

SCHEDULE C

CODE OF CONDUCT FOR CHIEF BUILDING OFFICIALS AND SEWAGE SYSTEM INSPECTORS

The following Code of Conduct for Building Officials was approved by The Board of Health at their meeting on October 18, 2007.

Purpose

The Code of Conduct for Building Officials is enacted in accordance with Section 7.1 of the Building Code Act (the Act) 1992, which requires a Code of Conduct for the following purposes:

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 the Act or the Building Code.
2. To prevent practices that 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 the 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 the Act or the Building Code by the Chief Building Official and Inspectors.

Application

This Code of Conduct applies to the Chief Building Official for the Corporation of the Leeds, Grenville and Lanark District Health Unit and each Building Official, and is in addition to the provisions of the Collective Agreement and the Health Unit Administration Policy on employee conduct.

Expected Standards of Behaviour and Performance of Duty

The Chief Building Official and Inspectors are expected to:

1. Promote the proper disposal of domestic sewage with reference to public health, conservation and environmental integrity;
2. Apply the Act and Building Code impartially, without influence, and in accordance with all applicable legislation;
3. Perform their duties within the respective area of qualification obtained in accordance with the Act;
4. Perform duties with due diligence, honesty and integrity;
5. Extend professional courtesy to all;
6. Keep up to date on current technologies and sewage treatment practices through continuous education; and
7. Manage confidential and sensitive information in accordance with relevant legislation and corporate policies.

Allegations of Breaches of the Code

Contradictions of this Code of Conduct are a serious matter to the Corporation and will be dealt with as such. The Director of the Health Protection Department will review all allegations made against the Chief Building Official and Inspectors.

Upon review of the allegations, the Director of Health Protection may determine an appropriate course of action to resolve the complaint. Such action may be determined through consultation with the Senior Management Committee. The results of the review must be communicated in writing to the complainant within 90 days of the complaint. If the complainant is not satisfied with the outcome of the review by the Director of Health Protection, the complainant may submit a written appeal to the Medical Officer of Health within 30 calendar days following receipt of the results of the review. The Medical Officer of Health, the Board of Health Chair and Board of Health Vice Chair or designate will review the complaint and the review of the Director of Health Protection and make a final determination of the appropriate course of action. Their determination will be communicated in writing to the complainant, the employee, and the Director of Health Protection within 30 calendar days.

Corrective Action and/or Disciplinary Action

If a complaint is substantiated, corrective action and/or disciplinary action will occur in accordance with Health Unit policy V-905-0 and the CUPE Collective Agreement and may include, but is not limited to, the following:

1. an apology
2. counseling
3. education and training
4. warning
5. suspension / leave without pay
6. demotion
7. transfer out of program
8. dismissal

Contact: Joan Mays, Manager Community Health Protection Department, 613-345-5685 ext 2282 or Mark Green, Chief Building Official, 613-345-5685 ext 2285