Terms of Reference
Building Envelope Committee

- The AIBC operates under a policy governance model through which council and operational boards and committees are established to assist AIBC council and staff in developing and implementing policies and programs in fulfillment of legislative requirements, council policy and organizational priorities.

- AIBC boards and committees are governed by the *Architects Act*, institute bylaws, council policies (1.9 and 2.14), and the Volunteer Handbook, as applicable.

**Established:** 1995

**Type:** Operational

**Chair:**
- **Appointed by:** Chief Executive Officer
- **Term:** 2 years, renewable

**Members:**
- **Appointed by:** Chief Executive Officer
- **Term:** 2 years, renewable

**Committee Selection Criteria:** Architects and Associates

- Experience or interest in:
  - building envelope issues (water penetration)
  - building envelope issues (energy efficiency)
  - high performance buildings

**Committee Composition Requirements:** One representative appointed by EGBC
1.0 **Mandate:**

- Provide advice to the CEO, and assist with development and delivery of courses, seminars and round-tables on building envelope issues, best practice guides, energy efficiency in building design, high performance buildings, ASHRAE 90.1 and National Energy Code for Buildings
(NECB), Passive House and appropriate procedures for efforts in architectural firms.

- Work with the Regulatory Coordination Committee in having input on municipal and provincial regulations regarding building envelope design and field review and assurances; specific to building envelope design covered by Part 5, Part 9 and Part 10 of the BC Building Code and Vancouver Building Bylaw.

- Work with other building industry groups regarding standards of design, field review, construction, insurance and warranties that are fair to all participants.

- Attain, in its undertakings and achievements, a balance between the needs of generalist architects and consultants specializing in enhanced building envelope services.

2.0 Specific Assignments:

- As necessary, monitor, update and develop AIBC official documentation: Bulletin 34: Building Envelope Services: Appropriate Professional Practice; Bulletin 56: Recommended Fees for “Enhanced Building Envelope Services; Bulletin 68: Building Envelope

3.0 Deliverables:

- Ongoing feedback and advice to senior staff liaison on building envelope issues.

- Refer to specific assignments.

4.0 Reporting:

- Update provided as needed during CEO’s regular meeting with senior staff member

5.0 Liaison with Internal and External Groups/Associations:

- AIBC Committees (Regulatory Coordination Committee)
- Building Officials Association of BC (BOABC)
- Building Envelope Research Consortium (BERC)
- BC Building Envelope Council (BCBEC)
- Engineers and Geoscientists British Columbia (EGBC)
- City of Vancouver
- BC Housing (Homeowner Protection Act)
- Building and Safety Standards Branch (BSSB)

6.0 Scheduled Meetings:

- When: Third Tuesday of every month except for July and August.
• Time: Noon – 2:00 p.m.

• Place: AIBC Offices and/or, video/teleconferencing

7.0 Quorum:

• A quorum for any meeting of the Committee will be the majority of the members of the Committee; present in person, or video/teleconferencing.

8.0 Amending the Terms of Reference

• The Terms of Reference may be revised from time to time at the CEO’s discretion and/or upon recommendation by the Committee, including an update on members and mandate.