

Code of Conduct for Building Officials

1.0 Introduction

The City of Burlington maintains this code of conduct in accordance with the provisions of the *Building Code Act*. This Code applies to the Chief Building Official and Inspectors as appointed by By-law 110-2005 and reflects Burlington Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, and integrity.

2.0 Purpose

The purposes of this code of conduct are:

- To promote appropriate standards of behaviour and enforcement 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;
- 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, and;
- 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.

3.0 Standards of Conduct and Professionalism

In addition to The City of Burlington's Code of Conduct (Policy 2-52), the Chief Building Official and Inspectors for the City of Burlington undertake *at all times* to:

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. Maintain current accreditation to perform the functions assigned to them;
4. Comply with the provisions of the *Building Code Act*, the Ontario Building Code and any other Act or Law that regulates or governs the Chief Building Official or Inspectors or their functions;
5. Not act beyond their level of competence or outside their area of expertise in their capacity of performing their duties in accordance with the provisions of the *Building Code Act*;
6. Apply all relevant building laws, regulations and standards impartially and independently and in accordance with the highest professional standards; and
7. Extend professional courtesy during the performance of their duties.

4.0 Guideline for responding to misconduct allegations

The *Building Code Act* provides that the performance of the Chief Building Official and Inspectors will be measured against this code of conduct. In response to any allegation of a breach of this code, the Chief Building Official, in conjunction with the Human Resources Department, shall direct an investigation and where appropriate, recommend disciplinary action against any Inspector who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official, the General Manager and the Director of Human Resources will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official, the General Manager and the Director of Human Resources or designate 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 is the responsibility of Burlington's administration and is subject to relevant employment laws and standards, and includes corrective actions up to and including formal reprimands, suspensions and termination of employment.