

Technology Committee

PURPOSE - serves as BOMA Ottawa's forum for exploring, evaluating, and promoting technology solutions that enhance the efficiency, sustainability, security, and competitiveness of commercial real estate operations. The Committee identifies emerging trends, supports member education, and facilitates the adoption of innovative technologies that improve building performance and tenant experience.

COMMITTEE COMPOSITION - The ideal structure of the committee, would be between 7 and 10 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 with direct involvement or interest in building technology, operations, or innovation.
- **Content Expert Members:** The committee may also recruit industry specialists recruited for their expertise in specific topics under consideration.
- **Staff Liaison:** BOMA Ottawa staff member providing administrative and strategic support.

OBJECTIVES

1. Identify and Monitor Emerging Technologies – Track developments in building systems, energy management, cybersecurity, tenant engagement platforms, and operational technologies relevant to commercial real estate.
2. Facilitate Member Education – Plan and deliver seminars, workshops, or webinars highlighting practical applications of new technologies.
3. Promote Adoption of Best Practices – Share case studies and lessons learned from successful technology projects undertaken by BOMA members.
4. Coordinate Industry Collaboration – Build connections between property managers, service providers, and technology vendors to encourage knowledge sharing and problem solving.
5. Publish Articles and Insights – Produce regular articles for BOMA Ottawa newsletters, website, and industry publications to keep members informed on technology trends, project outcomes, and best practices.
6. Advise on Technology Policy and Standards – Provide input on industry standards, cybersecurity requirements, and regulatory considerations impacting technology use in buildings.

MEETINGS - The committee will meet monthly 9 times per year, with additional meetings scheduled as necessary to respond to emerging issues. Meetings may be held 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 relevant 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.

Committee Description – The Technology Committee explores, evaluates, and promotes innovative solutions that enhance building performance, sustainability, security, and tenant experience within Ottawa’s commercial real estate sector. Comprised of property professionals, service providers, and industry experts, the Committee monitors emerging trends, supports pilot projects, and shares best practices through events, demonstrations, and published articles. By fostering collaboration between members and technology providers, the Committee ensures BOMA Ottawa remains at the forefront of technological advancement in the industry.

Recommended Committee Profile

- **3–4 Property or Facility Managers** - With experience in implementing and managing building systems, operational technologies, and sustainability initiatives.
- **2–3 Allied Members / Service Providers** - Such as engineers, energy consultants, IT specialists, cybersecurity advisors, or proptech solution providers.
- **1–2 Content Experts** - Specialists in areas such as building automation, IoT solutions, digital twins, or tenant engagement platforms.
- **1 Emerging Leader or Young Professional** - A rising professional in building technology, energy management, or digital innovation to provide fresh perspectives and ensure leadership development.