



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 416.734.3300
Fax: 416.231.4078
Customer Service: 1.877.682.8772
propanelicensing@tssa.org
www.tssa.org

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

8. Licence holder and local Fire Services Review

To be completed by the Local Fire Services

Has the local fire service had an opportunity to review the Emergency Response and Preparedness Plan?

Yes



No



If not, please explain (e.g., no fire services).

Fire services comments, if any:

.....

.....

.....

To be completed by the Licence Holder

In response to the above comments, the following action(s) is required:

The licence holder will respond to the Local Fire Services comments by: _____
(dd-mmm-yyyy)

LOCAL FIRE SERVICES

The undersigned has reviewed Section B of the Risk and Safety Management Plan Fire Services.

Print name

Local Fire Services Name Renny Rayner Fire Chief Prescott

Date (dd-mmm-yyyy)

12-Feb-2026

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print)

Rob Williams

Official Title

President

Signature

Telephone No.

416-886-1217

Date (dd-mmm-yyyy)

20-02-2026



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Level 1 Risk and Safety Management Plan (RSMP)
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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s)			For Office Use - Party No.	
Superior General Partner INC o/a Superior Propane				
Street No.	Street Name / 911 Number / Address, if applicable			
6750	Century Avenue Suite 400			
Town / City or Township / Country			Province	Postal Code
Mississauga			Ontario	L5N 2V8
Telephone No.	Fax No.	Contact Name		
226-821-4462	N/A	Ian D'Cruz		
E-mail				
Ian_DCRUZ@superiorpropane.com				

Name of Propane Transporter. If same as above, please check box. ☐			For Office Use - Party No.	
Superior General Partner INC o/a Superior Propane				
Street No.	Street Name / 911 Number / Address, if applicable			
63	Roydon Place			
Town / City or Township / Country			Province	Postal Code
Ottawa			Ontario	K2E 1A3
Telephone No.	Fax No.	Contact Name		
613-314-8003		Heather Ross		
E-mail				
Rosshe@superiorpropane.com				

Off-site Cylinder and/or Mobile Storage		Capacity stored off-site, in USWG	For Office Use - Party No.	
Street No.	Street Name / 911 Number / Address, if applicable			
Town / City or Township / Country			Province	Postal Code
Telephone No.	Fax No.	Contact Name		

Note: Customer storage is not considered off-site storage.

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Rob Williams		President	
Signature		Telephone No.	Date (dd-mmm-yyyy)
		416-886-1217	20-02-2026



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This Level 1 RSMP applies to:
• a facility with a total propane storage capacity of 5,000 USWG or less; or
• a facility with a fixed propane storage capacity of exactly 5,000 USWG and no more than 500 USWG of portable propane storage capacity on site.

Failure to fully complete this form may result in rejection. Making a false statement may result in a fine or prosecution under the <i>Technical Standards and Safety Act</i> Licence Number FS-LIC-52296 Check applicable type of propane operations: ☒ Cylinder ☐ Motor Fill ☐ Filling Plant ☐ Card/Keylock Submit along with this completed application a Facility Site Plan and a Map of the Surrounding Area.	For Office Use Only
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SECTION A: GENERAL INFORMATION

The Undersigned applies to TSSA for a review for an RSMP under Ontario's *Technical Standards and Safety Act*, Propane Storage and Handling Regulation.

A Company Name: R.M. Williams Holdings LTD. Corporation No.: 952716-8
Operator Name (if different from above): Canadian Tire
Telephone No.: 416-886-1217 Fax No.: E-mail: robwilliams01@yahoo.com

B Street No.: 140 Street Name / 911 Number / Address, if applicable: Prescott Center Drive
Town / City or Township / County: Prescott Province: Ontario Postal Code: K0E1T0

Mailing address if different from above.

C Street No.: Town / City or Township / County: Province: Postal Code:

Information on Container Refill Centre or Filling Plant

Location of facility.

D Street No.: 140 Street Name / 911 Number / Address, if applicable: Prescott Center Drive Nearest Major Intersection:
Town / City or Township / County: Prescott Province: Ontario Postal Code: K0E1T0

Name of Licence Holder: Rob Williams

Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT): Julie Larose 34111

Municipality (or municipalities if the facility or its hazard distance touches multiple borders): Prescott

Hours of operation:

Monday: 8 am 6 pm	Friday: 8 am 6 pm
Tuesday: 8 am 6 pm	Saturday: 8 am 6 pm
Wednesday: 8 am 6 pm	Sunday: 8 am 6 pm
Thursday: 8 am 6 pm	Holiday: am pm

This document is valid until the next licence renewal date. You are required by law to notify TSSA of any change of information.

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I hereby declare that the information I have given is true and correct.

Print name	Date (dd-mm-yyyy)
Name of Licence Holder: Rob Williams	20-02-2026
Name of Senior Management person as defined in the Regulation holding the Record of Training: Julie Larose	21/02/2026



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SECTION A: GENERAL INFORMATION (cont'd)

Indicate the year the facility was established.

Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment.

Identify the psig rating and serial number for each fixed propane storage tank on site.

	PSIG	Serial Number
Tank 1:	250 PSIG	101-02
Tank 2:		
Tank 3:		

Enter capacity of propane in USWG, fixed, portable, and mobile, and provide detailed inventory that includes the number of tank/vessel for each type (fixed, portable, and mobile) and the capacity of each tank/vessel, on a separate document.

Fixed: 2000 Portable: Mobile:

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Signature [Redacted]	Telephone No. 416-886-1217
	Date (dd-mm-yyyy) 20-02-2026



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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact

Name	For Office Use - Party No.
Rob Williams	
Official Title	
President	
Telephone No.	Fax No.
416-886-1217	
E-mail	
robwilliams01@yahoo.com	
Role and responsibilities in emergency	

5. Facility 24-Hour Contact Person

Name	For Office Use - Party No.
Kay Clarey	
Official Title	
General Manager	
Cell No.	Fax No.
613-349-6320	
E-mail	
ct85kay@outlook.com	
Role and responsibilities in emergency	
Support and Communication	

2. Facility Contact Personnel - Alternate Contact

Name	For Office Use - Party No.
Official Title	
Telephone No.	Fax No.
E-mail	
Role and responsibilities in emergency	

6. Name of Facility Manager

Name	For Office Use - Party No.
Kay Clarey	
Official Title	
General Manager	
Telephone No.	Fax No.
613-349-6320	
E-mail	
ct85kay@outlook.com	
Role and responsibilities in emergency	

3. Local Fire Services - Key Contact

Name	For Office Use - Party No.
Renny Rayner	
Official Title	E-mail
Fire Chief	rrayner@prescott.ca
Telephone No.	Fax No.
613-925-2812 EXT 7001	
Role and responsibilities in emergency	
Fire Chief	

7. Propane Supplier Key Contact Person

Name	For Office Use - Party No.
Superior Propane	
Official Title	E-mail
Operator	
Telephone No.	Fax No.
1-877-873-7467	
Role and responsibilities in emergency	

Fire Services Address
PFD 302 Centre Street Prescott

Propane Supplier Address
6750 Century Ave Suite #400 Mississauga, Ontario L5N2V8

4. Local Fire Services - Alternate Contact

Name	For Office Use - Party No.
Paul Arcand	
Official Title	E-mail
Deputy Fire Chief	parcand@prescott.ca
Telephone No.	Fax No.
613-925-2812	
Role and responsibilities in emergency	
Deputy Fire Chief	

8. Municipal Contact

Name	For Office Use - Party No.
Shawn Merriman	
Official Title	
Cheif Building official / Manager of building and bylaw	
Telephone No.	Fax No.
613-925-2812 EXT 6206	
E-mail	
Smerriman@prescott.ca	

Fire Services Address
PFD 302 Centre Street Prescott

Municipality Name and Address
360 Dibble Street West Prescott Ontario K0E 1T0

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

2. Additional Safety Measures

Describe any other measures in place at the facility that exceed the minimum Code and Standards requirements.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

3. Record of Emergency Training Provided - For most recent 12-month period.

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
21-02-2023	Print Name of Instructor: Laura Wills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
24-03-2021	Print Name of Instructor: Laura Wills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
21-02-2023	Print Name of Instructor: Laura Wills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
24-03-2021	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
21-02-2023	Print Name of Instructor: Laura Wills
Training Date (dd-mmm-yyyy)	Print Name of Training Provider: FSN Safety Training
24-03-2021	Print Name of Instructor:
Training Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

4. Emergency Training Plan for Coming Year

Training on Emergency Response Plan and Procedures provided to facility key contacts.

Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

Training on the facility's Emergency Management Procedures provided to staff.

Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

On-site specific training provided to certificate holders / persons with Records of Training.

Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mmm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

5. Emergency Response Communications Plan

Warnings and Actions

Describe who gives warnings to whom, and how and when the warning will be given (including public notification as appropriate).
Manager on duty will contact emergency services by calling 911 immediately. The unit will be evacuated and all staff and customers and communication will be radios and overhead announcements.

Describe what action is to be taken and by whom when a warning is issued (including details of a meeting place in a safe identified area and activating the evacuation plan, if necessary).

In the event of an emergency all staff and customers will be guided to the southwest part of the parking lot.

Communication with Emergency Response Authorities

Describe when and how the licence holder will give early warning to emergency response authorities (including a process to ensure that a call is placed to 911).

When the system is in use a manager is always present. The manager will ensure normal operation or in the event of any issue the manager will execute emergency response by calling 911. When system is not in use the ISC valve is closed and locked. Any accident involving the propane tank will require intervention from our store leadership trained in emergency response.

Describe provisions for fire department entry when there are no operations or staffing at the propane site.

The propane tank is located in the large parking lot where the fire department has full and easy access from Edward Street.

Describe how the licence holder will ensure continual flow of updated information to authorities.

The information will be provided to authorities by the duty manager.

How long will it take the facility liaison person to respond to the site.

The key contact and 24 hour response person will be there within 20 minutes.

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN (cont'd)

The licence holder will complete Section B in consultation with the local Fire Services.

6. Building and Site Security and Procedures

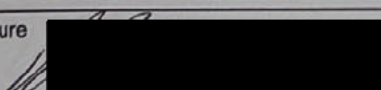
	Yes	No
1. Does the propane location have controlled access to limit unnecessary risk and entry (lock out procedures)?	☒	☐
2. Is there adequate night lighting at the site?	☒	☐
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	☒	☐
4. Are there procedures that capture and record the daily inspection of hoses and inspection requirements for filling systems and mechanical devices used in the transfer of propane?	☒	☐
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	☒	☐
6. Are weighing systems validated for accuracy?	☒	☐
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	☒	☐
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	☒	☐
9. Is the schedule of maintenance and testing activities retained on site?	☒	☐

7. Water Supply

The propane licence holder should work with the local fire department to determine water supply capabilities that are available based on the propane facility's location.

	Yes	No
1. Is a pressurized water system available at the propane facility site?	☒	☐
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	☒	☐
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)	<u>71 meters</u>	
4. What is the unobstructed distance to the closest approved water supply with year round access if there are no hydrants? (distance in metres only)	<u>61 meters</u>	

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SECTION B: EMERGENCY AND PREPAREDNESS RESPONSE PLAN

The licence holder will complete Section B in consultation with the local Fire Services.

Description of the maximum volume, types and storage location of other hazardous materials on site, if any.

2 45 gallon drums of waste coolant, 1 above ground drum of waste oil (2500 liters) outside the west wall of service. Inside shop - 2 above ground containers of bulk oil, 1000 liters of each, 2 oxygen tanks, 2 CO2 tanks and 2 acetylene outside west shop doors.

Description of fire and emergency equipment indicated on facility site map.

One 20lb fire extinguisher at the propane station. Several 20lb & 10lb throughout the retail store and shop. Fire hydrant located 216 feet directly west of propane tank in the parking lot property. Fire truck hook up located 10 feet west of customer entrance and 185" from propane tank. Fire hydrant located 170" directly west of the propane tank and another at the south end of the property by the McDonalds.

List of fire protection controls (e.g., fire detection systems, fire notification systems, alarm systems, automatic shut off devices, fusible links, etc.) and describe their function, use and operation.

Fusible link on the ISC valve between tank and downstream dispenser. Pump shut off switch at propane filling station. ISC interlock cable at the back of the cabinet that cuts power when door is closed. Electrical shut off switch northwest corner of frost house. Electrical shutdown in warehouse at electrical panel. Emergency fire pull switch at the end of the tank.

Maintenance and testing schedule for fire protection controls and devices.

Done yearly with annual inspection completed by Superior Propane.

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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: Ultramar Gas Station Address: 110 Prescott Center Drive City: Prescott Province Ontario Postal Code K0E1T0			x		149 m
R N A C [Redacted]					143 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: O'Reillys Independant Grocer Address: 150 Prescott Center Drive City: Prescott Province Ontario Postal Code K0E1T0					59 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: Residential Housing Address: [Redacted] City: Prescott Province Ontario Postal Code [Redacted]					65 m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: [Redacted] Address: [Redacted] City: [Redacted] Province [Redacted] Postal Code [Redacted]					_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: [Redacted] Address: [Redacted] City: [Redacted] Province [Redacted] Postal Code [Redacted]					_____ m

* For multi-unit buildings, count each unit as "1".

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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

As an accompaniment to the Map of Surrounding Area, provide the following information about buildings and features present within the circle in Table 2.

Table 2: Buildings and Features

Buildings and Features Present within the Circle on the Map of the Surrounding Area AND Name and Address of Closest Building or Feature	* Number of Buildings and Features (mark with an "X")				Distance from Tank to Closest Building or Feature
	0	1	2-10	11+	
Industrial buildings or parks or golf courses Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Residential building units specifically permanent single family dwellings, condominiums, and apartments. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: Dollarama Address: _____ 145 Prescott Center Drive City: _____ Prescott Province Ontario Postal Code K0E1T0					60 m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: Quality Inn & Suites Address: 135 Prescott Center Drive City: Prescott Province Ontario Postal Code K0E1T0					135 m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m

* For multi-unit buildings, count each unit as "1".

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WORKSHEET

Portable Storage Additional Information Worksheet

Cylinder Size	Capacity in USWG	Quantity	Total Volume in USWG
# 420	123.9		
# 100	29.5		
# 40	11.75		
# 33.3	9.62		
# 30	8.8		
# 20	5.8	48	278.40
# 10	2.9		
# 5	1.5		
Total Cylinder Capacity			

Tanks Stored On-site Not Connected for Use

Tank Size In USWG	Quantity	Total Volume in USWG
Total Tank Capacity		

Total Cylinder Capacity	278.40
Total Tank Capacity	
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	278.40

*Information provided in this application is releasable under the Freedom of Information and Privacy Protection Act and may be disclosed upon request.



Technical Standards and Safety Authority
345 Carlingview Drive
Toronto, Ontario M9W 6N9
Tel: 416.734.3300
Fax: 416.231.4078
Customer Service: 1.877.682.8772
propanelicensing@tssa.org
www.tssa.org

Level 1 Risk and Safety Management Plan (RSMP)
Technical Standards and Safety Act
Propane Storage and Handling Regulation

SECTION C: SUBMISSIONS

Applicant must include a Facility Site Plan and Map of Surrounding Area

Facility Site Plan.

The licence holder will submit a copy of the original facility site plan updated with the following information:

1. The storage location of fixed, portable, and mobile vessels.
2. The maximum volume, types and storage location of hazardous materials.
3. Location of permanent structures on site.
4. Access and egress points and location of barriers.
5. Location of fire and emergency equipment (e.g., sprinkler systems, extinguishers, suppression systems) on site and location of fire hydrant or water supply where available.
6. Location of emergency shut off/shut down switches/valves.

Map of Surrounding Area.

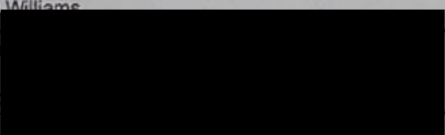
The licence holder will submit a scaled aerial map of the surrounding area showing the following information:

7. The capacity and placement of the single largest propane storage vessel, including its setback from the front, rear and side property lines.
8. GPS co-ordinates of the single largest vessel.
9. Visual indication of the single largest fixed vessel and a circle made using the distance in Table 1 as the radius from the single largest fixed vessel.
10. Clear indication of the municipality or municipalities present within the circle.
11. Visual indication of property line information.
12. The location and name of roads within or abutting the site.
13. Key note to the drawing indicating the facility's municipal address, municipal lot number(s) and concession lines as applicable, and the date the map was prepared.
14. Address and contact information for each municipality (municipal clerk or secretary-treasurers of planning board). (Refer to page 5.)
15. Complete "Required Mapping Information from Updated Site Plan" in table below.

Required Mapping Information from Updated Site Plan

Date map prepared (dd-mmm-yyyy) 20-12-2012	Capacity of single largest propane storage vessel (USWG) 2000
Tank setback coordinates. Indicate placement on the map.	
Front: 85'	Right side property line: 280'
Rear: 195'	Left side property line: 130'
GPS coordinates of single largest vessel: 44 77238 75 5212	

Declaration: I am aware that it is an offence to give false information in this document and I hereby declare that the information I have given here is true and complete.

Name of person completing this form (please print) Rob Williams	Official Title President	
Signature 	Telephone No. 416-886-1217	Date (dd-mmm-yyyy) 20-02-2026



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SECTION C: SUBMISSIONS (cont'd)

Applicant must include a Facility Site Plan and Map of Surrounding Area

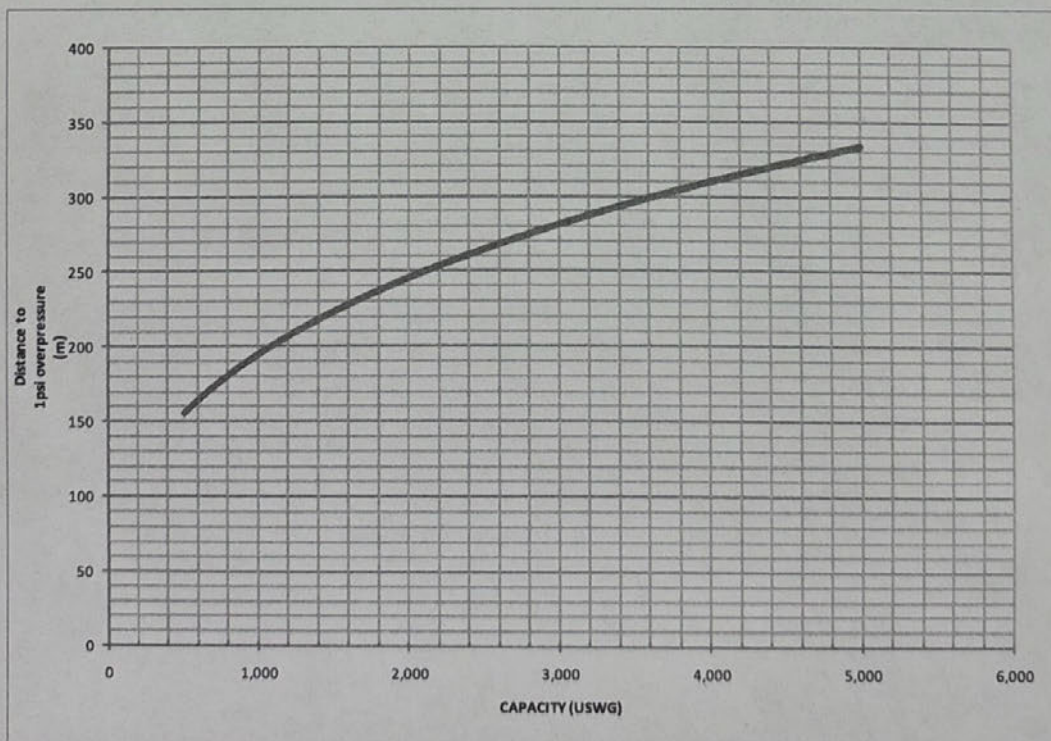
Table 1: Distance Table

Water Capacity (litres)	Nominal Water Capacity (USWG)	Distance to 1 psi overpressure (m)
1,890	500	155
3,780	1,000	195
4,920	1,300	213
6,620	1,750	235
7,130	1,885	241
7,560	2,000	246
18,900	5,000	333

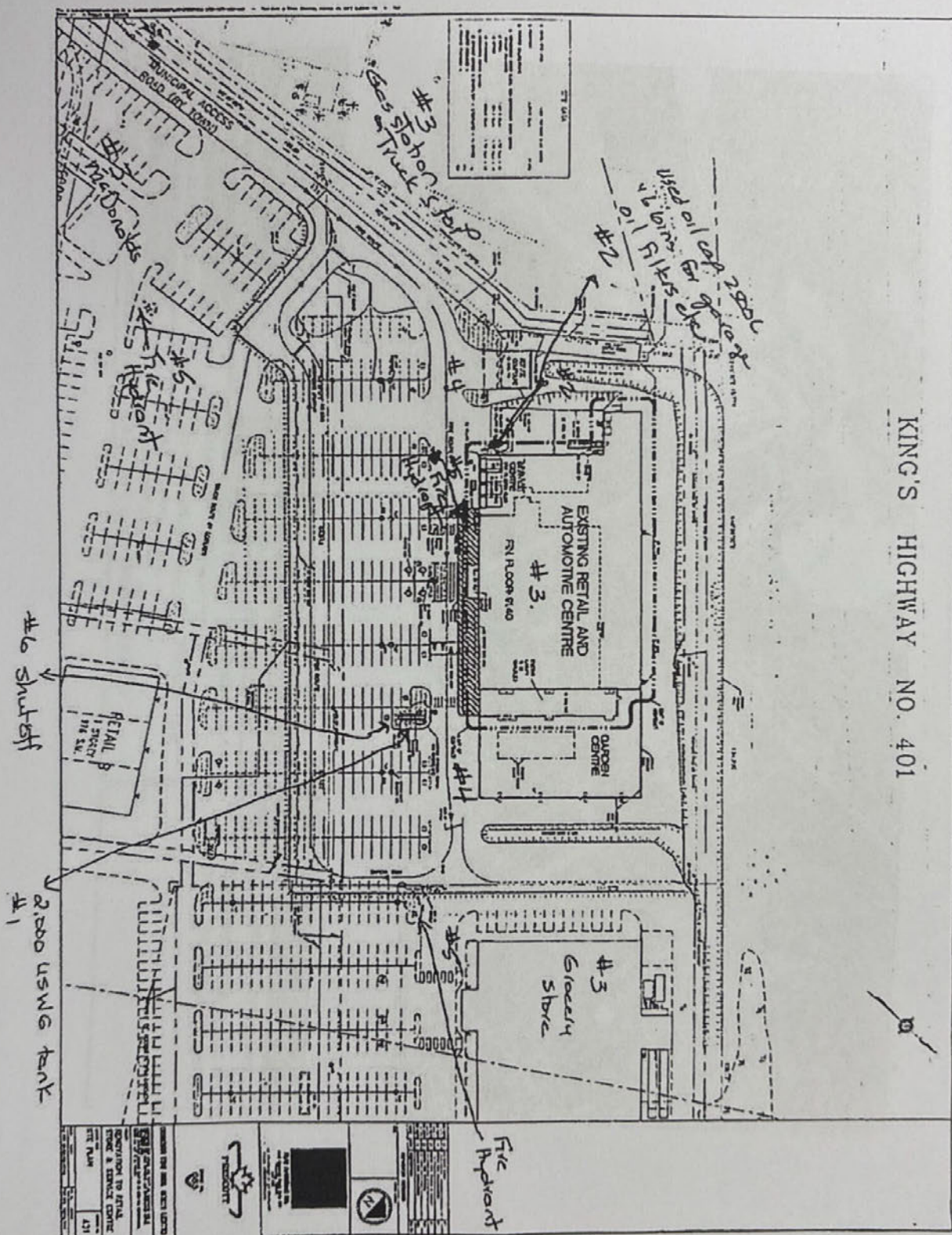
Formula: $D = 16.94 \times (1.524 \times C)^{1/3}$
D = Distance to overpressure of 1 psi (meters)
C = Tank Total Capacity in USWG

Parameters: Density of Propane is 0.5033 kg per litre @ 15 C
Assume all vessels are 80% full
1 gallon [US, liquid] = 0.003785411784 cubic meter
1 cubic metre = 264.17 USWG

Hazard Distance Chart (EPA-TNT model)



KING'S HIGHWAY NO. 401





Canadian Tire 085
140 Prescott Centre Drive
Prescott, Ontario
K0E 1T0

Prepared: July 18, 2016
Location of Propane Tank: in centre of circle
Capacity of Propane Tank: 2000 USWG
GPS Co-ordinates of Propane Storage Tank: 44.723S, -75.5212
Circular Distance to 1 psi overpressure circle: denoted by circle on tank radial distance = 246 m
Municipality within the 1 psi overpressure circle: The Corporation of the Town of Prescott
Municipality Contact: Dan Beattie, 360 Dibble Street W, Box 160, Prescott, Ontario K0E 1T0
Email: dbeattie@prescott.ca

