



**Yukon
Water Board**

***Office des eaux
du Yukon***

YUKON WATER BOARD

IN-CAMERA GUIDELINES

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1.1 PURPOSE

These guidelines are intended to create common understanding and guide the Board and Secretariat on the use and procedure of in-camera sessions during board meetings.

1.2 OBJECTIVES

- To ensure that in-camera sessions are used when appropriate.
- To effectively guide the Board in the procedures to be followed during in-camera sessions.

1.3 CONTEXT

- It is accepted good practice to regularly allocate time for in-camera discussions during board meetings where board members can meet behind closed doors without non-board members present, except as invited by the Board.
- All matters discussed during in-camera sessions are confidential and minutes taken will not be part of the regular meeting minutes.

1.4 GUIDING PRINCIPLES

- The Board and Secretariat understand that in-camera discussions are intended to provide the Board Members with a confidential forum to discuss sensitive matters.
- The Board recognizes that sensitive matters within the jurisdiction of the Board may include:
 - Board and Secretariat performance,
 - Governance,
 - Conflict of Interest,
 - Board member discipline, or
 - Chair and/or Vice-Chair selection.
- The Board accepts that in-camera sessions aren't to be used as a forum to promote special interests, nor to alter a decision that has been made in the board meeting.
- The Board recognizes that even though in-camera sessions are included as an agenda item for each meeting, there is no requirement to hold in-camera discussions each meeting.

1.5 PROCEDURES

- The agenda for regular board meetings will include an in-camera session.
 - The Chair will confirm at the commencement of the board meeting when the agenda is being discussed whether there is a need for an in-camera session.
 - The Chair will again enquire whether there is a need for an in-camera session when the in-camera agenda item is reached.
- The Chair will ensure that minutes are taken, reviewed, approved, and stored in a secure fashion.
- The Chair will meet with the Director to discuss matters raised during an in-camera session when required.