

Risk Management Steering Committee

MINUTES OF THE MEETING of April 26, 2021

1:30 - 3:00 pm / Zoom

Attendees: Kristi Simpson, Andrew Coward, Wency Lum, Tony Eder, Carrie Andersen, Tom Downie, Robin Hicks, Trevor Sanderson, Ron Proulx, Janice Johnson, Rob Johns, Ben McAllister, Andy Mavretic, Rachael Scarth, Don Barnhardt, Jim Dunsdon, Denise Helm, Mel Groves, Jo-Anne Clarke, Rhonda Ljunggren (recorder)

Regrets: Kane Kilbey

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair's Remarks

Ms. Simpson welcomed the committee to the meeting, including guests Nav Bassi and Eric van Wiltenburg.

3. Adoption of minutes of the meeting held October 26, 2020

The minutes of the meeting held October 26, 2020 were approved as circulated.

4. Business arising from the previous minutes:

Nothing new to report from the previous meeting minutes.

5. New Business:

5.1 Cyber Security Risks (W. Lum/N. Bassi/ E. van Wiltenburg)

Ms. Lum led a presentation on cybersecurity, outlining the current cybersecurity environment, what UVic is currently doing, what's next, and how UVic staff can help.

Highlights included:

- costs related to data breaches have risen, and currently average \$195 CDN per record

- Changing cybersecurity liability insurance requirements – complex detailed renewal based on assertion of existing controls and policies, with over 58 questions in these categories plus a new ransomware supplemental section
- End of life/segregated mission critical or other revenue-generating systems
- Antivirus/endpoint protection software
- Mandated information security training for staff

A number of UVic initiatives around decentralized IT were outlined, including:

- Phishing simulation – 22% of successful breaches use social engineering (96% of this is email phishing)
- Decentralized IT initiatives to improve management of IT assets; develop consistent accountabilities for IT roles; ensure adequate resourcing for IT support; achieve compliance with UVic information security standards, manage/communicate IT risks; create/maintain BCPs; and improve processes for access to cloud-based services for academic or research data.

5.2 Emergency Planning (R. Johns):

Mr. Johns updated the committee on recent emergency planning activities:

- Implementation of new UVic alert system – is a much faster system which sends texts/emails to students/faculty/staff – pushes out around 20K texts and 30K emails, but no messages to desk top phones.
- Bamfield recommendations – Emergency Planning had 10 recommendations to implement. These are now completed, and involved considerable updates to emergency planning documents, as well as asynchronous on-demand learning modules on BrightSpace.
- Fire drills – usually run around 100 fire drills/year. These have been replaced by zoom calls in place of fire drills for 2020.
- COVID case coordination/support – running small teams working with leaders in affected departments.
- Island Health still using Lot 10 for COVID testing, but McKinnon gym COVID vaccine clinic now closed; at height of activity was giving 1200 shots/day, with over 25 different UVic functions assisting with the operation of the clinic.

5.3 Bamfield Recommendations Update (B. McAllister/T. Downie/J. Dunsdon):

Mr. McAllister outlined the three main types of recommendations from the independent Bamfield review: planning activities, emergency response activities and support for resources. The review contained 43 recommendations for UVic, to improve field planning practices, emergency management program, and other supports for staff/students when managing a significant event. These recommendations were all accepted by the university

and an implementation committee was struck, with representation from Student Affairs (support for resources for impacted community), VPFO (emergency response planning) and External Relations, to move the recommendations forward.

5.4 Business Continuity Management Update (B. McAllister):

Mr. McAllister reminded the committee of work done a couple of years ago on identifying the key functions of the university. There were around 70 items on the list including OREG/CSEC/Accounting Services/FMGT/HR/OHSE/Animal Care/Counselling/Health, etc. These functions cannot stop for a long period of time without significant impact. In the current environment, COVID has required the institution to develop some strategies to manage both workforce and workplace disruptions, but has reinforced our reliance on technology.

An outstanding recommendation from Internal Audit related to information technology. Internal Audit has offered an advisory engagement to support moving forward on BCM:

- To ensure clear articulation of client demands on UVic's core IT systems, with the intention to confirm that our back-up/resilience strategies remain relevant.

6. Reports:

6.1 Due Diligence Reports:

a) Finance (J. Johnson)

Ms. Johnson noted that the GST audit was completed with no findings, and therefore has been removed from the list.

b) OHSE (A. Mavretic)

Mr. Mavretic noted COVID compliance items as well as research safety legislative requirements.

7. Other Issues

There being no further discussion, the meeting was adjourned at 2:50 pm.

Next meeting: October 28, 2021 (2:30 – 4:00 pm)