



The Province of Ontario, through Clause 7.1(1) of the Building Code Act, mandates a municipality to establish and enforce a Code of Conduct for its Chief Building Official and Inspectors.

The City of Pembroke's "Code of Conduct for Building Officials" is as follows:

Code of Conduct Building Officials

Policy Statement:

1. To promote appropriate standards of behaviour and enforcement actions 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 building code.
2. 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 building code.
3. 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 building code by the Chief Building Official and Inspectors.

Enforcement Guidelines

The Chief Building Official and Inspectors, appointed by By-law for the City of Pembroke, shall comply with this Code of Conduct. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this code of conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Manager of Planning and Building, to whom the Chief Building Official reports.

The Chief Building Official or Manager of Planning and Building who receives information, in writing, concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with

the employment standards of the place of work. All communications received by a Chief Building Official or Manager of Planning and Building concerning a breach of this code shall be held in confidence. The Chief Building Official or Manager of Planning and Building shall advise Pembroke City Council in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

In exercising powers and performing duties under the Building Code Act, the Chief Building Official and Inspectors shall:

1. Exercise powers in accordance with the provisions of the Building Code Act, the building code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of Chief Building Officials and Inspectors;
2. Act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. Not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. Obtain the counsel of persons with expertise where the Chief Building Official or Inspector does not possess sufficient knowledge to make an informed judgment; and
6. Act honestly, reasonably and professionally in the discharge of their duties.