

- Residence. **12.** Each Commissioner shall during his term of office reside in Canada, in such part thereof as may, from time to time, be designated or allowed by the Governor in Council.
- Duty of Board **13.** It shall be the duty of the Board to hold sessions and to hear and determine any complaint, matter, or thing determinable by the Board, or do any act, consistent with the powers vested in the Board, as provided in this Act. 5
- Offices at Ottawa. **14.** The Governor in Council, upon the recommendation of the Minister, shall provide, within the city of Ottawa, a suitable place in which the Sessions of the Board may be held, and also suitable offices for the Commissioners, Secretary, staff, and other employees, and all necessary furnishings, stationery and equipment for the establishment, conduct and maintenance of the same, and for the performance of the duties of the Board. 10 15
- Sessions of Board outside of Ottawa. **15.** Whenever special circumstances render it expedient to hold Sessions without the city of Ottawa, the Board may, subject to the approval of the Minister, hold the same in any part of Canada.
- Sittings, how conducted. **16.** The Commissioners shall sit at such times and conduct their proceedings in such manner as may seem to them most convenient for the speedy despatch of business; they may, subject as in this Act mentioned, sit either together or separately, and either in private or in open court, but any complaint made to them shall, on the application of any party to the complaint, be heard and determined in open court. Any members of the Board shall constitute a quorum, and no vacancy in their body shall impair the right of the remaining Commissioners to act. 20 25
- Secretary. **17.** There shall be a Secretary of the Board, who shall be appointed by the Governor in Council, shall hold office during pleasure, and shall reside in the city of Ottawa. It shall be the duty of the Secretary to attend all Sessions of the Board, to keep a record of all proceedings conducted before the Board or any Commissioner under this Act, to have the custody and care of all records and documents belonging or appertaining thereto, or filed in his office, and to obey all rules and directions which may be made or given by the Board touching his duties or the governance of his office. 30 35
- Duties of Secretary.
- Regulations and orders of the Board. **18.** It shall be the duty of the Secretary to have every regulation and order made by the Board, drawn pursuant to the direction of the Board, signed by the Chief Commissioner, sealed with the official seal of the Board, and filed in the office of the Secretary. 40
- Record books. **2.** The Secretary shall keep in his office suitable books of record, in which he shall enter a true copy of every such regulation and order and every other document which the Board may require to be entered therein, and such entry shall constitute and be, and in all courts be deemed and taken to be, the original record of any such regulation or order. 45
- Evidence. **3.** Upon application of any person, and on payment of such fees as the Board may prescribe, the Secretary shall deliver to such applicant a certified copy of any such regulation or order. 50
- Certified copies of regulations or orders.