



CORPORATION OF THE TOWN OF  
HAWKESBURY

# **Code of Conduct**

*for*

## **Chief Building Official and Inspectors**

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Enacted by Council: May 29, 2006

THE CORPORATION OF THE TOWN OF HAWKESBURY

**Schedule "F" to Building By-law No. 13-2006**

**CODE OF CONDUCT  
FOR THE CHIEF BUILDING OFFICIAL/INSPECTORS**

**PURPOSE**

**1. LEGISLATIVE AUTHORITY**

- 1.1 **The Building Code Act**, 1992, S.O. 1992, c.23, as amended states that a principal authority shall establish and enforce a code of conduct for the chief building official and inspectors.

**2. PURPOSE OF THE CODE OF CONDUCT**

- 2.1 The purposes of this code of conduct are:

- a) To promote appropriate standards of behavior and enforcement actions by the chief building official in the exercise of a power or the performance of a duty under this Act or the building code,
- b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, and
- c) To promote appropriate standards of honesty and integrity.

**IMPLEMENTATION PROCEDURES**

**3. STANDARDS OF CONDUCT**

The Chief Building Official and inspectors undertake **at all time** to:

- a) Act in the public interest, particularly with regard to the safety of building works and structures;
- b) Maintain his knowledge and understanding of the best current building practices. The building laws and regulations relevant to his building certifying functions;
- c) 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;
- d) Avoid situations where there may be, or where there may reasonably appear to be, a conflict between his duties to his clients, his profession, his peers and the public at large and his personal interests;
- e) Not act beyond his level of competence or outside his area of expertise;

- f) Apply all relevant building laws, regulations and standards strictly and without favor and independent of the influence of interested parties;
- g) Perform his inspections and certifying duties impartially and in accordance with the highest professional standards, without any influence from anyone, in a fair and consistent manner and efficiently and in a timely manner.
- h) Not divulge any confidential or sensitive information or material, that he became privy to in the performance of his duties, except in accordance with laws governing freedom of information and protection of privacy;
- i) Abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring the Building Official or the Town of Hawkesbury into disrepute;
- j) Extend professional courtesy to all and
- k) Maintain current accreditation to act as an Ontario Building Official.

#### **4. BREACHES OF THE CODE OF CONDUCT**

The Ontario Building Code Act provides that the performance of Building Officials and Inspectors will be measured against this Code of Conduct. The Chief Administrative Officer will review any allegations brought forward that the Code of Conduct has been breached and will report to Council. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Chief Administrative Officer who will have regard to the relevance of the conduct to the official's power and responsibilities as well as the severity and frequency of any misconduct.

#### **5. PUBLIC NOTICE**

This Code of Conduct will be published on the municipal website: [www.hawkesbury.ca](http://www.hawkesbury.ca).