Attendees: Gayle Gorrill (Chair), Kristi Simpson, Andrew Coward, Kane Kilbey, Paul Stokes, Andrew Cartwright, Don Barnhardt, Rachael Scarth, Melanie Groves, Murray Griffith, Peter Zacour, Tom Smith, Ben McAllister, Daphne Donaldson, Sarah Blackstone, Maureen MacDonald, Peter Keller, Richard Pliskor, Rhonda Ljunggren (recorder)

Regrets: Julia Eastman, Jim Dunsdon, Katy Mateer

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair’s Remarks

Ms. Gorrill noted this meeting would be Andrew Cartwright’s last meeting as he is leaving UVic at the end of October, and Paul Stokes’ first meeting as new CIO.

3. Adoption of minutes of the meeting held April 27, 2011

The minutes of the meeting held April 27, 2011 were approved as circulated.

4. Business Arising:

   4.1 Examples of standardized contracts – General Counsel - deferred

5. New Business

   5.1 Risk Register Review – Mr. Coward

Mr. Coward thanked the RMSC for their input and feedback on the Risk Register. Departmental information has been aggregated. Rankings have not yet officially been approved by the Board of Governors.

Some updated descriptions were noted; new risks for consideration were reviewed and risk owners assigned:

   1) Implementation of GAAP/PSAB rules
2) Change from an alpha-based system to a percentage grading system and change from a unit to a credit system
3) Litigation of denied LTD claims
4) Re-implementation of the PST

Medium risks were reviewed, including ratings/trends for 2011.

Discussion comments included research infrastructure sustainability regardless of size of budget.

Mr. Coward will contact risk mitigation owners, and bring back to the April 2012 meeting.

5.2 a) Emergency Exercises – Ms. Donaldson

Ms. Donaldson noted that it is “exercise season” at the university. A “lite” shakeout took place at the university last week, with Ms. Donaldson pleased with departmental participation. Another campus-wide drill will be held next October.

Next week two large integrated “table top” exercises will be taking place:

1. An explosion scenario – understanding roles of multiple responders, including interactive pieces with maps and models.
2. Partial activation of the EOC, with more focus on recovery issues rather than just the first 1 – 2 hours of an event.

November 10th the regional hazmat team will be exercising on campus. UVic will be an observer only.

b) University of Canterbury – Ms. Donaldson

Ms. Donaldson updated the committee on recent developments with the University of Canterbury post-earthquake:

- Their emergency management team has the 2011 business and industry preparedness award from the International Association of Emergency Managers;
- Aftershocks are continuing;
- 100 temporary buildings have been completed and are occupied (these are one story connected wooden portables in two villages);
- Demolition has begun on the first two of seven buildings to be taken down;
- Marketing department is working to attract new students, especially international;
- November convocation may be taking place in a tent;
- Loss of staff and faculty – first round of voluntary redundancies; enforced redundancies yet to come, due to enrolment drop. Next few months are critical;
- A UVic group has formed to look at information from UC to make recommendations to Gayle;
- A small UVic group will be visiting the UC campus in March 2012;
- An eight year recovery is estimated.
5.3 a) Environmental Health and Safety Policy – Mr. Piskor

b) EHS Management System Guidance document

Mr. Piskor noted that the policy has been circulated and is moving through the system, with some slight revisions possible. This policy puts UVic in step with other North American universities. He also reviewed a policy and guidance document for the committee.

Mr. Cartwright posed the following question for the committee:

“The University has a well thought out and tested emergency response and communication process. The effect of earthquakes in Japan and New Zealand and the hurricane Katrina on New Orleans have shown the importance of not only immediate recovery of operations but also resumption of restored operations.

What might we need to do next as a university to improve or test our resumption capability from either a university wide event or the more likely and more localized site/building event?”

Discussion points that followed included:

- testing of site response/EOC
- moving forward and looking at resumption of services, which will be a challenge over the next few years to develop
- BCP linkage – departmental infrastructure requirements
- Complex interdependencies

  c) Incident in Elliot Building

Mr. Piskor referenced an incident in the Elliot building, where a student was injured while conducting an experiment. This incident served as an opportunity to review processes and procedures, as well as departmental roles. The incident reinforces the fact that there are high-risk areas on the academic side, as well as operational.

5.4 a) Business Continuity Update – Mr. McAllister

Mr. McAllister updated the committee on this year’s business continuity activities. This year he sent out an annual BCP notice and contacted faculties to attend a three-hour workshop to develop their BCPs. BCP management professional Lisa Benini facilitated the workshops, with a number of deans and chairs attending.

There were two components to the workshops, the first being informational and the second being a work-through of BCPs. This process captured some departments not previously involved in the BCP process, and facilitated an understanding of the collaborative nature of departments in shared buildings. These workshops may be undertaken again in the future, and Mr. McAllister is always available for those requiring more information and assistance regarding BCPs.

b) Claims Update – Mr. McAllister

Mr. McAllister updated the committee on claims since the last meeting:
• Wallace building – small self-contained dryer fire distributed smoke/soot throughout the entire floor; fire doors were closed. ($30K claim)
• Harry Hickman building – domestic hot water tank failure flooded 60% of building; damage was minimal due to equipment and papers being kept off the floor; a computer server on the floor was fortunately not damaged. ($20K claim)
• Loss of equipment on research cruise – two pieces of equipment lost in two separate incidents. ($150K claim)
• 106 bed residence leak September 2010. ($350K claim)

Liability issues:

• Insured Felicitas claim from 2006 – heading to discovery
• 2003 trip and fall due to pothole – asking $75K in damages
• “Bagel claim” – Claims that Food Services did not serve gluten-free bagel as ordered – asking $5K in damages

Mr. McAllister highlighted the need for processes in place for prevention and follow up. Mr. Coward noted two Neptune claims.

c) Coverage for Practicum Students – Mr. McAllister

2000+ HSD students are sent on practicum placements in BC, Alberta and Ontario, and UVic is in the process of reviewing the insurance coverage provided to students during practicums. In Alberta and Ontario there is a trend to provide this coverage. In BC, university and college students not enrolled at UBC, SFU and UVic are considered workers of AVED and receive WorkSafe while on practicum through the University and College Insurance Protection Program and therefore receive the coverage, but only if they remain in the province for the placement. Administrative/policy decisions around the issue are being looked at, with OHSE, General Counsel, Risk Management, and departments sending students on practicums being the key stakeholders. The issue is around practicum students only, and does not involve Vikes players, research students, students on field trips, work study and student volunteers, etc., in Continuing Studies.

6. Due Diligence Reports

6.1 FMGT – Mr. Smith

Received without discussion.

There being no further discussion, the meeting was adjourned at 5:10 p.m.

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