



Code of Conduct for the Chief Building Official and Inspectors

Department: Building Department
Policy Number: 006-2021
Effective Date: April 26, 2021
Legislative Authority: The Building Code Act
Approved by: CAO
Review Period: Every 4 years

Table of Contents

| | |
|-------------------------------------|---|
| 1. Purpose..... | 1 |
| 2. Scope | 2 |
| 3. Contents..... | 2 |
| 4. Conduct Lodging a Complaint..... | 2 |
| 5. Withdrawal of a Complaint..... | 2 |
| 6. Confidentiality | 2 |
| 7. Review of Allegations | 3 |

1. Purpose

- To promote appropriate standards of behavior and enforcement actions by all Building Department staff in the exercise of a power or the performance of a duty.
- To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by all Building Department staff in the exercise of a power or the performance of a duty.
- To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty by all Building Department staff.

2. Scope

This policy applies to all Building Department Staff.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

3. Contents

- a) Always act in the public interest.
- b) Apply all relevant laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d) Extend professional courtesy to all.
- e) Ensure interactions are in keeping with the Town's Corporate Values and associated behaviours, particularly related to integrity and excellence.

4. Conduct Lodging a Complaint

If an individual feels there has been a breach of the Code of Conduct, they may file a complaint by submitted the Form in Schedule A to this policy. All complaints must be signed, anonymous complaints will not be accepted or investigated.

5. Withdrawal of a Complaint

A complainant may withdraw his/her complaint at any time; although the Corporation may continue to investigate the complaint if deemed appropriate to do so.

6. Confidentiality

The entire investigation process will be handled in as confidential a manner as possible by all parties involved. All records are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and may be subject to disclosure under the Act or by a court of law.

7. Review of Allegations

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against a Building Department staff member.

Where the allegations are against the Chief Building Official, the C.A.O. of the Corporation will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Corporation and will be based on the severity and frequency of the violation in accordance with relevant employment standards and the provisions of any collective agreement.

The Chief Building Official or C.A.O. of the Corporation will provide a written response to the complainant within 30 calendar days of receipt of the written complaint. Review of Decision If, upon receipt of the results of the review, the complainant is not satisfied, he/she may forward his/her concerns to the C.A.O. of the Corporation.

Township of Wellington North

Building Department Code of Conduct Complaint Form

Complainant Name:

Full Address:

Phone:

Email:

Other Persons Present (if applicable)

Name:

Phone:

Email:

Incident Information

Date:

Staff Member Name:

Please indicate the details of your complaint:

Signature:

Date:

NOTICE OF COLLECTION: Personal information on this form is collected under the authority of the Municipal Act 2001, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The purpose of this collection is to examine your complaint, which will be used as part of the Town of Minto's investigation. All personal information and the nature of your complaint will be handled in as confidential a manner as possible. Any questions related to this collection should be directed to the Clerk's Department at 519-848-3620 Ext 4227.