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Risk Management Plan
for Winter Maintenance
New activities

Version 2, 2022

This document serves as the Risk Management Plan (RMP) for the protection of municipal wells and wellfields. It reflects current requirements of the Assessment Report, Source Protection Plan and Clean Water Act, 2006 (the "Act")

Region of Waterloo, Water Services
519-575-4400 (TTY: 519-575-4608)
www.regionofwaterloo.ca/water
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Find us on Facebook: /ROWWaterServices

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Definitions

Act: Clean Water Act (2006)

Applicant: Person Engaged in Prescribed Activity

RMI: Risk Management Inspector, appointed for the Region of Waterloo

RMO: Risk Management Official, appointed for the Region of Waterloo

RMP: Risk Management Plan

SPP: Grand River Source Protection- Plan, effective July 1, 2016

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Section 1 Property and Activity Verification

1. Property Information

Property Location:

Municipal Address: 36 Elliott St, Cambridge

Roll Number: 300601003108200

Legal Description: PLAN 445 PT LOT 11

Property Owner:

Name: Caiden-Keller Homes

Mailing Address: 30 Gerber Meadows Dr, Wellesley, ON N0B 2T0

Phone Number: 519-404-4090

Email Address: cory@caiden-kellerhomes.com

2. Prescribed Activities Managed by this Risk Management Plan

- Salt Application (parking lot)

3. Person Engaged in Prescribed Activity ("Applicant")

Applicant Name: Cory Ziolkoski on behalf of Caiden-Keller Homes

Mailing Address: 30 Gerber Meadows Dr, Wellesley, ON N0B 2T0

Email Address: cory@caiden-kellerhomes.com

Phone Number: 519-404-4090

Applicant's Relationship to Property (circle one):

Owner Tenant Other: _____

Authorized Representative: Brock Linklater

Title: Planner

Company/Business Name: Dryden, Smith, and Head Planning Consultants Ltd.

Mailing Address (if different from above): 54 Cedar St N, Kitchener, ON N2H 2X1

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Section 2 Agreement

I/We, the Applicant and Property Owner (if applicable), hereby declare that I/we have reviewed the content of this Risk Management Plan and, to the best of my/our knowledge, the information contained herein and attached to this Risk Management Plan is accurate and complete.

I/We the Applicant and Property Owner (if applicable), hereby agree to implement this Risk Management Plan and the stipulated risk management practices in accordance with its terms and conditions.

Risk Management Plan Number: 00238

Applicant: Cory Ziolkoski on behalf of Caiden-Keller Homes

DocuSigned by:
22553C1E5A9243C...

Signature (I have the authority to bind the corporation) — Date (MM/DD/YYYY): 3/5/2024 | 15:46:06 PST

Property owner if different from above: _____

Signature (I have the authority to bind the corporation) — Date (MM/DD/YYYY): ____/____/____

DocuSigned by:
Eric Thuss
1D9A9A700FE44DD...

Eric Thuss, Risk Management Official — Date (MM/DD/YYYY): 3/6/2024 | 05:17:58 PST

Regional Municipality of Waterloo

Notes:

The information in this Risk Management Plan is collected pursuant to the Clean Water Act. In accordance with the Clean Water Act and Regulations thereto this Risk Management Plan is a public document.

All information in the Risk Management Plan and Worksheet is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Information may also be provided to the Ministry of the Environment and Climate Change, other regulatory bodies and/or local municipalities.

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Section 3 Terms and Conditions

- This Risk Management Plan (RMP) will be in effect on the date it is signed by the Region of Waterloo Risk Management Official (RMO) and will expire after five years. The Applicant must ensure there is an RMP in effect with respect to the Prescribed Activities and contact the RMO to renew this RMP not less than 2 months before the expiry date.
- The Applicant must contact the RMO within a month following the sale, closure, or change in location of the business/operations that carry on the Prescribed Activities.
- The Owner agrees to disclose to any purchaser of the Property or the business/operations that carry on the Prescribed Activities the designated requirements as presented in this RMP.
- The Applicant must contact the RMO prior to implementing any alterations or additions to the activities conducted. The RMO will determine if amendments to the RMP are required.
- This RMP cannot be transferred to another person without the prior written consent of RMO. Fees may apply.
- This RMP has been agreed to under the authority of the RMO appointed for the Region of Waterloo. This RMP was developed in accordance with the Act.
- The agreement to this RMP and the implementation of the risk management practices within it does not relieve any person of any obligation to comply with any provision of any applicable statute, regulation or other legal requirement necessary to carry out activities at the site, including but not limited to obtaining all necessary authorizing instruments, such as licences, permits and approvals.
- The Applicant will ensure any person undertaking an activity covered by this RMP is aware of the contents of the RMP and the Applicant will take all reasonable measures to ensure such persons comply with the requirements of the RMP.
- This RMP should be on site while an activity covered by this RMP is undertaken.
- Inspections by a Region of Waterloo Risk Management Inspector (RMI) will be completed to assess the implementation of this RMP.
- The Applicant will not move anything related to or covered by the RMP that is indicated on the site map.

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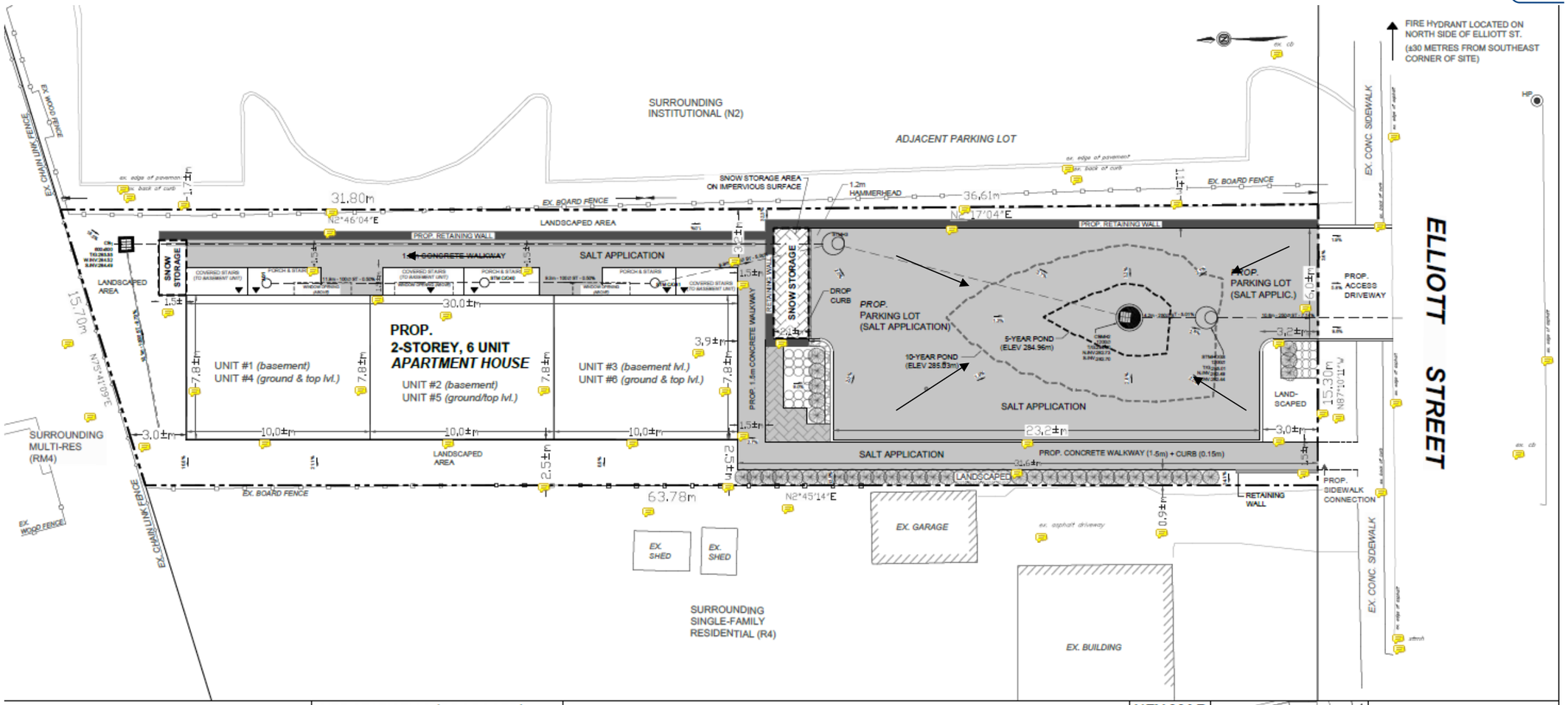
Section 4 Site Map

Risk Management Plan number: 00238 Version number: 01 Approval date (MM/DD/YYYY): 3/6/2024 | 05:17:58 PST Initials (Property/RMO): DS / DS



WINTER MAINTENANCE MAP

36 ELLIOTT STREET
PLAN 445, PT LOT 11
CITY OF CAMBRIDGE
REGION OF WATERLOO
ROLL # 300601003108200

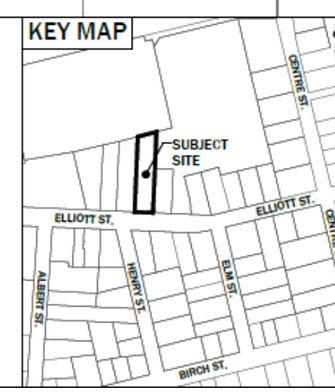
SITE STATISTICS (PROPOSED):

	REQUIRED	PROVIDED
LOT AREA	N/A	997.03 m²
LOT FRONTAGE (ZBA)	30.0 m	15.30 m
FRONT YARD SETBACK	4.5 m	31.6 ±m
SIDE YARD SETBACK	3m for first 2 storeys	2.5 ±m
REAR YARD SETBACK	3m for first 2 storeys	3.0 ±m
GROSS FLOOR AREA (m² / DWELLING UNIT)	50 sq.m (per one-bedroom unit)	90 ±sq.m (per unit)
MAX. HEIGHT	N/A	2 storeys (plus basement)
LANDSCAPED OPEN SPACE WITHIN "FRONT YARD":	Min. 45% of the req. front yard area	47.7% of req. front yard area
ENTIRE SITE:	Minimum of 30%	41.5%
MAX. DENSITY (Official Plan)	40 units/hec.(UPH)	60 UPH
MAX. DENSITY (Zoning Bylaw)	250 units/hec.(UPH)	60 UPH
PARKING	1 space /unit (6); plus 1 space for each 4 units for visitors only (2)	6 Resident + 2 Visitor (8 total)

WINTER MAINTENANCE LEGEND:

- SALT APPLICATION AREA
- SNOW STORAGE AREA
- SLOPE

KEY MAP



DATE: FEBRUARY 27, 2024
DRAWN BY: B.L.
SCALE:
JOB NO.: 16790 - 36 Elliott Street
DWG NO.: 2 (Winter Maintenance)

REVISION:

DRYDEN & SMITH HEAD Planning Consultants Ltd.

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Section 5 Table of Risk Management Practices

Risk Management Plan number: 00238 Version number: 01 Approval date (MM/DD/YYYY): 3/6/2024 | 05:17:58 PST Initials (Property/RMO): DS / DS ET

Part	Section heading	Description of risk management practices	Status of practice	Describe actions required Provide attachments if require additional space	Documentation and record-keeping requirements	Expected completion date
S.1	Certifications, training and tracking	Property is Smart About Salt™ certified	Planned	Smart About Salt property certification is planned or in progress. If Smart About Salt property certification is not completed the property owner will notify the RMO, and the plan will be amended as necessary.	☐ Certification records	10/31/2025 Month/Day/Year
S.2	Certifications, training and tracking	Individuals (employees and/or contractors) performing or supervising winter maintenance activities are Smart About Salt™ trained	Planned	The property supervisor responsible for overseeing winter maintenance on the property to complete Smart About Salt™ Essentials of Salt Management Training. Contractor is to be Smart About Salt™ certified, and all staff to be trained. Ensure all new contractors or staff performing winter maintenance are certified or trained prior to the winter season.	☐ Training records	10/31/2025 Month/Day/Year
S.3	Certifications, training and tracking	Maintain documentation of winter maintenance activities and employee and/or contractor training for five years	Planned	Documents will be obtained from the contractor annually, or upon request. Ensure that documents are retained for the calendar year and an additional five years. Record and retain documentation related to salt and snow management by on-site staff, if applicable, for the calendar year and an additional five years.	☐ Weather and site condition logs ☐ Application records ☐ Training records ☐ Spreader calibration logs ☐ Salt and snow management protocols: application rates, snow plowing and storage, salt storage inspections	10/31/2025 Month/Day/Year
S.4	Salt contract	Contract salt by unit price per event or lump sum per season	Planned	The contract will price salt using a unit price per event or by lump sum per season. This encourages contractors to use less salt compared to contracts that price salt for the amount applied on the property.	☐ Winter maintenance contract	10/31/2025 Month/Day/Year
S.5	Salt contract	Contract specifies that all winter maintenance activities are performed by persons who have successfully completed Smart About Salt™ Operator Training	Planned	Contract will specify that all winter maintenance activities are performed by persons who are Smart About Salt™ trained.	☐ Training records	10/31/2025 Month/Day/Year
S.6	Ice formation prevention and parking lot design	Direct roof drainage away from paved areas, includes walkways and entrances	Planned	The roof of the proposed building is designed to divert rainwater away from paved areas such as walkways and entrances. The roof is sloped to direct runoff towards the back of the building to a landscaped area.	☐ Site plan drawing or design plan	10/31/2025 Month/Day/Year

Part	Section heading	Description of risk management practices	Status of practice	Describe actions required Provide attachments if require additional space	Documentation and record-keeping requirements	Expected completion date
S.7	Ice formation prevention and parking lot design	Construct parking lots using curb and gutter design and grade parking lots to prevent ponding	Planned	Parking lot is to be constructed using curb and gutter design, and graded to prevent ponding during typical winter conditions.	☐ Site plan drawing or design plan	10/31/2025 Month/Day/Year
S.8	Ice formation prevention and parking lot design	Close off areas not requiring maintenance during winter months	Not applicable	All areas require winter maintenance to maintain site access.		N/A
S.9	Winter maintenance practices	Clean up excess applied salt	Planned	Notify contractor of the requirement to clean up spilled salt. If excess applied salt is common on-site, consider if the application rate is appropriate. Notify on-site staff, if applicable, of the requirement to clean up spilled salt and provide appropriate training and materials.	☐ Site plan drawing or design plan	10/31/2025 Month/Day/Year
S.10	Winter maintenance practices	Prepare and implement a maintenance strategy for temperatures below -10C, when salt is less effective	Planned	Prepare and implement a cold weather maintenance strategy and communicate the strategy to the winter maintenance contractor. The strategy may include immediate and frequent clearing of snow and ice, switching to alternative products when temperatures are consistently below -10 °C, sand, or other approaches. For more information contact rmo@regionofwaterloo.ca.	☐ Maintenance strategy	10/31/2025 Month/Day/Year
S.11	Winter maintenance practices	Remove areas of drifting snow	Planned	Drifting snow will be reduced through existing fencing around the property, and proposed retaining walls. The contractor will clear drifting snow that does occur by active maintenance.	☐ Site plan drawing or design plan	10/31/2025 Month/Day/Year
S.12	Winter maintenance practices	Store snow on a sufficiently-sized impermeable surface adjacent to a catch basin	Planned	See site map in Section 4. Snow is stored on a paved surface draining to a catch basin or on the low side of the property. Observe snow piles for ice hazards. If ice hazards are common and required additional salt spot treatment consider spot treating with pickled sand, or a solution to prevent ice formed through melt and freeze weather. Ensure that snow is not piled on landscape/pervious surfaces, and that this requirement is communicated to contractor staff.	☐ Site plan drawing or design plan	10/31/2025 Month/Day/Year
S.13 – S.23	Salt storage	Solid and liquid de-icers	Not applicable	The covered storage of salt totaling less than one tonne is not subject to this Risk Management Plan. The uncovered storage of salt is not permitted on the property. Liquid de-icers will not be stored on the property.		N/A