

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2025-050

BEING a by-law to provide for the licensing of Outdoor Shooting Ranges in the Township of South Stormont.

WHEREAS the *Municipal Act, 2001, S.O. 2001, c. 25, s. 5 (1)* provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001, S.O. 2001 c. 25, s. 5 (3)* provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the Council deems it expedient to exercise licensing powers under the *Municipal Act, 2001, S.O. 2001 c. 25, s. 151* for the following purposes as identified in section 11 of the *Municipal Act, 2001, S.O. 2001 c. 25*:

- Economic, social and environmental well-being of the municipality;
- Health, safety and well-being of Persons; and
- Protection of Persons and property, including consumer protection;

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

Section 1- Definitions

1.1 For the purposes of this By-law,

- a) "Applicant" shall mean a Person seeking a Shooting Range Licence, or a Licensee whose Licence is being considered for renewal.
- b) "Clerk" shall mean the Clerk of the Township of South Stormont.
- c) "Correspondence" shall mean communication by exchanging letters or emails.
- d) "Council" shall mean the Council for the Township of South Stormont.
- e) "Director" shall mean the Director responsible for Municipal Law Enforcement for the Township of South Stormont, or their designate.
- f) "Expansion, Alteration or Conversion" shall mean any development which may change the location, intensity, size or function of the existing use, including number of occupants or attendees.
- g) "Firearm" shall mean a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a Person or animal, includes air-guns, spring-guns and anything that can be adapted for use as a Firearm.
- h) "Licence" shall mean a Licence issued by the Township of South Stormont for the operation of a Shooting Range.

- i) "Licensee" shall mean any Person who holds a Licence.
- j) "Officer" shall mean a Municipal Law Enforcement Officer, a Person authorized by Council with the responsibility for enforcing and administering this By-law as appointed by Township of South Stormont By-law, or a Police Officer.
- k) "Owner" shall mean the registered Owner of land and a mortgagee in possession, lessee, tenant, or any Person, including a corporation, entitled to a limited estate or interest in land or a trustee in which land is vested.
- l) "Person" shall include an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate or a natural Person.
- m) "Shooting Range" shall mean a place that is designed or intended for the safe discharge, on a regular and structured basis, of Firearms for the purpose of target practice and target shooting competitions. For greater clarity, a Shooting Range does not include an unenclosed area used only on an infrequent basis, for the purpose of hunting, sighting, or target shooting for the purposes of improving hunting skills or protecting livestock.
- n) "Township" shall mean the Corporation of the Township of South Stormont.

Section 2 - General Licencing Provisions

LICENSING - POWERS

- 2.1 Nothing in this By-law shall be construed as limiting the Township's power under section 151 of the *Municipal Act, 2001, S.O. 2001 c. 25* to, without limitation:
- a) prohibit the carrying on of or engaging in a Shooting Range without a Licence;
 - b) refuse to issue a Licence, refuse to renew a Licence, or revoke or suspend a Licence;
 - c) impose conditions, including special conditions as a requirement of obtaining, continuing to hold or renewing a Licence; and
 - d) impose special conditions on a Shooting Range that have not been imposed on all Shooting Ranges to continue to hold or to renew a Licence.

LICENSING POWERS OF THE TOWNSHIP

- 2.2 The Director may issue with or without conditions, refuse to issue, renew with or without conditions, refuse to renew or revoke or suspend a Licence.

LICENCE NOTIFICATION

- 2.3 The Township of South Stormont shall notify the Chief Firearms Officer of Ontario of the passage of this By-law, and any amendments to it, for the purpose of ensuring compliance with this By-law and any compliance with requirements pursuant to s. 3(2)(e) of Regulation SOR/98-212 Shooting Clubs and Shooting Ranges under the *Firearms Act, S.C. 1995, c. 39*.

Clubs and Shooting Ranges under the *Firearms Act, S.C. 1995, c. 39.*

LICENCES SHALL BE DISPLAYED

- 2.4 Every Licensee shall ensure that a copy of the issued Licence is posted in a conspicuous location at all times at the Shooting Range and shall produce such Licence upon request by an Officer.

TERM OF LICENCES

- 2.5 A Licence shall be valid only for the period for which it was issued. All Licences shall expire one (1) year from the date of issuance, unless otherwise extended, in writing, by the Township.

LICENCE FEES

- 2.6 All Licence fees are for administrative purposes and are non-refundable if the application is refused for any reason or is withdrawn by the Applicant prior to the issuance of a Licence.
- 2.7 All Licence fees shall be as set out in the Township's applicable Fees and Charges By-law, as amended from time to time.
- 2.8 A duplicate Licence may be issued by the Director to replace any Licence previously issued which has been lost, stolen or destroyed and the Licence replacement fee shall be as set out in the Township's applicable Fees and Charges By-law, as amended from time to time.

LICENCE APPLICATION - FULL INFORMATION REQUIRED

- 2.9 Every Applicant shall provide in full a complete application at the time the application is submitted, failing which the Director shall not accept the application.
- 2.10 Subject to applicable further requirements under Section 2.12 of this By-law, a complete application shall include:
- a) payment of the prescribed Licence fee;
 - b) a site plan which includes the geographical location of all buildings and Shooting Ranges proposed to be located on the premises, in addition to information about the Shooting Range including range length, width and direction of bullet travel, geographical location and height of fencing, and any other information the Director may require;
 - c) the name under which the Applicant carries on or intends to carry on the Shooting Range; and
 - d) Any other affidavit, document or information, as may be requested by the Director.
- 2.11 Upon receipt of an application for Licence or renewal, the Director shall undertake any inspections that, in their opinion, are necessary to determine that the application meets the applicable requirements of this By-law, and the Applicant shall consent to such inspections.

CONDITIONS FOR LICENCE ISSUANCE AND RENEWAL

2.12 Every Licence that is issued or renewed is subject to the following conditions, all of which must be performed and observed by the Applicant of the Shooting Range:

- a) the Applicant shall pay the applicable Licence fee;
- b) the Applicant shall not carry on activities that are in contravention of this By-law, the Licence or any other municipal, provincial or federal law or regulation;
- c) the Applicant shall pay in full any fine for contravention of this By-law, or any other Township By-law, or any of their operators or employees after the fine becomes due and payable under Section 66 of the *Provincial Offences Act, R.S.O. 1990, c. P.33*, including any extension of time for payment ordered under that Section;
- d) the Applicant shall not obstruct or hinder the enforcement of this By-law;
- e) where the Applicant is a corporation, it shall, within fifteen (15) days, notify the Director in writing where there is a change in an officer or Director of the corporation or where there is a change in the controlling interest;
- f) the premises in which the Shooting Range is located shall be constructed and operated in compliance with all applicable municipal, provincial and federal law, including without limitation the *Building Code Act, 1992, S.O. 1992, c. 23* and the Regulations thereunder, the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* and the Regulations thereunder, and any By-law of the Township, including any term of a Licence issued under this By-law;
- h) At all times throughout the term of the Licence, the Applicant shall be a registered Owner of the lands and premises upon which the Shooting Range is to be operated;
- i) the Applicant shall be subject to site plan approval as prescribed in section 41 of the Ontario Planning Act for a new or existing Shooting Range and will be required to submit any additional supplementary documents, as prescribed, including any additional requirements requested by the Chief Firearms Officer of Ontario;
- j) the Applicant shall provide the Director with at least 30 days notice by way of Correspondence and obtain approval for any material change, including any Expansion, Alteration or Conversion of the Shooting Range. As part of this process, the Applicant shall provide any proposed material changes to the municipality for review and consideration prior to submitting a formalized site plan application;
- k) The Shooting Range shall be secured by means of fencing at a maximum height 1.83 meters and a minimum height of 1.21 meters. The extent, configuration, materials and location of the required fencing shall be determined by the Director responsible for Municipal Law Enforcement, in consultation with the Applicant, prior to the issuance or renewal of a Licence;
- l) "No Trespassing" signage shall be posted no less than every 60 meters along the perimeter of the lands on which the Shooting Range is located. The signage shall conform

to the notice requirements of the *Trespass to Property Act*, R.S.O. 1990, c. T.21 and include language warning that the premises are used for the discharge of Firearms;

- m) The Applicant shall ensure all Licence issuance conditions are met to the satisfaction of the Township prior to making an application to the Chief Firearms Office;
- n) The Applicant shall make entry logbooks for the Shooting Range available to Officers for review and documentation at any time. All logbooks shall be posted in a conspicuous location for Shooting Range users to sign and the Applicant shall ensure that users sign the logbook upon entering and leaving the Shooting Range.
- o) Within 30 days of the issuance or renewal of a Licence, the Applicant shall schedule and attend a meeting with the Director to discuss matters relating to the operation of the Shooting Range to promote a positive working relationship with the Township for the betterment of the community;
- p) Insurance

- i. Commercial General Liability Insurance

- Commercial General Liability, underwritten by an insurer Licensed to conduct business in the Province of Ontario, for a limit of not less than \$5,000,000 per occurrence, an aggregate limit of not less than \$5,000,000, within any policy year with respect to completed operations. This policy shall include but not be limited to:

- Bodily injury including death
 - Premises and Operations Liability
 - Personal Injury Liability
 - Name the Township as an Additional Insured
 - Cross-liability and severability of interest
 - Blanket Contractual
 - The policy shall include 60 days' notice of cancellation

- ii. Primary Coverage

- The Owner's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Township.

- iii. Certificate of Insurance

- The Owner's shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to Licence commencement and 30 day prior to each insurance renewal; and

- (q) the Applicant will provide an indemnity in favour of the Township from and against claims, demands, losses, costs, damages, actions, suits, or proceedings that arise out of, or are attributable to, the Shooting Range, which shall be in a form satisfactory to the Township, and conditional on a Licence being issued.

COMPLAINTS

- 2.13 Upon receiving a complaint that the Shooting Range is operating contrary to the conditions of a Licence or the

provisions of this By-law, an Officer may investigate the complaint.

INCOMPLETE APPLICATION

- 2.14 Any Application that does not comply with any provision of this By-law may be deemed incomplete and refused. The application shall be returned to the Applicant with an explanation for the refusal, as per Section 2.19 of this By-law.

NOTICE

- 2.15 Every Applicant shall notify the Director in writing within ten (10) days of any change in their personal address, email address or mailing address and shall be sent to:

Director responsible for Municipal Law Enforcement
Township of South Stormont
2 Mille Roches Road
PO Box 84
Long Sault, Ontario K0C 1P0
info@southstormont.ca

- 2.16 Any notice or request made pursuant to this By-law shall be given in writing and is effective:

- a) on the date on which a copy is hand delivered to the Person to whom it is addressed; or
- b) on the fifth (5th) day after a copy is sent by registered mail to the Person's last known address; or
- c) on the date a copy is sent by email to the last known email address of the Person to whom service is required to be made.

TRANSFER OF LICENCE IS PROHIBITED

- 2.17 Every Licence, at all times, is owned by, and is the property of the Township, and is valid only in respect of the Person and the premises or of the Person named therein and for the nature of Shooting Range stated in the Licence, and no Licence may be sold, purchased, leased, mortgaged, charged, encumbered, assigned, pledged, transferred, seized or otherwise dealt with.

REVOCATION OF LICENCE

- 2.18 The Township may revoke a Licence:

- a) which is voluntarily surrendered by the Licensee for revocation;
- b) at any time when the Applicant contravenes or fails to comply with any provision of this By-law, a condition of a Licence, or any other municipal, provincial or federal law; or
- c) that was obtained or issued in error or because of mistaken or misrepresented information.

NOTICE OF LICENCE REFUSAL, REVOCATION OR SUSPENSION

2.19 Where the Township refuses to issue, refuses to renew, or revokes or suspends a Licence, the Township shall give written notice of its decision to the Applicant/Licensee, together with the reason for its decision. The Township may further provide notice to any Persons, civic departments, boards, commissions, authorities or agencies who the Township considers to have an interest in the decision.

REQUEST FOR A HEARING

2.20 Every Applicant/Licensee, within ten (10) days of receipt of a Notice of Licence Refusal, Revocation or Suspension from the Director, pursuant to Section 2.19 of this By-law, may appeal the Licence Refusal, Revocation or Suspension and request a hearing before Council. Such request for a hearing shall be in writing and shall be accompanied by the Hearing Fee, as set out in the Township's applicable Fees and Charges By-law, as amended from time to time. The Clerk shall provide a response to the Applicant with a set date for the hearing within (15) days of receiving a written request.

NOTICE OF HEARING – CONTENT

2.21 Where the Clerk receives a written request for a hearing in compliance with Section 2.20 of this By-law, the Clerk shall schedule a hearing before Council, being a Special Meeting of Council, and shall provide Notice of Hearing to the Applicant pursuant to Section 2.21 of this By-law. The Notice of Hearing shall:

- a) contain the reason(s) for the refusal, suspension or revocation;
- b) specify the time, place and purpose of the hearing of Council at which the refusal, suspension or revocation will be considered;
- c) inform the Applicant/Licensee that they are entitled to attend the hearing and make submissions regarding the decision and that, in their absence, Council may proceed to consider the decision and the Applicant will not be entitled to any further notice in the proceeding; and
- d) be given at least ten (10) days' notice prior to the date of the hearing.

SUSPENSION - INTERIM – HEARING PENDING

2.22 Where there is a request for a hearing pursuant to Section 2.20 of this By-law, the Director may, where it is deemed to be necessary and in the public interest, immediately suspend the Licence for a period not exceeding fourteen (14) days.

SUSPENSION - INTERIM NOTICE CONTENT

2.23 The Notice of Hearing in Section 2.21 of this By-law shall inform the Applicant of any interim suspension under Section 2.22 of this By-law.

COUNCIL – HEARING PROCEEDINGS

2.24 At a hearing, Council:

- a) shall afford the Applicant an opportunity to make submissions in respect of the matter that is the subject of the hearing;
- b) may permit any other Person, at its discretion, an opportunity to make submissions in respect of the matter that is the subject of the hearing;
- c) may close a portion of the hearing in accordance with Section 239 (2), (3) and (3.1) of the *Municipal Act, 2001, S.O. 2001 c. 25*;
- e) shall give due consideration to the submissions made to it;
- f) shall take such action as Council considers proper in the circumstances, including without limitation to refuse, suspend or revoke the application or Licence, to not refuse, suspend or revoke the application or Licence, or to impose any conditions it considers appropriate; and
- g) shall give written notice of its decision to the Applicant/Licensee.

COUNCIL - DECISION - IMMEDIATE EFFECT - FINAL

2.25 A decision of Council to refuse to issue, refuse to renew, suspend or revoke an application or Licence takes effect immediately upon the rendering of such decision by Council.

2.26 A decision of Council is final and binding.

Section - 3 General Provisions and Restrictions

3.1 No Person shall discharge a Firearm at a Shooting Range outside the times permitted below:

- a) May-October, Tuesday through Thursday: 10 AM to 8:00 PM
- b) May-October, Friday through Saturday: 10 AM to 5:00 PM
- c) November- April, Tuesday through Saturday: 10 AM to dusk

3.2 In addition to Section 3.1 above, no Person shall operate or permit a Shooting Range to operate on any of the following days:

- a) Sunday
- b) Monday
- c) Family Day
- d) Good Friday
- e) Easter Sunday
- f) Canada Day
- g) Civic Holiday – First Monday of August
- h) Labour Day
- i) Thanksgiving Day
- j) Christmas Day
- k) Boxing Day
- l) New Years Day

Section 4 - Exemptions

4.1 Despite Section 3, a Licensee may apply for a special exemption to operate on a Sunday, subject to the following provisions:

- a) Each Shooting Range will be eligible to apply for relief for no more than six (6) Sundays in total over the term of a Licence, and no more than three (3) of the Sundays shall be between the period of June 1 and August 31. Permitted times shall be stipulated by the Director.
 - b) Applications for relief must be submitted to the Director at least 30 days in advance of the Sunday for which relief is requested.
 - c) If the request for relief is approved, the Applicant must provide notice to every Owner of property located within 300m of the outer most limits of any Shooting Range, no less than 14 days before the Sunday in question.
- 4.2 The Director may refuse the request or approve the request and attach such conditions thereto as deemed appropriate and necessary.
- 4.3 The Director may, in their discretion, refer the decision on the application for relief to Council.

Section 5 - Administration and Enforcement

- 5.1 Unless otherwise indicated, the administration of this By-law is assigned by Council to the Director responsible for Municipal Law Enforcement, who may delegate the performance of their functions under this By-law, from time to time, as occasions require.
- 5.2 This By-law shall be enforced by an Officer.
- 5.3 No Person shall operate a Shooting Range without a Licence.
- 5.4 No Person shall operate a Shooting Range unless the operation is in accordance with a provision of this By-law.
- 5.5 No Person shall fail to comply with any conditions of a Licence.
- 5.6 No Person shall fail to comply with any conditions attached to an exemption provided under this By-law.
- 5.7 No Person shall fail to display a Licence issued under this By-law in a conspicuous place.
- 5.8 No Person shall hinder or obstruct or attempt to hinder or obstruct an Officer exercising power or authority, or performing a duty as permitted under this By-law.

Section 6 - Right of Entry

- 6.1 An Officer, or any Person under his or her direction, may enter on land on which a Shooting Range is operating or is believed to be operating, at all reasonable times for the purpose of:
- a) Carrying out an inspection;
 - b) Ascertaining whether the provisions of this By-law or a Licence are being complied with; or
 - c) Ascertaining whether the conditions of a notice to comply, issued pursuant to this By-law, have been complied with.

- 6.2 For the purposes of an inspection conducted under this By-law, an Officer, or any Person under his or her direction, may:
- a) Require the production of documents or things for the review, that may be relevant to the inspection or the enforcement of a notice to comply pursuant to this By-law;
 - b) Inspect and/or remove documents or things relevant to the inspection or enforcement of a notice to comply, for the purpose of making copies;
 - c) Require information from any Person concerning a matter related to the inspection or enforcement of a notice to comply; and/or
 - d) Alone, or in conjunction with a Person possessing special or expert knowledge, take measurements, make examinations or take samples of photographs necessary for the purposes of the inspection or enforcement of a notice to comply.

Section 7 – Notice to Comply

- 7.1 Where an Officer is satisfied that a Shooting Range is being operated not in compliance with the provisions of this By-law or a Licence, the Municipal Law Enforcement Officer or designate may issue a Notice to Comply upon the Owner, requiring the Owner to bring the Shooting Range into compliance with the provisions of this By-law.
- 7.2 A Notice to Comply shall set out:
- a) Reasonable particulars of the non-compliance, and identify the land;
 - b) The work to be done to bring the land into compliance; and
 - c) The date by which the work shall be completed to bring the land into compliance.
- 7.3 Where an Owner to whom a Notice of Comply has been issued pursuant to this By-law, fails to comply with the Notice to Comply, the Township, in addition to any other remedies it may have, suspend a Licence indefinitely until the items listed on the Notice to Comply are satisfied.

Section 8 - Contravention of Other Laws Prohibited

- 8.1 This By-law is not intended, and shall not be construed, as permission or consent by the Township for a Person to contravene or to fail to observe or comply with any law of Canada or Ontario or any other By-law of the Township.
- 8.2 If there is a conflict between a provision in this By-law and a provision of any other Township By-law, the provision that establishes the highest standard to protect the health, safety and welfare of the general public shall apply.

Section 9 - Conflict

- 9.1 Where this By-law conflicts or is deemed to conflict with any applicable Federal or Provincial statute, the provisions of such Federal and Provincial statute shall prevail.

Section 10 - Penalty

- 10.1 Every Person who contravenes any provision of this By-law, and every Director or Officer of a corporation who concurs in such contravention by a corporation, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*.
- 10.2 Every Person convicted under this By-law is liable:
- (a) upon first conviction, to a maximum fine of \$5,000;
 - (b) upon any subsequent conviction, to a maximum fine of \$10,000.
- 10.3 Notwithstanding Subsection 10.2 of this By-law, where a Person convicted is a corporation, the corporation is liable:
- (a) upon first conviction, to a maximum fine of \$10,000;
 - (b) upon any subsequent conviction, to a maximum fine of \$25,000.
- 10.4 Where a Person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy or penalty provided for by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

Section 11 - Short Title

- 11.1 This By-law may be referred to as the "Outdoor Shooting Range Licensing By-law".

Section 12 - Severability

- 12.1 If a court of competent jurisdiction should declare any section or part of a section in this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this By-law and it is hereby declared that the remainder of this By-law shall be valid and shall remain in force.

Section 13 - Date Effective

- 13.1 This By-law shall come into force and effect on November 1, 2025.

READ AND PASSED in open Council, signed and sealed this 13th day of August, 2025.



Mayor



Clerk

Township of South Stormont
Part I Provincial Offences Act
Schedule "A"
By-law No. 2025-050: Shooting Range Licensing By-law

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Discharge a Firearm at a Shooting Range outside the permitted time	Sec. 3.1	\$500.00
2	Operate a Shooting Range without a Licence	Sec. 5.4	\$500.00
3	Fail to comply with any conditions of a Licence	Sec. 5.5	\$500.00
4	Fail to comply with any conditions attached to an exemption	Sec. 5.6	\$500.00
5	Fail to display a Licence issued under this By-law in a conspicuous place	Sec. 5.7	\$500.00
6	Hinder or obstruct or attempt to hinder or obstruct an Officer exercising power or authority	Sec. 5.8	\$500.00

NOTE: The general penalty provision for the offences indicated above is Section 10 of By-law No. 2025-050, a certified copy of which has been filed.



Application For Outdoor Shooting Range Licence

The undersigned hereby applies to the Township of South Stormont for a Shooting Range Licence under the provisions of the current Outdoor Shooting Range Licensing By-law No. 2025-050

Date: _____ File No. _____

A. Applicant Information

1a. Name of Owner: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____

1b. Name of Agent: _____

Phone: _____ Cell: _____ Fax: _____

Mailing Address: _____

B. Property Information

2. Municipal Address: _____

Geographic Township of: _____

Legal Description: Lot _____ Concession _____ Part _____ Plan No _____

Lot Size: Frontage _____ Depth _____ Lot Area _____

C. Licence Application Information

The undersigned shall provide a letter to the Director responsible for Municipal Law Enforcement as part of this application, providing an overview of the proposal including the information as described below (and review of section 2.12 of By-law No. 2025-050)

PHONE: 613-534-8889

FAX: 613-534-2280

EMAIL: info@southstormont.ca



Township of **SOUTH STORMONT**

**P.O. Box 84, 2 Mille Roches Rd
Long Sault, ON K0C 1P0**

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3. A current survey report, location certificate or other valid real property documents:
 - The geographical location, layout of the shooting range, proposed trajectories in relation to the location of all buildings and structures located on the property.
 4. The current zoning designation for the subject property.
 5. Is the access to the subject land next to a provincial highway, a municipal road that is maintained year round or seasonally, another public road, a right-of-way or water?
 6. What is the existing use of the subject property (including any buildings)?
 7. What are the proposed uses of the subject property (including any buildings)?
 8. Existing uses of abutting properties:
 - North
 - South
 - East
 - West

PHONE: 613-534-8889
FAX: 613-534-2280
EMAIL: info@southstormont.ca



Township of
SOUTH STORMONT

P.O. Box 84, 2 Mille Roches Rd
Long Sault, ON K0C 1P0

D. Declaration

The following declaration must be completed:

Declaration Of Owner

I/We _____ of the _____
of _____ in the _____ of _____

solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____ of _____ in the
_____ of _____ this _____ day of
_____, 20 ____.

Signature of Commissioner

Signature of Applicant

PHONE: 613-534-8889

FAX: 613-534-2280

EMAIL: info@southstormont.ca



Township of **SOUTH STORMONT**

P.O. Box 84, 2 Mille Roches Rd
Long Sault, ON K0C 1P0

Personal information contained on this form is collected pursuant to *the Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Township of South Stormont.

To help process your application, please fill in the application form and submit the appropriate site plans. A check list is included below which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

A shooting range licence issued under the provision of the outdoor shooting range bylaw 2025-xx shall be valid only for the period of which it was issued. All licences shall expire one (1) year from the date of issuance, unless otherwise extended in writing by the municipality.

If you have any questions, please do not hesitate to contact the Director responsible for Municipal Law Enforcement at (613) 534-8889 or by fax (613) 534-2280.

E. Applicant Checklist

Please use this check list to verify that you have included all the required information where applicable.

General

1.	<input type="checkbox"/>	Pre-consultation meeting Date: (month/day/year)
2.	<input type="checkbox"/>	Completed explanatory letter (project overview)
3.	<input type="checkbox"/>	Completed application form
4.	<input type="checkbox"/>	Two (2) copies of up-to-date survey plan or reference plan
5.	<input type="checkbox"/>	One (1) copy of registered deed
6.	<input type="checkbox"/>	Twp (2) copies of the <u>draft</u> site plan
7.	<input type="checkbox"/>	Proof of Insurance Coverage

PHONE: 613-534-8889
FAX: 613-534-2280
EMAIL: info@southstormont.ca



Township of **SOUTH STORMONT**

**P.O. Box 84, 2 Mille Roches Rd
Long Sault, ON K0C 1P0**

F. Indemnification Declaration

Pursuant to section 2.12 of Outdoor Shooting Range Licensing By-law #2025-XX

Declaration of Indemnification

By making an application for this Licence, I, the Owner of the property which this licence is being applied to for the purpose of an outdoor shooting range, hereby indemnifies and holds the Corporation of the Township of South Stormont ("the Township") and the Corporation of the United Counties of Stormont, Dundas and Glengarry ("the SDG Counties"), their officers, employees and those whom they are legally responsible harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligent acts or omissions whether willful or otherwise by the Owner, members or guests of the outdoor shooting range, their officers, employees, vendors or other persons for whom they are legally responsible.

Date: _____

Signature: _____

PHONE: 613-534-8889

FAX: 613-534-2280

EMAIL: info@southstormont.ca