

**Business Continuity Plan**  
Dated January 12, 2021 (1-12-21-3)

The ***Board of Trustees*** of Canaan Township, in Morrow County Ohio met in Regular session on the 12<sup>th</sup> day of January, 2021 at the office of Canaan Township, 2170 State Route 95, with the following members present:

John Bayles

Matthew Carwell

Edward Sayers

Mr. Carwell moved the adoption of the following Resolution:

**BE IT RESOLVED** by the *Board of Trustees* of Canaan Township, Canaan Township has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our ability to carry out the townships business.

Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur.

With that in mind, we are providing this information on our Business Continuity Plan:

## **Business Continuity Plan**

### **Canaan Township, Morrow County, Ohio**

Canaan Township has developed a Business Continuity Plan on how we will respond to events that significantly disrupt our ability to carry out the township's business. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing this information on our business continuity plan.

**Contacting Us** – If after a significant business disruption, you cannot contact us as you usually do at 419-768-1756 or [canaantwp@redbird.net](mailto:canaantwp@redbird.net), you should call our alternative number 419-845-3303 or go to our website [canaantwp.org](http://canaantwp.org).

**Our Business Continuity Plan** – We plan to quickly recover and resume business operations after a significant business disruption and respond by safeguarding employees and property, making a financial and operational assessment, protecting the townships books and records, and allowing our constituents to contact us. In short, our business continuity plan is designed to permit our township to resume operations as quickly as possible, given the scope and severity of the significant business disruption.

Our business continuity plan addresses: data backup and recovery; all mission critical systems; financial and operational assessments; alternative communications; alternate physical location; bank and counter-party impact; regulatory reporting; and training required of all elected officials should an officer be replaced through election, resignation, or death.

Canaan Township backs up important records in a geographically separate area. While every emergency poses unique problems based on external factors, such as time of day and the severity of the disruption, our objective is to restore operations and be able to complete existing transactions and accept new transactions and payments within 14 days. Business transactions for the township could be delayed during this period.

**Varying Disruptions** – Significant business disruptions can vary in their scope, such as only our township hall, a single building on the property, the area where the buildings are located, the cemeteries within the township, the area where the fiscal officer has their office, or the whole region. Within each of these areas, the severity of the disruption can also vary from minimal to severe. In a disruption to only our township hall, we will transfer our operations to a local site when needed and expect to recover and resume business within 1 -14 days. In a disruption affecting our township, district, city, or region, we will transfer our operations to a site outside of the affected area and recover and resume business within 1-14 days. In either situation, we plan to continue operations of the township business and notify you through our website [canaantwp.org](http://canaantwp.org). Our customer emergency contact number is 419-845-3303.

**For more information** – If you have questions about our business continuity planning, you can contact us at 419-768-1756 or [canaantwp@redbird.net](mailto:canaantwp@redbird.net)

Mr. Sayers seconded the **Resolution** and the  
roll being called upon its adoption the vote resulted as follows:

Mr. Bayles, yes

Mr. Carwell, yes

Mr. Sayers, yes

Adopted January 12, 2021

---

Jill Retterer  
Fiscal Officer

**THE STATE OF OHIO, MORROW COUNTY, ss:**

I, Jill Retterer, Fiscal Officer of the Board of Trustees

of Canaan Township, in Morrow

County Ohio, and in whose custody the Files, Journals and Records

of said Board are required by the Laws of the State of Ohio to be

kept, do hereby certify that the foregoing

**Resolution** is taken and copied from the original Resolution now on

file with said Board, that the foregoing Resolution has been compared

by me with the said original and that the same is a true and correct

copy thereof.

**WITNESS** my signature, this 12<sup>th</sup> day of January, 2021

---

Jill Retterer, Fiscal Officer