Departmental Business Continuity Worksheet (Technology) April 4th, 2019	PLANNING	Staff		RTO	
		8			2-4 weeks
					7-days
					3-days
					24-hours
					0-4 hours

The County Planning and Development Department is responsible for the coordination and administration of a comprehensive planning and development program for the County in order to Grow the Grey County Economy (Goal 1 of Strategic Plan), to support healthy, connected communities (Goal 2 of Corporate Strategic Plan) and to deliver excellence in governance and service (Goal 3 of Corporate Strategic Plan).

In order to the support the 3 goals, the Planning Department also manages and coordinates County Forests, County Trails, and civic addressing.

Critical Functions and Recovery Time Objectives

Service/Process	RTO	Impact	Manual Processes/Alternatives
LAND USE PLANNING APPROVALS		• Could lead to appeals which impacts staff resources and causes financial impacts. • Causes harm to County's reputation of not delivering services in a timely manner. • Delays development which has an economic impact	• Refer to paper files/maps/backup list
LAND USE PLANNING APPLICATION REVIEW		• Would in contravention with the Municipal Plan Review Agreement with the Province • Could cause local municipalities to either make misinformed decisions or delay in decisions leading to appeals, harming reputation of both County and local municipalities and causing an economic impact.	• Refer to paper files/maps/backup list
COUNTY FOREST MANAGEMENT		• Could lead to loss in revenue, lead to having unhealthy forests, and harm County's reputation • Could lead to legal challenges and loss of forest lands throughout the County causing environmental impacts, etc.	• Contact Grey Sauble CA for backup information relating to Forestry and Trails
COUNTY TRAIL MANAGEMENT		• If trails are not managed properly it could lead to unsafe trails resulting in injuries, litigation/liability issues, and could result in economic impact due to loss in tourism.	• Contact Grey Sauble CA for backup information relating to Forestry and Trails
CIVIC ADDRESSING		• By not providing this service or by providing incorrect addresses, could result in loss of life as first responders may not be able to properly locate the address in time and could also result in mail/deliveries from being delivered.	• Contact local municipalities for backup information related to civic addressing

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES

Application	Function	Location	Description	Support Contact
Alfresco	ERP solution	Primary Datacenter		Information Technology
Exchange	Email	Primary Datacenter		Information Technology
GIS		Primary Datacenter	Property data, planning data, civic addressing data, etc.	Information Technology
GIN	GIN is a tool for managing Planning Applications. In it's current form, it's a VB6 application installed locally on workstations for a handful of users in Planning and it connects to a database located in the datacenter.		A web-based replacement is being developed and both the web application and database will be hosted in our datacenter.	Information Technology

VITAL RECORDS, FORMS AND DOCUMENTS

Vital Record	Description	Storage Location	Format	Updated
MSSQL	SQL Database (GIS)	Primary Datacenter	Database	Daily
PostgreSQL	SQL Database (Alfresco)	Primary Datacenter	Database	Daily
Emails		Primary Datacenter	Digital	Daily
Digital Files	Alfresco	Primary Datacenter	Digital	Daily

TECNOLOGY REQUIREMENTS

Type	Normal	Minimal (MSL)	Comments
Telephones	TBD	1	
Plotter/Scanner	TBD	1	
Computer with network access to applications noted above along with MS Office	TBD	1	Internet access required