The Building Owners and Managers Association of Ottawa

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# 2013 BOMA Ottawa Annual Report

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<td>Ski Committee</td>
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BOMA Ottawa’s Vision

BOMA Ottawa, as the voice of the commercial real estate industry in the National Capital area, is the recognized advocate of building owners and managers in supporting their goals as professional and socially responsible businesses, so as to increase the economic benefit to its members, their employees and clients, and the broader community.

BOMA Ottawa’s Mission

The mission of BOMA Ottawa is to represent the interests of commercial real estate owners and managers by being the voice of the real estate industry in the National Capital area, through advocacy, promoting the highest industry standards and educational development, and by fostering business relationships amongst its members and within the community it operates.

Foreword

BOMA Ottawa is the leading commercial real estate association in the National Capital Area, engaged in a number of activities on behalf of our members and the industry.

We are pleased to present our 2013 Annual Report, which provides an account of our performance and our commitments, as well as an overview of our actions and challenges including important facts about our operation. It speaks clearly to our status, our conduct and the range of activities that we carried out on behalf of our members.

We constantly strive to deliver the best value to our members by organizing, networking and professional development opportunities; and, for a third consecutive year, without increasing our membership fees.

Our team, made up of both staff and volunteers, consistently plan, organize and execute top notch events of value and interest. It is through the collective efforts of everyone, to whom we owe enormous thanks, that we continue to succeed.
March 27, 2014

To the membership of BOMA Ottawa:

Every President of BOMA, that comes to the end of their term, looks back and considers the accomplishment that they make together with their Board, Committees and staff.

In 2012 our Board focused on hosting BOMEX, the national conference of the Commercial Real Estate industry. A great success financially, by attendance and satisfaction, it was a memorable September for all of us.

Following that up in 2013, we knew there was a need not to sit back and reflect on this accomplishment, but to move forward with continued and varied programming.

While we continued to organize our networking events such as Curling, Skiing, Spring Golf, Summer BBQ and our end of year Holiday Lunch we also had to accept our responsibility to be a participant in the City of Ottawa Official Plan development. Being asked to approach in the setting of direction for the city is further evidence that BOMA is respected by the municipal government when it comes to speaking for our constituents, and in many ways for our tenants.

2013 was also a year of transition, as some of our long standing programs began to move aside for new ones. The RPA courses, that BOMA has always offered in cooperation with BOMI Canada have seen a decline, not only in Ottawa but across the North America. As a result there was need to invest in new programming. Our Education Committee led this effort by partnering with Algonquin College to offer our Building Systems Fundamentals program which has become very popular amongst a different audience within the BOMA membership.

As always I can’t thank enough all of those, who make up our committees. With 20 Committees and Working Groups, BOMA members show their support through their participation in all things BOMA. Leading all Committees is of course our Board of Directors. Serving with such a varied and professional group of individuals has been an honour and a pleasure.

Our staff continue to be the glue that holds BOMA together, bringing great ideas, imagination and support to all our volunteer groups, never losing sight of their responsibility to all the BOMA membership.

As I leave the office of President of BOMA, I take great pride in knowing that I hand over to a new Board the beginning of a member engagement program, to assess what our members want in the future from BOMA, which by all preliminary results they suggest is still very important to them.

In closing, I thank our membership, for the opportunity to represent you and our industry.

Thank you,

Pierre Azzi
President, BOMA Ottawa
Networking

BOMA Ottawa has always taken pride in organizing networking events for industry professionals.

Our monthly luncheon meetings and special events are designed to include keynote speakers and topics of the day that affect our everyday business, emphasizing subjects of general interest to the BOMA membership.

Beginning a process of renewal the BOMA Lunch series launched a new initiative by honouring a member of the Canadian commercial real estate industry. In 2013 we honoured Blake Hutcheson, President and CEO of Oxford Properties. This standout event attracted over 200 BOMA members to a memorable day that began with the awarding of the M. Patrick Gillin Award to Bob Perkins, Past President of BOMA, Chair of BOMEX and Board member since 2002. The day was capped off with a rousing and inspirational speech by Mr. Hutcheson who spoke about his life, his career and family to a standing ovation of the members.

In June, BOMA doubled up by offering a traditional BBQ as well as a not so traditional Golf Tournament. Our annual BBQ luncheon was held at the Brookstreet Hotel, overlooking the golf course. Long seen as the kickoff to summer the BBQ has grown every year, but still takes second place to the famous BOMA Spring Golf Tournament. Registrations pour into the BOMA office within 10 minutes of notification to the members, and sells out each year, the 2013 edition was characterized by perfect weather and perfect camaraderie.

Our year can never end without the single most attended event in the BOMA schedule, the December Holiday Lunch which saw over 600 people come together to the theme of “BOMA at the Movies”. Members dressed up to the theme of the day.

The Ski Committee organized the popular annual Ski Day event. As always BOMA Ski Day was held at Mont Tremblant, and over 100 people participated with the dinner at the Westin Hotel and Spa.

The Curling Committee sold out this 2013 Funspiel held at the Nepean Sportsplex in February having a fun-filled day as friends and colleagues spent an afternoon competing on the ice. This was followed by dinner at Capones Restaurant.

Professional Development

Our mandate has always included the responsibility to provide Professional Development opportunities to our members. We do this so
that our members may improve themselves, and share experiences that may be of interest or benefit to their peers. We do this both in academic and a casual settings.

The **BOMI Educational Program** is managed by BOMA Ottawa and provides an opportunity for those in the industry to secure one (or multiple) of four professional designations. In 2013 a North American trend of declining enrollment finally hit Canada, and many BOMA’s began to phase out class sessions. In response the BOMA Education Committee began to reach out to new partners launching a successful new program with Algonquin College entitled **Building Systems Fundamentals**.

This 8 part seminar series often has sold out, and reflects a new direction for professional development in Ottawa.

**Advocacy**

After a quiet year, 2013 saw the Government Affairs Committee become the focal point of much of BOMA’s attention as we participated in the development of the City of Ottawa Official Plan and the subsidiary Master Plans. Although not completely in agreement with the all parts of the plan our involvement shows the respect that BOMA as earned with the City in being asked to represent the industry. The Official Plan also begins the discussions on the Development Charges bylaw that will be drafted and adopted in 2014 and which BOMA will again play an active role.

**Conclusion**

As BOMA Ottawa charts its new course over the next five years it will not only seek input and help from its 450 members, but will now seek out the next generation of volunteers and participants that can bring new ideas and new ways of reaching our members in the years to come.

To determine members needs and wants, BOMA launched a Member Engagement initiative that will see surveys, focus groups and one on one interviews to chart the course for the future.
Mandate
The Finance Committee oversees BOMA Ottawa's financial and personnel management practices, ensures sound financial management processes are in place for its members, and strives to ensure adherence to BOMA's financial policies and reporting requirements.

2013 Overview
As outlined in the Financial Statements and committee reports, in 2013 BOMA Ottawa incurred a loss on operations after interest and depreciation. The loss was budgeted for as the Board of Directors agreed to make a strategic investment in the Member Engagement Strategy from the profits derived from BOMEX.

Our Audited statements show that for the year ending December 31, 2013, the Association’s day-to-day general activities resulted in a net loss of $22,284 before amortization of capital assets which was anticipated. The overall loss, with the work done in Advocacy, and the scholarships was $69,935.

Both expenses and revenues in 2013 were consistent with the BOMA budget.

As in previous years the Reserve Funds were depleted by the BOMA advocacy efforts specifically in our providing input to the City of Ottawa Official Plan.

BOMA Ottawa’s total assets decreased in 2013 to $612,290 from $704,190.
### Selected Financial Statements—
**Assets, Liabilities, Fund Balances**

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<th>Industry Defence Fund</th>
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# Selected Financial Statements—2013 Revenues

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## Selected Financial Statements—2013 Expenses

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| Excess (deficiency) of revenues over expenses | (29,062) | 1,578 | (3,325) | (39,126) | (69,935) | 77,106 |
### Selected Financial Statements—2013 Changes in Fund Balances

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<tbody>
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<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Balance, beginning of year</td>
<td>135,147</td>
<td>200,000</td>
<td>50,000</td>
<td>150,000</td>
<td>535,147</td>
<td>458,041</td>
</tr>
<tr>
<td>Excess (deficiency) of revenues over expenses</td>
<td>(29,062)</td>
<td>1,578</td>
<td>(3,325)</td>
<td>(39,126)</td>
<td>(69,935)</td>
<td>77,106</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>(873)</td>
<td>(1,578)</td>
<td>(1,675)</td>
<td>4,126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance, end of year</td>
<td>105,212</td>
<td>200,000</td>
<td>45,000</td>
<td>115,000</td>
<td>465,212</td>
<td>535,147</td>
</tr>
</tbody>
</table>
Industry
Networking
Advocacy
Mandate
The mandate of the Marketing Committee is to promote BOMA as well as to attract new members ensuring the association's continued growth and vibrancy.

The Committee works hand-in-hand with all other committees to collect comments and ideas for upcoming projects and when necessary lends support to other committees.

2013 Activities
In each year, the major task of the Marketing Committee is the publication of the annual Commercial Space Directory.


This edition outlined the positive impact that the Commercial Real Estate industry has on the local economy.
2013 BOMA Ottawa
Annual Report
Membership Committee

**Mandate**
The Membership Committee encourages and promotes membership growth by identifying key membership development components: prospecting, recruitment, orientation, involvement and retention.

**2013 Activities**
The Committee continued to work on a Membership Development strategy more closely aligned to the objectives outlined in its mandate.

A New Members’ Breakfast was held as an opportunity for our Executive Director Dean Karakasis and BOMA Ottawa President Pierre Azzi to welcome the new members to the Association and introduce them to the different aspects of BOMA while encouraging them to find their way of participating.

The Committee has now turned its focus to the development of targeted strategies to find new professionals in the Property Management area that could benefit from being a member of BOMA.

The Committee’s long-term goal is to maximize & retain the number of members and encourage membership from all commercial property types (office, retail, industrial and institutional.)
TABLE 1— BOMA Ottawa Membership Comparison

<table>
<thead>
<tr>
<th>Corporate Members:</th>
<th>As of December 31, 2013</th>
<th>As of December 31, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>C1</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Corporate</td>
<td>67</td>
<td>65</td>
</tr>
<tr>
<td>Corporate Associate</td>
<td>84</td>
<td>82</td>
</tr>
<tr>
<td>Corporate Alternate</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Allied Members:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied</td>
<td>141</td>
<td>143</td>
</tr>
<tr>
<td>Allied Associates</td>
<td>50</td>
<td>52</td>
</tr>
<tr>
<td>Other Membership Categories:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Total Membership</td>
<td>450</td>
<td>450</td>
</tr>
</tbody>
</table>

Life Members:

Mr. Jack McGuinty (1996)

Mr. Jim Nunn (2008)

Glenn Richardson (2010)
Mandate
The Planning and Policy Committee fulfills an important role in overseeing the implementation of BOMA Ottawa's Strategic Long Range Plan and Policies.

It reviews the Strategic Long Range Plan (SLRP) for compliance, clarity and status and contributes to development of future SLRP’s.

The Committee has a further mandate to develop and update the Policy and Procedures Manual on an ongoing basis, reviewing the various committees' mandates and seeking input from committees leading to updates as required.

2013 Activities
The Planning and Policy Committee continued to work on its main tasks in 2013 to provide support and guidance on Bylaw changes on behalf of the Association as well as review the Terms of References of all Committees as well as beginning to consider changes to the SLRP.

There work was placed on hold while we collect information from the Member Engagement initiative.

Penny Turnbull
Turnbull Design Consultants

Ian Fisher, MBA, RPA
Ottawa Police Services

John Page
Cominar

Laurie Sanderson
Gowlings

Tim Thomas
Perley-Robertson, Hill & McDougall

Board Liaison
Beth Whitehead
Morguard

Staff
Dean Karakasis
Chair
Glenn Mooney
Energy Ottawa Inc.

Co-Chair
Jeff Clark
Brookfield Properties

Members
Gary Bond
Trane
Bart Brennan
Domus
Fred Colford, CPM
Bentall LP
Jeff Doll
WSP
Jordan Hamilton
Carma Industries
Brandon Malleck
Halsall Associates
Debbie Milling
KRP Development Group
Peter Paciorek
Alliance Engineering
Paul Pilotte
Siemens Canada
Brenda Schultz
Cominar
Martin Sing
WSP
Terry Young
KRP Development Group

Board Liaison
Lori Streefkerk
PWGSC

Mandate
The Environment and Energy Committee supports BOMA's members and the BOMA Go Green initiative by promoting awareness of environmental issues, providing information on good energy management practices and encouraging the adoption of energy efficient design and construction.

2013 Activities
The Environment & Energy Committee 2013 issues focused on the continued evolution of BOMA BESt, having the biggest year yet, with the beginning of renewals to go along with new buildings.

The BOMA BESt program continued to expand in Ottawa topping the 150 mark.

The awarding of the PWGSC contract for building assessments went to WSP, (now WSP) who used the BOMA BESt standard, putting through another 30 buildings into the BOMA BESt system in the National Capital Area.

The Committee also published in 2013 on the topic of Energy Conservation Requirements in Ontario’s Building Code and held a seminar for the members on Retro Commissioning of buildings.
Mandate
The Education Committee supports the membership through the provision of educational programs to address professional needs.

The committee liaises with BOMI Canada (Building Owners and Managers Institute) to promote BOMI’s professional designation programs.

In addition to this, through private sector partnerships, the Education Committee also supports and promotes alternative courses and programs of interest to the industry in general.

2013 Activities
2013 was the beginning of change for the Education part of the BOMA program as the North America wide decline in enrollment of BOMI courses finally hit Ottawa.

With the addition of new alternatives for taking the RPA courses now available, enrolment in actual class study has declined to a point where some classes were not viable anymore.

Algonquin College
In response the Education Committee re-focused its energies and created a new 8 part program in partnership with Algonquin College.

This program, titled Building Systems Essentials, has 1 overview module and 7 topic specific modules.

- AIR CONDITIONING SYSTEMS
- HEATING SYSTEMS
- AIR HANDLING SYSTEMS
- WATER TREATMENT & FIRE PROTECTION SYSTEMS
- BUILDING CONTROL SYSTEMS
- ENERGY EFFICIENCY FOR BUILDINGS
- BUILDING ELECTRICAL SYSTEMS

The program has proved to be a success, utilizing Algonquin College content, adapted for this purpose with our Education Committee, and their downtown campus. This type of programming is being looked at as the future for BOMA education in Ottawa.

BOMA Ottawa Scholarship Fund
The goal of the scholarship program is to provide benefit to BOMA Ottawa’s membership, increase the level of professionalism in the industry, and increase awareness of BOMA in the community at large.

Scholarship recipients:
2004: Adele Prazeres
2005: Catherine Tokessy
2006/07: Brent Robinson
2008: Tim Hood
2009: Anna O’Connell
2010: James Brady
2011: Maggie Condon
2012: Craig Budge
2013: Carrie Pyzevas

Chair
Christine Doyle
The Attain Group

Jennifer Patton
Cominar

Shawn Carr
Halsall

Oryst Deneka
Colliers International

Eileen Illingworth
Oxford Properties

Erin Nagy
Brookfield Properties

Board Liaison
David Cordick
Brookfield Properties

Staff:
Peg Gallison
2013 BOMA Ottawa Annual Report
Government Affairs Committee

Mandate
The Government Affairs Committee (GAC) monitors and maintains open dialogue with municipal, provincial and federal governments and works to identify, promote and, when necessary, resolve issues affecting BOMA and its members.

The GACpublicizes BOMA’s position to the BOMA membership by producing written articles and position papers and encourages the support and involvement of BOMA members on the Committee as situations demand.

The GAC extends its reach by forming coalitions with other industry organizations having common interests on issues affecting BOMA and its members.

2013 Activities
Liaison Committee-Development Industry/City of Ottawa
The City of Ottawa Development Liaison Committee was established to provide an avenue for municipal staff and the local developers could discuss issues and find new approaches to old problems.

In 2013 the Committee spent some time on the Employment Land Study, as well as feeding into the Official Plan Process.

Public Works and Government Services
In 2013 BOMA launched a new initiative to meet with PWGSC on a regular basis to discuss issues that were common to both organizations. Meeting twice issues ranging from Lease Clauses to how to better communicate with industry were discussed. It is hoped that this new Committee will continue to evolve into a forum for discussion with Ottawa’s major tenant.

Alliances
The GAC continued to work within other alliances, where we could find common ground on issues of concern.

BILDCO—As in past the BILDCO alliance continued to work with City of Ottawa Staff on Development Applications and the speed with which they are acted upon. Always conscious of other groups efforts in this area, BILDCO expanded the conversation base to include not just the City of Ottawa, but Hydro and the Ministry of Environment (Ontario).

Building A Better Ottawa Alliance (BABOA)—another Association of Associations including the Greater Ottawa Home Builders Association (GOHBA), Ottawa Construction Association (OCA), ORSA PEO. BABOA continued to help project an image of the Development Community in Ottawa as local employers and good citizens, with much to offer in terms of insight, resources and ideas.

Official Plan
The majority of the focus of the GAC in 2013 was on the Official Plan which sets the parameters for many of the decisions the City of Ottawa will take in the coming years. Although not in agreement with all aspects of the Plan BOMA was very active in participating in the discussions, and provided several changes that were adopted by the City.

Chair
Nancy Meloshe
Meloshe & Associates

Co-Chair
Doug Kelly
Soloway, Wright

Members
Pierre Azzi
Four Bridge Properties
Janet Bradley
Borden Ladner Gervais
John Dickie
Dickie & Lyman
Jeff Doll
WSP
Dan Dore
Deloitte
Franco Falbo
Standard Life
Ian Fisher
Ottawa Police Services
Kelvin Holmes
Colliers International
Cal Kirkpatrick
Colonnade Development
Michael Polowin
Gowlings
Dave Rossetti
PCL Constructors
Philip Rimer
Fraser Milner Casgrain
Tim Thomas
Perley-Robertson, Hill & McDougall
Martin Vandewouw
KRP Development Group

Board Liaison
Bob Perkins, MBA
Broccolini Construction

Staff
Dean Karakasis
Mandate
The Security and Life Safety Committee provides BOMA members with information relative to Security and Life Safety issues and represents BOMA through involvement with crime prevention, fire and law enforcement authorities.

It assists other BOMA Committees in areas dealing with Security and Life Safety issues and maintains information/resource material that can be accessed by BOMA members.

2013 Activities
The Security and Life Safety Committee continued to focus on issues and activities that would benefit the members of BOMA by providing information on safety and security topics.

Among its research for publishing topics are Intelligibility of Voice Communication in buildings, Security and Safety Plans, Private Sector Security and Safety Video.
Mandate
The Curling Committee serves to strengthen ties between BOMA Ottawa members by organizing an annual Curling Funspiel, a popular networking event.

2013 Activities
The annual curling funspiel continues to be a success. The event was held again at the popular Nepean Sportsplex curling venue.

In all, there were 78 participants at this year’s event, held at the Nepean Sportsplex in February.

It was a fun-filled day as friends and colleagues spent an afternoon competing on the ice. This was followed by dinner at Capones Restaurant.
**Mandate**
BOMA Ottawa’s Spring and Fall Golf Committees organize two extremely popular Golf Tournaments each year to enhance networking opportunities and address BOMA’s commitment to the community at large.

The spring tournament is typically held at Montebello and Heritage, while the fall event rotates venues annually.

The main purpose of BOMA Ottawa's Golf Committees is to encourage social interaction between members, their associates, their peers and other interested parties.

**2013 Activities**
The 2013 Spring Golf Event was held at Le Chateau Montebello and Heritage golf courses and was, as always, a great success.

We hosted another sold-out event comprising of 288 golfers and a total of 300 individuals for dinner.

Always one of BOMA’s most popular events, the 2013 edition was characterized by great weather and great play.

During the day money was raised in support of the Charity of Choice for 2013-2014 the The Royal Ottawa Hospital as we focus all our energies on one “in need” charity each year.

**Chair**
Reinhold Ansari
Manulife Real Estate

**Co-Chair**
Michael Swan
Brookfield Properties

Warren Wilkinson
Colliers International

Craig Whitten
Huntington Properties

Peter Paciorek
Alliance Engineering

Kristina Hamilton
Terracap

**Board Liaison**
Lisa Lejeune
SNC Lavalin

**Staff**
Peg Gallison
2013 BOMA Ottawa Annual Report
Fall Golf Committee

Mandate
BOMA Ottawa's Spring and Fall Golf Committees organize two extremely popular Golf Tournaments each year to enhance networking opportunities and address BOMA’s commitment to the community at large.

The spring tournament is typically held at Montebello and Heritage, while the fall event rotates venues annually.

The main purpose of BOMA Ottawa’s Golf Committees is to encourage social interaction between members, their associates, their peers and other interested parties.

2013 Activities
The Annual Texas Fall Classic returned in 2013, following a one year hiatus to support BOMEX.

Held at the Marshes golf course, the event saw 124 BOMA members come out for a great day, and added special features for souvenir photo’s of all participants.

Chair
Scott Craven
Colonnade Development

Mike Godfrey
Godfrey Roofing

Julie Charron
Tandus-Centiva

Board Liaison
Sabiha Casey
Marchand Electric

Staff
Peg Gallison
2013 BOMA Ottawa
Annual Report
Lunch Committee

Mandate
The Lunch Committee organizes regular networking events. Our monthly luncheon meetings and special events are designed to include keynote speakers and topics of the day that affect our everyday business, emphasizing subjects of general interest to the BOMA members.

2013 Activities
Rebounding from a slower 2012, the 2013 Lunch series featured 4 Topical speakers, 2 Networking events and one special presentation.

Throughout the year the Lunch Committee organized Lunch topics on:
- the Ontario College of Trades,
- the State of Investment Markets,
- the City of Ottawa Official Plan and
- Mayor Jim Watson addressing the new LRT line.

It also organized two networking lunches, the annual June BBQ and a September, Back from Summer lunch.

In between BOMA hosted the first Icons of the Industry Lunch, with Oxford CEO Blake Hutcheson who gave a warm, witty and inspirational speech about his life and career in Commercial Real Estate.

The end of each BOMA year features the biggest event BOMA organizes the Annual Holiday Lunch.

Held again at the Westin Hotel Grand Ballroom over 600 people attended the lunch and many participated by dressing for the theme of BOMA Goes to the Movies.

This event marks the end of the annual networking activities each year and goes long into the evening as BOMA members break into groups and network all over the downtown of Ottawa.

Chair
Lorraine Sutton
BFI Canada
Sabiha Casey
Marchand Electric
Cozette Gagné
Marcomm Inc.
Cindy Goyette, RPA
GWL Realty Advisors
Michael Thomsen
VINCI Park
Noah Goddard
Trane
Tony Lindo
V.S.O. Specialty Services
Kimberley McMahon
Arcturus Realty
Louis Bernard
Bonneau
Manulife Real Estate

Board Liaison
Cheryl Barrett
Oxford Properties

Staff
Peg Gallison
Mandate
As part of BOMA Ottawa's commitment to providing a variety of enjoyable networking activities, the Ski Committee organizes the BOMA Ski Club and arranges the very popular annual Ski Day event. BOMA Ottawa Members also have the opportunity to obtain discounted lift rates at local ski resorts, thanks to the efforts of the Ski Committee. In addition, the Ski Committee coordinates BOMA Ski Lessons, involving a package of lessons and lift tickets at a local ski facility.

2013 Activities
The Ski Committee organized the annual Ski Day event.

Held at Mont Tremblant, over 100 skiers get together to enjoy a day on the slopes followed by dinner and networking at the Westin Hotel and Spa.