

The Corporation of the Town of  
Northeastern Manitoulin and the Islands

By-Law 2019-06

Being a by-law to Establish a Code of Conduct for the Chief Building Official and Building Inspector

WHEREAS section 7.1 (1) of the Building Code 2002, c.9 s12 states that a municipality shall establish and enforce a Code of Conduct for the Building Officials and Inspectors

NOW THEREFOR BE IT RESOLVED THAT the Council for the Corporation for the Town of Northeastern Manitoulin and the Islands enacts as follows;

PURPOSE:

The purposes of this code of conduct are to:

- promote appropriate standards of behavior by Building Officials in the exercise of their powers and performance of their duties;
- prevent practices which may constitute an abuse of power, and
- promote appropriate standards of honesty and integrity.

Standards of Conduct and Professionalism

At all times the Building Officials shall;

1. Act in the public interest, particularly with regard to the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves 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;
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;
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;
6. Not act beyond their level of competence or outside their area of expertise;
7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards.
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.
10. To avoid any conduct that could bring Building Officials or the Town of Northeastern Manitoulin and the Islands into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility for the conduct of their subordinate employees;
13. Maintain current accreditation to perform the functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties; and
15. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status as a Building Official.

Guideline for responding to Misconduct Allegations

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 Administrative Officer shall direct an investigation. The Chief Administrative Officer will have regard to the relevance of the conduct to the Official's powers and responsibilities as well as the severity of any misconduct.

