Risk Management Steering Committee

MINUTES OF THE MEETING of April 20th, 2015
3:00 – 4:30 pm, ASB Boardroom 120

Attendees: Gayle Gorrill (Chair), Kristi Simpson, Kane Kilbey, Andrew Coward, Tom Downie, Behram Dadachanji, Don Barnhardt, Rachael Scharth, Paul Stokes, Murray Griffith, Ron Proulx, Adrian Round, Ben McAllister, Daphne Donaldson, Andy Mavretic, Maureen McDonald, Julia Eastman, Rhonda Ljunggren (recorder)

Regrets: Jim Dunsdon, Katy Mateer, Bruce Kilpatrick

1. Approval of Agenda

The meeting agenda was approved as circulated, with the removal of item 5.1 under new Business (risk register program update – carryover from previous agenda).

2. Chair’s Remarks

Ms. Gorrill acknowledged Ms. Donaldson’s imminent retirement and thanked her for her many years of service to the university and the Risk Management Steering Committee. A retirement event is tentatively scheduled for May 27th at the University Club.

3. Adoption of minutes of the meeting held October 31st, 2013

The minutes of the meeting held May 22nd, 2014 were approved as circulated.

4. Business Arising:

Mr. Proulx advised that two elevators need to get up to code by October 2015, at a cost of around $50-60K each. This has been submitted as a minor capital request but will need to be funded by the university if government funding does not materialize.

5. New Business

5.1. Risk Register Review – Medium Risks (A. Coward)

Mr. Coward reminded the committee that it goes over the background documentation associated with each risk annually at the April meeting, with particular attention to risk mitigation strategies. A high level overview of each risk was conducted, with risk owners asked to provide comments for the committee. Risks are rated annually at the fall RMSC meeting.

• Action: As a result of reviewing risk 16a, the Fieldwork and International Travel Risk Management Policy was identified as a key mitigation strategy. A Memo from the Chair
of the RMSC will go to the President’s Office that is reviewing the Fieldwork and International Travel Risk Management Policy in 2015. The purpose of the memo will be to ensure the RMSC is consulted in updating the policy.

5.2 Core Systems Continuity Assurance Review (B. Dadachanji)

At the October 2014 meeting of the RMSC, it was noted that Internal Audit would be conducting a review of crisis management across the university, looking for consensus around key components of emergency management.

The three key areas of this review encompass:

- emergency management
- transitioning from emergency response to business continuity
- IT core systems – Banner, Banner Student and Banner Finance

The main issues are handling of a crisis situation, and how to transition from emergency response to operations continuity.

Key to this process are defining the following:

- Disruptive event
- Scope and content
- Complete or missing elements
- Consensus from Executive around core systems

The review will look at the process of activating the plan, as well as identifying gaps and opportunities for improvement.

**Action:** Mr. Dadachanji will bring summary results of the review to the RMSC at the October 2015 meeting.

5.3 Business Continuity Planning Update (B. McAllister)

Mr. McAllister presented a brief update on business continuity planning. The most significant change in the upcoming renewal will be the focus on research lab continuity.

A request will be sent out to departments in June or July to update plans by the end of September.

5.4 Emergency Planning Update (D. Donaldson)

Ms. Donaldson updated the committee on recent developments in emergency planning.

**March 17th gas leak:**

- Issues around 8:15 am timing of the event, with many employees arriving on campus for work, and building entrances still open/not blocked
• Building evacuation issues – 3 buildings were evacuated (CST, ASB and BEC) and clearing of some buildings was incomplete
• Lingering gas odours in buildings
• Ways to improve communications in evacuation situations

Fortis BC has offered to do 4 sessions for Campus Security and others involved in the evacuation.

Chris Hawker visit:
• Focus on recovery – both university and city
• 1000 building demolitions have already taken place, with another 100 to go
• Much longer recovery period than anticipated
• $550M insurance settlement (still short $100M)
• University of Canterbury is much faster to trigger EOC now
• Committee suggestion to have risk management visit departments to get BCPs done

Mr. Downie advised that in the interim following Ms. Donaldson’s retirement, that emergency management will be covered by Campus Security, including personal safety coordinators, and remaining emergency management staff.

6. Reports

6.1 Due Diligence Reports

• Finance (M. Griffith)
  o No formal complaints to date re Employment Standards Act
  o Broad communication to Deans, Directors, etc.
  o Signing authority around sessional appointments
  o PST audit coming up in June

• OHSE (A. Mavretic)
  o Very good compliance this year
  o No orders/inspection reports from WorkSafeBC

There being no further discussion, the meeting was adjourned at 4:40 pm.

Next meeting: October 26th, 2015 - ASB Boardroom 120, 3:00 – 4:30 pm