

# Code of Conduct for the Chief Building Official and Inspectors

## 1. **Purpose**

- a) To promote appropriate standards of behavior and enforcement actions by all Building Services staff in the exercise of a power or the performance of a duty.
- b) To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by all Building Services staff in the exercise of a power or the performance of a duty.
- c) To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty by all Building Services staff.

## 2. **Scope**

This policy applies to all Building Services staff.

The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

## 3. **Contents**

### Conduct

- a) Always act in the public interest.
- b) Apply all relevant laws, codes and standards in an impartial, consistent, fair and professional manner, independent of any external influence and without regard to any personal interests.
- c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
- d) Extend professional courtesy to all.
- e) Ensure interactions are in keeping with the City's Corporate Values and associated behaviours, particularly related to integrity and excellence.

## 4. **Breaches of the Code of Conduct**

### Lodging a Complaint

A complaint must be in writing and must be signed by the person making the complaint. The complaint may be a letter, e-mail, facsimile or submitted via the form that is in Section 4.

### Withdrawal of a Complaint

A complainant may withdraw his/her complaint at any time; although the Corporation may continue to investigate the complaint if deemed appropriate to do so.

### Confidentiality

The entire investigation process will be handled in as confidential a manner as possible by all parties involved. All records are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and may be subject to disclosure under the Act or by a court of law.

### Review of Allegations

The Chief Building Official will review any allegations of breaches of this Code of Conduct made against a Building Services staff member. Where the allegations are against the Chief Building Official, senior management of the Corporation will review the allegations.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Corporation and will be based on the severity and frequency of the violation in accordance with relevant employment standards and the provisions of any collective agreement.

The Chief Building Official or senior management of the Corporation will provide a written response to the complainant within 30 calendar days of receipt of the written complaint.

### Review of Decision

If, upon receipt of the results of the review, the complainant is not satisfied, he/she may forward his/her concerns to senior management of the Corporation.

## City of Guelph Building Services Code of Conduct Complaint Form

### COMPLAINANT AND OTHER PERSONS INFORMATION

<u>Complainant</u>		<u>Other Persons Present (if known)</u>	
Name		Name	
Name		Telephone (Day)	Telephone (Evening)
Street Address		(    )	(    )
City		Email	
Postal Code	Province	Name	
Telephone (Day)	Email	Telephone (Day)	Telephone (Evening)
(    )	(    )	(    )	(    )
(    )	(    )	Email	

### INCIDENT INFORMATION

Date of Incident (DD/MM/YY)	Time of Incident	Staff Member Name (if known)	Vehicle Number (if known/applicable)
Please indicate the details of your complaint:			
			Date (DD/MM/YY)
			Signature

**NOTICE OF COLLECTION:** Personal information on this form is collected under the authority of the Municipal Act 2001, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The purpose of this collection is to examine your complaint, which will be used as part of the City of Guelph's investigation. All personal information and the nature of your complaint will be handled in as confidential a manner as possible. Any questions related to this collection should be directed to the City of Guelph's Access, Privacy and Records Specialist at 519-822-1260 ext 2349.