

June 16, 2025

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# **Progress on Action Plan for Business Continuity Audit**

Presentation to Executive Standing Committee

# Agenda

- Progress on Action Plan
  - Background
  - Auditor General Report
  - Business Continuity Planning
    - Completed Actions
    - Next Steps

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# Background

- In July 2024 the municipal Auditor General submitted a report to the Audit and Finance Standing Committee on the status of Business Continuity Planning.
- An Action Plan to address all recommendations was forwarded to Executive Standing Committee on December 16, 2024.
- KI Emergency Management was contracted to provide three deliverables – BCP Development Tool, draft BCP Templates & continued support with development of HRM's Disaster Recovery Plan.

# BCP Completed Actions

- Refresh of the Service Catalogue was completed in the Fall of 2024. Through this process, criticality of services was determined for each Business Unit.
- Critical Services were used as an input in the Business Impact Analysis which explores consequences of disruptions to mission critical and essential services.
- Outcomes from the BIA were incorporated into Business Unit BCPs.
- To date, all Business Units, apart from IT, have completed interim BCPs.
- A Business Continuity Specialist is onboarded.

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# Next Steps

- The Business Continuity Specialist will move the BCP program forward, which will include the following:
  - Ongoing implementation of the BCP program;
  - Developing a Corporate BCP Policy;
  - Developing a roll out plan for renewed BCPs;
  - Developing a training plan; and
  - Scheduling regular exercising of the BCPs.

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# Questions

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