



PRIX BOMA AWARDS
2023 | 2024

May 10th, 2023

Celebrate

EFFERVES  ENCE
in Real Estate

BOMA AWARDS

2023-2024
Entry requirements

THE **BOMA AWARDS** PROGRAM IS THE MOST PRESTIGIOUS AND COMPREHENSIVE PROGRAM OF ITS KIND IN THE REAL ESTATE INDUSTRY, RECOGNIZING QUALITY OF BUILDINGS AND AWARDING EXCELLENCE IN BUILDING MANAGEMENT.

Participate and seize this opportunity
to shine at the local, national and
international level.

Deadline for submissions :
March 30, 2023



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ENTRY REQUIREMENTS

BUILDING OF THE YEAR



PRIX BOMA AWARDS
2023 | 2024

CATEGORIES

- Office building of less than 100,000 square feet
- Office building of 100,000 to 249,999 square feet
- Office building of 250,000 to 499,999 square feet
- Office building of 500,000 to 1 million square feet
- Office building of more than 1 million square feet
- Corporate facility
- Historical building
- Medical office building
- Suburban office (low-rise)
- Suburban office (mid-rise)

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12	Section 5: <i>up to 15 points</i> Environmental/sustainability/health & wellness
14	Section 6: <i>up to 30 points</i> Tenant/occupant relations and community involvement



BUILDING OF THE YEAR

1. CATEGORY DESCRIPTIONS

CORPORATE FACILITY:

All buildings must be a single-use facility at least 50% occupied by the corporate entity — includes government agencies and private enterprises.

HISTORICAL BUILDING:

All buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.

MEDICAL OFFICE BUILDING:

All buildings must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician offices. The building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital uses or ancillary services, (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization labs). Patient stays must be less than 24-hours.

SUBURBAN OFFICE PARK (LOW-RISE):

Two or more buildings managed by the same management company with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

SUBURBAN OFFICE PARK (MID-RISE):

Two or more buildings managed by the same management company with 1 building that is 6 to 10 stories in height, all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the entry must submit under the Mid-Rise category.

OFFICE BUILDING SQUARE FOOTAGE CATEGORIES

- Under 100,000 Square Feet
- 100,000 – 249,999 Square Feet
- 250,000 – 499,999 Square Feet
- 500,000 – 1 Million Square Feet
- Over 1 Million Square Feet

NOTE: All buildings with at least 50% office area are eligible.

* Total Rentable Area of the building as per BOMA Measurement Standards and/or other pre-approved Standard.



BUILDING OF THE YEAR

2. ELIGIBILITY REQUIREMENTS

Below outlines the requirements for TOBY participation:

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

NEW FOR 2023:

All buildings competing at the regional level must be BOMA 360-designated.

2. All portfolios must have undergone score at least 70% to be eligible to compete.
3. The building must be a member, or managed by an entity that is a member, in good standing with both BOMA Québec and BOMA International in order to compete at the local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by December 31st, 2022 with a minimum of 12 months of building operations.
6. At least 50% of a building's space must be used as office space to be considered in any of the (10) ten office building categories.
7. Each building may enter in only one category.

8. All Entrants are required to provide the following:

Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® or ENERGY STAR® Certificate of Achievements received within the past 24 months.



9. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Operations and Management section.
10. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.
11. All entries are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.



BUILDING OF THE YEAR

3. BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following mandatory items must be inspected during the building inspection:

- Entrance/Mail Lobby
- Security/Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant Suite (if applicable to building category)
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas
- Roof
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 24 months.

NOTE: Drills can be silent if applicable.

- Regular Financial Reports/Accounting Software Used
- SOP Manual/Documentation of Standard Operating Procedures
- Purchase Policies
- Preventative Maintenance Manual
- BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)



BUILDING OF THE YEAR

4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (included 2 tickets for the Gala Evening).

Note:

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec’s website. Submissions must be entered on the BOMA Québec’s website no later than March 30, 2023 at 5 p.m. Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

- As soon as possible** Registration

- March 30, 2023** Deadline for submissions at 5 p.m.

- April 1 to April 15, 2023** Evaluation of submissions and building visits

- May 10, 2023** BOMA Québec Awards Gala at Casino de Montréal

- July 15, 2023** National registration, entry fees and formal entry to be received by BOMA Canada

- August 2023** Judging at the national level will occur.

- September 28, 2023** Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, Alberta.

- January 2023** Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

- April 2024** Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

- April/May 2024** Judging at the International level will be arranged by BOMA International in Washington, D.C.

- June 2024** Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.



6. UNIVERSAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE:

Descriptive/summary text must be entered in a single document.

Identify what an acronym represents at least once in each document.

Text within required supporting documents does not count against character limits.

Each section is limited to a specified number of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.



BUILDING INFORMATION

BUILDING DESCRIPTION:

- Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

COMPETITION PHOTOGRAPHS :

Provide the following photographs of your building(s):

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 1 of the management team
- 2 Additional photographs, the subject matter of which is the entrant's choice

SECTION 1:

UP TO 5 POINTS

BUILDING OPERATIONS & MANAGEMENT

- This section is designed to provide the reader with an overview of the building(s) and property.

INFORMATION REQUIRED :

- Building Name or Names if multiple buildings are being entered as a single entry
- Number of Floors
- BOMA Certified Total Building Rentable Area Square Footage
- BOMA Certified Office Rentable Area Square Footage
- Other Certified Rentable Area Square Footage (where applicable)
- Exterior Building Description (type of facade, windows, roof etc.)
- Year constructed or opened

DESCRIBE THE FOLLOWING:

- Lobby/Atrium Standard finishes (Mixed-Use: One per entity, lobby up to 3)
- Corridor Standard Finishes
- Restroom Standard Finishes
- Typical Tenant Suite Standard Finishes (Mixed-use: 2 suites from different entities)
- Utility Distribution
- Elevators
- HVAC Distribution System
- Fire Life Safety Systems
- Loading Dock & Parking
- Emergency Generator / Back-up Power

ATTACH THE FOLLOWING:

- Note: Please combine multiple documents into a single attachment if necessary.
- Floor plan for your building showing your main lobby as well as two additional typical floor plans
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM
- Section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.

Maximum of 2,000 words | Total of 4 attachments required
(Up to 5 attachments allowed)



BUILDING OF THE YEAR

SECTION 2:

UP TO 15 POINTS

LIFE SAFETY/SECURITY / RISK MANAGEMENT

NOTE:

Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

INFORMATION REQUIRED:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your jurisdiction)
- Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words

SECTION 3:

UP TO 15 POINTS

TRAINING AND EDUCATION

NOTE:

Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

DESCRIBE THE FOLLOWING:

On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.

Management team participation in at least one BO-MA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 24 months (if applicable).

Training for both on-site and off-site building personnel dedicated to the property.

List of any management team industry certifications, degrees or industry training

Maximum of 1,800 words



ENERGY

BENCHMARKING & PERFORMANCE RATING (3-6 OF 20 POINTS)

IMPORTANT: Provide the Statement of Energy Performance report generated from ENERGY STAR® or ENERGY STAR® Certificate of Achievement.

Entrants will be scored based on their ENERGY STAR score as follows:

- Score < 65: 3 points
- Score 65-74: 4 points
- Score 75-84: 5 points
- Score >84: 6 points

*For multiple buildings, use weighted average by square footage

BUILDING STAFF/TENANT EDUCATION (4 OF 20 POINTS)

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for conservation. Building staff/tenant education can be conducted virtually via on-line courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

BUILDING OPERATIONS AND MAINTENANCE (5 OF 20 POINTS)

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed (3 of 5 points):

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Describe the steps taken to improve the energy performance of your building over the last three years (2 of 5 Points).

BUILDING EMS MONITORING (5 OF 20 POINTS)

Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building’s energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

Maximum of 1,750 words | **1 attachment allowed**



ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

DESCRIBE THE FOLLOWING:

ENVIRONMENTAL

4 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.

Provide documentation of buildings waste management plan, recycling policies and building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.

Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

SUSTAINABILITY

3 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.

When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

WASTE

4 OF 15 POINTS

Describe your building's waste reduction work plan and source separation program.

Where applicable include:

- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Future plans to increase recycling levels and reduce the waste generated



SECTION 5:

ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

HEALTH & WELLNESS

4 OF 15 POINTS

Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.

Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.

Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.

Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

INFORMATION REQUIRED :

- Documentation of waste management plan – TOC or other
- Other documentation of recycling policies, exterior maintenance plan, etc.
- Sustainable Policies – TOC or other
- Waste audit
- Other

Maximum of 3,000 words



TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

NOTE: Tenant relations/communications examples that occurred within the past 24 months can be referenced

TENANT AND OCCUPANT RELATIONS (15 OF 30 POINTS)

DESCRIBE THE FOLLOWING:

Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.

The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.

Tenant amenities available such as health facilities, child-care and food service.

A description of how the building’s management team communicated with its tenants during COVID-19.

Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.

An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

ATTACH THE FOLLOWING:

- 3 samples appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey (if applicable)
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages - only single images.)

NOTE: Corporate Facility – Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

COMMUNITY INVOLVEMENT (15 OF 30 POINTS)

NOTE: Community impact examples and data that occurred within the past 24 months can be referenced in this section.



BUILDING OF THE YEAR

SECTION 6 : TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

DESCRIBE THE FOLLOWING:

The building management’s impact on the community. For example: jobs provided (as a direct result of the building’s existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year’s events, please note programs and how long they have been in place.

Describe how the building management’s efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.

Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.

Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, and public works. Include date of activity.

NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

ATTACH THE FOLLOWING (OPTIONAL):

Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

Maximum of 4,000 words

**Total of 13 attachments required - 4 optional
TOTAL 17 attachments**

SUBMITTED CONTENT

Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, and with the media.

CATEGORY :
**INDUSTRIAL
BUILDINGS**



PRIX BOMA AWARDS
2023 | 2024

ENTRY
REQUIREMENTS

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20 6. UNIVERSAL PORTFOLIO
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7. PORTFOLIO SPECIFICATIONS
Building information

21 Section 1: *up to 5 points*
Building operations & management

22 Section 2: *up to 15 points*
Life safety/security/risk managemen
Section 3: *up to 15 points*
Training and education

23 Section 4: *up to 20 points*
Energy

24 Section 5: *up to 15 points*
Environmental/sustainability/health & wellness

26 Section 6: *up to 30 points*
Tenant/occupant relations and
community involvement



CATEGORY : **INDUSTRIAL BUILDINGS**

1. CATEGORY DESCRIPTION

INDUSTRIAL BUILDINGS:

All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, with less than 50% office area. Building(s) must have a loading dock, roll-up or sliding door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

2. ELIGIBILITY REQUIREMENTS

1. The building must win at the local level to advance to the national level and must win at the national level to advance to International.

NEW FOR 2023:

All buildings competing at the national level must be BOMA 360-DESIGNATED.

2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete.
3. The building must be a member, or managed by an entity that is a member, in good standing with both BOMA Québec and BOMA International in order to compete at the local, national and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by December 31st, 2022 with a minimum of 12 months of building operations.
6. Buildings submitted in the Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.
7. All industrial buildings must be at least 50% percent average annual occupancy (leased occupancy).
8. Each building may enter in only one category.

9. Industrial category entrants are not required to be ENERGY STAR® benchmarked. However, if you would like to include that information, please complete both of the following:

Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievements received within the past 24 months.



10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Buildings Standards section.
11. For any building that enters the competition at the local and national level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.
12. Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.



3. MANDATORY ON-SITE BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following items may be inspected during the building inspection:

- Entrance/Mail Lobby
- Security/Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant Suite (if applicable)
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Roof
- Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 24 months.

NOTE: Drills can be silent if applicable.

- Preventative Maintenance Manual
- SOP Manual/Documentation of Standard Operating Procedures
- Regular Financial Reports/Accounting Software Used
- Purchase Policies
- Entrant should receive TOBY Building Inspection Verification form by their local BOMA or International affiliate organization.



4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (**included 2 tickets for the Gala Evening**).

NOTE:

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website **no later than March 30, 2023 at 5 p.m.**

Any delay will result in a five (5) point deduction / per day of delay.

All fees are non-refundable.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

- As soon as possible** Registration

- March 30, 2023** Deadline for submissions at 5 p.m.

- April 1 to April 15, 2023** Evaluation of submissions and building visits

- May 10, 2023** BOMA Québec Awards Gala at Casino de Montréal

- July 15, 2023** Registration, entry fees and formal entry to be received.

- August 2023** Judging at the national level will occur.

- September 28, 2023** Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, AB (September 26-28, 2022).

- January 2023** Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

- April 2024** Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

- April/May 2024** Judging at the International level will be arranged by BOMA International in Washington, D.C.

- June 2024** Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.



CATEGORY : **INDUSTRIAL BUILDINGS**

6. UNIVERSAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE:
 Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
 Identify what an acronym represents at least once in each document.
 Text within required supporting documents does not count against character limits.

RECOMMENDATION
 Text should be created in Word. Please spell check prior to pasting into the text box. Also confirm that the copied text can be fully viewed on-line. If not, reduce the characters to fit the requirements.

7. PORTFOLIO SPECIFICATIONS

NOTE:
 Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

BUILDING INFORMATION

Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

COMPETITION PHOTOGRAPHS

Provide the following photographs of your building(s):

- 2 Front exterior of the building(s)
- 1 Rear exterior of the building(s)
- 1 Interior of the office
- 1 Interior of the warehouse
- 2 Additional photographs, the subject matter of which is the entrant's choice

Total of 9 attachments required



SECTION 1:

UP TO 5 POINTS

BUILDING OPERATIONS & MANAGEMENT

This section is designed to provide the reader with an overview of the building(s) and property.

INFORMATION REQUIRED FOR TOBY:

- Building Name or Names if multiple buildings are being entered as a single entry
- Number of Floors
- BOMA Certified Total Building Rentable Area Square Footage
- BOMA Certified Office Rentable Area Square Footage
- Other Certified Rentable Area Square Footage (where applicable)
- Exterior Building Description (type of facade, windows, roof etc.)
- Year constructed or opened

DESCRIBE THE FOLLOWING:

- Lobby/Atrium Standard finishes (if applicable)
- Corridor Standard Finishes
- Restroom Standard Finishes
- Typical Tenant Suite Standard Finishes
- Utility Distribution
- Elevators
- HVAC Distribution System
- Fire Life Safety Systems
- Loading Dock & Parking
- Emergency Generator / Back-up Power
- Ceiling height, weight loads, truck/rail access, bay areas, design flexibility, and any other building standards

ATTACH THE FOLLOWING:

- Floor plan for your building showing your main lobby as well as two additional typical floor plans (Attachment #1)
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
- Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #3)

NOTE: Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words | **Total of 4 attachments required**
(Up to 5 attachments allowed)



SECTION 2:

UP TO 15 POINTS

LIFE SAFETY/SECURITY/RISK MANAGEMENT

NOTE:

Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

INFORMATION REQUIRED FOR TOBY:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your jurisdiction)
- Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words

SECTION 3:

UP TO 15 POINTS

TRAINING AND EDUCATION

NOTE:

Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

DESCRIBE THE FOLLOWING:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, national or international) event or international affiliate sponsored event within the last 24 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Maximum of 1,800 words



NOTE: It is not necessary for Industrial Entrants to benchmark their energy performance using ENERGY STAR®.

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs. (5 of 20 points)

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed (10 of 20 points):

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Describe the steps taken to improve the energy performance of your building over the last three years (2 of 20 Points).

Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improved performance. (3 of 20 points)

Maximum of 1,750 words



SECTION 5:
ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

UP TO 15 POINTS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

ENVIRONMENTAL & REGULATORY **4 OF 15 POINTS**

Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.

Describe waste management plan, recycling policies and building's exterior maintenance plan, including re-caulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.

Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

SUSTAINABILITY **3 OF 15 POINTS**

Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.

When describing these policies and procedures, explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

WASTE **4 OF 15 POINTS**

Describe your building's waste reduction work plan and source separation program.

Where applicable include:

- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Future plans to increase recycling levels and reduce the waste generated



SECTION 5:
ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

HEALTH & WELLNESS

4 OF 15 POINTS

Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.

Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.

Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.

Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

INFORMATION REQUIRED :

- Documentation of waste management plan – TOC or other
- Other documentation of recycling policies, exterior maintenance plan, etc.
- Sustainable Policies – TOC or other
- Waste audit
- Other

Maximum of 3,000 words



TENANT / OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

NOTE: Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

TENANT AND OCCUPANT RELATIONS (15 OF 30 POINTS)

DESCRIBE THE FOLLOWING:

- Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.
- The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building’s management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

ATTACH THE FOLLOWING:

- 3 samples appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey (if applicable)
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

COMMUNITY INVOLVEMENT (15 OF 30 POINTS)

NOTE: Community impact examples and data that occurred within the past 24 months can be referenced in this section.



TENANT / OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

DESCRIBE THE FOLLOWING:

- The building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe.
- When describing the current year's events, please note programs and how long they have been in place.
- How the building management's efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/ activities if entrant can describe how the onsite management team personally participated or how it affected the property.
- The building's compatibility with neighboring properties and how the building affects traffic. (Optional)

Maximum of 1,800 words

Total of 13 attachments required -- 1 optional –

TOTAL 14 attachments

SUBMITTED CONTENT

- Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, with the media.

CATEGORY: MIXED-USE BUILDINGS



PRIX BOMA AWARDS
2023 | 2024

ENTRY REQUIREMENTS

TABLE OF CONTENT:

29	1. CATEGORY DESCRIPTION
	2. ELIGIBILITY REQUIREMENTS
30	3. BUILDING INSPECTION
31	4. ENTRY FEES 5. JUDGING / DATA / DEADLINES
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33	Building information
34	Section 1: <i>up to 5 points</i> Building operations & management
9	Section 2: <i>up to 15 points</i> Life safety/security/risk management
35	Section 3: <i>up to 15 points</i> Training and education
34	Section 4: <i>up to 20 points</i> Energy
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CATEGORY: **MIXED-USE BUILDINGS**

1. CATEGORY DESCRIPTION

MIXED-USE BUILDINGS :

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions.

Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl.

When a building fits a different category, it should be entered in that category.

2. ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the national level to advance to International.

NEW FOR 2023:

All buildings competing at the regional level must be BOMA 360-designated.

2. All portfolios must score at least 70% to be eligible to compete.
3. The building must be a member, or managed by an entity that is a member, in good standing with BOMA Québec in order to compete at the local, national and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2020 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by December 31st, 2022 with a minimum of 12 months of building operations.

6. Buildings submitted in the Mixed-Use category must have at least 10% office space of total square footage of entire complex.
7. All mixed-use buildings must be at least 50% percent average annual occupancy (physical occupancy).
8. Each building may enter in only one category.
9. Entrants must provide the following:
 - A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior and exterior common areas) and the type of energy used, (i.e. electricity, natural gas, other).
 - Percentage of occupied gross leasable area you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months.
 - Proof that building current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 year.
 - An entrant may choose to enter multiples buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Standards section.
10. For any building that enters the competition at the local and national level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.
11. Each entrant must provide a copy of the BOMA BEST certificate or letter from BOMA Canada attesting certification is valid in the competition year.



3. BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a BOMA AWARD.

The following items may be inspected during the building inspection:

- Entrance/Main Lobby
- Security/Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant Suite (if applicable)
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Roof
- Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 24 months.

NOTE: Drills can be silent if applicable.

- Preventative Maintenance Manual
- SOP Manual/Documentation of Standard Operating Procedures
- Regular Financial Reports/Accounting Software Used
- Purchase Policies
- BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)



CATEGORY: **MIXED-USE BUILDINGS**

4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (**included 2 tickets for the Gala Evening**).

NOTE:

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's **website no later than March 30, 2023 at 5 p.m.**

Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

As soon as possible	Registration
March 30, 2023	Deadline for submissions at 5 p.m.
April 1 to April 15, 2023	Evaluation of submissions and building visits
May 10, 2023	BOMA Québec Awards Gala at Casino de Montréal
July 15, 2023	National registration, entry fees and formal entry to be received by BOMA Canada
August 2023	Judging at the national level will occur.
September 28, 2023	Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, Alberta.
January 2023	Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.
April 2024	Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)
April/May 2024	Judging at the International level will be arranged by BOMA International in Washington, D.C.
June 2024	Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.



6. UNIVERSAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE:

Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.

Identify what an acronym represents at least once in each document.

Text within required supporting documents does not count against character limits.

Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.



BUILDING INFORMATION

BUILDING DESCRIPTION:

- Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

COMPETITION PHOTOGRAPHS :

- Provide the following photographs of your building(s):
- 2 Exterior (front & rear)
- 1 Interior (lobby and hallways)
- 1 Standard tenant area (up to 3 per entity)
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant’s choice

Total of 9 attachments required
(up to 11 allowed)

SECTION 1:

UP TO 5 POINTS

BUILDING OPERATIONS & MANAGEMENT

This section is designed to provide the reader with an overview of the building(s) and property.

DESCRIBE THE FOLLOWING:

- Number of Public Entrances and their physical characteristics
- Common Area Standard Finishes
- Restroom Standard Finishes
- Customer Service/Concierge Facilities
- Utility Distribution
- Elevators and/or Escalators and/or Moving Walks, Lifts, etc.
- HVAC Distribution System
- Fire Life Safety Systems
- Loading Dock & Back of House Tenant Receiving Areas
- Parking
- Emergency Generator/Back up Power
- Signage and Wayfinding
- Multiple Uses (where applicable)

ATTACH THE FOLLOWING:

- Floor plan for your building showing your main lobby as well as two additional typical floor plans (Attachment #1)
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
- Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #3)

NOTE:
Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words | Total of 3 attachments required
(Up to 5 attachments allowed)



SECTION 2:

UP TO 15 POINTS

LIFE SAFETY/SECURITY/RISK MANAGEMENT

NOTE:

Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

Maximum of 1,800 words

SECTION 3:

UP TO 15 POINTS

TRAINING AND EDUCATION

NOTE:

Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

DESCRIBE THE FOLLOWING:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 24 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Maximum of 1,800 words



NOTE: It is not necessary for Mixed-Use entrants to benchmark energy performance using ENERGY STAR® at www.ENERGYSTAR.gov. However, entrants must describe the following information:

- The Preventative Maintenance Program (Mixed-use – how these are shared between entities)
– **2.0 points**
- The Energy Management Plan
– **2.5 points**
- The Energy Reduction Target
– **2.5 points**
- The Indoor Air Quality Monitoring Plan
– **2.0 points**
- The Occupant Service Request Program
– **2.0 points**
- Has the facility(s) conducted an ASHRAE Level 1 Energy Assessment in the last three (s) years?
– **2.0 points**
- Building Staff/Tenant Education on the importance of and methods for energy conservation.
– **2.0 points**
- Building Energy Management System (EMS) Monitoring.
– **2.0 points**
- A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior and exterior common areas) and the type of energy used, (i.e. Electricity, natural gas, other).
– **1 point**
- Percentage of occupied gross leasable area you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months.
– **1 point**
- Proof that building current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 year.
– **1 point**

Maximum of 1,750 words | **Up to 2 attachments allowed**



ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

ENVIRONMENTAL & REGULATORY

4 OF 15 POINTS

- Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.
- Provide documentation of buildings waste management plan, recycling policies and building’s exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/ or any other environmental management programs.
- Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

SUSTAINABILITY

3 OF 15 POINTS

- Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.
- When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

WASTE

4 OF 15 POINTS

Describe your building’s waste reduction work plan and source separation program.

Where applicable include:

- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Attach a PDF copy of your latest waste audit
- Future plans to increase recycling levels and reduce the waste generated

HEALTH & WELLNESS

4 OF 15 POINTS

- Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

Maximum of 3,000 words



TENANT / OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

NOTE: Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

TENANT AND OCCUPANT RELATIONS (15 OF 30 POINTS)

DESCRIBE THE FOLLOWING:

- Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.
- The building's work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building's management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

ATTACH THE FOLLOWING:

- 3 samples appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey (if applicable)
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

COMMUNITY INVOLVEMENT (15 OF 30 POINTS)

NOTE: Community impact examples and data that occurred within the past 24 months can be referenced in this section.



TENANT / OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

DESCRIBE THE FOLLOWING:

- The building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year's events, please note programs and how long they have been in place.
- Describe how the building management's efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.
- Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.
- Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department and public works. Include date of activity.

NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Maximum of 1,800 words

Total of 13 attachments required – 1 optional

TOTAL 14 attachments

SUBMITTED CONTENT

- Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, with the media and in other BOMA International materials. All other content may be used by BOMA International in the creation of new industry materials. BOMA International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent.

CATEGORY:
**PUBLIC
ASSEMBLY
BUILDINGS**



PRIX BOMA AWARDS
2023 | 2024

ENTRY
REQUIREMENTS

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	2. ELIGIBILITY
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42	4. ENTRY FEES
	5. JUDGING / DATA / DEADLINES
43	6. GLOBAL PORTFOLIO REQUIREMENTS
	7. PORTFOLIO SPECIFICATIONS
	Building description – 1 point
44	Building standards – 3 points
45	Community impact – 15 points
	Tenant relations / communications – 15 points
46	Energy conservation – total of 20 points
47	Environmental, regulatory, sustainability & waste – total of 15 points
48	Emergency preparedness / life safety – 15 points
49	Training for building personnel – 15 points



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

1. CATEGORY DESCRIPTION

PUBLIC ASSEMBLY BUILDINGS:

All buildings must be publicly accessible and support multiple uses (entertainment, events/gatherings, etc). The multiple use character of these buildings may influence the building's utility use, opening hours and tenant or occupant relations. These buildings may be part of a larger portfolio.

This category includes: stand-alone arenas, amphitheaters, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s) and other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or multi-tenant/occupant areas.

When a building fits a different TOBY category, it should be entered in that category.

IMPORTANT NOTE FOR 2023 ENTRANTS:

There is currently no Public Assembly category at the BOMA International level. As a result, the category is only available locally and nationally in Canada. Entries do not require a BOMA 360 designation and must be submitted electronically via dropbox link (provided).

2. ELIGIBILITY

1. The building must win at the local level to advance to the national level and must win at the national level to advance to International.
2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete.
3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the local, national and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the national/international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the national/international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by December 31st, 2022 with a minimum of 12 months of building operations.
6. Buildings submitted in the Mixed-Use category must have at

least 10% office space of total square footage of entire complex.

7. All mixed-use and public assembly buildings must be at least 50% percent occupied (physical occupancy of leasable space).
8. Each building may enter in only one category.
9. Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.
10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Standards section.
11. For any building that enters the competition at the local and national level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.



3. BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following items may be inspected during the building inspection:

- Entrance/Mail Lobby
- Security/Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant Suite (if applicable to building category)
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Roof
- Tenant Amenities

A member of the judging team will contact the property manager in advance to book a mutually agreeable date and time for a site visit. Judges should be taken to a boardroom or office where they will spend a minimum of a 1 hour examining all of the mandatory documents. Following the review, the judges should be taken on a tour of the building. (Tour guide must be very familiar with the submission and all building areas and systems and prepared to answer onsite questions from the judges. Note: Property Management team should be on site during inspections! Please allow a between 2.5- 3.5 hours to complete the building inspection process.

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
- Preventative Maintenance Manual
- SOP Manual/Documentation of Standard Operating Procedures
- Regular Financial Reports/Accounting Software Used
- Purchase Policies (Basic Principles)
- BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)



4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (**included 2 tickets for the Gala Evening**).

NOTE :

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec’s website. Submissions must be entered on the BOMA Québec’s website **no later than March 30, 2023 at 5 p.m.**

Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

As soon as possible Registration

March 30, 2023 Deadline for submissions at 5 p.m.

April 1 to April 15, 2023 Evaluation of submissions and building visits

May 10, 2023 BOMA Québec Awards Gala at Casino de Montréal

July 15, 2023 National registration, entry fees and formal entry to be received by BOMA Canada

August 2023 Judging at the national level will occur.

September 28, 2023 Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, Alberta.



6. GLOBAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2mb
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5mb

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE:

- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

7. PORTFOLIO SPECIFICATIONS

The following information must be provided electronically via dropbox link provided. Strict adherence to the portfolio specifications listed herein is required.

Local entries must check with your BOMA local association for local submission requirements.

NOTE:

Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

Shaded boxes throughout this document contain useful notes and information that may assist you in preparation for a local judges' visit or for completion on your online entry. It is a resource only and is not exhaustive.

BUILDING DESCRIPTION – 1 POINT

Provide a summary of the physical description of the building(s), property and location.

*Maximum of 350 words | **No attachments allowed***



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

BUILDING STANDARDS

3 POINTS

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property.

PROVIDE THE FOLLOWING:

- Building Name or multiple buildings being entered as a single entry
- Number of Floors
- BOMA Certified Floor Plate Square Footage
- BOMA Certified Total Building Square Footage
- BOMA Certified Retail Area Square Footage
- BOMA Certified Office Area Square Footage
- Other BOMA Certified Area Square Footage (if applicable)
- Exterior Building Description (type of facade, windows, roof etc.)
- Year constructed or opened

DESCRIBE THE FOLLOWING:

- Number of Public Entrances and their physical characteristics
- Common Area Standard Finishes
- Restroom Standard Finishes
- Customer Service/Concierge Facilities
- Utility Distribution
- Elevators and/or Escalators and/or Moving Walks, Lifts, etc.
- HVAC Distribution System
- Fire Life Safety Systems
- Loading Dock & Back of House Tenant Receiving Areas
- Parking
- Emergency Generator/Back up Power
- Signage and Wayfinding
- Multiple Uses (where applicable)

ATTACH THE FOLLOWING:

- Floor plan for your building showing your main lobby (office component) as well as two additional typical floor plans (Attachment #1)
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
- Documentation of BOMA floor measurement standard—type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used. (Attachment #3)
- Description and copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #4)
- TOBY Inspection Verification (provided by your local BOMA association) (Attachment #5)

NOTE: Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words

Total of 5 attachments required

* Buildings that do not earn the maximum 3 points in the building standards section may earn one point if they are a BOMA 360 designee.



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

COMMUNITY IMPACT

15 POINTS

NOTE: Entrants can use data that occurred within the past 24 months prior to application deadline.

Provide a written description of the building management’s impact on the community.

For example: jobs provided (as a direct result of the building’s existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified (quantity of drives, number of books, number of toys, etc.) as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year’s events, please note programs and how long they have been in place.

Describe how the building management’s efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.

NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Maximum of 1,800 words
Up to 3 attachments allowed

Summer students employed, co-op student placements, seasonal hires.

Community involvement and enrichment (Local BIA, Schools, Charities, Donation Drive (toy, clothing, food), Animal Protection, Donation of space (vacant area, courtyards, lobbies) for community/city events, buskers, arts & crafts, farmers markets.

TENANT RELATIONS

/ COMMUNICATIONS

15 POINTS

NOTE: Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building’s management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

ATTACHMENTS MUST INCLUDE:

- 3 samples of appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual (Do not include the entire manual or photograph collages—only single images.)

Maximum of 1,800 words | **Total of 11 attachments required**



CATEGORY: **PUBLIC ASSEMBLY BUILDINGS**

ENERGY CONSERVATION

TOTAL OF 20 POINTS

Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

- The Preventative Maintenance Program (how these are shared between entities) – 2.5 points
- The Energy Management Plan – 2.5 points
- The Energy Reduction Target – 2.5 points
- The Indoor Air Quality Monitoring Plan – 2.5 points
- The Occupant Service Request Program – 2.5 points
- Has the facility(s) conducted an ASHRAE Level 1 Energy Assessment in the last three (s) years? – 2.5 points
- Building Staff/Tenant Education on the importance of and methods for energy conservation. – 2.5 points
- Building Energy Management System (EMS) Monitoring. – 2.5 points

DESCRIBE THE FOLLOWING:

- A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior and exterior common areas) and the type of energy used, (i.e. Electricity, natural gas, other).
- Percentage of occupied gross leasable area you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months.
- Proof that building current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 years.

Maximum of 1,750 words | **Up to 2 attachment allowed**



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

ENVIRONMENTAL, REGULATORY, SUSTAINABILITY & WASTE

TOTAL OF 15 POINTS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

ENVIRONMENTAL & REGULATORY – 5 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.

Provide documentation of buildings waste management plan, recycling policies and building’s exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.

Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

Environmental Management Plan/ Manual; Elevator/ Escalator/Moving Walks, Freight, Lift Maintenance logs; Waste Audit Reports; Waste Reduction Work Plan posted; Roof Anchor Plan & Inspection; CFC reporting; Air Emissions; TSSA Compliance; Work plans in place to meet new regulations; Health & Safety procedures (staff, contractors); (hot work permits, spill control procedures, lockout-tagout, roof waivers, contractor management program, safe work permit program); record keeping, equipment (chemical storage, protective gear; safety shower, eyewash station); GHS (Globally Harmonize System) compliance; MSDS (housekeeping & maintenance); Employment & Human Rights Law (Bill 168 work plan); Accessibility Action Work Plan (Wheelchair (entryways, washroom, elevators, light switches), Visually Impaired (Braille elevator buttons, directories, signs suite numbers and names, floor indicators (voice or tone), concierge service.

SUSTAINABILITY 5 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.

When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

Reduction of environmental footprint; sustainability included in owners documentation,, leases, construction manuals, construction services; building recycling plan list of recycling services made available (toners, cartridges, cell phones, batteries, e-waste, organic waste), reuse of building materials; cradle to grave programs; tenant engagement initiative on sustainability.



WASTE

5 OF 15 POINTS

Describe your building's waste reduction work plan and source separation program.

Where applicable include:

- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Attach a PDF copy of your latest waste audit
- Future plans to increase recycling levels and reduce the waste generated

ATTACH THE FOLLOWING:

- Documentation of waste management plan – TOC or other
- Other documentation of recycling policies, exterior maintenance plan, etc. (optional)
- Sustainable Policies – TOC or other (optional)
- Waste audit (optional)
- Other

Maximum of 2,250 words

Total of 1 attachment required

(up to 5 attachments allowed)



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

EMERGENCY PREPAREDNESS

/ LIFE SAFETY

15 POINTS

NOTE: Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders or officials and conduct live training, explain how this is accomplished.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

ATTACH THE FOLLOWING:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your jurisdiction)
- Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words |

Total of 4 attachments required
(up to 5 attachments allowed)



CATEGORY: PUBLIC ASSEMBLY BUILDINGS

TRAINING FOR BUILDING

PERSONNEL

15 POINTS

NOTE: Entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- List of qualifications for building staff (not job descriptions)
- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, national or international) event or international affiliate sponsored event within the last 12 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training.

Internal training, seminars, courses, webinars, internal website as a resource, skill upgrading opportunities for employees; Internal Property Management Policy & Procedures and templates available to staff as a resource; Non-technical or customer service related training such as people skills, conflict resolution; training requirements by job function or role. Are any site staff currently working towards designations, degrees, certifications, applicable to their roles; Employee Assistance Program; Goals & Objective Program; staff performance reviews, feedback and communication; employee retention efforts, staff / team building events, mentoring, succession planning, employee recognition program; Industry/ internal Awards & Recognition received by team, site or employee.

ATTACH THE FOLLOWING:

- Building specific organization chart of the building management team

Maximum of 1,800 words | Total of 1 attachment required

SUBMITTED CONTENT:

Building registration Information and the building description may be used in awards program materials and with the media. Photographs may be used, with attribution, in awards program materials, with the media.

CATEGORY: RENOVATED BUILDINGS



PRIX BOMA AWARDS
2023 | 2024

ENTRY REQUIREMENTS

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56	6. UNIVERSAL PORTFOLIO REQUIREMENTS
57	Building information Section 1: building operations & management – up to 5 points
58	Section 2: life safety/security/risk management – up to 15 points Section 3: training and education – up to 15 points
59	Section 4 : energy – up to 20 points
60	Section 5: environmental/sustainability/health & wellness – up to 15 points
62	Section 6: tenant/occupant relations and community involvement – up to 30 points

1. CATEGORY DESCRIPTION



CATEGORY: **RENOVATED BUILDINGS**

All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy (physical occupancy) during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 projects are necessary. Renovation can encompass:

- Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure);
- Modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and
- Remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.

- New roof, re-roof or green roof
- New boilers/HVAC /Central Plant
- Cleaning/Painting/New design of existing building envelope
- New electrical system: HVAC, Lighting, mechanical room upgrades/updates, etc.
- New fire panel/sprinkler system
- Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment
- New security systems can include card access, cameras, console, fire panel etc.
- Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc.
- Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stall partitions etc.
- Installation of new windows



2. ELIGIBILITY

1. The building must be a member, or managed by an entity that is a member, in good standing with both BOMA Québec and BOMA International in order to compete at the local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
2. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
3. The building must be occupied for at least one full year from the date of occupancy of the first tenant by December 31st, 2022 with a minimum of 12 months of building operations.
4. At least 50% of a building's space must be used as office space to be considered.
5. All renovated buildings must be at least 50% percent occupied during time of renovation (leased occupancy).
6. Each building may enter in only one category.
7. All Entrants are required to provide the following:
Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievements received within the past 24 months.
8. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Standards section.
9. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.
10. Buildings are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.
11. The building must win at the local level to advance to the national level and must win at the national level to advance to International.

NEW FOR 2023:

All buildings competing at the national level must be BOMA 360-designated.





3. ON-SITE BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following items may be inspected during the building inspection:

- Entrance/Mail Lobby
- Security/Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Roof
- Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 24 months.

NOTE: Drills can be silent if applicable.

- Preventative Maintenance Manual
- SOP Manual/Documentation of Standard Operating Procedures
- Regular Financial Reports/Accounting Software Used
- Purchase Policies
- BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)



CATEGORY: **RENOVATED BUILDINGS**

4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (**included 2 tickets for the Gala Evening**).

NOTE:

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website **no later than March 30, 2023 at 5 p.m.**

Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

As soon as possible Registration

March 30, 2023 Deadline for submissions at 5 p.m.

April 1st to April 15th, 2023 Evaluation of submissions and building visits

May 10, 2023 BOMA Québec Awards Gala at Casino de Montréal

July 15, 2023 Registration, entry fees and formal entry to be received.

August 2023 Judging at the national level will occur.

September 28, 2023 Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, AB (September 26-28, 2022).

January 2023 Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

April 2024 Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

April/May 2024 Judging at the International level will be arranged by BOMA International in Washington, D.C.

June 2024 Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.



6. UNIVERSAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE :

Descriptive/summary text must be entered in a single document.

Identify what an acronym represents at least once in each document.

Text within required supporting documents does not count against character limits.

Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.



BUILDING INFORMATION

BUILDING DESCRIPTION

Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

COMPETITION PHOTOGRAPHS

Photographs must display building features “before and after” rehabilitation, modernization and/or remodeling. There must be one “before” photo for every “after” photo of the exact same location.

Provide the following photographs of your building(s):

- 2 exteriors
- 1 interior (lobby and hallways)
- 1 standard tenant area
- 1 central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 additional photographs, the subject matter of which is the entrant’s choice

An additional 12 photographs displaying building features “before and after” renovation is permitted. One “before” photo for every “after” photo of the exact same location is necessary.

Total of 9 attachments required
(up to 19 photographs allowed)

SECTION 1:

UP TO 5 POINTS

BUILDING OPERATIONS & MANAGEMENT

This section is designed to provide the reader with an overview of the building(s) and property.

DESCRIBE THE FOLLOWING:

Start with a summary explaining the renovation work completed. It must include a description of each project, the date of completion of each project and which of the three renovation types were utilized (rehabilitation, modernization and/or remodeling).

- Any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM
- Occupancy during time of renovations

PROVIDE THE FOLLOWING:

- Floor plan for your building showing your main lobby as well as two additional typical floor plans
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM

NOTE : Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words | Total of 3 attachments required
(Up to 5 attachments allowed)



SECTION 2:

UP TO 15 POINTS

LIFE SAFETY/SECURITY/RISK MANAGEMENT

NOTE : Due to the impact of the COVID-19 pandemic in 2020, entrants can use data up to 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

Maximum of 1,800 words

SECTION 3 :

UP TO 15 POINTS

TRAINING AND EDUCATION

NOTE : Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

DESCRIBE THE FOLLOWING:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 12 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Maximum of 1,800 words



ENERGY

ENERGY STAR® OR BOMA BEST® PERFORMANCE RATING

– 3-6 OF 20 POINTS

All buildings must benchmark their energy and water performance using ENERGY STAR® Portfolio Manager. As such, all entrants must upload a copy of the Statement of Energy Performance with data from the past calendar year.

Entrants will be scored based on their ENERGY STAR score as follows:

- Score < 65: 3 points
- Score 65-74: 4 points
- Score 75-84: 5 points
- Score >84 : 6 points

*For multiple buildings, use weighted average by square footage

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs. (4 of 20 points)

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed (3 of 20 points):

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Describe the steps taken to improve the energy performance of your building over the last three years. (2 of 20 Points).

Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improved performance. (5 of 20 points)

Maximum of 1,750 words



ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

DESCRIBE THE FOLLOWING:

ENVIRONMENTAL & REGULATORY
– 4 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.

Describe buildings waste management plan, recycling policies and building's exterior maintenance plan, including re-caulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.

Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

SUSTAINABILITY
– 3 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.

When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

WASTE
– 4 OF 15 POINTS

Describe your building's waste reduction work plan and source separation program.

Where applicable include:

- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Future plans to increase recycling levels and reduce the waste generated



SECTION 5:
ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

HEALTH & WELLNESS

4 OF 15 POINTS

Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.

Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.

Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.

Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

Maximum of 3,000 words



SECTION 6 :

UP TO 30 POINTS

**TENANT/OCCUPANT RELATIONS
AND COMMUNITY INVOLVEMENT**

NOTE : Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

TENANT AND OCCUPANT RELATIONS (15 OF 30 POINTS)

DESCRIBE THE FOLLOWING:

Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.

The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.

Tenant amenities available such as health facilities, child-care and food service.

A description of how the building’s management team communicated with its tenants during COVID-19.

Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.

An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

ATTACH THE FOLLOWING:

- 3 samples appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey (if applicable)
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

NOTE : Corporate Facility – Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

COMMUNITY INVOLVEMENT

(15 OF 30 POINTS)

NOTE : Community impact examples and data that occurred within the past 24 months can be referenced in this section.



SECTION 6 :

**TENANT/OCCUPANT RELATIONS
AND COMMUNITY INVOLVEMENT**

DESCRIBE THE FOLLOWING:

The building management’s impact on the community. For example: jobs provided (as a direct result of the building’s existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year’s events, please note programs and how long they have been in place.

Describe how the building management’s efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.

Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.

Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, special improvement districts, and public works. Include date of activity.

NOTE : Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

ATTACH THE FOLLOWING (OPTIONAL):

Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

Maximum of 4,000 words

**Total of 13 attachments required -- 4 optional
TOTAL 17 attachments**

SUBMITTED CONTENT

Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, and with the media.

ENTRY REQUIREMENTS

RETAIL BUILDINGS



PRIX BOMA AWARDS
2023 | 2024

CATEGORIES

- Enclosed Mall
- Under 1 Million Sq. Ft.
- 1 Million Sq. Ft. & Over
- Open Air/Strip Mal

TABLE OF CONTENT:

65	1. CATEGORY DESCRIPTION 2. ELIGIBILITY
66	3. BUILDING INSPECTION
67	4. ENTRY FEES 5. JUDGING / DATA / DEADLINES
68	6. GLOBAL PORTFOLIO REQUIREMENTS 7. PORTFOLIO SPECIFICATIONS Building description – 1 point
69	Building standards – 3 points Competition photographs – 1 point
70	Community impact – 15 points Tenant relations / communications – 15 points
71	Marketing, branding and customer experience – total of 10 points
72	Energy conservation – total of 20 points
73	Environmental, regulatory, sustainability & waste – total of 15 points
74	Emergency preparedness / life safety – 15 points
75	Emergency preparedness / life safety – 15 points
76	Training for building personnel – 15 points



CATEGORY: RETAIL BUILDINGS

1. CATEGORY DESCRIPTION

RETAIL BUILDINGS:

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.

CATEGORIES:

- Enclosed Mall
- Under 1 Million Sq. Ft.
- 1 Million Sq. Ft. & Over
- Open Air/Strip Mall.

IMPORTANT NOTE FOR 2022 ENTRANTS:

There is currently **no Retail category at the BOMA International level in 2023**. As a result, the category is only available locally and nationally in Canada. Entries do not require a BOMA 360 designation and must be submitted electronically via dropbox link (provided).

It has been confirmed that **the Retail category will return for the 2024 cycle**. As a result, 2023 regional Retail category winners may become eligible to move on to international competition in 2024 should their sub-category also become available.

rent category at the national/international level during the last 3 years (i.e. Buildings that win in 2023 are not eligible to compete until 2025 and awarded in 2026).

The building must be occupied for at least one full year from the date of occupancy of the first tenant by **December 31st, 2022** with a minimum of 12 months of building operations.

All buildings must be at least 50% percent occupied (physical occupancy of leasable space).

Each building may enter in only one category.

Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Standards section.

For any building that enters the competition at the local and national level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.

2. ELIGIBILITY

The building must win at the local level to advance to the national level and must win at the national level to advance to International.

All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete.

The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the local, national and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

The building may not have won in the same category at the national/international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a diffe-



3. BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following items may be inspected during the building inspection:

- Entrance/Mail Lobby *
- Security/Life Safety
- Management Office *
- Elevators *
- Multi-Tenant Corridors *
- Restrooms *
- Stairwells *
- Central Plant/Engineering Office
- Equipment Rooms/Service Areas *
- Parking facilities (only if Owner/Agent Operated)
- Landscaping/Grounds
- Refuse Removal and Loading Docks
- Roof
- Tenant Amenities *

A member of the judging team will contact the property manager in advance to book a mutually agreeable date and time for a site visit. Judges should be taken to a boardroom or office where they will spend a minimum of a 1 hour examining all of the mandatory documents. Following the review, the judges should be taken on a tour of the building. (Tour guide must be very familiar with the submission and all building areas and systems and prepared to answer onsite questions from the judges. Note: Property Management team should be on site during inspections! Please allow a between 2.5- 3.5 hours to complete the building inspection process.

NOTE: Open Air Retail - In the case where the management office is onsite, the judges will visit this office, and if not, a comprehensive tour of the property with property management will be mandatory.

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
- Preventative Maintenance Manual
- SOP Manual/Documentation of Standard Operating Procedures
- Regular Financial Reports/Accounting Software Used
- Purchase Policies (Basic Principles)
- BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)

Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization.

* Open Air Retail where applicable



CATEGORY: **RETAIL BUILDINGS**

4. ENTRY FEES

A \$1,000.00 entry fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (**included 2 tickets for the Gala Evening**).

NOTE :

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website **no later than March 30, 2023 at 5 p.m.**

Any delay will result in a five (5) point deduction/per day of delay.

5. JUDGING / DATA / DEADLINES

Judging will occur during the months of March and April 2023.

As soon as possible Registration

March 30, 2023 Deadline for submissions at 5 p.m.

April 1 to April 15, 2023 Evaluation of submissions and building visits

May 10, 2023 BOMA Québec Awards Gala at Casino de Montréal

July 15, 2023 National registration, entry fees and formal entry to be received by BOMA Canada

August 2023 Judging at the national level will occur.

September 28, 2023 Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, Alberta.

January 2023 Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

April 2024 Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

April/May 2024 Judging at the International level will be arranged by BOMA International in Washington, D.C.

June 2024 Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.



CATEGORY: **RETAIL BUILDINGS**

6. GLOBAL PORTFOLIO REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2mb
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5mb

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

NOTE:

Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.

Identify what an acronym represents at least once in each document.

Text within required supporting documents does not count against character limits.

7. PORTFOLIO SPECIFICATIONS

The following information must be provided electronically via dropbox link provided. Strict adherence to the portfolio specifications listed herein is required.

NOTE:

Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

Shaded boxes throughout this document contain useful notes and information that may assist you in preparation for a local judges' visit or for completion on your online entry. It is a resource only and is not exhaustive.

BUILDING DESCRIPTION – 1 POINT

Provide a summary of the physical description of the building(s), property and location.

*Maximum of 350 words | **No attachments allowed***



CATEGORY: RETAIL BUILDINGS

BUILDING STANDARDS

3 POINTS

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property since the judging at the national and international levels does not include a physical inspection of the building(s) and property.

PROVIDE THE FOLLOWING:

- Building Name or Names if multiple buildings are being entered as a single entry
- Number of Floors
- BOMA Certified Floor Plate Square Footage
- BOMA Certified Total Building Square Footage
- BOMA Certified Retail Area Square Footage
- BOMA Certified Office Area Square Footage
- Other BOMA Certified Area Square Footage (if applicable)
- Exterior Building Description (type of facade, windows, roof etc.)

DESCRIBE EACH OF THE FOLLOWING:

- Number of Public Entrances and their physical characteristics *
- Public Area Standard Finishes
- Restroom Standard Finishes *
- Customer Service/Concierge Facilities
- Utility Distribution
- Elevators and/or Escalators and/or Moving Walks, Lifts, etc. *
- HVAC Distribution System (Description of tenant and public areas units)
- Fire Life Safety Systems
- Loading Dock & Back of House Tenant Receiving Areas *
- Parking
- Emergency Generator/Back Up Power *
- Signage and Wayfinding
- Multiple Uses (where applicable)
- Certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM
- Ceiling height, weight loads, truck/rail access, bay areas, design flexibility, and other building standards that will help the judges review your entry

* Open Air Retail – where applicable

ATTACH THE FOLLOWING:

- Floor plan for your building showing your main lobby as well as two additional typical floor plans (Attachment #1)
- Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
- Documentation of BOMA floor measurement standard-type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used. (Attachment #3)
- Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #4)
- TOBY Inspection Verification (provided by your local BOMA association) (Attachment #5)

NOTE: Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words

Total of 5 attachments required

* Buildings that do not earn the maximum 3 points in the building standards section may earn one point if they are a BOMA 360 designee.

COMPETITION PHOTOGRAPHS

1 POINT

Provide the following photographs of your building(s):

- 1 Front Exterior of the building(s)
- 1 Rear Exterior of the building(s)
- 1 Interior (Public Areas)
- 1 Example of Signage
- 2 Additional photographs, the subject matter of which is the entrant's choice

No text is required



CATEGORY: RETAIL BUILDINGS

COMMUNITY IMPACT

15 POINTS

NOTE: Entrants can use data that occurred within the past 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

The building management’s impact on the community. For example: jobs provided (as a direct result of the building’s existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year’s events, please note programs and how long they have been in place.

How the building management’s efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.

NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Maximum of 1,800 words
Up to 3 attachments allowed

Summer students employed, co-op student placements, seasonal hires.

Community involvement and enrichment (Local BIA, Schools, Charities, Donation Drive (toy, clothing, food), Animal Protection, Donation of space (vacant area, courtyards, lobbies) for community/city events, buskers, arts & crafts, farmers markets.

TENANT RELATIONS

/ COMMUNICATIONS

15 POINTS

NOTE: Entrants can use data that occurred within the past 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building’s management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

ATTACH THE FOLLOWING:

- 3 samples of appreciation letters from the tenant or public
- 2 newsletters
- 1 copy of tenant/occupant survey
- 3 photos on how you fitted your building for COVID-19
- 1 tenant communications piece from the property management team
- 3 photographs reflecting the events being described
- 1 table of contents from the tenant manual (Do not include the entire manual or photograph collages—only single images.)

Maximum of 1,800 words | **Total of 13 attachments required – 1 optional – TOTAL 14 attachments**



Successful marketing and branding of a Retail Building create competitive advantage, and helps cement loyalty and creates synergies, within the community within which it trades. Retail building retailers and customers are now using a multichannel approach to communicate, promote and share their shopping experiences.

Describe all the proactive efforts on the part of management working with Tenants to implement an effective communication strategy for the Retail Building to both position the center effectively as well as to improve customer service. Each entrant may provide up to 3 examples of marketing and branding campaigns and how these were implemented, monitored and their effectiveness evaluated. The overall shopping experience provided for consumers has become an important factor for the ongoing success of the shopping center. There should be a continued focus on identifying the important needs and expectations of shoppers and delivering service levels that go above and beyond what is typically offered in the marketplace, through active management of the Retail Building environment.

JUDGES SCORING GUIDE

- SITE VISIT:

MARKETING AND BRANDING - WHERE APPLICABLE (5 OF 10 POINTS)

- Website detailing all stores, facilities and events
- Ongoing market research to provide frequent consumer feedback about brand awareness and image conveyed (last 2 years)
- Brand maintenance by adopting multi-faceted communication and customer contact methods (i.e., email, Facebook, Twitter, Instagram)
- Analysis of footfall into the centre and into key stores
- Social media program/ seasonal events/ customer loyalty programs

CUSTOMER EXPERIENCE - WHERE APPLICABLE (5 OF 10 POINTS)

- Undertake regular research to understand the changing needs of your consumers (focus groups, mystery shopping, social media monitoring) (last 2 years)
- Do you have a system which encourages and rewards the achievement of superior customer service?
- Efficient management of foot traffic into the mall and parking facilities.
- Effective zoning of tenant mix offering multiple choices and satisfying needs.
- Does all management staff embrace a service culture and share responsibility for customer service?
- Are the needs of families considered and appropriate facilities provided?
- Is technology available to enhance the shopping experience i.e., WIFI
- Industry/Community awards or recognition demonstrating superior customer shopping experience

Maximum 1800 words

Maximum 3 attachments allowed



CATEGORY: **RETAIL BUILDINGS**

ENERGY CONSERVATION

TOTAL OF 20 POINTS

Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

BUILDING STAFF / TENANT EDUCATION – 5 OF 20 POINTS

NOTE: Due to the impact of the COVID-19 pandemic in 2020, building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings.

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

BUILDING OPERATIONS AND MAINTENANCE – 10 OF 20 POINTS

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Describe the steps taken to improve the energy performance of your building over the last three years.

BUILDING EMS MONITORING – 5 OF 20 POINTS

Energy Management System (EMS) is often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the building's energy consumption.

Provide measurable results demonstrating reduction in energy and improved performance.

ATTACH THE FOLLOWING:

BOMA BEST® Sustainable Buildings certificate or letter from BOMA Canada attesting certification is valid in the competition year.

Maximum of 1,750 words | **Up to 1 attachment allowed**



CATEGORY: **RETAIL BUILDINGS**

ENVIRONMENTAL, REGULATORY, SUSTAINABILITY & WASTE

TOTAL OF 15 POINTS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

ENVIRONMENTAL & REGULATORY – 5 OF 15 POINTS

Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.

Provide documentation of buildings waste management plan, recycling policies and building's exterior maintenance plan, including re-caulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs. *

Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

Environmental Management Plan/ Manual; Elevator/ Escalator/Moving Walks, Freight, Lift Maintenance logs; Waste Audit Reports; Waste Reduction Work Plan posted; Roof Anchor Plan & Inspection; CFC reporting; Air Emissions; TSSA Compliance; Work plans in place to meet new regulations; Health & Safety procedures (staff, contractors); (hot work permits, spill control procedures lockout-tagout, roof waivers, contractor management program, safe work permit program); record keeping, equipment (chemical storage, protective gear; safety shower, eyewash station); GHS (Globally Harmonize System) compliance; MSDS (housekeeping & maintenance); Employment & Human Rights Law (Bill 168 work plan); Accessibility Action Work Plan (Wheelchair (entryways, washroom, elevators, light switches), Visually Impaired (Braille elevator buttons, directories, signs suite numbers and names, floor indicators (voice or tone), concierge service.

SUSTAINABILITY 5 OF 15 POINTS

Describe the policies and procedures in place at the building. *

This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.

When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

Reduction of environmental footprint; sustainability included in owners documentation,, leases, construction manuals, construction services; building recycling plan list of recycling services made available (toners, cartridges, cell phones, batteries, e-waste, organic waste), reuse of building materials; cradle to grave programs; tenant engagement initiative on sustainability.

* Open Air Retail – where applicable



CATEGORY: **RETAIL BUILDINGS**

ENVIRONMENTAL, REGULATORY, SUSTAINABILITY & WASTE

WASTE

5 OF 15 POINTS

Describe your building's waste reduction work plan and source separation program.

- Where applicable include:
- Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
- Facilities diversion rate
- Educational training for occupants, custodians and general public
- Organizational statement for continuous improvement in reduction and diversion of waste streams
- Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
- Attach a PDF copy of your latest waste audit
- Future plans to increase recycling levels and reduce the waste generated

ATTACH THE FOLLOWING:

- Documentation of waste management plan – TOC or other
- Other documentation of recycling policies, exterior maintenance plan, etc. (optional)
- Sustainable Policies – TOC or other (optional)
- Waste audit (optional)
- Other

Maximum of 2,250 words

Total of 1 attachment required

(up to 5 attachments allowed)



CATEGORY: **RETAIL BUILDINGS**

EMERGENCY PREPAREDNESS

/ LIFE SAFETY

15 POINTS

For more information about emergency evacuations, please refer to BOMA International's document Preparing for Emergency Evacuations –

<https://boma.informz.net/BOMA/data/images/COVID%2019%20Preparing%20for%20Emergency%20Evacuations.pdf>

NOTE: Entrants can use data that occurred within the past 24 months prior to application deadline.

DESCRIBE THE FOLLOWING:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated. *
- Fire and evacuation drills are conducted, how often and when. (Open Air Retail – If not, evidence of policies and procedures sent to all tenants within the past 12 months with tenant sign-off.)

Emergency Preparedness Plan; (Fire, Disaster, Pandemic, etc.); Evacuation Procedures, Tenant and Staff Training Drills; Emergency Systems, Maintenance, Procedures, Training, Testing, Recording/log Books, Fire/Emergency procedures; Annual Fire & Safety Systems Certificate; Monthly Fire Safety inspection sign off; Emergency After Hour Tenant Contact Procedures; Business Continuity Plan; Emergency Equipment; (AED, Oxygen, SCBA, first aid/trauma kits); Communications Equipment (2 way radios, PA systems, paging, emergency notification system).

ATTACH THE FOLLOWING:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your jurisdiction)
- Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words |

Total of 4 attachments required
(up to 5 attachments allowed)

* Open Air Retail – where applicable



CATEGORY: **RETAIL BUILDINGS**

TRAINING FOR BUILDING

PERSONNEL

15 POINTS

NOTE: Due to the impact of the COVID-19 pandemic in 2020, training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

DESCRIBE THE FOLLOWING:

- List of qualifications for building staff (not job descriptions)
- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, national or international) event or international affiliate sponsored event within the last 12 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Internal training, seminars, courses, webinars, internal website as a resource, skill upgrading opportunities for employees; Internal Property Management Policy & Procedures and templates available to staff as a resource; Non-technical or customer service related training such as people skills, conflict resolution; training requirements by job function or role. Are any site staff currently working towards designations, degrees, certifications, applicable to their roles; Employee Assistance Program; Goals & Objective Program; staff performance reviews, feedback and communication; employee retention efforts, staff / team building events, mentoring, succession planning, employee recognition program; Industry/ internal Awards & Recognition received by team, site or employee.

ATTACH THE FOLLOWING:

Building specific organization chart of the building management team

*Maximum of 1,800 words | **Total of 1 attachment required***

SUBMITTED CONTENT:

Building registration Information and the building description may be used in awards program materials and with the media. Photographs may be used, with attribution, in awards program materials, with the media.