

The Corporation of the Township of Wollaston

By-Law 38-13

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 official and inspectors.

AND WHEREAS Section 7.1 (2) of the Building Code Act states the purposes of this code of conduct are:


- a) To promote appropriate standards of behavior and enforcement actions by the chief building official and inspectors,
- b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, and
- 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 chief building official and inspectors.


AND WHEREAS Section 7.1 (3) of the Building Code Act states that a code of conduct must provide for its enforcement and include 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.

NOW THEREFORE The Council of the Corporation of the Township of Wollaston enacts as follows:

1. The Code of Conduct for the Chief Building Official and Inspectors as set out in Schedule "A" of this By-Law is hereby adopted.
2. 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. The Chief Building Official and Inspectors shall comply with the Code of Conduct for the Chief Building Official and Inspectors as set out in Schedule "A" of this By-Law.
4. The Code of Conduct for the Chief Building Official as set out in Schedule "A" of this By-Law supplements existing federal and provincial legislation, municipal By-Laws and declarations of office in a manner that is consistent with such legislation, By-Laws and declarations.
5. Nothing in the Code of Conduct for the Chief Building Official and Inspectors as set out in Schedule "A" of this By-Law shall be interpreted as denying or limiting access by anyone to other avenues of investigation and/or redress available under law. If such other avenues are being pursued by anyone in connection with a particular complaint, the Code of Conduct for the Chief Building Official and Inspectors as set out in Schedule "A" of this By-Law shall not apply until the outcome of such other avenues is reached.

Passed this 10th day of September, 2013


Dan McCaw, Reeve


Jennifer Cohen, Clerk

By-Law 38-13
CBO Code of Conduct Schedule "A"

The Township of Wollaston maintains this Code of Conduct in accordance with the provisions of the Building Code Act.

The Code applies to the Township of Wollaston's Chief Building Official and Inspectors and is in addition to the provisions of the Township's Code of Conduct for employees policy and workplace harassment/discrimination prevention policy and complaint procedures.

Expected Standards of Conduct and Professionalism

The Chief Building Official and Inspectors for the Township of Wollaston shall undertake **at all times** to:

- a) Act in the public interest, particularly with regard to the safety of building works and structures;
- b) Maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their building certifying functions;
- c) 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;
- d) Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
- e) Not act beyond their level of competence or outside their area of expertise;
- f) Apply all relevant building laws, regulations and standards strictly and without favor and independent of the influence of interested parties;
- g) Perform his inspections and certifying duties impartially and in accordance with the highest professional standards, without any influence from anyone, in a fair and consistent manner and efficiently and in a timely manner;
- h) 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;
- i) Abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring the Building Officials or the Township of Wollaston into disrepute;
- j) Extend professional courtesy to all;
- k) Maintain current accreditation to perform functions assigned to them;
- l) Take all reasonable steps to ascertain and document all available facts relevant to the performance of his duties; and
- m) Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters relate to their status as a Building Official.

Guidelines for responding to allegations of breaches of the Code of Conduct

The Ontario Building Code Act provides that the performance of Building Officials and Inspectors will be measured against this Code of Conduct. In response to any allegations of a breach of the code,

- a) The Clerk will review any allegations brought forward and may determine an appropriate informal course of action which will effectively resolve the complaint.
- b) Where the complaint is not resolved informally, or if an informal resolution is not appropriate, the Clerk will report to Council.
- c) Council will direct an investigation and make such recommendations and/or disciplinary actions as are reasonable. These actions may include, but are not limited to the following:
 - a. An apology
 - b. Education/training
 - c. Verbal warning
 - d. Written warning
 - e. Suspension/leave without pay
 - f. Termination of employment