

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS



EMERGENCY RESPONSE PLAN

Schedule 'A' of By-Law # 974 of 2023

VILLAGE OF OIL SPRINGS
EMERGENCY RESPONSE PLAN

Table of Contents

Part 1 Introduction

Part 2 Aim

Part 3 Authority

- a) Definition of an Emergency
- b) Action Prior Declaration

Part 4 Emergency Notification Procedures

- a) Requests for Assistance from County Authorities
- b) Procedure for Declaring an Emergency

Part 5 Mutual Aid and Automatic Aid

Part 6 Emergency Municipal Control Group

- a) Emergency Operations Centre
- b) Municipal Control Group
- c) Operating Cycle
- d) Municipal Control Group Responsibilities

Part 7 Emergency Response System Concept of Operations

Individual Responsibilities of the Municipal Control Group

Section 1 – Village of Oil Springs Members

1. Mayor or Acting Mayor
2. Clerk/Operations Officer
3. Emergency Management Coordinator

Section 2 – Members as needed

1. Ontario Provincial Police
2. Fire Chief
3. Public Works
4. Emergency Information Officer
5. Scribe
6. Overall Responsible Operator (ORO)

Municipal Control Group Support and Advisory Staff – County of Lambton

1. Medical Officer of Health
2. Emergency Medical Services Director
3. Other Agencies

Part 8 Logistics

- a) Emergency Operations Centre
- b) Equipment

Part 9 Distribution List

Part 10 Updates and Amendments

Part 11 Distribution List of Emergency Personnel Identification Badges

Annexes

Annex A Emergency Information Plan

Annex B Recovery Plan

Annex C Evacuation Plan

Annex D Mutual Aid Agreements

County of Lambton

Automatic Aid Agreements

Dawn-Euphemia Township

Brooke-Alvinston Township

**Annex F Checklist in Consideration of a Declaration of
Emergency**

Annex G Village of Oil Springs Community Risk Profile

Annex H Village of Oil Springs Critical Infrastructure

VILLAGE OF OIL SPRINGS

EMERGENCY RESPONSE PLAN

By-Law # 974 of 2023

Part 1: Introduction

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property.

They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Village of Oil Springs.

The population of the Village of Oil Springs is 670 residents.

In order to protect residents, businesses and visitors, the Village of Oil Springs requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services. The Village of Oil Springs Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency.

The response plan has been prepared to provide key officials, agencies and departments of the Village of Oil Springs important emergency response information related to:

Arrangements, services and equipment; and Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Village of Oil Springs Emergency Response Plan may be viewed at the Municipal office. For more information, please contact:

Village of Oil Springs, Municipal Office

4591 Oil Springs Line, Oil Springs, Ontario

N0N 1P0 (519) 834-2939

Part 2: Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Village of Oil Springs when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Village of Oil Springs and meets the legislated requirements of the Emergency Management Act.

The Village of Oil Springs response plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Village of Oil Springs. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Village of Oil Springs Emergency Management Committee.

For further details, please contact the Emergency Management Coordinator.

Part 3: Authority

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Pursuant to the *EMCPA*, 2000, this emergency response plan and its' elements have been:

Issued under the authority of Village of Oil Springs *By-law # 974 of December 2023*; and Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The *EMCPA* defines an emergency as:

“An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Village of Oil Springs. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Part 4: Emergency Notification Procedures

Only a member of the Village of Oil Springs Municipal Control Group (MCG) may initiate the notification procedure.

When a member of the Municipal Control Group receives a warning of a real or potential emergency, that member will immediately contact the Mayor (or alternate) of the Village of Oil Springs and direct them to initiate the notification of the Municipal Control Group. The member initiating the call must provide pertinent details (e.g., - a time and place for the Municipal Control Group to meet) as part of the notification procedure. The Mayor notifies Clerk/Treasurer and CEMC. After the Municipal Control Group assembles at the designated location, they may assemble other members or agencies as needed (e.g., - Road Superintendent, EMO, Scribe, EIO, EMS, OPP, Fire Chief etc.)

If deemed appropriate, the individual Municipal Control Group members may initiate their own internal notification procedures for their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the Municipal Control Group may initiate the notification procedure and place Municipal Control Group members on standby.

The Village of Oil Springs subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting of the Municipal Control Group is mandatory.

The Mayor or alternate of the Village of Oil Springs must record the date and time Municipal Control Group members were contacted.

a) Requests for Assistance from County Authorities

Assistance may be requested from County of Lambton agencies at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

b) Procedure for Declaring an Emergency

The Mayor or Acting Mayor of the Village of Oil Springs, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group. See Annex M

Upon declaring an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Community Safety and Correctional Services;

Members of Council;

County Warden;

Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

Mayor or Acting Mayor; or

Village of Oil Springs Council; or

Premier of Ontario.

When terminating an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Community Safety and Correctional Services;

Members of Council;

County Warden;

Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

Part 5: Mutual Aid and Automatic Aid

The Oil Springs/Enniskillen Fire Department participates in a mutual aid agreement with the fire services of all contiguous municipalities within Lambton County to provide mutual aid for fire suppression, and spills calls. This agreement may be activated by the Chief of Oil Springs/Enniskillen Fire Department at any time without the need to activate the Control Group or implement the Village of Oil Springs Emergency Response Plan. The Chief of Oil Springs/Enniskillen Fire Department will provide an annual report to Council that will provide details of all activations made under this agreement during the subject calendar year.

The Village of Oil Springs also maintains an Automatic Aid agreement with the Township of Dawn-Euphemia and the Township of Brooke-Alvinston which provides for the extension between the parties of such resources as may be requested during declared emergencies. The Clerk of the Village of Oil Springs is authorized to make a request pursuant to this agreement after an emergency has been declared to exist in the Village of Oil Springs. The Clerk is also authorized to respond to any requests received under this agreement without activating the Village of Oil Springs Emergency Response Plan. The Clerk will, however, notify the Mayor and all Control Group members immediately upon receipt of an Automatic Aid request from the Township of Dawn-Euphemia or the Township of Brooke-Alvinston.

The Village of Oil Springs also maintains a memorandum of agreement with the Canadian Red Cross which provides for the extension between the parties of such resources as may be requested during declared emergencies. The Clerk of the Village of Oil Springs is authorized to make a request pursuant to this agreement after an emergency has been declared to exist in the Village of Oil Springs.

(A copy of the Mutual Aid Agreement and Automatic Aid Agreements are appended as Annex D to this plan.)

Part 6: Emergency Municipal Control Group

a) Emergency Operations Centre (EOC)

The location of the Village of Oil Springs's primary EOC is:

Village of Oil Springs Municipal Office

4591 Oil Springs Line,

Oil Springs, Ontario

and alternate Operations Centre is:

Township of Enniskillen Municipal Office

4465 Rokeby Line

Petrolia, Ontario

519-882-2490

The Location of the primary Evacuation/Reception Centre is:

Oil Springs Youth Centre

4517 Victoria St.,

Oil Springs, Ontario

And the alternate Evacuation/Reception Centre is:

Automatic Aid Agreement with Dawn-Euphemia or Brooke-Alvinston could be activated.

b) Municipal Control Group (MCG)

The emergency response will be directed and controlled by the Municipal Control Group (MCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Control Group consists of the following officials:

Mayor of the Village of Oil Springs, or alternate;

Clerk, or alternate, who becomes the Operations Officer in the EOC;

Fire Chief, or alternate, Oil Springs/Enniskillen Fire Department

Community Emergency Management Coordinator;

Additional personnel called or added to the MCG may include:

Public Works Director, or alternate;

Ontario Provincial Police Representative or alternate;

Emergency Information Officer;

Scribe, or alternate;

Emergency Management Ontario Representative, if required or available;

St. Clair Conservation Authority Representative, if required or available;

Medical Officer of Health, or alternate, if required or available;

Emergency Medical Services (EMS) Director, or alternate, if required or available;

Bluewater Power, if required or available;

Union Gas, if required or available;

School Boards, if required or available;

Liaison staff from provincial ministries, if required or available;

OMI, if required or available;

Township of Enniskillen

Overall Responsible Operator (ORO); water

Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Control Group.

The Municipal Control Group may function with only a limited number of persons depending upon the emergency. While the Municipal Control Group may not require the presence of all the people listed as members of the control group, all members of the Municipal Control Group must be notified.

c) Operating Cycle

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

The purpose of the Operations Cycle is to:

Assess the situation - determine what has happened and what is required.

Establish priorities.

Set clear objectives and timeframes.

Develop an action plan for the CCG.

Set timelines for the implementation of assigned tasks.
Ensure decisions are acted upon and objectives are met.

The Community Emergency Management Coordinator will maintain status board and maps which will be prominently displayed and kept up to date.

When the meeting ends, each member of the Control Group carries out their assigned tasks and objectives and gathers information for the next scheduled meeting.

In order to preserve a record of CCG actions and decisions, individual and group logs must be kept. Information relevant to the entire CCG will be shared on a key events board in the EOC.

EOC Scribes will take minutes for every meeting of the CCG. Notes will be developed into reports for each meeting.

d) Municipal Control Group Responsibilities

The members of the Municipal Control Group (MCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended; Annex F
- Advising the Mayor on the need to designate all or part of the town as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Co-ordinate and/or assist in evacuation if necessary;
- Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas;

- Arranging for services and equipment from local agencies not under community control i.e., private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/ working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

Part 7: Emergency Response System Concept of Operations

The Village of Oil Springs's Emergency Operations Centre and Municipal Emergency Control Group currently utilize the concept of operations that is taught at the Canadian Emergency Preparedness College and is based on the structure of Oil Springs's municipal departments and services.

Individual Responsibilities of the Municipal Control Group

Section 1 – Village of Oil Springs Members

1. Mayor or Acting Mayor

The Mayor or Acting Mayor of the Village of Oil Springs is responsible for:

- Activate Emergency Notification System
- Chair the Municipal Control Group meetings
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council, the MP and MPP are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Act as the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer;
- Establish a communication link and regular liaison with the Emergency Information Officer, CEMC at the Emergency Operations Centre
- Maintaining a personal log of all actions taken.

2. Clerk / Operations Officer

The Village of Oil Springs's Clerk becomes the Operations Officer and is responsible for:

- Requesting activation of the emergency notification system through the Mayor or alternate;
- Ensuring liaison with a security provider regarding security arrangements for the EOC;

As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Municipal Control Group;

- Ensuring that a communication link is established between the Municipal Control Group and the Incident Commander;
- Calling out additional town staff to provide assistance, as required;
- Requesting mutual assistance as appropriate;
- Maintaining a personal log of all actions taken.

3. Emergency Management Coordinator or Alternate

The Oil Springs Emergency Management Coordinator or Alternate is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MCG members;
- Ensuring that all members of the MCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator (ARES);
- Ensuring liaison with community support agencies (e.g., St. John Ambulance, Canadian Red Cross);
- Ensuring volunteer coordination and liaison;
- Ensuring that the operating cycle is met by the MCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post emergency reporting that will be prepared;
- Activate additional phone lines, if required;
- Maintaining a personal log of all actions taken.

- Co-ordinate/assist in evacuation of residents if required.

Section 2 – Members as needed

1. Ontario Provincial Police

The Ontario Provincial Police are responsible for:

- Requesting activation of the emergency notification system through the Mayor or alternate;
- Notifying necessary emergency and community services, as required;
- Establishing an incident command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency;
- Ensuring the protection of life and property and the provision of law and order;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Maintaining a personal log of all actions taken.

2. Fire Chief

The Oil Springs/Enniskillen Fire Chief is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;

- Maintaining and implementing the *Hazardous Materials Response Plan*, as required;
- Providing the MCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintaining a personal log of all actions taken.

3. Public Works Director

The Village of Oil Springs Public Works Director is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;
- Providing the Municipal Control Group with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative(s) from neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of village roads;
- Ensuring the maintenance of sanitary sewage and water systems;

- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintaining a personal log of all actions taken.

4. Emergency Information Officer

The Emergency Information Officer (appointed by council) is responsible for maintaining the *Emergency Information Plan*. The EIO is responsible for performing the following functions:

- Advise the Municipal Control Group on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the Municipal Control Group;
- Establish a communication link with the Media Spokesperson/Mayor and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- Ensure that the Emergency Information Centre is set up and staffed and a site Emergency Information Center is set up, if required;
- Ensure liaison with the Municipal Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Organize media briefings and preparing the Mayor and other members of the Municipal Control Group prior to each media briefing, as required;
- At the direction of the Municipal Control Group, communicating information regarding the emergency to the public through the media using media kits,

news releases, press briefings, public service announcements, flyers, telephones, the internet, and public meetings as required;

- Ensure that the following are advised of the telephone number of the media centre: Media; Municipal Control Group; Media Spokesperson; OPP Communications Officer; Citizen Inquiry Supervision; Neighbouring Communities and any other appropriate persons, agencies or businesses.
- Ensure that the media releases are approved by the Municipal Control Group, prior to the dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the Municipal Control Group, and other key persons handling inquiries from the media;
- Monitor news coverage and correct any erroneous information and prepare appropriate responses.
- Activate the 211 Public Inquiry Centre if needed;
- Activate MyCNN if needed;
- The Emergency Information Officer should also maintain a personal log of all actions taken.

A detailed Emergency Information Plan is included in Annex A.

5. Scribe

The duties of the Scribe shall be:

- Ensure all important decisions made and actions taken by the Community Control Group are recorded.
- Ensure that maps and status boards are kept up to day.
- Provide a process for registering Community Control Group members and maintaining a member list.
- Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- Post Community Control Group objectives and priorities.
- Post action items and mark off what has been completed.
- Arrange for printed material as required;
- Upon direction by Mayor, arrange special meetings of council, as required, and advise members of council of the time, date, and location of meetings.
- Maintain a personal log of all actions taken.

6. Overall Responsible Operator (ORO)

The Overall Responsible Operator is responsible for the following operations:

- Complete oversight of the entire water distribution system and the Quality Management Systems (QMS)
- ORO provides and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and effectively
- Ensure that the system is operated in accordance with all applicable legislation and regulations
- Lead for management reviews Communications with mayor and council about the QMS and the water distribution system
- Emergency response planning and training

Municipal Control Group Support and Advisory Staff – County of Lambton

1. Medical Officer of Health

The Medical Officer of Health of the County of Lambton is responsible for:

- Acting as a coordinating link for all emergency health services at the MCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care;
- Depending on the nature of the emergency, assign an Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the EMS representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of
- Health and Long Term Care policies;

- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centre during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Maintaining a personal log of all actions taken.

2. Emergency Medical Services (EMS) Director

The County of Lambton Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Incident Commander and informing the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS support from other municipalities, if required;
- Ensuring triage at the site;
- Advising the MCG if non-ambulance transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintaining a personal log of all actions taken.

3. Other Agencies

In an emergency, many agencies may be required to work with the Municipal Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, social services director and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator’s office, Municipal Office.

All agencies need to maintain a personal log of all actions taken.

Utility Representative

The Bluewater Power Representative is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintaining a personal log of all actions taken.

Utility Representative – Union Gas

- Monitoring the status of outages and customers without services
- Providing updates on outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance for services for essential services, or other temporary measures in the unaffected area(s);
- Maintaining a personal log of all actions taken.

Part 8: Logistics

a)Emergency Operations Centre

The Emergency Operations Centre will be located in Village of Oil Springs Municipal Office, which is located at 4591 Oil Springs Line, Oil Springs, Ontario.

The alternate Emergency Operations Centre will be located at the Township of Enniskillen Municipal Office at 4465 Rokeby Line.

b)Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the storage closet in the municipal office. The Emergency

Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item Location

Fax Machine, Municipal Office

Telephones, Storage Closet

Flip Charts, Storage Closet

Municipal Control Group supply boxes, Storage Closet

Part 9: Distribution List of Emergency Plans

Copy Number	Location	Issued dd/mm/yy

Part 10: Updates and Amendments of Emergency Plan

Updated dd/mm/yy	Comments	Updated by:

Annex A: Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the Citizen Inquiry Supervisor position will be established at time of emergency by the Municipal Control Group.

Community Spokesperson will be the Mayor or alternate or the Emergency Information's Officer.

The local Emergency Information Centre (EIC) will be located in the County of Lambton Library, 4596 Oil Springs Line, Oil Springs, Ontario. In the event that this centre cannot be used, the secondary location will be the Township of Enniskillen Municipal Office, 4465 Rokeby Line.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined the community spokesperson.

The Citizen Inquiry Section is in the Oil Springs Youth Centre, Victoria St., Oil Springs, Ontario.

1. Emergency Information Officer

The Emergency Information Officer reports to the Clerk/Operation Officer and is responsible for:

- Establishing a communication link with the Emergency Information Officer, the Citizen Inquiry Supervisor and any other media coordinator(s)(i.e., provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required;
- Ensuring liaison with the Municipal Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences for spokesman;

- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Municipal Control Group;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Clerk (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the Municipal Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Activate 211 Public Inquiry Centre
- Activate MyCNN if required
- Maintain a personal log of all actions taken.

2. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor which is chosen by Municipal Control Group at the time of the emergency is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services and the MCG of the establishment of the Citizen Inquiry Service and designated telephone numbers;

- Ensuring liaison with the Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator.

(Such information may be related to school closings, access routes or the location of evacuee centre.);

- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centre to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

Sarnia-Lambton Alerts – By BASES

Effective public alerting poses a significant challenge for many communities. Large, sparsely populated communities cannot feasibly be served by traditional siren systems. Siren systems are very effective in alerting people who are outside near a siren, but siren systems do not convey information or instructions.

Communication technology has developed rapidly in recent years, changing the way people receive, gather and share information. Sarnia-Lambton Alerts (formerly MyCNN) is the name of a local alerting system that contacts residents using multiple communications methods of their choice such as telephone, cell phone, email and text messaging. Sarnia-Lambton Alerts reaches people using the communication devices they have in their home and carry on their person.

Subscribers to Sarnia-Lambton Alerts will receive alerts for the following incidents affecting their area:

Tornado Warnings issued by Environment Canada
Drinking Water Emergencies
Shelter-in-place Advisories
Evacuation Advisories

Subscribers to Sarnia-Lambton Alerts have to option to receive alerts through multiple contact methods and for non-emergency notifications about events that

affect their neighbourhood, their home, workplace, school and more. Subscribers manage their own accounts and can deactivate their subscription at any time.

The local CAER organization funded the purchase of the service developed by Everbridge Inc. and has made the system available to all Lambton County municipalities to use for their local public alerting.

To receive Sarnia-Lambton Alerts notifications, residents are encouraged to visit the Lambton BASES website (<https://lambtonbases.ca/>) and create a personal account.

Annex B –Village of Oil Springs EMERGENCY RECOVERY Plan

Introduction

It is the responsibility of the Community Control Group to establish a Post-Emergency Recovery Committee, of which its role is to return the community and its citizens to its pre-emergency state as much as possible. The Emergency Recovery Plan will be activated at the direction of the Community Control Group, consistent with the Emergency Response Plan, normally occurring once the immediate response to the emergency has been completed. It is possible to undertake emergency response and recovery measures simultaneously. Recovery efforts may be initiated while a state of emergency is still in effect. Generally, the lead agency of the emergency will remain the lead agency of the recovery. Recovery shall be addressed by Human Needs, Infrastructure, and Financial. Subcommittees will be formed to address these issues, as required.

Responsibilities of Post-Emergency Recovery Committee

Roles and responsibilities of the Post-Emergency Recovery Committee are as follows:

- Appoint a Committee Chair
- Establish the following subcommittees:
 - Human Needs
 - Infrastructure
 - Financial
- Establish a committee operating cycle
- Ensure that Municipal elected officials and the public are informed of the status and activities of the recovery process
- Ensure that Senior Municipal Officials from neighbouring municipalities are kept abreast of recovery activities that may have an impact on those municipalities, or other municipalities whose resources may be required
- Receive information from, and providing direction to the Recovery subcommittees to ensure necessary services are provided and being coordinated
- Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval
- Ensure continuity of mandated services to those residents not affected by the emergency
- Decide on the termination of recovery activities and the wind-up of Recovery subcommittees
- Prepare a final report on the recovery phase of the emergency for submission to Council
- Make recommendations for amendments to this recovery plan

Human Needs Subcommittee:

Human needs will be addressed by the establishment of the Human Needs Subcommittee, lead by Administrator-Clerk. Other members of the Human Needs Subcommittee could include representatives from Public Health, Business Development Centre and Red Cross. Roles and responsibilities of the Human Needs Subcommittee are as follows:

- Assist displaced citizens to located housing and have utilities connected
- Coordinate storage and distribution of donated materials
- Ensure special needs of the population are met
- Ensure health standards are maintained throughout the community
- Coordinate counseling
- Work with business/industry to ensure that employment opportunities are restored soon as possible
- Ensure mail services to those within affected area
- Provide secure storage for residents' property as required
- Assist with transportation coordination in an appropriate manner
- Coordinate with other recovery committee activities
- Maintain financial records for committee activities
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Infrastructure Subcommittee:

Infrastructure requirements will be addressed by the establishment of the Infrastructure Subcommittee. The Community Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of the Infrastructure subcommittee could include representatives from Public Works, Lambton Public Health, Emergency Site Team, County Building Department and the County Roads Department. Roles and responsibilities of the Infrastructure Subcommittee are as follows:

- Determine (based on Engineering advice) the extent of damage to municipal buildings, roads, bridges and utilities
- Upon request (with Engineering and/or Chief Building Official advice) provide information to property owners regarding extent of damage to homes and property
- Ensure (with police) that access to unsafe areas is restricted
- Expedite demolition permits where appropriate
- Ensure residents are given opportunity to secure and/or remove personal property from damaged locations, when safe to do so
- Ensure traffic controls (lights and signage) are restored
- Ensure appropriate removal of debris and arranging for sorting and recycling as much as possible
- Ensure proper sanitation measures taken

- Recommend (if appropriate) the waiving of tipping fees at municipal landfill sites
- Ensure the safety of workers in the damaged area including volunteers
- Continue to work with utilities to permanently restore services
- Coordinate the use of volunteer labour to assist residents with clean up on private property
- Maintain financial records for committee activities
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Financial Subcommittee:

Financial requirements will be addressed by the establishment of the Financial Subcommittee. The Community Control Group will appoint a subcommittee lead as appropriate to the nature of the emergency. Members of this subcommittee may include the Finance Manager, and Council Members. Roles and responsibilities of the Financial Subcommittee are as follows:

- Maintain accurate records of all emergency related expenditures
- Coordinate the required committees if ODRAP will be required
- If required, arrange to advance funds to those in need and arrange for recovery of these funds
- In the event of a human caused emergency, prepare and submit claim(s) against the individual or entity that caused the emergency
- Prepare claim for provincial and/or federal funding
- Analyze the impact of the emergency on the municipal budget
- Prepare insurance claims on behalf of the municipality
- Prepare report on activities, together with recommendations for amendments to the Emergency Management Plan and the Emergency Recovery Plan

Provincial and federal financial assistance should be sought through Emergency Management Ontario.

Public Information

This plan assumes that the role with respect to Public Information and Media Coordination will continue during the recovery phase. It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery phase. During recovery, it is the responsibility of each Committee and Subcommittee Chair to ensure that information flows between the Post-Emergency Recovery Committee and its subcommittees to the Emergency Information Officer.

Disaster Recovery Assistance for Ontario (DRAO)

The Disaster Recovery Assistance Ontario (DRAO) is a program designed to help municipalities, individuals, farmers, small business, and non-profit organizations recover from natural disasters. It is intended to cover the costs of returning essential items to pre-disaster condition for those who have suffered damage in designated disaster areas.

DRAO is not intended to be an alternative or a substitute for adequate insurance. The Minister of Municipal Affairs and Housing is authorized to declare a "disaster area" for the purposes of the Disaster Recovery Assistance Ontario (DRAO). The request for a disaster area declaration must be made within 14 working days of the date of the disaster. Only damages within the declared disaster area are eligible for DRAO funding.

Municipalities that have sustained damages caused by a disaster, and which have been declared by the Minister of MAH as a disaster area, may be eligible for DRAO funding for specific types of damages.

Municipalities are not however, automatically entitled to receive financial assistance when declaring a local emergency under the Emergency Management and Civil Protection Act. For a municipality to be eligible for DRAO, the Minister of Municipal Affairs and Housing must declare a disaster area.

Eligible damage payments would be made directly to the municipality by the ministry and are separate from local fund-raising efforts for private damages.

Municipalities must submit a Public Damage Report to their local Municipal Services Office, accompanied by appropriate receipts and an adopted resolution verifying costs, to determine which costs are eligible. Municipalities experiencing only public damages as a result of a natural disaster should still adopt a resolution requesting financial assistance and submit to the Ministry the request within 14 working days of the disaster.

If two or more municipalities have been affected by the same disaster, one disaster area may be declared to cover all affected communities. However, the council of each municipality must adopt a council resolution requesting the disaster area declaration.

Upper tier municipalities, such as counties, may adopt a resolution requesting a disaster declaration and agree to appoint a disaster relief committee. In this situation, local council resolutions of those municipalities affected by the disaster must accompany the upper tier's resolution.

In some instances, however, such as when one municipality has incurred more losses than its neighbouring municipalities, or has a smaller tax base, it may be more advantageous for that municipality to seek its own disaster area designation to make an application under DRAO.

POST EMERGENCY DEBRIEFING AND REPORT

The following multi-step debriefing process should begin once the emergency is terminated, and the public has been informed.

1. Individual Organization Debriefing

The individual organization debriefing should be held as soon as possible after the termination of an emergency (within one-two weeks). Each municipal, provincial, federal, volunteer organization and others should conduct a debriefing with their own staff that participated in the emergency response. The debriefing should include a cross-section of representatives from all branches within the organization as well as varying levels of seniority. A report should be prepared based on information shared at the meeting. Some of the points that should be covered in the report are listed in Section 3. below.

2. Joint Debriefing

The joint debriefing should be within one to two weeks of the individual organization debriefing. All key organizations involved in the emergency response should participate. All members of the Community Control Group should be invited. Each organization should make their report based on their debriefing, ensuring the following points are covered in their report.

- a. Report by _____;
- b. How the response was organized/managed by the individual organization;
- c. Issues/Problems/Concerns/Lessons Learned/Positive Lessons and Experiences;
- d. Recommendations/Actions Required;
- e. Follow-up Action Assigned to _____;
- f. Summary / Conclusions.

3. Post-Emergency Report

Once the debriefings are completed, a report combining the individual organization and joint debriefing comments and recommendations should be compiled considering the following topics.

- a. Introduction;
- b. Overview of the emergency and how it affected your organization "The facts"
- c. A description of your emergency management organization (including reporting, structure, who was in charge, etc.);
- d. Roles and responsibilities for key participants;
- e. Telecommunications;
- f. Emergency public information;
- g. Common problems/ issues/ lessons learned (including positive lessons)
- h. Recommendations/ actions required/ Who is assigned to take necessary actions;
- i. Summary / Conclusions;
- j. Suggested Annexes – newspaper clippings, media releases, reports from individual organization and joint debriefings, list of participants.

4. Follow up Meeting to Debriefing

This meeting should be held within a couple of months following the Joint Debriefing to review the progress on the recommendations identified in the debriefings and the report. Such meetings should be held until such time as all issues have been satisfactorily addressed.

5. Emergency Plan Update

This emergency plan should be updated after any emergency to reflect any recommendations from the above reports.

6. MOST IMPORTANT OF ALL

THANK ALL WHO PARTICIPATED IN THE EMERGENCY. An ad in the local papers along with a letter of Thanks on the municipal bulletin board stating a general Thank You to all who participated in anyway.

ANNEX C: Village of Oil Springs EVACUATION Plan

1. Aim

The aim of this plan is to provide the procedures to be followed in the event of an emergency affecting the Village of Oil Springs, and to define the roles and responsibilities of Emergency Control Group during an emergency that requires evacuation of residents of the Village of Oil Spring either in part or whole.

2. Authority and Custodian:

This plan is published as Annex E to the Village of Oil Springs *Emergency Response Plan*, as authorized by By-law #974 of November 2023; and the *Emergency Management and Civil Protection Act, R.S.O. 2000*. The custodian of this plan shall be the Clerk of the Village of Oil Springs.

3. Emergency – Definition:

An emergency is defined as an incident wherein the lives or property of the Village and residents of Oil Springs are threatened by the effects of an emergency caused by:

Energy Emergency

Petroleum/ Natural Gas Pipeline and Well Emergencies

Human Health Disease & Influenza Pandemic

Adverse Weather

Transportation Accident (road/hazardous materials)

Water Emergency

Critical Infrastructure Failure

Agriculture & Food Emergencies

Human Events

Building/Structure Collapse

4. Notification and Implementation

This plan may be implemented in whole or in part, as required, by the Village of Oil Springs Emergency Control Group with or without the declaration of an emergency by the Village of Oil Springs. This plan may be activated through notification of the

Mayor or by a participating response agency, or by a designated Village of Oil Springs Emergency Control Group member. Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

In the event of an emergency evacuation, the Village of Oil Springs Emergency Control Group will:

Co-ordinate and/or assist in evacuation.

Plan evacuation route.

Co-ordinate and/or set up an evacuation centre if needed.

Provide means of transportation to the evacuation centre if needed.

Provide information that may be needed during evacuation. ie items that may be needed (72 hour kit), if there are separate evacuation centre for persons with animals etc.

Provide information about recovery/re-entry for residents to homes after emergency is terminated.

ANNEX D: Mutual Aid and Automatic Aid Agreements

Mutual Aid – County of Lambton

**Village of Oil Springs
BY-LAW 928 of 2022**

BEING A BY-LAW AUTHORIZING THE OIL SPRINGS AND
SOUTH ENNISKIILEN FIRE DEPARTMENT TO PARTICIPATE
IN THE COUNTY OF LAMBTON MUTUAL AID PLAN

WHEREAS, The Municipal Act 2001, c.25, Section 20(1), as amended, provides that a municipality may enter into an agreement with one or more municipalities or local bodies, for their joint benefit, any matter which all of them have the power to provide within their own boundaries.

AND WHEREAS, the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorize the councils of local municipalities to provide and/or receive fire protection services to or from other municipalities.

AND WHEREAS, the County of Lambton established a Mutual Aid Plan.

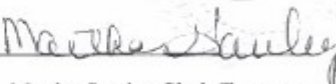
NOW THEREFORE the Council of the Corporation of the Township of Enniskillen enacts as follows:

1. **THAT** the Oil Springs and South Enniskillen Fire Department be authorized to leave the limits of the municipality, at the discretion of the Fire Chief or a fire department designate, and under the direction of the County of Lambton Fire Coordinator to respond to calls for assistance from other fire departments authorized to participate in the County of Lambton Mutual Aid Plan or any other County, District, or regional Mutual Aid Plan on a reciprocal basis; and
2. **THAT** The Mayor and Clerk are hereby authorized to sign and execute an agreement between the County of Lambton and the Oil Springs and South Enniskillen Fire Department; and
3. **THAT** where the provisions of this bylaw conflict with the provision of other authorized fire protection agreements, the provisions of this bylaw shall prevail; and
4. **THAT** this bylaw to be reviewed by the Fire Chief every five (5) years; and
5. **THAT** any By-Laws or provisions of By-Laws found to be inconsistent with the provisions found in this By-Law shall be and are hereby repealed; and
6. **THAT** this By-Law to go into force and effect upon the final passing thereof.

By-Law read a First and Second time this 5th day of April 2022

By-Law read a Third Time and Finally Passed this 5th day of April 2022


Ian Veen, Mayor


Martha Gawley, Clerk-Treasurer

Automatic Aid

Township of Dawn-Euphemia



THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

BY-LAW 742 OF 2017

A By-Law to Authorize an Automatic Aid Agreement between the Township of Dawn-Euphemia, the Township of Enniskillen, and the Village of Oil Springs

WHEREAS pursuant to Section 9 of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS pursuant to Section 11(1) the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Section 11(4) of the Act; and

WHEREAS Section 2(6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services; and

WHEREAS the Township of Dawn-Euphemia is prepared to make available fire protection services to the Township of Enniskillen and Village of Oil Springs, as defined in Appendix "A"; and

WHEREAS the Township of Enniskillen and Village of Oil Springs is prepared to make available fire protection services to the Township of Dawn-Euphemia, as defined in Appendix "B"; and

WHEREAS the Township of Enniskillen and Village of Oil Springs and The Township of Dawn-Euphemia mutually agree as follows:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA ENACTS AS FOLLOWS:

1. That the Mayor and Clerk are hereby authorized to execute the agreement between the Corporation of the Township of Enniskillen and the Corporation of the Village of Oil Springs and the Corporation of the Township of Dawn-Euphemia, as per the attached Schedule A.
2. That the Clerk is hereby authorized to make whatever minor changes to the Agreement as may be necessary and reasonable in the circumstances.
3. That all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.
4. That this By-law shall come into force and take effect on May 9, 2017.

Read a first, second and third time and finally passed this 9th day of May, 2017.



Mayor, Ian Veen



Clerk-Treasurer, Jennifer Turk



Township of Brooke-Alvinston

Village of Oil Springs By-Law No. 956 of 2023

A BY-LAW TO AUTHORIZE AN AUTOMATIC AID AGREEMENT BETWEEN THE MUNICIPALITY OF BROOKE-ALVINSTON, TOWNSHIP OF ENNISKILLEN AND THE VILLAGE OF OIL SPRINGS

WHEREAS PURSUANT TO Section 9 of the Municipal Act, 2001 S.O. 2001, c.25 as amended, a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS pursuant to the Section 11(1) the Municipal Act, 2001 S.O. 2001, c.25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Section 11(4) of the Act; and

WHEREAS Section 2 (6) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services; and

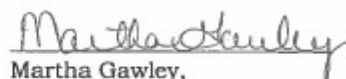
WHEREAS the Municipality of Brooke-Alvinston, The Township of Enniskillen and The Village of Oil Springs agree as follows:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF OIL SPRINGS ENACTS AS FOLLOWS:

1. That the Mayor and Clerk are hereby authorized to execute the agreement between the Corporation of the Municipality of Brooke-Alvinston, The Corporation of the Township of Enniskillen, and the Corporation of the Village of Oil Springs, as per the attached Schedule A.
2. That all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.
3. That this By-law shall come into force and take effect on January 1, 2023.

Read a first, second and third time and finally passed on this 7th day of February, 2023.


Ian Veen, Mayor


Martha Gawley,
Clerk-Treasurer