



Energy & Environment Committee

PURPOSE - To advance environmental sustainability and energy efficiency within Ottawa's commercial real estate sector by promoting best practices in building performance, operations, and design. The Committee fosters awareness, encourages responsible resource management, and supports innovation in sustainable development, retrofits, and climate resilience strategies. It serves as a platform for education, collaboration, and advocacy that empowers BOMA Ottawa members to lead in environmental stewardship and energy-conscious decision-making.

COMMITTEE COMPOSITION - The ideal structure of the committee, would be between 9 and 12 individuals and include:

- **Chair:** Appointed by the Board and responsible for leadership, setting agendas, and reporting outcomes.
- **Vice Chair (optional):** Supports the Chair and may assume duties in their absence.
- **Board Liaison(s):** Board members appointed as liaisons to share perspective from the Strategic Plan objectives, update the Board on Committee activities and communicate Board direction.
- **Members:** Selected BOMA members or employees of BOMA member companies that specialize in the subject matter of the Committee.
- **Content Expert Members:** The committee may also recruit individuals from the industry at large who have specific content expertise that assists the committee in meeting its mandate.
- **Staff Liaison:** BOMA Ottawa staff member providing administrative and strategic support.

OBJECTIVES - The Committee will embrace the following objectives:

1. **Support Sustainability Leadership** - Promote environmental stewardship and sustainability leadership within the commercial real estate industry by encouraging adoption of innovative energy efficiency, carbon reduction, and green building practices.
2. **Facilitate Education & Awareness** - Deliver educational content and resources for BOMA members through seminars, webinars, case studies, and newsletters on emerging trends, regulatory changes, and best practices in energy management and environmental performance. This may be done with coordination of the Professional Development Committee.
3. **Champion Policy and Advocacy** - Monitor and respond to relevant municipal, provincial, and federal environmental policies. Advise the BOMA Ottawa Board on key advocacy positions that promote practical, cost-effective sustainability measures in building operations and retrofits.
4. **Foster Industry Collaboration** - Build partnerships with utility companies, government programs, non-profits, and technology providers to facilitate access to incentives, tools, and resources that support environmental initiatives in the real estate sector. Identify, promote and where possible facilitate access to incentives for the commercial real estate industry that will assist in carbon reduction and promote efficiency.
5. **Advance Benchmarking & Performance Metrics** - Encourage and support the use of benchmarking tools such as ENERGY STAR Portfolio Manager and BOMA BEST to measure and improve building performance. Promote transparency in energy, water, and emissions data reporting.
6. **Promote Climate Resilience & Environmental Stewardship** - Help building managers understand and prepare for the impacts of climate change and potential legislation by identifying adaptive strategies, climate risk mitigation, and building decarbonization pathways in consideration of national and local targets.
7. **Recognize Leadership & Innovation** - Identify and celebrate member achievements in sustainability through awards, recognition programs, and showcases that highlight successful projects and innovations in energy and environmental performance.

MEETINGS - The committee will meet monthly about 9 times per year, with additional meetings scheduled as necessary to respond to urgent municipal developments or consultation deadlines. Meetings may be held in alternate months in person or virtually.

TERM OF APPOINTMENT - Committee members are appointed for a one-year renewable term. Members are expected to actively participate in meetings and committee activities.

EVALUATION - The committee's performance and relevance will be reviewed annually by the Executive Director and Board Liaison. Adjustments may be made based on strategic priorities or participation levels.

AUTHORITY & LIMITATIONS - The committee may prepare recommendations, position letters, and briefing materials on municipal, provincial or federal issues. However, it does not have the authority to speak on behalf of BOMA Ottawa or commit the organization to policy positions or expenditures without Board approval.

REPORTING & ACCOUNTABILITY - The Committee will report to the BOMA Ottawa Board monthly and submit a summary report at years end outlining key activities, issues addressed, and recommendations.

Formal advocacy positions will be reviewed and approved by the Executive Committee or Board prior to publication or submission to the City.

APPROVAL & REVIEW - Mandate approved by the BOMA Ottawa Board of Directors on [3 March 2026]. To be reviewed annually or as required

Recommended Committee Profile:

Property Management Professionals (4–5) - Mid-to-senior level representatives from property management firms with direct responsibility for building operations and sustainability initiatives. Aim for diversity in building types (office, retail, mixed-use) and ownership models (private, REIT, institutional).

Technical Experts (2–3) - Representatives from service provider firms (energy consultants, engineers, commissioning agents, sustainability advisors, etc.). These individuals offer insight into technology trends, implementation feasibility, and policy impacts on retrofits and performance.

Utility or Program Liaison (1) - A representative from a local utility (e.g., Hydro Ottawa or Enbridge) or major energy efficiency program (such as the Ottawa Retrofit Accelerator). Facilitates connections to incentive programs and aligns messaging between industry and regulators.

Public Policy / Advocacy Representative (1) - A member with a background in government relations or regulatory policy. May assist with interpreting new regulations or developing BOMA's response to consultations or proposed legislation.

Emerging Leader or Young Professional (1) - A rising professional in sustainability, energy management, or real estate operations. Helps bring fresh perspectives and ensures the committee cultivates future industry leaders.