

BOARD MANUAL

SUBJECT: Capital Projects – Change Order Approval Policy	NO.: 2-C-40
SECTION: Corporate Performance and Oversight	
APPROVED BY: Board of Directors	DATE: December 6, 2023

Policy

This policy applies to all capital projects undertaken at Cambridge Memorial Hospital (CMH) to ensure that publicly funded capital goods and services, including construction, consulting services, and information technology are acquired by (CMH) through a process that is open, fair, and transparent.

The Board through the Capital Projects Sub-Committee shall ensure that project budgeting, oversight and cost control procedures are in place to ensure that the project is completed within the approved budget and timeline. Minimum expectations for ensuring compliance with these requirements are set out in operational policies under the authority of the President & CEO.

The Board authorizes the individuals set out below to approve the following change orders.

Change Orders Within Project Budget Approved by the Board of Directors

Change Order Value	Senior Director	Senior Executive Committee	President & CEO	Capital Project Sub-Committee	Resources Committee of the Board	Board of Directors
\$0-\$500,000	✓	✓	Informed	Informed	Informed	Informed
\$500,001 - \$1,000,000	✓	✓	✓	Informed	Informed	Informed
\$1,000,000Aggregate	✓	✓	✓	✓	✓	✓

✓ Denotes signature required on Change to provide approval to proceed

Change Orders Exceeding Project Budget Approved by the Board of Directors

Change Order Value	Senior Director	Senior Executive Committee	President & CEO	Capital Project Sub-Committee	Resources Committee of the Board	Board of Directors
Any Amount	✓	✓	✓	✓	✓	✓

✓ Denotes signature required on Change to provide approval to proceed

The project lead controls project costs and the timeline by using appropriate:

- procurement procedures
- scope control processes
- change and contingency management procedures and
- regular project reporting.

Related Policies and Procedures:

- Supply Chain Directive – Procurement Policy and Procedures 7-85
- Approval & Signing Authority 2-C-34

DEVELOPED: March 19, 2012		REVISED/REVIEWED:
November 26, 2014	November 29, 2017	April 28, 2021
December 6, 2023	Click or tap to enter a date.	Click or tap to enter a date.
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