



## THE CORPORATION OF THE TOWNSHIP OF PERRY

SUBJECT: Code of Conduct for Building Officials	POLICY #: 2019-01	PAGE 1 of 2
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### **Purpose:**

The purpose of this Code of Conduct is to promote appropriate standards of behaviour and enforcement actions to ensure Building Officials apply standards of honesty and integrity, and to prevent practices constituting abuse of power including unethical or illegal practices.

The Code of Conduct applies to the Chief Building Official and Inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.

### **Standards of Conduct for Building Officials:**

Building Officials undertake at all times to:

1. Maintain accreditation to perform the functions assigned to them;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties;
4. Comply with the provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Perform their duties impartially and in accordance with the highest professional standards;
6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards justly and without favour of the influence of interested parties;
8. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status as a building official;
9. Act in the public interest, particularly with regard to the safety of building works and structures;
10. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties;
11. Avoid situations where there may be, or where there appears to be, a conflict between their duties to their clients, their profession, their peers, the public at large or their personal interests;

APPROVED BY: Council	DATE: February 20, 2019	RESOLUTION: 2019-63
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12. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with the laws governing freedom of information and protection of privacy;
13. To avoid any conduct that could bring Building Officials or the Township of Perry into disrepute;
14. Accept responsibility for the conduct of their subordinate employees; and
15. Extend professional courtesy to all.

### **Guideline for Responding to Misconduct Allegations**

The Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. In response to any allegation of a breach of this code by an Inspector, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Inspector who fails to comply with this Code of Conduct. Where the allegation is against the Chief Building Official, the Clerk/Administrator shall direct the investigation and take such disciplinary action as is reasonable in the circumstances and report such action to Council.

In determining the appropriate discipline, the Chief Building Official or Clerk/Administrator will have regard to the relevance of the conduct to the Official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Clerk/Administrator and is subject to relevant employment laws and standards.

### **Public Notification Practice**

This Code of Conduct shall be posted on the Township's website and inserted in all Building Permit Guide hand-outs to ensure it has been brought to the public's attention.

### **Policies/ Legislation**

Sections 7.1(1) & 7.1(4) Building Code Act, 1992

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