



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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 to conduct an investigation. 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 online at aibc.ca/protecting-the-public/professional-conduct prior to completing this form.

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

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

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:
<input type="checkbox"/> Client
<input type="checkbox"/> Builder / Contractor / Subtrade
<input type="checkbox"/> Planning or Building Official
<input type="checkbox"/> Architect
<input type="checkbox"/> Other (please specify) _____

2. Architect, Firm 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 this complaint related to a particular building or project?

Yes

No

If yes, please provide details:

Address _____

City, Prov., Postal Code _____

Size of Project (square footage or meterage) _____

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

4. Complaint Details:

Please provide a detailed summary of the complaint here or attached as a separate document, including the circumstances leading up to the complaint, important dates, and any behaviour or inaction you believe may constitute a breach of either the *Architects Act*, or AIBC Bylaws. Point form is acceptable.

5. Possible Breaches of the *Architects Act* or AIBC Bylaws:

The AIBC is authorized to investigate breaches of the *Architects Act* and AIBC Bylaws. Please review the [AIBC Code of Ethics and Professional Conduct](#) which contains the relevant Professional Conduct Bylaws.

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

6. Documentation:

Please attach copies of the following documents, as well as any other documents that are relevant to this 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. _____

7. Legal Proceedings:

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 that name and contact information.

8. Desired Outcome:

Please note the AIBC does not have the authority to order an architect, associate or firm to pay damages or other compensation.

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

9. Additional Information:

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

Acknowledgement and Signature

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

1. Material sent to the AIBC, including this form and supporting documentation, or parts of it, will normally be copied to the person who is the subject of the complaint.
2. The information on this form is used to process the complaint. AIBC records, including this form, may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.
3. The AIBC 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.

Date Signed

Signature of Complainant