

## SCHEDULE "C" TO BY-LAW NUMBER 31-2019

### CODE OF CONDUCT FOR THE CHIEF BUILDING OFFICIAL AND INSPECTORS

#### 1. PURPOSE OF THE CODE OF CONDUCT

- 1.1. 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 *Act* or the *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 inspectors in the exercise of a power or the performance of a duty under the *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 *Act* or the *Building Code* by the *chief building official* and inspectors.

#### 2. CODE OF CONDUCT

- 2.1. In exercising powers and performing duties under the *Act*, the *chief building official* and inspectors, at all times, shall:
  - 2.1.1. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier-free accessibility;
  - 2.1.2. Apply the *Act* and the *Building Code*, and all applicable laws, regulations and standards in an impartial, consistent and fair manner, independent of the influence of interested parties or members of Council, and without regard to personal interests;
  - 2.1.3. Maintain confidentiality in accordance with laws governing the freedom of information and the protection of privacy;
  - 2.1.4. Obtain the counsel of persons with expertise where the *chief building official* or inspector does not possess sufficient knowledge to make an informed judgment;
  - 2.1.5. Act honestly, reasonably and professionally in the performance of their duties;
  - 2.1.6. Act within the area of qualification obtained under the *Act* and maintain required legislated qualification;
  - 2.1.7. Keep up to date on current building practices through continuous education; and
  - 2.1.8. Comply with the provisions set out within the *Corporation* Employee Code of Conduct.

#### 3. ENFORCEMENT GUIDELINES

- 3.1. The *Act* prescribes that the conduct of the *chief building official* and the inspectors will be measured against this Code of Conduct. Any appointed *chief building official* or inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.
- 3.2. In response to any allegation of a breach of this code, the *chief building official*, in consultation with the Manager of HR Services shall direct an investigation and where appropriate, recommend disciplinary action against any inspector who fails to comply with this code. Where allegations of a breach of this code is against the *chief building official*, the matter shall be brought to the attention of the Director of Planning and Development Services. Where allegations of a breach of this code is against a member of the Fire Service, the matter shall be brought to the attention of the Fire Chief.
- 3.3. Any *chief building official*, Director of Planning and Development Services or Fire Chief who receives a written complaint alleging a breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the *Corporation* policies, procedures or applicable collective agreements. All

communications received by a *chief building official*, Director of Planning and Development Services or Fire Chief concerning a breach of this code shall be held in confidence. The *chief building official*, Director of Planning and Development Services or Fire Chief shall advise the Office of the Chief Administrative Officer in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

#### **4. PUBLIC NOTICE OF THE CODE OF CONDUCT**

4.1. The *Act* states that the code must be brought to the attention of the public.

4.1.1. Building Approvals will advertise the Code of Conduct on an ongoing basis via the *Corporation* website and post in a conspicuous location.