



Professional Conduct Complaint Form

This form may be used to submit a professional conduct complaint to the Architectural Institute of British Columbia (the "AIBC"). Using this form is not necessary, but may be of assistance in formulating a complaint and ensuring that the AIBC receives sufficient information in order to fully investigate the claim. It is not necessary to fill out the entire form if some information is not known. Please read the guidelines for the complaint process, available at "http://www.aibc.ca/member_resources/conduct/rules.pdf", prior to completing this form.

When complete, with signature, please send the form, along with accompanying documentation, to:

Architectural Institute of British Columbia
100 - 440 Cambie Street
Vancouver, British Columbia V6B 2N5
Attn: Director of Professional Conduct

1. Complainant Information (Information About You)

Name _____

Address _____

City, Prov., Postal Code _____

Phone (work) _____ (home) _____ (cell) _____

Email _____

Name of Business (if applicable) _____

Are you a:

- Client
- Builder / Contractor / Subtrade
- Planning or Building Official
- Architect
- Other (please specify) _____

2. Architect or Associate Information (Subject of the Complaint):

Name _____

AIBC Status (e.g., architect, intern architect, etc.) _____

Address _____

City, Prov., Postal Code _____

Phone (work) _____ (home) _____ (cell) _____

Email _____

Name of Firm or Business _____



3. Background to the Complaint:

Is the complaint related to a particular building? Yes No

If yes, please provide project details.

Project Details (if applicable):

Address _____

City, Prov., Postal Code _____

Size of Project (square footage or meterage) _____

Type of Project (i.e., residential, commercial, industrial) _____

Additional Information:

What do you hope will happen as a result of your complaint?¹

Have any legal proceedings been initiated in relation to this complaint? Yes No

If yes, please provide details of the legal action taken, by whom, against whom, and the current status. If you are represented by legal counsel, please provide their name and contact information.

If no, please specify whether or not you think it likely that legal proceedings may be initiated during or after this complaint process.

¹ **Note: The AIBC does not have the authority to order an architect, associate or firm to pay damages or other compensation.**



5. Documentation:

Please attach copies of the following documentation, as well as any other documents that are relevant to supporting your complaint:

- 1. Detailed description / timeline of complaint: Yes No
- 2. Client-Architect Agreement / Fee Proposal: Yes No Not Applicable

Please list all other supporting documents included with this complaint, including drawings, below:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

6. Possible Breaches of AIBC Bylaws or *Architects Act*:

The AIBC is authorized to investigate breaches of the *Architects Act* and the AIBC Bylaws. Please review the AIBC *Code of Ethics and Professional Conduct*, which contains the relevant Professional Conduct Bylaws. This can be found on the AIBC web site at:

http://www.aibc.ca/member_resources/conduct/code_of_ethics.pdf

If possible, please indicate which Bylaws and/or sections of the *Architects Act* you think may apply to this complaint:



7. Additional Comments:

Is there anything else about your complaint you would like us to know?

Acknowledgement and Signature

By signing below, I confirm that I have read and understand the following:

1. Although our investigations are confidential, we attempt to maintain a high level of internal transparency with regard to information provided to us to ensure that the architect or associate is able to respond fully to allegations of unprofessional conduct. Therefore, unless you advise us otherwise, material you send to us, including this form and supporting documentation, or parts of it, will normally be copied to the individual who is the subject of the complaint.
2. The information on this form is used solely to process your complaint. AIBC records, including this form, are subject to disclosure as determined by the *Freedom of Information and Protection of Privacy Act*.
3. The AIBC is not a court of law and does not have authority to determine liability or fault, nor to order any party to pay damages or make restitution. For information about civil remedies, please consult a lawyer.
4. The AIBC may, in its discretion, contact any third parties, whether named in this complaint or not, who may have information relevant to this complaint and any investigation that follows.
5. You may withdraw your complaint at any time by advising the AIBC in writing. However, the AIBC has discretion to continue its investigation despite any withdrawal or other resolution between the parties.

Date Signed

Signature of Complainant