

The Corporation of the Township of Guelph/Eramosa

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CODE OF CONDUCT FOR BUILDING OFFICIALS

1. **Purpose**

- a) To promote appropriate standards of behaviour 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.
- b) 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.
- c) 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.
- d) To establish actions for the enforcement of this Code of Conduct, as required under the Act.

2. **Scope**

This Code of Conduct applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. **Contents**

Conduct

- a) Always act in the public interest, particularly with regard to the safety and accessibility aspects of Building works and structures.
- b) Apply all relevant Building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d) Extend professional courtesy to all.

Enforcement Guidelines

The Building Code Act provides that the performance of building officials will be measured against this Code of Conduct. In response to any allegation of a breach of this Code by an Inspector, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Inspector who fails to comply with this Code of Conduct, to the Chief Administrative Officer. Where the allegation is against the Chief Building Official, the Chief Administrative Officer shall direct the investigation and take such disciplinary action as is reasonable in the circumstances and report such action to the Council.

Compliance with this Code of Conduct is a serious matter to the Township and public, and will be treated as such. 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.

The Chief Building Official or the Chief Administrative Officer who receives information, in writing, concerning a significant breach of this Code, shall review the allegations of breach and, where justified, shall direct an investigation. All communications received by the Chief Building Official or the Chief Administrative Officer concerning a breach of this Code shall be held in confidence.