



MEMBER NOTICE

November 24, 2025

SUBJECT: PROFESSIONAL OBLIGATIONS AND PERSONAL SUPERVISION

BACKGROUND

The purpose of this Notice is:

- To remind all members of their professional obligations as it pertains to delivery of professional services, personal supervision and liability surrounding the application of the professional seal and signature.
- Provide guidance and a reminder to members who may be approached "by other entities" regarding the provision of architectural services.

REGULATORY REQUIREMENTS

The AANB Act, By-Laws, and Code of Ethics and Professional Conduct exist to regulate the practice of architecture and protect the public interest. **All members** must uphold their professional obligations to clients, the public, and to the profession.

To ensure compliance with the above noted regulatory documents, AANB practitioners must maintain personal supervision, direction and control over documents prepared and delivery of its services.

We remind all members of the provisions of the AANB's regulations concerning provision of architectural services as follows:

ACT - Stamps

Stamps – Section 15(3)

*Unless exempted by by-law, every member or licensee practicing architecture in New Brunswick in his own name shall sign, date, and affix his stamp to all designs, specifications, reports, contracts, and other documents pertaining to the practice of architecture which have been **prepared by the member or licensee, or under the direct supervision of the member or licensee.***

Stamp Offence – Section 28

Every person who uses or relies upon a design, where such design has not been signed and stamped in accordance with the requirements of section 15 hereof, is guilty of an offence punishable on summary conviction.

MEMBER NOTICE

November 24, 2025

Page 2

AANB By-Laws

Section 14.6 Conduct

14.6.1 *Each office maintained for offering architectural service to the public shall have an Architect who has direct knowledge and supervisory control of the services.*

- (a) An Architect's site or auxiliary office for a specific project is a convenient extension of the base office for a single project and is not itself permitted to offer or to provide independent architectural services to the public.*
- (b) Proposals of service; agreements; assurances; certifications; official submissions to authorities having jurisdiction; and other representations on behalf of an architectural firm or certificate of practice holder must be made by an Architect.*
- (c) When authority having jurisdiction receives a formal presentation (e.g., to a design panel, public hearing, advisory commission, or elected body) on an architectural matter, the presentation shall be made by (or under the attending, personal supervision of) an Architect.*

14.6.2 *An Architect shall seal the Architect's work in accordance with the requirements of the Architects Act of New Brunswick and the By-Laws and Council rulings.*

- (a) An Architect's professional seal is to be applied only by the Architect and is to be used only on documents prepared by the Architect personally or by other persons under the Architect's supervision, direction, and control.*

ADDITIONAL OBSERVATIONS

It is understood that certain aspects of practice are delegated to other members of the office team, however, non-members are only permitted to undertake work in the protected scope of practice under the direct supervision of an AANB member. Delegation of work does not diminish obligations or professional standards. It is expected that AANB members have knowledge and involvement in all stages of their project.

Although direct supervision does not imply physical presence, AANB members must exercise professional judgment in determining the level of review, oversight, direction and communication with providing direct supervision. At all times members must ensure the client's requirements and the requirements of the authorities having jurisdiction are met.

At all times, AANB members and holders of a Certificate of Practice issued by the AANB must maintain, in the provision and delivery of architectural services, the standards of practice for the practice of architecture thereby ensuring the public are protected.