

Staff, etc.

Secretary.

9. There shall be a Secretary of the Commission who shall be appointed by the Governor in Council to hold office during pleasure, and who shall reside in the City of Ottawa.

Duties of Secretary.

- 10.** (1) The Secretary of the Commission shall 5
- (a) keep a record of all proceedings conducted before the Commission or any committee or commissioner;
- (b) have the custody and care of all records and documents belonging or appertaining to the 10 Commission or filed in the office of the Secretary;
- (c) obey all rules and directions that may be made or given by the Commission, or the President, touching his duties or office, and in the event 15 of a conflict of such rules or directions, those made or given by the Commission prevail; and
- (d) have every regulation and order of the Commission drawn pursuant to the direction of the Commission, duly signed and sealed with the 20 official seal of the Commission and filed in the office of the Secretary.

Record books.

(2) The Secretary shall keep in his office suitable books of record, in which he shall enter a true copy of every regulation and order of the Commission, and 25 every other document that the Commission may require to be entered therein, and such entry constitutes and is the original record of any such regulation or order.

Certified copies.

(3) Upon application of any person, and on payment of such fees as the Commission may prescribe, 30 the Secretary shall deliver to the applicant a certified copy of any regulation or order of the Commission.

Acting secretary.

11. In the absence of the Secretary from illness or any other cause, the Commission may appoint from its staff an acting secretary, who shall thereupon act in the 35 place of the Secretary and exercise his powers.

Staff of Commission.

12. (1) Such other officers and employees as are necessary for the proper conduct of the business of the Commission may be appointed in the manner authorized 40 by law.

Staff.

(2) The officers and employees attached to the Commission may be paid out of moneys appropriated by Parliament for the purpose.