1. Approval of Agenda

The meeting agenda was approved as circulated, with the addition of:

4.5 Cell phone usage

2. Adoption of minutes of the meeting held May 4, 2009

The minutes of the meeting held May 4, 2009 were approved as circulated.

3. Chair’s Remarks

Ms. Gorrill welcomed everyone to the meeting, noted regrets from several members, and drew the membership’s attention to 4.1 on the agenda – H1N1 update.

4. New Business

4.1 H1N1 Update – Mr. Piskor and Ms. Donaldson

Mr. Piskor advised the committee that there was a partial activation of the EOC in May and June of this year in response to the initial cases of H1N1. Since July 29th an advisory group has been meeting weekly. Mr. Piskor commented that it is atypical to see cases of flu in the summer, but that UVic was seeing 1 – 2 cases per day during the summer and into early September. Presently there are 10 – 12 cases reported per day, with the residences having been hit the hardest. Dr. Richard Stanwick, Chief Medical Health Officer for the Vancouver Island Health Authority (VIHA), joined the advisory group for a meeting, and there is a VIHA-hosted H1N1 immunization clinic scheduled for
November 2nd through 5th at the McKinnon gym, where VIHA hopes to administer 2500 vaccines per day. Ms. Donaldson reported there will be a partial activation of the EOC in response to the clinic. There are a multitude of logistical issues to be addressed around the clinics, including crowd control and parking. Any issues or concerns should be forwarded to Ms. Simpson, logistics chief for the EOC. There has been some confusion around the messaging from VIHA with regard to the populations being targeted for the vaccine. Mr. Sanderson reported HR would like to include students in residence as a high risk group.

4.2 Risk Register Update and Review – Mr. Coward

Mr. Coward reviewed the Medium Risk Register, which has been updated, aggregated and reviewed by the AVPS. Comments and input with regard to ranking, risks, inclusion/exclusion on list, and who on campus should be working on the various medium risks should be directed to Mr. Coward.

Mr. Coward pointed out that risk #14 – indirect costs – needs to be fleshed out. Ms. Gorrill noted the risk of significant loss of research project money under knowledge infrastructure projects. Mr. Keller commented on the issue of researchers displaced by construction and flooding working from home and threatening to leave. Regarding risk #19, violence/major conflict on campus, which has been moved from a low to a medium risk, Mr. Coward asked the membership what would be the best way to flesh out the risk. This type of risk would best be exemplified by an active threat of violence from a student/shooter. The consensus was that CSEC would be the appropriate department to work on this risk. Mr. Sanderson thought it would be better to leave off the wording “or major conflict” in order to highlight the threat of active violence. Ms. Gorrill pointed out the similarity to risk #12, except that the University would not be negligent, and felt that similar language usage would be appropriate for risk #19.

4.3 Business Continuity Plan Update – Mr. McAllister

At the last meeting Mr. McAllister highlighted the business continuity plan online tool, following which emails went out specifying a completion date of mid-August. Since then a follow-up email has gone out, and as of October 19th Mr. McAllister reports a compliance rate of around 50%. He also noted that another phone call follow-up will be forthcoming. There were 70 plans submitted last year, and around 75 this year, with the increase coming from interested departments. Mr. McAllister also reported some attrition in the number from groups no longer in existence. Mr. Piskor made note of a teachable moment around reduced staffing and higher numbers of absences due to the pandemic flu season.

4.4 Rabbit Management Update – Mr. Piskor

Ms. Gorrill reported to the membership that Ms. Deb Sexsmith is leaving the office of the VPFO for another career opportunity, and the membership joined in wishing Ms. Sexsmith well.

Regarding rabbit management, Mr. Piskor stated that he had already been involved with the issue but now has assumed an active leadership role. He spoke to the pilot project/RFP which aimed to make the ASB and adjacent playing fields a rabbit-free zone
through a trap/neuter/adoption program. Mr. Piskor reported that only one proponent responded to the RFP, but that UVic is still working to move forward. He also reported on a shift in public perspective from a very strong animal rights/animal rescue perspective to a growing awareness that something needs to be done to address the UVic rabbit situation. The issue has been problematic on all sides, and the Ministry of the Environment (MOE) has gone back and forth on the issue. At present Mr. Piskor is waiting to hear back from the MOE and move forward. Ms. Gorrill echoed Mr. Piskor’s comments regarding the emotional aspect of the issue, and also highlighted the risk and safety issue for the campus, with particular regard to rabbit droppings and burrow holes.

4.5 Cell Phone Usage

This agenda item was added due to the January 1, 2010 legislation that only hands-free cell phones and electronic devices (one-touch activation) will be permitted in cars. Discussion ensued regarding whether UVic should develop a policy to piggy back on the legislation. Mr. Coward checked with four other educational institutions, with the result that some prohibited cell phone usage altogether while operating university vehicles, and others have developed a driver’s agreement, something UVic presently does not have. Discussion ensued around regulations (or the lack thereof) governing usage of UVic vehicles, seatbelt legislation, boat licensing, bicycle helmets, driver licensing, and reporting required. Mr. Downie suggested that it would perhaps be timely to develop a checklist document to be signed off on before operating a university vehicle.

Ms. Gorrill asked Mr. McAllister to take the lead on a committee comprising Facilities Management, Campus Security, Housing and Food Conference Services, and Human Resources to look into developing an educational program/formal sign-off process or vehicle user agreement to sign off on before using a university vehicle. Mr. McAllister will report back to this committee at the next meeting (March 2010).

Mr. Griffith and Mr. Roman will work on developing a university policy on appropriate personal usage of UVic cell phones.

5. Reports

5.1 Due Diligence Reports

Facilities Management

Mr. Smith was absent. Mr. Piskor will follow up with Mr. Smith regarding pesticide issue.

6. Informational Reports

6.1 Campus Security – Mr. Downie (for Mr. Zacour)

Mr. Downie reported that Campus Security (CSEC) has had a busy start to the school year. Some of the highlights include:

- an increase in assaults (“consensual fights” mostly involving students, with a few facing formal charges of assault);
- an increase in bicycle thefts;
• an increase in reports of found bikes;
• an increase in inebriated students requiring medical assistance;
• 324 medical emergencies;
• Break-ins in ENG building; and
• A high number of fire alarms.

Mr. Downie also reported that the parking fines court decision over the summer has brought about a return to parking fines. The “boot” is still being applied to offending vehicles, with no towing required. A new cash handling procedure has been approved by Mr. Cartwright in Internal Audit. Mr. Roman commented on the theft of a valuable VDP.

6.2 Occupational Health, Safety and Environment – Mr. Piskor

Mr. Piskor reported on the new young worker safety orientation, with compliance levels increasing from 10% to 60%. The year has been challenging but the situation is improving. Mr. Piskor made note of the incident in the Bob Wright Center which resulted in the first written orders in 20 years from WorkSafeBC. He also noted challenges for FMGT in the coming year with particular reference to building renewals.

6.3 Emergency Planner – Ms. Donaldson

Ms. Donaldson reported that the move into the new EOC facility in the Social Sciences and Math building is complete. Various exercises and open houses have been held and have gone well. The old facility in BEC 363 will be used as a backup.

Ms. Donaldson reported that they are continuing to promote the university emergency alert system, with a campaign to increase awareness. She also reported an increase in the registration of mobile phones, with an 8% increase to a current total of 20% of the student population. They will be testing the system in mid November. Every residence now has a VOIP phone in the foyer, and a significant increase was reported in the number of staff with VOIP phones – now 1700.

6.4 Risk Management Department – Mr. Coward

Mr. Coward reported that insurance premiums are going up, and that liability across Canada is pushing this increase. Mr. Coward made special mention of a particularly large claim resulting from a fire at the University of Manitoba science building, and a smaller claim from Simon Fraser University.

Regarding the flood in the Cornett building which resulted from a sewer backup issue, Mr. Coward is not sure if it will be an insurable claim. Damages are estimated at $10,000 - $75,000.

Mr. Coward also updated the committee regarding the gun registry on campus. Previously there was a single researcher with two guns, but now another researcher has obtained a gun for a graduate student. Mr. Coward assured the membership that there
are no guns stored on campus, and that the intent is to apply more rigor and structure to the registry.

6.5 Add New Standing Item - Internal Audit Report - Mr. Andrew Cartwright

6.6 Add New Standing Item: General Counsel Report – Mr. Don Barnhardt

There being no further discussion, the meeting was adjourned at 4:30 p.m.

Next meeting: March 2010