



**THE CORPORATION OF THE TOWN OF INGERSOLL  
BY-LAW NO. 05-4246**

**A by-law to adopt a Code of Conduct for  
the Chief Building Official and Building Inspectors  
for the Town of Ingersoll**

**WHEREAS** Clause 7.1 (1) of the *Building Code Act, 1992*, as amended requires municipalities to establish and enforce a Code of Conduct for chief building officials and inspectors

**AND WHEREAS** the Council of the Corporation of the Town of Ingersoll considers it desirable and expedient to adopt a Code of Conduct;

**AND WHEREAS** the Code of Conduct will be available for public viewing on the Town's website or by attending at the Town Centre and requesting a copy of the Code of Conduct;

**NOW THEREFORE**, the Council of the Corporation of the Town of Ingersoll enacts as follows:

- 1.0 That Council hereby adopts the Code of Conduct for the Building Official and Inspectors attached hereto as Appendix 'A' and forming part of this by-law.
- 2.0 This by-law shall come into full force and take effect on the day of the final passing thereof.

**READ** a first and second time in open Council this 13th day of June, 2005.

**READ** a third time in open Council and passed this 13th day of June, 2005.

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**Paul Holbrough, Mayor**

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**Elaine Clark, Clerk/Deputy Administrator**



**APPENDIX 'A'  
TO BY-LAW 05-4246**

**CODE OF CONDUCT FOR BUILDING OFFICIAL  
AND INSPECTORS**

**1.0 Introduction**

The Town of Ingersoll maintains this code of conduct in accordance with the provisions of The Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behaviour of the Town of Ingersoll's Building Officials reflects on the Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code as it pertains to situations that bear on their responsibilities.

**2.0 Purpose**

The purposes of this code of conduct are:

- To promote fairness in the exercise of their powers and performance of their duties;
- Fidelity to public needs;
- To prevent practices which may constitute an abuse of power;
- Devotion to high ideals of personal honour and professional integrity

**3.0 Standards of Conduct and Professionalism**

Town of Ingersoll Building Officials shall at all times:

8. Act in the public interest, particularly with regard to the safety of building works and structures;
9. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
10. Commit themselves to a process of continuous education;
11. Comply with the provisions of the *Building Code Act*, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
12. Act in a professional manner to avoid conflict;
13. Not act beyond their level of competence or outside their area of expertise;

1. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
2. Perform their inspections and certifying duties impartially;
3. Not divulge any confidential or sensitive information or material, except in accordance with laws governing freedom of information and protection of privacy;
4. To act in a manner so as not to adversely impact on the Building Officials or the Town of Ingersoll;
5. To act in a professional manner at all times;
6. Accept responsibility for the conduct of their subordinate employees;
7. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.

**4.0 Guideline for responding to misconduct allegations**

The Building Code Act provides that the performance of Building Officials will be measured against this code of conduct. If an allegation of a breach of this code is reported, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. If the allegation is made against the Chief Building Official, Council will direct the investigation and make such recommendations as are reasonable.

In determining the appropriate discipline, the Chief Building Official or Council will have regard to the relevance of the conduct to the official's powers and responsibilities as well as the severity of any misconduct.

Disciplinary action arising from violations of this code of conduct is the responsibility of the Chief Administrative Officer (or designate) and is subject to relevant employment laws and standards.