Revised September 2026

INFRASTRUCTURE AND CAPITAL COMMITTEE TERMS OF REFERENCE

Role:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain, and implement policies necessary for fulfilling its responsibilities under section 33. The infrastructure and capital committee provides strategic governance and financial oversight through the review and analysis of information related to the construction, renovation, and maintenance of Holy Spirit Catholic School Division's schools and facilities. The committee supports the Board by reviewing projects, reporting on progress, and making recommendations to ensure that capital investments and maintenance activities align with Board priorities, fiscal responsibility, and long-term sustainability. Authority to direct the Superintendent rests solely with the Board acting as a collective body.

Composition:

The Committee shall be a committee consisting of:

1. Chair of the Board, who will serve as the committee chair
2. Two (2) trustees with representation from both urban and rural.
3. Superintendent

The Superintendent may request that administrative and technical staff attend meetings as required to provide information and support the committee's work.

Meetings:

a. Meetings will be called by the Committee Chair.
b. The committee shall meet three (3) times per year.
c. Additional meetings may be called by the chair if required.
d. The three (3) trustees serving on the committee may be invited to attend CMR school tours. Tour schedule as developed and communicated by the Office of the Superintendent.

Responsibilities:

In alignment with the Board's responsibility to approve the division's priority project list, including capital and modernization projects, and to approve the Division Budget, including CMR expenditures, the committee shall:

a. Evaluate whether available capital and infrastructure resources are allocated effectively to best support the educational needs of students in the division consistent with Board priorities, mission, vision, & values.
b. Receive and review information regarding the plans, construction, and progress of new builds or modernizations of schools.
c. Review three-year CMR plans. When invited by the Office of the Superintendent, attend school-based CMR tours, as an observer, for the purpose of maintaining understanding of the division's capital and maintenance needs, processes, and potential budgetary impacts. CMR meetings remain administrative. Liaison trustees may be invited by Office of the Superintendent to participate in liaison school tours to maintain awareness of school condition, even if they do not serve on the committee.
d. Review project priorities, reviewing, and providing feedback on Three- and Ten-year Capital Plans, making recommendations when the Three-Year Capital Plan is presented to the Board for approval.
e. Ensure the committee's work is consistent with *Policy 2: Role of the Board*.