



POLICY

TITLE:	Code of Conduct for Chief Building Official
NUMBER:	BUI-001
CATEGORY:	Building Department
DATE:	May 14 th , 2018
REFERENCES:	Building Code Act, 1992, sec 7.1 (1) By-Law 2018-57

1.0 Purpose:

The Code of Conduct for Building Officials is enacted in accordance with The Building Code Act 7.1 (1) A principal authority shall establish and enforce a code of conduct for the Chief Building Official and Inspectors. 2002, c. 9, s. 12.

- 1.1 To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official in the exercise of a power or the performance of a duty under the *Building Code Act* or *Building Code*.
- 1.2 To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and his/her delegates in the exercise of a power or the performance of a duty under the *Building Code Act* or the *Building Code*.
- 1.3 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 *Building Code* by the Chief Building Official and his/her delegates.

2.0 Application

This Code of Conduct applies to the Chief Building Official and his/her delegates as appointed by the Corporation of The Municipality of Centre Hastings.

3.0 Enforcement Guidelines

- 3.1 The Building Code Act prescribes that the conduct of the Chief Building Official and his/her delegates will be measured against this code. Any allegations of a breach of conduct will be kept confidential.
- 3.2 Where allegations are made against the Chief Building Official or his/her delegate, the Chief Administrative Officer shall review and if justified, investigate any allegations and recommend disciplinary action, if any, to be taken against the Chief Building Official or their appointed delegate who fails to comply with this code.
- 3.3 Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipality of Centre Hastings and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

4.0 Code of Conduct

- 4.1 Shall act in the public interest, particularly concerning the safety of buildings, safety to the public, designated structures and related works.
- 4.2 Shall not 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 interest.

- 4.3 Shall act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist.
- 4.4 Shall administer and enforce all relevant building laws, codes and standards appropriately without favour and without influence of interested parties.
- 4.5 Shall not accept any personal benefit which may create a conflict with their duties.
- 4.6 Shall not perform duties where a personal interest may create a conflict.
- 4.7 Shall comply with the provisions of the building Code Act, the Ontario Building Code and any other Act or Law that regulates or governs Building Officials or their functions.
- 4.8 Shall perform inspections and plan review duties impartially and in accordance with the highest professional standards.
- 4.9 Shall not act beyond their level of competence or outside of their area of expertise or qualifications as a registered Building Official. Shall maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their level of training, knowledge and experience as it applies to each building or project.
- 4.10 Shall maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.
- 4.11 Shall not divulge any confidential or sensitive information or material that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
- 4.12 Shall extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
- 4.13 Shall exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.
- 4.14 Shall recognize the appointment under the Building Code Act as a symbol of good public faith.
- 4.15 Shall comply and maintain their knowledge of safe working practices in accordance to the requirements of the Occupational Health and Safety Act and established municipal health & safety policies.