

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

Date: Wednesday 29 September 2021

Time: 1:00-3:00 p.m.

Place: via MS Teams

*material attached

**material to be distributed

Action

OPEN SESSION

- | | |
|---|-------------|
| 1. Declaration of Conflicts of Interest | Declaration |
| 2. Minutes of the 12 May 2021 Meeting* [George] | Decision |
| 3. Business Arising from the Minutes | Information |
| 4. Resolution by Electronic Vote [George] | Information |
| a. Science Laboratories Renovation* | |
| b. Math 4 – Appointment of Architects* | |
| 5. Capital Financing Commitments and Construction Status [Huber] | Information |
| (a) Building & Properties Finance Summary – September 2021* | |
| (b) Construction Status Report – September 2021* | |
| (c) Capital Financing Commitments – April 30, 2021* | |
| 6. ESC 3 rd Floor Renovation (Revised Budget Recommendation)* [Huber, Lemieux, Rush] | Decision |
| 7. Health Innovation Arena (Revised Budget Recommendation)* [Huber, Rush] | Decision |
| 8. Committee’s Term of Reference* | Information |
| 9. Execution Against the Work Plan* [George] | |
| 10. Other Business | Information |
| 11. Proceed into Confidential Session | Information |

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

22 September 2021

Alice Raynard
Associate University Secretary

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
Minutes of the 12 May 2021 Meeting
[in agenda order]

Attendees: Peter Barr, Martha George (chair), Tony Giovinazzo, Alice Raynard (secretary), James Schlegel

Administration: Stepanka Elias, Feridun Hamdullahpur, Dennis Huber, Rob Hunsperger, James W. E. Rush

Guests: Anne Bordeleau, Murray Gamble, Andre Gignac, Naima Samuel, Matthew Schwarze

Regrets: none

Organization of Meeting: Martha George took the chair and Alice Raynard acted as secretary. The chair welcomed members to the meeting. The agenda was approved by consensus as circulated. The secretary advised that quorum was present.

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

**University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
25 June 2021**

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:

Construction Cost	\$5,373
Consulting Fees	538
Building Permit Fees	4
Environmental Consulting	16
Contingency	869
Total	\$6,800

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

University of Waterloo
Board of Governors
BUILDING & PROPERTIES COMMITTEE
20 May 2021

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

- WalterFedy Civil Engineer
- PLANT Landscape Architect
- Two Row Architecture Indigenous Design Consultant

Dennis Huber
Vice-President, Administration & Finance

Rob Hunsperger
Director, Design and Construction Services

Report to the Building & Properties Committee
Capital Financing Commitments
September 2021

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:

East Campus 5	\$2.5 million
Engineering 7	\$1.2 million
AHS Addition to BMH	\$2.3 million
PAC/SLC (“Student Space”)	\$1.7 million

- 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

Construction Status Report
Sep-21

5000s

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Estimated Completion	Risks/Status
<u>Complete but with minor deficiencies</u>								
SLC/PAC Addition	34,000	41,000	lump sum	Bondfield	99%+	2018/19	Sept. 7/2021	building received full occupancy permit on September 7, 2021 outstanding deficiencies to be completed by November <i>Holdbacks have been paid; one claim received relating to work still to be completed by roofing contractor which totals \$40.5k; formal settlement agreement in place to release the claim once work is completed and paid direct by UW based on general contractor progress draw</i>
	34,000	41,000						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Estimated Completion	Risks/Status
<u>In-Progress</u>								
Aquatic Animal Lab Upgrade (B1)	3,836	4,900	stipulated sum (CCDC2-2008)	RossClair	~99.9%	2020	Nov. 2021	Project substantially complete. Chief Veterinary Inspector has reviewed and approved project Air balancing incomplete. Source of problem unknown. Continues to delay occupancy. Consultants/Contractor not permitted to bid new work until deficiencies resolved. Anticipated Total Project Costs incl. 3.41% HST: increased to \$5.16M
	3,836	4,900						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Actual Completion	Risks/Status
<u>In-Progress</u>								
Third Hydro Feed	4,170	4,220	stipulated sum (CCDC2-2008)	Sutherland Schultz (\$3.326M)	98%	Sept. 2021	Nov. 2021	All underground work completed, backfilled and site disturbances restored Campus underwent several power shutdowns throughout the summer - complete Project is substantially complete and remains on budget Equipment and cabling commissioned Contractor completing labelling and close-out documentation
	4,170	4,220						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Estimated Completion	Risks/Status
<u>In-Progress</u>								
Earth Science Chemistry (ESC) Third Floor Renovations	17,500	17,500 (in review)	TBA	TBA	10%	2022	2023	Schematic Design completed with Class D estimate. Starting Design Development Revised Budget pending approval (Sept 2021 B&P Meeting) Estimated Construction: October 2022 - December 2023 Project timing dependent upon completion of pre-requisite project to relocate existing labs on 3rd floor
	17,500	17,500						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Actual Completion	Risks/Status
<u>In-Progress</u>								
Health Innovation Arena 280 Joseph Street Kitchener	30,000	30,000 (in review)	TBA	TBA	9%	2023		Programming and visioning complete with Velocity stakeholders Exterior concept and schematic design floor plan revised per value engineering effort Renderings for Fundraising/Advancement complete Meeting with City of Kitchener RE: Site Plan Application and Small Business Centre review scheduled for November 2021 Revised Budget pending approval (Sept 2021 B&P Meeting) Environmental Remediation Report ongoing to reduce petrohydrocarbon concentrations to land use threshold Substantial Completion anticipated for October 2023
	30,000	30,000						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Actual Completion	Risks/Status
<u>In-Progress</u>								
Math 4	90,000	90,000	TBA	TBA	3%	2023		Programming complete, and validated by Faculty of Math Consultants commencing Schematic Design Phase Order of Magnitude costing indicates additional funding may be required based on current market conditions. Class D Estimate will be produced following Schematic Design ready for January 2022 B&P meeting Math in consultation with Provost and Registrar to determine if Registrar controlled classrooms should be added to the program Surveys currently underway or scheduled to document existing conditions, including boundary survey, topographical survey, fire flow analysis, arborist and geotechnical report
	90,000	90,000						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Actual Completion	Risks/Status
<u>In-Progress</u>								
Optometry - Waterloo Eye Institute	45,250	45,250	TBA	TBA	12%	2023		75% Design Development milestone achieved Designs advancing for surgical suites, biomedical labs, eye care clinics & retail space No new cost data has been generated Plant Operations developing Facility Renewal Program (FRP) list to include primary electrical service upgrades to support proposed optometry addition. (existing underground ductbank crossing Columbia is at end-of-life)
	45,250	45,250						

Projects	Original Budget	Current Approved Budget	Procurement Method	Contractor	percent complete	Original Schedule	Actual Completion	Risks/Status
<u>In-Progress</u>								
Biology 1/Biology 2 Lab Renovation	6,800	6,800	Stipulated Sum (CCDC2-2008)	Harbridge & Cross (\$5.196M)	100% Design 1% Construction	Jun-22		Construction Contract awarded Contractor currently mobilizing, preparing construction schedule, shop drawing schedule Asbestos Abatement underway on first floor Still awaiting first application for payment on project
	6,800	6,800						

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

Capital Project	Currently Internally Financed	Estimated Amortization Period	Comments
Construction Completed			
Residence - UWP and MKV	12,687	8 years*	Recovery through student residence fees
Engineering 7	21,641		Pledges of approximately \$33 million against these Engineering buildings, Engineering has committed to funding any unrealized pledges
Other Engineering (including 5, 6, and DWE)	10,337		
Health Services Addition/Renovations	2,403	4 years	Compulsory undergrad and grad student fees; donations
Blackberry Buildings (5)	2,899	4 years	Operating funds, (\$400k from Parking (\$100K/year)*)
Applied Health Sciences Addition	9,199		Faculty, operating funds; donations
Student Residence - Claudette Millar Hall	26,243	< 15 years*	Residence fees and Food Services revenues
North Campus Field House	16,880	10 years	\$16.9M from operating funds
Completed Total	102,289		

	Expenses to Date	Total Budget	Funding On-hand	Committed Future Funding	Currently Unfunded	Currently Internally Financed	Project Completion Date	Comments
In-Progress								
Student Life Centre and PAC Addition	46,530	46,530	3,098	43,432	-	43,432	2021	\$24 million compulsory undergrad and grad student fees; \$19.4 million operating funds
Recently Approved								
Health Innovation Arena	180	30,000	300	17,200	12,500	-		\$8.5m commitment from City of Kitchener, \$7.5m commitment from University operating funds, \$1.2m pledge
Math	113	90,000	30,000	15,000	45,000	-		\$30m contributed from Math and \$15m commitment from University operating funds
Earth Sciences & Chemistry	121	22,700	-	22,700	-	121		50% to be funded from Science and 50% from University operating funds
Optometry Eye Institute	395	45,250	1,364	15,000	28,886	-	969	\$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

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):

	Estimate	Revised Estimate
	<u>\$000s</u>	<u>\$000s</u>
Construction (\$560/sf)	14,000	(\$722/sf) 18,045
Contingency	1000	1355
Professional Fees	1800	1960
Disbursements	150	165
Building Automation	150	165
Network Connectivity	300	350
Permits	100	100
Total	17,500	22,140

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

**Report to the Building & Properties Committee
Warehouse Building on UW's Health Sciences Campus
September 29, 2021**

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

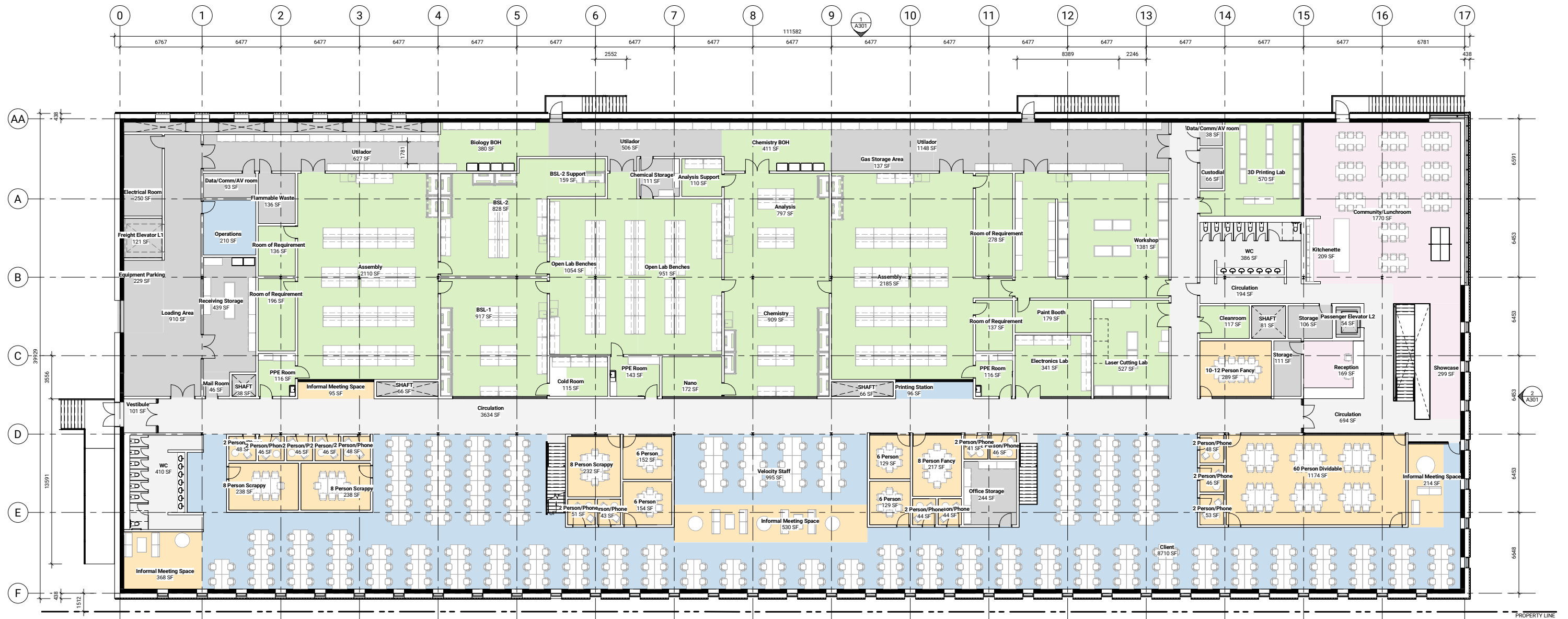
Diamond Schmitt Architects (appointment approved April 2021 by Board) and their team of subconsultants, engaged with the Velocity stakeholders to validate the program and determine laboratory requirements. This along with an existing conditions investigation, informed a schematic design and Class 'D' estimate.

Revised Budget (\$000s including contingency & net HST) for 90,000 sq. ft.:

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

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





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 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

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

Task	Frequency	19/01/2018	09/03/2018	18/05/2018	12/10/2018	18/01/2019	08/03/2019	15/05/2019	02/10/2019	15/01/2020	3.4.2020	13/05/2020	30/09/2020	13/01/2021	10/03/2021	05/12/2021	29/09/2021
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	•				•				•			•				