

## SCHEDULE D

### CODE OF CONDUCT FOR BUILDING OFFICIALS

#### PURPOSE

The following are the purposes of this code of conduct:

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 *Building Code Act* or the Building Code.
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 *Building Code Act* or the Building Code.
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 Inspectors.

#### ENFORCEMENT GUIDELINES

Compliance with this code of conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the *Building Code Act*. 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.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Department Head to whom the Chief Building Official reports.

Any Chief Building Official or Department Head who receives information in writing concerning a breach of this code shall review the allegations of breach and, where justified, shall direct an investigation. Where appropriate, the Chief Building Official or Department Head shall recommend disciplinary action in accordance with the employment standards of the place of work. All communications received by a Chief Building Official or Department Head concerning a breach of this code shall be held in confidence.

Disciplinary action arising from violations of this code of conduct is the responsibility of the City and the Chief Building Official and will be based on the severity and frequency of the violation in accordance with employment laws and standards and relevant collective agreements.

## CODE OF CONDUCT

In exercising powers and performing duties under the *Building Code Act*, the Chief Building Official and 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 and designated structures and the actions, duties and qualifications of Chief Building Officials and 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 laws, 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 conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Act honestly, reasonably, professionally, efficiently and in a timely manner, and with integrity, objectivity and impartiality, in the discharge of their duties; and
6. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment.

This code of conduct shall be brought to the attention of the public in the following manner:

- Posting on the City web site
- Posting in a conspicuous location at the customer service counter for the Planning Services Department