



## TCDSB CAPITAL PROJECT STATUS UPDATE

**Date:** October 6, 2020  
**School:** St Thomas Aquinas Catholic School  
**Principal:** Paolo Morrone  
**Project Supervisor:** E. Camishi  
**Area Superintendent:** J. Wujek (#5)  
**Architect:** G. Bruce Stratton Architects  
**Service Quality Supervisor:** D. Morante (#5)  
**Contractor:** TBD  
**Project Type:** Child Care Addition  
**Anticipated Occupancy:** July 29, 2022  
**Partial Occupancy:**

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*Next Meeting:* Site Plan Pre-Application (City)

*Date:* Oct 20, 2020

*Latest Milestone Achieved:* LDC Design Sign-Off

*Date:* Mar 13, 2020

*Next Steps:* Site Plan Approval Submission  
Preliminary Cost Estimate

*Anticipated Date:* Oct 22, 2020  
Nov 30, 2020

*Additional Comments:* A meeting on July 9th with Trustee Di Pasquale and Councilor Matlow has lead to City Planning support for additional parking from Vaughan Road. Final documentation for SPA application is currently being completed for submission on October 22

*Trustee:* Norm Di Pasquale (Ward 9)

*Signed:*   
Lyn Northey, Senior Coordinator, Capital Development and Sustainability

cc: M. Iafrate, Sr. Coordinator Renewal  
C. Giordano, Coordinator Early Learning  
L. Noronha, A.D., Facilities, Bus., Comm, CFO  
M. Loberto, Supt., Planning/Development  
J. Di Fonzo Sr. Coordinator, ICT

D. Friesen, Supt., Capital Dev., Asset Mgt., & Renewal  
S. Campbell, Supt., Early Years  
E. Moynihan, Officer, Communications  
M. Farrell, Supt., Environmental Support Services

Project Status Updates also posted on school web page:

<https://www.tcdsb.org/schools/stthomasaquinas/ChildCareAddition/Pages/Default.aspx>

Refer to appended pages for a glossary of terms under Meetings and Milestones.



## GLOSSARY OF TERMS

*LDC - Local Design Committee:* Representatives of the school community assembled by the school principal to provide input into the design of Capital projects in consultation with the architect and Board facilities staff. Typically comprising the principal, area superintendent, local trustee, parent representatives, key staff and the parish priest.

*Ministry Space Plan Template:* A table listing all of the types of spaces in a school. The template includes Ministry of Education benchmark quantity and floor area for each type of space for a given On-the-Ground (OTG) capacity of the school.

*RFP – Request for Proposal:* A request for submission of a description of services to be provided by consultants for a specified scope of work, and the proposed fee for those services. Proposals are evaluated on the basis of firm qualifications and experience, completeness of services proposed and proposed fee. For major Capital projects, interviews are also conducted.

*Consultant:* The consultant team is led by an architectural firm supported by specialized sub-consultants for structural, civil, mechanical and electrical engineering, landscaping and for complex projects others such as building code, building science, information technology and planning.

*SPA - Site Plan Approval/Site Plan Agreement:* The process under the Planning Act and the City of Toronto Act whereby the City reviews and approves all new development for conformance with City standards for site design including building location and % lot coverage, urban design considerations, traffic circulation, waste storage and pick-up, service connections, storm-water management, private water discharge, landscaping and tree preservation. The process results in an agreement signed by the owner and the City that is registered on the Title for the property. A Building Permit cannot be issued until the SPA has been registered.

*NOAC – Notice of Approval Conditions:* This is a document signed by the Director of Planning for the City of Toronto that forms the basis of the Site Plan Agreement. It confirms approval of all of the site drawings and supporting documents that have been submitted by the consultant and stipulates financial securities that must be provided to the City. Once the NOAC is issued, a Conditional Building Permit can be issued to enable construction to start while the formal agreement is being prepared, signed and registered on title.

*Committee of Adjustment (CofA):* A City committee that meets periodically to review and approve requests for minor variances from the zoning by-law. Common minor variances include exceeding allowable building height, providing fewer parking spaces than required,



and building closer to property lines than permitted. Requests for minor variances can add considerable time to a project schedule because the CofA meets infrequently.

*Technical Studies:* Investigations of site and existing building conditions that provide information required to complete design, such as topographical survey, traffic study, geotechnical (soil) investigation, archeological study and designated substances survey.

*Visioning Session:* A design start-up meeting providing parents, staff and other stakeholders the opportunity to express their ideas and aspirations for the project, facilitated by the architect.

*Conceptual Design:* Drawings that show the general proposed layout of the major building and site components.

*Schematic Design:* Further development of the conceptual design to show details such as delineation of all of the spaces within the building, play areas and parking.

*Unique Site Costs:* The Ministry of Education cost benchmark is based on a simple two-storey school on a flat, “greenfield” site, with all services available. The Ministry has recognized and will fund costs related to construction on sites that are not typical, such as grading, retaining walls, removal of poor soils, deep foundations, Toronto storm-water management standards, Green Roof By-law and Toronto Green Standard. Some of these costs may also be covered by Education Development Charges in growth areas of the City.

*Construction Documents:* The drawings and specifications prepared by the consultants to detail all aspects of the construction of the building and site work for Building Permit application and for tendering to contractors. The consultant typically provides drawings for staff review at 25%, 50% and 75% stages of completion.

*ATP – Ministry of Education Approval to Proceed:* Prior to issuing a project for tender, a cost estimate prepared by a cost consultant based on the nearly completed construction documents must be submitted to the Ministry of Education indicating that the cost does not exceed the available funding. A letter of approval must be received from the Ministry before the project can proceed to tender.

*Construction Tender:* An invitation is issued to pre-qualified contractors to submit a quotation to carry out the construction of the building and site work, based on the scope of work as described by the construction documents. A construction contract is awarded to the lowest bidder, or the highest scoring bidder if evaluation criteria other than price are included.



*Substantial Performance:* Completion of the project to a state where it can be safely occupied and the value of the work completed is at least 97% of the total contract value. The remaining 3% of the work includes deficiencies that are identified in an occupancy inspection and other minor work that can be completed after the school is occupied. Completion of deficiencies is carried out outside of school hours.