Purpose:

The Code of Conduct for Building Officials (the “Code”) is enacted in accordance with section 7.1 of the Building Code Act, 1992, as amended (the “Act”). The purpose of the Code is as follows:

1. To promote appropriate standards of behaviour 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 the 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 the 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 the building code by the CBO and Inspectors.

Application:

The Code applies to the City of London’s (the “Corporation”) Chief Building Official and Inspectors and is in addition to the provisions of the Corporation’s Code of Conduct For Employees Policy and the Workplace Harassment/Discrimination Prevention Policy and Complaint Procedure.

Expected Standards of Behaviour and Performance of Duties:

The expected standards of behavior and performance of duties for 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 Corporation’s guidelines and policies.
Allegations of Breaches of the Code

Contraventions of the Code are a serious matter to the Corporation and will be dealt with as such. The CBO will review all allegations made against Inspectors. Allegations made against the CBO will be reviewed by the Corporation’s Corporate Management Team.

Upon review of the allegations, either the CBO (in the case of complaints against Inspectors) or the Corporate Management Team (in the case of complaints against the CBO) 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 Corporate Management Team, as the case may be, will follow the formal complaint procedure guidelines enumerated in the Corporation’s Code of Conduct For Employees Policy it being noted that all references to “supervisor”, “designate”, “Human Resources”, or “Human Resources representative” in the formal complaint procedure guidelines shall be replaced by the “CBO” (in the case of complaints against Inspectors) and the “Corporate Management Team” (in the case of complaints against the CBO.) These formal complaint procedure guidelines shall be followed with respect to the investigation of the complaint, the making of findings, and the communication of those findings to the complainant and the respondent.

Corrective Action and/or Disciplinary Action

If a complaint is substantiated, the CBO (with respect to complaints against Inspectors) or the Corporate Management Team (with respect to complaints against the CBO) will determine the corrective action and/or disciplinary action arising from the contravention of the Code. Corrective action and/or disciplinary action may include, but is not limited to, the following:

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