

POLICY	
Policy Number: DEV2020-001	Date Approved: July 2018
Department: Development Services	Date Reviewed: November 17, 2020
Building Code of Conduct	

1. **Policy Statement**

The Town of Kirkland Lake maintains a Code of Conduct in accordance with the provisions of Clause 7.1(1) of the Building Code Act. The Code of Conduct for Building Officials emulates the Town of Kirkland Lake’s commitment to the highest level of professionalism, competence, integrity, and honesty for the building certification, structural integrity, and safety of the public.

2. **Purpose**

The purpose of this Code is to:

1. Promote appropriate standards of behaviour and enforcement actions, which the Chief Building Official and Building Inspectors exercise in the performance of their duties,
2. Prevent practices that may constitute an abuse of power, and
3. Impartially promote the health and safety of building practices with specific regard for the workers and public’s health and wellbeing.

3. **Scope**

Not Applicable

4. **Definitions**

Not Applicable.

5. **Policy & Procedures**

Standards of Conduct and Professionalism

5.1 In addition to the Code of Ethics for all municipal employees, the Town of Kirkland Lake Building Officials undertake to:

- a. Apply all relevant building by-laws, codes and standards equally, appropriately and without favour,
- b. Comply with the provisions of the Building Code Act, the Ontario Building Code and any other Act or applicable laws that regulate or govern Building Officials and/or their functions,
- c. Maintain necessary accreditations to act as a Building Official, and not act beyond their personal level of competence or area of certification,
- d. Operate in the interest of the public in regards to the safety of the building works and structures,
- e. Perform all duties with honesty, integrity and due diligence, and
- f. Commit to continued education and learning in areas related to the building design and practice, as well as related laws.

5.2 CBO's and Inspectors are expected to:

- a. Maintain currency, knowledge and understanding of the Building Code, Acts and Standards,
- b. Obtain and maintain qualifications required to be appointed and remain appointed under the Building Code Act,
- c. Act as a mentor and technical support for each other when necessary, and
- d. Maintain all relevant accreditations to perform the tasks and duties assigned.

5.3 Not to disclose any confidential or sensitive material that they obtain in the performance of their duties, except in accordance with the laws governing Municipal Freedom of Information and the Protection of Privacy.

5.4 Breaches of the Code of Conduct

The Ontario Building Code Act dictates that the performance of Building Officials will be measured against this Code of Conduct. Enforcement of this Code of Conduct is the responsibility of the municipality, and will be carried out in accordance with the Corporate Code of Discipline.

5.5 Enforcement Guidelines

Any person who has reason to believe there has been a breach of this Code of Conduct, may, in writing, bring the issue to the attention of the Chief Building Official. Any allegations brought to the attention of the Chief Building Official, will be taken seriously. An unbiased investigation will be conducted. The Chief Building Official may recommend disciplinary action against any Building Official who fails to comply with this Code of Conduct.

Where allegations involve the Chief Building Official, the Chief Administrative Officer will conduct the investigation and provide recommendations for discipline to the Director of Development Services, if necessary.

Any disciplinary action arising from a breach or violation of this Code of Conduct shall be the responsibility of the Director of Development Services.

5 Summary

Not Applicable