

Awards 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:** BOMA members or past award recipients of BOMA members who can provide insight into judging criteria and award categories and identify potential applicants.
- **Judges** - Volunteer industry professionals (such as property managers, building engineers, architects, and service providers) who lead or participate in evaluations of award submissions. Judges observe the inside workings and best practices of building operations and must be briefed annually
- **Staff Liaison:** BOMA Ottawa staff member providing administrative and strategic support.

MEETINGS - The Committee will meet monthly during the awards planning cycle (typically January–June) and as needed throughout the year to review processes, categories, and marketing strategies.

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 - is responsible for planning, promoting, and delivering BOMA Ottawa's annual Awards Program, which recognizes excellence in commercial real estate operations, management, sustainability, and community involvement. The program showcases the professionalism of BOMA members, enhances the industry's public profile, and fosters pride and engagement among participants.

OBJECTIVES

1. Plan and Deliver the Awards Program – Organize a bi-annual event to recognize excellence in building operations, property management, sustainability, tenant service, innovation, and volunteerism.
2. Industry Recognition and Awareness - Enhance public and industry awareness of excellence in commercial real estate by working with BOMA Ottawa staff to promote award winners locally, nationally, and internationally through coordinated communications, including press releases, social media, industry publications, and post-event features that showcase winners, best practices, and case studies to inspire continuous improvement across the industry.
3. National and International Competitions – Encourage and support entries into BOMA Canada and BOMA International competitions using the BOMA International portal.
4. Encourage Participation – Through marketing via BOMA marketing channels and via personal contact and encouragement increase member engagement by promoting the value of awards participation and recognizing the contributions of all nominees.
5. Ensure Transparency and Fairness – Oversee a clear and unbiased judging process for all award categories, in accordance with BOMA standards and best practices.
6. Promote Social Interaction and Networking – Facilitate connections between members, peers, and industry partners through the Celebration of Excellence annual lunch.
7. BOMA BEST - Recognize the BOMA BEST buildings annually at the May Celebration of Excellence luncheon.
8. Recruit - volunteers from the membership for the purposes of acting as judges for the TOBY and Pinnacle Awards.

AUTHORITY & LIMITATIONS - The committee will review all submissions and decide on winners, which will be kept confidential until presented at the Celebration of Excellence Luncheon.

REPORTING & ACCOUNTABILITY - The Committee will report to the BOMA Ottawa Board during its marketing and deliberation period and submit a summary report at year end outlining key activities, issues addressed, and recommendations.

Committee Profile –The Awards Committee celebrates excellence in Ottawa’s commercial real estate industry by organizing BOMA Ottawa’s prestigious bi-annual Awards Program awarding TOBY and Pinnacle Awards. This dedicated group organizes, promotes and adjudicates outstanding achievements in building operations, property management, sustainability, innovation, and community involvement. Through fair and transparent judging, strategic promotion, and strong member engagement, the Committee showcases the professionalism of BOMA members and positions Ottawa’s winners for recognition at the national and international level.

Recommended Committee Composition:

- **2–3 Property or Facility Managers** - Mid-to-senior level professionals with direct experience in building operations, tenant relations, and service excellence.
- **1–2 Allied Members / Service Providers** - Individuals with expertise in event production, marketing, or sponsorship development.
- **1 Past Entrants or Award Winners or Judge** – To bring perspective on award criteria, judging processes, and
- **3 Current Judges** – To adjudicate submissions for both the TOBY and Pinnacle awards.

Notes on Judges and Judging Process

- Judges must be BOMA members or affiliated professionals, briefed each year to ensure consistency and fair conduct
- They are required to agree to Conflict-of-Interest guidelines and may not judge submissions associated with their own organization
- The judging process typically involves building site tours, review of submitted documentation, and using structured score sheets to evaluate operations, sustainability, tenant relations, life safety, and broader community impact

Award Categories

TOBY (The Office Building of the Year) – Every 2nd Year

Honours excellence in building ownership and management by evaluating properties on operational best practices, sustainability, tenant relations, community impact, and overall performance. Buildings compete at the local, regional, and international levels, showcasing the highest standards of professionalism and innovation in commercial property management. Building categories are by size or specific asset types. There are National and International equivalents for these awards that the local guidelines should emulate.

Pinnacle Award – Every 2nd Year

Recognize excellence among commercial real estate service providers, celebrating the companies and professionals that support the industry through innovation, leadership, and exceptional service. The Pinnacle Awards highlight outstanding contributions in areas such as customer service, technical expertise, sustainability solutions, community involvement, and industry advancement, showcasing the vital role service partners play in the success of the commercial real estate sector. There is a National equivalent, but no International equivalent to emulate.

Emerging Leader Award – Every Year (if there are deserving and qualifying nominees)

Celebrates high-achieving professionals in the Commercial Real Estate (CRE) sector who demonstrate strong leadership potential. These individuals are often found guiding, supporting, and inspiring their peers and teams toward success. The award recognizes those who are not only excelling in their roles but are also emerging as future leaders within their organizations and the broader industry. There is a National equivalent, but no International equivalent to emulate.

M. Patrick Gillin President’s Award - (not an award necessarily given on annual basis)

Recognize long-term and continuous achievement of BOMA members, in the context of an individual’s contribution to the success of the Association over several years and their long term recognized leadership within the industry. This is an award nominated by the current President, who may choose to form a committee to identify candidates. There is a National equivalent, but no International equivalent to emulate.

Volunteer Award - (not an award necessarily given on annual basis)

Recognize a member’s achievement, in the past year, in the context of his/her notable contribution to the success of the Association. This could also be in recognition of the candidate’s behind-the-scene work toward the success of a particular event year-after-year or for one specific event in the course of the past year. Recognition of after-time selfless volunteering for different activities, whether administrative or participative, relating to on-going Association needs. There is a National equivalent, but no International equivalent to emulate.