1. **Approval of Agenda**

The meeting agenda was approved as circulated, with the addition of an update on local safety committees from Andy Mavretic.

2. **Chair’s Remarks**

Ms. Gorrill welcomed new committee members, Adrian Round, new EOC Director, and Andy Mavretic, Acting Director OHSE. Ms. Gorrill also noted that the attachment for the Privacy Update agenda item was circulated at the meeting.

3. **Adoption of minutes of the meeting held April 25, 2012**

The minutes of the meeting held April 25, 2012 were approved as circulated, after an amendment to item 5.3 Christ Church Visit (Larry Hincker’s affiliation is Virginia Tech, not Canterbury University).

4. **Business Arising:**

   **Practicum Insurance Update** – addressed later on agenda.

5. **New Business**

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

Mr. Coward noted that the risk register had already been rated by the associate vice-presidents and would be reviewed by Integrated Planning the following day. He briefly reviewed the process whereby the medium risks come to the risk management committee in October already.
rated and with risk owners assigned. During the next six months the risks are updated and at April’s committee meeting the risk summaries are reviewed.

The High and Very High risks were reviewed by the committee, with new and removed risks highlighted. Twenty medium risks were reviewed by the committee, including three new risks added to the register.

5.2 Privacy Update (G. Gorrill)

Ms. Gorrill circulated three handouts related to the progress made by the Operations Response Task Force in response to the January 2012 privacy breach at the university. She noted that the material circulated, giving an overview of activities, indicated that good progress is being made.

5.3 Claims Update (B. McAllister)

Mr. McAllister gave an update to the committee regarding recent claims at the university.

5.4 Update on EOC Director Appointment Procedure + Progress of EP Advisory Group (D. Donaldson)

Ms. Donaldson updated the committee on the new formalized procedure for appointment of an EOC director, and circulated a document outlining the new process. This document outlines the background, key characteristics/skills, appointment procedure and coverage and training aspects of the appointment of an EOC director.

Ms. Donaldson also updated the committee on the progress of the EP advisory group and outlined some recent successes:

1) Emergency communication – radios available for the executive policy group and EOC directors
2) Emergency Centre – has full complement of EOC directors
3) Campus evacuation and closure – closure points have been identified by Mr. Smith, Mr. Downie and Ms. Donaldson as well as evacuation sites for large numbers. Planning for campus signs, temporary shelters and lock down procedures for buildings are underway. Challenges have been identified regarding getting the message out campus-wide if there is an evacuation.
4) Buildings and critical infrastructure – Issues under consideration include: changes to procedures for building assessment, identifying structural engineers, prioritization lists for buildings, and pulling together an inventory for emergency power.
5) Student issues – Issues under discussion include: shelter, food and water for students in residence, methods to contact students (in particular, students in residence, degree students, English language centre students, etc.)
6) Academic contingency planning – This is a huge piece and will be headed up by Dr. Mateer, including scheduling, programs, buildings, etc.

Ms. Donaldson noted that recent planning for labour and academic disruption has been helpful in terms of disaster preparedness planning. Ms. Gorrill noted good progress made to date.
5.5 CURIE Renewal (B. McAllister)

Mr. McAllister gave the committee an update on UVic's recent CURIE renewal. CURIE is made up of 58 universities who pool resources to insure property and liability. Each university retains a certain amount of risk while the pool purchases re-insurance to buffer the partnering universities. Every five years there is an opportunity to opt out of the CURIE program.

Two options were discussed, CURIE or UCIPP (University & College Insurance Protection Program). Coverage under both programs is comparable; in some instances CURIE has broader coverage, and in other instances the province’s coverage is broader.

In summary, while UCIPP is less expensive, it was ultimately decided that the premiums savings were not sufficient to outweigh the risks associated with leaving CURIE.

5.6 Practicum Insurance Update (B. McAllister)

Mr. McAllister did not have anything conclusive to report to the committee, but believes the province will be advising UVic in the near future that our practicum students will be included in the WorksafeBC program. This will cover all BC-based practicum students and also lay the groundwork for a decision on how to manage the other provincial jurisdictions. No premiums are associated with WorksafeBC coverage. Similar coverage in other provinces will incur a cost.

5.7 Local Safety Committee Update (A. Mavretic)

Mr. Mavretic reported that a compliance notification has been received regarding the Sedgewick orders. However, there is a new order requiring local safety committees to meet monthly. The University Safety Committee is recognized as the campus safety committee. Mr. Smith, Mr. Dunsdon, and Mr. Lynn have safety committees organized as departmental committees. Other committees are organized as building safety committees. The deadline to respond to this new order is November 30th.

6. Due Diligence Reports

The FMGT due diligence report was received for information.

Mr. Smith noted that S Hut demolition was approved and is underway. Y Hut and the Hamsterley Farm Water Tower are currently under discussion with Saanich.

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

Next meeting: April 25, 2012 - ASB Boardroom 120, 3:00 – 4:30 pm