

## **Risk Management Steering Committee**

**MINUTES OF THE MEETING of October 26, 2020**

**1:30 - 3:00 pm / Zoom**

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

**Regrets:** Tony Eder

### **1. Approval of Agenda**

The meeting agenda was approved as circulated.

### **2. Chair's Remarks**

Ms. Gorrill welcomed the committee to the meeting and briefly highlighted the ERM risk review. New committee members were welcomed, including Robin Hicks, and later in the meeting, Jo-Anne Clarke.

### **3. Adoption of minutes of the meeting held November 19, 2019**

The minutes of the meeting held November 19<sup>th</sup>, 2019 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 Enterprise Risk Management - Review of Very High, High & Medium Risks (B. McAllister)**

Mr. McAllister offered thanks for work on the various risks by the risk strategy leads and ran through an overview of the ERM timeline for committee members, with reference to the Enterprise Risk Management Timeline included in the agenda package:

The committee proceeded to review and update the very high, high and medium risks

### **5.2 Emergency Planning (R. Johns):**

Mr. Johns updated the committee on emergency planning activities since the last (November 2019) meeting:

- UVic safety app – now a year old
- January 2020 – snow closure
- First weekend of February – phone outage
- March 5<sup>th</sup> COVID notice to wash hands
- March 13<sup>th</sup> – notice re remote work due to COVID-19
- May 28 – gas leak on campus
- June – bear sighting on campus
- July – cougar sighting on campus
- October – shakeout drill

Mr. Johns noted that the UVic emergency alerts system is undergoing a review due to throughput issues with texting. A potential new system is being explored with a third party vendor.

Most of this year's activities have revolved around COVID-19. The EOC has been activated in a number of different ways, as well the transition team, the logistics team and a web team. OHSE has been working hard, with over 500 safe work plans now in place. Work has been underway on common area protocols and case management on campus. UVic has also lent assistance to Island Health, in particular with regard to the COVID-19 drive through test site in parking lot 10, and the seasonal flu vaccination clinic scheduled in November. Institutional messaging will take place shortly with a website notice going live by the end of October 26<sup>th</sup>. Mr. Johns noted that Island Health has been very fluid and dynamic around arrangements on campus.

Ms. Gorrill offered thanks to Mr. Johns for all his work in preparing us as much as possible, given the challenging year.

### **5.3 Bamfield Recommendations (K. Simpson):**

Ms. Simpson updated the committee regarding the 43 recommendations which arose from the Bamfield accident report. Three recommendations are already complete, and the remaining recommendations have been grouped into similar themes to manage as a number of individual projects.

#### **5.4 Business Continuity Management Update (B. McAllister):**

Mr. McAllister updated the committee on business continuity management (BCM) during COVID-19 with its associated work place/work force disruption, and the significant work that has taken place across campus to ensure that services meet the needs of the campus community.

Due to this disruption, a few things have been done differently this year:

- Two online sessions to talk about BCM were offered, with around 30 units across campus participating in the online forum.
- This year, in conjunction with the regular annual request for departments to update their online BCPs, a more detailed questionnaire was sent out.

The detailed questionnaire reinforced the need for regular team communication, understanding external pressures of working from home and the need to make administrative changes to promote the alternate working arrangements.

Moving forward there will be useful information to plan for future workplace/workforce disruption which will be embedded in departmental continuity plans.

#### **6. Reports:**

##### **6.1 Due Diligence Reports:**

##### **a) FMGT (R. Proulx):**

Mr. Proulx noted from the previous meeting's minutes that there are changes regarding pressure vessels/boilers for this year's report with the new district energy plant now online. The report was received by the committee without discussion.

#### **6. Other Issues**

There being no further discussion, the meeting was adjourned at 2:55 pm.

**Next meeting: April 26th, 2020: 1:30 – 3:00 pm / Zoom**