

Index to Practice Tips

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Summary

The Practice Tips (PTs) listed below were current as of the date this index was issued unless noted otherwise. Normally there will only be one version of a Practice Tip current at any given time; however, during a transition period, there may be both an old and an updated version which are current. The transition period may be simply for user convenience or it may be the result of changes to applicable legislation.

Legend

PT #

This shading indicates Practice Tips which are being rescinded or replaced by updated versions at the end of a transition period.

PT #	Version	Title	Attachments
PT.00	6.7	Index to Practice Tips	None
PT.01	1.1	When a Client Changes Architects - Different Client or Project	None
PT.02	5.0	What Every Architectural Practice Needs to Know About Government Legislation	None
PT.03	4.3	Building Code Data Matrix (To be removed from circulation on May 1, 2025)	<ul style="list-style-type: none"> • 1 Guide to the Completion of the OAA Building Code Data Matrices • 2 to 5 MS Word Templates
PT.03	5.0	Building Code Data Matrices	<ul style="list-style-type: none"> • 1 Guide to the Completion of the OAA Building Code Data Matrices • 2 to 6 MS Word Templates
PT.04	1.1	2006 Building Code - Project Code Review	None
PT.05	2.1	General Review – Building Code (BC) and Non-Code Related Matters	<ul style="list-style-type: none"> • General Review Report • Final General Review Report
PT.06	1.1	Limitations Act, 2002 and October 19, 2006 Amendment - Don't Destroy Your Records Just Yet!	None
PT.07	2.1	Professional Opinion - Independent Opinion - Reviewing a Project Prepared by Another Architect	None

PT #	Version	Title	Attachments
PT.08	3.2	Application for Building, Demolition or Conditional Permits - Architect's Participation in the Permit Process <i>(To be removed from circulation on May 1, 2025)</i>	<ul style="list-style-type: none"> • Attachment A – OAA Authorization as an Agent form • Attachment B - Distribution of Plans Examiner's Notices
PT.08	4.0	Participation in the Permit Process - Application for Building, Demolition or Conditional Permits	<ul style="list-style-type: none"> • Attachment 1 – OAA Authorization as an Agent form • Attachment 2 - Distribution of Plans Examiner's Notices
PT.09	1.0	Withdrawn Contract Administration - Goods and Services Tax	n/a
PT.10.0	4.0	Construction Act / Construction Lien Act	None
PT.10.1	3.3	Construction Lien Act – Procedures For The Release Of Statutory Lien Holdbacks	<ul style="list-style-type: none"> • 1 – OAA Statement of Deemed Completion of a Contract
PT.10.2	2.3	Construction Act Procedures For The Release Of Statutory Lien Holdbacks	<ul style="list-style-type: none"> • 1 – OAA Statement of Deemed Completion of a Contract
PT.10.3	1.0	Construction Act – Prompt Payment	None
PT.10.4	1.1	Construction Act OAA Members Acting as Adjudicators	None
PT.10.5	1.0	Construction Act – Interim Adjudication	None
PT.11	2.1	Definitions: "Design" v "Design" v "Design Activities"	None
PT.12	2.1	Residential Clients	None
PT.13	1.1	Use of Surveyor's Documents	None
PT.14	1.1	Record Drawings, As-Built, Measured Drawings	None
PT.15	1.1	Consulting Contracts, Managing Changes, Scope Creep	<ul style="list-style-type: none"> • Agreed Change Form (PDF) (Word)
PT.16	1.1	Surety Bonds - Contract Status Reports	<ul style="list-style-type: none"> • Contract Status Report (PDF) • Contract Status Report (Word)
PT.17	1.1	Lending Institutions - Architect's Certificates	None
PT.18	3.1	Pre-Qualification of Contractors	None
PT.19	3.1	ANSI / ASHRAE / IES 90.1-2010 – An Overview	None
PT.20	2.1	Assembly of Construction Contract Documents for Signature	None

PT #	Version	Title	Attachments
PT.21	2.1	Moonlighting, Employment Agreement - Employer's Liability	None
PT.22	1.1	Employment Agreement - Employed Architects' Liability	None
PT.23.1	2.1	CCDC 2 - 2008 Stipulated Price Contract Overview of the Changes in the 2008 Version and Recommended Supplementary Conditions <i>(To be Withdrawn on June 1, 2025)</i>	None
PT.23.2	1.1	CCDC Construction Management Contracts	None
PT.23.3	1.1	CCDC 5A, 2010 - Construction Management Contract – for Services <i>(To be Withdrawn on June 1, 2025)</i>	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5A, 2010. <p><i>Note: For use on projects under the Construction Lien Act</i></p>
PT.23.4	1.1	CCDC 5B, 2010 - Construction Management Contract – for Services and Construction <i>(To be Withdrawn on June 1, 2025)</i>	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5B, 2010. <p><i>Note: For use on projects under the Construction Lien Act</i></p>
PT.23.5	1.1	CCDC 17, 2010 - Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects <i>(To be Withdrawn on June 1, 2025)</i>	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects <p><i>Note: For use on projects under the Construction Lien Act</i></p>
PT.23.6	3.2	Design-Build: CCDC 14 - 2013	None
PT.23.7	1.2	Design-Build: CCDC 15 - 2013	None
PT.23.11	1.1	CCDC 2-2020 Stipulated Price Contract Overview of the Changes in the 2020 Version and Recommended Supplementary Conditions	<ul style="list-style-type: none"> Attachment 1 – CCDC 2-2020 Stipulated Price Contract Introduction to Recommended Supplementary Conditions, and OAA Recommended Supplementary Conditions for the Stipulated Price Contract, CCDC 2-2020 <p><i>Note: For use on projects under the Construction Act</i></p>

PT #	Version	Title	Attachments
PT.23.13	1.0	CCDC 5A, 2010 - Construction Management Contract – for Services	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5A, 2010. <i>Note: For use on projects under the Construction Act</i>
PT.23.14	1.0	CCDC 5B, 2010 - Construction Management Contract – for Services and Construction	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5B, 2010. <i>Note: For use on projects under the Construction Act</i>
PT.23.15	1.0	CCDC 17, 2010 - Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects	<ul style="list-style-type: none"> Recommended Amendments and Supplementary Conditions for Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects <i>Note: For use on projects under the Construction Act</i>
PT.24.1		Withdrawn Harmonized Sales Tax – Guidelines for Administering Contracts that Span the Transition to HST on July 1, 2010	n/a
PT.25	5.0	Design-Build: Using OAA 600-2021	<ul style="list-style-type: none"> 1 Guide to Apply PT.25 Design-Build to OAA 600-2021 2 to 4 MS Word Templates
PT.26	3.0	Provision of Architectural Services and Construction Services – Conflict of Interest Guideline	None
PT.27	1.1	Coordination of Consultants	None
PT.28	1.1	Recent Changes to the Copyright Act	None
PT.29	1.1	Lending Institutions - Assignment of Contracts	None
PT.30	2.0	Retention of Specialist Consultants	None
PT.31	1.1	Joint Ventures	None
PT.32	1.1	Pro Bono Services	None
PT.33	1.1	Fair and Reasonable Fees	None
PT.34	2.0	Permanent Recognition of Architect Required on Buildings in the City of Toronto	None

PT #	Version	Title	Attachments
PT.35	1.2	Importance Category and Seismic Restraint <i>(To be removed from circulation on May 1, 2025)</i>	Excerpt - Building Code Data Matrix - Importance Category and Seismic Hazard Index <ul style="list-style-type: none"> • 1 Seismic Hazard Index Calculation Examples • 1a Seismic Hazard Index Calculation Sample (Spreadsheet)
PT.35	2.0	OBC - Importance Category and Seismic Restraint	None
PT.36.0	1.1	Building Energy Performance Practice Tip Series	None
PT.36.1	1.1	Every Architect Needs to Know About Energy Modeling	None
PT.36.2	3.2	OBC SB-10 Energy Efficiency Requirements – Prescriptive Compliance	None
PT.36.3	2.1	OBC SB-12, Energy Efficiency Requirements – Prescriptive Compliance	None
PT.37	1.1	Delegated Design and Shop Drawings	None
PT.38	2.1	OBC Part 5, Environmental Separation - Durability	<ul style="list-style-type: none"> • Sample Durability Letter
PT.39.1	1.2	Best Practices for Review of RFP Language and Supplementary Conditions to OAA 600 and Other Client-Architect Contracts	<ul style="list-style-type: none"> • APPENDIX A – Examples of Specific Contract Language of Concern

The OAA does not provide legal, insurance, or accounting advice. Readers are advised to consult their own legal, accounting, or insurance representatives to obtain suitable professional advice in those regards.
