Risk Management Steering Committee

MINUTES OF THE MEETING of April 30, 2018
2:00 – 3:30 pm, ASB Boardroom 120

Attendees: Gayle Gorrill, Kristi Simpson, Wency Lum, Rachael Scarth, Jim Dunsdon, Andrew Coward, Tom Phipps, Ron Proulx, Rob Johns, Murray Griffith, Ben McAllister, Andy Mavretic, Mel Groves (for Bruce Kilpatrick), Rhonda Ljunggren (recorder)

Regrets: Nancy Wright, Kane Kilbey, Tom Downie, Don Barnhardt

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 October 23rd, 2017

The minutes of the meeting held October 23rd, 2017 were approved as circulated.

4. New Business:

4.1 Enterprise Risk Management – Medium Risks (B. McAllister)

Mr. McAllister reminded the committee that the medium risks are reviewed at each meeting. In the spring, each risk is reviewed to identify any updates to risk indicators, mitigation strategies and if any future mitigations activities are to be implemented. If there are any significant changes the committee can agree to update the score.

The Highs and Very Highs were briefly reviewed by the committee in order to provide context for the Medium Risks.

The committee reviewed the medium risks for any updates and/or revisions.

4.2 Emergency Planning Update (R. Johns)

Mr. Johns gave the committee an update on recent Emergency Planning activities:

- The ammonia plant in ISC is undergoing a series of modifications requested by WorksafeBC as a result of the Fernie leak last year.
• Rabbits – establishing protocol to send diseased (Hemorrhagic Disease) rabbits to the Ministry. Hemorrhagic disease does not impact indigenous rabbits nor can it be spread to people.
• Annual fire drills taking place, starting this week; currently working through fire safety plans;
• Recent gas leak – replacement backhoe operator hit spur line;
• EOC exercise in June;
• Emergency call centre operational with 12 staff.

4.3 Travel Risk Management Policy (B. McAllister)

Mr. McAllister reported that the travel risk management policy is near complete. Mr. Kilbey and Ms. Wright will be taking the updated policy to their respective groups for consultation.

The new policy continues trend of making travellers responsible for their safety but will add additional resources for our travelers, to be provided by an Emergency Travel Services provider that will:

• Provide pre-departure education to travellers on regional specific issues;
• Be an immediate support to a traveller in the event that they require ‘day to day assistance’ such as – lost passports, finding a medical clinic, etc.;
• Be an emergency support for catastrophic situations (i.e., natural disaster); and
• A travel registry where travellers upload their itineraries so UVic can provide support where required.

The other change is codifying some risk thresholds where certain type of travel would require a further level of review – for instance, students conducting research in North Korea.

4.4 Risk Appetite Statements (A. Coward)

Mr. Coward advised that risk appetite statements were a recommendation from the ERM Audit in order to set a “goal post” around institutional risk appetite. Feedback is expected by the end of June and the statements will be going to the Board of Governors’ Audit Committee for review.

4.5 Business Continuity Planning Update (B. McAllister)

At the last meeting Mr. McAllister provided an update on the BCM Project. Around 40 interviews were conducted, resulting in the identification of around 70 critical functions that would have significant negative impact on the institution if not completed.

Four different possible loss scenarios were identified:

1) Disruption to workforce;
2) Disruption to workplace;
3) Disruption to supply chain; and
4) Disruption to IT.
As it is not possible to address all 70 critical functions at once, it was determined that some form of prioritization would be required. Mr. McAllister has been in the process of developing an interview which will allow this prioritization.

5. Reports

5.1 Due Diligence Reports

- Finance (M. Griffith)

  Mr. Griffith advised that the Finance Due Diligence report was a standard report. There will be a GST audit in June (the last one took place in 2000).

- OHSE (A. Mavretic)

  Mr. Mavretic raised the following items:
  - The WorksafeBC requested changes to Ammonia plant (as described above);
  - WorkSafeBC’s review of UVic’s policy/procedures and training relating to bullying/harassment. Mr. Mavretic asked members to remind their teams to complete the training that was rolled out in December 2016;

There being no further discussion, the meeting was adjourned at 3:15 pm.

Next meeting: October 24th, 2018: MWB Boardroom 120, 2:30 – 4:00 pm