

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2334-2011-PP

AS AMENDED BY  
BY-LAW NUMBER 2537-2014-PP, BY-LAW NUMBER 2547-2014-PP AND BY-LAW  
NUMBER 2605-2015-PP  
(CONSOLIDATED VERSION)

**BEING A BY-LAW TO PROVIDE FOR THE ADMINISTRATION AND ENFORCEMENT OF  
THE *BUILDING CODE ACT* WITHIN THE TOWNSHIP OF BROCK**

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**WHEREAS** subsection 3(1) of the *Building Code Act*, 1992, S.O. 1992, chapter 23, provides that the Council of the Corporation of the Township of Brock is responsible for the enforcement of the *Building Code Act* within the Corporation of the Township of Brock, and

**WHEREAS** subsection 3(2) of the *Building Code Act*, requires that the Council shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the *Building Code Act* within the Corporation of the Township of Brock, and

**WHEREAS** section 7 of the *Building Code Act* authorizes the Council of a municipality to pass certain by-laws prescribing classes of permits, permit application documents, fees, inspections and other related matters.

NOW THEREFORE the Council of the Corporation of the Township of Brock enacts as follows:

**Title**

1. This by-law may be cited as the Building By-Law.

**Definitions**

2. (1) In this by-law:
  - (a) "Act" means the *Building Code Act*, 1992, S.O. 1992, chapter 23, as amended from time to time, and successor thereto;
  - (b) "alternative solution" means a substitute for an 'acceptable solution' as defined by the building code;
  - (c) "as constructed plans" means as constructed plans as defined in the building code;
  - (d) "applicant" means a person who applies for a permit and includes any person authorized by an owner to apply for a permit on the owner's behalf;
  - (e) "architect" means a holder of a license, a certificate of practice, or a temporary license under the *Architects Act* as defined in the Building Code;
  - (f) "building" means a building as defined in subsection 1(1) of the Act;
  - (g) "building code" means the regulations made under section 34 of the Act;
  - (h) "chief building official" means the person appointed by the Council as the chief building official for the purpose of enforcement of the Act;
  - (i) "construction value" means the value prescribed by the chief building official to represent the total value of all work, services and material associated with the construction for which a permit is applied;
  - (j) "Council" means the Council of The Corporation of The Township of Brock;

- (k) “deficient permit” means a permit where:
    - (i) an inspection notice or order to comply has been issued by an inspector, or
    - (ii) where an inspection required under the building code or this by-law has not been arranged,
 and six months or more have elapsed after the date the notice was issued or the inspection was required;
  - (l) “deputy chief building official” means the person(s) appointed by Council as deputy chief building official under the authority of the *Legislation Act, 2006*, S.O. 2006, chapter 21, Schedule F, and listed in Schedule ‘A’ to this by-law, for the purpose of enforcement of the Act;
  - (m) “holiday” means days when the offices of the Township of Brock are not open for transaction of business with the public;
  - (n) “inspector” means an inspector listed in Schedule ‘A’ to this by-law;
  - (o) “Municipality” means the Corporation of the Township of Brock;
  - (p) “owner” means the registered owner of the land and includes a lessee, mortgagee in possession, the person or directors of a corporation acting as the owner’s authorized agent and the person in charge of the property, upon which is located, or will be located, the building or part thereof for which an application for a permit is, or has been made;
  - (q) “permit” means permission or authorization given, in writing, by the chief building official:
    - (i) to perform work regulated by the Act or the building code or both, or
    - (ii) to change the use of a building or part of a building as regulated by the Act or the building code or both, or
    - (iii) to occupy a building or a part thereof;
  - (r) “permit holder” means an owner to whom a permit has been issued, or, where a permit has been transferred, the new owner to whom the permit has been transferred;
  - (s) “professional engineer” means a person who holds a licence or a temporary licence under the *Professional Engineers Act*; and
  - (t) “registered code agency” means a person or an entity that has the qualifications and meets the requirements set out in the Act.
- (2) Any word or term not defined in this by-law shall have the meaning ascribed to it in the Act or the building code.

### **Appointments**

3. Each person whose name is set out in Column 2 of Schedule ‘A’ to this by-law is hereby appointed to the position set out beside that person’s name in Column 1 thereof. Also provided are the municipal title and provincial Building Code Identification Number (BCIN) for each person appointed.
- (1) The appointment of the deputy chief building official is under the authority of the *Legislation Act, 2006*, S.O. 2006, chapter 21, Schedule F, section 77.
  - (2) Acting deputy chief building official appointed under this by-law shall have all of the powers and duties of the chief building official under this by-law, and under the Act, and the building code.

## **Code of Conduct for Building Officials**

4. Each person listed in Schedule 'A' to this by-law shall be governed by the Code of Conduct set out in Schedule 'D' to this by-law, with respect to exercising powers and performing duties under the *Building Code Act*.

## **Classes of Permits**

5. Classes of permits with respect to the construction, demolition, building relocation, conditional permit, change of use, occupancy of buildings and the permit fees therefore, shall be as set out in Schedule 'B' to this by-law.

## **Requirements for Filing Permit Applications**

6. (1) To obtain a permit, an applicant shall file a complete application on the form available from the chief building official, or from the Province of Ontario, together with the applicable requirements set out in subsections (2) to (8).
- (2) All documents and drawings accompanying an application shall be coordinated with each other and consistent with the description of the proposed work.

## **Building Permits**

- (3) Every application for a building permit or permit for a stage of construction (Partial Permit) under subsection 8(1) of the Act shall:
  - (a) identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
  - (b) be accompanied by the plans, drawn to scale, specifications, documents and other information prescribed in section 7 and Schedule 'C' to this by-law; and
  - (c) be accompanied by the appropriate fee calculated in accordance with Schedule 'B' to this by-law.

## **Demolition Permits**

- (4) Every application for a demolition permit under subsection 8(1) of the Act shall:
  - (a) identify and describe in detail the work to be done and the existing use and occupancy of the building, or part thereof, for which the application for a permit is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
  - (b) be accompanied by the plans, specifications, documents and other information prescribed in section 7 and Schedule 'C' to this by-law;
  - (c) be accompanied by the appropriate fee calculated in accordance with Schedule 'B' to this by-law; and
  - (d) be accompanied by confirmation that:
    - (i) arrangements have been made with the property authorities for the safe and complete disconnection of all existing water, sewer, gas, electric, telephone and other utilities; and
    - (ii) the owner will comply with the municipality's property standards by-law at the completion of demolition.

### **Conditional Building Permits**

- (5) Every application for a conditional building permit under subsection 8(3) of the Act shall:
- (a) comply with the requirements set out in subsection 6(3) in this by-law; and
  - (b) be accompanied by:
    - (i) a written statement from the applicant explaining why the applicant believes that unreasonable delays in construction would occur if a conditional building permit is not issued;
    - (ii) a written acknowledgement from the applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time period in which such approvals shall be obtained by the applicant; and
    - (iii) a written agreement, in a form provided by the chief building official, executed by the applicant, the owner and such other necessary persons the chief building official determines for the purposes set out in subsection 8(3)(c) of the Act.
- (6) The chief building official is hereby authorized to execute on behalf of the Corporation of the Township of Brock the written agreement referred to in sub clause 6(5)(b)(iii) in this by-law as part of the conditional building permit application.

### **Change of Use Permits**

- (7) Every application for a change of use permit under subsection 10(1) of the Act shall:
- (a) identify and describe in detail the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit is made;
  - (b) be accompanied by plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the building code, including, but not necessarily limited to, floor plans and details of wall, ceiling and roof assemblies identifying existing fire resistance ratings and load bearing capacities;
  - (c) be accompanied by the appropriate fee calculated in accordance with Schedule 'B' to this by-law; and
  - (d) be accompanied by the completed documents prescribed in Schedule 'C' to this by-law.

### **Occupancy Permits for Unfinished Buildings**

- (8) Every application for authorization to occupy an unfinished building under Division C, Part 1, Subsection 1.3.3 of the Ontario Building Code shall:
- (a) identify and describe in detail the occupancy, the date of such occupancy, and the building or part thereof for which the application for a permit is made;
  - (b) be accompanied by plans which show the areas of the proposed occupancy; and
  - (c) be accompanied by the appropriate fee calculated in accordance with Schedule 'B' to this by-law.

### **Permit for a Stage of Construction (Partial Permit)**

- (9) (a) when, in order to expedite work, approval of a portion of the building or project is requested prior to the issuance of a permit for the complete building or project, application shall be made and fees paid for the complete building or project. Complete plans and specifications covering the portion of the work for which immediate approval is requested shall be filed with the chief building official.
- (b) The fee shall be calculated in accordance with Schedule 'B' to this by-law.

### **Requirements for Plans and Specifications**

- 7. (1) Every applicant shall submit sufficient plans, specifications, documents and other information to enable the chief building official to determine whether the proposed building, construction, demolition or change of use will contravene the Act, the building code or any other applicable law.
- (2) The chief building official shall determine the plans, specifications, documents and other information required to be submitted with an application in order to deem it complete according to Division C, Part 1, Section 1.3 of the building code having regard for:
  - (a) the scope of the proposed work;
  - (b) the requirements of the Building Code, the Act and other applicable law; and
  - (c) the requirements of this section and Schedule 'C' to this by-law.
- (3) Plans, specifications, documents and other information shall be submitted in a permanent medium upon paper or other suitable and durable material and shall contain text that is legible and drawings that are legible, complete, fully dimensioned and to scale.
- (4) Site plans submitted by an applicant shall:
  - (a) be certified by the Building Department of the Township of Brock as being in conformity with by-laws passed under section 34 and 41 of the *Planning Act*; and
  - (b) be referenced to a current plan of survey prepared and certified by an Ontario Land Surveyor, and a copy of the survey shall accompany the site plan submission, except where the chief building official waives the requirement to do so.
- (5) On the completion of the foundation for a detached, semi-detached, triplex, fourplex or townhouse dwelling, the chief building official may require submission of a survey prepared by an Ontario Land Surveyor indicating the location of the building to all property lines and elevations of the bottom and top of the foundation wall, including the garage cut, prior to a framing inspection being undertaken.
- (6) On the completion of the construction of a building, or part of a building, the chief building official may require submission of a set of plans of the building or part of a building, as constructed, together with a plan of survey prepared and certified by an Ontario Land Surveyor showing the location of the building.

### **Authorization of Alternative Solutions**

- 8. (1) Where an alternative solution for an equivalent material, system or building design is proposed in either an application for a permit, or in a material change to a plan, specification, document or other information on the basis of which a permit is issued, the applicant shall submit:

- (a) a completed "Alternative Solution Application Form";
  - (b) a description of the proposed location(s) where the alternative solution is proposed to be installed;
  - (c) a description of the proposed material, system or building design for which authorization is sought;
  - (d) a description of all applicable provisions of the building code in contravention;
  - (e) supporting documentation demonstrating that the proposed material, system or building design will provide the level of performance required by the building code; and
  - (f) payment of the required fee as set out in Schedule 'B' to this by-law.
- (2) The chief building official or registered code agency may accept or reject any proposed alternative solutions and/or may impose conditions or limitation on their use.
  - (3) Alternative solutions which are accepted under this section 8 shall be applicable only to the location described in the application, and are not transferable to any other building permit.

#### **Incomplete Permit Applications**

- 9. (1) An application shall be deemed not to be complete according to Division C, Sentence 1.3.1.3(5) of the building code where any of the applicable requirements of section 6 to this by-law have not been complied with.
- (2) Except as provided in 9(3), an application deemed to be incomplete shall not be accepted by the chief building official.
- (3) The chief building official may accept an incomplete application where the applicant acknowledges, in writing, that the application is incomplete and waives the time period prescribed in the building code within which a permit must be issued or refused.
- (4) Where an applicant declares that an application is complete in all respects and complies with the Act, the building code and applicable law, the chief building official shall issue or refuse to issue a permit within the time period prescribed in the building code.
- (5) Where an applicant declares that an application is complete in all respects, but the application is determined to be incomplete or does not comply with the Act, the building code or applicable law, an additional fee as prescribed in Schedule 'B' may be applied to the re-examination of the documents required to be submitted by an applicant.

#### **Abandoned Permit Applications**

- 10. (1) An application for a permit shall be deemed to have been abandoned by the applicant where:
  - (a) the application is incomplete according to section 9 in this by-law and remains incomplete six months after it was submitted;
  - (b) six months have elapsed after the applicant was notified that the proposed building, construction, demolition or change of use will not comply with the Act or the building code or will contravene any other applicable law; or
  - (c) the application is substantially complete, and six months have elapsed

from the date upon which the applicant was notified that a permit was available to be issued.

- (2) Where an application is deemed abandoned, all submitted plans, specifications and documents shall be disposed of, or upon written request from the applicant, returned to the applicant.
- (3) Where a permit holder wishes to re-activate a dormant building permit file, the permit holder shall pay the fee set out in Schedule 'B' to this by-law.

### Revision to Permits

11. Should a permit holder wish to make any material change to any plan, specification, document or other information on the basis of which the permit was issued, the permit holder shall file an application for a revision to the permit which describes the material changes, and shall pay the fee set out in Schedule 'B' to this by-law.

### Transfer of Permits

- 12, (1) If the owner of the land changes after a permit has been issued, the permit may be transferred to the new owner (the "transferee") of the lands where an application is filed to the municipality in writing, in accordance with this section.
- (2) Every application for the transfer of permit shall:
  - (a) include a written statement from the current permit holder authorizing the transfer of the permit to the transferee;
  - (b) include proof of ownership of the lands by the transferee satisfactory to the chief building official;
  - (c) confirm that the work to be done and the existing and proposed use and occupancy of the building or part thereof, for which the application for the transfer of the permit is made, is the same as that identified and described on the application of the permit;
  - (d) state the name, address, telephone number of the proposed transferee;
  - (e) state the name, address, telephone number and facsimile number of the proposed architect, and/or professional engineer, and their building code qualifications, where they are different from those identified in the application for the permit, and a written confirmation from the architect and/or professional engineer(s), that they have been retained to undertake general review of the construction or demolition where required under the building code;
  - (f) include, where the proposed transferee is a builder as defined in the *Ontario New Home Warranties Plan Act*, or any successor thereto, the proposed transferee's registration number hereunder;
  - (g) be signed by the proposed transferee who shall certify as to the truth of the contents of the application; and
  - (h) payment of the required fee as set out in Schedule 'B' of this by-law.
- (3) Upon the issuance of transfer of a permit to the transferee, the transferee shall be deemed to be the permit holder and the original permit holder shall have no further rights or obligations under the permit save and except for any obligations set out in any agreements entered into for the purposes of subsection 8(3)(c) of the Act.

### **Revocation of Permits**

13. (1) Prior to revoking a permit, the chief building official shall give written notice of an intention to revoke the permit to the permit holder at the permit holder's address shown on the application or to such other address as the permit holder has provided to the municipality for that purpose.
- (2) Following issuance of the notice described in subsection 13(1) of this by-law above, the permit may be revoked immediately or after a period prescribed by the chief building official, and all submitted plans, specifications, documents and other information may be disposed of or, upon written request from the permit holder, returned to the permit holder.
- (3) Notice under subsection 13(1) of this by-law shall be given either personally or by registered mail, and where notice is by registered mail, it shall be deemed to have been given on the fifth day after the day of mailing to the address specified in subsection 13(1), whether actually received or not.

### **Fees and Refund of Fees**

14. (1) A fee is to be paid with every permit application, calculated in accordance with Schedule 'B' to this by-law and the fee shall be due and payable, in full, upon the submission of the application for a permit.
- (2) The minimum fee payable on any application shall be \$100.00 as indicated in Schedule 'B', Part 1, Item 9.
- (3) Where the calculation in accordance with the provisions of Schedule 'B' to this by-law of the amount of a fee to be paid as part of a permit application is based, upon the building category, floor area and/or value of the proposed construction, the chief building official, or a person designated by the chief building official to do so, shall determine the appropriate building category, floor area and/or value, and that determination shall be final.
- (4) Where an application for a permit is subject to additional user fees prescribed by the municipality, the fees so prescribed shall be paid in addition to the fees set out in Schedule 'B' to this by-law.

### **Re-examination and Alternative Solution Fee**

- (5) (a) Where an applicant substantially revises proposed materials, systems or a building design after examination of a previous submission has already been undertaken, a re-examination fee shall apply as set out in Schedule 'B', Part 1, Item 6 in this by-law.
- (b) Where an applicant submits an alternative solution to a material, system or design, an examination fee shall apply as set out in Schedule 'B', Part 1, Item 11 in this by-law.

### **Additional Inspection Fees**

- (6) An additional inspection fee as set out in Schedule 'B', Part 1, Item 10 to this by-law shall apply and shall be paid prior to each inspection being undertaken on any building, where:
  - (a) any of the prescribed notice requirements under the building code or the additional notices required under this by-law have not been complied with by a permit holder;
  - (b) more than two inspections are required due to construction being incomplete or not in compliance with the building code;
  - (c) a building is occupied before the notice required under section 11 of the Act was given to the chief building official; or
  - (d) an inspection is requested to confirm that outstanding items have been

completed or corrected in respect of a deficient permit;

- (e) an inspection of the backflow device on a fire main is requested.

### **Permit Surcharge**

- (7) A building permit surcharge, in addition to the regular calculated fee, shall be charged in accordance with Schedule 'B', Part 1, Item 8 to this by-law, where construction has commenced without a building permit and an Order is issued.

### **Occupancy or Building Code Compliance Letter**

- (8) Where an applicant or owner requests a letter for occupancy, conditional occupancy or building code compliance, a fee shall apply as set out in Schedule 'B', Part 1, Item 5 to this by-law.

### **Fee Refunds**

- (9) If requested in writing by an applicant or permit holder, where:
  - (a) an applicant withdraws, in writing, an application for a permit;
  - (b) an application is deemed to have been abandoned in accordance with section 10 of this by-law;
  - (c) the chief building official refuses to issue a permit for which an application has been made, or
  - (d) the chief building official revokes a permit after it has been issued, the chief building official shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the municipality, in accordance with 14(10) to 14(16) below.
- (10) Eighty-five percent (85%) of the fee paid shall be refunded if only application administrative functions have been performed.
- (11) Seventy-five percent (75%) of the fee paid shall be refunded if only the following have been performed:
  - (a) the functions described in subsection 14(10) herein, and
  - (b) zoning review functions.
- (12) Fifty-five per cent (55%) of the fee paid shall be refunded if only the following have been performed:
  - (a) the functions described in subsection 14(11) herein, and
  - (b) building code compliance review functions.
- (13) Forty-five percent (45%) of the fee paid shall be refunded if only the following have been performed:
  - (a) the functions described in subsection 14(12) herein have been performed, and
  - (b) the permit has been issued.
- (14) No refund or any portion of the fee shall be made if any construction or demolition has commenced.
- (15) No refund shall be payable where the amount calculated in accordance with this section is \$100. or less.
- (16) Any amount authorized by the chief building official to be refunded pursuant to subsection (10) herein shall be refunded to the person named on the fee

receipt issued by the Township upon original payment of the fee, unless that person directs in writing that it be refunded to another person.

### **Registered Code Agencies**

15. The chief building official is authorized to enter into service agreements with registered code agencies and appoint them to perform one or more of the specified functions described in section 15.15 of the Act.

### **Fences at Construction and Demolition Sites**

16. (1) Where, in the opinion of the chief building official or inspector, a construction or demolition site presents a hazard to the public, the chief building official or inspector may require the owner to erect such fences as the chief building official or inspector deems appropriate to the circumstances.
- (2) In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the chief building official or inspector shall have regard for:
- (a) the proximity of the building site to other buildings;
  - (b) the proximity of the construction or demolition site to lands accessible to the public;
  - (c) the hazards presented by the construction or demolition activities and materials;
  - (d) the feasibility and effectiveness of site fences; and,
  - (e) the duration of the hazard.
- (3) Every fence required by this section shall:
- (a) be erected so as to fully enclose all areas of the site which present a hazard;
  - (b) create a continuous barrier and be sufficient to deter unauthorized entry;
  - (c) have a height not less than 1.2 metres above grade at any point, unless the chief building official or inspector determines that a greater minimum height is necessary;
  - (d) if constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200 mm o.c. to vertical posts not more than 2.4 metres apart, and to horizontal members or a minimum 11 gauge cable at the top and bottom; and
  - (e) be maintained in a vertical plane and in good repair.

### **Mandatory Inspection Notices**

17. (1) The permit holder shall also give notice to the chief building official or registered code agency of the following stages of construction in addition to the mandatory notices prescribed by the building code:
- (a) commencement of construction of:
    - (i) masonry fireplaces and masonry chimneys,
    - (ii) factory-built fireplaces and allied chimneys,
    - (iii) stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys;

- (b) substantial completion of interior finishes; and/or
  - (c) substantial completion of heating, ventilating, air-conditioning and air-contaminant extraction equipment;
  - (d) substantial completion of the pool deck and dressing rooms for a public pool or public spa and readiness for inspection of the emergency stop system for a public pool or public spa;
  - (e) completion of the building or part prior to occupancy or use pursuant to section 11 of the Act; and/or
  - (f) completion of the building where a person has occupied or permitted the occupancy under the building code – Occupancy of Unfinished Building;
  - (g) Completion of a building for which an occupancy permit is required under Division C, Part 1, Subsection 1.3.4.
- (2) A notice required to be given by a permit holder to the chief building official or registered code agency pursuant to Division C, Part 1, Section 1.3.5 of the building code shall be given to the chief building official or registered code agency in accordance with section 11 of the Act.
- (3) For the purpose of 17(2) above, the term “day” means any Monday, Tuesday, Wednesday, Thursday or Friday other than a holiday as defined in 1 (m) of this by-law.
- (4) A notice given to the chief building official pursuant to Division C, Subsection 1.3.5 of the building code may be given orally or in writing to either the chief building official, and inspector or registered code agency and if given to an inspector in accordance with this section, shall be deemed to have been given to the chief building official.
- (5) A notice given to the chief building official or registered code agency pursuant to Division C, Section 1.3.5 of the building code and this section shall not be effective until actually received by the chief building official, inspector or registered code agency as the case may be.

### **Spatial Separation Agreements**

18. The chief building official is authorized to enter into spatial separation agreements, as set out in Division B, Sentences 9.10.15.2(4) and (5), and Sentences 3.2.3.1. (8) and (9) of the building code, on behalf of the municipality and the owners of the properties on which the limiting distance is measured.

### **Offences and Penalties**

19. Any person who contravenes any portion of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in section 36 of the Act.

### **Severability**

20. Should any provision of this by-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of this by-law as a whole or any other part thereof, other than the provision declared to be invalid.

### **Interpretation and Implementation**

21. Schedules ‘A’, ‘B’, ‘C’ and ‘D’ attached hereto shall form part of this by-law.
22. By-laws 2312-2011-PP, 2222-2009-PP, 2160-2008-AP, 2062-2007-PP, 1947-2005-PP and 1816-2003-AP are hereby repealed in their entirety.

23. This by-law comes into full force and effect on the date of its passing.

BY-LAW NUMBER 2334-2011-PP READ A FIRST, SECOND, THIRD TIME and FINALLY PASSED THIS 11th day of June, 2012.

"Susan Creighton"  
Deputy Clerk

"Debbie Bath"  
Deputy Mayor

BY-LAW NUMBER 2537-2014-PP READ A FIRST, SECOND, THIRD TIME and FINALLY PASSED THIS 7th day of April, 2014.

"Thomas G. Gettinby"  
CAO & Municipal Clerk

"W. Terry Clayton"  
Mayor

BY-LAW NUMBER 2547-2014-PP READ A FIRST, SECOND, THIRD TIME and FINALLY PASSED THIS 5th day of May, 2014.

"Thomas G. Gettinby"  
CAO & Municipal Clerk

"W. Terry Clayton"  
Mayor

BY-LAW NUMBER 2605-2015-PP READ A FIRST, SECOND, THIRD TIME and FINALLY PASSED THIS 1st day of June, 2015.

"Thomas G. Gettinby"  
CAO & Municipal Clerk

"John Grant"  
Mayor

**Schedule “A” to By-Law Number 2334-2011-PP**

**Appointments**

Under the authority of the Building Code Act, S.O. 1992, chapter 23.

The following persons listed in Column 2 of Table A below are appointed by Council under the authority of the Building Code Act, in the positions listed in Column 1.

Table A

	Column 1	Column 2	Column 3	Column 4
Item	Provincial Appointment	Name	Municipal Title	Provincial BCIN
1.	Chief Building Official, Inspector	Joseph Bonura	Chief Building Official	19503
2.	Acting Deputy Chief Building Official, Inspector	Ken Middleton	Acting Deputy Chief Building Official	20938
3.	Acting Deputy Chief Building Official, Inspector	Richard Ferguson	Acting Deputy Chief Building Official	13969

The following persons listed in Column 2 of Table B are appointed as Inspectors by Council under the authority of the Building Code Act, for plans review and inspection as described on Table C, Column B.

Table B

	Column 1	Column 2	Column 3	Column 4
Item	Provincial Appointment	Name	Municipal Title	Provincial BCIN
4.	Inspector	Wayne Ward	Fire Prevention Inspector	36006

Table C

Column A	Column B
Inspectors listed in Schedule “A”, Table A are appointed for the enforcement of the Building Code Act in the roles and jurisdictions identified in the categories of qualification pursuant to Division C, Part 3, Section 3.1 of the Ontario Building Code.	<p>Inspectors listed in Schedule “A”, Table B are appointed for plans review and inspection in the role and jurisdiction identified in the category of qualification for Fire Protection pursuant to Division C, Part 3, Section 3.1 of the Ontario Building Code, specifically for:</p> <ul style="list-style-type: none"> <li>Fire alarm and detection systems;</li> <li>Standpipe and hose systems;</li> <li>Fire suppression systems (including sprinkler systems), excluding items noted in Schedule “C”, Part 1, rows 1(a) and 1(b);</li> <li>Voice communication systems;</li> <li>Fire fighters’ elevators;</li> <li>Emergency electrical power supply (including related emergency and exit lighting);</li> <li>Access for fire fighters;</li> <li>Fire access routes;</li> <li>Fire hydrants;</li> <li>Fire extinguishers;</li> <li>Exterior tanks; and,</li> <li>Hazardous substances.</li> </ul>

Inspectors listed in Schedule “A”, Table B shall report deficiencies to the Chief Building Official or a Deputy Chief Building Official for determination of issuance of orders and compliance.

**Schedule 'B'**

**Fees Payable  
(Sections 5 and 14)**

**Part 1 – Classes of Permits and Fees Payable**

<b>Item</b>	<b>Class of Permits</b>	<b>Permit Fee Payable</b>
<b>1</b>	Building Construction Part Permit	With respect to phased projects, in addition to the fee for the complete building, an additional fee of \$200.00 for each phase shall be levied.
<b>2</b>	Conditional Building Permit	With respect to conditional permits, the fee shall be the normal fee for the proposed construction plus an additional 10% of that fee. A minimum additional fee shall be \$100.00.
<b>3</b>	Demolition Permit	\$100.00 flat rate fee for single detached dwellings and accessory buildings; \$0.25 for each 1 square metre of floor area or part thereof for other buildings, with a minimum fee of \$100.00
<b>4</b>	Change of Use Permit (no work proposed)	\$50.00 for each 100 square metres of floor area or part thereof. Minimum \$250.00
<b>5</b>	Occupancy Permit (see Division C - 1.3.3 of OBC)	\$100.00
<b>6</b>	Plans Re-examination	10% of applicable permit fee to a maximum of \$1000.00, minimum \$50.00
<b>7</b>	Transfer of Permit	With respect to transferring a permit from one permit holder to another, the fee shall be \$150.00.
<b>8</b>	Building Without a Permit	Double the amount of the payable fee with a minimum of \$150.00.
<b>9</b>	Minimum Permit Fee	\$100.00
<b>10</b>	Additional Inspection	\$100.00
<b>11</b>	LCBO Inspection	\$150.00
<b>12</b>	Alternative Solution Examination Fee	\$100 / hour (Minimum 1 hour for house; 3 hours for other buildings.)

**Schedule 'B'**

**Part 2 – Building Permit Fee Schedule**

***New Construction and Additions***

<b><i>Building Classification</i></b>	<b><i>Costs per Square Foot</i></b>	<b><i>Costs per Square Metre</i></b>
Group 'A' – Assembly (All)	\$1.40	\$15.064
- Public Swimming Pools	.40	4.30
- Transit Stations	1.05	11.30
Group 'B' – Institutional (All)	1.50	16.14
Group 'C' – Residential		
- Single Family Dwelling – Semi Link	1.05	11.30
- Duplex, Townhouses	1.05	11.30
- Other Multiples 'C'	.85	9.146
- Motels, Hotels ≥ 2 Storeys	1.05	11.30
Group 'D' – Business & Personal Services		
- Shell Only	.98	10.55
- Complete	1.15	12.374
Group 'E' – Mercantile		
- Shell Only	.98	10.54
- Complete	1.15	12.374
Group 'F' – Industrial		
- Shell Area	.75	8.01
- Partitioned Office Area	.95	10.222
- Motor Vehicle Facility	.95	10.222
- Parking Garage	.50	5.38
- Open Mezzanine	.50	5.38
Farm Buildings	.25 - 250 Min.	2.69 – 250 Min.
- Covered fabric buildings	.13	1.40
- Silos	160 Each	160 Each

***Alterations and Renovations***

<b><i>Building Classification</i></b>	<b><i>Costs per Square Foot</i></b>	<b><i>Building Classification</i></b>
Interior Renovations		
- Groups A, B, C, D, E, F	.464 - \$250 Min.	5.00 - \$250 Min.

***Designated Structures***

<b><i>Building Classification</i></b>	<b><i>Costs per Square Foot</i></b>	<b><i>Building Classification</i></b>
- Telecommunications Tower		250 Each
- Pedestrian Bridge		250 Each
- Retaining Wall	1.22 / L.F.	4 / L. M.
- Solar Collectors regardless of quantities		250 per application
- Wind Turbine		250 Each
- Miscellaneous work not listed herein		
- \$10.00 per \$1000.00 of construction value		

**Schedule 'B'**

**Part 2 – Building Permit Fee Schedule**

**Stand Alone and Miscellaneous Work**

<b>Building Classification</b>	<b>Costs per Square Foot</b>	<b>Building Classification</b>
- Accessory Buildings – attached or detached garages	.465 - \$250 Min.	5.00 - \$250 Min.
- Enclosed or roofed porches	.465 - \$250 Min.	5.00 - \$250 Min.
- Decks – Porch without roof	.465 - \$250 Min.	5.00 - \$250 Min.
- Canopies – Carports	.465 - \$250 Min.	5.00 - \$250 Min.
- Air Supported Tent Structure	.418	4.50
- Balcony Guards Replacement	.610	2 / L.M.
- Unfinished Basement (to accommodate house raising or moved house)	.465 - \$250 Min.	5.00 - \$250 Min.
- Wall recladding (for limited distance app)	0.05	.54
- Ceiling (added or replacement) rate assembly	0.05	.54
- Demising wall only	.914	3 / L.M.
- Electromagnetic Locks		\$25 Each
- Emergency Lighting		\$40 / Storey
- Fire Alarms (Retrofit)		\$150 Each
- Fire Doors (Retrofit)		\$25 Each
- Fireplace / Woodstove		\$120 Each
- Sprinklers only	.056	.60
- Portable Classroom		\$300 Each
- Portapak Classrooms	.762	8.20
- Temporary Structures		
- Tents		\$80 Each
- Trailers and Temporary Buildings		\$120 Each
- Sales Pavillion		\$120 Each
- Underpinning	1.07	3.5 / L.M.
- Window Replacement (size difference from original)		\$50 Each
- Sign (3.15 of O.B.C. only)		\$100 Each

**Stand Alone (HVAC & Plumbing)**

<b>Building Classification</b>	<b>Costs per Square Foot</b>	<b>Building Classification</b>
- Commercial Kitchen Exhaust		\$150 Each
- New HVAC System S.F.D.		\$110 Each
- New HVAC Systems – Small buildings ≤ 3000 S.F.	.042	.45
– Buildings ≥ 3000 S.F.	.033	.35
- S.F.D. Plumbing permit per fixture		\$25. + \$6 / Fixture
- All other buildings – Plumbing permit per fixture		\$25. + \$6 / Fixture
- Backflow Preventor		\$25 Each
- Manhole, Catchbasin		\$25 Each
- Interceptor, Sump, etc.		\$25 Each
- Water, Sanitary, Storm Service		\$100 Each

## **Fees Payable for Building Permits**

Notes:

1. The following guidelines for calculating floor areas and fees apply to the specific building types and construction indicated. The occupancy classifications used in this by-law shall be based on the Ontario Building Code major occupancy classifications. For mixed occupancy floor areas, the service index for the area of each occupancy shall apply.

### **Calculation of Permit Fees**

Permit fees shall be calculated based on the formula given below, unless otherwise specified in the schedule:

$$\text{Permit Fee} = \text{SI} \times \text{A}$$

Where SI = Service Index for Classification of the work proposed, and

A = floor area in sq. m. of the work involved

### **2. Floor Area Calculation**

Floor area shall:

- (a) be calculated by measuring to the outer face of exterior walls and to the centre of party walls or demising walls, except when calculating interior partition work.
- (b) where there are no exterior walls, be calculated by measuring to the perimeter of the building and/or structure,
- (c) include all habitable areas, including mezzanines, finished attics and enclosed balconies,
- (d) include a roof area with an occupancy,
- (e) include interior partitioning, corridors, lobbies, washrooms, service rooms, etc.
- (f) include floor openings for stairs, escalators, elevators, shafts, ducts, etc.
- (g) not include the area of the floor opening found above the lowest floor level in an interconnected floor space or atrium.
- (h) not include the area of an unfinished basement of a house.
- (i) be calculated by measuring the area affected or serviced by the heating, ventilation and air conditioning (HVAC) system, the sprinkler system and the fire alarm system.

### **'Shell' Building definition**

A shell building is defined as consisting of the structural foundation and framing system and the exterior envelope and does not contain building services such as heating, ventilation and air conditioning (HVAC) system, sprinkler system, plumbing facilities, etc.

### **Interior Renovations / Alterations**

For houses, the floor area used for the calculation of permit fees for interior renovations / alterations shall be the actual area of the floor being renovated and/or altered. For all other occupancies the area for calculation purposes shall be the greater of the actual area of the floor being renovated and/or altered or 50 sq. m.

### **Occupancy Classifications and Fees**

The occupancy classifications used in this by-law shall be based on the building code major occupancy classifications.

For floor areas with mixed occupancies, the fee shall be calculated based on each major occupancy within the building.

### **Minimum Fee**

A minimum fee of \$100. shall be charged unless the fee is a larger amount as otherwise stated in this By-Law.

### **Model House Fee**

Where the floor area of a new model house is less than the original model house floor area, no fee refund is payable.

### **Permit Fees Not Listed in Fee Table**

For building permit types not listed, the permit fee shall be calculated on the basis of \$10. per \$1,000. of construction value.

3. No additional fee shall apply for plumbing and drains, sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve.
4. For interior partitioning, floor areas used for the calculation of fees shall be lesser of:
  - (i) the area contained within a rectangle encompassing the partitions being erected; or,
  - (ii) the actual area of the tenant space.

Schedule 'B'

**Part 2 – Information Required on Drawings**

Item	Drawing Type	Information Required	Class of Permit - Part A					
			Row No.					
			1(a)	1(b)	2(a)	2(b)	3	4
1.	Site Plan	a Legal description, survey property lines, property dimensions, compass orientation, location and name of adjacent roads	X	X	X		X	
		b Outline of all existing and proposed buildings and structures, building dimensions and their distance to property lines	X	X	X		X	
		c Dimensions and location of parking and vehicle access and fire routes			X		X	
		d Dimensions and location of barrier-free parking, curb cuts, path of travel to building and building access			X		X	
2.	Grading Plan	a Signature and seal of professional engineer	X		X		X	
		b Property lines, easements sidewalks, driveways, building location, curb cuts, retaining walls	X		X		X	
		c Existing and proposed elevations within the site and at property lines, retaining wall elevation, slopes of driveways, drainage flow and swales	X		X		X	
		d Location of catch basins, above and below ground utilities, and connections to services			X		X	
3.	Architectural	a Existing plans showing construction and room and space identification of all floors in the area of proposed work or occupancy		X	X	X	X	X
		b Plans of all floors including basements complete with all rooms and room names	X	X	X	X	X	X
		c Roof plan showing roof slope, drainage, roof and roofing construction details	X	X	X	X	X	
		d Building elevations showing grade, floor and ceiling heights, overall building height, exterior finish materials, window heights and sizes and spatial separation requirements	X	X	X	X	X	
		e Construction details including proposed wall section from footing to roof, specifications of all wall, floor and roof assemblies and all building materials and construction specifications	X	X	X	X	X	
		f Stairs, guards and handrail dimensions and details, window sizes and height above floor level; location and fuel type of all fireplaces	X	X	X	X	X	
		g Mezzanine plan showing construction, guardrails, egress			X	X	X	
		h Location and details of barrier free entrances and barrier free washrooms			X	X	X	
		i Reflected ceiling plans, bulkhead details, horizontal service shaft details			X	X	X	
		j Roof equipment screening, anchorage for window washing, roof access			X		X	
		k Building cross sections showing grade, floor and ceiling heights, horizontal and vertical fire separations	X	X	X	X	X	
l Enlarged sections and detail plans of washrooms and exit stairs			X	X	X			

Item	Drawing Type	Information Required	Class of Permit - Part A					
			Row No.					
			1(a)	1(b)	2(a)	2(b)	3	4
		<b>m</b> Wall sections, plan and section construction details			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>n</b> Exit stair enclosure, wall construction details, fire separations and listed design numbers, door numbers referenced to a door schedule			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>o</b> Door and hardware schedule, door and frame details, window schedule, room finish schedule			<b>X</b>	<b>X</b>	<b>X</b>	
4.	Structural	<b>a</b> Foundation plans, floor and roof framing plans, footing, column and beam schedules, structural details and material specifications	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
		<b>b</b> Design specifications, live and dead loading, wind and snow loading, earthquake loading, geotechnical report design basis			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>c</b> Structural drawings sealed by a professional engineer for all structural elements not within the scope of Part 9 of the building code	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	
		<b>d</b> Roof and floor truss drawings sealed by a professional engineer	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	
5.	HVAC	<b>a</b> Heating, ventilating and air conditioning plans, service shafts, equipment layout and schedules	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	
		<b>b</b> Heat loss and gain calculations, ventilation design summary	<b>X</b>				<b>X</b>	
		<b>c</b> Fire damper locations, kitchen exhaust equipment	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
6.	Plumbing	<b>a</b> Plumbing and drainage plans; location and sizing of under and above ground storm, sanitary and water supply piping and appurtenances	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
		<b>b</b> Location of fire stopping; specifications of plumbing and firestopping materials	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
7.	Electrical	<b>a</b> Electrical supply and distribution plans; location of power and lighting outlets; equipment schedules; transformer locations			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>b</b> Location and specification of emergency lighting, emergency generators and exit signage			<b>X</b>	<b>X</b>	<b>X</b>	
8.	Fire Protection	<b>a</b> Fire hydrant locations, sprinkler and standpipe distribution plans and schedules; sprinkler head layout; fire hose cabinet locations			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>b</b> Location and specification of emergency lighting, emergency generators and exit signage; fire alarm system annunciator, diagrams and specifications			<b>X</b>	<b>X</b>	<b>X</b>	
		<b>c</b> Location of smoke alarms and carbon monoxide detectors	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

Notes

- Where indicated by an **X**, the information described is required to be included on the drawings for the class of permit specified.
- Required information may be located or consolidated on other drawings rather than as specified in this schedule.
- The chief building official may waive the requirement for any required information specified in this schedule due to limited scope of work, applicable law or building code requirements.

Schedule 'C' to By-law 2334-2011-PP

**Part 1 – Documents & Drawings Required for Permit Applications**

Row	Class of Permit	Documents and Drawings Required
1(a)	<b>Building Permit</b>  <b>Residential (Part 9)</b> <ul style="list-style-type: none"> <li>- Detached houses</li> <li>- Semi-detached houses</li> <li>- Triplexes</li> <li>- Fourplexes</li> <li>- Townhouses</li> </ul>	<b>Documents</b> <ul style="list-style-type: none"> <li>a Confirmation of compliance with applicable law</li> <li>b Acknowledgement of incomplete application</li> <li>c Mechanical Ventilation Design Summary</li> <li>d Regional Municipality of Durham Building Permit for Sewage System</li> <li>e Regional Municipality of Durham Residential Development Charges Information Form</li> <li>f Regional Connection Application for Water/Sewer</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a Approved Site Plan</li> <li>b Approved Grading Plan</li> <li>c Architectural Drawings</li> <li>d Structural Drawings</li> <li>e HVAC Drawings</li> <li>f Plumbing Drawings(4)</li> </ul>
1(b)	<b>Building Permit</b>  <b>Residential as in 1(a)</b> <ul style="list-style-type: none"> <li>- Alterations</li> <li>- Additions</li> <li>- Accessory Buildings</li> </ul>	<b>Documents</b> <ul style="list-style-type: none"> <li>a Confirmation of compliance with applicable law</li> <li>b Acknowledgement of incomplete application</li> <li>c Regional Municipality of Durham Building Permit for Sewage System</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a Approved Site Plan</li> <li>b Architectural Drawings</li> <li>c Structural Drawings</li> <li>d HVAC Drawings</li> <li>e Plumbing Drawings(4)</li> </ul>
2(a)	<b>Building Permit</b>  <b>Non-residential and other residential not provided for in row 1(a) or 1(b)</b> <ul style="list-style-type: none"> <li>- New buildings</li> <li>- Additions</li> </ul>	<b>Documents</b> <ul style="list-style-type: none"> <li>a Confirmation of compliance with applicable law</li> <li>b Acknowledgement of incomplete application</li> <li>c Commitment to General Reviews by Architect &amp; Engineers</li> <li>d Ontario Building Code Data Matrix</li> <li>e Land and Building Use Declaration</li> <li>f Flow Control Roof Drainage Declaration</li> <li>g Confirmation of Energy Efficient Design</li> <li>h Regional Municipality of Durham Commercial Development Charges Information form</li> <li>I Regional Connection Application for Water/Sewer</li> </ul> <b>Drawings</b> <ul style="list-style-type: none"> <li>a Approved Site Plan</li> <li>b Approved Grading Plan</li> <li>c Architectural Drawings</li> <li>d Structural Drawings</li> <li>e HVAC Drawings</li> <li>f Plumbing Drawings</li> <li>g Electrical Drawings</li> <li>h Fire Protection Drawings</li> <li>I Geotechnical Report</li> <li>j Specifications</li> </ul>
2(b)	<b>Building Permit</b>  <b>Non-residential and other residential as in 2(a)</b> <ul style="list-style-type: none"> <li>- Alterations</li> <li>- Renovations</li> <li>- Tenant Occupancies</li> </ul>	<b>Documents</b> <ul style="list-style-type: none"> <li>a Confirmation of compliance with applicable law</li> <li>b Acknowledgement of incomplete application</li> <li>c Commitment to General Reviews by Architect &amp; Engineers</li> <li>d Ontario Building Code Data Matrix</li> </ul>

		<b>Drawings</b> <b>a</b> Location Plan <b>b</b> Architectural Drawings <b>c</b> Structural Drawings <b>d</b> HVAC Drawings <b>e</b> Plumbing Drawings <b>f</b> Electrical Drawings <b>g</b> Fire Protection Drawings
<b>3.</b>	<b>Building Permits</b> - Other than row 1 to 4	<b>Documents</b> <b>a</b> Confirmation of compliance with applicable law <b>b</b> Acknowledgement of incomplete application <b>c</b> Documents from rows 1 to 4, or other documents which are applicable to the scope of work proposed  <b>Drawings</b> <b>a</b> Drawings from rows 1 to 4 which are applicable to the scope of work proposed
<b>4.</b>	<b>Change of Use Permit</b>	<b>Documents</b> <b>a</b> Confirmation of compliance with applicable law <b>b</b> Acknowledgement of incomplete application  <b>Drawings</b> <b>a</b> Location Plan <b>b</b> Architectural Drawings <b>c</b> HVAC Drawings
<b>5.</b>	<b>Demolition Permit</b>	<b>Documents</b> <b>a</b> Confirmation of compliance with applicable law <b>b</b> Acknowledgement of incomplete application <b>c</b> Commitment to General Review by Engineer <b>d</b> Demolition Agreement – Property Standards <b>e</b> Confirmation of disconnection of services <b>f</b> Structural Drawings as required

Notes:

1. The documents described in this schedule are available from the chief building official.
2. A description of the information required on drawings is contained in Part 2 of this schedule.
3. The chief building official may waive the requirements for any specified documents or drawings where the scope of the work, applicable law or building code requirements does not necessitate its submission.
4. Plumbing drawings are waived for plumbers licensed by the Township of Brock in rows 1(a) and 1(b).

## Schedule 'D' to By-law 2334-2011-PP

### Code of Conduct for Building Officials

#### Purpose

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 *Building Code Act* or the building code.
2. To prevent practices which 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 *Building Code 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 *Building Code Act* or the building code by the chief building official and inspectors.

#### Enforcement Guidelines

1. The chief building official, acting deputy chief building official and inspectors appointed in Schedule 'A' to this by-law shall comply with this code of conduct. Any appointed chief building official or inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.
2. 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 senior staff person to whom the chief building official reports.
3. Any chief building official or senior staff person who receives information, in writing, concerning a significant breach of this code shall investigate the matter, and where appropriate shall commence disciplinary action in accordance with the employment standards of the place of work. All communications received by a chief building official or senior staff person concerning a breach of this code shall be held in confidence. The chief building official or senior staff person shall advise Council in writing about the particulars of the alleged breach, its investigation and the final disposition of the matter upon its conclusion.

#### Code of Conduct

In exercising powers and performing duties under the *Building Code Act*, the chief building official and inspectors shall:

1. exercise powers in accordance with the provisions of the *Building Code Act*, the building code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures, and the actions, duties and qualifications of chief building officials and inspectors;
2. act to identify and enforce compliance where significant contraventions of the Act or regulations are known to exist;
3. apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties;
4. not accept any personal benefit which may create a conflict with their duties; or perform duties where a personal interest may create a conflict;
5. obtain the counsel of persons with expertise where the chief building official or inspector does not possess sufficient knowledge to make an informed judgment; and
6. act honestly, reasonably and professionally in the discharge of their duties.