

# City of Kawartha Lakes

## Council Report

Report Number BLDG2019-001

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**Date:** April 23, 2019  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All Wards

**Title:** Building By-law 2012-019 Amendment No 5

**Description:** Code of Conduct for Building Officials

**Author and Title:** Susanne Murchison, Chief Building Official

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### **Recommendation(s):**

**That** Report BLDG2019-001, Building By-law 2012-019 Amendment No 5, be received;

**That** the Code of Conduct for Building Officials be approved; and

**That** the necessary amending by-Law be brought forward to Council for adoption.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

An amendment to the Building Code Act in 2003 required municipalities to prepare and emplace a Code of Conduct for Building Officials and the topic was presented to Council on page 5 of report DEV2004-086 (attached as Appendix A to this report), with a note “a follow up report will be provided with a code of conduct included for adoption by council”. Following that report a draft by-law amendment was prepared and presented to Council as an appendix to report DEV2005-178 (attached as Appendix B to this report). The draft by-law contains a section, on page 14, below the signature lines for the Mayor and Clerk, listing the schedules attached to the by-law and Schedule B was to be the Code of Conduct for Building Officials, however the Code of Conduct was omitted when the by-law was enacted.

Since that date the Code of Conduct has been enacted and posted in all Building Division offices, as well as on the City website, with staff being held to those standards of conduct. The purpose of this report and associated by-law amendment is to address direction from the Ministry of Municipal Affairs to have the code of conducts approved by Council.

This report addresses that Ministry direction.

## **Rationale:**

A review of other municipalities within Ontario indicates that the majority incorporate the Code of Conduct into the Building By-law and staff are bringing forward this report and associated draft by-law amendment (attached as Appendix C to this report) to address this house-keeping item.

## **Other Alternatives Considered:**

No other alternatives have been considered.

## **Financial/Operation Impacts:**

This report does not have any financial implications.

## **Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:**

This report addresses an administrative matter.

## **Consultations:**

Clerk's Office

Ministry of Municipal Affairs

## Attachments:

Appendix A – Report DEV2004-086



Appendix A -  
BLDG2019-001.pdf

Appendix B – Report DEV2005-178



Appendix B -  
BLDG2019-001.pdf

Appendix C – draft Building By-law 2012-019 Amendment No 5



Appendix C -  
BLDG2019-001.pdf

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**Department Head: Chris Marshall**