

September 9, 2015

Report To: Mayor and Council

From: Travis Rob, Chief Building Official, Facilities/Special Projects Coordinator

**RE: Chief Building Official Code of Conduct as required in the Building Code Act**

**Background**

In 2002 there was an amendment to the Building Code Act that came into force January 1, 2005 where by the principle authority, being the Town of Fort Frances, is to establish and enforce a Code of Conduct for their Chief Building Official (CBO) and any inspectors designated by Municipal By-Law.

Since April 1, 2013 when I took over the position of CBO the completion of this regulatory task has been on my radar. On August 25, 2015 a code of conduct, which you will find attached to this report, was created. The operating structure of the Town of Fort Frances' Building Department consists of one Chief Building Official and one Deputy Chief Building Official with no inspectors. The Code of Conduct was written to include the deputy as well as any inspectors that may be designated in the future. Under the regulation, this code of conduct must be made public; after council approval, the Code of Conduct will be posted online on the Building page as well as posted permanently in the office of the Chief Building Official.

The Code of Conduct was discussed at the September 8, 2015 meeting of the Planning and Development Executive Committee and the recommendation from that committee was that the attached Code of Conduct be approved and come into force upon Council approval in accordance with the Building Code Act S.O. 1992.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, EIT  
CBO, Facilities/Special Projects Coordinator

<p><b>Council Approval of this report will</b> approve the Code of Conduct for the Chief Building Official and Inspectors.</p>
--------------------------------------------------------------------------------------------------------------------------------