



Township of Southgate Code of Conduct for Chief Building Official's and Building Inspectors

Purpose:

The Code of Conduct for Building Officials is enacted in accordance with Section 7.1 of the Building Code Act 1992 ("the Act) which requires a code of conduct for the following purpose;

1. 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 *Building Code*.
2. To prevent practices, which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official, Deputy 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*.
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, Deputy Chief Building Official and Building Inspectors.

Application

This Code of Conduct applies to the Chief Building Official, Deputy Chief Building Official and Building Inspector(s) as appointed by each respective Council for the Township of Southgate.

Enforcement Guidelines

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official, Deputy Chief Building Official and Building Inspector appointed under the Building Code Act. Any appointed Chief Building Official, Deputy Chief Building Official or Building Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action or dismissal appropriate to the seriousness of the breach. All allegations concerning a breach of this Code of Conduct Policy shall be made in writing and shall be confidential.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of CAO to whom the Chief Building Official reports and the Township of Southgate Council, if necessary.

Any Chief Building Official or CAO who receives information in writing concerning a breach of this Code of Conduct shall review the allegations of breach and, where justified, shall direct an investigation. Where appropriate, the Chief Building Official and/or the CAO shall recommend disciplinary action or dismissal in accordance with the employment standards of the place of work in consultation with the Township of Southgate Council. All communications received by a Chief Building Official or Department



Management concerning a breach of this Code shall be held in confidence. All breaches of this Code of Conduct shall be reported in Closed meeting to the Township of Southgate Council, however only details of the allegations, investigation process and outcome of the investigation shall be reported to protect the identity of both the complainant and the rights of the Employee.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Southgate CAO in consultation with the Chief Building Official and may include the Chief Building Official and will be based on the severity and frequency of the violation in accordance with employment laws and standards and relevant Joint Building Services policies.

Code of Conduct

1. Shall act in the public interest, particularly with regard to the safety of buildings, safety to the public, designated structures and related works.
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 interests.
3. Shall act to identify and enforce compliance where significant contraventions of the appropriate Acts and/or regulations that exist related to Building department matters.
4. 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.
5. Shall administer and enforce all relevant building laws, codes and standards appropriately without favour and without influence of interested parties.
6. Shall not accept any personal benefit which may create a conflict with their duties.
7. Shall not perform duties where a personal interest may create a conflict.
8. Shall perform inspections and plan review duties impartially and in accordance with the highest professional standards.
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.
10. Shall maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.



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.
12. Shall extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
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.
14. Shall recognize the appointment under the Building Code Act as a symbol of good public faith.
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.
16. Shall adhere to the Southgate Employee Conduct Policy in force and affect in addition to this Code of Conduct and all other applicable employee policies.