

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General
POLICY	6300 – Business Continuity Management

Objective To establish the framework for the business continuity management program within the Legislative Assembly to ensure the delivery of critical services in a disruptive event.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**critical service**” means a service, function, or process that, if not performed, would significantly impact the operation of the Legislative Assembly or impede the ability of Members to conduct parliamentary business;

“**disruptive event**” means an event that interrupts normal operations, whether anticipated or unanticipated, that requires a coordinated response to resume operations.

- 1. Responsibilities**
- .01 The Clerk of the Legislative Assembly maintains overall authority of the business continuity management program, and only the Clerk of the Legislative Assembly or their designate can activate the *Business Continuity Plan*.
 - .02 The Clerk’s Leadership Group determines the priority order for restoring critical services in a disruptive event.
 - .03 A department director or their designate is the Department Business Continuity Lead, responsible for identifying critical services within their respective area of oversight and implementing strategies to ensure continuity during a disruptive event. A Department Business Continuity Lead must develop, maintain, and exercise a department business continuity plan and assign a Department Business Continuity Coordinator to participate in the business continuity management program.
 - .04 A Department Business Continuity Coordinator is responsible for:
 - a) assisting in the development and maintenance of departmental business continuity plans and documents (business impact analysis, risk assessment);
 - b) participating in departmental business continuity exercises;

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General
POLICY	6300 – Business Continuity Management

- c) participating in meetings organized by the Business Continuity Advisor to receive business continuity program updates; and
- d) liaising with departmental management to ensure compliance with the business continuity management program.

.05 The Business Continuity Advisor is responsible for:

- a) developing, managing, facilitating, and reviewing the business continuity management program;
- b) advising the Clerk’s Leadership Group and departments on business continuity management best practices;
- c) ensuring that departmental business continuity plans and the organizational *Business Continuity Plan* are updated, approved, and exercised on an annual basis; and
- d) developing and facilitating training stemming from the business continuity management program for Legislative Assembly employees.

.06 An employee is responsible for maintaining an awareness of their respective roles during a disruptive event and for participating in exercises as required. In a disruptive event, an employee must adhere to responsibilities and procedures in the organizational *Business Continuity Plan*.

2. Business Continuity Management Program

.01 The Legislative Assembly’s business continuity management program is guided by provincial public sector guidelines, industry best practices, and the professional practices and standards of the Disaster Recovery Institute Canada and the International Organization for Standardization. This includes participating in the provincial business continuity management program to ensure provincial coordination and the continuity of government in a significant emergency.

.02 To ensure that the Legislative Assembly Administration can maintain critical services at normal or near normal operating levels during or following a disruptive event, the business continuity management program must include:

- a) an organizational risk assessment and analysis;
- b) an organizational business continuity plan;
- c) a business impact analysis, risk assessment and analysis, and business continuity plan for each department;
- d) information technology disaster recovery plans;

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	General
POLICY	6300 – Business Continuity Management

- e) awareness and training opportunities for all Legislative Assembly employees; and
- f) exercises to test business continuity plans, processes, and procedures.

.03 The business continuity management program must be reviewed annually to measure program maturity and ensure compliance, effectiveness, and maintenance of the program. The Business Continuity Advisor is responsible for conducting the annual review and reporting to the Clerk’s Leadership Group.

3. Business Continuity Plans

.01 The Legislative Assembly Administration must maintain documented organizational and departmental business continuity plans that contain recovery procedures to maintain or resume critical services in a disruptive event.

.02 The Legislative Assembly’s *Business Continuity Plan* outlines the organizational response to a disruptive event and must include:

- a) activation procedures for response and recovery teams based on the type of disruptive event and operational impact;
- b) alternate worksite relocation plans to ensure the continuity of operations of the Legislative Assembly;
- c) communication plans to operationalize in the event of a plan activation;
- d) designated meeting locations for the Clerk’s Leadership Group and the response and recovery teams;
- e) incident escalation procedures;
- f) information technology disaster recovery plans;
- g) organizational critical service priorities;
- h) organizational response and recovery structure; and
- i) roles and responsibilities for Legislative Assembly employees and the response and recovery teams responding to a disruptive event.

.03 The Legislative Assembly’s *Business Continuity Plan* must be reviewed annually by the Clerk’s Leadership Group and be subsequently approved by the Clerk of the Legislative Assembly.

.04 Every department of the Legislative Assembly Administration must maintain a departmental business continuity plan. A departmental business continuity plan must identify:

- a) critical services, impacts, and recovery time objectives;

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General
POLICY	6300 – Business Continuity Management

- b) continuity strategies to deliver critical services;
- c) critical staffing plan;
- d) critical workplace requirements, including critical applications and software;
- e) employee contact information;
- f) internal or external dependencies on groups or vendors; and
- g) records necessary for the recovery of operations after a disruptive event or necessary to protect the assets, obligations, or resources of the Legislative Assembly, and the location of such records.

.05 A departmental business continuity plan must be reviewed, updated, and approved annually by the department director and the responsible member of the Clerk’s Leadership Group.

.06 In addition to establishing a departmental business continuity plan, the Information Technology Department must establish information technology disaster recovery plans to document the processes to recover and restore the technology (computer processing, applications, and data) needed to support critical services. The information technology disaster recovery plans must be reviewed and updated annually by the Director, Information Technology and approved by the Chief Information Officer.

4. Exercises

.01 Departments must participate in annual business continuity and disaster recovery exercises to practice the implementation of their departmental business continuity plans.

.02 The Clerk’s Leadership Group must participate in a business continuity plan exercise at least annually to practice the activation of the organizational *Business Continuity Plan*.

.03 Exercises are developed, facilitated, observed, monitored, and reviewed by the Business Continuity Advisor to identify issues and validate plans and procedures. The Business Continuity Advisor will report exercise findings and recommendations in the annual business continuity management program review, and Department Business Continuity Leads are responsible for implementing any adjustments to their departmental business continuity plans necessary from identified findings and recommendations.

LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL

SECTION	General
POLICY	6300 – Business Continuity Management

Contact Questions regarding this policy may be directed to the Office of the Clerk at OfficeoftheClerk@leg.bc.ca.

Procedures *Business Continuity Plan*



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

March 11, 2024

Date

POLICY HISTORY

Version 1

March 11, 2024