

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

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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.

For Approval

Open Session

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: **1) Approval of Agenda and Consent Items; Declarations of Conflicts of Interest**

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

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For Information

Open Session

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: **3) President's Advisory Committee on Design (PACOD) Update**

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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University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
17 January 2024

FOR INFORMATION

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

Open Session

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: **4) 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

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

Bldg #	Location	Land Area Acres	Building Area Square Feet	Acquisition Date	Description
Various	North and South Campus - Waterloo	976.3	8,434,357	1950s to Present	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.
	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. DeGroote School of Medicine.
55	Digital Media Stratford	1.38	51,334	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	1,125.2	8,891,314		

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

Bldg #	Location	Land Area Acres	Building Area Square Feet	Acquisition Date	Description
	Parking Lot "E" - Waterloo	1	0	1975	Leased land effective July 1, 1975 for 90 years (2065). Small parking lot on Seagram Drive, across the street from UW Place.
	School of Architecture Parking Lot - Cambridge	0.5	0	2004	Leased land effective June 1, 1980 for 50 years (2030). 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 by an air supported structure owned by the Tennis Club. Use of the courts is shared with the Tennis Club. Lease extended in November 2022 for approx. 20 years to allow for the tennis club to procure a replacement bubble.
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. Lease extended until June 30, 2033.
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.
156	Balsillie School of International Affairs / CIGI	0	50,000	2011	Leased space (through Oct. 31, 2027) in the Centre for International Governance Innovation used for the Balsillie School of International Affairs.
158	Velocity Garage Incubator	0	36,798	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. Lease extended beyond Nov. 30, 2023 to Nov. 30, 2024.
162	220 Yonge Street, Eaton's Ctr, Toronto	0	4,469	2015	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.
167	Research Institute for Aging	0	8,853	2015	RIA/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.
170	Bradshaw Lofts	0	4,895	2019	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.
171	The Cora Building	0	6,119	2018	Sub lease of space at 375 Hagey Boulevard (Suite 302) for 67 months (Dec, 2018 through June 2024)
172	Critical Media Lab	0	500	2019	Lease of space at 151 Charles St. for 2 years beginning January 2019 for Critical Media Lab; Lease renewed on annual basis
173	Catalyst 137	0	14,737	2021	Lease of space at Catalyst 137 Glasgow St., Kitchener for Faculty of Engineering's Additive Manufacturing Group. Dec. 1, 2021 through March 31, 2032
174	438 University Ave., Toronto	0	1,150	2023	Lease of office space for School of Pharmacy, Sidhu Lab until January 30, 2025
	Leased Sub-Total	2.5	146,063		
	Total	1,127.7	9,037,377		

Changes since December 2022

135 - Fire Research Facility lease extended until June 30, 2033
169 - EVolv1 - lease expired (not renewed)

For Information

Open Session

Date of Meeting: January 17, 2024

To: Members, Building & Properties Committee

From: Melanie Figueiredo, Governance Officer

RE: **5) Deferred Maintenance Update**

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

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For Information

Open Session

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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University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Minutes of the 11 October 2023 Meeting
[in agenda order]

Attendees: John Saabas (Chair), Nasser Abukhdeir, Rory Norris, Linda Blair, Jack deGooyer

Regrets: Michael Eubanks

Administration: Vivek Goel, Jacinda Reitsma, James Rush, Stepanka Elias, Christina Alkiviades, Rob Hunsperger, Glen Weppler, Sarah Hadley, Melanie Figueiredo (secretary)

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

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

Open Session

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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