



Code of Conduct for Chief Building Official and all Inspectors appointed by the Town under the Ontario Building Code Act Policy

Policy Number: G-BU-001

Authority: 97/19

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Department Responsible: Planning and Development

Revision Dates: n/a

Review Date: January 2029

Status: Active

1. Policy Statement

- 1.1 Pursuant to Section 7.1(1) of the Ontario Building Code Act, a Municipality must establish and enforce a code of conduct for the Chief Building Official and the Inspectors.

This policy sets out the Code of Conduct that applies to the Chief Building Official and Inspectors appointed by the Town under the Ontario Building Code Act, in the exercise of a power or the performance of a duty under the Act or the Building Code.

2. Scope

- 2.1 The purpose of this Code of Conduct is to articulate and promote appropriate standards of behavior and enforcement actions by the Chief Building Official and Inspectors, to prevent practices, which may constitute an abuse of power, including unethical or illegal practices, and to promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act, or the Building Code by the Chief Building Official and Inspectors.

3. Definitions

- 3.1 **Municipality** shall mean the corporation of the Town of LaSalle
- 3.2 **Chief Building Official** shall mean the Chief Building Official appointed by the By-law of the Corporation of the Town of LaSalle for the purpose of enforcement of the Act.
- 3.3 **Town** shall mean all lands within the geographic area of the Town of LaSalle

3.4 **Inspector** shall mean a person appointed under Section 3(2) of the Act

3.5 **Ontario Building Code Act** shall mean the Building Code Act, S.O. 1992, c. 23, as amended

3.6 **Building Code** shall mean regulations made under Section 34 of the Act

4. Policy

In addition to any existing Code of Conduct Policy which the Town already has in place for its municipal employees, the Chief Building Official and Inspectors of the Town undertake to:

- a) act in the public interest, particularly with regard to the safety of buildings and structures;
- b) conduct themselves with a high degree of personal integrity and ethics, and in particular they should not place themselves, or permit themselves to be placed, in a position which would constitute, or on an objective basis give a reasonable apprehension, of a conflict of interest or breach of trust;
- c) exercise powers in accordance with the provisions of the Act, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures;
- d) apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
- e) act honestly, reasonably and professionally in the discharge of their duties; and
- f) 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.

5. Roles and Responsibilities

The Town's Chief Building Official and all Inspectors appointed by the Town under the Ontario Building Code Act, in the exercise of a power or the performance of a duty under the Act or the Building Code, are required to adhere to this policy.

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

6. References and Related Documents

Ontario Building Code Act

7. Attachments

None