Date: April 19, 2023

To: Members of the Board of Governors and Senate

From: Kevin Hall
President and Vice-Chancellor

Re: 2022 University Policy Annual Report

Introduction

Policies are core governing documents for the university. Good policies help the university achieve its strategic priorities, operate according to its values, and reduce risk.

The *Policy on University Policies and Procedures* ([GV0100](#)) was approved by Senate and the Board of Governors to establish a consistent framework for developing and reviewing university policies and procedures. The goal is to create and maintain user-friendly policies and procedures that are current and relevant to the needs of the university community.

The Policy on University Policies and Procedures states that:

> *The President will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.* (section 20.00)

This report responds to the above requirement.

Policy Renewal

University policy renewal is guided by an institutional commitment to have current and relevant policies, and by direction from the BC Auditor General that emphasized the importance of up-to-date institutional policies for effective governance and risk avoidance.

The University Secretary's Role

The University Secretary's Office (USEC) supports the university executive team to develop and maintain policies within their respective portfolios, and acts as a resource to Designated Executive Officers (DEOs) for policy drafting, research, development and review, and benchmarking. USEC ensures that policy changes are consistent with other policies and with the university's policy framework.

Policy Highlights from 2022

COVID-19 Regulations

The *COVID-19 Vaccination Status Declaration Procedure* was revised in January after the university's rapid test program ended. A new procedure was added in February to cover the vaccine procedures for employees hired after February 14, 2022.

As public health restrictions eased over the subsequent months, the university rescinded its temporary COVID-19 response procedures. The *Mask Protocol Acknowledgement and Exemption Procedure* was removed on March 7; the *Vaccine Status Declaration Procedure* was removed on June 14; and the *Vaccination Procedure for New Employees* was removed on July 11.

Policy Renewals and Developments

The *Hospitality Expenditures* policy was updated with new electronic expense submission processes and revised price caps for functions involving external guests. The *Risk Management Policy* was overhauled into an *Enterprise Risk Management Policy*, in keeping with industry best practices. The *Political Leave* policy review was completed, aligning UVic's policy with election law and with policies at peer institutions. The *Internal Audit* policy received minor updates consistent with best practices in internal audit.

New provisions for Indigenous naming were added to the *Naming of Facilities and Physical Assets* policy. The Vice-President Indigenous, in consultation with local communities, worked with the Vice-President External Relations and the University Secretary's Office to draft these provisions. The policy and procedures now include a new category of naming in which a local Indigenous community bestows a name to the university. They also provide a respectful process for choosing an Indigenous name as part of a philanthropic or honorific naming.

University Archives and the University Secretary's Office reviewed the *Records Management Policy* and its procedures, including broad consultation across the university community. The Board approved the changes to the policy on November 29, 2022; management approval of the procedures was completed in early 2023.

Due to organizational changes within the VPRI office, the policy responsibilities that were formerly held by the AVP Research Operations were reallocated to the Executive Director Research Services and one of the Associate Vice-Presidents Research. This required amending

several financial and research-related policies. These changes were approved between April and July, 2022.

Other policy changes include updating the *Traffic and Parking Regulations* to remove annual parking passes (which Campus Security no longer offers), and updating the *Travel and Business Expenses* policy to update travel advance limits and mileage reimbursement amounts.

Policy Framework

The University Secretary's Office developed a streamlined policy review process that can be used when policy changes are expected to be low-risk and minor in scope. After consulting with the other executive offices, the University Secretary's Office is looking for appropriate cases to trial this process, with the hope that some policy reviews can be done more quickly and efficiently while maintaining proper oversight and accountability.

Looking Ahead

The University Secretary's Office continues to work with DEOs and other units and offices to proactively respond to university policy needs and changing regulatory requirements. Outdated policies are being reviewed according to their institutional significance and the length of time since the policy was last reviewed; the long-term goal is to bring the policy portfolio to 100% currency. Six policies will become due for review in 2023.

Attachments

Appendix – Status of the Policy Portfolio