

Policy: Building Inspector Internship Program Policy

Main Contact: Chief Building Official

Last Revision: November 14, 2023

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Policy Statement and Purpose

The Town of Renfrew is committed to ensuring that its building department is staffed with qualified and appropriately trained staff in order to fulfill its obligations under the *Building Code Act, 1992 (Act)* and *Building Code*.

Scope

The purpose of this policy is to establish an Inspector Internship Program (intern program) within the Town, as provided for by the newly established provisions of the *Building Code*, in effect as of July 1, 2022, and how it will be governed.

This policy applies to all staff members of the Town who are appointed under the Act as intern inspectors and who are selected to be enrolled in the intern program.

Definitions

"**Building Code Act**" means the *Building Code Act, 1992, 5.0. 1992, c. 23*, as amended;

"**Building Code**" means regulations made under section 34 of the *Building Code Act*;

"**CBO**" means the Chief Building Official who has been appointed by council of the Town of Renfrew;

“**Code of Conduct for the Chief Building Official and Inspectors**” means the code of conduct established by the Town under subsection 7.1(1) of the *Building Code Act*;

“**Director**” means the person appointed by the Lieutenant Governor of the Building and Development Branch of the Ministry of Municipal Affairs and Housing.

“**Supervisor**” means the Chief Building Official who is responsible for supervising and monitoring the plan review and inspection activities of an intern inspector who is enrolled in the intern program.

Policy Requirements

1.0 Enrollment

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

- Must be an employee of the Town of Renfrew
- The employee must be a member in good standing with the Ontario Building Officials Association (OBOA);
- The employee 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 prospective intern will express interest in writing and will be reviewed and approved on a case-by-case basis by the CBO.

2.0 Duration

The duration of the internship will be 18 months with the possibility of extension at the discretion of the CBO.

3.0 Supervision

An intern inspector who has been enrolled in the intern program is required to be supervised by the Chief Building Official. The required supervision shall consist of the intern inspector's plan 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.

- 3.1 Once an intern inspector has gained the necessary qualifications, through passing the applicable examinations administered through the MMAH, to perform plan review and inspection activities with respect to the same categories of qualifications assigned to their class of enrollment in the intern program, the

intern inspector's enrollment in the intern program may, at the discretion of the Chief Building Official, be terminated.

4.0 Requirements

The Chief Building Official shall notify the Director in writing within 30 days of the date that this policy becomes effective, is altered, or revoked.

- 4.1 The CBO shall ensure that this policy is brought to the attention of the public by way of posting a copy of this policy on the Town's website.
- 4.2 The Chief Building Official shall provide the Director with such information regarding the intern program as the Director requests.
- 4.3 Intern inspectors, who are enrolled in the intern program, are required to adhere to the Town's Code of Conduct for the Chief Building Official and Inspectors.

Authority

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

Monitoring

This policy has been established, and is administered, by the Chief Building Official.

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 intern program.

Contacts

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Building Inspector Internship	November 14, 2023	New	91-2023