



Practice Advisory

Practice Advisory brings to members' attention topics that have an impact on either management of the practice or management of the project.

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FAQs You May Not Have Asked Yet: September Edition

Exploring Construction Contract Administration: Part 2

The [fourth instalment](#) of this series in *Practice Advisory* highlights existing resources in the [Practice Advisory Knowledge Base](#) that address common themes and issues raised with the Practice Advisors on the [Hotline](#). The September edition continues by exploring the theme of construction contract administration—the second of a two-part series.

Members are encouraged to review the following FAQs (i.e. Frequently Asked Questions):

| OAA FAQs | Topic |
|------------------------|---|
| FAQ.00 | Index to Frequently Asked Questions |
| FAQ.23 | Stopping Lots of Minor RFIs |
| FAQ.24 | Who Runs and Minutes Construction Meetings? |
| FAQ.28 | Contractor Without a Written Contract Wants Payment |
| FAQ.29 | Timing of Delegated Engineer's Sealing of Shop Drawings |

FAQs originated as questions asked in response to the OAA's Construction Contract Administration Committee's "Ask a Question, Get an Answer" efforts, posed by callers to the Hotline, and sent by email to the Practice Advisors. The responses are based on the limited information contained in the question as posted and may include assumptions made about the context and circumstances in order to frame the response. The responses and answers were reviewed by committee members; they represent peer advice and are not to be taken as OAA policy.

The FAQs were current when they were written. With the advent of the 3rd edition of the [Canadian Handbook of Practice \(CHOP\)](#), several FAQs were revised to add references to the new document. In other cases, the answers may refer to the *Construction Lien Act* (CLA) as opposed to the newer *Construction Act* (CA). Since there are still projects underway under the CLA, such answers may not have been updated.

Readers are to use their judgement in applying the FAQ responses to the specifics of their own situations.



Now Available: OAA Forms for Extra Services or Contract Changes and Standard Certificate of Payment and Distribution

Templates Ready for Use With The New OAA Contract Suite 2021

With the launch of the rest of the [OAA Contract Suite](#) happening this month, members and clients will be able to access some new or updated documents to support the delivery of their projects. Users can expect the release of further support documents over the next couple of months.

The new [OAA Standard Forms for Extra Services or Contract Change](#) were created in response to membership queries received at the [OAA's Hotline](#). Both legal counsel and Practice Resource Committee were consulted as part of the development of the new template, which provides a standardized and recognizable document that contains the updated verbiage of the OAA 600-2021 and OAA 800-2021 Contracts relating to extra services not considered in the original signing of the contract.

The revised [OAA Standard Certificate of Payment and Distribution Forms](#) provide a standard document which references the *Architects Act* and notes the professional

responsibility of the Architect or Licensed Technologist OAA. Developed with the assistance of legal counsel and Practice Resource Committee, the forms may be offered in lieu of a statutory declaration. These forms would apply to all invoices with the exception of the first.

Clients and members are advised to consult their own legal, accounting, or insurance representatives to obtain suitable professional advice in those regards.



Consult Recently Updated Practice Tips on CCDC Contracts and More

With the launch of the new [OAA Contract Suite](#), Practice Advisory Services has been updating a variety of resources, in particular the [Practice Tips](#). Providing “best practices” guidance on issues affecting the daily practice of architecture, Practice Tips promote better understanding of the services OAA members offer and help clarify the expectations of those who work with them.

The revised [PT.00 Index To Practice Tips](#) presents the complete list of Practice Tips available on the OAA Website. Frequently updated, changes include new additions to the PT.23 series on CCDC contracts and on permanent recognition of architects in Toronto. Learn more by reading this article on the [OAA Website](#).



Want to Volunteer for Practice-Related Committee Vacancies? Apply Now!

Contribute to Your Profession by Serving on an OAA Committee in 2023

Volunteers are important to the work of the OAA, with a diversity of voices, opinions, skills, and knowledge critical to the decision-making process. The OAA is currently welcoming applications from volunteers to serve on key practice-related committees with vacancies over the 2023–2025 term. Three of which are:

- [Practice Resource Committee](#);
- [Practice Review Committee](#); and
- [Sub-Committee on Building Codes and Regulations \(SCOBCAR\)](#).

[Read more](#) on the OAA Website about the role of each of these and other Committees, what is required of candidates, and how to apply. The deadline for submissions is **October 17**.

The Association recognizes the inherent benefits of [equity, diversity, and inclusion](#), and encourages the active participation of all members in its volunteer opportunities. The OAA commits to having Committees representative of the profession now and in the future.



Standard of Care: Lessons From the Practice Advisory Services Hotline

The Dangers of Hourly Billing

[Practice Advisory Services \(PAS\)](#) often hears from members of the public through the [OAA's Hotline](#) regarding fee disputes where the architect has been billing the client on an hourly basis without an adequate contract framework. Hourly fees are generally charged for preliminary services, when it is difficult to determine a fixed fee and when the project is of short duration.

Read this article on the [OAA Website](#) to learn about one instance involving a communication breakdown on a small residential project, and advice on best practices to deal with and avoid such situations.

**PASSIVEHOUSE
CANADA** Build better.
Feel better.

Passive House Canada Partnering with OAA on Educational Promotion Discount

Until **June 30, 2024**, OAA members can register for any [Passive House Canada](#) course at a discounted PHC member price that represents a savings of more than \$1,400 for the Pathway to Passive House Designer/Consultant Certification (120P).

Consult the Passive House [course calendar](#) and email info@passivehousecanada.com to obtain a promotional code.

As a national non-profit dedicated to providing world-class training to design and building

professionals, Passive House Canada's programs may also be eligible for other incentives. As stated on the [group's website](#), businesses may qualify for a provincial grant to cover up to 83 per cent of the cost of courses and certification exams. Access other tools and resources related to [Climate Action](#) on the OAA Website.



Access the UL Canada Certification Information Portal

Sign up for Safety Standards for Building Components and Assemblies

The [Underwriters Laboratories of Canada](#) is an independent product safety testing, certification, and inspection organization with accreditation from both the [Standards Council of Canada](#) and [International Accreditation Service, Inc.](#)

UL Canada evaluates a broad range of products, components, materials, and systems for compliance to specific requirements and provides product safety certification following a thorough testing and evaluation process. These certifications enhance the safety of products as well as the public's confidence in their compliance, as their familiar trademarks have become household trusted symbols of safety.

It is with these safety standards in mind that the OAA suggests members become familiar with using ULC's online search engine when considering components, materials and assemblies for use on projects. The platform contains design listings and requirements by jurisdictions and may be accessed on sign up for free using the following [ULC's web link](#). Simply create an account and select areas of application interest once prompted.

You are subscribed as **INSERT_EMAIL**

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