

Responsibilities of the Board members

The City of Ottawa Governance bylaw outlines the following roles and responsibilities of the BIA Board and Chair.

The Board shall be responsible for:

- a) making decisions on policy affecting the BIA including those policies required by Subsection 270(2) of the Municipal Act, 2001;
- b) managing the affairs of the BIA;
- c) hiring of Executive Director and staff, where required, of the BIA;
- d) appointing such committees as may be required to accomplish the work of the BIA; and
- e) fulfilling any requirements under this by-law and any other applicable City of Ottawa by-laws and legislative requirements.

The Board may, on behalf of the BIA, exercise all the powers that the BIA may legally exercise in fulfillment of its objects, unless the Board is restricted by law or by the members from exercising those powers. These powers include, but are not limited to, the power:

- a) to enter into contracts or agreements;
- b) to execute documents;
- c) to direct the manner in which any other person or persons may enter into contracts or agreements on behalf of the BIA;
- d) to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of real or personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Board may consider advisable; and
- e) to purchase insurance to protect the property, rights and interests of the BIA and to indemnify the BIA, its members, the Board, and officers from any claims, damages, losses or costs arising from or related to the affairs of the BIA.

The Chair, or board-appointed committee chair in the case of committee meetings, may have the following responsibilities:

- a) chair all meetings of the BIA and of the Board, when present in person and able;
- b) have general supervision of the affairs of the BIA;
- c) sign all by-laws and execute any documents with the Secretary;
- d) perform any other duties that the Board may assign from time to time;
- e) sit, ex officio, on all committees; and
- f) ensure that all past records of the Board are transferred to the succeeding Treasurer when there is a change of Treasurer.

In addition to establishing BIA policies and bylaws, and overseeing BIA activities, the BIA Board is also responsible for the establishment of rules concerning the functions of committees. This typically includes defining reporting requirements, determining size and composition of committees, and appointing committee chairs.