

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-067

BEING a by-law to adopt an Inspector Internship Program Policy.

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WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS O. Reg. 451/22 provides for municipalities to implement, and administer, their own Inspector Internship Program;

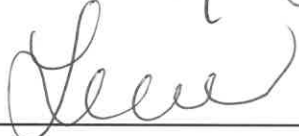
AND WHEREAS Council deems it advisable to adopt an Inspector Internship Program Policy for the Township of South Stormont.

NOW THEREFORE Council of the Township of South Stormont enacts as follows:

1. That the Inspector Internship Program Policy, attached hereto as Schedule "A" and forming part of this by-law be adopted effective September 7, 2022.
2. That the Chief Building Official is hereby authorized to administer the provisions of the Inspector Internship Program Policy.
3. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council signed and sealed this 7<sup>th</sup> day of September, 2022.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



## TOWNSHIP OF SOUTH STORMONT

Title: Inspector Internship Program Policy  
Schedule "A" to By-law No. 2022-067

Policy Category: Planning and Building

Effective Date: September 7, 2022

Revision Date:

### 1. Policy Statement

- 1.1 The Township of South Stormont (township) is committed to ensuring that its building department is staffed with qualified, and trained, staff in order to fulfill its obligations under the *Building Code Act, 1992 (Act)* and *Building Code*.

### 2. Purpose

- 2.1 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.

### 3. Scope

- 3.1 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 intern program.

### 4. Objectives

- 4.1 The main objective of this policy is to ensure that the township has as many inspectors appointed as are necessary for the enforcement of the Act and the *Building Code*. In certain circumstances, council may deem it necessary to appoint one or more intern inspectors in order to provide the intended level of enforcement that it desires.

### 5. Policy

- 5.1 The minimum criteria that must be met in order for a staff member of the township to be enrolled in the intern 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).

- 5.2 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”.
- 5.3 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.
- 5.4 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:
- Class I – House
    - Plumbing – House
    - HVAC – House
  - Class II – Small Buildings
    - Plumbing – All Buildings
    - Building Services
    - Detection, Lighting and Power
    - Building Structural
- 5.5 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 intern 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.
- 5.6 Notwithstanding subparagraph 5.5, an intern inspector may remain enrolled within a class of enrollment 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 (director) 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.
- 5.7 An intern inspector who has been enrolled in the intern 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 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.
- 5.8 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.

- 5.9 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 intern program is at the discretion of the Chief Building Official.

## **6. Requirements**

- 6.1 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.
- 6.2 The Chief Building Official shall ensure that this policy is brought to the attention of the public by way of a report presented to council during a regular meeting and by posting a copy of this policy on the township's website.
- 6.3 The Chief Building Official shall provide to the director such information regarding the intern program as the director requests.
- 6.4 Intern inspectors, who are enrolled in the intern program, are required to adhere to the township's Code of Conduct for the Chief Building Official and Inspectors.

## **7. Monitoring and Compliance**

- 7.1 This policy has been established, and is administered, by the Chief Building Official.
- 7.2 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.
- 7.3 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.

## **8. Authority and Related Policies**

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

## **9. Definitions**

9.1 In this policy,

- "*Building Code Act*" means the *Building Code Act, 1992, S.O. 1992, c. 23, as amended*;
- "*Building Code*" means regulations made under section 34 of the *Building Code Act*;
- "Chief Building Official" means the Chief Building Official who has been appointed by council of the Township of South Stormont;
- "Deputy Chief Building Official" means the Deputy Chief Building Official who has been appointed by council of the Township of South Stormont;
- "Code of Conduct for the Chief Building Official and Inspectors" means the code of conduct established by the township under subsection 7.1(1) of the *Building Code Act*;
- "Supervisor" means the Chief Building Official or the Deputy 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.

## **10. Keywords**

Intern, internship, inspector, Building Code, Building Code Act

## **11. Contact**

For more information on this policy, contact:

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613-534-8889, Ext.: 234