

1. Scope

This policy applies to all employees of the Municipality of Trent Lakes Building Department.

2. Policy

2.1 Purpose

- a) To promote appropriate standards of behavior and enforcement actions 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.

2.2 Scope

This policy applies to the Chief Building Official and all appointed Inspectors.

The Code of Conduct must provide for its enforcement and include policies or 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.

2.3 Standards of Conduct

Building Officials undertake to:

- a) Always act in the public interest, particularly with regard to the safety of building works and structures.
- b) Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
- c) Apply all relevant building by-laws, codes and standards appropriately and without favour.

- d) Perform their inspections and plans examination duties impartially and in accordance with the highest professional standards.
- e) At all times abides by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
- f) Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
- g) Not to act beyond their personal level of competence or outside their area of expertise.
- h) Maintain current accreditation to act as an Ontario Building Official.
- i) Maintain their knowledge and understanding of the best current building practices, the building Laws and Codes relevant to their inspection and plans examination function.
- j) Extend professional courtesy to all.

2.4 Breaches of Code of Conduct

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against Inspectors. Where the allegations are against the Chief Building Official, the CAO of the municipality will review the allegations.

Disciplinary action arising from violations of the Code of Conduct shall be in accordance with the Corrective Action (Behaviour Improvement) Policy and in accordance with relevant employment standards.

3. Review Cycle

This policy will be reviewed on an as needed basis.

This Policy was previously referred to as AD-54.

4. Related Information

Revisions to this document may impact the following policies, procedures, and/or by-laws.

#	Document Title
Policy 2.05	Corrective Action (Behaviour Improvement) Policy

5. Policy Revisions

Version	Date Approved	Council Resolution
1	August 9, 2016	R2016-457