways and Access points
- (g) Other utilities and services
- (h) Contour and surface drainage
- (i) Development concept
- (j) Applicants interest
- (k) Subdivision considerations
- (l) Provision of municipal and or environmental reserve
- (m) Staging of development
- (n) Development Specifications
- (o) Landscaping and appearance
- (p) Architectural controls
- (q) Public input
- (r) Population density
- (s) Compatibility of adjacent uses
- (t) Other information that the Subdivision and Development Authority may consider necessary

## **Site Plan Drawings and Project Staging - Phase 1**

1. Stripping of topsoil from road (20 meters wide) and the shooting range parking lot along with pistol and small calibre range and southern portion of future rifle ranges (150 meters x 300 meters). Topsoil to be stockpiled and utilized within 12m x 8m shooting range berms within pistol and pistol and small calibre range. "B" and "C" horizon topsoil within 'cuts' utilized within berms all grading to facilitate drainage to south. Drainage improvements undertaken as necessary to ensure stormwater flows to drainage basins located within SE 35 and NE 26.
2. Construction of road access along the south and east boundaries of the property to provide access to both the future shooting range and the archery area – proposed road will be approximately 1500 meters in length. Roads and parking lot areas to be gravelled with 1" gravel. Access to be constructed following Alberta Transportation roadside development permit approval.
3. Culvert installation through the constructed road to maintain current drainage flow to the Taber Motocross Track facility to the south. Stormwater drainage to be addressed by improvement of existing drainage ditch running from NE 26 drainage pond to SE 35 drainage pond. Expansion of pond on SE 35 to accommodate expected flows completed at this time.
4. Three ranges to be completed in Phase 1:
  - a. Archery range – no stripping of the archery range area is required other than the road and parking area. The range will be utilized in its natural state and will be developed as a "3D" range in which 3 dimensional targets will be placed within the natural landscape.

Infrequent trimming or mowing of vegetation may be required on occasion to facilitate use of the facility. The unique feature of "3D" ranges is enhanced by natural vegetation and shrubbery.
  - b. Pistol range. The 50 m x 50 m range (not including berm area) will be operated by the Taber Shooting Foundation and utilized by the Taber Pistol and Revolver Club for small calibre pistol target shooting. The range will be oriented towards the east with the firing line located on the west side of the range.
  - c. Pistol and Small Calibre Range. The 50 m x 100 m range (not including berm area) will be operated by the Taber Shooting Foundation. The range will be oriented towards the north with the firing line located on the south side of the range.
5. Parking lot construction to be completed in this phase. The total area of the parking lot will be approximately 5.7 acres. Based upon an estimated parking lot requirement of approximately 375 ft<sup>2</sup> (including stall and each stalls portion of access drive aisles) per stall this area would accommodate approximately 660 vehicles.
6. Installation of toilet facilities to be provided by way of holding tank. Private sewage disposal discussed in subsequent sections of this area structure plan.
7. Partial stripping of the southerly portions of the 600 meter rifle range and 200 meter rifle range to be undertaken in this phase in order to accommodate construction of the initial phase ranges.
8. Seeding of suitable approved native grasses on berms and within ranges.
9. The Phase 1 site layout is demonstrated in the following map.

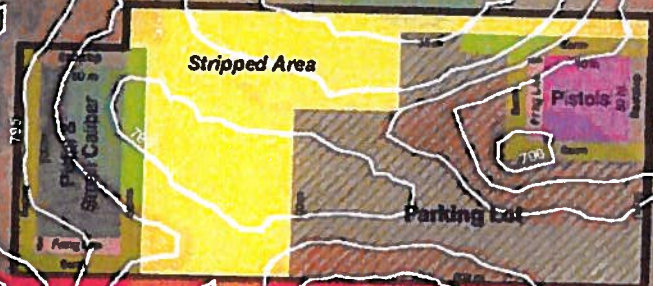
# Taber Shooting Foundation Shooting Complex Phase 1 Site Layout

Archery Area

- Phase 1 Development:**
- Construct Road
  - Develop Archery Area
  - Strip Outlined Area

**\*\* Utilize topsoil stockpile as berm material for side and rear berms for Pistol and Small Caliber Range and Pistol Range**

- Construct Parking Lot
- Stormwater Improvements



Roadway

Shared Access & Egress Gate Roadway

BATTERY SITE  
(871 0876)



## **Site Plan Drawings and Project Staging cont'd**

### **Phase 2**

1. Soil stripping of 400 meters of 600 meter rifle range, 200 meter rifle range and cowboy action shooting range. Utilization of surplus topsoil within berms.
2. Excavation of soil within 'cut' areas of the stripped lands and within backstop embankments as necessary to construct berms to range design requirements.
3. Grading as per stormwater drainage plan. Excess water to run south to existing improved drainage basis located on SE 35 and NE 26.
4. Construction of Center fire and black powder 600 meter range, 200m rifle range and cowboy action shooting range as per RCMP range design and construction guidelines.
5. Seeding of suitable approved native grasses on berms and within ranges.
6. The Phase 2 site layout is demonstrated in the following map.

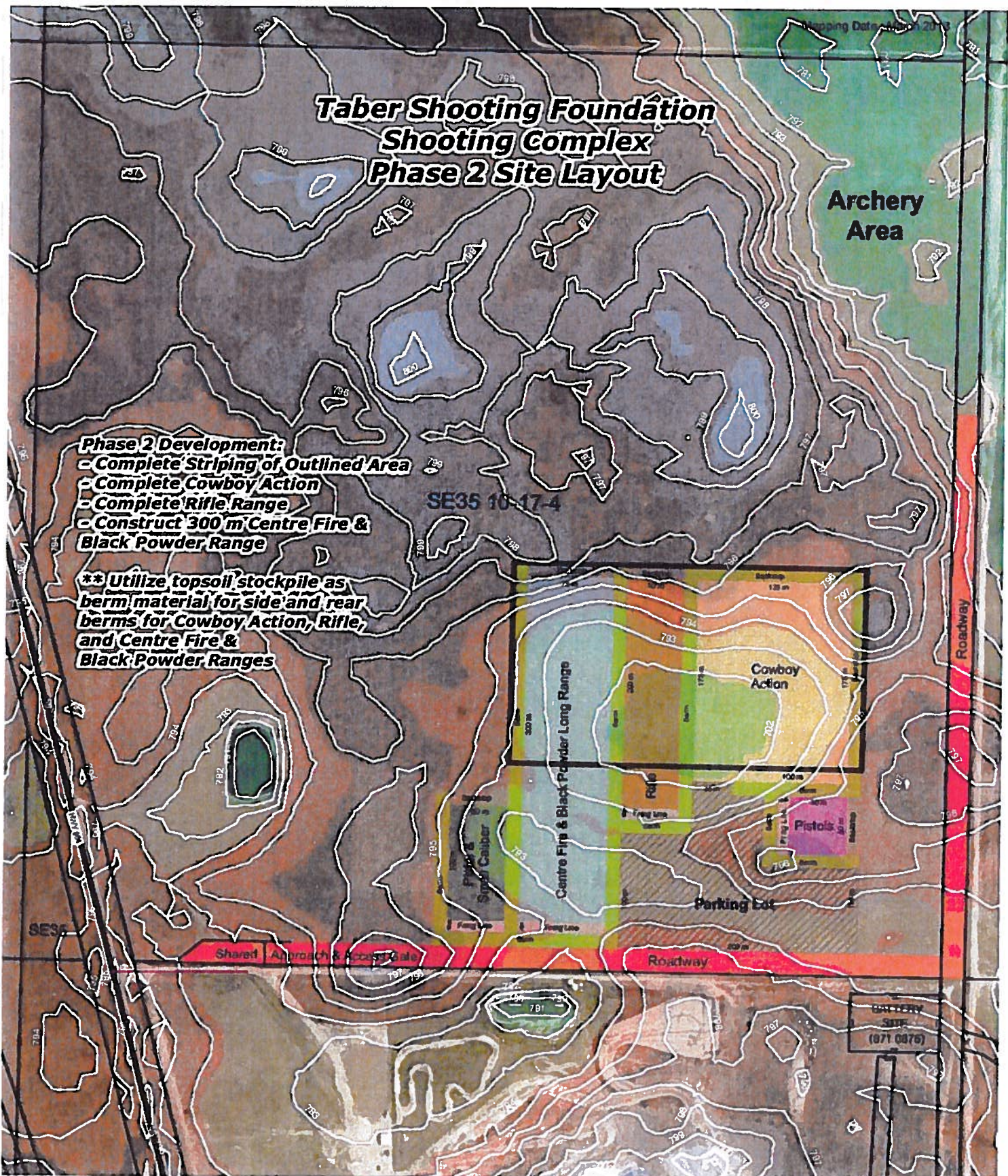
# Taber Shooting Foundation Shooting Complex Phase 2 Site Layout

Archery Area

- Phase 2 Development:**
- Complete Striping of Outlined Area
  - Complete Cowboy Action
  - Complete Rifle Range
  - Construct 300 m Centre Fire & Black Powder Range

**\*\* Utilize topsoil stockpile as berm material for side and rear berms for Cowboy Action, Rifle, and Centre Fire & Black Powder Ranges**

SE35 10-17-4



## **Site Plan Drawings and Project Staging cont'd**

### **Phase 3**

1. Additional soil stripping of 200 meters to accommodate 600 meter rifle range. Utilization of surplus topsoil within berms.
2. Construction of Center fire and black powder 600 meter range, 200m rifle range and cowboy action shooting range as per RCMP range design and construction guidelines.
3. Construction of trap shooting portion of range. Stripping and leveling as necessary to accommodate range. Stormwater drainage patterns to be maintained.
4. Excavation of soil within 'cut' areas of the stripped lands and within backstop embankments as necessary to construct berms to range design requirements. As this area is entirely a 'cut' area all excavated soil to be stockpiled in a manner which would be land formed to enhance and accentuate the natural undulating topographic gradients of the existing landscape.
5. Grading as per stormwater drainage plan.
6. Seeding of suitable approved native grasses on berms and within the final 200 meter portion of the 600 meter range as well within the trap shooting range.
7. The Phase 3 site layout is demonstrated in the following map.

# Taber Shooting Foundation Shooting Complex Phase 3 Site Layout

Archery Area

Trap

**Phase 3 Development:**  
- Complete 600 m Centre Fire & Black Powder Range Outlined  
- Complete Trap Facility Outlined

SE35 16-17-4

Centre Fire & Black Powder Long Range

Cowboy Action

Pistols

Parking Lot

Shared Approach & Access Gate

Roadway

Roadway

EMERGENCY SITE (871 0875)

## **Site Plan Drawings and Project Staging cont'd**

### **Phase 4**

1. Topsoil Soil stripping of dry camping / parking area. Utilization of surplus "B" and "C" horizon soil as necessary to grade area for drainage into water feature. Excess topsoil will be utilized within the dry camping area .
2. Soil from "Cut' areas to be moved to 'fill' areas as necessary to enhance and accentuate the natural undulating topographic gradients of the existing landscape within the dry camping area and within adjacent areas.
3. Grading as per stormwater drainage map. Existing drainage patterns to be maintained.
4. Seeding of suitable approved native grasses within the dry camping area. Native tree species to be planted to accentuate water feature.
5. Installation of toilet facilities to be provided by way of holding tank. Private sewage disposal discussed in subsequent sections of this area structure plan.
6. The Phase 4 site layout is demonstrated in the following map.

# Taber Shooting Foundation Shooting Complex Phase 4 Site Layout

Archery Area

Trap

SE35 10-17-4

**Phase 4 Development:**  
**-Complete Dry Camping/Parking Area Outlined**

**\*\* Utilizing Stormwater Retention  
as a Water Feature**

Dry Camping Area

Centre Fire & Black Powder Long Range

Cowboy Action

Pistols

Parking Lot

Shared Approach & Access Gate

Roadway

Roadway

BATTERY SITE  
(871 0876)

## **Soils Analysis and Sewer System**

The purpose of a soils analysis for a typical area structure plan would be to determine soil stability and its ability to accept a septic system.

As this area structure plan does not envision the need for private septic disposal systems and as such a soils analysis will not be undertaken.

Septic disposal at this site will be limited to a holding tank system.

Although the use of holding tanks as a means for septic disposal is generally discouraged within residential and commercial developments within the M.D. of Taber the seasonal nature of the facility combined with the infrequent and intermittent recreational use characterized by this development should not create effluent volumes of sufficient quantity to be of serious financial concern to the developer.

Disposal of the waste will be by way of a local private septic disposal operator who has the authority to dispose of private septic waste generated within the M.D. of Taber at the M.D. of Taber Grassy Lake Waste Water Lagoons located at NW 22-10-13-W4.

## **Identification of Other Hazards or Environmentally Sensitive Areas**

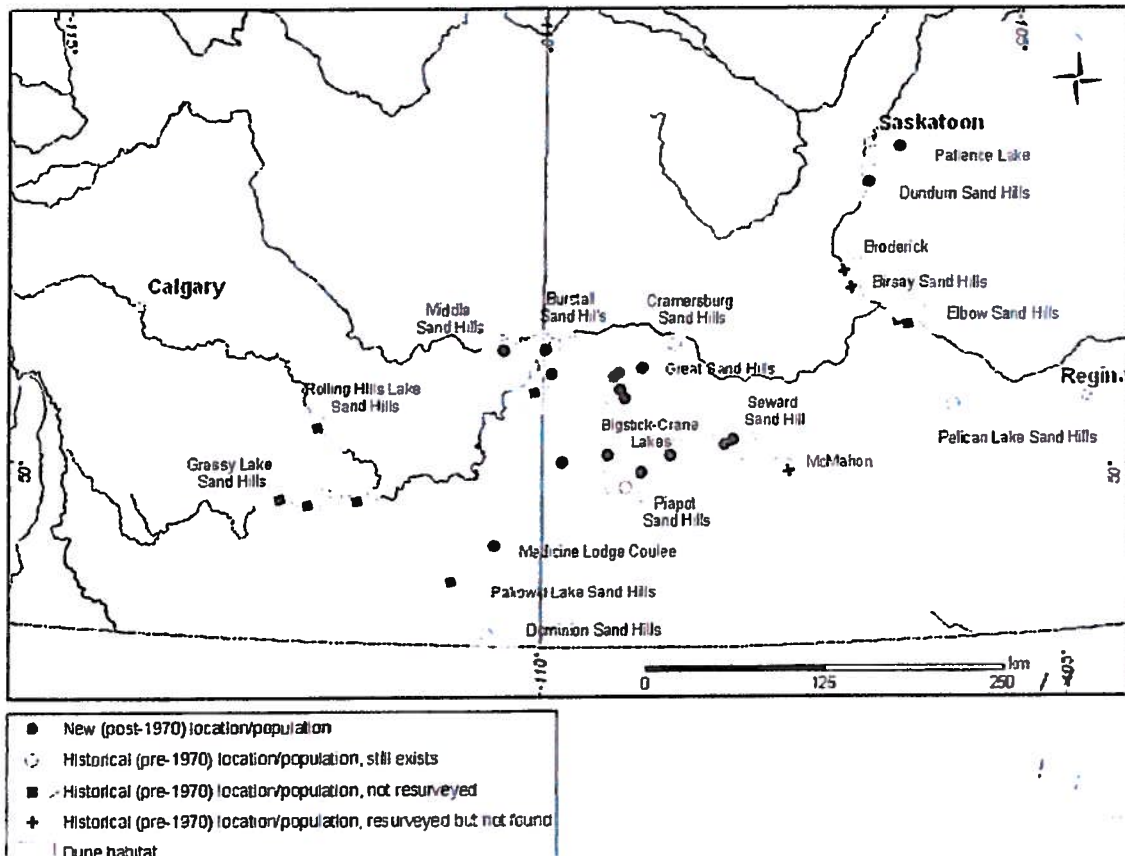
SE 35-10-17-W4 is located within the "Barnwell Dunes" regionally significant area as defined within the February 1988 report "Environmentally Significant Areas in the Oldman River Region – Municipal District of Taber" prepared by Cottonwood Consultants Ltd. for Alberta Forestry, Lands and Wildlife and the Oldman River Regional Planning Commission.

As identified within the report the Barnwell Dunes are of regional significance within which the lands may include native and mixed grassland and sand dune terrain, active sand blowouts, rare plants including *Chenopodium subglabrum* (goosefoot) within Section 30 – 10 – 14 – W4, feeding area for rare birds of prey and nesting burrowing owls within Section 35 – 10 – 18 – W4 and a Prairie Falcon feeding area.

The 1988 report identifies that a small population of *Chenopodium Subglabrum*, a rare plant in Canada, exists within the Barnwell Dunes area. According to the Sustainable Resource Development report "Species Assessed by Alberta's Endangered Species Conservation Committee: Short List" this plant species is not listed as a 'species at risk' in Alberta. The *Chenopodium Subglabrum* is identified as a "Threatened Species" within the Federal Species at Risk Act. 'Threatened Species' is defined as a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction.

Attached below is a map indicating the last identified location of Goosefoot within the Barnwell Dunes according to a 2006 Report prepared by the Committee on the Status of Endangered Wildlife in Canada. According to the map provided within the report it appears as if these plants were identified within the lands west of SE 35-10-17-W4.

No information exists to indicate that this plant species is present within the subject lands.



No information pertaining to the identification of active Burrowing Owl nesting sites within SE 35-10-17-W4 has been identified in species at risk information available to the M.D. of Taber.

Adjoining lands to the north, east and south of this property have been disturbed. The property to the north and east are cultivated farmland used by the Town of Taber and are irrigated with waste water effluent. The property to the south contains a motocross track along with significant disturbances related to the oil and gas industry. No knowledge as to whether an environmental impact assessment was undertaken prior to the breaking of these lands was undertaken by the owner or the occupant.

### Roadways and Access Points

Roadway access into the property to be by way of shared access with adjacent Taber Motocross Track from Highway 864.

Authorization to utilize the current approach is included within the attached letters from the Town of Taber (landowner) and the Taber Motocross Association (leaseholder).

A shared approach utilizing the existing stacking area within the NE 26 would eliminate the need for an additional road approach adjacent to the current access to the Motocross Facility.

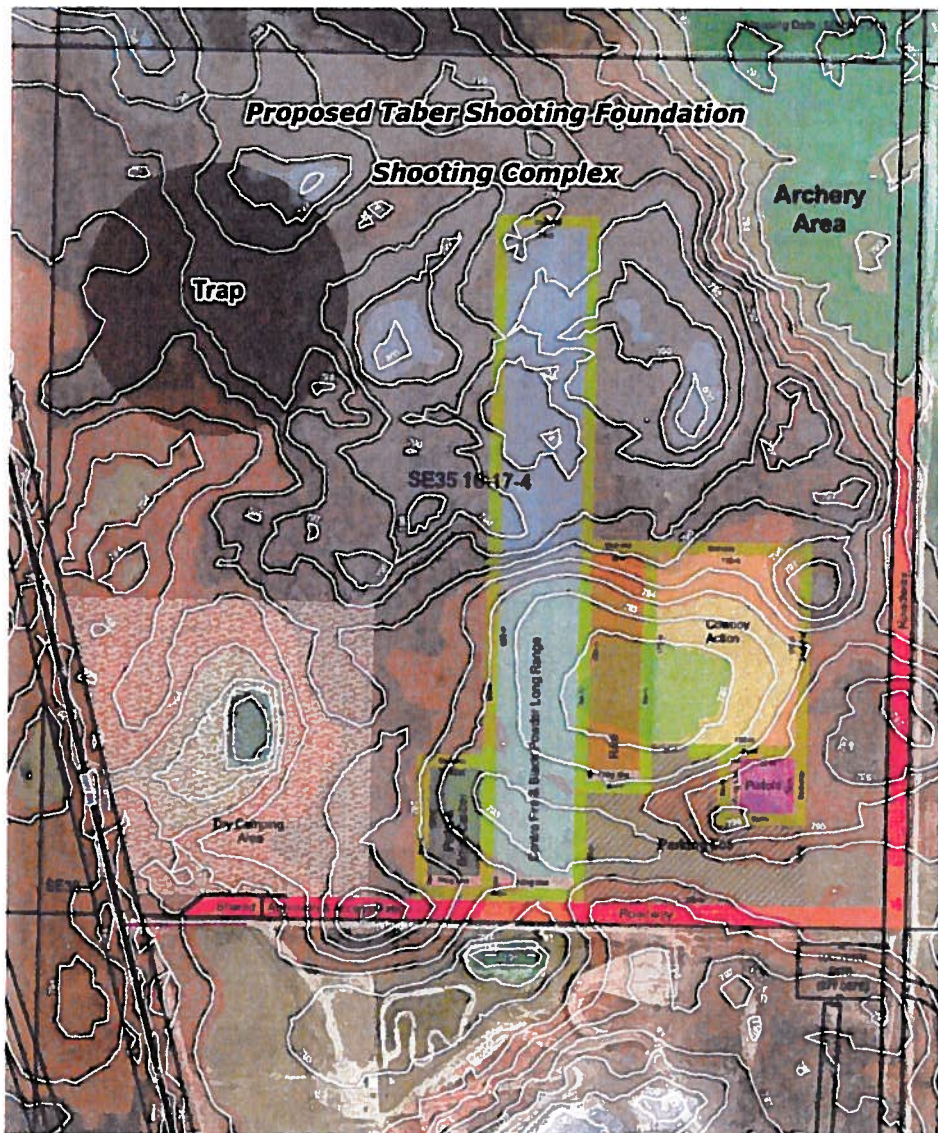
A keyed access only gate will provide security to the facility as well as limit access to qualified range officers only.

It is the intent of the Taber Shooting Foundation to require all members to become qualified range officers. A range officer must be present before any shooting activities may be undertaken.

Access to the range will be restricted by a wire perimeter fence and warning signs.

Shared Approach access is demonstrated on the following map.





## Contour and Surface Drainage

Through construction and final design the current drainage patterns are to be maintained. Drainage ponds located within SE 35 will be expanded to facilitate any additional flows. The drainage pond on NE 26 will not be expanded. The Drainage channel between NE 26 and SE 35 to be cleaned and re-graded to ensure any unexpected flows will be able to be sufficiently captured within SE 35.

Soils within the property, according to the Alberta Soil Classification Index are described as; orthic brown, coarse loamy fluvial material within an undulating, inclined landscape characterized by sandy skeletal (panukan), sandy (Cavendish) or fine loamy (Chin) soil.

The infiltration rate of BV1 / Fu 4-3 soil is estimated at between 100 to 200 millimeters per hour in thawed condition. Frozen soil surfaces can completely prevent infiltration.

It is expected that the collective runoff volumes from the range development will be negligible during average or above average rainfall periods. The high infiltration rate of the sandy loam soil combined with the relatively flat slope of the range floor will combine to reduce stormwater runoff volumes.

As an additional assurance that additional stormwater flows will not be created the range floor will be constructed as a sloped plane of less than 1% slope that will be characterized by a series of successively receding flat surfaces separated by a small berm constructed every 100 meters. These small terraces will extend the entire length of the ranges and are expected to reduce the rate, timing and volume of any runoff within the range in the event of high moisture events. The 6" high by 2' wide berms will create microbasins within the range area that will retain water for a sufficient period to allow natural soil infiltration to capture stormwater.

A pond is located on NE 26 within the motocross track property directly south of the proposed range facility. This pond currently captures runoff from both the NE 26 and SE 35.

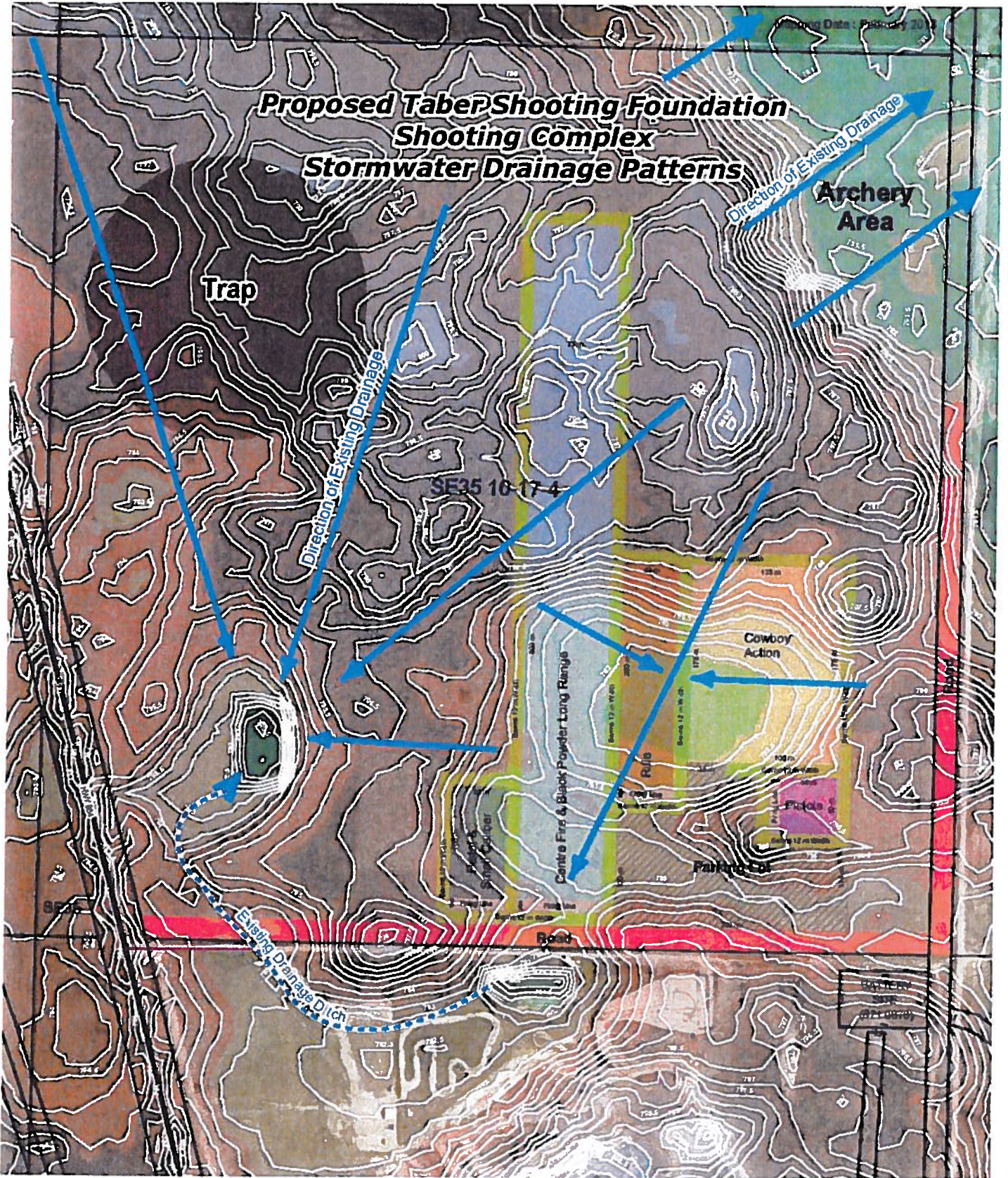
A pond is located in SE 35 within the range facility lands. This pond currently captures runoff from both NE 26 and SE 35. The pond on NE 26 is connected by a swale and ditch to the pond on SE 35.

No new infrastructure will be constructed however the pond within SE 35 will be cleaned along with the ditch / swale infrastructure by excavation to their original design elevations. Both the ditch / swale as well as the pond have been subject to erosion of their banks by the movement of livestock over the years which has created impediments to drainage and has reduced the potential volume of stormwater that may be held within the structures.

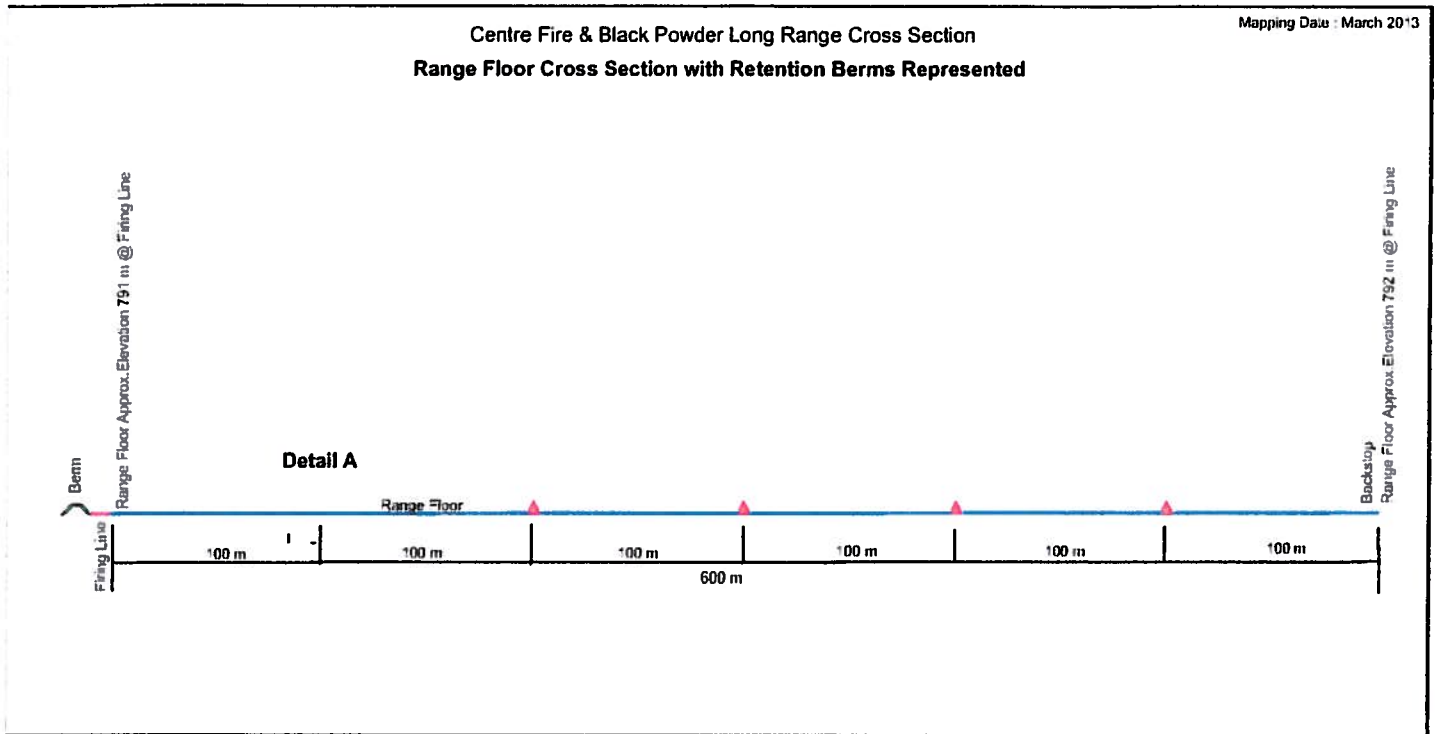
The current surface topography and by extension the drainage pattern is demonstrated on the attached diagram.

The floor design is demonstrated on the following attached diagram.

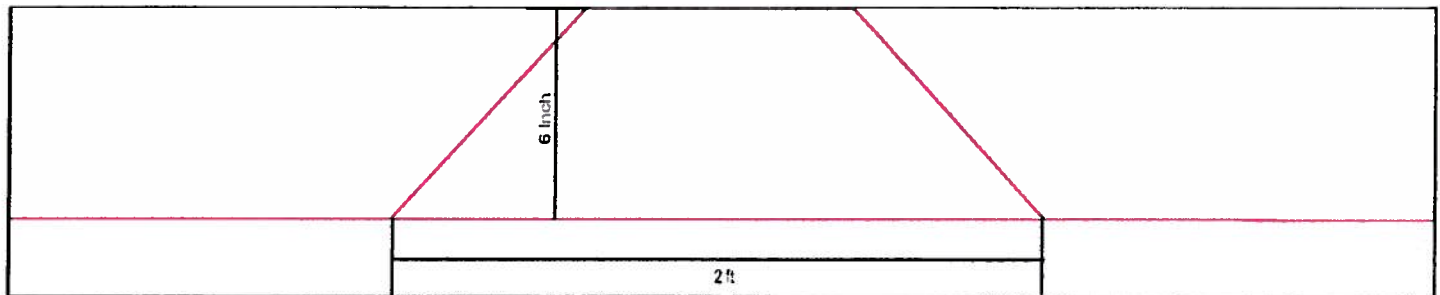
Soil information derived from: <http://res.agr.ca/cansis/publications/surveys/ab/ab82h/index.html>



## Range Floor Contour and Berm Design – Micro-Basin Layout



### Detail 'A' – Cross Section of Retention Berms within Range Floor



## Safety Issues to be Addressed

The proposed range will meet the strict guidelines for 'Standard' range design as contained within the "RCMP Range Design and Construction Guidelines" (Guidelines) and will provide for a measure of safety for sport shooting enthusiasts that is presently not available in the Municipal District of Taber for those participating in this sport. The final range design will be reviewed and approved by The Province of Alberta's Chief Firearms Officer.

As indicated within the Guidelines "All safety issues raised in these guidelines are based upon the underlying premise that the range users are competent shots, operating within normal human and equipment limits. There are no provisions in these guidelines to account for unacceptable random or wild firing".

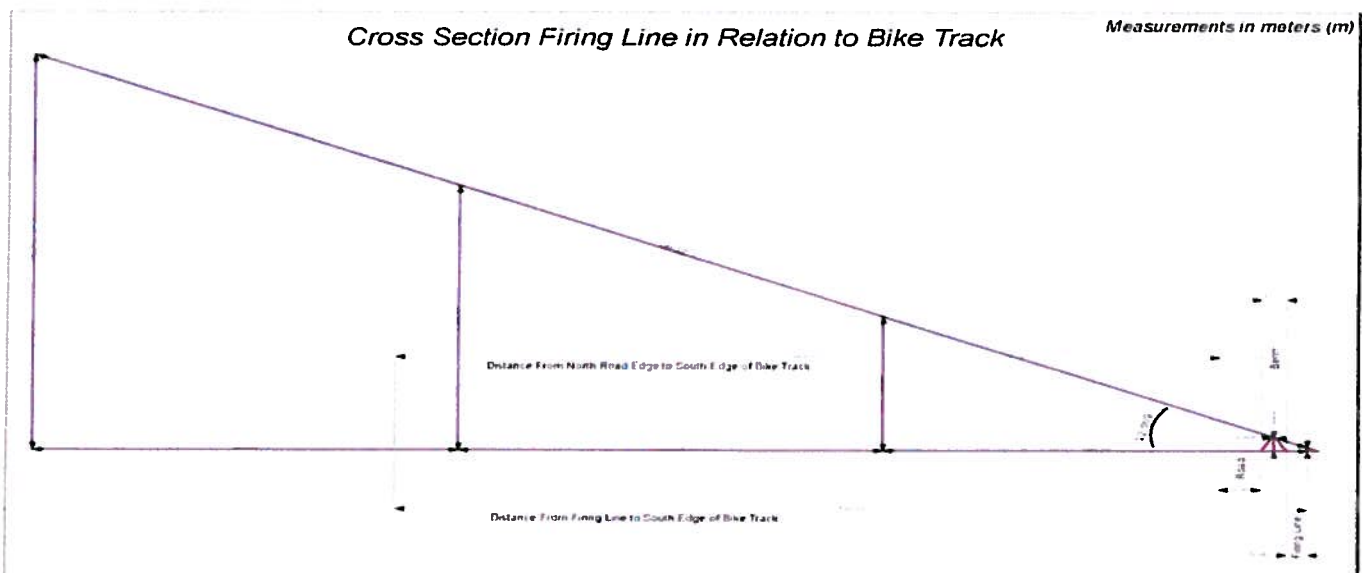
The dimensions and shape of the safety area template incorporated as part of the 600m shooting range orientation is designed to accommodate the projectile fired from a .338 Lapua Magnum cartridge. The designated safety area template is approximately 4100 meters long by 600 meters wide as measured from the firing line. The other ranges include: 100m pistol / small caliber - .223 template, .357 Magnum and 9mm templates, 50 m pistol - .357 Magnum and 9mm templates, 200m rifle - .338 Lapua Magnum template, cowboy action - .357 and 9mm parabellum templates. All range templates would provide the maximum template area available for area constraints and would seek to provide accommodation for as many calibres as possible for the range.

Due to the proximity of oil and gas facilities within the range template areas coordination between the Taber Shooting Foundation and oil and gas companies will need to be undertaken in the event that exploration or maintenance operations result in the occupancy of a site within the range template area for an extended period of time.

Range safety criteria to be established as part of the range authorization process established by the RCMP through the guidelines. Safety criteria includes the development of a Range Safety Plan, establishment of range rules and procedures by the Taber Shooting Foundation, the provision for trained range officers to be present at all times when shooting activities are underway and the requirement for all users of the range to comply with range safety guidelines.

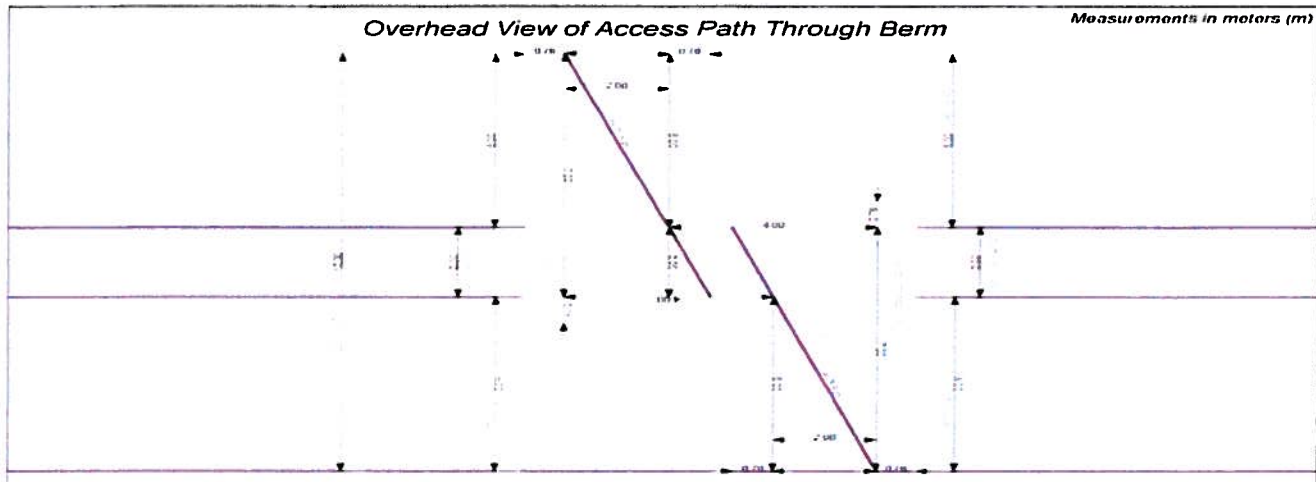
### Proximity to Motocross Track

The range will be oriented towards the north  $180^{\circ}$  from the adjacent motocross track. The firing line will have a 8 meter high berm constructed behind the firing range to eliminate the risk of accident discharge entering directly into the motocross facility to the south as demonstrated in the following cross section:



## Design for Access through Berms at Firing Line

The design will incorporate accesses into the range facility that will eliminate any projectiles from the exiting the range area. Construction of accesses which incorporate right angles and which make it impossible for projectiles to leave the range area at an elevation less than the minimum berm height as demonstrated in the following diagram:



## Down Range Safety Area Templates

Field firing outdoor ranges can have different configurations, dependent on the planned shooting activities. The ranges within this facility are configured in accordance with standard rifle and handgun ranges with in combination with backstops as well as the natural depression area as an existing natural topographical feature.

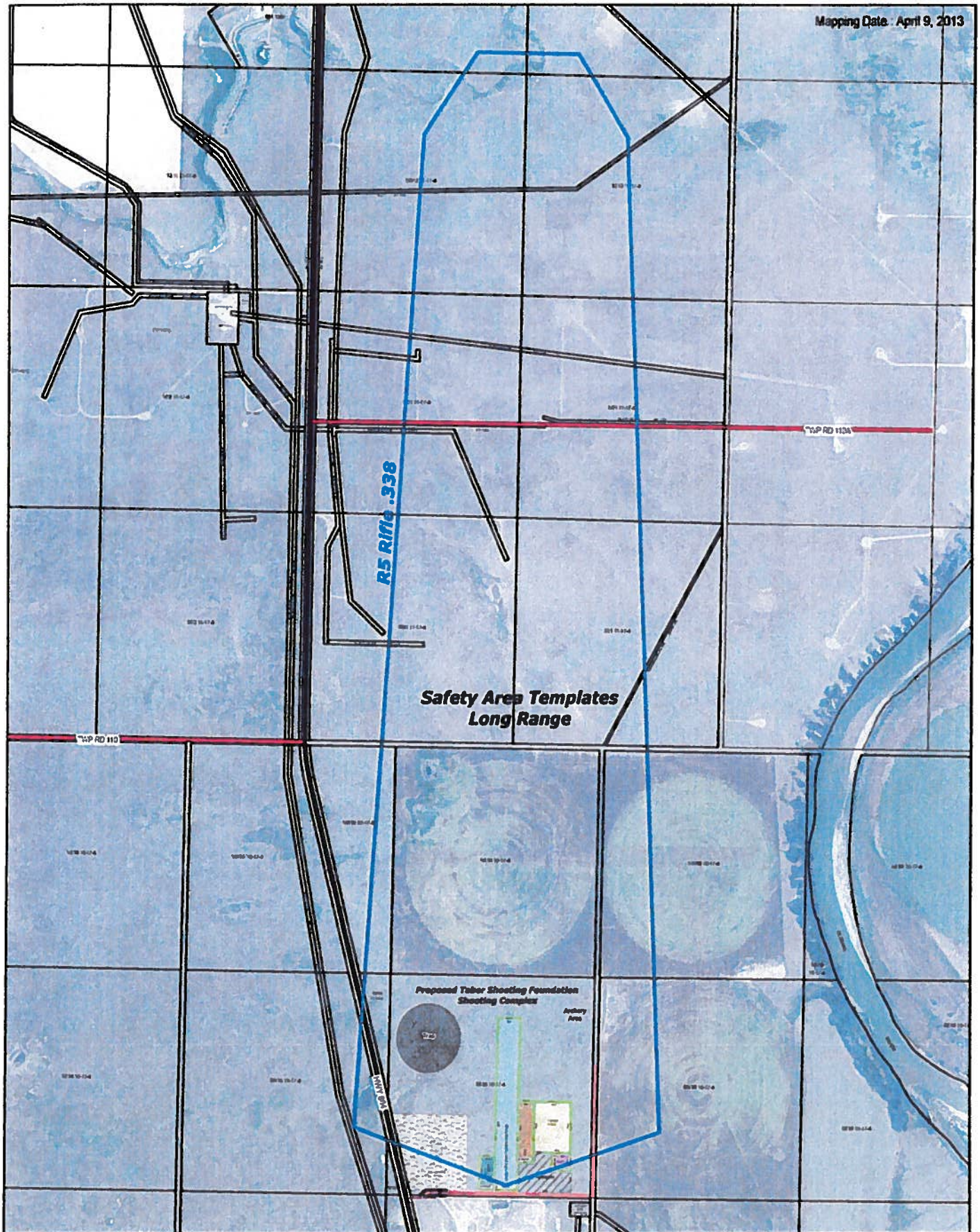
Safety area templates are used to determine the necessary safety area for range designs and which represent the ground area designed to contain overshoot bullets and ricochets generated from a single shooters firing point under conditions which are considered to be representative of normal range use. Each range has within the attached diagram a calibre appropriate field firing safety area template which demonstrate a field firing safety area under maximum variability conditions possible.

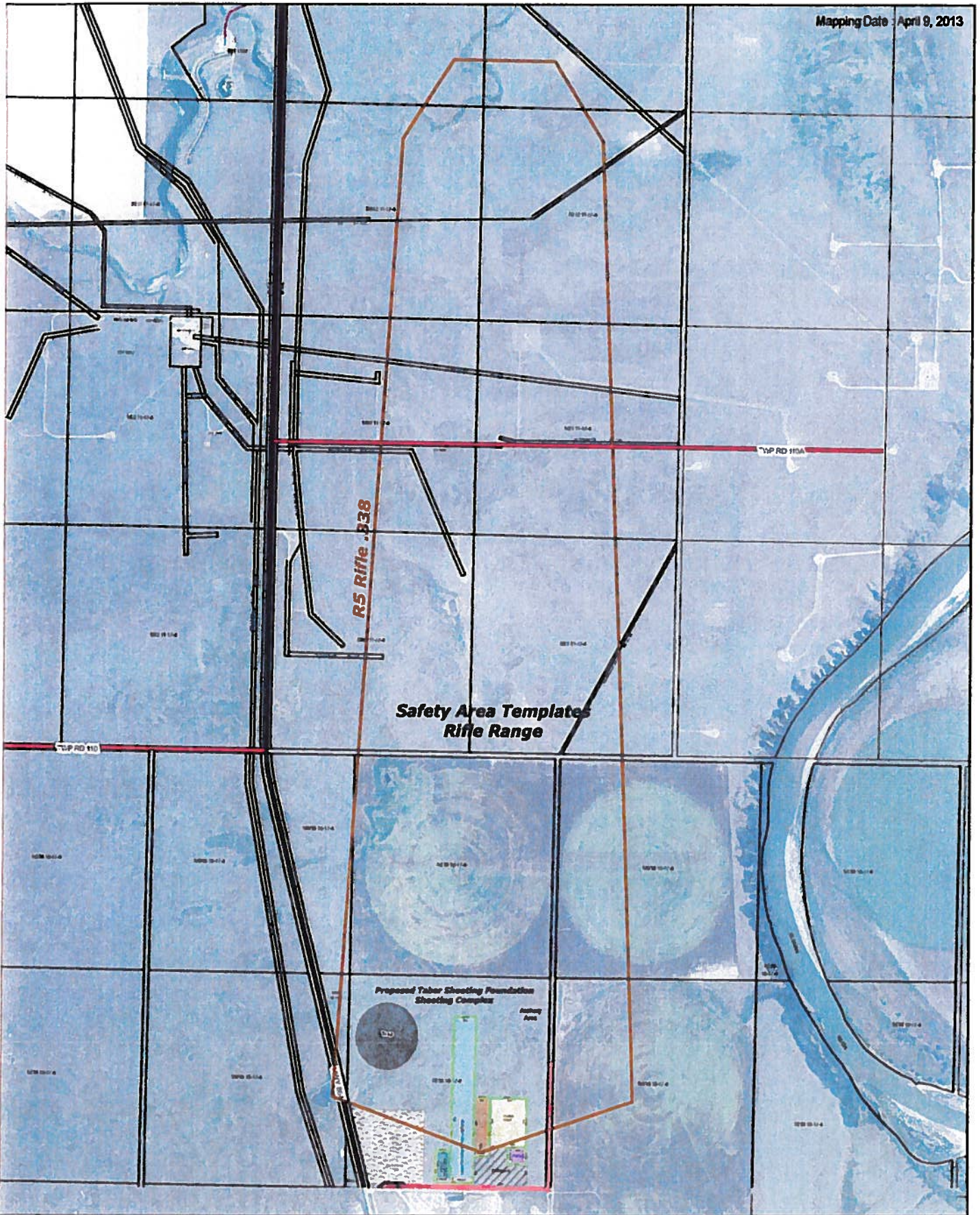
Safety areas cannot overlap onto areas of human habitation or regular human activity. For the purpose of definition 'human habitation or regular human activity' are defined within the RCMP Guideline as "the presence of dwellings, buildings, businesses or human activity sites (ie public campground) that are used on a regular basis when the range is in use.

The amount of human activity permitted in the safety area while the range is operating is determined by a number of factors: likelihood of overshoots and ricochets, average frequency of range use and normal quantity of ammunition being fired, planned duration of the human activity within the safety area, location of the planned human activity within the safety area, topography and other related factors of the safety area.

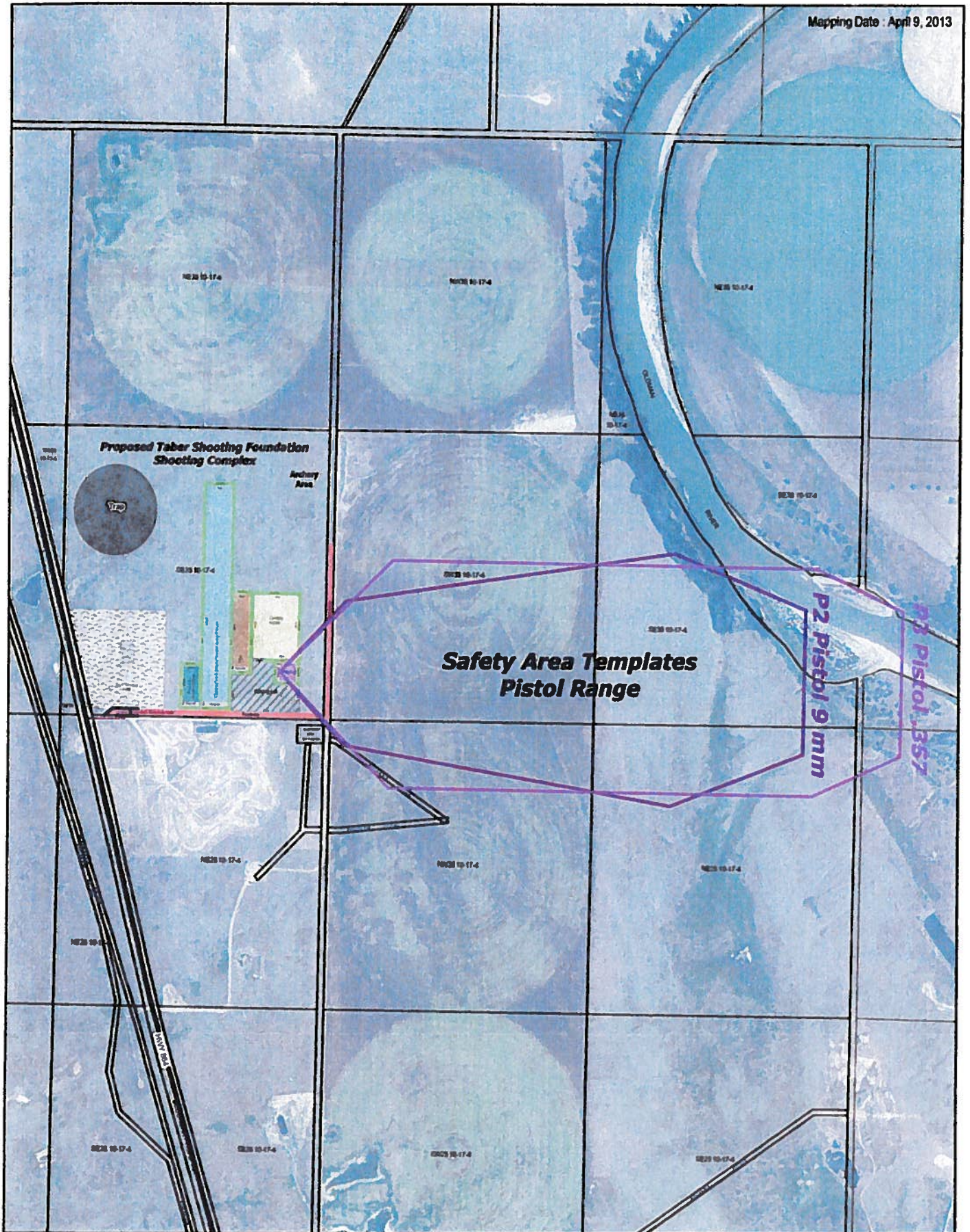
It is the opinion of the developer that due to the orientation of this range the human activity within the safety area is extremely limited. Engineering controls including overhead baffles at the firing line to reduce the possibility of overshoots, and ricochet traps in front of the firing line to reduce ricochets from leaving the range will provide an added measure of safety.

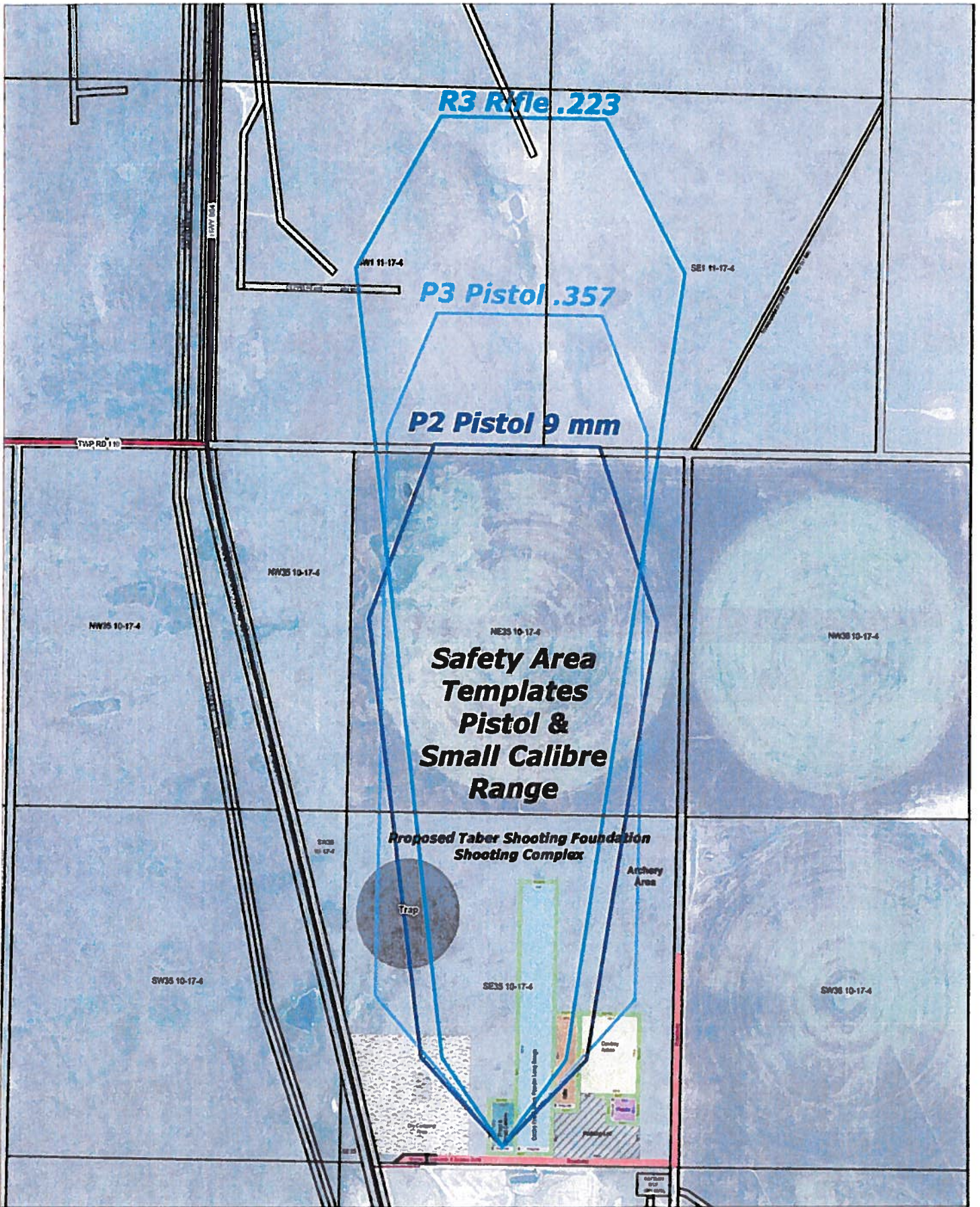
Aerial photographs demonstrating the safety area template for each range are attached on the following pages.













## **Landscaping and Appearance**

The applicant is dedicated to preserving the aesthetics of the natural prairie landscape while utilizing topography and terrain to reduce costs of construction.

All reclamation activities within the project area will include the planting of native species common to the site.

Following construction and reclamation of the range facility it should not be apparent save for the presence of an access road, gate, dry camping area (phase 4), signage and fences that a range facility is present from the adjacent highway.

## **Utilities and Services**

Electrical services to be provided by Fortis.

Digital gate and range video data from the security gate and range cameras to be stored at a secure offsite location.

Internet connection to secure data storage site via CCI Wireless.

## **Architectural Controls**

Typically architectural controls are related to residential or commercial development and are used to provide uniform guidelines and regulations within a subdivision with respect to ensuring that individual building design and finishes conform to established standards within a development area.

Buildings or structure maximum size and setbacks constructed on the site to comply with the Municipal District of Taber Land Use Bylaw.

Buildings on the site projected for the future may include storage facilities, club house, washrooms and building facades (used on the firing line for action shooting).

Temporary structures such as tents may be occasionally utilized at the range during match events.

## **Population Density**

As residential development is not a part of this project the area structure plan criteria for population density does not pertain to this project.

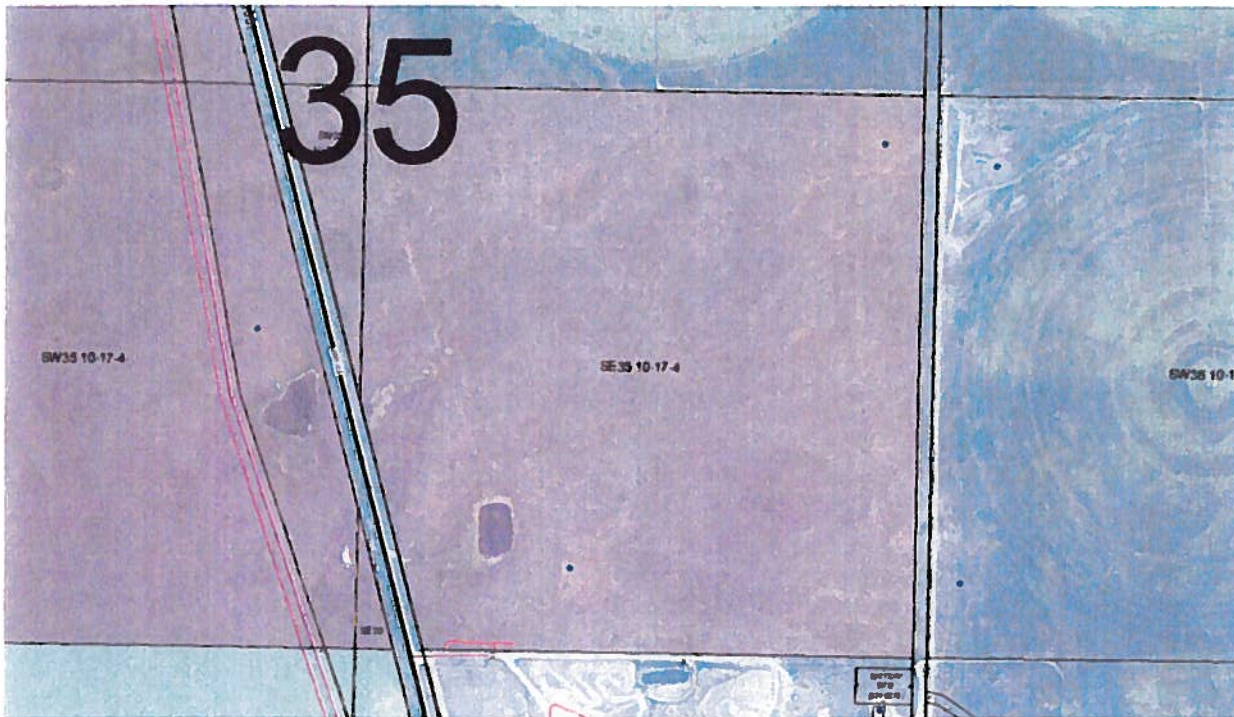
## **Domestic Water**

Domestic water provided at the site to be supplied during summer seasons by way of cistern or holding tank.

## **ERCB Information on Oil and Gas**

An amended Municipal Government Act Subdivision and Development Regulation came into force on November 1, 2012. The new provisions deal with accommodating abandoned wells during subdivision and development. Provisions within Section 4 of the Regulation along with the Energy Resources Conservation Board Directive 079 provide for the identification of abandoned wells as information requirements of the Subdivision Authority.

As per this requirement please note within the following map the location of two abandoned wells on within SE 35-10-17-W4.



## Land Use Agreement

Pursuant to the Shooting Clubs and Shooting Ranges Regulation (SOR/98-212) a Land Use Agreement between the Taber Shooting Foundation who will be the operator and the M.D. of Taber must exist as the range facility and range safety areas must be controlled by the Range Operator.

The agreement in principle would be governed by the following considerations:

An agreement between the Taber Shooting Foundation and the M.D. of Taber would be entered into. Lease agreements will specify;

1. Typical contract provisions including length of term, options to renew lease between the TSF and the M.D. of Taber.
2. Provision for subleasing agreements to be entered into between the TSF and individual clubs who will operate a number of ranges within the facility.
3. Requirement for shooting club to contribute on a per member basis to TSF insurance applicable to the TSF facility.
4. Remit a check off on a per member and per event basis to the TSF to provide for operating, maintenance, reclamation and capital costs related to the facility.
5. Outline the process of approval by TSF for range improvements conducted by the leaseholder.
6. Outline the process for event notification to TSF, access for members, conduct of members, requirement for incident reporting, requirements for range officer training etc.

As the Taber Shooting Foundation's Bylaw No.1 provides basic governance guidelines to enable the operation of the Foundation this principle would be supported within the agreement.

Included in the bylaw are provisions which ensure that majority governance of the Foundation remains in the control of local citizens – a requirement for the public use of property owned by the M.D. of Taber. The Bylaw also provides for a Municipal District veto on all decisions of the Foundation including Bylaw adoption or amendments as well as policies adopted by the Foundation to ensure fairness and equity to local citizens.

All independent organizations that enter into lease agreements with the Taber Shooting Foundation for the operation of shooting ranges within the facility will be subject to a termination of their lease if the organization adopts practices or policies which materially impact the ability for local citizens to participate within the ranges

operated by the organization in question, or if operational practices, policies or bylaws are adopted which favor the operation or use of a facility by individuals or organizations from outside of the municipality.

Sublease agreements with organizations operating shooting ranges within the Taber Shooting Foundation facility will be required between the Taber Shooting Foundation and the club operating the range.

### **Attached information Applicable to this Area Structure Plan**

1. Letter from Town of Taber (owner) regarding sharing access approach and stormwater drainage proposal – Appendix 1
2. Chief Provincial Firearms Officer – Letter of Support – Appendix 2
3. Taber Shooting Foundation Article of Incorporation – Appendix 3
4. Taber Shooting Foundation Bylaw No. 1 – Appendix 4
5. Taber Shooting Foundation Range Rules – Appendix 5
6. RCMP Range Design and Construction Guidelines – Appendix 6

Appendix 1



A - 4900 50 ST TABER, AB CANADA T1G 1T1  
TELEPHONE (403) 223-5500 FAX (403) 223-5530

RECEIVED  
M.D. OF TABER

May 2, 2013

MAY 15 2013

MD of Taber  
B - 4900 50 St  
Taber, AB  
T1G 1T2

REEVE _____	COUNCIL _____
AGENDA _____	FINANCE _____
D.P.O. _____	GIS _____
AG _____	ASSESSOR _____
OFFICE _____	D.P.I. _____
DEV _____	FILE _____

Attention: Mr. Derrick Krizsan, Municipal Administrator

Dear Mr. Krizsan,

**RE: Proposed Shooting Complex**

In response to the letter dated April 15, 2013, and in follow up to your presentation to Council on April 22, 2013, we are pleased to advise that Council of the Town of Taber at their Regular meeting of April 22, 2013, made the following resolutions:

*"RES.152/13 MOVED by Councillor Tams that Council authorizes Administration to provide a letter to the MD of Taber, as it relates to the proposed Shooting Complex facility indicating the Town agrees in principle with the concept and location of the facility.*

**CARRIED UNANIMOUSLY"**

*"RES.153/13 MOVED by Councillor Tams that Council authorizes Administration to provide a letter to the MD of Taber, as it relates to the proposed Shooting Complex facility indicating the Town supports improvements to the storm water management system servicing the area.*

**CARRIED UNANIMOUSLY"**

*"RES.154/13 MOVED by Councillor Tams that Council authorizes Administration to provide a letter to the MD of Taber, as it relates to the proposed Shooting Complex facility indicating the Town supports share use of the existing access road off Highway #864 that currently services the Motocross Track facility.*

**CARRIED UNANIMOUSLY"**



RECEIVED  
M.D. OF TABER

May 2, 2013

MAY 15 2013

MD of Taber  
B - 4900 50 St  
Taber, AB  
T1G 1T2

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**CARRIED UNANIMOUSLY"**



Thank you for taking the time to make the presentation to Council. We look forward to any and all future communication regarding this project and wish you success.

Yours truly,

A handwritten signature in black ink, appearing to read 'T. Greg Birch'.

T. Greg Birch, RPP, MCIP  
Chief Administrative Officer

**RCMP**



## CANADIAN FIREARMS PROGRAM

Office of the Chief Firearms Officer  
Alberta and the Northwest Territories  
#720 10909 Jasper Avenue  
Edmonton, AB T5J 3L9

19 March 2013

Taber Shooting Foundation  
C/O Morgan Rockenbach  
PO Box 118  
Wrentham, AB. T0K 2P0

**Re: Proposed Shooting Range**

Dear Sir(s),

Thank you for the information you have forwarded to me respecting a proposed range North West of the community of Taber AB in the MD of Taber.

The description of the land you provided me is SE ¼ of 35, 10-17-4. Along with the drawing(s) you provided me I also reviewed the proposed site in the 7<sup>th</sup> Edition of the Canadian Gas Plant Atlas, on Google Maps / Satellite and on Map Sheets of the National Topographic Map System and visited the site with yourself and other members of your group the 25<sup>th</sup> of July 2012.

I did not observe anything in the way of structure, facilities or features that would clearly preclude the development of a range on the proposed site. As long as the range were built in accord with any applicable Federal Regulations and using the RCMP Range Design and Construction Guidelines as previously provided to you and discussed, this site would likely be suitable for a Shooting Range.

Please keep in mind that this office continues to be willing to help your group with the design and planning of the facility as is appropriate.

Please feel free to contact me at any time.

Yours truly,

Patrick Welsgerber  
Acting Firearms Agent



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada 1867

**RCMP**



## CANADIAN FIREARMS PROGRAM

Office of the Chief Firearms Officer  
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Patrick Weisgerber  
Acting Firearms Agent



Royal Canadian Mounted Police  
Gendarmes royales  
du Canada

Canada

RECEIVED  
APR 16 2012  
Corporate Registry

CERTIFIED TRUE COPY OF RESOLUTION

Societies Act

I hereby certify that the following special resolution was passed at a duly convened meeting of the members of the MD OF TABER COMMUNITY AWARENESS ASSOCIATION on March 13, 2012, namely:

BE IT RESOLVED that the Society change and alter its objects in order to abandon certain of its stated objects and in order to include certain objects as follows:

1. Deleting and abandoning the object of "To encourage and foster and develop the prevention of crime in the MD of Taber."
2. Deleting and abandoning the object of "To promote awareness and education regarding drugs and drug safety in the MD of Taber."
3. Deleting and abandoning the object of "to promote the awareness, education and practice of safety from crime in the MD of Taber."
4. Including and adding the object of "To promote the sport of recreational shooting."
5. Including and adding the object of "To promote the safe use of firearms and archery in the MD of Taber."

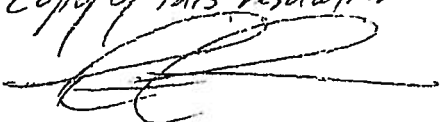
And that any Director of the Society do be and hereby is authorized and directed to execute and deliver appropriate documents with Alberta Registries in order to effect and complete the change of objects.

Given this 13 day of March, 2012.

MD OF TABER COMMUNITY AWARENESS ASSOCIATION

**CERTIFIED COPY**

Per: Ben Elfring  
Ben Elfring, Chairman

*Certify this to be a true copy of this resolution*  


FILED 102  
APR 16 2012  
Registrar of Corporations  
Province of Alberta



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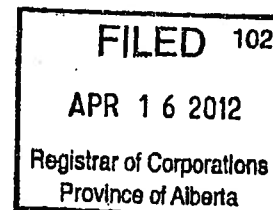
Given this 13 day of March, 2012.

MD OF TABER COMMUNITY AWARENESS ASSOCIATION

**CERTIFIED COPY**

Per: Ben Elfring  
Ben Elfring, Chairman

*Certify this to be a true copy of this resolution*





Articles of Amendment

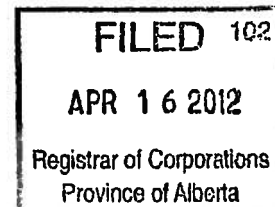
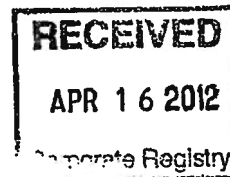
Business Corporations Act  
Section 29 or 177

1. Name of Corporation	2. Corporate Access Number
MD OF TABER COMMUNITY AWARENESS ASSOCIATION	5010601564

3. Item number 1 of the Articles of the above named corporation are amended in accordance with Section \_\_\_\_\_ of the Business Corporations Act.

THE NAME OF THE SOCIETY IS AMENDED TO BE:

TABER SHOOTING FOUNDATION



*Richard W. Sugden*  
Authorized Signature  
(applicable for societies only)

Richard W. Sugden  
Name of Person Authorizing (please print)

2012/03/13  
Date

\_\_\_\_\_  
Identification  
(not applicable for societies)

\_\_\_\_\_  
Solicitor  
(title (please print))

This information is being collected for the purposes of corporate registry records in accordance with the Business Corporations Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.

**CORPORATE ACCESS NUMBER: 5010601564**

**Alberta**

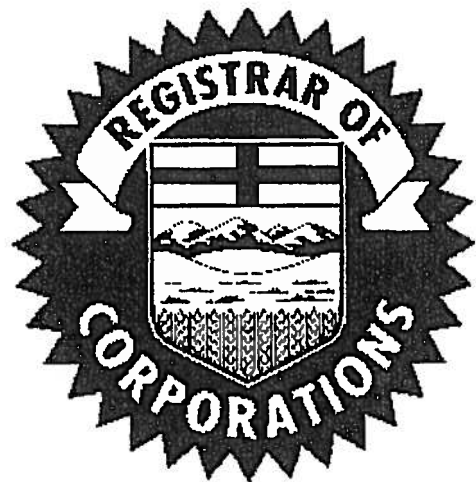
**SOCIETIES ACT**

**CERTIFICATE**

**OF**

**AMENDMENT**

**MD OF TABER COMMUNITY AWARENESS ASSOCIATION  
CHANGED ITS OBJECTIVES. THE NEW OBJECTIVES WERE REGISTERED ON  
2012/04/16.**



## Appendix 4

### Taber Shooting Foundation

#### BYLAWS

##### NAME

1. The name of the Society shall be the Taber Shooting Foundation and is hereinafter referred to as the "Club".

##### AUTHORITY FOR ESTABLISHMENT AND OPERATION

2. The Taber Shooting Foundation is established and registered under the authority of Corporate Registry of Alberta as a Society.
3. The Club may make bylaws and policies pertaining to the operation of the Club in the manner prescribed within this Bylaw.

##### PURPOSE

4. The Taber Shooting Foundation is dedicated to the promotion of firearm and archery shooting sports.

##### AFFILIATION

5. The Club may affiliate with Provincial/National Clubs or Associations organized for a similar purpose and may enter competitions which are considered by the Executive Committee to create a competitive interest in shooting.

##### MEMBERSHIP

6. a. Membership in the Club is required to participate as a member and to access Club facilities.
  - i. No firearms shall be discharged at any Club range unless a Certified Range Safety Officer is Present at that range.
  - ii. Only certified Range Safety Officers will have range access keys.
- b. The following types of membership are authorized under the provisions of the Club Bylaws;
  - i. **REGULAR.** Open to all persons that are not prohibited from owning or using firearms under Federal or Provincial laws. The spouse or children under 18 years of age of a Regular Member in good standing, actually residing in the same household as the member, are entitled to make use of the Club Range facilities when in the company of the member.
  - ii. **LIFETIME HONORARY.** Memberships under this category may be given to individuals who have shown themselves worthy of such an honour through long term service to the Club and Community.
7. Membership year shall run from 01 January to 31 December of each year.
8. Memberships are issued by the Membership Committee under the direction of the Executive Committee in the form prescribed by the Club and in accordance to conditions established by the Club.
9. Regular members will be a minimum age of 18 years.
10. The Executive Committee has the power to refuse a membership, based on conclusive evidence of the individuals past actions for a period up to and including 2 calendar years. Upon a completion of a 2 calendar year membership refusal, any extensions of refusal of membership shall be voted on at either an Annual General Meeting or a Special Meeting.

##### EXECUTIVE COMMITTEE (Directors & Officers)

11. The Executive Committee shall be composed of Regular members as follows.



Taber Shooting Foundation

**BYLAWS**

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**EXECUTIVE COMMITTEE (Directors & Officers)**

11. The Executive Committee shall be composed of Regular members as follows

- a. *PRESIDENT*. Elected and approved by the membership.
- b. *VICE PRESIDENT*. Elected and approved by the membership. (A second Vice President may also be elected and approved)
- c. *SECRETARY*. Elected and approved by the membership.
- d. *TREASURER*. Elected by the membership or hired by the executive.
- e. *DIRECTORS*. (Minimum of 5) 3 – appointed by member associations, 2 – elected by the membership.
- f. *MUNICIPAL DISTRICT OF TABER REPRESENTATIVE* – Appointed by the Council of the Municipal District of Taber.
- g. The majority of the Executive Committee shall be made up of individuals who reside within the geographic boundaries of the Municipal District of Taber.

#### TERMS OF REFERENCE

- 12. *PRESIDENT*. The President shall:
  - a. Coordinate all activities of the Club, in accordance with Club Bylaws,
  - b. Plan and call Executive and General Meetings,
  - c. Ensure members meet membership regulations as outlined in the Bylaws,
  - d. Liaise with Municipal authorities and Law Enforcement as required,
  - e. Liaise with other shooting organizations/personnel as required,
  - f. Endeavour to fill Executive and Committee vacancies as they occur, in an acting capacity until the next election of the Executive,
  - g. Attend any Sub-Committee meetings called and if necessary, present and discuss any problems or items of interest concerning the Club,
  - h. Shall co-ordinate all Range improvements, modifications and maintenance as required.
  - i. Act as one of the signing authorities for the expenditures of the Club.
  - j. Ensure that all meeting notifications and correspondence is completed in accordance with Club bylaws and policies
  
- 13. *VICE PRESIDENT*. The Vice President shall:
  - a. Assume the duties of the President in his absence,
  - b. Performs only those duties and responsibilities assigned to him by the President, and
  - c. Act as one of the signing authorities for the expenditures of the Club.
  - d. Contact the Club membership to assist in maintenance of Club facilities when required.
  - e. Conducts or co-ordinates training for Range Safety Officers in the Club and submits those names to the President.
  - f. Ensures that instructions in regard to safety are maintained and provided to new members and the aims of the Club are met,
  - g. Arranges for maintenance and repair of range equipment as necessary
  - h. Recommends to the Secretary, applications for conveyance permit if local police authorities require permits to be directed through the Executive,
  - i. Ensures that the competition rules and regulations adopted by the Club are universal in nature and that visitors to or from other clubs or associations are not confused and thus possibly create a safety hazard,

- j. Controls the activity schedule so that an adequate balance between practice and competitive shooting aspects exists within the Club,
- k. Issues schedules and notices as required to the members,
- l. Organizes matches or invitational matches involving other clubs or associations to promote the aims of the Club

14. *SECRETARY*. The Secretary shall:

- a. Be responsible to the President for the completion of all Club correspondence,
- b. Serve on the Executive Committee,
- c. Keep minutes of all meetings and if unable to attend, arrange a replacement to keep an accurate record which will then be added to the Secretary's Record of Minutes and be available for the next meeting to the membership,
- d. Maintain a current membership list that will be available to the Executive and Directors.
- e. Maintain the membership email and address directory

15. *TREASURER*. The Treasurer shall:

- a. Act as one of the signing authorities for the expenditures of the Club.
- b. Be responsible for the control and maintenance of all Club funds,
- c. Maintain financial records of all income and expenditures concerning the Association and make them available when requested by the membership,
- d. Control a Petty Cash Float of \$500 for miscellaneous expenditures without the requirement for approval of a general membership vote,
- e. Ensure that any request by a member of the Club or the Executive for funding to put on events that will benefit the Club, has prior to dispensing funds a detailed, written explanation how the funds are to be spent.
- f. Ensure that all federal, provincial and municipal taxes are paid as required by their due dates,
- g. Ensure that all insurance that is required is paid by their due date,
- h. Ensure that all annual returns as required are paid by their due date.

16. *DIRECTORS*: The Directors shall:

- a. Act as a member of the Executive of the Club.
- b. Act as a voting member of the Club Executive.
- c. Assist in the operation of the Club as directed by the Executive Council.
- d. The appointed representative from the Municipal District of Taber shall act as a Director.

**ELECTIONS**

17. Members of the Executive shall be elected (and in the case of Directors, approved) by a simple majority vote of Regular members in good standing present at the Annual General Meeting, to serve during the following membership year.

- a. A Year shall be defined as the period from January 1 to December 31 of each calendar year.
- b. Election of the Officers shall be as follows;
  - i. The President of the Club shall be elected for a two year term in each even numbered year.

- ii. The Vice President of the Club shall be elected for two year term in each odd numbered year.
    - 1. Except in the first year of establishment of the Club where the Vice President will serve for a 1 year term beginning in 2012.
  - iii. The Secretary shall be elected for a one year term each year.
  - iv. The Treasurer shall be elected for a one year term each year.
  - v. 2 Directors shall be elected for a one year term by the membership at large.
  - vi. 3 individuals shall be appointed by the following organizations to serve on the Executive of the Club as Directors:
    - 1. One Director from the Taber Fish and Game and the Vauxhall Fish and Game Associations
    - 2. One Director from the Taber Pistol and Revolver Club
    - 3. One Director from the Taber Archers and Bowhunters
  - vii. The Municipal District of Taber representative shall be appointed to the Executive by the Council of the Municipal District of Taber on an annual basis.
    - 1. The Municipal District of Taber may appoint an alternate member to attend in the absence of the appointed member.
- d. No member of the Executive shall be paid for performing their duties.
- e. Members of the Executive Committee shall be elected by a simple majority vote of Regular members in good standing present at the Annual General Meeting.
- f. Members may serve on the Executive for 3 consecutive terms if they wish to stand for re-election annually and then must stand down for one calendar year.
- g. Executive members shall be subject to a recall vote if it is felt by the membership that their actions or performance has harmed or is detrimental to the operation of the Club.
- i. A recall petition is valid provided it is;
    - 1. Signed by 35 regular members in good standing,
    - 2. That the petition states the reason why the recall of the executive member(s) is necessary,
    - 3. That it clearly states the names of the Executive member(s) subject to the recall petition.
  - ii. A General meeting of the membership shall be convened to vote on any recall petition received by the Executive within 35 calendar days from the date that the petition is presented to the Executive.
    - 1. A "Notice of Meeting – Recall Vote" shall be provided to the body of the membership in the manner prescribed within Section 22 of this bylaw.
  - iii. A vote by the membership in attendance at the meeting shall be conducted to either accept or reject the recall petition in the manner prescribed within Section 29 of this bylaw.
  - iv. If the petition for recall is accepted by majority vote by the membership in attendance at the meeting convened to hold the recall vote a vote to replace the recalled executive member(s) must be conducted at the same meeting.
  - v. The Municipal District of Taber representative is not subject to any recall vote.
  - vi. Any member of the Executive recalled as a result of a recall petition that is accepted by the majority of club members in accordance with 17(g)(iv) above shall not be eligible for re-election or re-appointment to any position on the Executive of the Club for a period of 1 year.

## **SUB-COMMITTEES**

18. The Executive may establish a Sub-Committee for any purpose it deems necessary. The Executive shall determine the Sub-Committee's terms of reference (mandate), budget and term.
  - a. All Sub-Committees shall be chaired by a Chairman who shall be elected by a simple majority vote of Regular members in good standing present at the Annual General Meeting, to serve during the next Calendar year.
  - b. The membership of a Sub-Committee shall be elected by a simple majority vote of Regular members in good standing present at the Annual General Meeting and may consist of both Executive and Members at Large as determined by the Executive.
  - c. Members can serve for 5 consecutive terms if they wish to stand for re-election annually, and then shall stand down for one calendar year.
  - d. Sub-Committee's may consist of:
    - Rifle
    - Pistol / Revolver
    - Cowboy Action Shooting
    - IPSC
    - Archery
    - Rimfire
    - Black Powder
    - Range Infrastructure Improvements
    - Range Maintenance / Stores
    - Website / Newsletter
    - Public Relations
    - Membership
    - or any other purpose designated by the Executive
  - e. The Sub-Committee shall only exercise that authority granted to them by the Club as outlined within the Terms of Reference for the Sub-Committee by the Executive which shall be approved by majority vote of the Club at an Annual General Meeting or a General Meeting as duly convened.

## **MEETINGS**

19. The Annual General Meeting shall be conducted before February 28 annually.
20. General Meetings may be held quarterly or as determined by the Executive Committee.
21. Executive Meetings or Special Meetings shall be called as necessary by the President in consultation with the Executive Committee.
22. All meetings shall be announced through the local media 30 days in advance or 8 days in advance by email to each member. A notice of all meetings shall include the proposed agenda along with the date, time and location of the meeting.
  - a. Meeting notifications shall be posted on the Club Bulletin Board located at the Club range.
  - b. Meeting notifications shall be made to members. Notifications shall be made by email to the last known email address provided by the member.
  - c. It is the responsibility of each member to maintain their current email address with the Club Secretary for notification purposes. The Club shall not be responsible for email notifications that are not received by any member as a result of old or deficient email addresses.
  - d. A member in good standing may attend any General Meeting, Executive Meeting or Special Meeting as follows:
    - i. A member may attend and vote on any motion made at an Annual General Meeting, a General Meeting or a Special Meeting.
    - ii. A member of the Club who is not on the Executive may only attend the Executive meeting at the invitation of the President.

- a. A member who has been invited to attend an Executive meeting may not vote on any motion at an Executive Meeting.
  - b. A member of the Club who is not on the Executive may not speak at an Executive Meeting except at the request of the President.
- iii. A member of the Club who is not a member of a Sub-Committee may be invited to attend a Sub-Committee meeting by the Chairman of the Sub-Committee
- a. A member of the Club who is not a member of a Sub-Committee may not speak at Sub-Committee meetings except at the request of the Chairman.
  - b. A member of the Club who is not a member of a Sub-Committee may not vote on any motion at a Sub-Committee meeting.

#### QUORUM

23. The Quorum for an Annual General Meeting, a General Meeting or Special Meeting shall be 25 Regular members in good standing.
24. The Quorum for an Executive Meeting shall be a majority of the Executive Officers which shall mean 50% of the executive membership plus one member of the executive.

#### ESTABLISHMENT OF CLUB POLICY

25. The Executive Committee may present Policies pertaining to the operation of the Club to the body of the membership of the club for adoption.
26. Policies do not become official until adopted by vote by the body of the membership at an Annual General Meeting, a General Meeting or a Special meeting in accordance with Section 29 of this Bylaw.

#### ESTABLISHMENT OF CLUB BYLAWS

27. The Executive Committee may present Bylaws pertaining to the operation of the Club to the body of the membership of the Club for adoption.
28. Bylaws do not become official until adopted by vote by the body of the membership at an Annual General Meeting, a General Meeting or a Special meeting in accordance with Section 29 of this Bylaw.

#### VOTING

29. All issues to be voted on shall be decided by simple majority vote of those present at the meeting with a Quorum of Regular members present with a simple show of hands. During the election of the Executive, if requested by a member of the Club and sustained by a majority of the members in attendance voting may be by secret ballot. Honorary members shall not have voting privileges. Voting by proxy is not allowed.
- a. The Municipal District of Taber representative may take any motion put forward at any meeting to the Council of the Municipal District of Taber for consideration, and may subsequently issue a veto on any vote on any motion to adopt a motion, bylaw or policy made by the Club executive or membership.
    - i. The Municipal District of Taber representative to the Club executive shall be granted a 'motion to postpone' on any motion put before the Executive or membership of the Club until the next Executive, Special or General meeting of the membership until after the Council of the Municipal District of Taber has considered the motion. The Council may direct the MD of Taber representative on the Club executive to issue a veto vote on the motion so postponed.
  - b. Should a veto be issued by the Municipal District of Taber representative on behalf of the Council of the Municipal District of Taber the reason for the veto shall be recorded in the minutes of the Annual Meeting, Special Meeting, General Meeting or Executive meeting.
  - c. Any motion vetoed by the Municipal District of Taber representative on behalf of the

Council of the Municipal District of Taber cannot be made again for a period of 30 days.

- d. The Municipal District of Taber representative may request any motion accepted by the body of the membership made in the absence of the Municipal District of Taber representative to be re-tabled for a vote by the body of the membership.

#### **ADOPTION OR AMENDMENTS TO BY-LAWS**

30. Any proposal to adopt or amend a Bylaw shall be by notice in writing posted on the Club Bulletin Board and by notification to each regular member in good standing by either telephone, electronic (email) or by regular mail at least thirty (30) days prior to a General Meeting where the Executive Committee shall put any resulting resolutions to an immediate vote for approval in principle. Voting shall be in accordance with Section 29 of this Bylaw. Bylaws can only be amended by a majority vote of the Club members in attendance at any meeting.
  - a. Any bylaw or bylaw amendment accepted by the majority of the members of the Club does not come into effect until it is approved by the Council of the Municipal District of Taber.
  - b. The Club President shall forward to the Council of the Municipal District of Taber any bylaw or bylaw amendment accepted by the Club for approval of the Council with a request for Council review and approval.
  - c. Should the bylaw or the bylaw amendment not be accepted by the Council of the Municipal District of Taber the bylaw or bylaw amendment shall have no force or effect on the Club, and the bylaw or bylaw amendment shall be deemed to have not been adopted or amended as may be the case. The Minutes of the Club shall indicate that the bylaw or bylaw amendment was not approved by the Municipal District of Taber Council.

#### **DISCIPLINE AND GENERAL CONDUCT**

31. Any Range incidents or accidents must be reported to the Club Executive immediately. Safety infractions will be dealt with by the Club Executive on a case by case basis. The Club Executive may suspend range privileges of any Club member involved and may or may not notify the Provincial Chief Firearms Officer and local police depending on the severity of the incident.

#### **MEMBERSHIP REVOCATION**

32. Following a majority vote by the Executive any member of the Club may have their membership cancelled because of actions clearly detrimental to the interests of the Club.
  - a. A member who is subject to membership cancellation may appeal the decision at the next scheduled Executive Meeting. The individual whose membership has been revoked has the right to submit a written appeal to the Club Executive who shall review the appeal letter and who will be solely responsible to determine whether to uphold or overturn the membership revocation.

#### **MEMBERSHIP SUSPENSION OR RESIGNATION**

33. Members of the Executive, Directors, Range Safety Officers and Assistant Range Safety Officers may immediately suspend any member for committing an unsafe act. Members who are suspended for an unsafe act by a person delegated by the Club to make such determination must immediately leave the Club range. Such suspension will remain in force pending review of the circumstances by the Executive Committee. Suspension for other reasons may only be directed by the President and will be subject to review by the Executive Committee.
34. Regular members wishing to resign need only to notify a member of the Executive verbally at any time.
35. Keys to the range and membership cards remain the property of the club and shall be surrendered on notification of resignation or suspension or revocation of membership.

#### **RESIGNATION OF EXECUTIVE OFFICERS**

36. For a number of reasons, it is sometimes necessary for Executive Officers to submit their resignation prior to completion of their term of office. It is important that such vacant positions be filled expediently in order that the effectiveness of the Executive Committee is

not undermined.

37. The following procedures shall apply:

- a. As the position of President is an elected position and approved by the membership, written resignations shall be required with an explanatory memo to the Vice President.
- b. When the President submits his resignation prior to expiration of the normal term of office, the Vice President shall automatically become President on an interim basis until it is possible to hold a General Meeting and elect a new President.
- c. Resignation of other members of the Executive; If the Vice President becomes the Interim President as indicated above or if the Vice President or other Executive Officer submits his/her resignation prior to the expiration of the normal term of office, the Executive Committee shall select an eligible and willing replacement to fill that position on an interim basis until it is possible to hold a General Meeting for the purpose of electing a new Executive Officer.
- d. The process of replacing resigning Executive Officers shall be recorded in the minutes of the Executive Committee.

#### **FINANCES**

38. The financial Control of the club shall be as follows:

##### **a. OPERATING BUDGET, EXPENSES, AUDIT OF ACCOUNTS**

- i. All money taken in by the Club shall be deposited with the Club Bank account and all purchases shall be made through that account shall benefit the Club.
- ii. All cheques for payment issued by the Club shall have two signatures. The Club President, Vice President and Treasurer shall be designated signing authorities.
- iii. The Treasurer shall submit a Financial Statement to the Executive at each meeting which shall include an accounting of all Club funds including expenditures, income, assets and liabilities and shall provide an Operating Budget for the current budget year and an Audited Financial Statement of the previous year's financial transactions at the Clubs Annual General Meeting.
- iv. The Treasurer shall complete the Society Annual Return and return prior to July 1 of each year.
- v. The finances of the club shall be audited by the Clubs auditor once a year, the audited financial statement to be presented at the Annual General Meeting. The Auditor shall be appointed at each annual general meeting by the body of the membership.
- vi. The Club shall not borrow money or incur debt.
- vii. For unforeseen purchases over \$500.00 that were not budgeted for in the annual budget, prior approval must be obtained from the Executive Committee on the recommendation of the President.

##### **b. REVENUE AND EXPENDITURES**

The finances of the Club shall be audited by an independent professional financial auditor at least once every 3 years or on the occasion of the change of Treasurer.

##### **c. PETTY CASH**

The Club may authorize one member of the Executive Committee to make purchases from a petty cash float which can be received from the Treasurer. Authorization is received by recording of the proposed holder and the amount of the petty cash float (\$500.00) in Club Minutes which are then submitted for approval at the next General Meeting.

##### **d. CONTROL OF CLUB OWNED PROPERTY.**

If a new Club stores person is appointed or volunteers, he/she shall meet with the previous stores person, bring the inventory up to date and report to the membership at the next General Meeting. The inventory shall be verified on a regular basis, any addition, deletion or loss shall be reported to the Treasurer as required. Temporary issues of inventory items in the Club will be carefully controlled.



e. **PROCEDURES FOR WRITE OFF OR DISPOSAL OF CLUB EQUIPMENT OR PROPERTY.**

Once an item has been deemed unserviceable and un-repairable or no longer required, the Club stores person shall submit a memo to the President outlining the description of each item, the quantity, the replacement cost and the reason for the write off. The President shall make recommendations and if the items are more than \$500.00 in value bring forward a request to the executive committee for their approval action on disposal. Upon approval of the request, an independent checker shall ensure that the items in question are disposed of/destroyed at the least financial loss to the Club. All Club members shall have first opportunity to purchase any items being disposed of by the Club following the advertising of the items to be disposed of upon the Club bulletin board.

f. **SIGNING AUTHORITY.**

The President, Vice President and Treasurer shall be signing authorities for the Club.

**COST OF MEMBERSHIP**

39. Membership Fees and membership structure for each forthcoming year shall be set at each annual General Meeting by vote by the general body of the membership of the Club and recorded in the minutes of that meeting.
40. Additional fees for Matches or Events as decided by the Executive and recorded in the Minutes are authorized.
41. A portion of every match fee charged for a shooting match that is conducted at any range on Club property shall be paid to the Club to pay for maintenance and operation of the range. This 'proportion of match fee policy' is to be established on an annual basis by the Club Executive.

**MEMBERSHIP IDENTIFICATION CARDS**

42. A membership card and range key will be issued to all members, and remain the property of the Club. A membership card or other satisfactory proof of membership in good standing, shall be produced at the Club range upon request by any member of the Executive Committee or designated Range Safety Officer. Any person failing to produce same may be required to forthwith leave the Range in the discretion of the Executive Committee member or Range Safety Officer.

**HOURS OF OPERATION**

43. The general hours of operation will be from dawn to dusk, 365 days a year unless a club activity authorized by the Executive Committee is planned outside these times or the range is undergoing maintenance and is dependent upon current / future Federal Firearms Regulations.

**CONDITIONS OF OCCUPANCY**

44. The Executive Committee is responsible for ensuring that:
  - a. All members register upon entry to the range,
  - b. All members of the Club shall take responsibility for general clean up duties after a practice/match of the range and club owned equipment. Users are responsible for ensuring all garbage and refuse is placed in garbage receptacles provided,
  - c. Members shall ensure all building doors and gates are secured when the range is being vacated, and
  - d. The gate shall be locked during normal usage unless an organized match is in progress.
  - e. Members shall accept full responsibility for all expenses caused by loss, negligence, vandalism or misuse of Club property.

**INSURANCE**

45. The activities carried on within the Club shall be insured through the insurance offered by the National Firearms Association or a Registered Insurance Company. The Treasurer shall ensure that each member as well as the Executive Committee and directors are covered. Fees for the purchase of insurance shall be taken from club funds.

## REPORTS AND RETURNS

46. The Club shall maintain detailed records of its activities for use by the membership or external audit if required. Detailed records shall be maintained concerning membership, expenditures, revenue and other Club activities by the Executive Committee. Fees for Annual reports to Corporate Registry and Revenue Canada if applicable shall be taken from club funds.

## ORDER OF BUSINESS AT MEETINGS

47. The list of items to be brought before a meeting is called the "Agenda". The sequence in which the items of business are arranged is called the "Order of Business".
48. The Order of Business for Executive, General Meetings or Special Meetings shall be as follows:
- a. Call to Order,
  - b. Attendance Count,
  - c. Reading of Previous Minutes,
  - d. Adoption of the Minutes,
  - e. Finance Report including details on all Club payables, receivables, assets and liabilities,
  - f. Reports of the Executive Officers,
  - g. Review of Correspondence,
  - h. Business arising from the previous minutes,
  - i. New Business,
  - j. Election of New Executive (if required)
  - k. Announcements, and
  - l. Adjournment.

## GUESTS

49. Guests, at the discretion of any member, after demonstrating a proficiency in the safe handling of firearms and willing to submit to the rules and regulations of the Club, will be permitted to attend a Club activity under the immediate supervision of a member.
- a. The term "Guest" is defined as an individual who is not a regular member of the Club who attends the Club facilities in the presence of a member in good standing.
50. A member may bring one guest or special interest group as an introduction to the range. Each "Guest" may attend the Club range once for introductory purposes. Persons designated as "Guests" wishing to participate in any further additional activities will be requested to purchase a membership.
- a. The Club may establish a fee for non-members.
51. A member is responsible for the actions of any guest accompanying them.

## COMPLAINTS AND SUGGESTIONS

52. Any complaints or constructive suggestions may be made in writing to the President for review and action as appropriate.

## PRIVATELY OWNED EQUIPMENT

53. The use of privately owned equipment will be permitted provided it is approved by the Executive.
54. Storage of personal material and equipment is not allowed at the Range except as approved by the Executive.

**RANGE SAFETY OFFICERS**

55. Range Safety Officers shall complete a recognised Range Safety Officer Course

**PERMITS**

56. Firearms Permits and Permits to convey firearms of any nature are the responsibility of the individual.

**SAFETY REGULATIONS**

57. Safety is the responsibility of all members. The Executive Committee may establish, revise and enforce Range Safety Regulations as are deemed necessary.

**DISTRIBUTION OF BY LAWS**

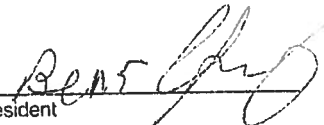
58. All members shall have access to the bylaws. Bylaws shall be available at the annual general meeting and posted on the range. Copies of the Bylaws will be available upon request from the Executive


**ASSOCIATION SEAL**

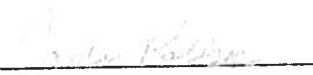
59. The Association has no requirement for a seal

**APPROVAL**

60. The above By-Laws are approved by a special resolution of the membership.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Date

## Appendix 5

**MD of Taber Sport Shooting Complex**  
**Operated by: Taber Shooting Foundation**  
**Range Rules (2nd Draft) April 18, 2013**

1) Shooting Hours

Shooting is allowed sunrise to sunset, 365 days a year except for required maintenance.

When tournaments are being held at the Range, it will be closed to members for regular range use for the duration of the event.

Shooting after sunset may be allowed during night shooting seminars or events, by the executive with written permission.

Ranges may be required to be closed if a site downrange within the safety template area is occupied for an extended period of time – ie for 'oilfield drilling or maintenance activities'.

2) All Federal and Provincial Regulations are to be observed at all times at the Range.

Failure to comply may result in eviction from and being banned from the Range, without refund of fees or dues.

3) No Hunting of Wildlife Allowed.

Anyone shooting at objects other than targets authorized by the club will be escorted off the Range.

4) All members in a vehicle must enter their PIN number upon arrival at the gate, not just the driver (when applicable). PIN number entry is permanently recorded as required by Federal regulations.

5) Members may host up to 2 guest shooters per day.

There is no fee for first time guest shooters. All subsequent visits will have a nominal fee of \$15. All non-shooting guests are the responsibility of the host member.

6) All shooters must produce their membership card upon request from any other member and must have it on their person.

7) Guests at matches and commercial guest customers have unescorted shooting privileges only on the ranges booked for the match or the commercial event. They are not allowed to shoot on other ranges without the supervision of a member.

8) All shooters must wear adequate eye and ear protection while on the firing line.

9) All shooters must have firearms encased or trigger-locked while transporting firearms to staging area before proceeding to firing line.

Firearms need to be unloaded, bolt open, breech open and pointed downrange whenever someone is downrange of the firing line.

- 10) Minor shooters (under 18 years of age) are welcome and encouraged.

All minor shooters must be under the direct, immediate and constant supervision of an adult while shooting and must otherwise be supervised and behave in a responsible and safe manner.

- 11) The consumption or possession of alcohol or drugs is not permitted within club boundaries while any portion of the Range remains open to shooting.

Anyone found in contravention of this rule, including shooters who have consumed alcohol immediately prior to arriving at the Range, or appear to be impaired from any source, may be permanently banned from the Range.

- 12) No smoking unless in designated areas.

No smoking or open flame in effect during fire bans.

- 13) Firearms not in immediate use are to be empty of all ammunition and magazines, and,

- a) in the case of long guns, stored with their actions open and visible in the racks provided or stored in a case.
- b) in the case of handguns, stored with their actions open and visible, in a case, or stored in a holster with hammer down.
- c) or stored in a locked vehicle, cased or out of sight.

- 14) All ranges require a common cease fire and a common firing line.

Shooters must not be positioned forward of other shooters on the firing line.

- 15) When two or more shooters are on a particular range, one must assume the responsibility of range officer, to declare cease fires and the resumption of shooting, following a check of the range. Shooters must get an "All Clear" signal from the range officer before going downrange to post, check or retrieve targets. The member acting as range officer is responsible to ensure that everyone on the line is following the "cease fire" and other range commands and is maintaining a common firing line. Any individual may call 'Cease Fire' at any time.

- 16) All shots are to be made at the target directly in front of the shooter's firing position. No shots are to be made at angles across the range, as this poses a ricochet and safety hazard. Shooters wanting to shoot at a different target stand/distance must move to a firing position which provides the required stand/distance immediately to the front of that position.

- 17) Cartridge restrictions per Federal regulations: .50 BMG are **Prohibited**.

Tracer, incendiary and armour piercing ammunition is **Prohibited**.

- 18) Shotgun/Trap Range(s)

- a) Only shotguns firing lead birdshot are to be used on the shotgun/trap range(s)
  - b) Shotguns firing shot may only be used on the shotgun/trap range(s). Shotguns may be patterned, using lead shot only, on the designated patterning board. Shotguns using shot must not be fired at target stands. Shotguns firing only slugs may be shot on the rifle range(s).
  - c) Only clay targets and other approved Sporting Clay targets are to be used on the shotgun range(s).
  - d) Shot shell restrictions: Lead shot only, maximum shot shells to be size US # 7½ (0.095"), 2¾" in length, 1 1/8 ounce shot maximum.
- 19) Pistols are to be shot on the pistol range(s) only.
- 20) Drawing and firing a loaded handgun from a holster must be done in a safe manner and with the greatest care at all times. The handgun must be loaded and unloaded only at the firing line.
- 21) Handguns in holsters not in immediate use on a firing line must be unloaded of ammunition and/or magazines.
- 22) When moving forwards and backwards to a firing point pistols must be continuously pointed downrange.
- 23) Archery Range Rules: Firearms must not be discharged on the archery range- archery only.
- a) Broadheads are only allowed at designated Broadhead backstops.
- 24) All trash and spent ammo must be picked up before leaving the range.
- 25) Human silhouette targets must be removed from the range when finished shooting.
- 26) Dogs and pets prohibited on all ranges.
- 27) All targets shall be removed from the backstops upon completion of shooting.
- 28) All range users shall pick up all refuse and materials (targets, cartridge brass, shotgun hulls, etc.) and leave the range clean for the next person.
- 29) Targets shall be placed on target backboards, not on the support posts or frames.
- 30) No vehicles are permitted on ranges without permission from the Chair or Property Chair.
- 31) Special activities or events and range closures shall be authorized only by the Executive.
- 32) When there is a special shooting event at a range, that range is closed for all other shooting activities until the event is over.

- 33) The main gate must be locked immediately upon entering and exiting except when there are special shooting events.
- 34) ALL MEMBERS AND GUESTS ARE REQUIRED TO FOLLOW THESE RULES AT ALL TIMES, NO EXCEPTIONS. ANYONE DISREGARDING THESE RULES WILL BE REQUIRED TO LEAVE THE RANGE IMMEDIATELY, AND MAY BE SUBJECT TO FURTHER ACTION OR SANCTIONS AS DETERMINED BY THE TABER SHOOTING FOUNDATION EXECUTIVE.
- 35) ANY ACTS OF ILLEGAL, DANGEROUS OR IRRESPONSIBLE USE OF RANGE FACILITIES, OR ACTS OF VANDALISM OR DESTRUCTION OF PROPERTY, WILL RESULT IN IMMEDIATE AND PERMANENT REVOCATION OF MEMBERSHIP AND BANNISHMENT FROM TABER SHOOTING FOUNDATION PROPERTY, AS WELL AS CRIMINAL CODE, FIREARMS ACT AND CIVIL CHARGES.

**Exceptions:**

The following exceptions are allowed for special organized groups within TSF while they are holding formal competitions, practice sessions, or firearms education courses, all under the direct control of their respective Range Officer(s)/Instructor(s) for the entire time. Examples of these groups include Sporting Clays, Silhouette, Cowboy Action, Swiss Rifle, IPSC, IDPA, NRA. These exceptions are not allowed for the general membership during casual shooting. Targets may include steel targets with special permission and special conditions of usage.

- a) Rifles utilizing pistol cartridges may be shot on the handgun range(s). Examples are: 44/40, 38/40, 45 Colt, etc.
- b) More than one shotgun shell may be loaded into a shotgun at a time. Approved competition and practice may utilize other sizes of lead shot, by the executive with written authorization.
- c) Approved competition and practice may set target stands at other locations than at the rear berms with special permission and specific conditions of usage, by the executive with written authorization.