

 FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES	
POLICY: Business Continuity Plan	
Date Issued:	Date Amended:

PURPOSE

This policy has been developed to assist the FVRD to prepare for disruptive events to its operations. The policy defines the Board's approach to business continuity management and the principles by which business continuity plans will be developed and maintained.

POLICY

The objective of business continuity management is to protect life, ensure safety, and minimize the impact of a disruptive event on operations and the delivery of services to the community. Examples of disruptive events include, but are not limited to: natural disasters; damage to FVRD assets; IT systems failure; and telecommunications failure.

A key outcome of the business continuity framework is to identify the minimum level of acceptable performance the organization wishes to maintain in the event of a disruption, and to clearly state the infrastructure and resources required to achieve and sustain critical business objectives.

The framework includes the following:

- Business Continuity Management Policy
- Emergency Management Plan
- Corporate Business Continuity Plan

Business Continuity Management will align to the ISO 22301 standard, which was developed to assist organizations maintain continuity of their operations through effective management of disruption-related risk. This will equip the FVRD with the capacity to:

- Stabilize any disruptive effects as quickly as possible;
- Continue and/or quickly resume operations that are most critical to the Board's objectives;
- Expedite return to normal operations and recovery;
- Capitalize on any opportunities created by an event.

ROLES AND RESPONSIBILITIES

The Chief Administrative Officer (CAO) and Senior Management Team (SMT) are responsible for overseeing business continuity management across the FVRD.

All departments within the FVRD must be aware and fully understand the content of this policy. Directors and managers have primary accountability for ensuring compliance with, and consistent application of this policy within their departments. Directors and managers will have the responsibility for undertaking Business Impact Analysis (BIA) and ensuring that all critical functions under their responsibility have business continuity plans established, maintained, and reviewed.

MEASUREMENT OF SUCCESS

- Business Continuity Management is supported across the organization.
- Business Continuity Plans are developed for critical operations and services following business impact analysis.
- Testing of Business Continuity Plans is carried out on a regular basis.
- Minimal interruption to operations during and following a disruptive event.

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

The implementation and administration of the FVRD Business Continuity Plan may require the collection, use and disclosure of personal information.

As defined under the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165*, “personal information” means recorded information about an identifiable individual other than contact information. “Contact information” means information to enable an individual at a place of business to be contacted and includes the name, position name, or title, business telephone number, business address, business email or business fax number of the individual”.

The personal information collected for purposes of implementing and administering the FVRD Business Continuity Plan will be collected in accordance with Sections 26 and 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165*, the *Local Authority Emergency Management Regulation [BC Reg. 380/95]*, and the *Fraser Valley Regional District Business Continuity Plan Policy*. The personal information collected will **only** be collected, used and disclosed for the purpose of implementing and administering the Fraser Valley Regional District’s Business Continuity Plan. Questions with respect to the collection of personal information may be directed to the FVRD Privacy Officer at 45950 Cheam Avenue, Chilliwack, BC V2P 1N6 1-800-528-0061 FOI@fvrd.ca.

DEFINITIONS

Acceptable Level of Performance – the lowest acceptable level of service that can be tolerated during a disruption.

Business Continuity – the ability of the FVRD to provide service and support for citizens and stakeholders and maintain critical operations before, during, and after a significant disruption.

Business Continuity Management – the process for managing operations during and following a disruption, to ensure that critical functions can be maintained or restored quickly with minimal impact on staff, the Board, and the community.

Business Continuity Plan – an approved and tested document with instructions and procedures that provide guidance on the management of operations to minimize the impact of significant disruption.

Business Impact Analysis – a detailed risk analysis that examines the nature and extent of possible disruptions and the likelihood of the resulting consequences in order to gather information about critical functions, dependencies, and resource requirements.

Significant Disruption – a sudden, unplanned event resulting in inconvenience and disruption to operations, which requires non-routine management.