

THE CORPORATION OF THE MUNICIPALITY OF BECKWITH

BY-LAW NO. 2008-03

**BEING A BY-LAW TO REGULATE THE APPOINTMENT, DUTIES
AND REMUNERATION OF MUNICIPAL OFFICERS AND STAFF**

WHEREAS, *the Municipal Act 2001*, empowers Council to pass such a by-law regulating the appointment, duties and remuneration of Officers Staff;

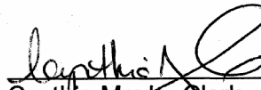
NOW THEREFORE the Council of the Corporation of the Municipality of Beckwith enacts as follows:

1. **THAT** the "Township of Beckwith – Code of Conduct for its Building Officials and Inspectors", attached hereto as Schedule "A" of this by-law is hereby adopted as an official document of the Township of Beckwith.
2. **THAT** Schedule "A" attached hereto shall be read with and form part of this by-law.
3. **THAT**, this by-law shall come into force and effect on the date of passing.

BY-LAW READ a first and a second time this 5th day of February, 2008.

BY-LAW READ a third time, signed, sealed and passed in open council this 5th day of February, 2008.


Richard Kidd, Reeve


Cynthia Moyle, Clerk





**THE CORPORATION OF THE TOWNSHIP OF BECKWITH
SCHEDULE "A" TO BY-LAW NO. 2008-03
CODE OF CONDUCT FOR ITS BUILDING OFFICIALS
AND INSPECTORS**

POLICY STATEMENT:

The Council of the Township of Beckwith enacts this policy and its standards of conduct and professionalism as its Code of Conduct for its Building Officials and Inspectors. The Code of Conduct applies to the chief building official and inspectors appointed under the *Building Code Act* or the Ontario Building Code. The purpose of this Code of Conduct is to promote appropriate standards of behaviour and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

SCOPE:

All Full-Time, Part-Time, and Contract Employees.

PROCEDURE:

Standards of Conduct for Building Officials

Building Officials shall undertake at all times to:

1. Act in the public interest, particularly with regard to the safety of buildings and designated structures and their occupants;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education so as to constantly be aware of developments in building design, practice and the law relevant to their duties;
4. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or applicable law that regulates or governs building officials and their functions;
5. Avoid situations where there may be, or where there may be reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
6. Not to act beyond their level of competence or outside their area of expertise;

7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties or members of Municipal Council;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards;
9. Not divulge any confidential or sensitive information or material, that they became privy to in the performance of their duties, except in accordance with the laws governing Freedom of Information and Protection of Privacy;
10. Extend professional courtesy to all;
11. Not act officiously or permit personal feelings, prejudices, animosities or friendship to influence decisions;
12. Recognize the appointment under the *Building Code Act* as a symbol of public faith;
13. Maintain current accreditation to perform the functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties; and
15. Exemplify compliance with all regulations and standards that govern building construction; health and safety or other matters related to their status as a building official.

Guideline for Responding to Misconduct Allegations

The *Building Code Act* provides that the performance of building officials will be measured against this Code of Conduct. In response to any allegation of a breach of this Code by an inspector, the chief building official shall direct an investigation and where appropriate, recommended disciplinary action against any inspector who fails to comply with this Code of Conduct to the Chief Administrative Officer (C.A.O.). Where the allegation is against the chief building official, the C.A.O. shall direct the investigation and take such disciplinary action as is reasonable in the circumstances and report such action to the Council.

In determining the appropriate discipline, the chief building official or C.A.O. will have regard to the relevance of the conduct to the building official's powers and responsibilities as well as the severity of any misconduct. All disciplinary action will be in accordance with the Township's Policies and Procedures.

Public Notification Practice

This Code of Conduct will be posted on the Township's website and posted in the municipal offices, to ensure that the Code of Conduct has been brought to the attention of the public.