

**BY-LAW NUMBER 2007-24**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

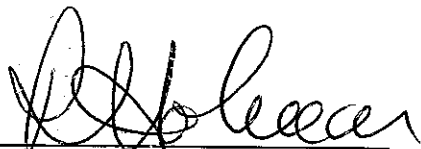
**BEING** a By-Law to adopt a Policy Statement entitled "Code of Conduct"

**WHEREAS** it is deemed necessary to establish a Policy Statement entitled "Code of Conduct" for the Building Officials.

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the Policy Statement as noted herein, be approved and adopted.
2. That any other By-Laws, Resolutions, Motions, Actions of Council that are in contravention of this By-Law are hereby repealed.

Read a first and second time this 5<sup>th</sup> day of March 2007.

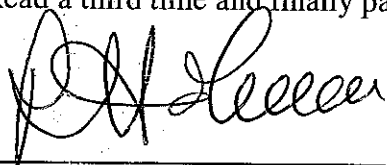


Ronald E. Holman  
Mayor

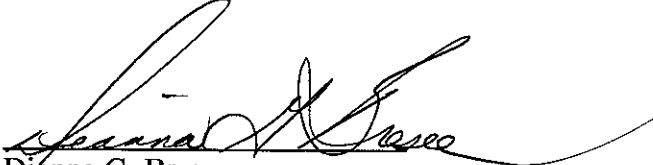


Dianna G. Bresee  
Clerk

Read a third time and finally passed this 5<sup>th</sup> day of MARCH 2007.



Ronald E. Holman  
Mayor



Dianna G. Bresee  
Clerk

Building section policy manual  
**Township of Rideau Lakes**

## **1.1 Purpose**

The Code of conduct for the Building Officials (the "code") is enacted in accordance with Section 7.1 of the Ontario Building Code Act, 1992 as amended (the 'Act'). The purpose of the code is as follows:

1. To promote appropriate standards of behavior and enforcement actions by the Chief Building Official (the CBO) and inspectors in the exercise of a power or the performance of a duty under the Act or Building Code.
2. To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the CBO and inspectors in the exercise of a power or the performance of a duty under the Act or building code; and
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Act or Building Code by the CBO and inspectors.

## **1.2 Application**

The code applies to the Township of Rideau Lakes (the corporation) CBO and inspectors and is in addition to the provision of the Township's code of conduct for employees' policy and the workplace harassment/discrimination prevention policy and compliant procedure.

### **Expected standards of behavior and performance of duties**

The expected standard of behavior and performance of duties of the CBO and Inspectors are as follows;

1. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity, and barrier free accessibility.
2. Apply the Act and the Building Code impartially, without influence, and in accordance with all applicable legislation.
3. Perform their duties within their respective area of qualification obtained under the Act.
4. Perform duties with due diligence, honesty and integrity.
5. Extend professional courtesy to all
6. Keep up to date on current building practices through continuous education.

7. Manage confidential and sensitive information in accordance with all relevant legislation and the Townships guidelines and policies.

## **Allegations of breaches of the code**

Contraventions of the Code are a serious matter to the Township and will be dealt with as such. The CBO will review all allegations against inspectors. Allegations made against the CBO will be reviewed by the manager of the department.

Upon review of the allegations, either the CBO (in the case of complaints against an inspector) or the manager of the dept may determine an appropriate informal course of action which will effectively resolve the complaint.

If a complaint is not resolved informally or if an informal resolution is not appropriate, the CBO or the Manager of the dept, as the case may be, will follow the formal complaint procedure guidelines enumerated in the Townships Code of conduct for all employees' policy. These formal complaint procedure guidelines shall be followed with respect to the investigation of the complaint; the making of findings, and /or disciplinary action may include, but is not limited to, the following

- a) an apology
- b) counseling
- c) education/training
- d) warning
- e) suspension/leave without pay
- f) demotion
- g) transfer
- h) termination of employment