

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This shading indicates Practice Tips which are being rescinded or replaced by updated versions at the end of a transition period.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 | 6.8 | 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 | 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.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| PT.09 | 1.0 | Withdrawn Contract Administration - Goods and Services Tax | n/a |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 # | Version | Title | Attachments |
|---------|---------|---|---|
| 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.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 # | Version | Title | Attachments |
|----------|---------|---|--|
| 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.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> |

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| 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.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 # | Version | Title | Attachments |
|---------|---------|--|--|
| 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.
