

**CITY OF ST. CATHARINES**  
**Code of Conduct for Building Officials**

**PURPOSE**

Section 7.1(1) of the Building Code Act requires that a principal authority establish and enforce a Code of Conduct for the Chief Building Official and inspectors. Therefore, the City of St. Catharines as the principal authority establishes this Code of Conduct for its Building Officials.

The purpose of this Code of Conduct is to promote appropriate standards of behaviour, enforcement actions, honesty, and integrity among Building Officials, and to prevent practices which may constitute an abuse of power including unethical or illegal practices by Building Officials in the exercise of their power or the performance of their duties under the Building Code Act, Ontario Building Code, and/or other applicable laws.

**PRINCIPLES OF CONDUCT**

The Building Officials Code of Conduct, in addition to the policies and standards established by the City of St. Catharines relating to employee conduct, shall apply to the Chief Building Official, Inspectors, By-law Enforcement Officers and Property Standards Officers (hereinafter referred to as Building Officials), performing duties in accordance with the Building Code Act.

The City of St. Catharines Building Officials shall:

- Always act in the public interest, particularly with regard to the safety of building systems and structures;
- Apply all relevant building laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests;
- Abide with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions;
- Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency;
- Extend professional courtesy to all;
- Apply the highest standard of honesty and integrity in the exercise of a power or performance of a duty under the Building Code Act or regulation thereof;

- Not accept any gift or favour which may appear to influence the decision of the Building Official and never use his/her public office to exact personal gain or favour, nor to offer same in execution of their duty.

## **GUIDELINE FOR RESPONDING TO COMPLAINTS OF BREACHES OF THE CODE OF CONDUCT**

If a person believes that a breach of this Code of Conduct has taken place, they may report the matter. Complaints must be made in writing to the Director of Planning and Building Services. The complaint letter must contain a clear and concise statement including pertinent information outlining the alleged breach of the Code and must be signed by the complainant. Promptness in lodging the complaint is important to protect the public rights and the rights of the person complained against and should be made within five (5) days of the incident. Complaints should be filed by an individual with personal knowledge.

In response to an allegation of a breach of this Code by a Building Official, the Director of Planning and Building Services in consultation with the Human Resources Department shall direct an investigation of the complaint.

Violations of this Code of Conduct may result in disciplinary action up to and including termination of employment. Such disciplinary action would be the responsibility of the City of St. Catharines and would be applied in conjunction with relevant laws, Labour Agreements and City of St. Catharines' policies.