

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

By-Law No. 20-604

**Being a By-law to adopt a Code of Conduct for the Chief Building
Official and Inspectors.**

WHEREAS Section 7.1(1) of the *Building Code Act* states that a principal authority shall establish and enforce a code of conduct for the Chief Building Officials and Inspectors;

AND WHEREAS Section 7.1(2) states the proposes of the Code of Conduct as follows;

- (a) To promote appropriate standards of behaviours an enforcement actions by the Chief Building Official and Inspectors in the exercise of power of the performance of a duty under this Act or the Ontario Building Code.
- (b) To prevent practices, which may constitute abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of power of the performance of a duty under this Act of the Ontario Building Code.
- (c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under this Act or the Building Code by the Ontario Chief Building Official and Inspectors.

AND WHEREAS Section 7.1(3) stated that the Code of Conduct must provide for its enforcement and includes policies or guidelines to be used when responding to allegations that the code has been breached and disciplinary actions that may be taken if the code is breached;

AND WHEREAS Section 7.1 (4) states that the principal authority shall ensure that the Code of Conduct is brought to the attention of the public;

NOW THEREFORE the Council of the Corporation of the Township of South Algonquin enacts as follows:

1. **THAT** the Code of Conduct for the Chief Building Official and Inspectors set out at Schedule “A” of this by-law is hereby adopted.
2. **THAT** the purpose and intent of the Code of Conduct for the Chief Building Official and Inspectors is to establish guidelines for ethical and interpersonal standards of conduct for the Chief Building Official and Inspectors.
3. **THAT** the Chief Building Official and Inspectors shall comply with the Code of Conduct for Chief Building Official and Inspectors as set out in Schedule “A” of this by-law.
4. **THAT** this bylaw come into full forces and effect on the date of final passage hereof at which time all by-laws and/or resolutions that are inconsistent with the provisions of this by-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this by-law.

ENACTED AND PASSED this 8th day of January, 2020.

READ A FIRST AND SECOND TIME this 8th day of January, 2020.

Jane A.E. Dumas, Mayor

Holly Hayes, CAO/Clerk Treasurer

READ A THIRD TIME PASSED AND ENACTED 8th day of January, 2020.

Jane A.E. Dumas, Mayor

Holly Hayes, CAO/Clerk Treasurer

Township of South Algonquin

Chief Building and Inspectors Code of Conduct

Schedule "A"

PURPOSE

To promote appropriate standard and 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 Ontario Building Code.

To prevent 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 Ontario 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 and Ontario Building Code by the Chief Building Official and Inspectors.

STANDARDS OF CONDUCT AND PROFESSIONALISM

1. Always act in the public interest, particularly with regard to the safety of building works and structures;
2. Avoid situations 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. 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;
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Chief Building Official and Inspectors;
7. Not to act beyond their personal level of competence or outside their area of expertise;
8. Maintain current accreditation to act as a Chief Building Official or Inspector;
9. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status of a Chief Building Official or Inspector;
10. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties;
11. Not divulge any confidential or sensitive information or material that they become privy to in the performance of the Chief Building Official or Inspectors duties, except in accordance with laws governing freedom of information and protection of privacy;
12. Maintain knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function; and
13. Extend professional courtesy to all.

BREACHES OF CODE OF CONDUCT

The Ontario Building Code Act provides that the performance of Chief Building Officials and Inspectors will be measured against this Code of Conduct. Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary actions arising from violations of this Code of Conduct is the responsibility of the Municipal employer and is subject to employment laws and standards. 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.