BUILDING & PROPERTIES COMMITTEE
WEDNESDAY, 17 January 2024
1:00 p.m.-3:00 p.m. EST
Via Zoom Videoconference

Open Session

1:00 p.m. 1. Approval of Agenda and Consent Items; Declarations of Conflicts of Interest* 2 Decision
1:05 p.m. 2. Business Arising Oral Information
1:10 p.m. 3. President’s Advisory Committee on Design (PACOD) Update* [Reitsma] 5 Information
1:20 p.m. 4. University of Waterloo Real Estate Holdings* [Reitsma] 8 Information
1:30 p.m. 5. Deferred Maintenance Update* [Reitsma] 12 Information
1:40 p.m. 6. Other Business Oral Information
1:45 p.m. 7. Proceed to Confidential Session

Consent Agenda

8. Minutes of the 11 October 2023 Meeting* 14 Decision
9. Execution Against Work Plan* 18 Information
10. Fall 2023 Sustainability Report* 22 Information

mf
17 January 2024

Melanie Figueiredo
Governance Officer

Upcoming Board and Committee Meetings and Events
20 March 2024 Building & Properties Committee

If you require assistance or need to convey regrets, please contact the Secretariat at board@uwaterloo.ca.
1) Approval of Agenda and Consent Items
Committee members may request to have items moved to the regular agenda immediately prior to the approval of the agenda.

**Recommendation:**
To approve the agenda of the 17 January 2024 Building & Properties Committee meeting; and, to approve or receive for information consent agenda items 8 through 10 and items 17 through 19.

2) Declarations of Conflicts of Interest
Members are invited to declare any conflicts related to the open agenda at this time. Should a conflict of interest arise during the course of discussion, members are invited to declare a conflict of interest as it arises.

The Secretariat can provide guidance regarding any potential conflicts of interest in advance of or during the meeting.

Members are invited to review the Conflict of Interest webpage on the Secretariat website.

**Documentation Provided:**
- N/A
President’s Advisory Committee on Design (PACOD) Update
A report has been provided on the meetings of PACOD since the last meeting of the Building & Properties Committee. This includes details about PACOD’s meetings held in October 2023, and November 2023.

Jacinda Reitsma, Vice-President, Administration and Finance, will speak to the PACOD report and most recent activities of the Committee.

Members’ will recall that PACOD underwent a review of its membership and updated its terms of reference and membership early in 2023. PACOD provides regular informational updates to the Building & Properties Committee.

Documentation Provided:
- PACOD Update – October-November 2023
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President’s Advisory Committee on Design (PACOD)
Since the last Building and Properties Committee meeting, PACOD members have met twice. A major focus of the meetings is preparing for the revitalization of a Campus Master Plan.

PACOD meeting October 2023:
The committee heard a presentation from a student group in the School of Planning whose class project was focused on the revitalization of the campus master plan. Their project focused on four phases which included reviewing existing university strategic planning documents, a review of other academic institutions, comparisons to other institutions, and final recommendations. The committee reviewed key elements of the terms of reference for the campus master plan sub-committee. Members were also provided with an analysis of the current empty land on the main and north campus. The presentation provided an overview of the various categories it falls into (greenfield, infill, shovel ready).

PACOD meeting November 2023
The committee was provided with an update on the Longhouse Labs project including how the project was initiated, its intended purpose and construction status.

Jacinda Reitsma
Vice-President, Administration and Finance
Chair, President’s Advisory Committee on Design
For Information

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: University of Waterloo Real Estate Holdings

University of Waterloo Real Estate Holdings
A report has been provided on properties currently owned or leased by the University. This report is presented to the Committee annually in accordance with the Committee's work plan and is being presented for the information of members.

Documentation Provided:

- University of Waterloo Real Estate Holdings – December 2023
### University of Waterloo Real Estate Holdings
#### Sites Owned By UW - December 2023

<table>
<thead>
<tr>
<th>Bldg #</th>
<th>Location</th>
<th>Land Area Acres</th>
<th>Building Area Square Feet</th>
<th>Acquisition Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>North and South Campus - Waterloo</td>
<td>976.3</td>
<td>8,434,357</td>
<td>1950s to Present</td>
<td>Original campus of the University of Waterloo. Site of approximately 58 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.</td>
</tr>
<tr>
<td></td>
<td>Rockwood Gorge - Rockwood</td>
<td>18</td>
<td>0</td>
<td>1977</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Spongely Lake - Baden</td>
<td>79</td>
<td>0</td>
<td>1989</td>
<td>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.</td>
</tr>
<tr>
<td>47</td>
<td>School of Architecture Parking Lot - Cambridge</td>
<td>0.503</td>
<td>0</td>
<td>2012</td>
<td>Small parking lot on River Street, across the street from the School of Architecture.</td>
</tr>
<tr>
<td>49 and 52</td>
<td>Health Sciences Campus - Cambridge</td>
<td>1</td>
<td>83,306</td>
<td>2004</td>
<td>Former Riverside Silk Mills (and later Tiger Brand) building (circa 1930) on Melville Street, on the banks of the Grand River. Occupied by the University of Waterloo School of Architecture.</td>
</tr>
<tr>
<td>55</td>
<td>Digital Media Stratford</td>
<td>1.38</td>
<td>51,334</td>
<td>2012</td>
<td>Offers programs focused on digital media technologies and global business issues. Former CNR railway yard site located at 125 St. Patrick Street, Stratford.</td>
</tr>
<tr>
<td>128</td>
<td>Tri-University Library Facility - Guelph</td>
<td>1</td>
<td>18,190</td>
<td>1996</td>
<td>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.</td>
</tr>
<tr>
<td>129 and 131</td>
<td>Aberfoyle (Puslinch) Property - Aberfoyle</td>
<td>41</td>
<td>18,362</td>
<td>1997</td>
<td>Small research facility, leased to a biotech manufacturer. The property also features storage barn, located on Wellington Rd. 34.</td>
</tr>
<tr>
<td></td>
<td>Former Ontario Seed Company warehouse, located adjacent to the Health Sciences Campus site.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Owned Sub-Total</td>
<td></td>
<td>1,126.2</td>
<td></td>
<td>8,891,314</td>
</tr>
</tbody>
</table>

### University of Waterloo Real Estate Holdings
#### Sites Leased By UW - December 2023

<table>
<thead>
<tr>
<th>Bldg #</th>
<th>Location</th>
<th>Land Area Acres</th>
<th>Building Area Square Feet</th>
<th>Acquisition Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parking Lot &quot;E&quot; - Waterloo</td>
<td>0.5</td>
<td>0</td>
<td>1975</td>
<td>Leased land effective July 1, 1975 for 90 years (2065). Small parking lot on Seagram Drive, across the street from UW Place.</td>
</tr>
<tr>
<td></td>
<td>School of Architecture Parking Lot - Cambridge</td>
<td>0.5</td>
<td>0</td>
<td>2004</td>
<td>Leased land effective June 1, 1980 for 50 years (2030). Small parking lot on River Street, across the street from the School of Architecture.</td>
</tr>
<tr>
<td>95</td>
<td>Waterloo Tennis Courts - Waterloo</td>
<td>1</td>
<td>10,494</td>
<td>2003</td>
<td>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. Lease extended until June 30, 2033.</td>
</tr>
<tr>
<td>135</td>
<td>Fire Research Facility - Waterloo</td>
<td>0</td>
<td>2,048</td>
<td>2004</td>
<td>Buildings are owned by UW, situated on leased land at the Waterloo Landfill site. The site is used for panning materials research. There is also a UW windmill research site located nearby.</td>
</tr>
<tr>
<td>136 and 137</td>
<td>Pavement and Transport Technology Facility - Waterloo</td>
<td>0</td>
<td>6,000</td>
<td>1979</td>
<td>Leased space (through Oct. 31, 2027) in the Centre for International Governance Innovation used for the Balsille School of International Affairs.</td>
</tr>
<tr>
<td>140</td>
<td>School of Architecture - Rome, Italy</td>
<td>0</td>
<td>15,000</td>
<td>2011</td>
<td>Leased space (through December 2027) in the Centre for International Governance Innovation used for the Balsille School of International Affairs.</td>
</tr>
<tr>
<td>156</td>
<td>Balsille School of International Affairs / CitG</td>
<td>0</td>
<td>50,000</td>
<td>2011</td>
<td>Leased space (through December 2027) in the Centre for International Governance Innovation used for the Balsille School of International Affairs.</td>
</tr>
<tr>
<td>158</td>
<td>Velocity Garage Incubator</td>
<td>0</td>
<td>36,798</td>
<td>2012 &amp; 2014</td>
<td>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. Lease extended beyond Nov. 30, 2023 to Nov. 30, 2024.</td>
</tr>
<tr>
<td>162</td>
<td>220 Yonge Street, Eaton's Ctr, Toronto</td>
<td>0</td>
<td>4,469</td>
<td>2015</td>
<td>Leased space occupied by the Master of Taxation program. 5 year extension until Jun 30, 2025. Renewed for a further 5 year term thru June 30, 2025.</td>
</tr>
<tr>
<td>167</td>
<td>Research Institute for Aging</td>
<td>0</td>
<td>8,853</td>
<td>2015</td>
<td>MIA/Schlegel building on the north campus. Lease started in September 2015, and was revised in 2020 to reflect changes to the space being used. Used by AHS for aging research. Lease will end Sept. 30, 2111 if not terminated sooner.</td>
</tr>
<tr>
<td>170</td>
<td>Bradshaw Lofts</td>
<td>0</td>
<td>4,895</td>
<td>2019</td>
<td>Lease of space at 245 Downie St., Stratford, ON; more or less on the lower floor of building - for use as classroom, meetings, events. Initial lease 3 years September 2019 - August 2022. Lease extended through December 2025.</td>
</tr>
<tr>
<td>171</td>
<td>The Cora Building</td>
<td>0</td>
<td>6,719</td>
<td>2018</td>
<td>Sub lease of space at 375 Hagey Boulevard (Suite 302) for 67 months (Dec, 2018 through June 2024)</td>
</tr>
<tr>
<td>172</td>
<td>Critical Media Lab</td>
<td>0</td>
<td>500</td>
<td>2019</td>
<td>Lease of space at 151 Charles St. for 2 years beginning January 2019 for Critical Media Lab; Lease renewed on annual basis through March 31, 2022</td>
</tr>
<tr>
<td>173</td>
<td>Catalyst 137</td>
<td>0</td>
<td>14,737</td>
<td>2021</td>
<td>Lease of space at 137 Glasgow St., Kitchener for Faculty of Engineering's Additive Manufacturing Group. Dec. 1, 2021 through March 31, 2022</td>
</tr>
<tr>
<td>174</td>
<td>418 University Ave., Toronto</td>
<td>0</td>
<td>9,037</td>
<td>2023</td>
<td>Lease of office space for School of Pharmacy. Sudhu Lab until January 30, 2025</td>
</tr>
<tr>
<td></td>
<td>Total Sub-Total</td>
<td>2.5</td>
<td>146,063</td>
<td></td>
<td>8,037,372</td>
</tr>
</tbody>
</table>

Changes since December 2022
Deferred Maintenance Update
Jacinda Reitsma, Vice-President, Administration & Finance, will provide a verbal status update on deferred maintenance projects and how they are being addressed going forward.

Deferred maintenance is addressed in various areas of the University including Student Housing, Athletics, Ancillary Operations (including parking), Faculties, and Plant Operations. The plant operations team is completing the assessment of buildings to be considered for decommissioning and is coordinating the work with each of the ASUs and Faculties. A more detailed plan will be provided at the March meeting in coordination with the sustainability update.

Documentation Provided:
- N/A
For Information

Date of Meeting: January 17, 2024
To: Members, Building & Properties Committee
From: Melanie Figueiredo, Governance Officer
RE: 8) Minutes of the 11 October 2023 Meeting

Minutes of the 11 October 2023 Meeting

Recommendation:
To approve the open session minutes of the 11 October 2023 meeting.

Documentation Provided:
- Minutes of the 11 October 2023 Meeting
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OPEN SESSION

1. DECLARATION OF CONFLICTS OF INTEREST
No conflicts of interest were declared.

2. MINUTES OF THE 17 MAY 2023 MEETING AND BUSINESS ARISING
The minutes were reviewed by members. Saabas/Blair. As there were five members present and three abstentions, the minutes were not approved.

3. EXECUTION AGAINST WORK PLAN
Melanie Figueiredo provided an update on the work plan. Staff were asked to investigate how issues related to health, safety and risk could be incorporated into the work plan.

4. COMMITTEES ORIENTATION
Melanie Figueiredo and Jacinda Reitsma presented the orientation slide show.

5. PRESIDENT’S ADVISORY COMMITTEE ON DESIGN (PACOD) UPDATE
Jacinda Reitsma provided an update on the most recent PACOD meeting. Members discussed the relationship between PACOD and the Building & Properties Committee in regards to materials presented to both groups. In response to questions from members, it was noted that a new campus master plan was currently under development, and an update would be discussed at a future meeting.

6. DEFERRED MAINTENANCE UPDATE
Stepanka Elias provided an update. Members were advised that staff are continuing work on a five year plan for deferred maintenance projects, and an update would be brought to a future meeting. Members discussed processes to address maintenance and inquired as to how projects were deferred, as well as financial implications of these projects.

Staff advised that additional information on project selection and approval processes would be brought to a future meeting.

7. OTHER BUSINESS
None.

8. PROCEED TO CONFIDENTIAL SESSION
The Committee entered into Confidential Session for the remainder of the agenda.

11 October 2023

Melanie Figueiredo
Governance Officer
For Information

Open Session

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: 9) Execution Against Work Plan

Execution Against Work Plan
The workplan has been unamended since the last meeting. Staff are reviewing future amendments to the workplan regarding risk and health and safety.

Members will recall that the work plan is an iterative document which is supplied for the Committee’s information and reference at each Committee meeting.

Documentation Provided:
- 2023/24 Building & Properties Committee Work Plan
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### 2023-24 Building & Properties Committee Work Plan

#### Building & Properties Committee Agenda Items

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<thead>
<tr>
<th>Agenda Item</th>
<th>17 May 2023</th>
<th>11 October 2023</th>
<th>17 January 2024</th>
<th>20 March 2024</th>
</tr>
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<tbody>
<tr>
<td>OPEN SESSION</td>
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<tr>
<td>Minutes of the Previous Meeting</td>
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<td>Committee Work Plan</td>
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<td>President’s Advisory Committee on Design (PACOD) Update</td>
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<tr>
<td>Capital Financing Commitments</td>
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<tr>
<td>Construction Status Updates</td>
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<tr>
<td>Campus Master Plan</td>
<td>*</td>
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<tr>
<td>Award of tenders, appointment of architects/consultants, requests for easements</td>
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<tr>
<td>Deferred Maintenance Update</td>
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<td>Statutory Compliance Update</td>
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<td>Tour of Campus</td>
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<td>District Energy Study</td>
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<td>Committee Review Terms of Reference</td>
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<tr>
<td>University of Waterloo Real Estate Holdings</td>
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<tr>
<td>Committee Self Assessment</td>
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<tr>
<td>Annual Objectives/Topics</td>
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<tr>
<td>CONFIDENTIAL SESSION</td>
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<tr>
<td>Minutes of the Previous Meeting</td>
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<td></td>
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<tr>
<td>Other Business</td>
<td>*</td>
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<tr>
<td>IN CAMERA SESSION</td>
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<tr>
<td>Minutes of the Previous Meeting and Business Arising</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Business</td>
<td>*</td>
<td>*</td>
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</tr>
</tbody>
</table>

1. Annual, as required
2. Note Committee approved threshold
3. Completed every five years
Special Topics for 2023-2024 to be Scheduled:

- Items relating to the construction of the new residence building will come to the committee as needed

For more information:
uwaterloo.ca/secretariat
board@uwaterloo.ca
NH 3060

1 Annual, as required
2 Note Committee approved threshold
3 Completed every five years
For Information

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: 10) Quarterly Sustainability Report

Quarterly Sustainability Report

A report has been made available on the status of sustainability targets related to infrastructure. This report will be presented on a quarterly basis as a supplement to annual environmental and sustainability reporting.

The report is available on the University's website.

Documentation Provided:

- Quarterly Sustainability Report – Fall 2023
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