

Supplementary Code of Conduct for Building Inspectors and the Chief Building Official

This code of conduct shall not be construed to replace the code of conduct for The Corporation of Loyalist Township, it is meant as a supplemental set of guidelines for the Chief Building Official and Building Inspectors.

The purpose of this Code of Conduct is threefold:

1. To promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and Building Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Ontario Building Code.
2. To prevent Practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Building Inspectors in the exercise of power or the performance of duty under the Building Code Act or the Ontario Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of power or the performance of duty under the Building Code Act or the Ontario Building Code by the Chief Building Official and Building Inspectors.

To ensure appropriate standards of behaviour the Chief Building Official and Building Inspectors **shall**:

- a) strive to behave in a professional, courteous and objective manner when dealing with clients
- b) treat all clients with respect, integrity and honesty
- c) treat all clients in a fair manner regardless of past interactions, personal feelings or opinions
- d) always first attempt to resolve any violation of the Ontario Building Code in a co-operative manner
- e) process complete permit applications in the order they were received whenever possible

To ensure appropriate standards of enforcement the Chief Building Official and Building Inspectors **shall**:

- a) always act in the interest of the health and safety of the public
- b) be committed to continuous learning including keeping up to date with any changes to the Ontario Building Code and completing any training required by the Ministry of Municipal Affairs and Housing
- c) only conduct reviews/inspections for fields in which they are qualified to do so
- d) hold all builders to the same set of standards as outlined in the Ontario Building Code
- e) **not** ignore a violation of the Ontario Building Code and shall act to enforce compliance

- f) consult with the Chief Building Official before issuing any orders against any projects

To prevent unethical/illegal practices the Chief Building Official and Building Inspectors **shall not:**

- a) accept any gifts, favours, hospitality or entertainment from any clients and avoid all circumstances that could comprise professional integrity
- b) not seek or accept full time, part time, contract or any other form of employment from any builder, contractor or developer
- c) perform any service for a local builder, contractor or developer which may be construed as creating a conflict of interest. If any doubt does exist regarding conflict of interest approval from the Chief Building Official and Chief Administrative Official must be granted before performing the service

In the Event of an Allegation of Breach of the Code of Conduct:

1. If the allegation is against a Building Inspector the Chief Building Official shall conduct an investigation.
2. If the allegation is against the Chief Building Official the Chief Administrative Officer shall conduct an investigation
3. All allegations shall be investigated thoroughly

If an Investigation of Breach of the Code of Conduct is conducted:

1. The party making the allegation shall be given a chance to present their interpretation of events
2. The party being investigated shall be given a chance to present their interpretation of events
3. The investigating official shall seek relevant input from any third parties which may have been involved
4. The investigating official shall take into account the employment record of the alleged offending party

If a Breach of the Code of Conduct has occurred the party found to be in breach may be subjected to the following disciplinary action:

1. Verbal and written reprimand
2. Suspension with or without pay; and
3. Termination of employment