

Schedule "A"

Township of Guelph Eramosa

CODE OF CONDUCT FOR BUILDING OFFICIALS

Purpose:

The following are the purposes of this Code of Conduct is:

- 1) To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Building Officials (Inspectors) in the exercise of a power and or the performance of a duty under the *Building Code Act* or the building code.
- 2) To prevent practices which may constitute an abuse of power by the Chief Building Official and Building Officials (Inspectors) in the exercise of a power and or the performance of a duty under the *Building Code Act* or the building code, and
- 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 the building code by the Chief Building Official and Building Officials (Inspectors).

Enforcement Guidelines

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or Building Official (Inspector) appointed under the Building Code Act. Any appointed Chief Building Official or Building Official (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 in writing.

Any person who has a reason to believe this code of conduct has been breached may, in writing, bring the matter to the attention of the Chief Building Official. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official (Inspector) who fails to comply with this Code of Conduct.

Where the allegation concerns the actions of the Chief Building Official, the Chief Administrative officer will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Chief Administrative Officer will have regard to the relevance of the conduct to the Building 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 Township of Guelph Eramosa's administration and is subject to relevant labour agreements, employment laws and standards.

Code of Conduct

In exercising and performing duties under the Building Code Act, the Chief Building Official and Building Officials (Inspectors) shall:

- 1) Exercise powers in accordance with the provisions of the Building Code Act, the building code and other applicable law that governs the authorization, construction, occupancy and safety of buildings designated structures, and the actions, duties and qualification of Chief Building Official and Building Officials (Inspectors).
- 2) Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
- 3) Apply all relevant building bylaws, regulations and standards in a consistent and fair manner independent of any influence by interested parties;
- 4) Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
- 5) Obtain counsel of persons with expertise where the Chief Building Official or Building Official (Inspector) does not possess sufficient knowledge to make an informed judgment;
- 6) Act honestly, reasonably and professionally in the discharge of duties; and
- 7) Act in the public interest, particularly with regard to the safety of buildings and structures.