



Security & Emergency Management Committee

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 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.

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.

PURPOSE - *The BOMA Ottawa Security and Life Safety Committee exists to enhance the safety, resilience, and emergency preparedness of commercial real estate in Ottawa. Through strategic planning, education, and collaboration, the Committee monitors legislation, identifies best practices, and fosters partnerships with public agencies and first responders.*

It supports the development of practical tools, training, and communications that empower BOMA members to mitigate risk, respond effectively to emergencies, and ensure the security and well-being of building occupants. The Committee also serves as a resource to other BOMA committees by providing subject matter expertise on life safety and security issues.

OBJECTIVES

1. **Monitor Legislation and Standards** - Stay current with municipal, provincial, and federal regulations, codes, and standards related to building security, emergency preparedness, and life safety, and ensure timely communication to members.
2. **Identify Industry Trends and Best Practices** - Track emerging threats, technologies, and practices in commercial building security and life safety. Share insights and solutions through committee briefings, publications, and education.
3. **Foster Partnerships with First Responders and Public Agencies** - Maintain active relationships with fire, police, paramedic services, and emergency management agencies. Represent BOMA Ottawa on relevant advisory councils and working groups. Identify options for an ongoing emergency communication strategy for our members.
4. **Member Resources** - Curate and maintain accessible tools, templates, and reference materials (e.g., emergency plans, checklists, guidance documents) for members via BOMA Ottawa's website or office.
5. **Professional Development Programming** - Plan and deliver seminars, webinars or workshops focused on timely and practical security and life safety topics.
6. **Enhance Member Awareness** - Contribute articles to BOMA Ottawa publications to raise awareness on evolving security issues, regulatory changes, and building safety and security best practices.
7. **Promote Building Resilience and Emergency Preparedness** - Encourage member properties to adopt robust emergency response, continuity planning, and occupant communication protocols in alignment with recognized standards and risk mitigation strategies.

AUTHORITY & LIMITATIONS - The committee may prepare recommendations, position letters, and briefing materials on municipal 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.

Recommended Committee Composition:

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

Property/Facility Managers (3 members) - Mid- to senior-level professionals responsible for day-to-day building operations and emergency response coordination. Ideally from a mix of downtown office towers, mixed-use or retail properties, campus-style development, industrial properties.

Security Service Provider (1 member) - Representative from a contract security firm serving BOMA member properties. Provides insight into front-line challenges, threat detection, and evolving practices in physical security.

Industry Expert on Emergency Preparedness (1 member) - Supplier member with expertise in fire alarms, sprinkler systems, evacuation technology, or emergency communication systems.

Public Agency Liaison (multiple members) – Seek a representative from Ottawa Fire Services, Ottawa Police Service, City of Ottawa Emergency Management Office. Provides two-way communication on policy updates, joint initiatives, and first responder coordination.