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## Pandemic Planning

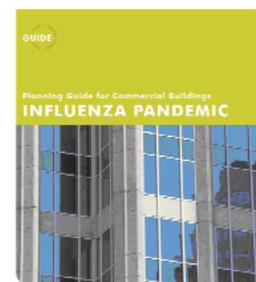
To assist commercial building management companies in their disaster preparedness planning, BOMA Canada and a Task Force of key industry leaders has developed the comprehensive *Pandemic Planning Guide for Commercial Buildings*.

In addition to the new Guide, a website is available at [www.bomacanada-pandemic.ca](http://www.bomacanada-pandemic.ca). The site contains numerous industry and government resource links, and will be updated regularly. *The Pandemic Planning Guide for Commercial Buildings* is available for free download from this site.

The National Industry Pandemic Planning Task Force was struck a year ago to formulate a common approach to public domain pandemic issues affecting commercial buildings. Composed of senior reps from

major commercial real estate companies across the country, as well as representation from BOMA Canada, the group also benefited from the support of Marsh Canada as an expert in business continuity and Dr. Low, Chief of Microbiology at Mount Sinai Hospital, as the recognized medical expert on pandemic issues.

On page three of this newsletter, we look at what steps should be taken immediately to communicate Pandemic issues to tenants.



## BOMA's Leadership for 2007/2008



Back Row: Paul LaBranche, Derek Page, Colin Murray, Paul Sullivan, David Harkness.  
Front row: Tom Johnston, Lesley Heieis, Jon Wellman, Susan Dodsworth, Bill Bourlet

BOMA announced the new Board at the AGM on April 26th:

### OFFICERS

President, **Lesley Heieis**, The Cadillac Fairview Corp.  
1st Vice-President, **Mike Bishop**, Westbank Projects Corp.;  
2nd Vice-President & Treasurer, **Colin Murray**, Bosa Properties;  
Past President, **Jon Wellman**, Bentall Real Estate Services LP;  
Executive Vice President, **Paul LaBranche**, BOMA BC

### DIRECTORS

**Bill Bourlet**, Precise Building Maintenance; **Susan Dodsworth**, SNC-Lavalin ProFac Inc.; **David Harkness**, Imperial Parking Canada Corporation; **Tom Johnston**, Morguard Investments Ltd.; **Rob Kavanagh**, GWL Realty Advisors Inc.; Victoria Chapter President, **Jean McKay**, Richmond Property Group; **Derek Page**, Oxford Properties Group; **Bill Rempel**, Manulife Financial BC; **Paul Sullivan**, Burgess Cawley Sullivan & Assoc.

# Pandemic Planning – First Steps for Landlords

BOMA Canada's Pandemic Planning Guide and Toolkit provide a tremendous amount of information regarding recommended proactive measures that companies should take to mitigate the effects of pandemic illness on workers. Comprehensive details, including downloadable copies of the Guide and Toolkit, are available at [www.bomacanada-pandemic.ca](http://www.bomacanada-pandemic.ca), along with links to other valuable resources. But what should be done first? BOMA Canada recommends several important actions which you, as a commercial landlord, are encouraged to take immediately, including:

1. **Tenant Education:** Order educational posters and place in lobbies to proactively begin your own Pandemic education program. The first poster gives tenants and visitors clear messaging to prevent the spread of illness prior to the onset of a Pandemic, while the second provides information for buildings operating under Pandemic conditions. Posters are available to order on-line. Go to [www.posterone.com/bomacanada](http://www.posterone.com/bomacanada) to open a new account, or to request that the Pandemic posters be added to your existing library.

2. **Tenant Hygiene:** Install sanitizing agents in common areas and ensure you have sufficient supply on hand to keep the stations filled. This encourages the early adoption of improved personal hygiene practices and helps ensure you have sufficient stockpiles of sanitizing products should supplies become limited.

3. **Tenant Communications:** Adapt and issue the new Tenant Letter to demonstrate your firm's commitment to taking proactive measures designed to help protect tenants and support business continuity planning. A template can be found in Appendix 1 in the Toolkit.

Additional recommended measures are included in the Pandemic Toolkit, but it's strongly encouraged that the above items be undertaken now to help protect tenants and foster awareness of how essential Pandemic Planning is for everyone.

# Elevating Devices Update

Property owners and managers may assume their elevator contractors will report accidents or incidents to the BC Safety Authority. Ultimately, it is the responsibility of the owner or manager to ensure reports are made for incidents which involve the possibility of injury or damage, as well as those wherein actual injury or damage was incurred. Please visit the following link to review the reporting requirements and conditions pertaining to reportable incidents:

[http://www.safetyauthority.ca/?q=incident\\_reporting](http://www.safetyauthority.ca/?q=incident_reporting)

Owners should also be made aware that forthcoming changes to the elevator code will require retrofits for single-cylinder hydraulic elevators. As with all code changes, the BC Safety Authority will keep the industry informed and implement a grace period before the effective date. As costs can be considerable, prudent owners and managers will include the expense in forecasting for capital projects.

Contact Irvine Jay of BC Safety Authority if further information is required:

Ph: 604-660-3959

[irvine.jay@safetyauthority.ca](mailto:irvine.jay@safetyauthority.ca).

## BOMA BC receives a 'Finalist Award' at the Premier's

Innovation and Excellence Awards ceremony, in recognition of its 'market transformation' energy efficiency strategy. Paul LaBranche, BOMA's Executive Vice President, is pictured below in the first row, far right.



## Help Ensure Accurate Assessments

To assist in establishing a fair market value for your property, send back the "Request for Property Income Statement" from BC Assessment before June 6.

**Questions?** Contact Michael Lomax, Deputy Assessor and Project Manager:  
Ph: 604-850-5900 ext. 262  
michael.lomax@bcassessment.ca

## e-EnergyTraining Testers



**B**OMA has a crew of operations personnel who tested out the new **BOMA e-EnergyTraining** course.

Created in response to the growing demand for energy conservation knowledge, the training is designed to meet the needs of building

operating personnel. The online format allows people to take the training at any time from any computer location.

To learn more or register for the e-EnergyTraining program, go to:

[www.bomalearning.com](http://www.bomalearning.com)

*"Material learned is very beneficial for the individual and offers valuable savings opportunities for the company. The Spreadsheets and links given during the course are very beneficial for future use."*



### REBATE INFO

For a limited time, BC Hydro and Terasen Gas customers will receive up to \$400 in rebates off the price! Please provide your employer's account number.

# BOMA BC Gives to Covenant House Vancouver and Real Estate Students



Above: **Steve Patrick**, Chair of BOMA's Education Committee (on far left) with BCIT bursary recipients.

Photo on Right: **Lesley Heieis**, BOMA President (on left) presents Krista Thompson, Executive Director of Covenant House Vancouver with a \$6,000 cheque.



## Vancouver Valuation Accord

**Jon Wellman**, BOMA Past President, signs off on Premier Campbell's Valuation Accord at recent Vancouver Valuation Summit meeting.

## Vancouver's Real Estate Market



*Fergus Cameron,  
VP & General Manager,  
Barclay Street Realty Ltd.*

As everyone knows, it has changed from a tenants' market to a landlords' market. Fergus Cameron, Vice President and General Manager of Barclay Street Realty told BOMA members that the vacancy rate is approximately 4.7 percent.

Residential developments were encouraged so successfully we are now seeing that all sites are becoming residential, leaving no availability for commercial. There has been a moratorium on residential in downtown Vancouver for the last two years.

The City is considering providing bonuses to developers to encourage them to build offices, as residential developments are more profitable.

On the flipside, the rise of mobile workers has companies unloading office space. Fergus Cameron speculates the market will continue to be a landlords' market, and more people will be working from home as companies look to reduce office space costs.

*Luncheon notes by BOMA Contact Committee member Jim Newton.*

## BOMA Go Green Sessions Provide Practical Environmental Tools



*Photo on right: Terry Connors (The Cadillac Fairview Corp.) presents a case study*

The first session held on March 27 was about Resource Consumption of Energy and Water. On April 24 the session covered Waste Reduction, Recycling and Hazardous Materials. Indoor Environment and Communications Program is the third workshop, being held on May 7. Through case studies and experiences shared by experts, BOMA members learn how to make their buildings more environmentally friendly and find out the keys to attaining Go Green certification.

### *THERE ARE STILL SEATS AVAILABLE FOR THE FINAL GO GREEN SESSION (JUNE 19)*

The fourth and final session is on the Financial Benefits of Going Green. Don't miss this opportunity to hear Alan Whitson of Square Footage, who is flying down from California for this occasion. Only 50 seats are available, and going fast.

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## ELEVATOR SAFETY MEETING

BOMA members met with representatives of the BC Safety Authority (BCSA) to discuss how to improve elevator safety.

Some of the challenges include: tax issues; labour shortages; bundling of service contracts; no apparent minimum standard; consolidation of ownership of buildings; fewer inspectors and inspections; less time for contractors to do the work; and no longer using the BCSA as a watchdog.

Parts of the solution include:

1. BCSA nearing full complement of inspection resources with recent hiring of Safety Officers
2. BCSA shifting inspection resources to areas of greatest risk
3. Mechanic certification: new level, which will increase the industry standard, allow consultants to become licensed, and let industry quality control their maintenance contractors
4. BOMA members looking at contracts themselves to change terms, and acknowledge their risks with certain equipment
5. Proposed meeting with ITA, BOMA, CECA and BCSA to work on supporting new entrants into Elevating Mechanics trade
7. BCSA moving forward on using Equivalent Standards Agreements and considering a pilot
8. Elevating contractors looking to grow people within their businesses, develop relationships, and utilize messaging from BCSA around technical leadership.



BCSA meeting participants: **Harry Diemer**, President & CEO; **Catherine Roome**, VP Engineering & Risk Control; and **Irvine Jay**, Safety Manager Elevating Devices. For BOMA: **Lesley Heieis** (President, BOMA BC) Cadillac Fairview Corp.; **Peter Laforest**, GWL Realty Advisors; **Derek Page**, Oxford Properties Group; **Steve Patrick**, Oxford Properties Group; **Ryan Wilson**, ThyssenKrupp Elevator; **Paul LaBranche** (BOMA BC)

## BOMA PARTICIPATES IN STREET DISORDER DISCUSSION



BOMA and other industry association representatives with Hon. Clement, Federal Minister of Health, to discuss Vancouver and Victoriastreet disorder issues.

## Membership Directory Updates

**Neil Thomson** is now General Manager, Vancouver, at **Bee Clean Building Maintenance** 604-872-0233 neilt@beeclean.net

**Kieran McGrath's** new role at **Cadillac Fairview Corp.** is Assistant General Manager, Pacific Center. 604-630-5312 kieran.mcgrath@cadillacfairview.com

**Allan Drummond** is now the Director of Strategic Initiatives for **Canada Place Corporation.** 604-775-8687

**Flynn Canada's Gavin Burgess** replaces Brian Nemez

**Polaris Realty's Joanna Scholten** (Leasing Coordinator) replaces Greg Hamilton

**Professional Mechanical Ltd's Cher Novinc** (Sales and Marketing Coordinator) is the new contact while Camilla Brown is on maternity leave

**Sal Vasanji** is now the Branch Manager at **Securitas Canada**

**TechnoTrash Recycling** has a new location: #8 King Edward Street, Coquitlam V3K 4S9 Ph: 604-521-8080 Fax: 604-521-8095

**TrashBusters** has changed their name to: **1-800 RID OF IT.** **Mike McKee's** email is now: mmckee@RIDOFIT.com

## BOMA Events Calendar

- May 24 BOMA Awards Gala, The Hyatt  
Jun. 22 BOMA Luncheon (on a Friday), The Hyatt  
Aug. 16 BOMA Golf Classic, Northview  
Dec. 14 BOMA Holiday Luncheon, The Hyatt

## Seminars & Courses

- May 14 Indoor Environment Seminar  
Jun. 19 Go Green Financial Benefits  
Sep. Real Estate Investment & Finance  
Nov. Design, Op. & Maintenance Part 1

*To register for the above and view updated event listings, go to:  
[www.boma.bc.ca/events.php](http://www.boma.bc.ca/events.php)*

## *Welcome New Members!*

- Golden Properties Ltd.** - Alexander Lau  
**H & R Property Management Ltd.** - Marjorie Cone  
**Convergys CMG Canada Limited Partnership** (Kamloops) - Daniel Morris