



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

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 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 <u>Leuenberger Air Service Ltd</u>	Corporation No. <u>103312906</u>
	Operator Name (if different from above) 	
	Telephone No. <u>607-329-5940</u>	Fax No. E-mail
B	Street No. <u>7</u> Street Name / 911 Number / Address, if applicable <u>Beach Road</u>	
	Town / City or Township / County <u>Nakina</u>	Province <u>Ontario</u> Postal Code <u>P0T 2H0</u>
	Mailing address if different from above.	
C	Street No. Street Name / 911 Number / Address, if applicable	
	Town / City or Township / County	Province Postal Code
Information on Container Refill Centre or Filling Plant		
	Location of facility.	
D	Street No. <u>7</u> Street Name / 911 Number / Address, if applicable <u>Beach Road</u>	Nearest Major Intersection <u>Beach Road and Cordingley Lake Road</u>
	Town / City or Township / County <u>Nakina</u>	Province <u>Ontario</u> Postal Code <u>P0T 2H0</u>
Name of Licence Holder <u>Brandy Leuenberger-Lenihan</u>		
Name of a Senior Management person as defined in the regulation holding the Record of Training (ROT). <u>Jamie Sofonoff</u>		7011 7111
Municipality (or municipalities if the facility or its hazard distance touches multiple borders) <u>Municipality of Greenstone</u>		
Hours of operation.		
Monday:	<u>8</u> am <u>3</u> pm	Friday: <u>8</u> am <u>3</u> pm
Tuesday:	<u>8</u> am <u>3</u> pm	Saturday: <u>8</u> am <u>3</u> pm
Wednesday:	<u>8</u> am <u>3</u> pm	Sunday: <u>8</u> am <u>3</u> pm
Thursday:	<u>8</u> am <u>3</u> pm	Holiday: <u>closed</u> 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.

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.

Print name		Date (dd-mm-yyyy)
Name of Licence Holder <u>Brandy Leuenberger-Lenihan</u>		<u>08-05-2026</u>
Name of Senior Management person as defined in the		
Regulation holding the Record of Training <u>Jamie Sofonoff</u>		<u>08-05-2026</u>



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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

Tank1: _____

Tank2: _____

Tank3: _____

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: _____ Portable: _____ Mobile: _____

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Name of person completing this form (please print) Brandy Leuenberger-Lenihan	Official Title President
Signature [Redacted]	Telephone No. 807-329-5940
	Date (dd-mm-yyyy) 08-05-2026



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SECTION A: GENERAL INFORMATION (cont'd)

Activity Information

Name of Propane Supplier(s) Morgan Fuels		For Office Use - Party No.	
Street No. 1280	Street Name / 911 Number / Address, if applicable Rosslyn Road		
Town / City or Township / Country Thunder Bay		Province ON	Postal Code P7B 6S4
Telephone No. 807-473-4449	Fax No.	Contact Name Jay Larrett	
E-mail jlarrett@morganfuels.ca			

Name of Propane Transporter. If same as above, please check box. ☒		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	
E-mail			

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

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

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Signature [Redacted]		Telephone No. 807-329-5940	Date (dd-mm-yyyy) 08-05-2024



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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.

Gasoline and diesel stored separately approximately 25 feet and 130 feet respectively from location propane tank will be placed

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

Fire extinguisher by gas tank closest to proposed propane tank placement and two fire extinguishers located at other fuel tanks

Fire extinguisher in main building

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.

ABC fire extinguishers, Emergency shutoff valve, No smoking enforcement

Cement barriers around tanks, will install fencing or cement barriers for propane tank

Emergency Shut offs for fuel tanks

All emergency shut offs for propane tank to be determined and noted once in place

Maintenance and testing schedule for fire protection controls and devices.

Weekly inspection, annual system inspection

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

1. Contacts for Emergency Response

1. Facility Contact Personnel - Key Contact		5. Facility 24-Hour Contact Person	
Name <u>Brandy Leuenberger-Lenihan</u>	For Office Use - Party No.	Name <u>Jamie Sofonoff</u>	For Office Use - Party No.
Official Title <u>Owner</u>		Official Title <u>Chief Pilot</u>	
Telephone No. <u>780-832-4388</u>	Fax No.	Cell No. <u>807-853-0504</u>	Fax No.
E-mail <u>leuenberger.air@gmail.com</u>		E-mail <u>jsfonoff72@gmail.com</u>	
Role and responsibilities in emergency <u>Contact 911, Make sure all guests and crew are accounted for at muster point</u>		Role and responsibilities in emergency <u>Contact 911, Make sure all guests and crew are accounted for at muster point</u>	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name <u>Jamie Sofonoff</u>	For Office Use - Party No.	Name <u>Jamie Sofonoff</u>	For Office Use - Party No.
Official Title <u>Chief Pilot</u>		Official Title <u>Chief Pilot</u>	
Telephone No. <u>807-853-0504</u>	Fax No.	Telephone No. <u>807-853-0504</u>	Fax No.
E-mail <u>jsfonoff72@gmail.com</u>		E-mail <u>jsfonoff72@gmail.com</u>	
Role and responsibilities in emergency <u>Contact 911, Make sure all guests and crew are accounted for at muster point</u>		Role and responsibilities in emergency <u>Contact 911, Make sure all guests and crew are accounted for at muster point</u>	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name <u>Adam Lopatka</u>	For Office Use - Party No.	Name <u>Jay Larrett</u>	For Office Use - Party No.
Official Title <u>Fire Chief</u>	E-mail <u>adam.lopatka@greenstone.ca</u>	Official Title <u>Operations Manager</u>	E-mail <u>jarrett@morganfuels.ca</u>
Telephone No. <u>807-854-1100</u>	Fax No.	Telephone No. <u>807-473-4449</u>	Fax No.
Role and responsibilities in emergency		Role and responsibilities in emergency <u>Assist customer with safety protocols, assist fire services with questions about propane dispenser/overall support.</u>	
Fire Services Address <u>1800 Main Street, Geraldton Ontario</u>		Propane Supplier Address <u>1280 Rosslyn Road, Thunder Bay, ON</u>	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name	For Office Use - Party No.	Name <u>Chrystal Simard</u>	For Office Use - Party No.
Official Title	E-mail	Official Title <u>Clerk</u>	
Telephone No.	Fax No.	Telephone No. <u>807-329-5361</u>	Fax No.
Role and responsibilities in emergency		E-mail <u>chrystal.simard@greenstone.ca</u>	
Fire Services Address		Municipality Name and Address <u>Greenstone 200 Centre Ave, Nakina, ON P0T2H0</u>	

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Signature 	Telephone No. <u>807-329-5940</u>
	Date (dd-mm-yyyy) <u>08-05-2026</u>



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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-mm-yy)	Print Name of Training Provider: <u>Intola Safety</u>
<u>04/05/2026</u>	Print Name of Instructor: <u>Jake Vandahl</u>
Training Date (dd-mm-yy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Training Date (dd-mm-yy)	Print Name of Training Provider: <u>Intola Safety</u>
<u>04/05/2026</u>	Print Name of Instructor: <u>Jake Vandahl</u>
Training Date (dd-mm-yy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yy)	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-mm-yy)	Print Name of Training Provider: <u>Intola Safety</u>
<u>04/05/2026</u>	Print Name of Instructor: <u>Jake Vandahl</u>
Training Date (dd-mm-yy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yy)	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).
Any employee will give immediate warning to designate in charge at any sign of danger or issues, smell of propane, smell of propane, improper function of the equipment, vehicle contact with barriers, any type of fire. Designate in charge will control site and call for emergency services, emergency services will take control and make public notification as appropriate. If immediate evacuation is required before emergency services can attend, designate in charge will ask 911 to make emergency public notification or direct correct personnel to issue warning.

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

Designate in charge will coordinate response to warning, if required designate will coordinate emergency evacuation and complete evacuation to muster point located at the boat launch, designate will take attendance of staff/customers and designate will sweep area to make sure everyone has evacuated.

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).

License holder will respond to initial warning, if immediate danger is suspected a call will be made to emergency services. License holder will make emergency services aware of hazards on site and describe in detail the emergency in relation to the location of dangers such as: propane dispense, fuel dispensers.

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

Dispensers, tanks all located outside with no restriction to emergency access. Emergency shut offs to be used immediately if danger arises. Emergency shut offs will be visibly marked and will provide emergency services with location of shut offs once in place.

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

License holder will immediately notify municipal contact, fire services and TSSA of any changes, modifications to site before they are made - via email or phone.

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

Facility Liaison lives next door to site and can respond within a couple of minutes to any warnings.

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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>54</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>54</u>	

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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.

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 was provided the RSMP and have not responded to the applicant.

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	Signature	Date (dd-mmm-yyyy)
Local Fire Services Name		

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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)	Capacity of single largest propane storage vessel (USWG)
20/04/2026	1715
Tank setback coordinates. Indicate placement on the map.	
Front: 245 Feet	Right side property line: 88 Feet
Rear: 349 Feet	Left side property line: 277 Feet
GPS coordinates of single largest vessel: 50°12'56.32"N 86°42'22.62"W	

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SECTION C: SUBMISSIONS (cont'd)

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

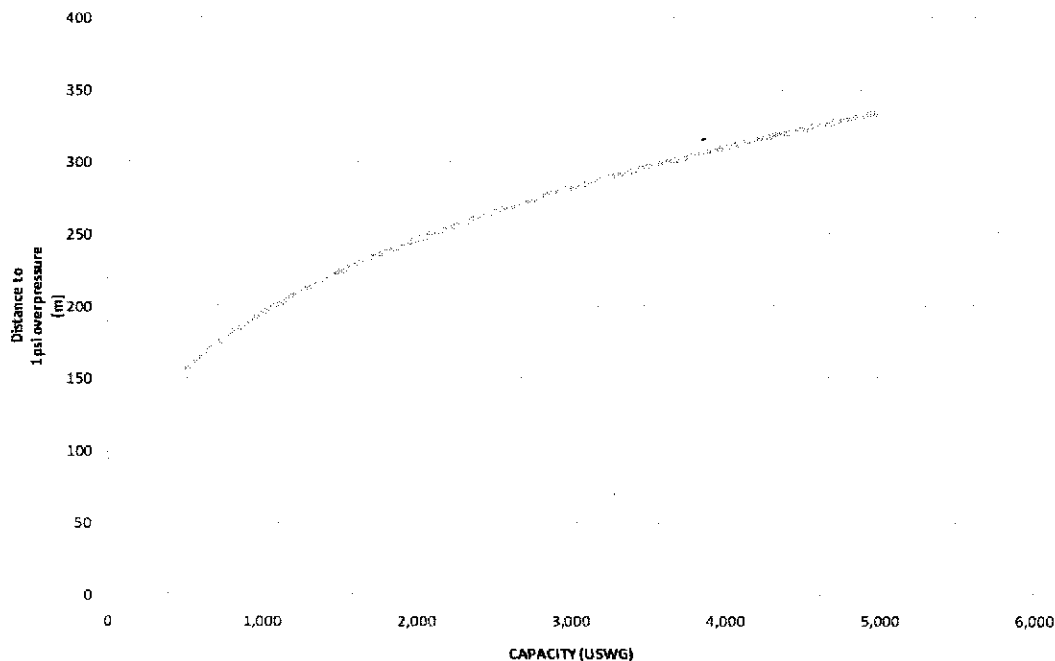
Table 1: Distance Table

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)





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 (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 _____	X				_____ m
Residential buildings Name: _____ Address: _____ City: _____			X		120 m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: _____ Address: _____ City: _____ Province _____ Postal Code _____	X				_____ m

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

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) Brandy Leuenberger-Lenihan	Official Title President
Signature [Redacted]	Telephone No. 807-329-5940
	Date (dd-mm-yyyy) 08-05-2026

7 Beach Road, Nakina, ON

Lot JK176/JK175
Map Prepared April 20, 2026
Municipality of Greenstone

Haley Garvie
Director of Planning, Communication and Economic Development
807-854-1100 ext 2033



Legend

235 M Radius

245 Ft to South Property Line

25 Ft from Tank

277 Ft to West Property Line

349 Ft to North Property Line

46 Ft to Building

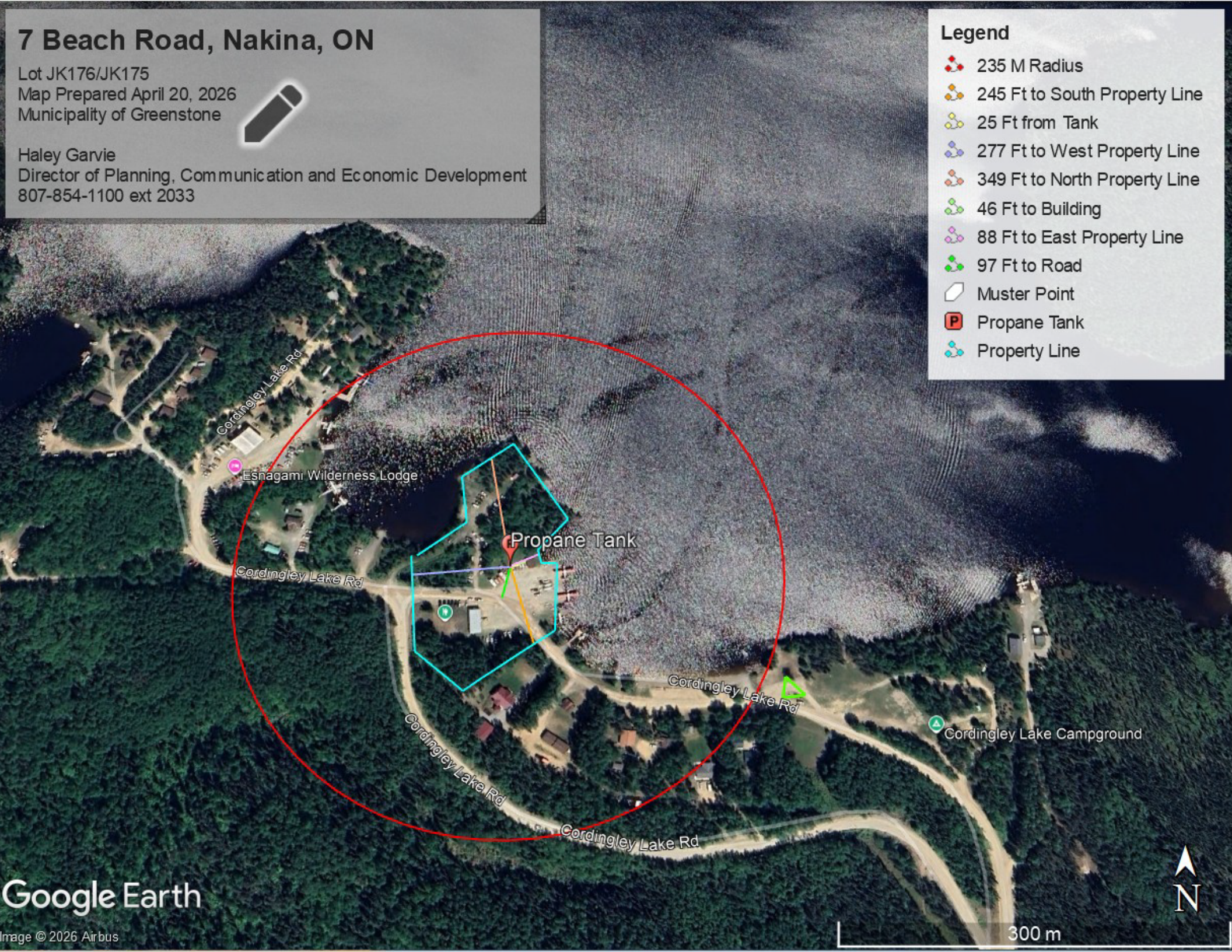
88 Ft to East Property Line

97 Ft to Road

Muster Point

Propane Tank

Property Line



- LEGEND**
-  Cement Barrier
 -  1- 1000 Gallon Reg Gas
 - 2- 4500 Litre Av Gas
 - 3-3800 Litre Av Gas
 - 4-7390 Litre Reg Gas
 - 4000 Litre Died Diesel
 - 5-16000 Litre Jet Fuel
 - All Above Ground Tanks
 -  Fire Extinguisher
 -  Access
 -  Shut Off Valves

Site: 7 Beach Road, Lot JK176
Site Plan: New Propane Cylinder Filling Facility

