



BOMA QUÉBEC Integrated Technical Management Committee

Vision

To become the vehicle, par excellence, of resources, training and knowledge for building operations managers in Quebec.

Mission

To teach best operational practices so as to encourage sound technical management of real estate assets in order to optimize efficiency, sustainability, physical safety and value.

Committee Structure (see attached document)

The committee consists of fifteen regular members from different sectors of the industry, and includes operations managers, energy consultants and suppliers, as well as providers of technical services and solutions. A seat on the committee is reserved for an up-and-coming younger member in order to encourage skills development in a new generation and the continuity of the association.

Five task forces have been established to fulfill the committee's mission in the following areas:

- Energy
- Environment and sustainable development
- Maintenance and systems management
- Infrastructure
- Workplace health and safety (operational aspects)

A team leader is assigned to each task force, and that person's main role is to mobilize the internal and external resources required for activating the action plan for each area of activity. In order to effectively implement best operational practices in the various activities, training sessions and publications, the team leader interacts with other team leaders, and also with the standards and regulations committee, the communications committee and other relevant experts.

The task forces are not sub-committees. There are no members officially appointed to the task forces. Committee members may be asked to participate in one or more task forces, depending

on the tasks assigned to each team leader. It is thus a flexible structure able to adapt to the objectives of the action plan and to current events.

The standards and regulations group remains independent and is under the direction of Jacques Paré. Given that this aspect affects all themes explored by the committee, he will attend all meetings and will coordinate publications and activities with team leaders.

Other subjects not covered by one or other of the task forces will be considered of general interest and could eventually fall under the scope of a task force. Intelligent buildings and related technologies, for example, are increasingly present in the industry.

Functioning of Committee

All regular members participate fully in committee meetings. They can also submit proposals or suggestions at any time to team leaders or to the chair between regular meetings.

The committee meets once every two months, from late September to late May each year. Special meetings can be convened as needed.

No formal meetings are established for task forces. Team leaders can organize their own regular meetings or act in ad hoc fashion to reach objectives set for their area of activity.

To act equitably and to ensure the proper functioning of the committee, regular members must attend every meeting. If a member misses two meetings during a given year without justification, he may lose his seat on the committee.

When a seat on the committee becomes vacant, applications for candidates are open to a vote. The selection criteria include the candidate's sphere of expertise (so as to preserve committee consistency), experience, motivation, etc.

Task forces will be assigned specific tasks in the action plan and will participate in joint projects. It is up to the team leaders to ensure compliance with timetables and the quality of the results expected of each team. Team leaders will also be responsible for staying up to date with technological developments, responding to current events and maintaining liaisons with industry players and with other associations (e.g. AQME, ASHRAE, CaGBC, CCEB, etc.)

Informal get-togethers are also organized on a regular basis to encourage exchanges among members in a relaxed atmosphere.

Format for Regular Meetings

- Adoption of meeting agenda
- Feedback on report of previous meeting
- Status reports from team leaders
- Update of action plan
- General discussion and varia

2014-15 Action Plan (see attached document)

The action plan is comprehensive and must be realistic. It is consistent with the BOMA Quebec action plan, and includes certain elements determined by the executive or by full-time staff. Some items are assigned to task forces based on their specific nature, while others are of general interest, such as site visits, for example.

Task Force Areas of Interest

Energy: energy efficiency, pricing, benchmarking, innovation, etc.

Environment and Sustainable Development: efficient use of resources, waste management, environmental risks, transport, innovation, etc.

Maintenance and Systems Management: efficient practices for mechanical, electrical and BAS systems, plumbing and sewage networks, vertical transport, generators, etc.

Infrastructure: durability and security of static infrastructure such as façades, parking lots, roofs, structures, storm drainage systems, etc.

Workplace Health and Safety – Operational Aspects: managing safe work practices, air quality, asbestos management, inherent risks, etc.

This document will be revised once a year.

Patrice Bonin

Chair, Integrated Technical Management Committee
BOMA Quebec

*Date drafted: September 2014
Last update: September 2014*