



BOMA
Toronto

Inspired **leadership** since 1917

2024 Individual Awards of Excellence

Submission Guidebook

2024 INDIVIDUAL AWARDS OF EXCELLENCE

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All questions related to the 2022 BOMA Toronto Awards should be addressed to:

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General Information

Introduction

BOMA Toronto's Individual Awards of Excellence recognizes individuals in the Commercial Real Estate Industry who have demonstrated exceptional leadership resulting in outstanding performance and achievement.

BOMA Toronto encourages industry professionals to nominate a colleague or a service provider in one of the following categories:

- Property Management*
- Emerging Leader
- Service Provider

**Any member of the property management team (i.e. management, building operations, sustainability or security & life safety is eligible).*

Important Dates

November 15, 2023

2024 Awards Cycle Opens

March 11, 2024 @ 4 PM

Deadline for submission

TBD

Winners will be recognized at the annual Celebration of Excellence Awards Gala

May 24, 2024

Winners will be announced via BOMA Toronto social channels

May 31, 2024

Awards trophies and/or framed certificates delivered

General Information (continued)

Eligibility

- Nominees must be an active BOMA Toronto member in good standing
- Judging of the entry will be based on the document submissions and evaluation of the selection criteria
- Nominators do not need to be a BOMA Toronto member
- Eligibility period is for circumstances which took place any time between January to December 2021
- Self nominations are not acceptable

Selection Criteria

Award nominees will be evaluated on professionalism, innovation, leadership, team building, industry training and support of BOMA Toronto.

We strongly encourage you to provide supporting documentation; evidence of the (mentioned above) criteria that the nominee has achieved.

NOTE: Maximum of 3 pdf attachments are permitted

Eligibility Categories

PROPERTY MANAGEMENT

This award is presented to an individual who has demonstrated outstanding job performance, leadership, and/or innovation as a member of the property management team (i.e. management, building operations, sustainability or security & life safety). Excellence has been exhibited over the past 12 months, or on one specific project/initiative through best practices & outstanding job performance in all aspects of building operations. Examples include efficiencies, tenant engagement & teamwork (co-workers and vendors); measurable energy/waste reduction savings; implementation of environmental sustainability practices, achievements of BOMA BEST, Energy Star and/or LEED designations for their property; and improvements in financial performance.

EMERGING LEADER

This award is presented to an individual 35 years of age or younger who has demonstrated outstanding job performance and leadership, and who has significantly contributed to their organization and/or the Commercial Real Estate Industry.

SERVICE PROVIDER

This award recognizes the outstanding achievements or contributions by an employee of a service provider to their Commercial Real Estate clients and/or the Commercial Real Estate Industry.

REASON FOR NOMINATION

Please answer the following questions on a separate document for the nominee.

Responses are limited to 150 words per question, Judges will only consider the first 600 words during evaluation.

1. Describe to us why you are nominating this individual and how they exemplify the criteria. (30 points)
2. Describe what sets this individual apart from his/her peers. (30 points)
3. Describe their role within the organization. (10 points)
4. Give specific examples to support your nomination. (30 points)

You may include supporting documentation (maximum of 3 pdf attachments) evidencing how the nominee has distinguished themselves through superior levels of performance and measurable results and achievements. Please consider all aspect of this person's characteristics; such as, their community involvement, support to BOMA, professional training and achievement etc.

Important

Things to remember:

- Self-nominations are not accepted
- IAOE Property Management and Service Provider categories local winners are not eligible to compete at the National level
- IAOE Awards are not available at the International level
- A high-resolution jpeg (300 DPI, suggested size: 5" x 7") of your team or of the candidate being considered for recognition must be submitted with your entry to ensure eligibility

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