

## 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.

PT #	Version	Title	Attachments
PT.00	1.1	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	4.1	Building Code Data Matrix	None
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"> <li>• General Review Report</li> <li>• Final General Review Report</li> </ul>
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	3.1	Application for Building, Demolition or Conditional Permits - Architect's Participation in the Permit Process	<ul style="list-style-type: none"> <li>• Attachment A – OAA Authorization as an Agent form</li> <li>• Attachment B - Distribution of Plans Examiner's Notices</li> </ul>
PT.09	1.0	Withdrawn Contract Administration - Goods and Services Tax	
PT.10.0	3.1	Construction Act (CA) / Construction Lien Act (CLA)	<ul style="list-style-type: none"> <li>•</li> </ul>

PT #	Version	Title	Attachments
PT.10.1	3.2	Construction Act/Construction Lien Act – Procedures For The Release Of Statutory Lien Holdbacks - Construction Act	<ul style="list-style-type: none"> <li>• FORM 6 – Certificate of Substantial Performance of the Contract under Section 32 of the Act Statement of Contract Deemed Completed</li> <li>• FORM 7 – Certificate of Completion of Subcontract under Subsection 33(1) of the Act</li> </ul>
PT.10.2	2.1	Procedures For The Release Of Statutory Lien Holdbacks	<ul style="list-style-type: none"> <li>• FORM 9 – Certificate of Substantial Performance of the Contract under Section 32 of the Act (PDF) (Word)</li> <li>• Statement of Contract Deemed Completed (PDF) (Word)</li> <li>• FORM 10 – Certificate of Completion of Subcontract under Subsection 33(1) of the Act (PDF) (Word)</li> </ul>
PT.10.4	1.0	Construction Act OAA Members Acting as Adjudicators	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"> <li>• Agreed Change Form (PDF) (WORD)</li> </ul>
PT.16	1.1	Surety Bonds - Contract Status Reports	<ul style="list-style-type: none"> <li>• Contract Status Report (pdf)</li> <li>• Contract Status Report (word)</li> </ul>
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 #	Version	Title	Attachments
PT.23.1	2.1	CCDC 2 - 2008 Stipulated Price Contract Overview of the Changes in the 2008 Version and Recommended Supplementary Conditions	None
PT.23.2	1.1	CCDC Construction Management Contracts	None
PT.23.3	1.1	CCDC 5A, 2010 - Construction Management Contract – for Services	<ul style="list-style-type: none"> <li>Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5A, 2010.</li> </ul>
PT.23.4	1.1	CCDC 5B, 2010 - Construction Management Contract – for Services and Construction	<ul style="list-style-type: none"> <li>Recommended Amendments and Supplementary Conditions for Construction Management Contract – for Services, CCDC 5A, 2010.</li> </ul>
PT.23.5	1.1	CCDC 17, 2010 - Stipulated Price Contract Between Owner and Trade Contractor for Construction Management Projects	<ul style="list-style-type: none"> <li>Recommended Amendments and Supplementary Conditions for Stipulated Price Contract between Owner and Trade Contractor for Construction Management Projects</li> </ul>
PT.23.6	3.1	Design-Build: CCDC 14 - 2013	None
PT.23.7	1.1	Design-Build: CCDC 15 - 2013	None
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	4.1	Design-Build: OAA 600 - 2013	<ul style="list-style-type: none"> <li>Sample Template – Schedule ‘ ___ ’ (Word)</li> </ul>
PT.26	2.1	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	1.1	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	1.1	Permanent Recognition of Architect Required on Buildings in the City of Toronto	None

PT #	Version	Title	Attachments
PT.35	1.1	Importance Category and Seismic Restraint	<ul style="list-style-type: none"> <li>• 1 Excerpt - Building Code Data Matrix - Importance Category and Seismic Hazard Index</li> <li>• 2 Seismic Hazard Index Calculation Examples</li> </ul>
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"> <li>• Sample Durability Letter</li> </ul>
PT.39.1	1.1	Best Practices for Review of RFP Language and Supplementary Conditions to OAA 600 and Other Client-Architect Contracts	<ul style="list-style-type: none"> <li>• APPENDIX A – Examples of Specific Contract Language of Concern</li> </ul>

## Procedure

1. With the creation of the new OAA Website, existing Practice Tips were reviewed.
  - a) All Practice Tips were reformatted to make them more accessible and machine reader friendly. Existing formatting, typographical errors and grammatical errors were corrected where identified. Hyperlinks were redone to conceal the URL rather than display it in the text. Where these were the only changes made, the version number was incremented by 0.1, but the revision date was left unchanged.
  - b) Some Practice Tips required that the content be revised. Where the content was updated, changed or expanded, the version number was incremented by 1.0 and the revision date was changed.

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