

## About IBC

The Institute for BIM in Canada (IBC) was established in 2010 by its founding partner national constituent organizations representing architects, engineers, specification writers, contractors and public and private owners. The founding partner organizations have a keen interest in seeing BIM implemented in a way, and at a pace, that enables stakeholders to understand their roles and responsibilities and to assess their capacity to participate in this process.

### 1. Authority

- 1.1 The Institute for BIM in Canada (IBC) is a joint national organization having the sole authority to endorse its products, services, positions and policies.
- 1.2 Marketing, education and promotion of IBC approved documents and suggested practices are the responsibility of the Institute in collaboration with its constituent organizations.
- 1.3 The IBC may receive inquiries, make recommendations, and distribute information to improve BIM related procurement/contracting practices, as it deems appropriate.

### 2. Mandate

Act as the authoritative voice for BIM in Canada.

### 3. Mission

To lead and facilitate the coordinated use of BIM in the design, construction and management of the Canadian built environment.

### 4. Objectives

- 4.1 To endorse, develop and maintain Open BIM Standards for the Canadian market through the Canadian Chapter of buildingSmart International.
- 4.2 To define collaborative approaches and solutions as between stakeholders in the BIM environment.
- 4.3 To develop and recommend “best practices” policies, tools and procedures to support BIM utilization.
- 4.4 To educate the industry about trends and developments relative to BIM in Canada; and about the pace of adoption that is increasing steadily in the Canadian built environment.
- 4.5 To communicate its activities to the industry at large.

### 5. Structure and Governance

- 5.1 The constituent organizations of the IBC are:
  - the Association of Consulting Engineering Companies (ACEC),
  - the Canadian Construction Association (CCA),
  - the Construction Specifications Canada (CSC), and
  - the Royal Architectural Institute of Canada (RAIC).
- 5.2 Steering Committee

## IBC TERMS OF REFERENCE

The affairs of the Institute shall be governed by a Steering Committee which shall be comprised of voting members as per a maximum number of directors in each of the following categories:

- Four (4) from public sector owners (ideally with representation from the three levels of government: federal, provincial and municipal)
- Two (2) from private sector owner organizations
- Two (2) from the Association of Consulting Engineering Companies (ACEC)
- Four (4) from the CCA, with one member being from the province of Quebec  
Two (2) from Construction Specifications Canada (CSC)  
Two (2) from Architecture Canada (RAIC)
- Two (2) from allied sector organizations at the discretion of the Steering Committee

5.2.1 The constituent organizations appoint their respective members on the Steering Committee.

5.2.2 The Steering Committee appoints the other members, i.e. owner sector, allied sector organizations.

5.2.3 Regional representation shall be taken into account when selecting members from the above-noted sectors. Each Committee member shall serve for a 2-year term and may be re-elected for additional terms on the approval of the Steering Committee.

5.2.4 The Chair, Vice-Chair and Business Manager are elected by the Steering Committee and they shall serve for a two-year term. Their terms of office may be renewed at the pleasure of the members.

5.2.5 Members speak in consultation with their respective organizations and perform their duties in accordance with the IBC Terms of Reference which provide them with the authority to act effectively in the work of the IBC.

5.2.6 The Chair of the bSC Operations Committee shall additionally be a member of the Steering Committee.

### 5.3 Executive Committee

The affairs of the Institute shall be managed by an Executive Committee. The role of the Executive Committee is to:

- Assist the Steering Committee in determining policies and programs in support of the Goals established by the Institute.
- Address such issues relating to governance, resources, proposed new programs and liaison with outside organizations.

The Executive Committee shall be comprised of:

- The Officers (Chair, Vice-Chair, Past Chair and Business Manager)
- One director-at-large selected from the Steering Committee

### **6. Meetings**

- 6.1 The meetings should be scheduled to ensure an anticipated total of five working days each year.
- 6.2 In the absence of the Chair, the Vice-Chair assumes the chair. In the absence of both the Chair and Vice-Chair, members of the meeting elect a chair for that meeting.
- 6.3 Minutes of IBC Meetings are distributed to the members of the Steering Committee.
- 6.4 Quorum: It is achieved when no less than six members are in attendance, including the Chair or Vice-Chair, an owner sector member and one member from each of the constituent organizations.
- 6.5 Voting: Voting is by simple majority vote, with the exception of the approval of IBC publications where consensus is required. No votes can be cast by proxy.
- 6.6 Committee members are expected to attend all regular meetings. Failure to attend two (2) consecutive meetings of the Committee, without reasonable justification, is cause for requesting the Committee member's resignation.

### **7. Working/Task Groups**

- 7.1 The Steering Committee may create working groups that shall, or task groups that may, include at least one Steering Committee member and specialists in the respective disciplines to make recommendations or to draft documents dealing with BIM issues.
- 7.2 The IBC may retain legal counsel and may also invite specialists in other disciplines to participate as advisors from time to time on matters requiring special expertise.

### **8. IBC Documents**

- 8.1 The procedure for review or development of IBC documents is as follows:
  - .1 IBC documents are only published with the consensus of IBC Steering Committee Members.
  - .2 Working drafts of new or revised documents are distributed to the constituent organizations at the discretion of their representatives.
  - .3 Final drafts of all new and revised documents are sent to the constituent organisations for information only and are deemed to be endorsed by the Steering Committee.
  - .4 Steering Committee Members reserve the right to request that constituent organizations be afforded the opportunity to review and ratify the documents.
- 8.2 If applicable, the CCA arranges for the publication, distribution and sales of IBC documents following their endorsement.
- 8.3 Copyright of IBC documents is held by the CCA on behalf of IBC and the constituent organizations. Reported copyright violations are reviewed and enforced by CCA on behalf of the constituent organizations.

## **9. Administration**

- 9.1 Administrative support and accounting services are provided to the IBC by the CCA.
- 9.2 The IBC administrative services are defined by the Steering Committee and where possible underwritten by the CCA.
- 9.3 The IBC operational costs, that may include the services of experts and advisors, are cost-shared amongst the constituent organizations and owner sector organizations that, through their representation, take part in the work of the Institute.
- 9.4 Estimates of revenue and expenditures for the year are prepared by the CCA, in consultation with the IBC Business Manager and distributed at the beginning of each fiscal year for review and endorsement by the Steering Committee. For the purpose of IBC, the fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
- 9.5 Financial statements of operations for the IBC, against the annual budget, are prepared by the CCA and distributed to the Steering Committee for mid-year and year-end review at a minimum.

## **10 buildingSMART Canada (bSC)**

- 10.1 IBC established bSC as the Canadian Chapter of buildingSMART International. bSC acts as the operational arm of IBC.
- 10.2 bSC is governed by the IBC Steering Committee as a council of the IBC. Operations of bSC are directed by the bSC Operations Committee.
- 10.3 The conditions and guidelines of the IBC Terms of Reference, Operations Manual and Code of Ethical Conduct apply to bSC.

## **11.0 Expense Reimbursement Policy**

The Institute will not reimburse Committee members for expenses incurred to attend meetings. They may seek reimbursement from their constituent organizations.

## **12.0 Terms of Reference**

Any revision or amendment to these terms of reference or procedures is subject to the approval of the Steering Committee.

## **13.0 Ethical Conduct**

IBC/bSC members, volunteers and consultants will be provided with a copy of the IBC/bSC Code of Ethical Conduct to which they shall need to adhere.

*Reaffirmed as amended, September 23, 2015*