



The Corporation of the Town of LaSalle

Date:	March 19, 2019	Report No:	DS-12-2019
Directed To:	Mayor and Members of Council	Attachments:	Draft Policy Establishing a new Code of Conduct for the CBO and all Inspectors
Department:	Development & Strategic Initiatives		
Prepared By:	L. Silani, M. Pl., MCIP, RPP, Director of Development & Strategic Initiatives	Policy References:	
Subject:	Code of Conduct for Chief Building Official and all Inspectors appointed by the Town of LaSalle under the Ontario Building Code Act		

RECOMMENDATION:

That the draft policy establishing a new Code of Conduct for Chief Building Official and all Inspectors appointed by the Town of LaSalle under the Ontario Building Code Act" be approved.

REPORT:


The Ontario Building Code Act requires that municipalities establish and enforce a code of conduct for the Chief Building Official and all Inspectors appointed by Council.

The attached draft policy articulates appropriate standards of behaviour and enforcement actions by the Chief Building Official and all Inspectors working for the Town.

It is intended to ensure that the duties of the CBO and the Inspectors are carried out with honesty and integrity, and that at all times they act in the public interest.


This policy once passed will be added to the Town's policy manual and will be posted to the Town's website.

Yours truly,



Larry Silani, M.Pl., MCIP, RPP
Director of Development & Strategic
Initiatives

Attachment

Reviewed by:						
CAO	Finance	Clerk	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire
						



THE CORPORATION OF THE TOWN OF LASALLE POLICY MANUAL

POLICY MANUAL SECTION: [Section will be assigned by Council Services]	POLICY NUMBER: [Policy number will be assigned by Council Services]
POLICY NAME: Code of Conduct for Chief Building Official and all Inspectors appointed by the Town under the Ontario Building Code Act	AUTHORITY: [Will be Assigned at Council]
DATE APPROVED: [Council Meeting Date]	DEPARTMENT RESPONSIBLE: [Office(s) of primary responsibility]
REVISION DATES: [Any dates of previous revisions]	REVIEW DATE: [Review date to be set by Council Services]
STATUS: [Assigned by Council Services]	

PURPOSE:

Pursuant to Section 7.1(1) of the Ontario Building Code Act, a Municipality must establish and enforce a code of conduct for the Chief Building Official and the Inspectors.

POLICY STATEMENT:

This policy sets out the Code of Conduct that applies to the Chief Building Official and Inspectors appointed by the Town under the Ontario Building Code Act, in the exercise of a power or the performance of a duty under the Act or the Building Code.

SCOPE:

The purpose of this Code of Conduct is to articulate and promote appropriate standards of behavior and enforcement actions by the Chief Building Official and Inspectors, to prevent practices, which may constitute an abuse of power, including unethical or illegal practices,



and to promote appropriate standards of honesty and integrity in the exercise of a power of the performance of a duty under the Act, or the Building Code by the Chief Building Official and Inspectors.

POLICY:

In addition to any existing Code of Conduct Policy which the Town already has in place for its municipal employees, the Chief Building Official and Inspectors of the Town undertake to:

- a) act in the public interest, particularly with regard to the safety of buildings and structures;
- b) conduct themselves with a high degree of personal integrity and ethics, and in particular they should not place themselves, or permit themselves to be placed, in a position which would constitute, or on an objective basis give a reasonable apprehension, of a conflict of interest or breach of trust;
- c) exercise powers in accordance with the provisions of the Act, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures;
- d) apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
- e) act honestly, reasonably and professionally in the discharge of their duties; and
- f) not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.

RESPONSIBILITIES:

The Town's Chief Building Official and all Inspectors appointed by the Town under the Ontario Building Code Act, in the exercise of a power or the performance of a duty under the Act or the Building Code, are required to adhere to this policy.



POLICY REVIEW

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

REFERENCES AND RELATED DOCUMENTS:

Ontario Building Code Act

ATTACHMENTS:

None