



Building Official's Code of Conduct

Purpose of Policy Statement:

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 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 Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Ontario Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or the Ontario Building Code by the Chief Building Official and Inspectors.

Code of Conduct:

While performing their duties and exercising powers granted under the Building Code Act, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the Ontario Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of Chief Building Officials and Inspectors;
2. Enforce compliance where significant contraventions of the Building Code Act or regulations are known to exist;
3. Apply all relevant building laws, regulations, and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably, and professionally in the discharge of their duties.



Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

www.southglengarry.com

Enforcement Guidelines:

The Chief Building Official, Deputy Chief Building Official and Inspectors acting on behalf of the Township of South Glengarry shall comply with this Code of Conduct. Any 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.

Any person who believes this code of conduct has been breached may submit a complaint to the Chief Building Official. For any complaints regarding the conduct of the Chief Building Official, they may be submitted to their senior staff person that the Chief Building Official reports to directly (the General Manager of Planning, Building, & Enforcement).

All complaints must be submitted in writing, in the event where the complainant is not able to submit a written complaint, reasonable accommodations will be made by the Chief Building Official or senior staff person that receives the complaint.

A written complaint will need to include the contact information for the complainant, any complaints that do not include the necessary contact information will be addressed internally and closed.

Complaints received will be reviewed within 7 business days and once reviewed the Chief Building Official or senior staff person that reviewed the complaint will contact the complainant if the necessary contact information has been provided. The complaint will be addressed internally and closed if after three separate failed attempts to contact the complainant over the span of at least 5 business days beginning on the date of the first attempt, there has been no response.

Once the complaint is reviewed, the Chief Building Official or the senior staff person shall, where appropriate, commence disciplinary action in accordance with the Human Resources Policies & Procedures Manual: Discipline – HR-300-01

All communications received by the Chief Building Official or senior staff person concerning a breach of this code shall be held in confidence.

Legislative Authority:

The Building Code Act, 1992, S.O. 1992, c. 23

7.1 (1) A principal authority shall establish and enforce a code of conduct for the chief building official and inspectors. 2002, c. 9, s. 12.