

Building Officials Code of Conduct Policy



Section Development Services	DATE February 18, 2020	Approved by By-law Number: 35-2020	PAGE 1	OF 3
Subsection Building Officials Code of Conduct	Supersedes By-law Number: N/A		Policy Number DS-8-1	

1.0 Purpose

- 1.1 The purposes of this code of conduct are:
- 1.1.1 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 this Act or the building code;
 - 1.1.2 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 this Act or the building code;
 - 1.1.3 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.

2.0 Policy

- 2.1 The Corporation of the City of Kenora maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity, and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behavior of the Corporation of the City of Kenora's Building Officials reflects the Building Division's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness, and independence. Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that fall within their responsibilities.

Building Officials Code of Conduct Policy

Policy Number	Page	Of
DS-8-1	2	3

3.0 Standards of Conduct and Professionalism

- 3.1 In addition to any Policy with respect to any "Code of Ethics and Conduct applying to all municipal staff," The Corporation of the City of Kenora Building Officials shall undertake at all times to:
- 3.1.1 Act in the public interest, particularly with regard to the safety of building works and structures.
 - 3.1.2 Maintain their knowledge and understanding of the best current practice, the building laws and regulations relevant to their building certifying functions.
 - 3.1.3 Commit to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties.
 - 3.1.4 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.
 - 3.1.5 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.
 - 3.1.6 Not act beyond their level of competence or outside their area of expertise.
 - 3.1.7 Apply all relevant building laws, regulations and standards without favour and independent of the influence of interested parties.
 - 3.1.8 Perform their inspections and certifying duties impartially and in accordance with the highest professional standards.
 - 3.1.9 Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
 - 3.1.10 To avoid any conduct that could bring Building Officials or the Corporation of the City of Kenora into disrepute.

Building Officials Code of Conduct Policy

Policy Number	Page	Of
DS-8-1	3	3

- 3.1.11 Extend professional courtesy to all.
- 3.1.12 Maintain current accreditation to perform the functions assigned to them.
- 3.1.13 Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties

4.0 Guideline for Responding to Misconduct Allegations

- 4.1 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, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, the Manager of Development Services will direct the investigation and make such recommendations as are reasonable. In determining the appropriate discipline, the Chief Building Official or Manager of Development Services will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct. Disciplinary action arising from violations of this code of conduct will be subject to relevant collective agreements, employment laws, and standards.