



Title:

Building inspector internship program

Policy No.:

Policy No.C1

Revisions:

N/A

Effective Date:

May 29, 2024

Applies to:

Construction Department

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1. Policy Statement

1.1. Policy Statement

The Municipality of Casselman is dedicated to ensuring that its building department is staffed with competent and well-trained individuals to effectively meet its obligations under the *Building Code Act, 1992, S.O. 1992, c.23* (the Act) and Building Code requirements.

2. Definitions

2.1. Definitions

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

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

"CBO" means the Chief Building Official who has been appointed by the council of the Municipality of Casselman;

"Director" means the director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing who is appointed by the Lieutenant Governor in Council for the purposes of the Building Code Act 1992.

3. Policy Application

N/A

4. Policy Requirements

4.1. Enrollment

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

- 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).

4.2. Duration

- The internship will initially span 18 months, with potential for extension at the Chief Building Official's discretion.

4.3. Supervision

Building ~~I~~nspector ~~I~~nternship ~~P~~rogram

An intern ~~inspector~~ enrolled in the intern inspector program receives supervision from the Chief Building Official. This supervision entails monitoring the intern inspector's plan review, monitoring inspection activities, training, ~~which is~~ internal and external. The Supervisor overseeing the intern must hold registrations relevant to the inspector's assigned duties.

Once an intern inspector attains the required qualifications to comply to Div C 3.1.4.1 of the OBC to be registered with the director of MMHA and independently conduct plan reviews and inspections within their assigned categories, their enrollment in the intern program may be terminated at the Chief Building Official's discretion.

4.4. Responsibilities of the Chief ~~B~~uilding Officer during official's Internship responsibilities

As required by OBC Division C 3.1.4.3 (2), the internship program is to be administered by the CBO. The CBO is to notify the executive director in writing within 30 days of the date an internship program is established. Every 12 months, the CBO will report to the director any changes to the internship program including items noted in 3.1.4.3(2) (e) of the OBC.

5. Reference and Legislative Authority

Ontario Building code 2012

Building Code Act, 1992, 5.0. 1992, c. 23