OPEN SESSION

1. Declaration of Conflicts of Interest

2. Minutes of the 12 May 2021 Meeting* [George]

3. Business Arising from the Minutes

4. Resolution by Electronic Vote [George]
   a. Science Laboratories Renovation*
   b. Math 4 – Appointment of Architects*

5. Capital Financing Commitments and Construction Status
   [Huber]
   a. Building & Properties Finance Summary – September 2021*
   b. Construction Status Report – September 2021*
   c. Capital Financing Commitments – April 30, 2021*

6. ESC 3rd Floor Renovation (Revised Budget Recommendation)* [Huber, Lemieux, Rush]

7. Health Innovation Arena (Revised Budget Recommendation)* [Huber, Rush]

8. Committee’s Term of Reference*

9. Execution Against the Work Plan* [George]

10. Other Business

11. Proceed into Confidential Session

Next Meeting: Wednesday 29 September 2021, 1:00-3:00 p.m., via MS Teams

22 September 2021
Alice Raynard
Associate University Secretary
OPEN SESSION

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

2. MINUTES OF THE 10 MARCH 2021 MEETING
A motion was heard to approve the minutes of the meeting as distributed. Barr and Schlegel. Carried.

3. BUSINESS ARISING FROM THE MINUTES
There was no business arising.

4. CAPITAL FINANCING COMMITMENTS AND CONSTRUCTION STATUS
Huber commented on the reports, which encompass the full 12 months, ended April 30, 2021.
   a. Building & Properties Finance Summary – May 2021. A disciplined approach has led to forgoing the ancillary units’ capital debt repayment requirements and to postponing the debt requirement by an additional year.
   b. Construction Status Report – May 2021. Comments were provided on the Marine Lab, Hydro Feed, ESC renovation, Math 4 and Health Innovation projects. Members discussed: roof warranties; management of deficiencies; Optometry WEI project (12% complete); price escalation mitigation re: supply chain included in tender documents.
   c. Capital Financing Commitments – 30 April 2020. 90% of the SLC/PAC addition is achieved.

5. MATH4 – APPOINTMENT OF ARCHITECTS
Huber indicated that a formal recommendation concerning the appointment of architects for the Math4 project could not be submitted in time for the Committee meeting. A proposal will be submitted further to this meeting and an electronic vote will be requested. Hunsperger spoke to the level of interest in this project by potential firms. Members discussed the membership of the President’s Advisory Committee on Design (PACOD). A recommendation will be made to the President presently.

6. ENVIRONMENTAL SUSTAINABILITY PRACTICES IN THE CONTEXT OF CAMPUS PLANNING AND DEVELOPMENT
Huber spoke to the document, indicating the Guidelines are aspirational targets in order to start including targets and passive attributes on projects. Members discussed: anything that is being built has to be better than the bare minimum to achieve the University’s 2050 environmental goals; balance between costs and carbon neutrality; elaboration process on those guidelines; fundamental research on new materials and glass structure taking place at the University.
7. MAINTENANCE PROGRAM AND ENERGY CONSERVATION EFFORTS
Huber spoke to the document, specifying that the spending of $20M on utilities represents 2% of the University’s budget and compared to the U6 research intensive universities in Ontario, the University usually benchmarks as 2nd or 3rd, with the University of Toronto having significantly older and bigger infrastructures. A review has been conducted by Walter Fedy, leading mainly to LED lighting payback; Huber can bring back a more in-depth report to the Committee. Stepanka provided an update on the HVAC improvements; all HVAC units (396), including satellite campuses, have been inspected and retrofitted. Members discussed: regular maintenance; air exchanges and HVAC; disinfectant protocols (the University follows public guidelines and provides training).

8. EXECUTION AGAINST THE WORK PLAN
Raynard indicated the committee was on track. A campus tour for members is to be organized for the next meeting or around that time, depending on health restrictions.

9. OTHER BUSINESS
There was no other business.

10. PROCEED INTO CONFIDENTIAL SESSION
The committee convened in confidential session.

The committee is scheduled to meet on Wednesday 29 September 2021, 1:00-3:00 p.m. via Teams.

3 September 2021
Alice Raynard
Associate University Secretary
FOR APPROVAL

Recommendations:
That the Building & Properties Committee approve:

1) a $6.8 million total project budget for renovations to create new science labs on the 3rd floor of the Biology 1 building and the 1st floor of the Biology 2 building; and
2) approve the award of a stipulated price contract to Harbridge + Cross Ltd. for $5,196,000.00 plus HST.

Background:
Developed in coordination with the Biology 1 (B1), Biology 2 (B2), and Earth Science Chemistry (ESC) buildings master renewal plan, this project provides new biology laboratories which are critical to the teaching and research activities of the Faculty of Science.

McCallum Sather Architects were previously selected through a competitive selection process to undertake the B1, B2, and ESC master renewal plan as part of this laboratory design project to ensure that future multi-phase lab renewal projects were aligned with the long-term renewal plan while recognizing these lab intensive buildings have not been substantially renovated since the mid-1960’s when B1 and B2 were originally constructed.

The project was initially estimated in an October 2020 Class B estimate to cost less than $5 million and therefore did not require the Building & Properties Committee’s approval. Since the October estimate was prepared, the project scope has increased to include the replacement of some core mechanical infrastructure, there have been increases in the architectural and structural scope, and the construction industry has experienced pandemic related cost increases (as much as 20% increase on some project components). As a result, the total project cost has increased beyond the $5M approval threshold.

This project was competitively bid on MERX. Six (6) General Contractors submitted bids. The tenders were competitively priced, with the lowest submitted bid within ~3.7% of the next lowest bid; the third lowest bid was ~4.7% higher than low bid.

The proposed project budget ($000s) including net HST (3.41%) is:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Cost</td>
<td>$5,373</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>538</td>
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<tr>
<td>Building Permit Fees</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Consulting</td>
<td>16</td>
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<tr>
<td>Contingency</td>
<td>869</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$6,800</strong></td>
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</tbody>
</table>

The project will be funded through the Faculty of Science’s operating reserves.

James Rush, vice-president, academic & provost  
Robert Lemieux, dean of science  
Dennis Huber, vice-president, administration & finance  
Rob Hunsperger, director, design & construction services
FOR APPROVAL

Report to the Building & Properties Committee
Math 4 – Appointment of Architects

Recommendation:
That the Building & Properties Committee recommend to the Board of Governors the appointment of Moriyama & Teshima Architects as the prime consultants for the recently approved Math 4 building.

Background:
- At its January 2021 meeting, the Building & Properties Committee approved the submission of the $90m project budget to the Board of Governors (approval occurred in February 2021). The B&P and Board approval also included the siting of the building in the interstitial space between the Math & Computer and Davis Centre buildings.
- On February 8, 2021, the University issued a Request for Service Qualifications on MERX (public tendering site) inviting firms with appropriate experience and qualifications to make a submission. In total 21 submissions were received which were shortlisted based on the evaluation criteria summarized in the RFSQ.
- The four shortlisted firms were issued a Request for Proposal for Consultant Services on March 23, 2021. The RFP summarized the evaluation criteria for the final selection.
- The President’s Advisory Committee on Design (which was supplemented with a graduate student representative) interviewed the four teams on May 6 and May 10.
- The seven person PACOD committee ranked Moriyama & Teshima Architects as the clear preference (6 of 7 members ranked them first and one member ranked them a close second).
- The proposed fees are competitive with a percentage fee proposal of 7.75% (based on a percentage of the final cost of construction excl. HST).
- The President received PACOD’s recommendation on May 19 and confirmed his support for the recommendation.
- Moriyama & Teshima Architects previously designed the Minota Hagey Residence as well as the Laurel Creek pedestrian bridges on the south campus.
- Their team will be led by two UW graduates of the School of Architecture and includes:
  - Blackwell Structural Engineers
  - Integral Group Mechanical Engineers
  - Integral Group Electrical Engineers
  - RDH Building Science Sustainability & Building Envelope
  - LMDG Building Code Building Code & Safety
  - Turner & Townsend Cost Consultant
• Walter Fedy  Civil Engineer
• PLANT  Landscape Architect
• Two Row Architecture  Indigenous Design Consultant

Dennis Huber
Vice-President, Administration & Finance

Rob Hunsperger
Director, Design and Construction Services
The Building & Properties Committee (B&P) reviews the summary of Capital Financing Commitments at each meeting.

Activity to date in 2021/22:

- The University has allocated $7.7 million to capital projects as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Campus 5</td>
<td>$2.5 million</td>
</tr>
<tr>
<td>Engineering 7</td>
<td>$1.2 million</td>
</tr>
<tr>
<td>AHS Addition to BMH</td>
<td>$2.3 million</td>
</tr>
<tr>
<td>PAC/SLC (&quot;Student Space&quot;)</td>
<td>$1.7 million</td>
</tr>
</tbody>
</table>

- Repayments by ancillary enterprises (Housing, Food Services and Parking) on internal loans have been deferred for 2 years (2020/2021 and 2021/2022) due to the impact of the pandemic on ancillary unit operations and their revenue-generating activity

Summary:

- The University remains well within its approved policy limits and below the 4.0% of annual gross revenue maximum for principal and interest payments
- The financing position for each project as of April 30, 2021 is attached

Dennis Huber
| Projects |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                  | Original Budget   | Current Budget    | Measurement       | Contractor        | percent complete  | Original Schedule | Status             |
| Health Pavillion  | $30,000           | $30,000           | (in review)       | TRA               | 10%               | 2023              | In-Progress        |
| Health Innovation Arena | $10,000       | $10,000           | (in review)       | TRA               | 9%                | 2023              | In-Progress        |
| Math 4            | $90,000           | $90,000           | TRA               | TRA               | 3%                | 2023              | In-Progress        |
| Scleral - Washington Eye Institute | $45,350        | $45,210           | TRA               | TRA               | 12%               | 2023              | In-Progress        |
| Energy Efficiency | $6,800            | $6,900            | (in review)       | Harbridge & Cross | 0%                | 2023              | In-Progress        |

**Health Pavillion**
- Project substantially complete.
- Design iterations, inspection has been completed and approved project.
- Revised Project plan submitted to the Scleral team.
- Contractors are completing the last stages of the project.

**Health Innovation Arena**
- Schematic design complete.
- Design development and consultant selection complete.
- Project is planned for early 2023.

**Math 4**
- Programming and engineering complete with Velocity stakeholders.
- Interior design and schematic design phase complete.
- Project is set to begin in the fall.

**Scleral - Washington Eye Institute**
- Scleral design complete with Class D estimate.
- Equipment and cabling commissioned.

**Energy Efficiency**
- Energy Efficiency 2 Ltd. Renewal
- Project timing dependent upon completion of pre-requisite project to relocate existing labs on 3rd floor.
- Surveys currently underway or scheduled to document existing conditions, including boundary survey, topographical surveys, for future projects.

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**Projects**

- **Building & Properties Committee (confidential agenda package), 29 September 2021, Page 9 of 19**
### Capital Financing Commitments

**University of Waterloo**  
**Capital Financing Commitments**  
**April 30, 2021**  
($(000s)$)

<table>
<thead>
<tr>
<th>Capital Project</th>
<th>Currently Internally Financed</th>
<th>Estimated Amortization Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction Completed</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Residence - UWP and MKV</td>
<td>12,687</td>
<td>8 years*</td>
<td>Recovery through student residence fees</td>
</tr>
<tr>
<td>Engineering 7</td>
<td>21,641</td>
<td></td>
<td>Pledges of approximately $33 million against these Engineering buildings, Engineering has committed to funding any unrealized pledges</td>
</tr>
<tr>
<td>Other Engineering (including 5, 6, and DWE)</td>
<td>10,337</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Services Addition/ Renovations</td>
<td>2,403</td>
<td>4 years</td>
<td>Compulsory undergrad and grad student fees; donations</td>
</tr>
<tr>
<td>Blackberry Buildings (5)</td>
<td>2,899</td>
<td>4 years</td>
<td>Operating funds. ($400K from Parking ($100K/year*))</td>
</tr>
<tr>
<td>Applied Health Sciences Addition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Residence - Claudette Millar Hall</td>
<td>28,243</td>
<td>&lt; 15 years*</td>
<td>Residence fees and Food Services revenues</td>
</tr>
<tr>
<td>North Campus Field House</td>
<td>16,880</td>
<td>10 years</td>
<td>$16.9M from operating funds</td>
</tr>
</tbody>
</table>

**Completed Total** 102,289

<table>
<thead>
<tr>
<th>In-Progress</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life Centre and PAC Addition</td>
<td>46,530</td>
<td>46,530</td>
<td>$24 million compulsory undergrad and grad student fees; $19.4 million operating funds</td>
</tr>
</tbody>
</table>

**Recently Approved**

| Health Innovation Arena                              | 180                          | 30,000                        | $8.5m commitment from City of Kitchener, $7.5m commitment from University operating funds, $1.2m pledge |
| Math                                                 | 113                          | 90,000                        | $30m contributed from Math and $15m commitment from University operating funds |
| Earth Sciences & Chemistry                           | 121                          | 22,700                        | 50% to be funded from Science and 50% from University operating funds |
| Optometry Eye Institute                              | 395                          | 45,250                        | $8.8m in donations, a $2.2m UW contribution plus a further $4 million University commitment to match a potential major donation |

**In-Progress and Recently Approved Total** 42,584

| Total Internal Financing Commitments                  | 144,873                      |                               |                                                                          |

**Debt Policy:** Annual Principle & Interest Payments must be < 4% of annual gross revenue (currently approximately $48 million)

**Conclusion:** Required annual P&I payments to service this debt are < 4% of annual gross revenue

**Notes:**

- There is a $22 million lease-back financing commitment until 2053 for Columbia Lake Village Townhouses, with minimum $7 million lease commitments being recovered through student residence fees.
- Repayments have been suspended for 2 years due to the impact of covid on operations in the ancillary units.

*Building & Properties Committee (confidential agenda package), 29 September 2021, Page 10 of 19*
Report to the Building & Properties Committee
Renovations to the third floor, Earth Sciences & Chemistry (ESC) Building
September 29, 2021

Recommendation:
That the Building & Properties Committee recommend to the Board a revised $22.14 million budget ($4.64 million increase) for renovations to the 3rd floor of the Earth Sciences & Chemistry Building (ESC).

Background:
In January 2021, the Building & Properties Committee approved a $17.5 million budget for renovations to the 3rd floor of the Earth Sciences & Chemistry Building (ESC) based on recent studies conducted by a multi-disciplinary engineering team with expertise in rehabilitating wet science buildings. The high-level review included the Earth Science & Chemistry Building, the Biology 1 (B1) building, the Biology 2 (B2) building, and the Chemistry 2 (C2) building which were constructed during the 1960s and 1970s. These studies identified the high-level renewal requirements to modernize the buildings while improving space utilization. Although the multi-building renewal is planned to occur over many years in multiple phases, the initial phase would include the renovation of 25,000 square feet of labs located on the third floor of ESC.

The initial budget was based on a high-level masterplan and “order of magnitude” cost estimate. During Schematic Design, the scope of work was better defined, and this revised budget is based on a “Class D” construction cost estimate. The overall increase of 26.5% is attributable to this increase in scope (including $1.37m for additional lab spaces, mechanical systems, and abatement) as well as construction cost escalation ($3.27m) due to COVID and other market forces.

The recommended $22.14 million budget is based on a Class D estimate (including net HST):

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate</th>
<th>Revised Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction (560/sf)</td>
<td>14,000</td>
<td>(722/sf)</td>
</tr>
<tr>
<td>Contingency</td>
<td>1000</td>
<td>1355</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>1800</td>
<td>1960</td>
</tr>
<tr>
<td>Disbursements</td>
<td>150</td>
<td>165</td>
</tr>
<tr>
<td>Building Automation</td>
<td>150</td>
<td>165</td>
</tr>
<tr>
<td>Network Connectivity</td>
<td>300</td>
<td>350</td>
</tr>
<tr>
<td>Permits</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17,500</td>
<td><strong>22,140</strong></td>
</tr>
</tbody>
</table>

The 50:50 cost matching commitment has increased from $8.75 million to $11.07 million and will be shared by the Faculty of Science together with the Provost (central funding). External funding opportunities will continue to be pursued. This funding strategy only applies to this specific phase.

James Rush
Robert Lemieux
Dennis Huber
Recommendation:
That the Building & Properties Committee recommend a revised budget of $34.4 million to the Board of Governors for the renovation of UW’s warehouse building on the Health Sciences Campus in downtown Kitchener.

Background:
In October 2020, the Board of Governors approved a preliminary budget of $30M. This estimate was based on a notional program and list of requirements.
At that time the following was understood:
- The University acquired the warehouse land and buildings for $5 million in November 2005 at the time of the creation of the Health Sciences Campus. Prior to the purchase, Conestoga-Rovers & Associates conducted a site inspection and reviewed a Phase I Environmental Site Assessment (ESA) undertaken by the owner during the summer of 2005
- The building is approximately 90,000 sq. ft. across two floors and was used as a warehouse
- The University arranged for Conestoga-Rovers & Associates to complete a Phase II Environmental Site Assessment in 2006. The Phase II ESA involved the collection and analysis of soil and groundwater samples from the property which determined:
  - The site contains surficial fill materials estimated at 34,000 cubic metres which is a mix of materials; some areas do not meet MOE Table 2 residential or community land use standards. A risk assessment and the development of a risk management plan is required to confirm if these materials are protective of human health and the environment and can remain on site. However, any excavated fill materials removed during construction would likely need to be disposed of off-site at a permitted landfill. The investigation of groundwater quality identified some limited groundwater impact which is likely manageable using the same risk management approach
  - The building requires an entirely new envelope (roof/ exterior walls/ windows/ doors), additional exits, new mechanical/electrical services, and interior fit out
  - Velocity would occupy one floor which would include 17,700 sq. ft. of lab space in this new health tech hub
  - The project will be completed in phases, with the building envelope, core mechanical/electrical services completed in Phase 1 along with partial interior fit-out

Diamond Schmitt Architects (appointment approved April 2021 by Board) and their team of subconsultants, engaged with the Velocity stakeholders to validate the program and determine laboratory requirements. This along with an existing conditions investigation, informed a schematic design and Class ‘D’ estimate.
Revised Budget ($000s including contingency & net HST) for 90,000 sq. ft.:

<table>
<thead>
<tr>
<th></th>
<th>Preliminary Budget</th>
<th>Revised Budget (14.7% increase)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000s</td>
<td>$'000s</td>
</tr>
<tr>
<td>Construction</td>
<td>($264/sf) 23,780</td>
<td>($303/sf) 27,270</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,780</td>
<td>2045</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>2,600</td>
<td>2950</td>
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<tr>
<td>Building Automation</td>
<td>435</td>
<td>500</td>
</tr>
<tr>
<td>Network/AV/Security</td>
<td>305</td>
<td>350</td>
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<tr>
<td>Permits</td>
<td>250</td>
<td>285</td>
</tr>
<tr>
<td>Cost Escalation</td>
<td>850</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>($333/sf) 30,000</td>
<td>($382/sf) 34,400</td>
</tr>
</tbody>
</table>

The tentative funding for the project includes University operating funds redirected from rent payments currently incurred for Velocity over 10 years amounting to $7.5m (net of operating costs which would be redirected to operating costs of the new space), the City of Kitchener for a maximum contribution of $8.5M, a $1.5m donation, with the balance being pursued through other levels of government as well as further donations and potentially operating funds. The funding arrangement with the City of Kitchener includes a commitment by the University to provide the City with 5,000 sq. ft. of space and a prorata repayment of the City’s capital funding in the event the University terminates its planned use of the space within 15 years of the completion date.

James Rush  
Dennis Huber
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 Waterloo Undergraduate Student Association and the Graduate Student Association – UW 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 Waterloo Undergraduate Student Association or the Graduate Student Association – UW 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 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 $5,000,000 and $10,000,000 and to make recommendations to the Board of Governors regarding construction projects exceeding $10,000,000, 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 committee’s 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
Amended by the Board of Governors, 4 February 2020
<table>
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<tr>
<th>Task</th>
<th>Frequency</th>
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<th>09/03/2018</th>
<th>18/05/2018</th>
<th>12/10/2018</th>
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<th>08/03/2019</th>
<th>15/05/2019</th>
<th>02/10/2019</th>
<th>15/01/2020</th>
<th>08/03/2020</th>
<th>30/09/2020</th>
<th>13/01/2021</th>
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<th>05/12/2021</th>
<th>29/09/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Master Plan (as needed)</td>
<td>annual</td>
<td></td>
<td></td>
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<tr>
<td>Capital financing commitments and construction status</td>
<td>each meeting</td>
<td></td>
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<tr>
<td>Committee self-assessment survey results</td>
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<tr>
<td>Environmental sustainability practices</td>
<td>annual</td>
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<tr>
<td>Maintenance program and energy conservation efforts</td>
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