Fraser Valley Regional District

TERMS OF REFERENCE

BUSINESS CONTINUITY STEERING COMMITTEE

The Business Continuity Steering Committee shall meet on a quarterly basis, or more frequently as required, to consider and discuss matters within its mandate and make recommendations to senior management of the Fraser Valley Regional District. Responsibilities include:

1. Develop, implement and maintain the FVRD's Business Continuity Plan (BCP).

2. Act as resources for managers responsible for departmental business continuity throughout the organization.

3. Review the FVRD's critical business processes and evaluate various control mechanisms.

4. Review and debrief after significant incidents and make recommendations as required.

5. Provide direction in key areas of the program including, but not limited to: policy, prioritization of business processes and systems, recovery time expectations, frequency of testing and exercises.

6. Report to the senior management team (SMT) and chief administrative officer (CAO) on plan progress and compliance with policy and industry best practices, and make recommendations as needed.

7. Participate and contribute to the FVRD's emergency management plan, emergency operations centre (EOC) training, and initiatives.

8. Monitor and review the business continuity plan at planned intervals to ensure its sustainability and effectiveness.

9. Other matters at the direction of the CAO.

Membership

The Business Continuity Steering Committee shall include a cross section of management staff representing key business units and support areas of the organization. Committee members and the committee chair will be selected by the CAO. A quorum of greater than 50 percent of members is required, and in the absence of a quorum, the meeting will be rescheduled. Given the sensitivity of the issues discussed, committee members may not send designates in their absence. Clear mandates, timelines, and responsibilities will be assigned to each committee member based on their areas of expertise.