

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Minutes of the 8 March 2023 Meeting
[in agenda order]

Attendees: Peter Barr, Carol Cressman, Michael Eubanks, Murray Gamble (chair), Alice Raynard (secretary), Stephanie Ye-Mowe

Administration: Christiana Alkiviades, Stepanka Elias, Vivek Goel, Rob Hunsperger, Andrea Kelman, Jacinda Reitsma, James Rush

Guests: John Saabas, Mike Pereira, Mat Thijssen

Regrets: Naima Samuel

Organization of Meeting: Murray Gamble took the chair and Alice Raynard acted as secretary.

OPEN SESSION

1. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

2. REMARKS FROM THE CHAIR

The Chair welcomed everyone, noting the presence of the incoming Chair of the Committee, John Saabas, and thanked Peter Barr, Naima Samuel, and Stephanie Ye-Mowe for their service on the Committee as their terms will expire on 30 April 2023. The secretary advised that quorum was present.

3. AGENDA/ADDITIONAL AGENDA ITEMS

There were no additional items. The agenda was approved by consensus as circulated.

4. MEETING NOTES OF THE 18 JANUARY 2023 MEETING

The report was received for information.

5. BUSINESS ARISING FROM THE 18 JANUARY 2023 MEETING NOTES

There was no business arising.

a. Resolutions by Electronic Vote

- i. Minutes of the 5 October 2022 Meeting**
- ii. Optometry – Budget**
- iii. Math 4 Building – Updated Recommendation**
- iv. New Residence – Consultation Fees**

The report was received for information.

6. CAPITAL FINANCING COMMITMENTS AND CONSTRUCTION STATUS

- a. Capital Financing Commitments Report – March 2023.** The report was received for information.
- b. Construction Status Report – March 2023.** Hunsperger spoke to the various projects included in the report. The Math 4 design development report is complete and recommendation further to bidding process will be presented in May to B&P.
New Residence: members discussed: sound insulation due to LRT track; sustainability initiatives, budget, comfort level, and passive house international standard used.
- c. Capital Financing Commitments Schedule – April 30, 2022.** The report was received for information.

7. ESC RENOVATIONS

Reitsma provides overview, noting increases in costs since the initial budget was approved some time ago. Hunsperger spoke to report, noting ESC built in 1964, limited maintenance investments, functional obsolescence. The project will move the building from double-loaded to a single-loaded corridor and will include renovation of the roof.

Chair remarked on: bids were very close to each other; difficulty of budgeting projects depending on complexity and risks involved; some prices are stabilizing but markets remain volatile. Members discussed: contingencies being built into budgets; motion (2) relates to roofing, \$1.2M tis being funded through Facility Renewal Program.

[Action:] Tolerance cap on budget to be considered in future budget recommendations.

The Committee heard the following motions:

- (1) That the Building & Properties Committee recommend to the Board of Governors a \$6.4m (25%) increase to the project budget. Cressman and Barr. Carried.
- (2) That the Building & Properties Committee recommend to the Board of Governors the award of a stipulated-price contract (CCDC2) to Harbridge & Cross Limited in the amount of \$23,005,000.00 (excluding HST). Eubanks and Cressman. Carried.

8. COMPREHENSIVE SUSTAINABILITY PROGRAM

Thijssen provided an overview of the sustainability program: policies and guidelines for the framework and strategic plan and various plans for planning and direction-setting, noting milestones and progress achieved.

Members discussed: targets for emissions 2025 and 2030, alignment to international framework; budget; connections with deferred maintenance; impact of ION on commuting considering pandemic; dedicated trails and bike lanes and municipal investments; benchmarking against peer institutions, internationally and with U6.

9. DEFERRED MAINTENANCE UPDATE

Reitsma provided information on deferred maintenance plans for the upcoming year and the sustainability projects. Next steps: procure sustainability projects for 2023/24; procure identified projects for FRP funding; prioritize remaining projects for \$6M+ in funding; finalize priority setting process for Faculty input; ensure Integrated Planning and Budget updates address deferred maintenance; report project updates at each B&P meeting.

Members discussed: prioritizing maintenance vs. new buildings; underutilized space and shedding unused space; deferred maintenance and modernizing existing facilities; moving the work of the Committee towards; risk matrix used and ERM program; buy-in from Faculties.

[Action:] Deferred maintenance will be included as an agenda item for each meeting to share project updates..

10. PROJECT PROCESS GUIDELINE

Reitsma provided an overview of capital project process and overall campus plan designs, which were presented at the President and Vice-President group and at the President's Advisory Committee on Design (PACOD). Reitsma indicated: challenges and opportunities had been identified; overview of current and proposed processes to ensure meaningful input and approvals; updated PACOD duties and membership, and summary report to B&P; role of procurement team; better clarity of PACOD's involvement; proposed flow similar to other universities; project process of over \$5M. engagement of PVP, space Office, Plant Ops, Provost).

Members received favorably proposed changes, noting regular engagement of PACOD is positive and proposed composition looks strong; on the possibility of external members on PACOD, it was noted there were already excellent internal resources.

11. AMENDMENT OF TERMS OF REFERENCE – QUORUM

The Chair spoke to the report, providing background to the proposed motion. The double quorum doesn't serve its purpose. It might be pertinent in the case of very large capital projects, but rules of conflict of interest would be applied where necessary. Barr and Cressman. Carried.

12. EXECUTION AGAINST THE WORK PLAN

The document was received for information.

13. OTHER BUSINESS

There was no other business.

The Committee is scheduled to meet on Wednesday 17 May 2023, 1:00-3:00 p.m. via Zoom.

5 April 2023

Alice Raynard
Associate University Secretary