



2021 Participant Guide

Make a world of difference



race2
REDUCE
A BOMA Toronto Initiative



Inspired **leadership** since 1917

Who/What is BOMA Toronto?

Building Owners and Managers Association of Greater Toronto Area (BOMA Toronto) is a not-for-profit Commercial Real Estate Industry association established in 1917. BOMA Toronto is committed to developing, promoting and advancing best management practices through proactive advocacy, exceptional education and the creation of valuable networking opportunities.

BOMA Toronto proudly represents over 80% of leading building owners, property and facility managers, developers, corporate facility managers, leasing professionals, and industry suppliers in the GTHA and beyond. Even though the name says “Toronto”, BOMA members own, manage, and service all across Ontario. The 613 area code region is serviced by the sister chapter, BOMA Ottawa.

To learn more about BOMA Toronto visit www.bomatoronto.org

What is the BOMA Toronto race2reduce (R2R)?

It is the BOMA Toronto’s response to the call for Climate Action. It is an Industry-led corporate challenge to promote operational excellence and emission reduction through improved building performance, innovation and unprecedented collaboration between building OWNERS, MANAGERS and TENANTS.

Who can participate in the BOMA Toronto R2R?

The BOMA Toronto R2R program is open to buildings in the Commercial, Multi-Residential, Light-Industrial and MASH (Municipalities, Academic Institutions, Schools and Hospitals) sectors in Ontario.

Who runs the BOMA Toronto R2R?

BOMA Toronto R2R is designed, administered, and managed by BOMA Toronto (www.bomatoronto.org).

What is the duration of the BOMA Toronto R2R?

It will run in perpetuity unless otherwise stated.

Who is funding the BOMA R2R?

Presently, the primary funding partner is Enbridge.

What are the geographic boundaries of the BOMA Toronto R2R?

Any eligible building in Ontario can participate.

Where appropriate and beneficial to participants, BOMA Toronto will seek to work with regional partners.

How much does this cost to enroll in the BOMA R2R program?

It’s completely free!

Why should I participate?

BOMA R2R participation is a highly visible commitment to improve building performance and reduce GHG emission. It is done through implementing strategies and operational best practices to improve building performance in the areas of energy, water, waste and emission within a closely matched peer group.

Participants are recognized for their outstanding performance and leadership in building performance, collaboration, innovation and emission reduction at a prestigious industry awards event – the Commercial Real Estate Sustainability Trailblazers (CREST) Awards.

How do I get involved?

Visit race2reduce.bomatoronto.org for more information and to register your building(s) and/or leased space(s) in the BOMA Toronto R2R program

Participation/Eligibility

Who can participate?

- All landlords and tenants of Commercial Buildings.
- Multi-Residential Buildings
- Municipalities, Academic Institutions, Schools and Hospitals
- Light-Industrial Buildings
- Hospitality and Recreational Buildings
- Retail (malls, strip-malls, etc.)

Do I need to be one or apply to become a BOMA Toronto member in order to participate?

No. The challenge is open to members and non-members of BOMA Toronto. However, it is encouraged that you become a member to take full advantage of member benefits (professional development programs, networking, advocacy, and industry best practices).

Does my building need to be BOMA BEST® certified in order to participate?

No. The challenge is open to any building (BOMA BEST® and/or LEED certified as well as non-certified buildings). However, if you are interested and would like to learn more about BOMA BEST® visit <http://bomacanada.ca/bomabest/>.

How do I register my Building for R2R?

Registration has been made simple. In order to register your building(s) and/or leased space(s) in the R2R, you must first visit the race website (race2reduce@bomatoronto.org) and sign-up as a user. After you activate your account, you can click your name and start to add building(s) and/or leased space(s).

However, in order to be considered for the CREST Awards, you will need to sign-up for Energy Star Portfolio Manager (ESPM) (if you don't already have an ESPM account), and you will need to link your race2reduce account. You can do so by following the steps below:

Follow the steps below in order to link your account.

- Sign up for Energy Star Portfolio Manager
- Click "Contacts" at the top right of the page
- Look for race2reduce@bomatoronto.org and follow the prompts thereafter in order to share portfolio data with BOMA Toronto
- BOMA Toronto will accept the connection request
- Click the "Sharing" tab and you will have to click the "Share Properties" button.
- Choose the BOMA Toronto contact you have added from above (race2reduce@bomatoronto.org) and share the data for the properties you want enrolled into the race.

Please note there will be notifications in the "Energy Star Notifications" button at the top right of the page. You can follow the on-screen instructions.

Do I need to sign-up and link my Energy Star Portfolio Manager (ESPM) account to my race2reduce Account in order to be eligible for the CREST Awards?

Providing "Read-Only" access to ESPM is one of the eligibility requirements. The race2reduce program needs the building performance data from the ESPM in order to assess for the Performance Leadership and Climate Champion award considerations (for the purpose of selecting winners of CREST Awards) as well as to provide routine feedback to encourage participants to continuously improve the performance of their building(s) and/or leased space(s). The aggregate ESPM data from all the participants are also used to assess R2R's own program performance.

NOTE: All program data are kept private and confidential. Refer to the Privacy section below. When is the deadline to register for the R2R?

Registration is open throughout the year. Refer to R2R CREST Awards - Call for Entries Guide Book (at <https://www.bomavault.com/awards>) for specific deadlines.

My portfolio includes buildings outside Toronto as well. Can offices outside of Toronto participate?

Previous iteration of the race was only available to buildings in Toronto (416 area code). The program has been expanded to include building all across Ontario.

If I am participating in other initiatives/challenges, can I still participate in the BOMA Toronto R2R?

Yes, participating in other initiatives or challenges does not preclude you from participating in the race2reduce. Refer to the eligibility criteria above.

Tenants

I am a tenant. Can I register without my landlord?

You could participate without your landlord if you are separately metered and billed. If this is not the case, you will require sub-meter data from your landlord. Even if you are eligible to participate on your own, we encourage you to get your landlord on board because the collaboration between landlords and tenants is one of the founding principles of the program.

I am a tenant. How do I convince my landlord to join?

There are many benefits to participating as a landlord: access to tools and resources that could help with saving energy costs, reducing water use, reducing waste and reducing GHG emissions; seminars and webinars on multitude of building performance related topics; keep informed of government incentives for retrofits, audits, etc.; network of building professionals; sharing of best building management practices; recognition for better performance.

As a tenant what can I expect to gain from participating in the R2R?

Meet other tenants in your building and collaborate with them and your landlord to share best practices and make your leased space a better place to work and learn. As a tenant, you will also have access to toolkits, informational and educational webinars and other resources to help your green team or champion. Improving the energy efficiency of your space will not only reduce your operating costs, but can also improve your well-being and productivity.

Landlords

As a landlord, could I register without a tenant?

Although you can register without a tenant, we encourage you to get at least one tenant on board because collaboration between landlords and tenants is one of the founding principles of this program. Besides, tenants represent a large portion of your building, and without tenant action, your common area achievements might otherwise become diluted.

As a landlord, how do I convince my tenants to join?

There are many benefits to participating as a tenant: access to tools and resources that could help with saving energy costs, reducing water use, reducing waste and reducing GHG emissions; seminars and webinars on multitude of building performance related topics; keep informed of government incentives for retrofits, audits, etc.; network of building professionals; sharing of best practices; recognition for better performance as a tenant.

As a landlord, what can I expect to gain/how will I benefit from participating in the race2reduce?

There are many benefits to participating as a landlord: access to tools and resources that could help with saving energy costs, reducing water usage, reducing waste and reducing GHG emissions; seminars and webinars on multitude of building performance related topics; keep informed of government incentives for retrofits, audits, etc.; network of building professionals; sharing of best building management practices; recognition for better performance. Improving the energy efficiency of your building will not only reduce your operating costs, but can also attract and retain tenants, improve occupant well-being and productivity. There is no downside.

If a building is owned by two landlords, do both need to sign up?

If the building is jointly managed, then yes, both landlords will need to be included in the registration.

My building is recently completed and built to LEED standards. Why should I participate?

Building to higher standard alone will not guarantee performance. In order to maximize the return on investment, you also need to focus on how do you manage and operate your building(s) on a daily basis and explore ways to continuously improve its performance.

I have many eligible buildings that could participate, but I have don't have the resources to enter each building. Is there a faster way to enroll multiple buildings?

Absolutely. Please contact the program management to learn about the bulk enrollment option. Bulk enrollment is available and will save you a lot of time, however, bulk enrollment is only available for buildings to register as participants and not available for buildings wanting to participate in the CREST Awards. In order to participate in the CREST Awards, buildings must register and link their buildings to their race account via Energy Star Portfolio Manager and complete the corresponding written application(s).

Program & Participant Target

What is the target for the program?

The R2R Program aims to reduce emission by 2.5% year-over-year.

As a program participant what would be my target?

It depends on how seriously you want to win in your category. There is no minimum target. Your self-imposed target in the R2R is indicative of your commitment to improve the performance of your building(s).

R2R participants are categorized by building size, the basis by which your peer group is established for specific category of awards.

While the awards are for participants who achieve the most % reduction within a specific category, any participant who achieves at least 10% reductions (electricity, gas, water, waste, and GHG) within a calendar year will be given an honorary mention at the R2R Awards.

What if I can't meet the 2.5% annual emission reduction target? Can we still participate?

Yes. We recognize that some landlords and tenants have already made huge efforts towards improving performance in their buildings, and that achieving a further 2.5% reduction across various performance areas may be more difficult. In other cases, landlord may not have sufficient resource to help them achieve their targets. In either case, you can still participate as long as you are committed to improving building performance and are willing to implement measures to reduce in one or more of the performance areas (however small it may be).

Privacy

I am concerned about privacy of my data.

BOMA Toronto complies with all the provincial and federal laws with respect to privacy and protection of personal and program related data. As such, information will only be shared with utilities and program management staff and contracted service providers to the extent required to carry out the objectives of the program. Any information that is published will be done so in a manner that protects the identity of people and their associated properties or leased spaces.

Participant Data

Do I need to submit my consumption data in order to participate?

Yes, however you need not submit any documents. All you have to do is link your Energy Star Portfolio Manager account with your race2reduce account.

How do I submit the consumption data for my building(s)?

You need to provide “read-only” access to your data in your Energy Star Portfolio Manager (ESPM). This is done by linking your ESPM account with your race2reduce account. If don't have ESPM account, you will need to create one. In either case, you will be provided specific instructions with respect to sharing of data.

What if I don't submit the consumption data before the deadline?

Then the building(s) for which we don't have access to data will be excluded from the awards in that particular year.

What if my application is not complete?

Participants will have the flexibility to complete the application in stages. However, in order for the enrollment to be approved, the applications have to be complete. Incomplete applications will be excluded.

Do I need to open an Energy Star Portfolio Manager account and benchmark my building(s) in order to participate?

Yes.

Sponsorship

How do I become a race2reduce sponsor?

There are number of ways to support the BOMA Toronto race2reduce. For more details contact the program management.

Publicity & Promotion

How will results and achievements be promoted?

The overall results are reported to Enbridge quarterly in an aggregated format. Annually the results of the program will be shared publicly (in an aggregated format) using existing marketing and communication channels (using both digital and printed mediums). Such channels may include (but not limited to), Notices, Newsletters, Industry Magazines, Social Media, etc.

What type of publicity will my organization receive by participating in the BOMA Toronto R2R?

BOMA Toronto will not share or publicize any participant-specific details without the explicit consent of the participant. If you consent, your achievements will be shared with other participants and with the industry in general through special participant profiles, case studies, etc.

Can I use the R2R logo in my newsletter?

The race2reduce logo and the name are trade-marked property of BOMA Toronto. However, as a registered participant, you can use the race2reduce logo. Refer to the BOMA Toronto R2R Style Guide for proper use of the logo.

Awards & Recognition

What types of awards are you offering?

Award categories include: Performance Leadership (in electricity, gas, water, and waste – recognized separately), Collaboration Excellence, Innovative Excellence, and Climate Champion. Refer to the CREST Awards Submission Guide on BOMA Vault for more details.

How is performance verified?

For the Performance Leadership award, the winners within each of the size category will be partially based on the review of data from the Energy Star Portfolio Manager (ESPM). Therefore, it is important that participants keep their ESPM account updated regularly. The program management system will automatically send a quarterly reminder notice.

Do I need to apply to be eligible for the awards?

All participants must be enrolled in the race2reduce program and link their Energy Star Portfolio Manager (ESPM) account to their race2reduce account in order to be eligible for the CREST Awards.

Participants must also submit written applications for all four award categories: Performance Leadership, Innovative Excellence, Collaborative Excellence, and Climate Champion. Refer to the CREST Awards Submission Guide for more details.

Can I apply for more than one award?

Yes, you may apply for as many awards as you are eligible for.

How will my building(s) be compared to other buildings for awards?

For comparison purposes, R2R participants are categorized by size, the basis by which your peer group is established for award purposes. Participants will only compete within their respective size category.

For the Performance Leadership category, participants are assessed based on their %UI (use intensity) reduction for each of the performance areas (electricity, gas, water and waste) in the performance year compared to the baseline year. Due to COVID-19, the 2021 Performance Leadership awards also have a qualitative component to the judging. Applicants have the opportunity to explain what elements of their building(s)' or leased space(s)' performance were impacted by COVID-19, and what performance improvement measures have been implemented throughout the year.

For the Climate Champion award, participants are primarily assessed on the total amount of GHG reduced within the performance year. Participants are also assessed on commitment to corporate social responsibility, tenant and employee engagement, community action, and scalability and success.

Allowing participants only to compete within their size category and using %UI reduction as the primary metric provide a fair playing field for all participants regardless of when they joined the race or for how long they have been involved in building performance improvement, and avoid any unfair competition. Furthermore, awarding for performance in each of the area (electricity, gas, water, and waste) separately enables the race to recognize organizations that may only focus on one or more areas of performance in any given year.

How and where will participants be recognized or awarded?

Commercial Real Estate Sustainability Trailblazer (CREST) Awards are held annually to recognize exemplary achievements under each of the award category. Refer to the CREST Awards Submission Guide for more details.

How are winners selected?

Winners of awards that are based on percentage reduction are determined using numerical assessment using the data from Energy Star Portfolio Manager (ESPM). Winners of awards that are based on qualitative assessments are finalized by the R2R Awards Committee.

Conflict Resolution

As a participant, if you have any grievance how should I proceed.?

BOMA Toronto is committed to providing a fair and pleasant participation experience. Should you have any issue or concerns, please contact the program management at your earliest convenience. The program staff will follow the proper escalation protocols to ensure speedy resolution.



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