

THE CORPORATION OF HALDIMAND COUNTY

By-law No. XXX/18

A By-law under the Building Code Act, 1992
respecting permits and related matters

WHEREAS Council of the Haldimand County desires to provide for the issuance of permits and related matters under the Building Code Act, 1992 including its regulations to obtain sufficient information from applicants to determine compliance with the Act and applicable laws, for the purpose of providing for the safety and health of the public at large through compliant construction, demolition and other matters under the Act, and to fix fees covering the full costs of services provided;

AND WHEREAS public notice has been given and a public meeting held as required for this By-law, in addition to other public consultation;

AND WHEREAS section 7 of the Building Code Act, 1992 authorizes the Council of Haldimand County to pass by-laws concerning the issuance of permits and related matters;

AND WHEREAS sections 8, 9, and 10 of the Municipal Act, 2001 authorize the Haldimand County to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraphs 3, 5, 6 and 8 of subsection 10(2) authorize by-laws respecting the financial management of the municipality, the economic, social, and environmental wellbeing of the municipality, the health, safety and well-being of persons and the protection of persons and property;

AND WHEREAS the fees and service charges associated with this by-law shall be administered through Haldimand County's User Fees and Service Charges by-law;

NOW THEREFORE, the Council of the Haldimand County enacts as follows:

PART I SHORT TITLE

1. This by-law may be cited as the "Building By-law" or the " Haldimand County Building By-law".

PART II DEFINITIONS

2. The following terms are defined for the purpose of this By-law:

- a) "Act" means the Building Code Act, 1992;

Terms not defined in this By-law shall have the meaning ascribed to them in the Act, excepting sections 15.1 through 15.8, or the meaning ascribed them in the Building Code.

For the purposes of interpretation of this By-law and subject to the Act and the Building Code;

- a) the requirements herein are in addition to the requirements of the Act and the Building Code; and
- b) classes of permits with respect to the construction, demolition and change of use of buildings shall be as set out in Haldimand County's User Fees and Service Charges by-law.

PART III LIST OF SCHEDULES

3. The following schedules are attached to and form part of this By-law:

- a) Schedule "A" being the list of plans and documents required to be submitted with permit applications; and
- b) Schedule "B", being the Code of Conduct for building officials.

PART IV PERMITS

4.1 To obtain any permit, a person entitled to make application under the Act and the Building Code shall file a complete permit application with the Chief Building Official in writing or online (when available) and on the prescribed form available at the offices of the Chief Building Official, Haldimand County's website, or from the Ministry of Municipal Affairs and Housing's Ontario Building Code website and shall supply any other information or forms relating to the application as required by the Act, the Building Code, the Chief Building Official or this By-law.

BUILDING PERMITS

4.2 The application for a building permit shall be accompanied by the required fees as calculated in accordance with this By-law and outlined under Haldimand County's User Fees and Service Charges by-law and shall provide sufficient information with the application to determine compliance with the Act, the Building Code, applicable law and this By-law, including:

- a) identification and description in detail of the work, uses and occupancy to be covered by the permit for which the application is made;
- b) identification and description in detail of the existing occupancy and uses and the proposed occupancy and uses for which the premises are intended;
- c) a description of the land on which the work is to be done, that will readily identify and locate the site on which the construction or demolition is to occur and include a description that will readily identify and locate any Hydro lines on or about the land;

- d) plans and specifications as described in this By-law or as may be additionally necessary to determine the nature or extent of the construction, demolition or change proposed under the permit and compliance with the Act, the Building Code, applicable law and this By-law;
- e) when subsection 1.2.2 of Division C of the Building Code applies, a signed acknowledgement of the owner on a form prescribed by the Chief Building Official that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- f) when subsection 1.2.2 of Division C of the Building Code applies, a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building; and
- g) a statement of the following in respect of the work or change being carried out under the permit:
 - (i) where the owner or applicant is paying someone else to carry out the work, and where a price has been agreed in advance of the work, the actual price being paid, along with copies of the supporting receipts or documents; or
 - (ii) where the applicant or owner is carrying out the work themselves, where there is no agreed price above, or where the Chief Building Official is of the opinion that the price supplied by the applicant in (i) above is not sufficient to indicate the price being paid is representative of the cost of the work, the applicant shall supply an estimate of the total cost of all work regulated by the permit, considering the headings of cost as specified in subsection 6.1, providing actual costs of those items where known, along with copies of supporting receipts or documents.

DEMOLITION PERMITS

4.3 In addition to the requirements of subsections 4.1 and 4.2 above, every demolition permit application shall:

- a) include, when subsection 1.2.2 of Division C of the Building Code applies, details of the structural design characteristics of the building and the method and proposed time schedule of the demolition; and
- b) provide written confirmation from the relevant authorities that arrangements have been made with the authorities for the termination and capping of all the water, sewer, gas, electric, telephone or other utilities and services connected to the property.

CONDITIONAL PERMITS

4.4(1) In addition to the requirements of subsections 4.1 and 4.2 above, every conditional permit application made under subsection 8(3) of the Act, shall:

- a) contain such other information, executed agreements, plans and specifications concerning the complete project as the Chief Building Official may require, including but not limited to information supporting compliance with zoning and interim control by-laws, and the feasibility of returning the site to its original condition, and an agreement for the applicant or owner to do so on such terms and with security for such work in such amount as determined necessary by the Chief Building Official;
- b) state the reasons and give supporting documentation as to why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- c) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- d) state the proposed time in which plans and specifications of the complete building will be filed with the Chief Building Official.

4.4(2) The Chief Building Official may, where conditions and requirements imposed under subsections 8(3) to 8(5) of the Act and this subsection have been fulfilled, issue a conditional permit for a building subject to compliance with the Act, the Building Code and any applicable law, the payment of the fees, and the provision of security and agreements.

4.4(3) A permit holder in respect of an issued conditional permit does not have permission to proceed, to construct or demolish or cause or permit construction or demolition to proceed beyond the point authorized by the permit without obtaining a further permit therefore, and the Chief Building Official by reason of the issuance of a conditional permit or permits for a part or parts of the building shall not be under any obligation to grant any further permit or permits.

CHANGE OF USE PERMIT

4.5 In addition to the applicable requirements of subsections 4.1 and 4.2 above, every change of use permit application shall:

- a) describe the building and the parts thereof in which the occupancy is to be changed;
- b) include plans and specifications which show the current and proposed occupancy and use of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Act and the Building Code including floor plans, details of wall, floor and roof assemblies identifying required fire resistance rating and load bearing capacities, and details of the existing sewage system if any;
- c) where the fee payable under this By-law and outlined in Haldimand County's User Fees and Service Charges by-law, in respect of an application for a change of use permit issued under subsection 10(1) of the Act, is based on a floor area, the

applicant shall supply the total floor area of all storeys subject to the change of use; and

- d) be accompanied by a completed and signed form as supplied by the Chief Building Official, and be signed by the owner or their authorized agent who shall certify the truth of the contents of the application.

ADDITIONAL INFORMATION

4.6(1) The acceptance or processing of an application under this By-law by Chief Building Official or Haldimand County, shall not be deemed to prohibit the Chief Building Official from requiring the applicant to supply further or better information, plans and specifications or details, as may be necessary to:

- a) determine compliance with the Act, the Building Code, this By-law, applicable law including but not limited to zoning and interim control by-law compliance, and to issue the permit; or
- b) as may be needed to determine the fees under this By-law.

4.6(2) Failing the applicant supplying such further information requested, the application may be found incomplete or denied.

CHANGE TO INFORMATION SUPPLIED IN APPLICATION

4.7(1) An applicant or permit holder shall give the Chief Building Official written notice of any material change intended to be made to any plan, specification, document or other information on which the application was made and permit issued, and the applicant or permit holder shall supply the Chief Building Official with details of such changes, and no construction shall be carried out in respect of the change until written authorization is obtained from the Chief Building Official.

4.7(2) Notwithstanding paragraph 4.7(1) and the fact that construction or change has been made without authorization, the applicant or permit holder shall supply written notice to the Chief Building Official of any material change to any plan, specification, document or other information on which the application was made and permit issued, with details of all changes.

4.7(3) In respect of a material change and notice given under paragraphs 4.7(1) and 4.7(2), the Chief Building Official will pursuant to this By-law, the Act and the Building Code, determine whether a further application or other document must be filed and timelines extended to review, consider or approve the change, and the applicable fees under this By-law and administered through Haldimand County's User Fees and Service Charges by-law arising from the change.

INCOMPLETE OR INACTIVE PERMIT APPLICATION

4.8(1) Where an application for a permit remains incomplete or inactive for six months after it is made, the Chief Building Official may refuse to hold or process the application by

deeming it to have been abandoned, and shall give written notice to the applicant by ordinary mail at the address indicated on the application.

4.8(2) Where an applicant who has been given written notice under paragraph 4.8(1) does not respond on the expiration of 10 business days from the date of such notice, the permit may be cancelled.

4.8(3) If a permit is cancelled under paragraph 4.8(2), all documents submitted as part of the application for the permit, including but not limited to plans and specifications, shall be destroyed in accordance with the Haldimand County's Records Retention Schedule.

PART V PLANS AND SPECIFICATIONS

5.1(1) Every complete permit application shall, unless otherwise specified by the Chief Building Official, be accompanied by the plans and documents listed on Schedule "A" and in accordance with the requirements of this section.

5.1(2) Every applicant shall furnish as part of the application:

(a) sufficient plans/drawings, specifications, documents and other information, including design calculations, to enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code and any other applicable law; and

(b) a site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a certified copy of such a survey shall be filed with the municipality unless this requirement is waived in writing because the Chief Building Official in his or her opinion is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law. Such site plan shall include:

(i) the lot size and dimensions of the property;

(ii) all setbacks from existing and proposed buildings to property boundaries and to each other;

(iii) the proposed lot coverage;

(iv) the existing and finished grades and first floor elevations referenced to an established datum at or adjacent to the site in respect of which the application is made; and

(v) all existing rights-of-way, easements and municipal services.

5.1(3) Plans submitted shall be legible and be drawn to scale upon paper or such other suitable and durable material as the Chief Building Official may require. Plans may be submitted in an electronic format, otherwise the plan size upon paper shall not exceed ISO 216 paper size A1 or 24 inch x 36 inch unless otherwise permitted by the Chief Building Official.

- 5.1(4) The Chief Building Official shall determine and specify the number of plans/drawings, specifications, documents and other information required to be furnished with an application for permit having regard to the requirements of any Act, regulation or by-law respecting the examination or circulation of the application beyond the numbers specified in this By-law, which the applicant shall supply to complete the application.

GUIDELINES FOR ELECTRONIC PLANS AND SPECIFICATIONS

- 5.1(5) Where application and plans/drawings, and specifications are received in a digital format through an electronic application channel, additional requirements may apply in addition to those listed below.
- 5.1(6) All working drawings shall be prepared in accordance with generally accepted architectural and engineering practices, for the construction of the proposed building.
- 5.1(7) Submitted working drawings shall:
- (a) Be of sufficient details and contain all information to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use conforms to the Act, the Building Code, and any other law;
 - (b) Be dated and marked as “issued for construction”;
 - (c) Be of sufficient detail to construct in accordance with submitted plans and specifications; and
 - (d) Shall contain the necessary designer information as required by the Act.
- 5.1(8) The Chief Building Official shall determine any additional submission standards for digitally submitted plans and specifications.

PLANS OF SURVEY

- 5.2 The Chief Building Official may require from the persons responsible for construction, a certified plan of survey showing the location of the whole of, or any part of, any building shall be filed with the Chief Building Official prior to approval of occupancy.

ALTERNATIVE SOLUTIONS

- 5.3 Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an alternative solution for which approval in accordance with section 2.1 of Division C of the Building Code is required, the application shall include documentation in accordance with subsection 2.1.1.1 of Division C of the Building Code together with any other information, documentation or fee as set out in Haldimand County’s User Fees and Service Charges by-law as required by the Chief Building Official.

PLANS PROPERTY OF MUNICIPALITY

5.4 Applications, plans/drawings and other specifications provided in accordance to this By-law or otherwise required by the Act or the Building Code become the property of the municipality and will be disposed of or retained in accordance with the Records Retention By-law, Municipal Freedom of Information and Protection of Privacy Act or the County's Routine Disclosure procedure.

PART VI FEES

6.1 The Chief Building Official shall determine the required fees for the application, calculated in accordance with Haldimand County's User Fees and Service Charges by-law for the work proposed, and where the fees payable are based on the prescribed value of the proposed work in respect of an application, the prescribed value of the proposed work shall mean the total cost of all work, including labour, regulated by the permit and shall include the following:

- (a) all design and consultation fees, including architectural and engineering disciplines;
- (b) all administrative and office costs associated with the co-ordination and supervision of the project;
- (c) land surveyor's fees associated with the construction of the building;
- (d) legal fees directly related to the construction of the building, not including legal costs leading up to commencement of the project;
- (e) the installation costs of site development and services for the building;
- (f) all test reports, including those for soil, material and equipment associated with the project;
- (g) all permanently fixed equipment or machinery associated with building services, but does not include non-fixed furnishings; and
- (h) all interior finishes, millwork, mechanical and electrical fixtures and appurtenances, but does not include the cost of land.

FEES PAYABLE UPON APPLICATION

6.2 Except as provided for under the Haldimand County's User Fees and Service Charges by-law, the applicant shall pay the required fees upon application and no permit shall be issued until the fees therefore have been paid in full.

FEES PAYABLE FOR COUNTY PERMIT APPLICATIONS

6.2.1 The Chief Building Official may upon a permit application of the County, defer the collection of the applicable permit fee and issue a building permit before the permit fee has

been collected. However, the applicable permit fee shall be paid before an occupancy permit can be issued.

FEES FOR CONDITIONAL PERMITS

6.3 The conditional permit fee as listed in the Haldimand County's User Fees and Service Charges by-law shall be in addition to other applicable permit fees under this By-law and shall not be used as a credit towards any other permit fees.

REFUNDS

6.4(1) Subject to paragraph 6.4(2), upon written request by the permit holder, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Haldimand County's User Fees and Service Charges by-law in the case of:

- (a) withdrawal of an application;
- (b) abandonment of an application pursuant to subsection 4.8;
- (c) refusal to issue a permit;
- (d) permit issued in error; or
- (e) request for revocation of a permit pursuant to paragraph 8(10)(e) of the Act.

6.4(2) There shall be no refund of permit fees where a permit has been revoked under paragraphs 8(10)(a) or (f) of the Act.

WORK COMMENCED PRIOR TO PERMIT ISSUANCE

6.5 Every person applying for a permit, when construction, demolition, or a change in the use of the building has commenced prior to the issuance of the required permit, shall pay the additional fee required as well as the permit fee set out in Haldimand County's User Fees and Service Charges by-law.

PART VII PERMIT REVOCATION, DEFERRAL OF REVOCATION AND TRANSFER

REVOCATION OF PERMIT

7.1 Where the Chief Building Official considers revoking a permit under subsection 8(10)(b) or (c) of the Act, the Chief Building Official shall give written notice by regular mail of the intention to revoke to the permit holder at their last known address and, if on the expiration of 10 business days from the date of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information will be disposed of in accordance with Haldimand County's Records Retention Schedule.

DEFERRAL OF REVOCATION

- 7.2(1) Within 10 business days of receipt of a notice of intention to revoke a permit, a permit holder may request of the Chief Building Official in writing, that the Chief Building Official defer the revocation of such permit, subject to the following conditions and processes in paragraphs 7.2(2) and 7.2(3).
- 7.2(2) A request for deferral shall set out the reasons why the permit should not be revoked, the date by which the work will be commenced, resumed or completed, and include the required permit extension fee set out in Haldimand County's User Fees and Service Charges by-law.
- 7.2(3) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other applicable law which would have prevented the issuance of the original permit, the Chief Building Official may allow a deferral to a prescribed date, and shall notify the permit holder in the same manner above.

TRANSFER OF PERMIT

- 7.3(1) Permits may be transferred by the Chief Building Official only upon the new owner completing a permit application pursuant to the requirements of section 4, submitting the application and any permission required for use of existing plans, specifications or documents submitted or used for the original permit or such new information relied upon in compliance with paragraphs 4.7(1), 4.7(2) and section 5.
- 7.3(2) A fee, as calculated by the Chief Building Official under Haldimand County's User Fees and Service Charges by-law, shall be payable upon application for a transfer of a permit, except where there are no changes to the project, the professional services required, or the information supplied on or with the application other than the identity of the owner in which case the flat fee provided in Haldimand County's User Fees and Service Charges by-law shall apply. Upon approval of the transfer by the Chief Building Official, the new owner shall thenceforth be the permit holder for the purpose of the Act and the Building Code.

PART VIII NOTICES

- 8.1(1) Notices for inspections respecting stages of construction required by the Building Code shall be given by the permit holder to the Chief Building Official at least one business day in advance of each stage of construction specified in the Code.
- 8.1(2) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official.
- 8.1(3) Where an inspection request is premature and the inspector must re-attend the site to complete the necessary inspection, or an additional inspection is requested or required a fee as set out in Haldimand County's User Fees and Service Charges by-law shall apply.

PART IX FENCING

- 9.1(1) In addition to the requirements pertaining to Public Way Protection as set out in the Occupational Health and Safety Act, the permit holder shall comply, and shall not cause or permit any builder or constructor under the permit to fail to comply with the provisions of this section.
- 9.1(2) Where, in the opinion of the Chief Building Official, a construction or demolition site presents a particular hazard to the public, the Chief Building Official may require the erection of fencing around the construction or demolition site as set out in this section.
- 9.1(3) In considering the hazard presented by a construction or demolition site and the necessity for fencing the Chief Building Official shall have regard for:
- (a) the proximity of the construction or demolition site to occupied dwellings;
 - (b) the proximity of the construction or demolition site to lands accessible to the public, including but not limited to streets, parks, and commercial and institutional activities;
 - (c) the hazards presented by the construction or demolition activities and materials;
 - (d) the feasibility and effectiveness of site fencing; and
 - (e) the duration of the hazard.
- 9.1(4) Every fence required under this section shall be a minimum of 1.2 metres and a maximum of 1.8 metres in height, as measured from the highest adjacent grade.
- 9.1(5) (a) Every fence required under this section shall be located on the perimeter of the construction site as determined by the Chief Building Official and constructed as follows:
- (i) if of chain link construction, the chain link shall be securely fastened to at least 38mm diameter metal tube or pipe or the same thickness T-bar posts. Such metal posts shall not be more than 3.04m on centre and embedded into the ground, providing a secure and rigid support;
 - (ii) if of wood construction, the exterior face shall be at least 12.7mm thick exterior grade plywood, particle board or equivalent material constructed so as not to provide footholds for climbing. The fencing shall be supported by at least 38mm wide by 89mm thick posts spaced at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support;
 - (iii) if the fence is of the snow fence or plastic mesh type, the fencing shall be securely fastened to T-bar posts at not greater than 2.43m on centre and embedded into the ground, providing a secure and rigid support.
- (b) Other materials or methods may be substituted provided that there is an equivalent barrier between properties and an equivalent degree of safety and support provided.

9.1(6) The fence may be provided with openings sufficient to accommodate construction vehicles, machines and any other equipment providing services to the construction site provided that these openings are closed off when no construction is being carried out on site including daily shut-downs.

9.1(7) Every fence required under this section shall be removed no later than 20 business days after completion of the construction or demolition work.

PART X REGISTERED CODE AGENCIES

10.1(1) The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods prescribed in subsection 1.3.1 of Division C of the Building Code.

10.1(2) The Registered Code Agency may be appointed to perform one or more of the specified functions described in section 15.15 of the Act.

PART XI CODE OF CONDUCT

11.1 The Chief Building Official and inspectors shall be governed by the Code of Conduct set out in Schedule "B", with respect to exercising powers and performing duties under the Act.

PART XII SEVERABILITY

12.1 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

PART XIII REPEAL

13.1 By-law 181-87 of the former Regional Municipality of Haldimand-Norfolk and Haldimand County By-law 312/02 are hereby repealed.

13.2 All applications made and permits issued under By-law No. 181-87 and By-law No. 312/02 shall be deemed to be applications made and permits issued under this By-law, and all rules, requirements and regulations of this By-law shall apply, with all the necessary modifications.

PART XIV EFFECTIVE DATE

14.1 This By-law comes into force on August 1, 2018.

READ a first and second time this XXth day of Month, 2018.

READ a third time and finally passed this XXth day of Month, 2018.

MAYOR

CLERK

SCHEDULE "A"
Plans and Documents Required for Permit Applications

1. Except as noted in section 2 of this Schedule, every permit application shall be accompanied by two copies of the following plans and documents:

(1) Residential - Detached and Semi-detached houses

1. Site Plan
2. Grading Plan
3. Floor Plans
4. Building Elevations
5. Cross Sections
6. Roof and floor truss drawings sealed by a Professional Engineer
7. Heat loss calculations and duct layout
8. Mechanical Ventilation Design Summary
9. Schedule 1 – Designers Information with BCIN
10. Energy Efficiency Design Summary Form

(2) All Other Applications

1. Ontario Building Code Matrix
2. Site Plan
3. Grading Plan
4. Floor Plans
5. Foundation Plans
6. Roof Plans
7. Reflected Ceiling Plans
8. Building Elevations
9. Cross Sections and Assemblies
10. Structural Plans
11. Mechanical Plans
12. Plumbing Plans
13. Electrical Plans
14. Fire Separation Plan
15. Fire Protection Plans
16. Door and Window Schedules
17. General Commitment of Review Certificate
18. Energy Efficiency Design Summary

Exceptions

2. (1) The Chief Building Official may waive the requirement for multiple copies and any required information specified in this schedule due to limited scope of work, applicable law or Building Code requirements; and

(2) The Chief Building Official may also require additional documents, copies and drawings in addition to any required information specified in this schedule due to the scope of work, in order to ensure compliance with applicable law, the Act, the Building Code and this By-law.

SCHEDULE “B”

CODE OF CONDUCT FOR BUILDING OFFICIALS

Introduction

This Code of Conduct applies to the Chief Building Official and inspectors appointed by the City under the Building Code Act, 1992 in the exercise of a power or the performance of a duty under the Building Code Act, 1992 or the Building Code. The purposes of this Code of Conduct are to promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and inspectors, to prevent practices, which may constitute an abuse of power, including unethical or illegal practices, and to promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act, 1992 or the Building Code by the Chief Building Official and inspectors.

Standard of Conduct

In addition to any existing Code of Conduct Policy which the City of Hamilton already has in place for its municipal employees, the Chief Building Official and inspectors of the City of Hamilton undertake to:

- (1) Act in the public interest, particularly with regard to the safety of buildings and structures.
- (2) Conduct themselves with a high degree of personal integrity and ethics, and in particular they should not place themselves, or permit themselves to be placed, in a position which would constitute, or on an objective basis give a reasonable apprehension, of a conflict of interest or breach of trust.
- (3) Exercise powers in accordance with the provisions of the Building Code Act, 1992, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures.
- (4) Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties.
- (5) Act honestly, reasonably and professionally in the discharge of their duties.
- (6) Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.

Breaches of the Code of Conduct

All allegations concerning a breach of this Code of Conduct shall be made in writing. Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the General Manager of Planning and Economic Development to whom the Chief Building Official reports.

Disciplinary actions arising from violations of this Code of Conduct are the responsibility of the Corporation of Haldimand County as the employer and will be based on the severity and

frequency of the violation in accordance with relevant employment or collective agreements, employment standards and privacy requirement.