Risk Management Steering Committee

MINUTES OF THE MEETING of November 05, 2018
3:00 – 4:30 pm, ASB Boardroom 120

Attendees: Gayle Gorrill, Kristi Simpson, Wency Lum, Rachael Scarth, Jim Dunsdon, Andrew Coward, Kelly Dorin, Adrian Round, Ron Proulx, Rob Johns, Ben McAllister, Andy Mavretic, Kane Kilbey, Don Barnhardt, Carrie Andersen, Tony Eder, Tom Downie, Mel Groves (for Bruce Kilpatrick), Rhonda Ljunggren (recorder)

Regrets: Nancy Wright

1. Approval of Agenda

The meeting agenda was approved as circulated.

2. Chair’s Remarks

Ms. Gorrill welcomed the committee to the meeting.

3. Adoption of minutes of the meeting held April 30th, 2018

The minutes of the meeting held April 30th, 2018 were approved as circulated.

4. Business Arising:

- Travel Policy (K. Kilbey)

  Mr. Kilbey updated the committee on work on the Travel Policy:
  
  - The policy working group is almost finished. The updated policy was approved last month and its launch is pending.
  - Contract signed with International SOS, which provides tools and resources for international travelers, including faculty, staff and students. The tool provides for pre-departure education and information on current conditions abroad.
  - Soft launch possible before the holiday break with formal launch in the New Year.
  - Next step – integrate registry with website.
• **Business Continuity Management (B. McAllister)**

Mr. McAllister outlined the work being done to prioritize 70 items for the Business Continuity Plan, and is currently working with Payroll and VPAC on their plans. Another update will be forthcoming in the spring of 2019.

5. **New Business:**

5.1 **Emergency Planning Update (R. Johns)**

Mr. Johns updated the committee regarding recent emergency planning activities, including:

- Earthquake week / EOC exercise
- Public education events – ShakeoutBC etc., talks, active threat presentation, fire extinguisher drills
- Staff development related to EOC exercise – lots of learning opportunities and follow-up planned
- Fire safety – 92 drills held to date
- Ron Proulx gave the committee an update regarding the potential of a natural gas shortage due to Enbridge pipeline explosion; shortages are predicted throughout the winter – there may be gas service interruptions affecting the campus. Facilities is mapping out processes and communication strategies.

5.2 **Cannabis Update (K. Kilbey)**

Mr. Kilbey updated the committee regarding the legalization of cannabis on October 17th. The campus smoking policy has been updated to designate a couple of areas on campus for cannabis consumption. The campus experience has been relatively straightforward and feedback is still being received from the community. WorkSafeBC may develop a policy framework for impairment in the workplace, which might lead to some UVic updating some processes.

5.3 **Enterprise Risk Management – Review Proposed High & Medium Risks (B. McAllister)**

Mr. McAllister briefly reviewed the annual process of examining the scoring of risks to ensure the medium risk ratings are still current, and identifying that trend and risk mitigation owners are still appropriate. Interviews are conducted across campus and information is consolidated into a new risk register. The risks then go to the AVPs for scoring of the highs and very high risks.
The committee proceeded to conduct an overview of each medium risk, with risk owners asked to provide comments for the committee and speak to any changes.

5.4 Risk Appetite Statements (A. Coward)

As a result of a third party audit of UVic’s ERM program, there was a recommendation that the institution develop enhanced risk appetite statements based on either strategic objectives, risk categories or individual risks.

The committee reviewed the risk appetite statement and value drivers.

Mr. Coward thanked committee members who have contributed to the year-long process of creating these risk appetite statements.

The risk appetite statements will be going to Executive Council and then to BOG for approval in January 2019.

5.5 Risk Management Steering Committee Review (A. Coward)

The Risk Management Steering Committee was created in 2000, and the Terms of Reference were last updated in 2009, including the mandate of the committee as providing risk advice to the VPFO.

With regard to updating the Terms of Reference, Mr. Coward will be following up with members with a short survey in 2019 and based on response some members maybe be asked to provide their in-depth input.

6. Reports

6.1 Due Diligence Reports

- FMGT (R. Proulx)

  Mr. Proulx presented the FMGT due diligence report, noting the name change of Technical Safety BC (p.1), and made note of the risk assessment certificate for the ISC refrigeration plant (p. 3). While the plant is compliant, the system is very old.

There being no further discussion, the meeting was adjourned at 4:15 pm.

Next meeting: May 03, 2019: MWB Boardroom 120, 1:00 – 2:30 pm