



Building Services – Policy	
Subject: Inspector Internship Program	Policy No. BS19-005
Effective Date: October 5, 2022	Replaces: None
Approved by: Jacob Forget	Type of Policy: Internal & External

Scope

The purpose of this policy is to establish an Inspector Internship Program (intern program) within the Township, as provided for by the newly established provisions of the Building Code, in effect as of July 1, 2022.

What is an Intern Building Inspector?

An Intern Building Inspector is permitted to work with the deficiencies in one or more of the basic requirements of the Classes of Registration and Categories of Qualifications for Inspectors in accordance with Division ‘C’, 3.5.2.1. of the Ontario Building Code (OBC).

Application

This policy applies to all staff members of the Township who are appointed under the Act as Intern Inspectors and who are selected to be enrolled in the internship program.

Program Requirements

The minimum criteria that must be met in order for a staff member of the Township to be enrolled in the internship program are as follows:

- The staff member must be a member in good standing with the Ontario Building Officials Association (OBOA);
- The staff member must have successfully passed, either the General Legal/Process, or CBO Legal/Process examination, administered through the Ministry of Municipal Affairs and Housing (MMAH).

The two (2) different and distinct classes that an Intern Inspector may be enrolled in are as follows:

- Class I – “House”;
- Class II – “Small Buildings”.

At the discretion of the Chief Building Official, an Intern Inspector may be enrolled in either Class I or Class II, or both Class I and Class II simultaneously.

The categories of qualifications, as set out in Column 2 of Table 3.5.2.1. of Division C of the *Building Code* for each class of enrollment are as follows:

P.O. Box 489, 636 St. Lawrence Street, Winchester, Ontario K0C 2K0



- Class I:
 - HVAC – House
 - Plumbing - House
 - House
- Class II:
 - Small Buildings
 - Plumbing – All Buildings
 - Building Services
 - Detection, Lighting and Power
 - Building Structural

The maximum length of time in which an Intern Inspector may remain enrolled in either Class I or Class II, or both Class I and Class II simultaneously, of the internship program is 18 months. For greater clarity, an Intern Inspector may remain enrolled for up to a maximum of 18 months within each class of enrollment.

Notwithstanding the paragraph above, an Intern Inspector may remain enrolled within a class for a period of time that is greater than 18 months, if the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing has authorized the extension. A request to the Director for an extension, as indicated above, must be made by the Chief Building Official, and may only be made if there are reasonable grounds to believe that extenuating circumstances exist, such as: maternity or parental leave, illness, disability, bereavement or personal hardship.

An Intern Inspector who has been enrolled in the internship program is required to be supervised by, either the Chief Building Official, or the Deputy Chief Building Official. The required supervision shall consist of the Intern Inspector's plans review and inspection activities being monitored by the supervisor. The supervisor must be registered in the classes of registration in respect of which the Intern Inspector will exercise the powers or perform the duties.

Once an Intern Inspector has gained the necessary qualifications, through passing the applicable examinations administered through the MMAH, to perform plans review and inspection activities with respect to the same categories of qualifications assigned to their class of enrollment in the internship program, the Intern Inspector's enrollment in the internship program may, at the discretion of the Chief Building Official, be terminated.

The recommendation for a staff member of the Township to be appointed by Council as an Intern Inspector is the responsibility of the Chief Building Official. The decision to enroll a staff member of the Township, who has been appointed as an Intern Inspector, into the internship program is at the discretion of the Chief Building Official.



Requirements

The Chief Building Official shall notify the Director in writing within 30 days of the date that this policy takes effect if it is altered or revoked.

The Chief Building Official shall ensure that this policy is brought to the attention of the public by posting a copy of this policy on the Township's website.

The Chief Building Official shall provide to the Director such information regarding the internship program as the Director requests.

Intern Inspectors, who are enrolled in the internship program, are required to adhere to the Township's Code of Conduct for the Chief Building Official and Inspectors.

Monitoring and Compliance

In cases of policy violation, the Chief Building Official may investigate the potential violation and determine the appropriate corrective action, up to, and including, the termination of the Intern Inspector's enrollment in the internship program.

This policy will be reviewed on an annual basis, following any relevant legislative change, or in any other instance where the Chief Building Official deems it necessary.

Authority and Related Policies

This policy is required under Clause 3.1.4.3.(2)(c) of Division C of the *Building Code*.