



Technical Standards and Safety Authority
 14th Floor - Centre Tower
 3300 Bloor Street West
 Toronto Ontario M8X 2K4
 Fax: 416.231.4003
 Customer Services: 1877.488.0778
 www.tssa.ca

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 (180) of a facility with a fixed propane storage capacity of exactly 5,000 USWG and no more than 600 USWG of portable propane storage capacity in all.

Failure to fully complete this form may result in rejection. Making a false statement may result in a fine or prosecution under the Technical Standards and Safety Act.

License Number: 0078062046-C **0076552546-C**

Check applicable type of propane operations:
 Cylinder Motor Fill Filling Plant Cold/Hotlock

Submit along with this completed application a Property Site Plan and a Map of the Surrounding Area.



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: **RA Gil Ltd** Ontario Corporation No., if applicable

Operator Name (if different from above): **GILLS MORSON MARINA**

Telephone No. (007) 488 5551 Fax No. (007) 488 5698 E-mail: **owh@wonet.net**

B Street No.: **10045** Street Name / R11 Number / Address, if applicable: **Morson Marina Rd. LB C9 Pts 1-2-3 PL R/R 128** Province: **ON** Permit Code: **POW1J0**

Town / City or Township / County: **LOTW TOWNSHIP** Province: **ON** Permit Code: **POW1J0**

Lake of the Woods Township

Mailing address if different from above:

C Street No. **Box 38** Street Name / R11 Number / Address, if applicable: **P.O. Box 38** Province: **ON** Permit Code: **POW1J0**

Town / City or Township / County: **MORSON** Province: **ON** Permit Code: **POW1J0**

D Information on Container Refill Centre or Filling Plant

Location of facility, Street No.: **10045** Street Name / R11 Number / Address, if applicable: **10045 MORSON MARINA Rd** Province: **ON** Permit Code: **POW1J0**

Town / City or Township / County: **MORSON** Province: **ON** Permit Code: **POW1J0**

Name of License Holder: **Stewart Gill**

Name of Senior Management person as defined in the regulation holding the Record of Training (ROT): **Terrance Gill** ROT type: **Filling Propane Cylinders**

Municipality (or municipalities if the facility or its hazard distance touches multiple barriers): **LOTW TOWNSHIP**

Nature of operation: **Oct 31 st**

8074885551

1-2-3 PL RR 128

POW1J0

POW1J0

This document is valid until the next license 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.

Name of License Holder: Stewart Gill	Principal: STEWART GILL	Signature:	Date (YYYY-MM-DD): 10-08-2010
Name of Senior Management person as defined in the Regulation holding the Record of Training: Terrance Gill	Principal: TERRENCE GILL	Signature:	Date (YYYY-MM-DD): 10-08-2010

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SECTION A: GENERAL INFORMATION (cont'd)

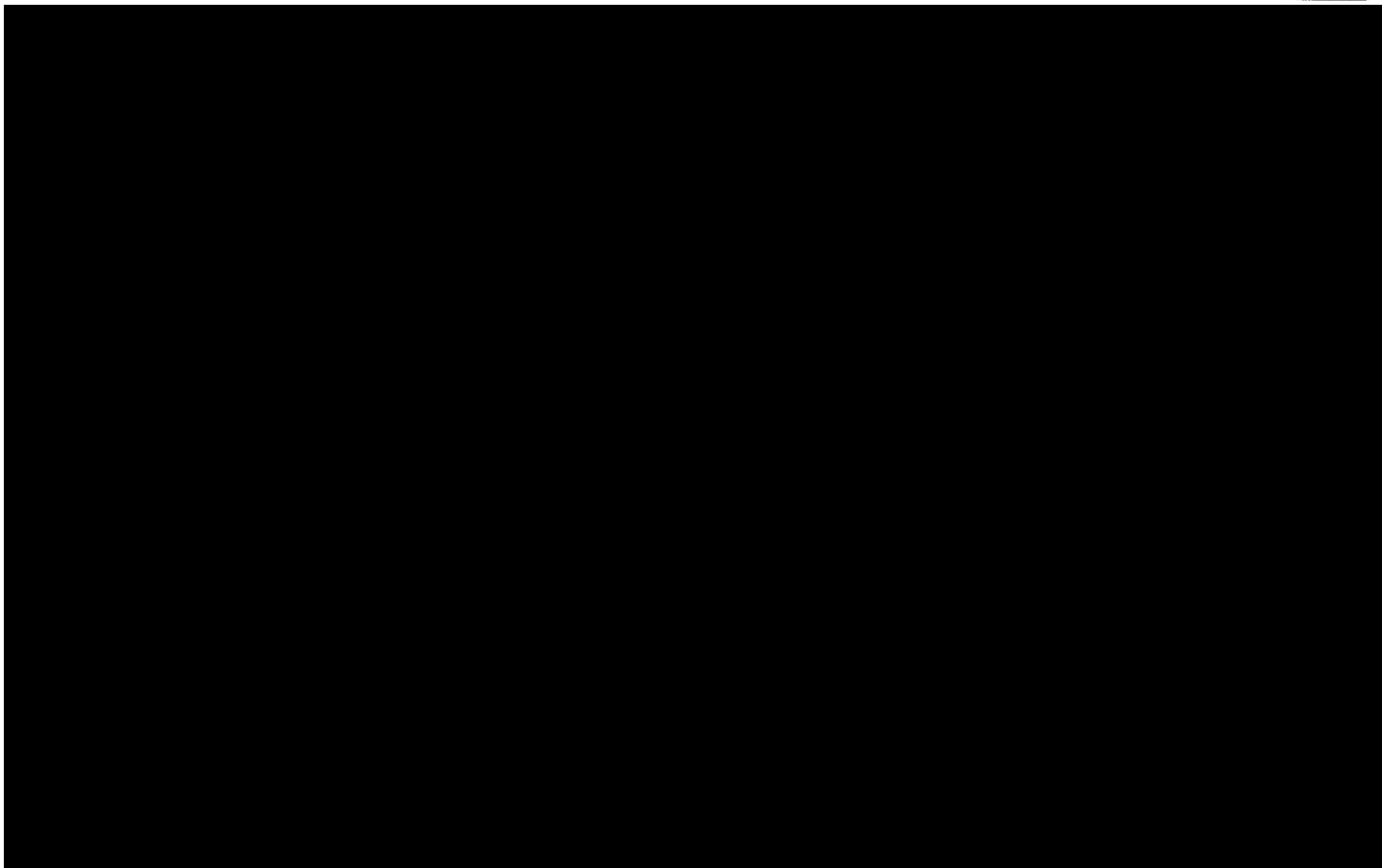
Indicate the year the facility was established. 1988
Indicate the year of any significant modifications, as defined in s.1, O.Reg 211/01, since establishment. 2012

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

	PSIG	Serial Number
Tank 1:	250 (1720 KPA)	N-7993
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: 3785 L Portable: Mobile:



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Name of person completing this form (please print) Terrance Gill	Official Title Manager
Signature <i>Terrance Gill</i>	Telephone No. 8074885551
	Date (dd-mm-yyyy) 15-08-2012



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SECTION A: GENERAL INFORMATION (cont'd)
Activity Information

Name of Propane Supplier(s) Wally's Marine Service					
Street No. 7376	Street Name / 911 Number / Address, if applicable Hwy 11 Manilou Rapids				
Town / City or Township / Country Emo			Province Ontario	Postal Code P0W1E0	
Telephone No. 8072758797	Fax No.	Contact Name Wallace Detweiler Jr			
E-mail wdetweilerjr@llve.ca					

Name of Propane Transporter. If same as above, please check box. <input checked="" type="checkbox"/>				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		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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Signature 		Telephone No. 8074885551	Date (dd-mm-yyyy) 15-08-2012



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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.
10000L Gasoline in Double Walled Tank adjacent to propane fill plant. 500L marked diesel skid tank. (20) 5 gallon gasoline fuel tanks in shed.
(20) 45 gallon used oil barrels (40) cases motor oil (2) cs varsol (100) gallon pails of paint in retail store

Description of fire and emergency equipment indicated on facility site map.
Fire Extinguisher at Fill Plant

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 propane fill plant, single means of shut off (solenoid)

Maintenance and testing schedule for fire protection controls and devices.
Yearly Test for fire extinguishers

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Signature 	Telephone No. 8074885551	



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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 Terrance Gill	For Office Use - Party No.	Name Terrance Gill	For Office Use - Party No.
Official Title Manager		Official Title Manager	
Telephone No. 8072758736	Fax No. 8074885898	Cell No. 8072758736	Fax No. 8074885898
E-mail owh@nwonet.net		E-mail owh@nwonet.net	
Role and responsibilities in emergency Protect and Evacuate persons, Call 911, Emergency Response Coordinator		Role and responsibilities in emergency Emergency Response Coordinator	
2. Facility Contact Personnel - Alternate Contact		6. Name of Facility Manager	
Name Stewart Gill	For Office Use - Party No.	Name Terrance Gill	For Office Use - Party No.
Official Title Sec/Treas		Official Title Manager	
Telephone No. 8074885416	Fax No.	Telephone No. 8072758736	Fax No. 8074885898
E-mail stewgill@msn.com		E-mail owh@nwonet.net	
Role and responsibilities in emergency Protect and Evacuate persons, Call 911, Alternate Emergency Response Coordinator		Role and responsibilities in emergency Protect and Evacuate persons, Call 911, Emergency Response Coordinator	
3. Local Fire Services - Key Contact		7. Propane Supplier Key Contact Person	
Name Gerry Armstrong	For Office Use - Party No.	Name Wallace Delweiler Jr	For Office Use - Party No.
Official Title Fire Chief	E-mail rvsi@shaw.ca	Official Title President	E-mail
Telephone No. 8072748530	Fax No.	Telephone No. 8072758797	Fax No.
Role and responsibilities in emergency Incident Command		Role and responsibilities in emergency Protect and Evacuate Persons, Call 911	
Fire Services Address Hwy 621 Morson		Propane Supplier Address 7378 Hwy 11 Manitou Rapids, Emo On P0W1E0	
4. Local Fire Services - Alternate Contact		8. Municipal Contact	
Name Randy Asselin	For Office Use - Party No.	Name Patrick Giles	
Official Title Deputy Fire Chief	E-mail r.j.asselin@hotmail.com	Official Title Corporate Administrative Officer	
Telephone No. 8074835583	Fax No.	Telephone No. 8078523529	Fax No.
Role and responsibilities in emergency Site Incident command		E-mail gilesp@tbaytel.net	
Fire Services Address Hwy 621 Morson		Municipality Name and Address Township of Lake of the Woods, P.O. Box 427	

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Name of person completing this form (please print) Terrance Gill	Official Title Manager
Signature 	Telephone No. 8074885651
	Date (dd-mm-yyyy) 15-08-2012



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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.
All employees are training on an annual basis regarding the fire protection equipment, emergency procedures/plans and other relevant safety precautions related to the operation of the facility.

[Large empty lined area for describing additional safety measures]

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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-yyyy) 04-05-2011	Print Name of Training Provider: Canadian Propane Assoc, Whmls/TDG
	Print Name of Instructor: Kirk Oshaunessey
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Training Date (dd-mm-yyyy) 04-05-2012	Print Name of Training Provider: R.A. Gill Ltd
	Print Name of Instructor: Terry Gill
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-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-mm-yyyy) 04-05-2011	Print Name of Training Provider: Canadian Propane Assoc
	Print Name of Instructor: Kirk Oshaunessey
Training Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Training Date (dd-mm-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-mm-yyyy) 01-05-2013	Print Name of Training Provider: R.A. Gill Ltd
	Print Name of Instructor: Terry Gill
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:

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

Target Date (dd-mm-yyyy) 01-05-2013	Print Name of Training Provider: R.A. Gill Ltd
	Print Name of Instructor: Terry Gill
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-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-mm-yyyy) 01-05-2013	Print Name of Training Provider: Canadian Propane Association
	Print Name of Instructor: Kirk Oshaunnesy
Target Date (dd-mm-yyyy)	Print Name of Training Provider:
	Print Name of Instructor:
Target Date (dd-mm-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).
The on-site trained worker is responsible to put the emergency procedures into action by contacting the appropriate emergency call list as provided (811)

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 an emergency happens, all employees and other persons will evacuate the area and building and meet at the south side of the shop facility where protected by a building until further actions can be determined in accordance with the RSMP.

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).

The on-site person responsible for the facility will be required to ensure emergency response is initiated by calling 911 and providing appropriate information as determined and written in the emergency response procedure. All emergency numbers are posted by phones.

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

The site is open and not protected by fencing. If necessary for the emergency responders to make entry into a building, appropriate entry procedures will be followed by the responders. Either by locating a key or by other entry tools as necessary.

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

The on-site owner or representative will communicate with the on-site incident command representing the emergency responders.

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

Response to the site may vary from 20-40 minutes depending on the person available.

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Signature 	Telephone No. 807488551	Date (dd-mm-yyyy) 15-08-2012



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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)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Is there adequate night lighting at the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are procedures in place that ensure access routes, aisles, storage area, filling areas and the grounds are kept clear from unwanted materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the facility have procedures that include a process to isolate and purge any overfilled propane cylinders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are weighing systems validated for accuracy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are storage areas clearly marked with the vessels' capacity status (i.e., filled, empty, purged and other hazardous materials)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are quality assurance procedures in place to ensure that all valves are closed after the propane cylinders are filled?(e.g., QCC valves)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Is the schedule of maintenance and testing activities retained on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Can the municipal fire department pump 375 GPM (1420 LPM) of water at this location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. What is the unobstructed distance to the closest water supply that could be used for firefighting activities? (distance in metres only)	49m	
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)	49m	

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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
<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Email was sent giving them opportunity to do so.

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-mm-yyyy)

LOCAL FIRE SERVICES

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

Print name	Signature	Date (dd-mm-yyyy)
Local Fire Services Name: Gerry Armstrong		15-08-2012

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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-mm-yyyy) 14-08-2012	Capacity of single largest propane storage vessel (USWG) 1000
Tank setback coordinates. Indicate placement on the map.	
Front: 49m	Right side property line: 25m
Rear: 200m	Left side property line: 193m
GPS coordinates of single largest vessel: 49deg 7'40.99"N 94deg 17'21.87"W	

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SECTION C: SUBMISSIONS (cont'd)

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

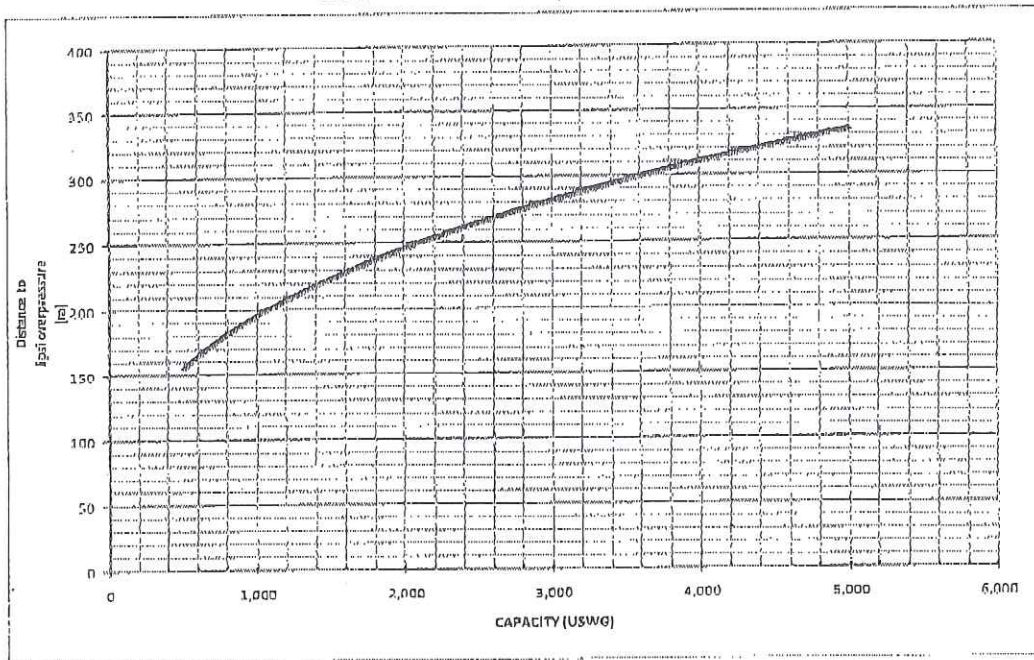
Table 1: Distance Table

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)





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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: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Residential building units, specifically permanent single family dwellings, condominiums, and apartments. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Commercial building units specifically retail, restaurants, entertainment, theatres, and sporting complexes. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Commercial building units – continuous occupancy specifically hotels, campgrounds, and resorts. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Sensitive institutions specifically hospitals, schools and day cares, nursing and retirement homes, mental health institutions, and prisons. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m
Emergency responders specifically fire stations, ambulance stations, and police stations. Name: N/A Address: _____ City: _____ Province _____ Postal Code _____					_____ m

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

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	Date (dd-mm-yyyy) 15-08-2012



Technical Standards and Safety Authority
www.tssa.org

14th Floor - Centre Tower
3300 Bloor Street West
Toronto Ontario M8X 2X4
Fax: 416.231.4903
Customer Service: 1.877.682.8772

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

WORKSHEET

Portable Storage Additional Information Worksheet

Cylinder Size	Capacity In USWG	Quantity	Total Volume In USWG
# 420	123.9	4	495.6
# 100	29.5	20	590
# 40	11.75	10	117.5
# 33.3	9.62	5	48.1
# 30	8.8	25	220
# 20	5.8	60	348
# 10	2.9	5	14.5
# 5	1.5	5	7.5
Total Cylinder Capacity			1841.2

Tanks Stored On-site Not Connected for Use

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

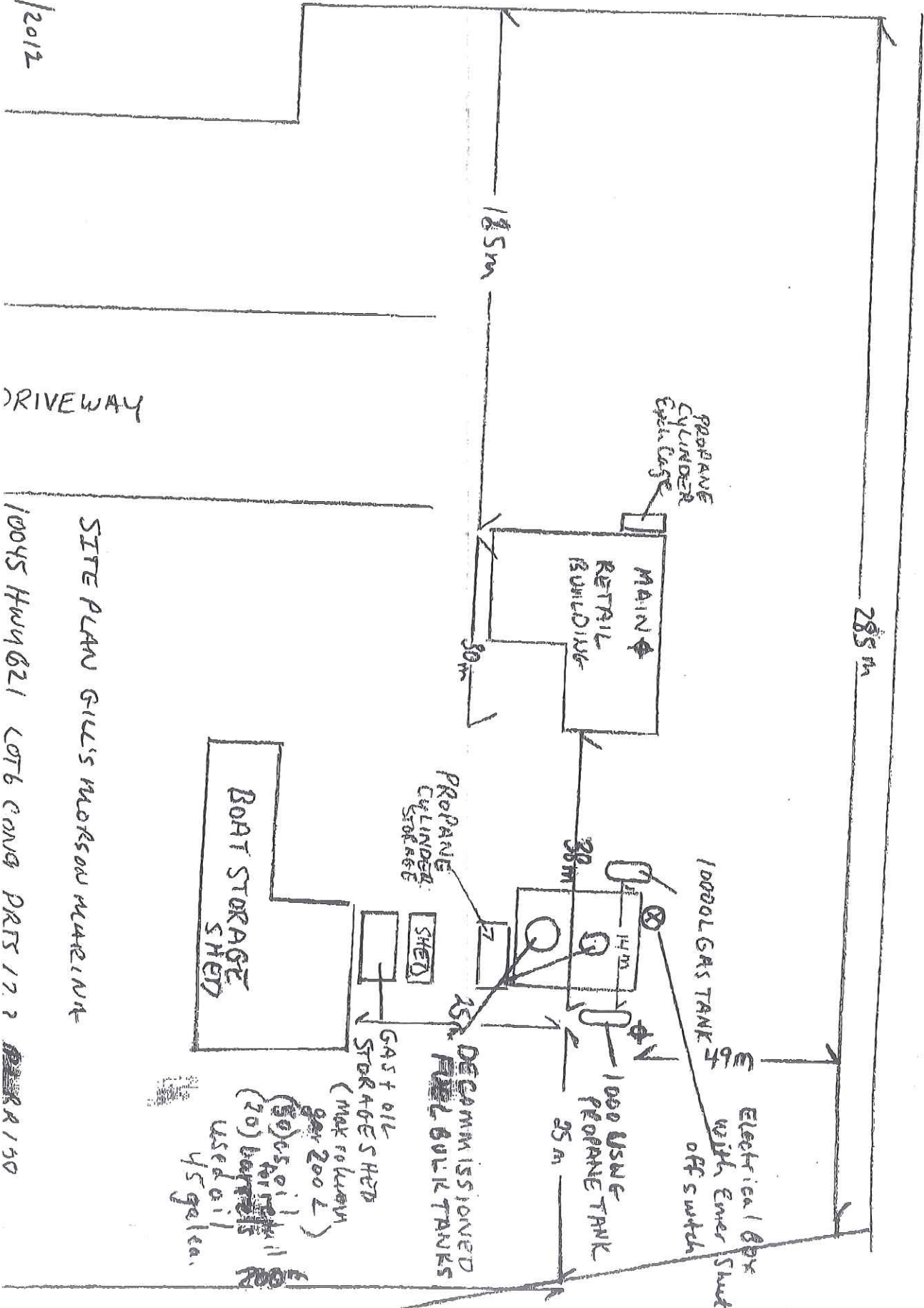
Total Cylinder Capacity	
Total Tank Capacity	
Total Portable Capacity (Total Cylinder Capacity + Total Tank Capacity)	1841.2

August 13/2012

→ LAKE OF THE WOODS

(Lake water supply)

⊕ - FIRE EXTINGUISHER



RIVEWAY

SITE PLAN GILL'S MORSON MARINA
10045 HWY 621 LOT 6 CONQ PRTS 17 2 RR 1/30

DECOMMISSIONED FUEL BULK TANKS

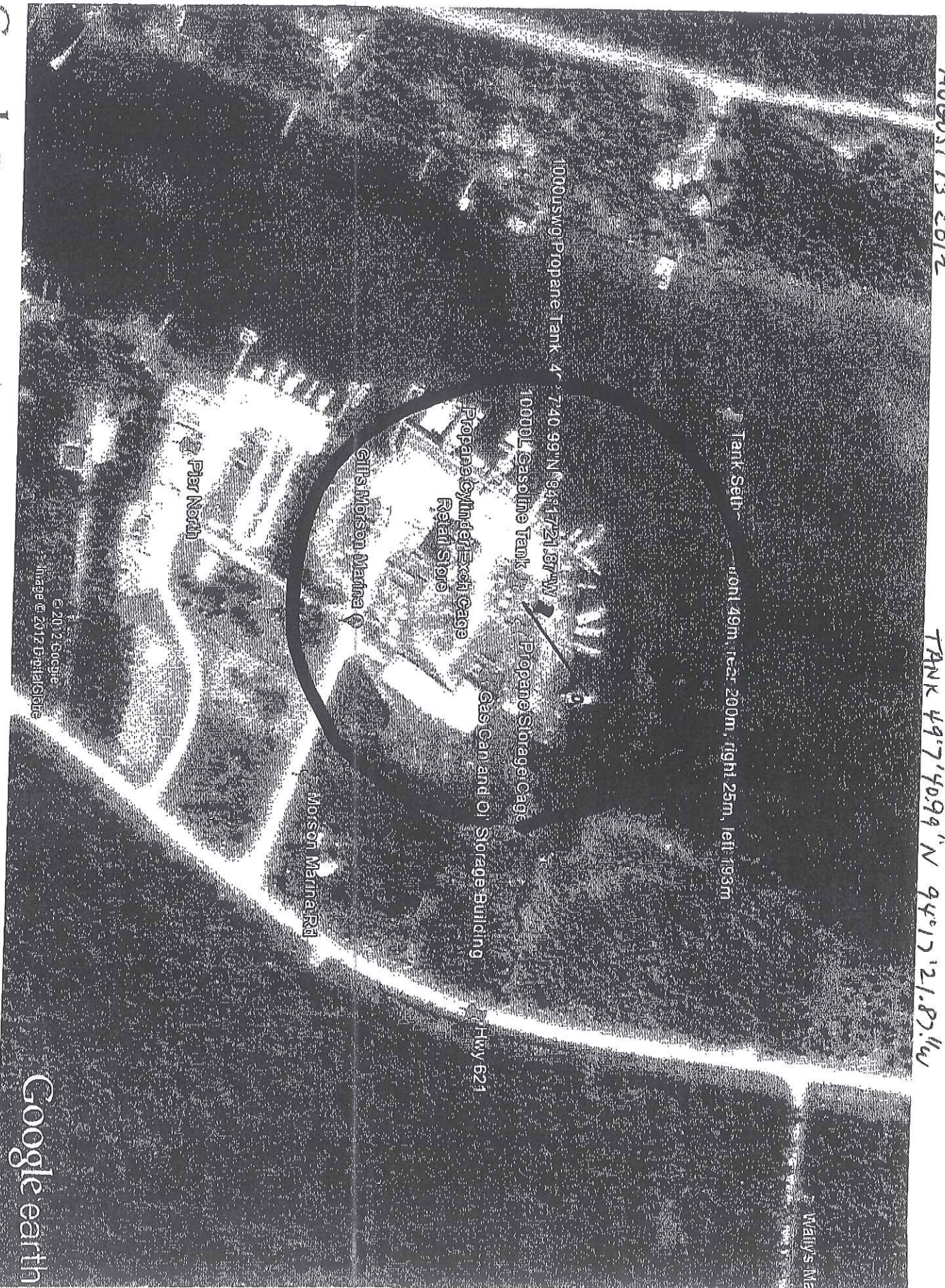
GAS + OIL STORAGE SHED (MAX HOLDING 200 L)

(50) 50 L OIL

(20) BARRILS USED OIL 45 gal ea.

AUGUST 13 2012

TANK 49°7'40.94" N 94°17'21.87" W



Tank Seth - front 49m, rear 200m, right 25m, left 193m

1000USWG Propane Tank 49°7'40.94"N 94°17'21.87"W

10000L Gasoline Tank

Propane Cylinder Exchange
Retail Store

Gills Morson Marina

Gas Can and Oil Storage Building

HWY 621

Morson Marina Rd

Pier North

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Google earth

Google Earth Pro
= PROPERTY LINES

feet
meters

GILLS MORSON MARINA (DIV OF R.A. GILL LTD)
10045 HWY 621 PRTS 1-2-3 PL R112R MORSON MA, LAKE AFTHE WISCONSIN

PAT GILES (800) 853 3529

2000
600