

BOMA Charity of Choice Submission Form

Please note the following:

The person submitting a charity for consideration must be a member of BOMA Ottawa and must be willing to work with their submitted charity on our Charity Committee throughout the term.

In deciding on our final choice, preference will be given to those charities that meet the following criteria:

- (i) The charity is local in nature, rather than a national or international endeavor.
- (ii) BOMA's donation will have a meaningful impact.
- (iii) There is a demonstrable connection between the charity and BOMA Ottawa.

The chosen charity will be responsible for staffing various events and charitable initiatives throughout the two year term of the relationship between BOMA and the Charity of Choice.

Charity and Nominator Information

Name of Charity	
Name of BOMA Member making the submission.	
Description of the charity	
contact person at the charity (name, email address and phone no.)	
BOMA Nominators Email	
BOMA Nominators Phone Number	

Charity Information

Is the Charity Local in Nature YES No

Local may mean a local chapter of a national body, but funds will remain within the National Capital Area for use.

Net Charitable Revenue of Charity for 3 Years	2023	
	2022	
	2021	

Please provide a short description of the charity



BOMA Charity of Choice Policy

BOMA is a not-for-profit organization. In light of Bylaws Article II Section 1e and Article III Section 1a, the Charitable Guidelines for the Association shall be as follows:

General Policies:

1. BOMA will choose one Charity of Choice, every two years that it will work with;
2. Monies raised will be accumulated and paid out to the Charity of Choice at the AGM following its second year of partnership;
3. The BOMA Charity of Choice initiative is a volunteer centric activity and should not occupy staff time or resources to organize and maintain other than what is required in the normal course of activities;
4. BOMA will NOT convert any of its regular events into a Charity fundraising activity, however it will within reason allow for fundraising to occur at a regular event as long as it is an additional exercise that can bring value to said event and if volunteers either from the Charity or BOMA members coordinate the activity;
5. A BOMA member targeted event can be organized, but no more than one per year, must have significant volunteer and Charity of Choice commitment and must not interfere with existing BOMA events.
6. To ensure transparency, BOMA Board members are not eligible to submit a nomination for a Charity of Choice.

Choosing a Charity of Choice Policies:

1. BOMA will solicit nominations from its membership between January and March and the Board of Directors will appoint a committee to review the applications and announce the Charity of Choice at the AGM;
2. Any nomination for the Charity of Choice must be sponsored by a current BOMA member, who commits to working with the office to coordinate activities that are part of the fundraising for the charity of choice;
3. Charitable organizations considered shall be relevant to the objectives and good of BOMA and its members;
4. Charitable organizations shall be from the local community and those benefiting should be in the local community;
5. All donations are to be directed to not-for-profit organizations that are designated as registered charities by Canada Customs and Revenue Agency and must provide their Registration Number to the Association.
6. Donations should assist educational, health, social services, civic and arts organizations that enhance quality of life in the local community.

Promoting Charity of Choice Activities and Mission Policies:

1. BOMA will identify its Charity of Choice on outbound e-mail, web site, newsletters and will promote Charity of Choice activities within its newsletter;
2. BOMA will look for opportunities to spread the mission of the Charity of Choice to its members;
3. BOMA will promote its Charity of Choice activities as long as they do not conflict with other BOMA scheduled events;
4. Local in nature
5. To whom the donation will make a significant impact
6. That will participate in the development of a fundraising event with BOMA

Charity of Choice Committee Policies:

1. BOMA may choose to create a Charity Committee whose mandate will be to work with BOMA staff to oversee and plan the activities that BOMA will undertake in support of its Charity of Choice.
2. The Charity Committee will engage both the representatives of the Charity as well as the nominators of the charity within BOMA.
3. The Committee will not organize fundraising that diverts registration fees, in whole or in part, towards the Charity of Choice;
4. The Committee will refrain from asking for funds at every BOMA event organized;
5. The Committee should work to enhance a current BOMA event, by organizing an initiatives that take place at the same time and place of a BOMA event and thereby enhances it.

Charity of Choice to Provide to BOMA:

1. A single point of contact for development of ideas and recruitment of volunteers;
2. An electronic file that describes the activities of the Charity of Choice;
3. A landing page link to be used in BOMA Newsletters, communiques, e-mails;
4. Logo's of the Charity of Choice for use in BOMA communication vehicles;



About BOMA

BOMA Ottawa (The Building Owners and Managers Association) is the voice of the commercial real estate industry in the National Capital area. Founded in 1971 by Pat Gillin and about 12 other members, our membership has grown to over 450 individuals representing 200 companies. BOMA members include those who own, manage, service or support in excess of 60 million square feet of commercial, office, retail, industrial and institutional property in the region. BOMA Ottawa is one of the National Capital Region's most active and effective business associations.

BOMA Ottawa 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 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.

The commercial real estate industry is vital as both the physical and economic foundation of Ottawa's economy. As the voice of this industry, BOMA Ottawa is the recognized advocate of building owners and managers in supporting their goals as professional and socially responsible businesses. These goals are achieved through Education, Standards, Networking and Advocacy.

Education - BOMA regularly publishes articles and holds seminars on issues of importance as well as identifying Best Practices created and adopted by the commercial real estate industry through the BOMA educational program. In addition to this, through private sector partnerships, we support and promote alternative courses and programs of interest to the industry in general. BOMA Ottawa is the best source of educational programming for the industry, offering a variety of timely, relevant courses and seminars. We also support the industry's leading professional designations, RPA® and FMA®, offered by BOMI through classes and study groups.

Standards - BOMA Ottawa has been saluting excellence in the office building industry since 1990 through its awarding of the TOBY and Pinnacle Awards. Through these BOMA Awards, recognition is given for excellence in property management, operations, resource conservation, environmental awareness, leasing and building design, customer service and innovation. In our constantly changing industry, the greatest strength of any company is the people it employs. The BOMA Awards recognize teamwork, outstanding service and commitment to clients. BOMA takes great pride in recognizing these teams and individuals who, through their drive and determination, are constantly searching for and achieving excellence. Award winners move on to compete at the National and International Level against their peers at BOMEX in September and at the BOMA International conference in June. BOMA Ottawa is also the local service provider for the BOMA BEST® Program, the Canadian industry standard for commercial building sustainability certification. BOMA BEST® is the only assessment and certification program of its kind for commercial buildings in Canada. It is a unique, voluntary, national program designed to assess environmental performance and management of existing buildings, and is offered by the Building Owners and Managers Association of Canada (BOMA Canada) as a service to all commercial building owners and managers across Canada.

Networking - BOMA Ottawa offers members the opportunity at its events to network with outstanding leaders from our industry and related industries as well as government representatives, all of whom have an impact on commercial real estate in Ottawa. BOMA events include a series of Networking Lunches with interesting speakers, BOMA Activity Days for Skiing, Curling and two golf tournaments (Spring and Fall) a Summer BBQ and an Annual Holiday Lunch.

Advocacy - BOMA's many volunteers play an important role in building strong partnerships with local, provincial and federal government members and staff. Committee members identify and act on crucial issues that will impact BOMA members, the commercial real estate industry and the business community at large. We serve as a powerful and influential voice in government affairs on legislative issues impacting the commercial building industry. BOMA 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.



BOMA By the Numbers

How many members are there in BOMA?

In any given year there are over 400 members in BOMA. Half of the membership is made up of owners and property management firms, about 85 companies in total, and the other half by service providers to the industry (parking companies, engineering firms, cleaning companies etc.) which comprise about 150 companies in total.

When does BOMA put on activities?

Starting this year, BOMA will be moving to a September to June program schedule, even though our fiscal year will be January to December. From the perspective of our Charity of Choice, nothing will change as we will still collect funds over two fiscal years.

How many activities does BOMA put on each year?

BOMA members gather at various points through the programming year, and for the 2017-2018 Program we are targeting the following (typical attendance in brackets).

Networking Events	Education Events				
	Breakfasts (single topic 1 hour information sessions, organized by an Industry Committee)	Lunch and Learns (single topic 20 minute information session, organized by a BOMA Lunch Committee)	Seminars (1/2 day or full day with a Overall Theme, but several sub Topics organized by an Industry Committee)	Webinars (1 hour single topic information sessions organized by an Industry Committee)	Classroom Lectures (Formal classroom setting education sessions organized by the Education Committee)
Curling Funspiel (80)	Breakfast 1 (50)	Lunch 1 (140)	½ Day Energy & Environment Seminar (75)	Webinar 1 (indeterminate)	8 Part Series on Building Operations (120)
Ski Day (120)	Breakfast 2 (50)	Lunch 2 (140)	½ Day Security and Life Safety Seminar (75)	Webinar 2 (indeterminate)	4 Part Series on Leadership (60)
Spring Golf (288)		Lunch 3 (140)	1 Day Technology Seminar (100)		Plan Reading (10)
Fall Golf (125)		Lunch 4 (140)			

How do BOMA activities take place?

A variety of venues across Ottawa.

How is BOMA's Board of Directors organized?

There are up to 15 members on the Board of Directors, not more than 1/3 of which can be Industry Service Providers. Elections are held every April and although possible for the entire Board to turn over, usually only 2 or 3 positions are available each year. The Board has had more applicants for positions than in past years. The Board is a Strategic Board, and uses 17 committees to operationalize its activities along with the BOMA Staff. The Board has an Executive Committee made up of a President, Vice President, Treasurer, Secretary, Past President and Director at Large.

How large is the BOMA Staff?

There are three full time employees who are located at the BOMA Office (1005 – 141 Laurier Avenue West – 613-232-1875) and one contractor who manages the BOMA BEST environmental standards program who works remotely.

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