

To: Regional and Corporate Services Committee  
From: Jennifer Kinneman, Manager of Corporate Affairs

Date: 2018-02-15  
File No: 7140-20

**Subject: Business Continuity Plan: Steering Committee & Corporate Policy**

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## RECOMMENDATION

**THAT** the Fraser Valley Regional District Board adopt the Terms of Reference for the FVRD's Business Continuity Steering Committee;

**AND THAT** the Corporate Policy for Business Continuity be approved.

## STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

## BACKGROUND

Business continuity is the capability of organizations to deliver services at an acceptable level both during and after an unexpected business disruption. This disruption might include emergency situations such as natural disasters such as earthquakes or floods, but it may also include threats such as workplace violence, pandemics, or cyber-attacks. By engaging in business continuity management, organizations build resilience, identifying potential threats and how these threats can be effectively managed to reduce risk. Business continuity is a core obligation of good governance.

## DISCUSSION

It is important to understand the difference between emergency management and business continuity management. Emergency management is manifested in the procedures taken immediately after a crisis occurs to ensure public safety. Business continuity is focused on how to restore the organization to its pre-crisis state and deliver key services. While the FVRD has emergency response plans in place and staff regularly participate in training for emergency response, it does not presently have a formalized and clearly documented business continuity management program. Both emergency

management and business continuity can be considered as components within the broader risk management framework of the organization.

To develop a Corporate Business Continuity Plan, the FVRD has assembled a staff work team in the form of a Business Continuity Steering Committee. While each business unit will be actively involved in the development, monitoring, and maintenance of individual business continuity plans, this Committee will be instrumental in developing the Corporate Plan and ensuring its ongoing sustainability and effectiveness. The Terms of Reference for this Committee are attached in Appendix A.

It is anticipated that the FVRD's Corporate Business Continuity Plan will be completed by the end of 2018. The first key milestone in the work plan is Board approval of the Committee's Terms of Reference as well as the Corporate Policy for Business Continuity Management (Appendix B).

## **COST**

There are no direct financial implications to the recommendations within this report. However, it should be noted that in the event of a business disruption, costs may be incurred to maintain services at the level specified in the Corporate Business Continuity Plan. Some of these costs may ultimately be recoverable through Emergency Management BC (i.e. in the event of a natural disaster). However, other costs may have to be managed through the organization's existing and future budgets.

## **CONCLUSION**

Ensuring business continuity is a critical function for the regional district. Staff have developed a work plan, internal steering committee, and corporate policy to achieve the goal of creating a formal framework for business continuity.

## **COMMENTS BY:**

**Mike Veenbaas, Director of Financial Services**

Reviewed and supported.

**Paul Gipps, Chief Administrative Officer**

Reviewed and supported.