

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Notice of Meeting

Date: Friday, 20 January 2017
Time: 1:00-3:00 p.m.
Place: Needles Hall, Room 3308

*material attached

OPEN SESSION	Action
1. Declaration of Conflicts of Interest	Declaration
2. Minutes of the 21 November 2016 Meeting* (Gamble)	Decision
3. Business Arising from the Minutes	Decision
4. Statutory Compliance* (Raynard)	Information
5. Capital Financing Commitments and Construction Status (Huber) a. Building & Properties Finance Summary January 2017* b. Construction Status Report – January 2017* c. Capital Financing Commitments – April 30, 2016*	Information
6. Real Estate Holdings List – December 1, 2016* (Huber)	Information
7. Recommendation – Field House (Huber) a. Report to the Building & Properties Committee* b. Field House Site Plan*	Decision
8. Committee Terms of Reference* (Gamble)	Decision
9. Committee Work Plan* (Gamble)	Decision
10. Committee Work Plan Execution Plan* (Gamble)	Information
11. Other Business	Information
12. Next Meeting: Friday 10 March 2017, 1:00-3:00 p.m., NH 3308	Information

13 January 2017

Nadia Singh, Associate University Secretary
Secretary to the Committee

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Minutes of the 21 November 2016 Meeting

Present: Catherine Booth*, Robert Bruce, Tara Collington, Murray Gamble, Martha George, Christos Lolas, Michael Stork

*by telephone

Administration: Feridun Hamdullahpur, Dennis Huber, Ian Orchard

Guests: Dan Parent

Secretariat & Office of General Counsel: Sian Williams, Terri Rau

Regrets: None

Organization of Meeting: Murray Gamble, chair of the committee, took the chair, and Sian Williams, secretary of the committee, acted as secretary.

The chair welcomed new members to the meeting. An introduction was conducted. The chair explained that the work of the committee entailed reviewing building and property aspects from a high level having regard to the university's strategic plan. The committee must approve projects worth \$2 million and over, and any projects over \$5 million must in turn be approved by the Board of Governors. All land transactions must be approved by the Board of Governors.

The agenda was approved by consensus as circulated.

OPEN SESSION

1. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

2. (a) MINUTES OF THE 11 MARCH 2016 MEETING AND BUSINESS ARISING FROM THE MINUTES

The committee heard a motion to approve the minutes of the meeting as distributed. Stork and Lolas. Carried.

There was no business arising from the minutes.

(b) MINUTES OF THE 20 MAY 2016 MEETING (an email meeting)

The committee heard a motion to approve the minutes of the meeting as distributed. Bruce and Lolas. Carried.

There was no business arising from the minutes.

3. COMMITTEE TERMS OF REFERENCE

The committee received the Terms of Reference for information. Gamble discussed the Terms of Reference and explained the core elements of the committee and how it operates. Gamble also pointed

out the double quorum requirement and consequently the importance of attending meetings, if not in person, then by teleconference.

4. MAINTENANCE PROGRAM/ENERGY CONSERVATION EFFORTS

On behalf of the usual presenter on this item, Rick Zalagenas (Director of Maintenance and Utilities), Huber presented a report to the committee in regard to the Plant Operations Maintenance Program and Energy Conservation efforts. The committee received the report for information.

5. ENVIRONMENTAL SUSTAINABILITY PRACTICES

Huber presented the 2015 report on Environmental Sustainability Practices. The committee received the report for information. Hamdullahpur commented that this was a very high quality report. The chair congratulated the authors on behalf of the committee.

6. SLC/PAC DESIGN

Huber presented a report to the committee in regard to the Student Life Centre/ Physical Activities Complex Addition. The project will be tendered and awarded in March 2017. Gamble noted that this will take advantage of the optimal bidding times of the year for construction. Lolas commented that the project has been a cross-campus effort. Huber indicated that this project will further assist in interconnectivity between buildings on campus.

7. CAPITAL FINANCING COMMITMENTS AND CONSTRUCTION STATUS

The chair advised that the committee reviews these reports to stay up to date on financing issues and the status of construction projects.

(a) Building & Properties Finance Summary - September 2016

Huber presented this report for information. Booth noted that the vast majority of these projects show very good performance against the plan. The chair noted that the university has shown excellent performance in terms of debt to revenue ratio for construction. Congratulations were noted to the administration for this achievement.

(b) Construction Status Report - September 2016

Huber presented this report for information. The committee noted that the AHS expansion and the Hagey Hall Courtyard have been completed. The Student Residence construction is nearing completion for the summer of 2017. The Engineering 7 project is expected to be completed in the summer of 2018.

(c) Capital Financing Commitments - April 2016

Huber presented this report for information.

8. REVIEW OF CAMPUS MASTER PLAN

Huber provided a brief summary in regard to the campus master plan. The chair noted that an electronic link in regard to the master plan has already been sent to the committee members. Huber will provide an update in January 2017 in regard to the landscaping for the north commons.

Stratford Campus

Huber presented the report in regard to the Stratford campus. Orchard noted that he has been consulting with the Dean of Arts to design an academic plan for the campus. The configuration for the plan will be done in consultation with the City of Stratford.

9. COMMITTEE WORK PLAN EXECUTION PLAN

The committee received the work plan execution plan for information. The work plan is on schedule. Gamble explained to the new committee members that a committee orientation is held once a year, usually during the May meeting.

10. OTHER BUSINESS

There was no other business.

NEXT MEETING

The committee is scheduled to meet on Friday 20 January 2017, 1:00 – 3:00 p.m. in Needles Hall Room 3308.

The committee convened in confidential session.

11 January 2017

Sian Williams
Senior Legal Counsel
Secretary to the Committee

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
12 January 2017

FOR INFORMATION

Statutory Compliance

Terms of reference provide for the Building & Properties Committee “To ensure that the university complies with all building codes, fire codes, safety regulations and statutory and regulatory provisions, as appropriate, in its building and properties program, and to review compliance annually.”

The following provincial statutes and municipal bylaws have been identified by the Secretariat as those which would pose the greatest potential risk for the university in the event of non-compliance.

- Assessment Act
- Building Code Act
- Commercial Tenancies Act
- Construction Lien Act
- Environmental Protection Act
- Fire Protection and Prevention Act
- Green Energy Act
- Occupational Health and Safety Act
- Residential Tenancies Act

Bylaws in force in the various municipalities in which the university owns real property

Staff responsible for institutional compliance have reviewed these statutes and bylaws and have signed a declaration indicating that, subject to the exceptions below, there are no issues of material non-compliance related to their areas of responsibility, as at the date of their signature.

Pursuant to the statutory compliance report provided to the Audit & Risk Committee on 6 October 2016, the Director of Safety has identified the following area of non-compliance, with the following mitigation plan and implementation:

Under the Occupational Health and Safety Act, R.S.O. 1990, c. O.1, the Safety Office must maintain a “designated substances inventory” including a record of asbestos locations on campus. The inventory must be renewed, and building occupants must be notified. The renewal and notification was not done as at 15 September 2016. Mitigation: The designated substances inventory will be renewed and notification sent to building occupants by 1st December 2016.

The assessment for the asbestos inventory has since been completed for all UW-owned buildings. The notification to occupants went out on October 11, 2016. Therefore, this exception is complete.

Pursuant to the statutory compliance report provided to the Audit & Risk Committee on 6 October 2016, the Executive Director of Plant Operations has identified the following area of non-compliance, with the following mitigation plan and implementation:

Waterloo municipal by-law 2010-040 regulates the supply of water and prohibits impairment of public health by ensuring public water supply is not compromised due to backflow resulting from cross connection. The University has three primary City water supplies connecting the campus. Backflow prevention devices (“BPDs”) have been installed on two of these supplies with BPD installation, the third supply being tendered shortly. A plan is in place for BPDs to be installed by the end of 2017. Buildings and committees since 2010 have agreed the requisite BPDs installed. Nearly one-third of the University’s buildings have been completed to date, which should increase to

nearly one-half of the buildings being completed this year with the remainder planned for next year. With the pressure drops associated with BPD installations, impacts on the building systems will have to be reviewed and assessed for any resulting requirements for supply and/ or fire booster pumps and emergency power generation.

The University continues to work with the City of Waterloo to achieve compliance. The University is working with the City to confirm the acceptability of proposed compliance plan's approach and schedule.

Dated at Waterloo, Ontario on 12 January 2017.

Alice Raynard
Associate University Secretary
(Risk & Compliance)

Report to the Building & Properties Committee
Capital Financing Commitments
January 2017

The Building & Properties Committee reviews the summary of Capital Financing Commitments at each meeting.

Highlights during fiscal 2016/17:

- Year-to-date, the University has paid down approximately \$4.1m of its internally financed debt (\$4.1m toward the BlackBerry buildings)
- \$10.25m of the \$20.5m vendor-take-back mortgage for the BlackBerry buildings will be repaid in February 2017 and will be internally financed
- Approximately \$1.5m of the externally financed debt for the student residences will be retired this fiscal year
- The Federal government will be announcing a \$32.6 million grant for Engineering 7 on January 12 (included on the report as Committed Future Funding)
- Assuming the Field House project receives Board approval, this \$15m project will be funded with operating funds and will be financed over 10 years or less (increases the University's total financing exposure by ~5%)
- The University remains well within its approved policy limits and below the 4.0% maximum for principal and interest payments
- The financing position for each project as of April 30, 2016 is attached

Dennis Huber

Construction Status Report

January 2017

\$000s

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Estimated Completion	Risks/Status
<u>In-Progress</u>								
Student Residence	47,500	47,500	design/build	Melloul Blamey	75%	summer 2017	summer 2017	main structure complete; mechanical/electrical and interior finishes ongoing
Engineering 7	88,000	88,000	lump sum	Ellis Don	45%	Summer 2018	Summer 2018	roof slab complete; penthouse underway; curtain wall and mechanical/electrical ongoing
SLC/PAC Addition	34,000	34,000	lump sum	TBD	0%	Summer 2018		tendering in January
Proposed Field House **	<u>15,000</u>	<u> </u>	lump sum	TBD	0%	Fall 2018		Board approval requested January/February
	184,500	169,500						

Notes: ** requires Board approval

University of Waterloo
Capital Financing Commitments
April 2016
(\$000s)

<u>Capital Project</u>	<u>Planned Completion Date</u>	<u>Total Budget</u>	<u>Funding Available</u>	<u>Externally Financed</u>	<u>Lease Lease-Back Financing</u>	<u>Currently Internally Financed</u>	<u>Estimated Amortization Period</u>	<u>Comments</u>	
Completed									
Residence				18,983			11 years	recovery through student residence fees	
Residence - Reids Townhouses					22,000		37 years	minimum \$6 million lease commitments; recovery through student residence fees	
Engineering 5 and 6 and DWE Renovations						19,871		\$3.7 million in pledges; Student Endowment \$0.14 million; faculty operating funds	
Health Services Addition/Renovations						5,862	< 12 years	compulsory undergrad and grad student fees; donations	
Federation Hall Renovations						1,509	3-4 years	Food Services annual operating surpluses	
Blackberry Buildings (5)				20,500		10,799	7 years	operating funds	
Science Expansion Building						11,787		\$10 million in pledges; faculty operating funds	
Completed Total				39,483	22,000	49,828		111,311	
Funding Status									
		<u>Total Budget</u>	<u>Funding On-hand</u>	<u>Committed Future Funding</u>		<u>Currently Unfunded</u>			
In-Progress									
Applied Health Sciences Addition	2016	18,639	11,527	-		7,112		faculty operating funds; donations	
Hagey Hall- Courtyard Infill	2016	8,350	4,922	200		3,228		faculty operating funds; donations; grad capital; \$.2 million from Arts Student Endowment	
Student Residence	2017	47,500	15,000	32,500			30 years	residence fees	
Engineering 7	2018	88,000	3,490	76,229		8,281		\$33.6 in pledges; \$10 million operating funds; faculty operating funds	
Student Life Centre and PAC Addition	2018	34,000	-	34,000				\$24 million compulsory undergrad and grad student fees; \$10 million operating funds	
In-Progress Total		196,489	34,939	142,929		18,621		161,550	
Total									
								272,861	Debt policy: Annual P&I < 4% of annual gross revenue \$273 million debt P&I payments =2.8% of gross revenue

University of Waterloo Real Estate Holdings
Sites Owned By UW - Dec 1, 2016

Bldg. #	Location	Land Area Acres	Building Area Square Feet	Acquisition Date	Description
Various	North and South Campus - Waterloo	976.3	8,315,357 (excludes Research and Technology Park buildings)	1950s to Present	Original campus of the University of Waterloo. Site of approximately 55 major buildings used for teaching, research, administration and student housing and recreation. The north campus is the site of UW's 200 acre environmental reserve and 120 acre Research and Technology park, designed to accommodate 1.2 million square feet of office space.
	Rockwood Gorge - Rockwood	18	0	1977	Ecological reserve. Scenic gorge bisected by the Eramosa river, located in the town of Rockwood. Features dolomitic limestone cliffs, caves, and potholes. This area is used for research by the Faculty of Environment.
	Spongey Lake - Baden	79	0	1989	Ecological reserve. Small lake, sphagnum bog and forest located near the town of Baden. This area is used for research by the Faculty of Environment.
	School of Architecture Parking Lot - Cambridge	0.503	0	2012	Small parking lot on River Street, across the street from the School of Architecture
47	School of Architecture - Cambridge	1	83,336	2004	Former Riverside Silk Mills (and later Tiger Brand) building (circa 1920) on Melville Street, on the banks of the Grand River. Occupied by the University of Waterloo School of Architecture.
49 and 52	Health Sciences Campus - Kitchener	4	192,812	2009	Former Epton Industries site at Victoria and King. The two buildings on the site are occupied by the School of Pharmacy and the McMaster University Michael G. DeGroot School of Medicine.
55	Digital Media Stratford	1.38	42,987	2012	Offers programs focused on digital media technologies and global business issues. Former CNR railway yard site located at 125 St. Patrick Street, Stratford.
128	Tri-University Library Facility - Guelph	1	18,190	1996	Library materials storage and distribution facility, located on Malcolm Road in the City of Guelph. Facility is a joint venture with Wilfrid Laurier University and the University of Guelph. Land and building areas shown represent Waterloo's 48% share of the total 2.1 acres of land and 38,500 square feet of building space.
129 and 131	Aberfoyle (Puslinch) Property - Aberfoyle	41	18,362	1997	Small research facility, leased to a biofilter manufacturer. The property also features storage barn, located on Wellington Rd. 34.
139	68 Victoria St. South - Kitchener	3	92,923	2005	Former Ontario Seed Company warehouse, located adjacent to the Health Sciences Campus site.
	Owned Sub-Total	1,125	8,763,967		

**University of Waterloo Real Estate Holdings
Sites Leased By UW - Dec 2016**

Bldg #	Location	Land Area Acres	Building Area Square Feet	Acquisition Date	Description
	Parking Lot "E" - Waterloo	1	0	1975	Leased land. Small parking lot on Seagram Drive, across the street from UW Place.
	School of Architecture Parking Lot - Cambridge	0.5	0	2004	Leased land. Small parking lot on River Street, across the street from the School of Architecture
95	Waterloo Tennis Courts - Waterloo	1	0	1975	Leased land. 6 all-weather tennis court surfaces located at the Waterloo Tennis Club beside Seagram Stadium in Waterloo. The courts are covered in the winter by an air supported structure owned by the Tennis Club. Use of the courts is shared with the Tennis Club.
132	335 Gage Avenue - Kitchener	0	0	2000	Leased space. Occupied by the Centre For Extended Learning Department. Lease expires Apr 30, 2017
135	Fire Research Facility - Waterloo	0	10,494	2003	Building is owned by UW, situated on leased land at the Waterloo Landfill site. Used by the Engineering Faculty for fire research and by Applied Health Sciences for fitness research.
136 and 137	Pavement and Transport Technology Facility - Waterloo	0	2,048	2004	Buildings are owned by UW, situated on leased land at the Waterloo Landfill site. The site is used for paving materials research. There is also a UW windmill research site located nearby.
140	School of Architecture - Rome, Italy	0	6,000	1979	Leased space. Design studios, library and office space, used for the School of Architecture's Rome program for 4th year students. Located in Piazza Santa Maria in Trastevere. The program has been running since 1979.
144	295 Hagey Boulevard - Waterloo	0	8,085	2007	Leased space. Used by the Centre for Business, Entrepreneurship and Technology to offer a graduate degree program and support entrepreneurial initiatives. Lease extended for 2 more years from October 1 2016 to September 30 2018.
150	87 Forbes Hill Drive - Huntsville	0	2,143	2015	Leased space used by the Faculty of Environment for teaching and research.
155	Allen Square, Waterloo	0	0	2011	Leased space on the 7th floor of 180 King Street South, Waterloo, used by the Faculty of Arts for the Masters of Public Service program. Lease will be terminated Apr 30 2017.
156	Balsillie School of International Affairs / CIGI	0	50,000	2011	Leased space in the Centre for International Governance Innovation used for the Balsillie School of International Affairs.
157	Malahon Centre - Hong Kong	0	500	2012	Leased space located on the 19th floor of 10-12 Stanley Street in the Central District of Hong Kong. Used for alumni contact and fund raising.
158	Velocity Garage Incubator	0	12,597	2012 & 2014	Name Change mar 2016. Leased space located in the former Lang Tannery building on Victoria Street South in Kitchener. VeloCity promotes entrepreneurship and commercialization of new products and technologies developed by students.
159	44 Gaukel Street - Kitchener	0	1,500	2014	Leased space located in the former Canada Post building on Gaukel Street in Kitchener. The space is being used for a joint digital arts program in partnership with Conestoga College.
162	220 Yonge Street, Eaton's Ctr Toronto	0	4,415	2015	Leased space occupied by the Master of Taxation program. 5 year term until Jun 30, 2020.
163	Caroline Street Apartments, Waterloo	0	2,378	2004	55 Caroline Street, Waterloo, Apartments 201, 301 and 603, leased by the Institute for Quantum Computing. The space is used by visitors, including guest lecturers and faculty recruits .
164	166 Pinegrove Crescent	0.1	1,100	2014	House leased by the Institute for Quantum Computing for use by visiting students.
167	Research Institute for Aging	0	7,868	2015	RIA/Schlegels' building on the north campus. Lease started in September 2015. It includes 50% use of the classroom area. Will be used by AHS for aging research. Lease will end 2111 if not terminated sooner..
	Leased Sub-Total	2.6	109,128		
	Total	1,127.8	8,873,095		

Report to the Building & Properties Committee

Field House Project

January 20, 2017

Recommendation: That the Building & Properties Committee recommend to the Board of Governors, the design and construction of the \$15 million Field House facility to be located north of varsity field and designed by Walter Fedy (Architects).

Background:

Athletics & Recreation provides a very diverse recreational program to over 30,000 students and its facilities are utilized from 7:00 a.m. to 12:30 a.m., 7 days per week. The current unmet student demand for recreation is generally related to the lack of availability of multi-functional indoor recreational space.

The construction of the proposed Field House on the north campus will provide an additional 75,000 square feet of indoor space which can be utilized year round. The main program elements include an indoor playing field which can be sub-divided into distinct activity areas, supporting change rooms, and potentially a running track. The location of the Field House, which would be just north of the varsity playing field, was determined through a recreation facilities master plan developed in 2016 (site plan attached). To facilitate the full build-out contemplated in this master plan, an interim pedestrian connection would be provided between the existing Columbia Icefield building (includes ice rink, gymnasiums, exercise rooms, and change rooms) and the new Field House until such time that the in-fill component can be constructed.

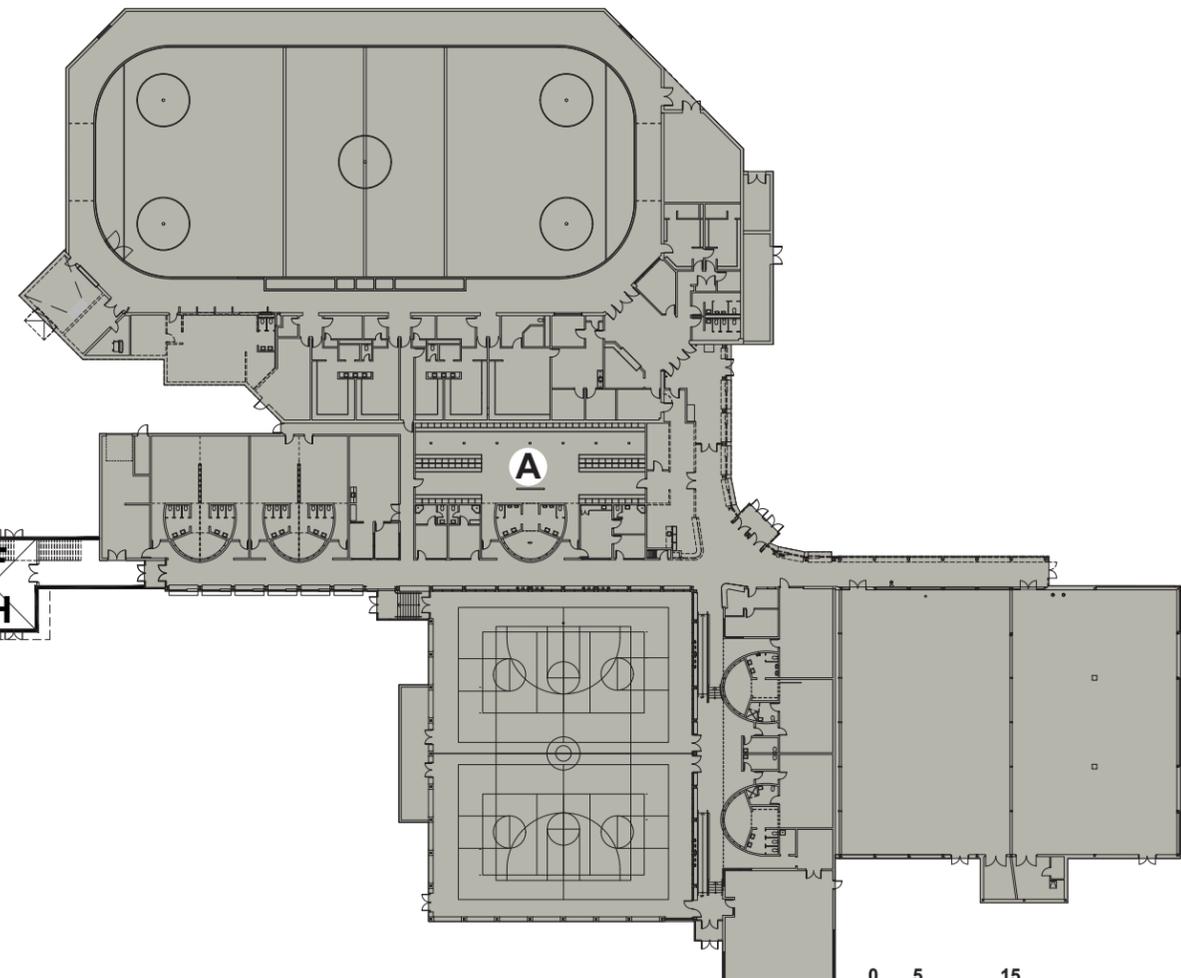
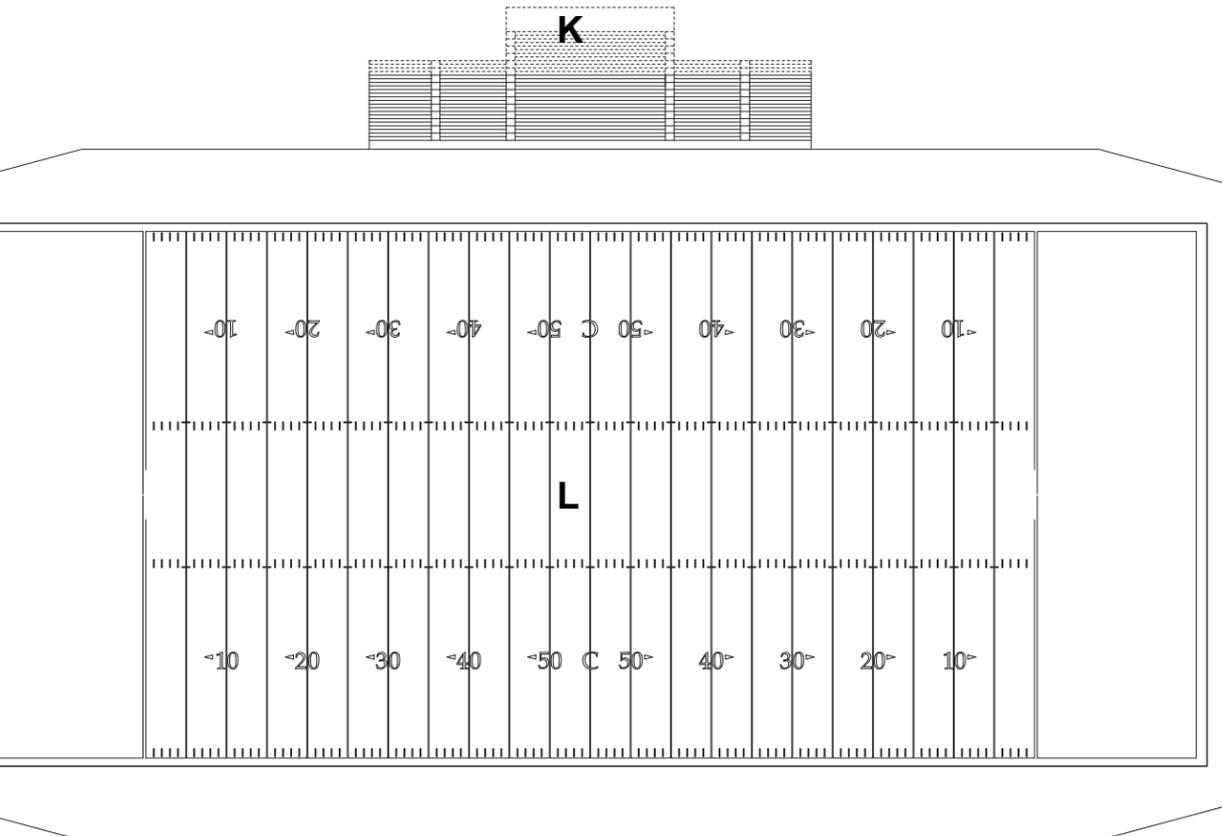
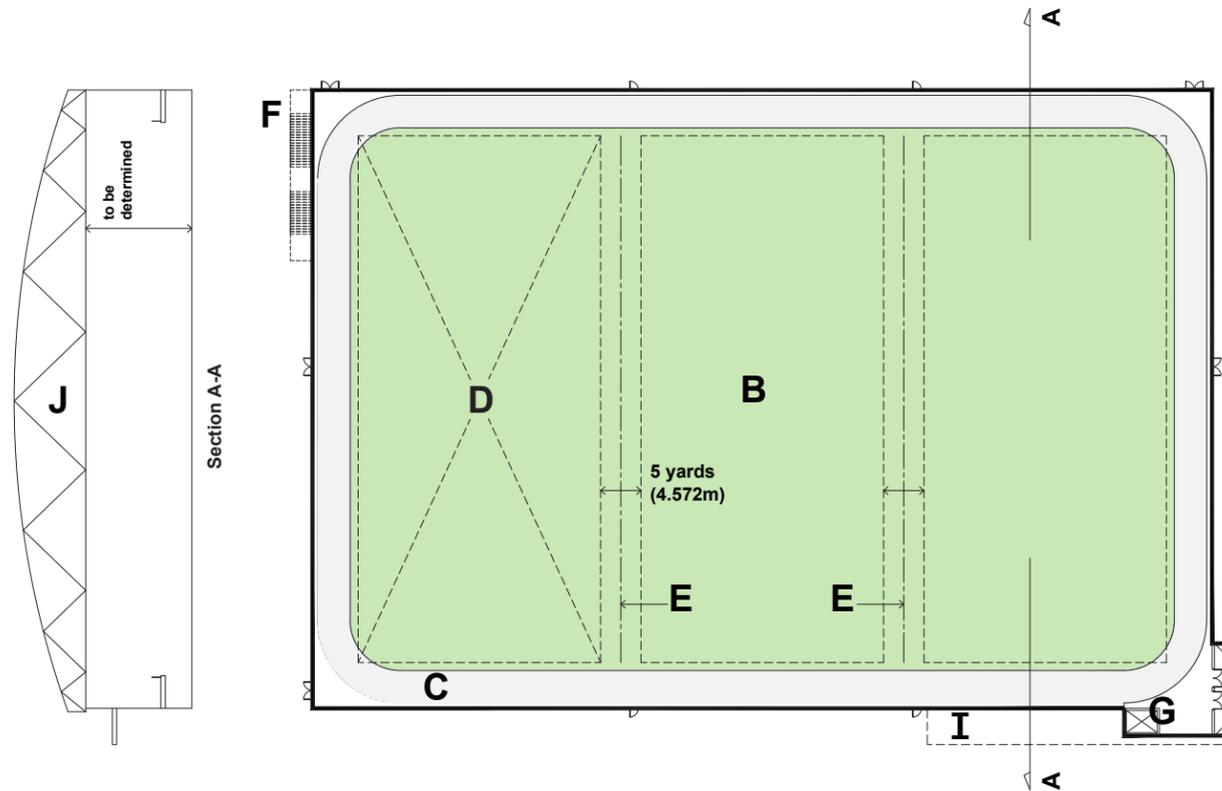
Construction would commence in 2017 and be completed in the fall of 2018.

The proposed budget (including net HST) is:

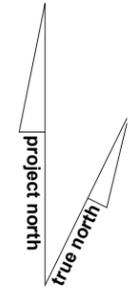
Construction	\$11,000,000	
Contingency	1,100,000	
Professional Fees	1,450,000	
Testing, surveys, etc.	50,000	
Furniture/Furnishings	300,000	
Network Connectivity	50,000	
Building Security	75,000	
Permits & Development Charges	<u>975,000</u>	
Total	\$15,000,000	(\$200/sq. ft.)

It is proposed that the project be funded using operating funds (and potentially donations) over a period of less than 10 years.

Ian Orchard
Dennis Huber



- A Existing Columbia Ice Field Recreation Centre
- B Proposed Field House
6900m² (74250 sf)
110yds x 75yds
(100.584m x 68.58m)
- C Future Suspended Track
u/s 3m AFF
3 lanes x 1.22m wide, 20ft radius at smallest corner
walking/jogging/running
- D Dashed Line represents
65 yards x 30 yards
(195 ft x 90 ft)
- E Dividing Curtains
- F Future Stairs
- G Future Elevator
- H Connecting Lobby
- I Canopy Signage Opportunity
- J Long Span Pre-Engineered Roof System
- K Existing Bleachers
- L Existing Warrior Field



University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE

1. MEMBERSHIP

This committee shall consist of a maximum of nine members. Of those, at least five members shall be members of the board appointed to the board by the Lieutenant Governor in Council or elected by the board from the community-at-large, and one shall be a faculty member of the board.

One undergraduate student member of the board and one graduate student member of the board shall be members of the committee. If the presidents of the Federation of Students and the Graduate Student Association are members of the board, then they shall serve respectively as the undergraduate and graduate student members of the committee. Should the president of the Federation of Students or the Graduate Student Association be unwilling to serve on the committee or not be a member of the board, then the respective seat on the committee shall be filled by appointment from among student governors made by the president of the respective student federation or association.

It is expected that at least two members of the committee will have experience with capital construction and/or property development.

2. MEETINGS

The committee will meet at the call of the chair of the committee, but not less than four times annually.

The quorum for the transaction of business at any meeting of the committee shall be a majority of the members of the committee, present either in person, by teleconference or by videoconference, provided that not less than a majority of those constituting the quorum shall be members appointed to the board by the Lieutenant Governor in Council or elected by the board from the community-at-large.

3. TERMS OF REFERENCE

The committee is established for the following purposes:

To oversee campus planning and development activity in the context of the Campus Master Plan and prudent environmental sustainability practices, and not less than annually to perform a review of the Campus Master Plan in the context of the university strategic plan.

To make recommendations to the Board of Governors on campus planning and development initiatives, with due consideration to the impact on multi-campus sites, including (without limitation) the acquisition or disposal of land or buildings, the use of land, buildings and facilities, the siting of buildings and roads, and the review of all agreements to which the university is a party (including donor agreements and academic agreements) having impact on the acquisition, use and/or development of real property.

To approve on behalf of the board, construction projects between \$2,000,000 and \$5,000,000 and to make recommendations to the Board of Governors regarding construction projects exceeding \$5,000,000, including (without limitation) the appointment of architects and design consultants, the business plan and budget, the design, and the award of construction contracts.

To ensure that the university has in place appropriate procedures for cost estimating, competitive tendering of bids, awarding of contracts, contract administration, cost control and payment to contractors for all site work, new construction, alternations and major repair.

To ensure that the university complies with all building codes, fire codes, safety regulations and statutory and regulatory provisions, as appropriate, in its building and properties program, and to review compliance annually.

To ensure that the university has appropriate maintenance programs in place for buildings and properties.

To review annually the status of capital construction projects, including status of accumulated debt and compliance with approved debt policy.

To report on its activities to the Board of Governors at least annually.

To assess annually the adequacy of the committees terms of reference and to propose any needed amendments to the Governance Committee.

Approved by the Board of Governors, 6 June 2006

Amended by the Board of Governors, 1 April 2008

Amended by the Board of Governors, 27 October 2009

Amended by the Board of Governors, 2 April 2013

Amended by the Board of Governors, 1 April 2014

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
2017-18 Work Plan

May Meeting*

- Campus Master Plan (as needed)
- Capital financing commitments and construction status
- Committee self-assessment survey results [online self-assessment to be distributed to committee members following the April meeting of the board]. Results will be compiled by the secretary, reviewed with the chair, distributed with any proposed recommendations to committee members, and if recommendations are agreed to, forwarded for information/recommendation to the Governance Committee no later than 1 June in each year.
- Environmental sustainability practices in the context of campus planning and development activity
- Maintenance program and energy conservation efforts
- Orientation/tour of campus – as required/for new members

October Meeting*

- Capital financing commitments and construction status
- Five-year plan for development projects anticipated to be considered during that five-year period

January Meeting*

- Assessment of adequacy of committee's term of reference with recommendations for amendments, as appropriate, to the Governance Committee
- Capital financing commitments and construction status
- Statutory compliance
- University of Waterloo real estate holdings
- Work plan for next fiscal year/special topics; orientation/briefing requirements

March Meeting*

- Capital financing commitments and construction status

*each meeting will also include, as required, award of tenders (approval of recommendation to the board) and appointment of architects/consultants

January 2016

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Work Plan Execution

Task	Frequency	14/10/14	15/01/14	15/03/12	15/05/15	15/10/09	16/01/15	16/03/11	16/05/20	16/11/21	17/01/20
Campus Master Plan (as needed)	annual				•				•	•	
Capital financing commitments and construction status	each meeting	•	•	•	•	•	•	•	•	•	•
Committee self-assessment survey results	annual		•			•	•				•
Environmental sustainability practices	annual				•				•	•	
Maintenance program and energy conservation efforts	annual				•				•	•	
Orientation/tour of campus	as required				•				•		
Development projects five-year plan		•								•	
Committee terms of reference	annual		•	•			•	•			•
Statutory compliance	annual		•				•				•
University of Waterloo real estate holdings	annual		•				•				•
Committee work plan/special topics; orientation/briefing requirements	annual		•				•				•