

AWARDS SUBMISSION GUIDE

ENSPiRE

AWARDS

2026

BOMA Canada's National Performance Leader Award recognizing outstanding achievements in greenhouse gas emissions reduction

Entry Deadline: July 17, 2026 at 11:59pm PT

Winners to be announced: September 24, 2026
BOMEX 2026, Ottawa Ontario

bomaenspire.ca

Funded by Natural
Resources Canada's Deep
Retrofit Accelerator Initiative

Canada

BOMA
Canada

Table of Contents

Awards program overview & timelines	4
Submitting your entry	6
Alignment with BOMA Local Programs	10
Categories & definitions	12
Eligibility requirements	14
Evaluation criteria	16
Award recognition	18
Resources & support	20

This guide will highlight how you can gain recognition on a national stage and inspire others through your actions.

“Initiatives like BOMA Enspire make a real difference in driving sustainability and operational excellence.”

Yousef Al Muzaini, P.Eng, PMP®, LEED® Green Associate™
Energy & Sustainability Manager
CBRE Limited | Property Management

BOMA Enspire is Canada's premier retrofit accelerator program for the mid-tier sector, designed and delivered by BOMA Canada, to help commercial building owners and managers enhance their energy efficiency and transition to low carbon operations. Supported by \$24.9 million in funding from Natural Resources Canada, the program provides tools, resources, and expert guidance to promote better building performance.

BOMA Enspire exemplifies how energized, positive leaders can inspire change and this National Awards Program honours the dedicated teams and industry leaders in Commercial Real Estate who are taking action to optimize building performance and reduce carbon emissions.

Enroll in BOMA Enspire and participate in the awards program. All entry requirements are outlined in this guide. Best of luck!



Get recognized for your efforts and take your place on the national stage.

1. Program Overview & Timelines

The BOMA Enspire Program is a comprehensive building performance initiative designed and delivered by the Building Owners and Managers Association of Canada with \$24.9M in funding from Natural Resources Canada (NRCan) under its Deep Retrofit Accelerator Initiative (DRAI).

The BOMA Enspire Awards recognizes commercial building owners and managers across Canada who demonstrate exceptional leadership in energy and carbon performance by reducing greenhouse gas (GHG) emissions intensity, leading the way for the future of sustainable building performance in the country.

This annual awards program shines a light on buildings that achieve outstanding emissions reduction with winners recognized across a diverse range of building types and sizes.

Enspire Award winners inspire change

Honorees exemplify excellence and demonstrate what is possible, as our industry transitions towards low-carbon, energy-efficient operations.



Award winners experience multiple benefits:

- **National Recognition:** BOMA Canada's legacy brand is synonymous with industry excellence
- **Industry Prestige:** National recognition positions your organization as a sustainability leader in the commercial real estate sector
- **Market Value:** Build your profile by leveraging award winning achievements in marketing materials, to tenants, and through stakeholder communications
- **Tenant Attraction:** Demonstrating your commitment to sustainability attracts environmentally conscious tenants
- **Professional Development:** Networking opportunities with fellow award recipients
- **Benchmarking Excellence:** Compare performance with industry leaders across Canada

2. Submitting Your Entry!

The BOMA Enspire Awards Program is open to all eligible commercial real estate owners and managers in properties across Canada that enroll in the BOMA Enspire Program or provide BOMA Enspire with read-only access to ESPM data.

Not registered yet? No problem!

Enrollment is simple and free. Visit bomaenspire.ca/awards

New Participant requirements

If your building has not previously participated in the BOMA Enspire Building Performance Excellence or Retrofit Ready funding initiatives, or if your building has not previously participated in the awards program, you are required to make a new account at bomaenspire.ca to participate in the Awards Program.

The Enspire Award emission reduction winners are determined through utility consumption data analysis. Accordingly, participants must share access to their ENERGY STAR Portfolio Manager (ESPM) building data to participate. ESPM access must be completed before the deadline in order to be considered in the awards competition.

Step 1: ENERGY STAR Portfolio Manager Data Sharing

- Upload 2024 - 2025 calendar year energy and water data into your building's ESPM account before July 17, 2026 11:59pm PT
- Authorize BOMA Enspire "READ ONLY" permissions to your ESPM Property, by sharing the property data and utility information to BOMA Enspire (Account: bomaenspire)

Each building entered for a 2026 BOMA Enspire Award must be connected to ESPM with access granted to BOMA Enspire before your form can be submitted on the BOMA Enspire website.

Step 2: Visit bomaenspire.ca/awards and register your property

- Go to bomaenspire.ca/awards and click "Enter Here"
- Follow the on-screen prompts to share your ESPM Account ID and to verify that your ESPM account is connected with the "bomaenspire" account
- You will then be required to complete the 2026 BOMA Enspire Awards Enrollment Form by providing the following information:
 - o Asset level contact information
 - o Property Owner
 - o ESPM Property ID
 - o Property Address
- Once completed, you will receive an email confirmation, and your submission will be reviewed for consideration

2. Submitting Your Entry!

Entry Submission key dates and deadlines

- Property Registration & Data Sharing Deadline: **July 17, 2026 11:59pm PT**
- Awards Assessment & Finalist Verification Period: July 20 - August 7, 2026
- Failure to properly respond to verification by the August 7 deadline will result in the disqualification of your property.
- Finalist Notification: No later than Friday August 14, 2026
- Awards Ceremony: September 24, 2026 at BOMEX Ottawa 2026

Required Documentation for Verification (if requested)

- Utility bills
- Building operation information
- Explanation of any significant operation changes during the measurement period



Existing BOMA Enspire participant requirements

If your building has participated in a BOMA Enspire funding initiative (Building Performance Excellence and/or Retrofit Ready) or if you have previously participated in the awards program, your ESPM account has already been shared with BOMA Enspire (Account: bomaenspire).

To be considered for the 2026 Awards, you must ensure that your ESPM account information and data are current and accurate. If your latest ESPM data is not updated, and not shared with BOMA Enspire, your building will not be considered for an award.

Below is a checklist of items for existing BOMA Enspire participants to complete for Awards consideration:

- Upload 2024 - 2025 calendar year energy and water data into your building's ESPM account before July 17, 2026 11:59pm PT
- Ensure ESPM data sharing remains active in your BOMA Enspire account
- Confirm building characteristics remain accurate and up to date if requested



3. Aligned with BOMA Energy Reduction Programs across Canada

The BOMA Enspire Awards are aligned to support regional emission reduction awards programs led by Local Canadian BOMA organizations. This offers regional program participants the opportunity to compete nationally through a simplified process.

The Enspire Awards provide participants in local BOMA Carbon Performance contests an opportunity to gain national recognition!

The BOMA Enspire program supports local sustainability goals while providing opportunities for national recognition. This collaborative approach maximizes focus on sustainability initiatives, and brings together industry leaders dedicated to energy efficiency, emphasizing its value and impact.

Multi-Level Recognition

A unified approach to celebrate building performance excellence from local to national recognition

- Buildings may participate in both local and national programs simultaneously, provided that candidates enter directly for both programs
- Program deadline timing has been coordinated to maximize recognition opportunities across all across all award programs

BOMA Toronto: CREST Awards

Participants of the CREST Emission Reduction Leadership categories can compete nationally in the BOMA Canada Enspire Awards program that showcases efforts to reduce GHGs in buildings across Canada.



BOMA Quebec: Decarbonization Challenge

Participants of the BOMA Quebec Decarbonization Challenge can compete nationally in the BOMA Canada Enspire Awards program that showcases efforts to reduce GHGs in buildings across Canada.



To be eligible for the 2026 National BOMA Enspire awards competition, all candidates must* complete the awards application at bomaenspire.ca/awards

*If you are already a registered participant in the Building Performance Excellence and/or Retrofit Ready funding initiatives through BOMA Enspire and have provided access to current and accurate ESPM data, you will automatically be entered into this year's Enspire Awards.

4. Categories and Definitions

The BOMA Enspire Awards recognize Carbon Reduction Performance Excellence across 16 categories, organized by building type and size.

Entry Categories

Office Buildings (4 categories)

1. Office \leq 100,000 sq ft
2. Office 100,001 - 200,000 sq ft
3. Office 200,001 - 500,000 sq ft
4. Office $>$ 500,000 sq ft

Retail (4 categories)

5. Open Air Retail \leq 250,000 sq ft
6. Open Air Retail $>$ 250,000 sq ft
7. Enclosed Retail: \leq 250,000 sq ft
8. Enclosed Retail: $>$ 250,000sq ft

Light Industrial & Universal Facility (4 categories)

9. Light Industrial \leq 100,000 sq ft
10. Light Industrial $>$ 100,000 sq ft
11. Universal Facility \leq 100,000 sq ft
12. Universal Facility $>$ 100,000 sq ft

Mixed-Use (4 categories)

13. Mixed-Use \leq 100,000 sq ft
14. Mixed-Use 100,001 - 200,000 sq ft
15. Mixed-Use 200,001 - 500,000 sq ft
16. Mixed-Use $>$ 500,000 sq ft

Property Type Definitions

Applicants are responsible for ensuring they have selected the correct category in ESPM and the BOMA Enspire Portal.

- **Office Buildings:** Buildings used primarily for office space (minimum 50% office area)
- **Open-Air Retail:** Shopping centers with store entrances facing outdoors, managed as a single property with minimum 50% occupancy
- **Enclosed Retail:** Indoor retail facilities with multiple stores under one roof, managed as a single property
- **Light Industrial:** Warehouses, distribution centers, packing facilities, and light manufacturing (1-2 story buildings, 5% - 50% office area, with loading facilities)
- **Universal Facility:** Specialized buildings including hotels and lodging, restaurants, places of worship, health care facilities, schools, recreation facilities, correctional facilities, libraries, fire stations, and other institutional buildings
- **Mixed-Use Commercial Properties:** Buildings combining commercial uses (minimum 30% commercial), integrating at least three functions such as office, retail, residential, hotel, or recreation

5. Eligibility Requirements

There is no cost to participate in the BOMA Enspire Awards Program. To be eligible, all participants must simply enroll in the BOMA Enspire Portal and provide read-only access to ESPM data.

Eligibility Assessment (All Properties)

To participate in the awards, properties must fall under at least one of the following:

- Existing BOMA Enspire participants
- Participants in a Local BOMA Emissions Performance competition (i.e. CREST, REC etc.), subject to applying for the BOMA Enspire National Awards Competition
- Those who choose to enroll in BOMA Enspire for the purpose of entering the awards competition and have provided BOMA Enspire with access to ESPM data

Building Eligibility

To be eligible for the BOMA Enspire Awards, buildings must meet the following criteria:

Location

- Located in Canada

Building Characteristics

- Identify as one of the eligible asset types listed in Section 4
- Built before 2023
- Minimum threshold: 10,000 sq ft in Gross Floor Area (no maximum size limit)

Data Requirements

- Each property must be individually connected to the BOMA Enspire ENERGY STAR Portfolio Manager account and enable data sharing. View the guide on how to connect [here](#).
- Complete calendar year data for 2024 and 2025 (24 consecutive months)
- Energy consumption data: electricity, natural gas, district energy and renewable energy (if applicable)
- Water consumption data (if applicable)
- Building details must be current and accurate in ENERGY STAR Portfolio Manager

Additional Entry Requirements

- All Award Finalists will be required to submit a photo of their building, a team photo and provide contact and shipping address information should the candidate be identified as an award recipient

Operational Requirements

- Buildings must be operational and occupied (minimum 70% occupancy) during the measurement period
- Minimum 12 months of stable operations (no major renovations, significant occupancy changes, or operational disruptions during the measurement period)

Participant Eligibility

- Commercial and institutional building owners or managers
- Property management companies with documented owner authorization
- Legal authority to make decisions for the building and participate in the awards program

Exclusions

- Buildings currently undergoing major renovations during the measurement period
- Buildings with incomplete or unreliable utility data

6. Evaluation Criteria

Understand the criteria that will be used to select winning properties.

GHG Emissions Intensity: GHG Emissions Intensity normalizes total emissions by building size, calculated as Total GHG Emissions divided by Gross Floor Area (kgCO₂e/m²). This enables fair comparison across buildings of different sizes. Awards are based on percentage reduction in Total GHG Emissions Intensity (kgCO₂e/m²), as provided by ENERGY STAR Portfolio Manager, comparing 2025 performance to 2024 baseline.

Calculation Method:

- Baseline Year: 2024 calendar year (January 1 - December 31, 2024)
- Performance Year: 2025 calendar year (January 1 - December 31, 2025)
- Improvement Calculation: $((2024 \text{ Total GHG Emissions Intensity} - 2025 \text{ Total GHG Emissions Intensity}) / 2024 \text{ Total GHG Emissions Intensity}) \times 100$

Data Source Verification

- Performance metrics are sourced from ENERGY STAR Portfolio Manager
- Valid ESPM property ID and read-only access to the building's ESPM account must be authorized and shared with BOMA Enspire.
- Complete calendar year data required for both 2024 & 2025
- BOMA Canada reserves the right to verify utility data through utility bills or direct utility access
- Weather normalization applied using ENERGY STAR Portfolio Manager methodologies

Normalization Factors

The following normalization factors are automatically applied through ESPM. This enables fair comparison across buildings and regions.

- **Occupancy Adjustments:** Applied for significant occupancy changes during measurement period
- **Grid Factor Updates:** Current provincial electricity emissions factors applied

Scoring and Ranking

- The Awards recognize percentage (%) GHG Emissions Reduction from the baseline. Not absolute reduction
- **No Minimum Reduction:** Awards recognize the top performer in each category regardless of the percentage improvement achieved
- **Automated Ranking:** Properties are ranked by percentage improvement in GHG emissions intensity based on ESPM Data within each category
- **Winner Selection:** Top performer in each of the 16 categories receives the award
- **Tie-Breaking:** In case of identical percentage improvements, ties are broken by decimal precision (higher decimal precision wins)

Verification Process

- Properties that are shortlisted for awards may be subject to third party data verification and eligibility confirmation. Failure to comply with verification within the requested timelines will result in disqualification from the BOMA Enspire Awards Competition.

Operational Stability: If shortlisted, participants must self-declare that no major operational disruptions, renovations, or significant occupancy changes occurred during the measurement period

7. Award Recognition



Winners will be announced in Ottawa at BOMEX 2026, Canada's premier commercial real estate conference. Finalists are encouraged to attend BOMEX to celebrate their achievements in front of a national audience of industry peers and stakeholders.

Celebrate National Recognition

All winners will receive considerable exposure to recognize their dedication and leadership in reducing emissions at a dedicated Enspire Awards presentation.

- Individual recognition for each category winner to an engaged audience
- Award trophy with custom engraving
- Networking opportunities with fellow award recipients and conference delegates

Promotion and Marketing Benefits

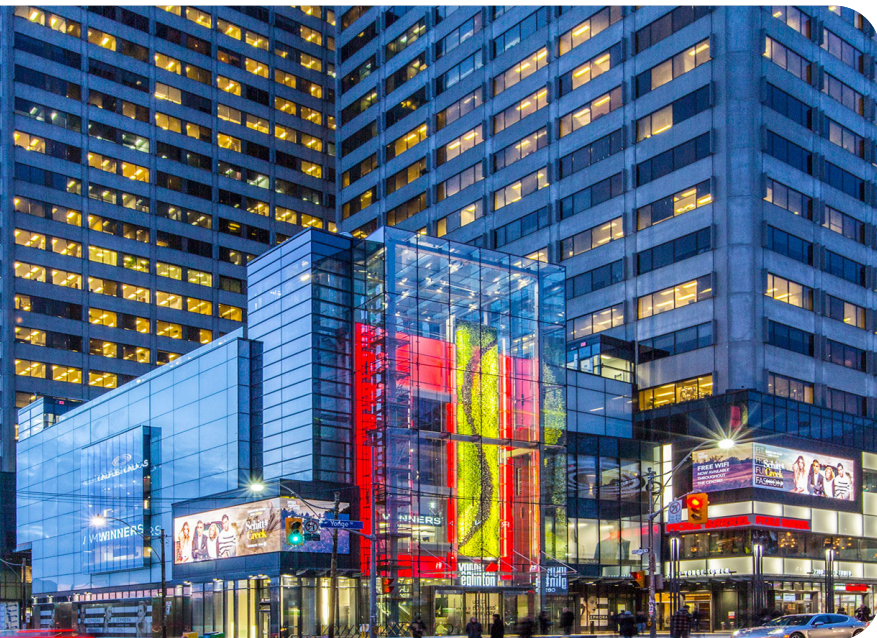
Winners will be announced on social media across BOMA Canada channels at the conclusion of the awards ceremony.

All recipients can promote their win in their communities through:

- Customized digital branded assets & usage rights
- Media relations support: Press release template for local media
- Feature in BOMA Canada communications
- Inclusion in annual awards report and sustainability communications

Industry Visibility Opportunities

- Case study development (with permission from participant)
- Speaking opportunities at BOMA Enspire events, trade shows and education sessions
- Permission to use “2026 Enspire Award Winner” designation as a go-forward



8. Resources and Support

No additional registration or agreement is required for Awards consideration. Awards are based on demonstrated year over year carbon performance improvements.

Program Contact Information

General Inquiries

Email: support@bomaenspire.ca

Phone: 1-877-BOMA(2662)-511

Website: bomaenspire.ca/awards

Technical support is available for the following aspects of awards submission:

- ENERGY STAR Portfolio Manager Setup: Assistance with account creation, property setup, and data entry
- ESPM Data Sharing: Technical assistance with authorization and access setup
- Registration Guidance: Step-by-step support through the BOMA Enspire portal registration process
- Awards Process Questions: Clarification on eligibility, categories, and evaluation criteria

Access Additional Resources to learn more:

- [ENERGY STAR Portfolio Manager](#)
- [BOMA Enspire](#)
- [BOMA Enspire Program Enrollment](#)
- [BOMEX Conference Information](#)

Properties that have registered through the BOMA Enspire Portal at bomaenspire.ca, agree to the program's Terms of Use and authorize data sharing that enables both funding eligibility assessment and program participation recognition.

For questions about program participation or data sharing, contact support@bomaenspire.ca.

Important Dates

- **Property Registration & Data Sharing Deadline:** July 17, 2026 11:59pm PT
- **Verification Deadline:** Those notified as potential finalists are required to verify their data to confirm their eligibility by August 7, 2026. Failure to do so will result in disqualification
- **Finalist Notification:** No later than Friday August 14, 2026
- **BOMEX Awards Ceremony:** September 22-24, 2026, BOMEX Ottawa 2026