

**THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE
THOUSAND ISLANDS**

BY-LAW NO. 15-029

BEING A BY-LAW TO AMEND BY-LAW 13-028, BEING A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION, AND CHANGE OF USE PERMITS AND INSPECTIONS.

WHEREAS the Building Code Act requires a principal authority to establish and enforce a code of conduct for the chief building official and inspectors and to ensure that the code of conduct is brought to the attention of the public;

NOW THEREFORE the Council for the Corporation of the Township of Leeds and the Thousand Islands ENACTS AS FOLLOWS:

1. That By-law 13-028 be amended and that the following be added as Part 13 and that Part 13 and all remaining Parts be renumbered accordingly:

Part 13: Code of Conduct

- 13.1 The "Code of Conduct for Building Officials" as set out on Schedule A attached hereto is hereby adopted and shall form a part of this by-law.

2. That By-law 13-028 be amended and that the following be added as Part 15:

Part 15: Short Title

- 15.1 This by-law may be referred to as "The Building By-law".

3. That Schedule 'A' attached hereto forms part of this by-law.
4. That this By-Law, shall come into effect and force on the date of passing thereof.

READ A FIRST AND SECOND TIME THIS 11th DAY OF MAY, 2015.

READ A THIRD TIME AND FINALLY PASSED THIS 11th DAY OF MAY, 2015.



Joseph Baptista, Mayor



Vanessa Latimer, Clerk



THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS
CODE OF CONDUCT FOR BUILDING OFFICIALS

Purpose

This Code of Conduct is enacted in accordance with requirements of the Building Code Act (current day reference section 7.1, RSO 1992) and is intended:

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 this 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 this 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 this Act or the building code by the chief building official and inspectors.
4. To provide for its enforcement and include policies or guidelines to be used when responding to allegations that the code has been breached and disciplinary actions that may be taken if the code is breached.

Applicability

This code applies to any chief building official, deputy chief building official or inspector appointed by the Township and is in addition to other policies of the Corporation.

Standards of Conduct for Building Officials

Building officials shall undertake at all times to:

1. Exercise responsibilities in accordance with the provisions of the Building Code Act, building code and other applicable law;
2. Apply the Building Code Act and the Building Code impartially, in a consistent and fair manner, without influence and in accordance with all applicable legislation;
3. Act in the public interest, particularly with reference to safety of buildings and designated structures, and recognize the appointment as a building official is a symbol of public faith;
4. Promote the safety of buildings with reference to public health, fire protection, structural sufficiency, conservation and environmental integrity and barrier-free accessibility;
5. Exercise discretion in engaging enforcement activity to ensure that the public interest and public safety are protected and to uphold the integrity of the building code and public respect for importance of ensuring building safety.

6. Act within the area of qualification obtained under the Building Code Act;
7. Perform duties with due diligence, honesty and integrity;
8. Extend courtesy to all;
9. Keep abreast of current building practices through continuous education;
10. Manage confidential and sensitive information according to the Township's guidelines and relevant legislation.

Guidelines for Handling Allegations of Breaches of the Code of Conduct

The Building Code Act prescribes that the conduct of building officials will be measured against this Code. Contravention of this code is a serious matter to the Corporation and the public, and will be treated as such.

The Chief Building Official, in consultation with the Director, will review any allegations of breaches of this Code made against an inspector or Deputy Chief Building Official. The Chief Building Official shall direct an investigation, if justified, and where appropriate, shall recommend disciplinary action against the inspector who fails to comply with this Code.

Where the allegations are against the Chief Building Official, senior management of the Township (Director of Planning and Development in consultation with the Chief Administrative Officer) will evaluate and investigate the allegations and, if justified, shall take such disciplinary action as reasonable in the circumstances.

The Chief Administrative Officer may make recommendations to Council for appropriate action.

Corrective and/or Disciplinary Action

Disciplinary action arising from violations of the Code is the responsibility of the Corporation and will be based on the severity and frequency of the violation(s) in accordance with contract laws (where applicable), employment laws and standards, and relevant collective agreements.

Corrective action may include, but is not limited to, an apology, a revised operating protocol, counselling, education and training, warning, suspension with/without pay, demotion, transfer, dismissal.

Public Notice for the Code of Conduct:

The Building Code Act states that the Code must be brought to the attention of the public.

1. The building Division will advertise the Code on an ongoing basis via:
 - a) Township website