

Policy Title: Business Continuity

Policy #: B-122

Date adopted by Council: May 16, 2023



1. POLICY STATEMENT

Recognizing that the community of Jasper is exposed to a wide variety of threats the Municipality of Jasper shall develop, maintain and regularly review a Business Continuity Plan for municipal services.

2. SCOPE

The Business Continuity plan shall consider all internal and external services provided by the Municipality of Jasper. The Business Continuity Plan is not intended to address any matters related to emergency response.

3. STANDARDS

The Business Continuity Plan shall:

3.1. Consider disruption from both minor and major threats including but not limited to:

- Wild Fire
- Extreme Weather
- Loss of Power
- Pandemic
- Labour Disruption
- Civil Unrest
- Cyber Attack

3.2. Consider and identify linkages or overlap with the Emergency Management Plan.

3.3. Define, categorize and prioritize municipal services.

3.4. Describe the conditions which would lead to reduction or suspension of municipal services.

3.5. Identify the resources required to support the implementation of the plan.

3.6. Be presented to the Emergency Advisory Committee for approval.

3.7. Be reviewed annually, or; following an incident where there was a disruption or loss of municipal services.

4. RESPONSIBILITIES

Council

Review and approve any revisions to this Policy.

CAO

Ensure the development and maintenance the Business Continuity Plan.

Review and approve any procedures related to this Policy.

Directors and Managers

Carry out the policy based on established Procedures.

5. DEFINITIONS

“Business Continuity” means the capability of the municipality to continue to deliver services at acceptable predefined levels following or during a disruptive incident.

“Business Continuity Plan” means documented procedures that inform municipal staff how to respond, recover, resume and restore to a predefined level of operation following disruption.

“Incident” means a situation that might be, or could lead to, a disruption, loss, emergency, or crisis.

“Threat” means a potential cause of an unwanted incident, which can result in harm to individuals, the environment, or the community.