


Function: Community & Protective Services - 02
Department: Emergency Management - 030
Policy No.: 003



Business Continuity Policy

Effective Date: April 25, 2019
Review Date: April 25, 2024
Cancel: Policy 910: Business Continuity
Resolution #: 259-19

CAO Signature: 

Policy Statement:

To develop a strategic plan outlining municipal business continuity in the event of loss of ability to operate and provide services to residents as a result of one or more of the following factors:

- Loss of infrastructure due to destruction, contamination, or a potential danger preventing use or access,
- Loss of staff due to death, sickness, or transportation problems,
- For other reasons such as force majeure.

If the County loses essential municipal services, the health or safety of residents, property or the environment may be endangered.

Guidelines:

To create a business continuity plan to identify vital and necessary municipal services and determine the processes for delivery of same.

The plan shall categorize all general municipal services and identify these functions to ensure the services are provided when infrastructure or staff is not available to deliver normal municipal services.

Essential services should include, at a minimum, the delivery of emergency response services and emergency operations centre functions. Determination of other services necessary shall be outlined by the Municipal Emergency Management Agency based on internal survey of all departmental services.