



Business Continuity Policy

1 Policy Statement

The Guelph Public Library (GPL) recognizes the risks we face as an organization and understands why we must ensure that we're prepared. A Business Continuity Plan (BCP) sets up the organization to survive a serious disruption or emergency. It eliminates confusion common to every disaster, providing a clear blueprint for what everyone should do. Working with the City of Guelph's Community Emergency Management Coordinator, GPL Management will be trained and supported on the creation of a Business Continuity Plan. This policy aims to outline the requirements for business continuity planning.

2 Purpose

The intent of this policy and its procedures is to ensure the Guelph Public Library has clearly defined the expectations of business continuity planning which include the definitions, roles and responsibilities, process, and frequency.

3 Scope

All Guelph Public Library essential functions/services are included in the business continuity planning process.

4 Definitions

4.1 Emergency

A situation or impending situation that requires timely or immediate attention and/or action, failing which the situation may reasonably result in an adverse impact on human health, animal health, property or the environment.

4.2 Unforeseen Circumstance(s)

An unforeseeable incident or occurrence that, unless addressed, can reasonably lead to an adverse impact on:

- the delivery (including, for greater certainty, failure to deliver) of the Library's services and/or
- the Library's reputation and/or
- financial implications and/or
- impacts the health and safety of employees or the community

4.3 Business Continuity Management

An ongoing process to ensure that the necessary steps are taken to identify the impacts of potential losses and maintain viable recovery strategies, recovery plans, and continuity of services.

4.4 Business Continuity Plan (BCP)

A documented collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident to enable the Library to continue to deliver its essential services/functions at an acceptable predefined level.

5 Roles and Responsibilities

5.1 Chief Executive Officer (CEO)

The CEO will approve the Business Continuity Plan for the Library. Upon declaration of an emergency/disruption the CEO will advise the Library Board about major business interruptions and engage the Board where governance action is required.

5.2 Managers or Designate

Managers or their designate will coordinate the development and maintenance of a Business Continuity Plan under the guidance of the City of Guelph's Community Emergency Management Coordinator.

5.3 Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) is designated by the City of Guelph and is responsible for:

- Ensuring that all departments and the Library, complete Business Continuity Plans on the established intervals
- Monitoring Business Continuity Plans across the corporation to ensure completion
- Supporting all departments by providing training, instructions, and guidance

6 Procedure

6.1 The GPL will be required to have a BCP with the following components:

6.1.1 Risk Assessment/Business Impact Analysis:

The Risk Assessment identifies the risks to the Library's essential services/functions. The business impact analysis uses those risks to predict the consequences of a disruption.

6.1.2 Response Strategies or Action Plan:

This component is where each department/branch would outline their response strategies for essential services/functions and the maximum timeframe by which critical services will be delivered/restored.

6.1.3 Communication Strategies or Plan:

This component includes details on what communications will be issued and how they will be issued. This would cover both internal and external communications. This component can be grouped into the response strategies if needed.

6.1.4 Test and Train:

This component defines how the BCP will be tested and trained.

7 Compliance

All City of Guelph departments and local boards are required to have and maintain a BCP. The current method for storing the BCP is through the online ENCASE portal which is accessible by a username/password. The City also stores a digital copy on their server and a physical hardcopy for redundancy. The Library will store a physical hardcopy at an offsite location. The BCP for the Library must be reviewed annually and will require a thorough review/revision every 4 years.

8 Reference (to be linked when complete)

Business Continuity Plan

City of Guelph Business Continuity Policy