

BOARD MANUAL

SUBJECT: Board Policy Development, Review and Approval		NO.: 2-D-02
SECTION: Board Process		
APPROVED BY: Board of Directors		DATE: February 4, 2026

Policy

From time to time, the Board shall adopt and articulate policies that are designed to guide the work and decisions of the Board, the President & CEO (CEO), Chief of Staff (COS) and, at times, the hospital.

The Board shall be responsible for setting the strategic context in which policies are developed and for the formal review and approval of policies. The Board may delegate development and review of policies to a committee.

The Board shall, when appropriate, limit its policy making to matters of governance.

Development and Implementation

Except as set out below, the Governance and Nominating Committee (GNC) shall be responsible for the development of new policies.

Policies may be initiated, in consultation with the GNC Chair, by any committee when a policy is required. Draft policies shall be forwarded to the GNC for review.

The GNC shall recommend all new policies and any revisions to existing policies to the Board for approval.

The GNC shall:

- Develop and maintain a policy review schedule consistent with this policy; and
- Develop (in conjunction with other committees as required), recommend and maintain governance policies to promote effective functioning of the Board and committees.

The CEO shall:

- Be responsible for management of the policies, including maintaining current policies on a publicly accessible website;
- Maintain a Board policy manual;
- Maintain a system of policies, to ensure on-going review, version control and archiving of policies;
- Refer policies that are due for review to the GNC for policy oversight;
- Review policies to ensure consistent format and established guidelines are followed; and
- Make minor modifications to policies that do not alter the substantive context, intent or compliance requirements.

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Review and Revision

The GNC shall oversee the review process with assistance from the CEO's office. Policies shall be reviewed at least every five years as outlined in the policy review schedule. Any Board committee may at any time, initiate a review of a Board policy within the scope of their terms of reference.

The "Date" field indicates the Board approval date of the current version. The "Developed" date field indicates the date the original policy was approved by the Board. The "Revised/Reviewed" dates record the dates of policy amendments since the original policy was approved.

For Board policies requiring minor modifications, such as corrections for spelling, grammar, punctuation, and stylistic enhancements that do not alter the substantive content, intent, or compliance requirements of the policy, no formal approval process is required. Such modifications may be implemented by the CEO's office after ensuring that these changes do not inadvertently affect the meaning or enforcement of the policy. Documentation of these changes is maintained for transparency and audit purposes, but they shall not impact the policy's review date.

Approval

Policies shall be approved as a consent or discussion item on the agenda and approved in the open meeting of the Board.

Policies shall be effective upon approval unless an effective date in the future is specified.

DEVELOPED: November 24, 2010		
REVISED/REVIEWED:		
September 28, 2011	January 28, 2015	May 26, 2021
December 6, 2026	May 7, 2025	Click or tap to enter a date.
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