

Municipal & Provincial Government Affairs Committee

PURPOSE - advocates on behalf of BOMA Ottawa members by engaging with the City of Ottawa on issues impacting the commercial real estate industry. The committee serves as a forum to monitor municipal policies, provide input on planning and regulatory matters, and ensure the voice of property owners, managers, and service providers is heard in city 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

1. **Identify and Monitor Issues** – Track municipal and provincial policies, initiatives, and consultations impacting commercial real estate and proactively inform members.
2. **Act as the Voice of the Industry** – Represent BOMA Ottawa as the recognized voice of the commercial real estate sector with municipal and provincial decision-makers.
3. **Develop Policy Positions** – Formulate and recommend BOMA Ottawa's positions on key issues such as taxation, zoning, infrastructure, sustainability, transportation, and permitting.
4. **Engage in Advocacy** – Prepare responses, submissions, and delegations to municipal and provincial committees, task forces, and public consultations.
5. **Build Stakeholder Relationships** – Maintain constructive relationships with municipal and provincial elected officials, staff, business groups, and other industry stakeholders.
6. **Foster Coalitions** – Collaborate with aligned organizations to strengthen advocacy efforts and amplify the industry's collective voice. BIA's: Ottawa Board of Trade; Invest Ottawa; GOHBA.
7. **Educate and Inform Members** – Communicate municipal developments, policies, and BOMA's advocacy efforts through briefings, newsletters, and events.
8. **Leverage Member Expertise** – Encourage member involvement on committees, task forces, and advocacy initiatives, utilizing expertise to shape policy responses.
9. **Promote Awareness and Influence** – Publicize BOMA Ottawa's policy positions and advocacy outcomes to both members and municipal stakeholders.
10. **Organize Advocacy Initiatives** – Support delegations, campaigns, and stakeholder meetings to advance BOMA Ottawa's priorities at City Hall.

MEETINGS - The committee will meet monthly approximately 9 times per year, with additional meetings scheduled as necessary to respond to urgent municipal developments or consultation deadlines. 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 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 or provincial governments.

Recommended Committee Profile:

Property Management Representatives (4–6 members) - Mid- to senior-level professionals from member firms (Property/Asset Managers, owners, etc.). representing a range of asset classes (office, retail, industrial, mixed-use) and geographic areas of Ottawa.

Government Relations/Public Policy Experts (2–3 members) - Individuals with experience in public affairs, lobbying, municipal planning, or legislative processes. May include external consultants or in-house GR professionals from real estate firms.

Legal/Planning Expert (1–2 members) - Commercial real estate lawyer or planning consultant familiar with zoning, development approvals, and municipal regulations.

Service Providers and Industry Partners (1–2 members) - Representatives from companies providing professional services (engineering, architecture, construction, sustainability consulting) who are directly affected by municipal regulations. Must have demonstrated expertise and a commitment to advocacy-oriented work.