

## Code of Conduct – Chief Building Official

Approved By: Council  
Approval Date: April 19, 2011  
Effective Date: April 19, 2011  
Revision Date:

### Policy Statement

To ensure that the Chief Building Official uses the appropriate standards pursuant to the Building Code Act S.O. 1992, Chapter 23

#### **Purpose:**

To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the building code.

To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the building code.

To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the building code by the Chief Building Official and Inspectors

**Application:** This policy applies to the Chief Building Official and any Building Inspectors appointed by the Municipality but does not preclude them from other Municipal code of conduct policies.

**Definitions:** None

**Exclusions:** None

#### **References & Related Policies:**

Code of Conduct Policy A14

Technology Code of Conduct Policy A3

#### **Consequences of Non-Compliance:**

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that this Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with the municipal disciplinary policy and relevant employment standards.

**Review Cycle:** This policy shall be reviewed on an annual basis by the CAO and as required by the Building Code Act.

### Procedure

1. Always act in the public interest, particularly with regard to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abides by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

Any personal information received shall be subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M-56