

PAPER REDUCED BOARD MEETINGS

1. PURPOSE

- (1) The Board of Directors (the “Board”) promotes an environment where the production of paper to support Board activities and meetings is minimized wherever possible.
- (2) Interior Health (the “Authority”) provides an information access system for the Board to ensure remote access to confidential Board and Committee information. To support this, directors are eligible to receive a mobile device provided by the Authority.

2. SCOPE

- (1) To obtain secure remote access to confidential Board and Committee information, directors are required to review and sign the External Contractor and Interior Health Confidentiality agreements.
- (2) An Authority standard mobile device with Authority standard software will be provided to each director when appointed to the Board, unless the director chooses to use their personal mobile device.
- (3) Mobile device options for Directors include:
 - (a) Laptop
 - (b) Tablet
 - (c) iPad
- (4) Technology and software standards for mobile devices change frequently and directors are advised to check with the Board Resource Officer as to current standards. Authority [Desktop Standard Hardware](#) is listed on InsideNet.
- (5) Costs related to software purchases for director owned equipment are eligible for reimbursement, providing they are consistent with software standards for Authority provided equipment.
- (6) Mobile devices are provided for director’s use only and are not to be used by others.
- (7) Mobile device training will be provided to directors as required and new directors will be provided with basic training as part of their orientation to the Board.

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- (8) Each director is required to set up a password to protect against information theft if the mobile device is lost or stolen. Interior Health Information Privacy and Security maintains organizational requirements for passwords. Guidelines and Best Practices for Passwords located on the Authority's InsideNet should be referenced.
- (9) Mobile devices have an expected useful life of approximately 36 months from date of purchase. Information Management and Information Technology will contact the Board Resource Officer to replace the equipment, if leased, as per the Authority's Technology Refresh Program.
- (10) After 36 months following the receipt of a mobile device, the director will return the old device to the Board Resource Officer so it can be recycled after being cleaned of Board data and information and all Authority licensed software.
- (11) When a mobile device is returned during or at the end of 36 months, the director has the option to purchase the device at a fair market value. If the device is on lease, the purchase price will be the lease defined pay out value. Purchase arrangements can be made with the Board Resource Officer.
- (12) Existing arrangements directors have with Authority provided devices at the time of the approval of this policy will remain in effect until the end of the normal lifecycle of their technology.
- (13) Approvals arising from administration of this policy will be provided by the Board Chair, informed by the terms of the Authority's Mobile Worker Technology Policy. In the case of requests for approval for the Board Chair, the Governance and Human Resources Committee Chair will have approval authority.

3. POLICY REVIEW

- (1) This policy will be reviewed as part of the normal Board Policy Manual review, or as required due to changing technology opportunities or other circumstances.