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## Message from the Co-Presidents

This last year has brought remarkable achievements for FNNBOA. We have completed the Certification Model and established the First Nations National Building Officers Association - Certification Council. We have appointed the members of the council and as of May 15th, 2005, members can begin to get certified.

The Certification Council recently proposed that the senior level of certification be named Building Resource Officer (BRO). This is brilliant, as the BRO suggests the multifaceted talents that the FNBO aspires to and reflects the many hats the inspectors must wear. The Council will also establish a decision matrix to assess each application and determine which level of certification the applicant has completed.

FNNBOA has also established standards of practice and a code of ethics. FNBOs will find this invaluable as it helps to provide guidance on how they carry out their work.

We have also completed a profile of the industry. This is very important as it will help to determine the human-resource needs for our sector. We are not getting any younger, and we must encourage young people to look at our sector and see that it is a very exciting place to work.

The group has been busy responding to the demands of the members to access enhanced training courses. We know that there is a training gap for our colleagues. FNNBOA is well positioned to identify these training needs and to "broker" training courses to meet the demands. We need to respond to this wonderful opportunity. Consequently, FNNBOA will be establishing memorandums of understanding with provincial and federal departments to access training for our members.

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## FNNBOA Establishes Standards of Practice and a Code of Ethics for Inspectors

To secure our communities' trust, FNNBOA has established standards of practice and a code of ethics, with the objective of enabling First Nations Building Officers (FNBOs) to better understand the roles and responsibilities required to provide high-quality services, to respect the values of their profession and to protect the public.

"The standards of practice signify a milestone for the profession," says Keith Maracle, co-president.

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FNNBOA continues to participate on national housing committees. INAC and CMHC and other departments consult with our organization because we can provide the "grassroots expertise"

*... Standards of Practice and a  
Code of Ethics for Inspectors  
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"Because certified FNBOs must comply with the standards of practice, employers and those living in our communities are assured that they are receiving professional and ethical service. Our people deserve and should

required to develop new housing policies and initiatives. Our ultimate goal is to improve FN housing stock so that our people have better homes to live in. This also confirms that FNNBOA is the only national organization that specifically addresses housing inspections.

demand the degree of professionalism that FNNBOA's certification represents."

The objective of the code of ethics is to ensure that FNBOs respect their duties and obligations and conform to the standards of practice. The standards of practice incorporate the competencies and knowledge levels identi-

On a closing note, we continue to thank our individual members, and CMHC, INAC and NRCAN for funding our various projects. We are just getting started. Once certification becomes a requirement, we look forward to others joining our association.

fied in the national occupational standards. As part of the application process for certification, individuals are required to review the document and submit a declaration that they will adhere to the standards of practice and code of ethics. Copies of the standards of practice and code of ethics are available on FNNBOA's website.

## **FNBOs Seek Higher Levels of Technical Training**

A recent survey of First Nations Building Officers (FNBOs) reveals that they have a clear sense of what they need to gain greater professional expertise and develop their careers: further training in technical areas, such as the National Building Code.

The survey is part of FNNBOA's efforts to create a detailed human-resource profile of the people now working as FNBOs, in order to better identify their professional development needs, train more people in the field, and reach the goal of providing safe and well-constructed housing for First Nations communities. The needs are urgent, as problems of substandard housing

and overcrowding persist, and as the demand for more housing increases.

Along with the need for further technical training, other significant findings of the survey include:

- most FNBOs are employed by bands and tribal councils.
- most have less than five years of experience as building inspectors; however, they have high levels of post-secondary education, and bring many years of job experience from other related fields to their work as FNBOs.

- except in the province of Quebec, most FNBOs are over the age of 45.
- the majority of FNBOs would like to receive technical training in a classroom setting, during work hours, with other FNBOs; they are, however, also open to on-line learning, and seek greater knowledge in the areas of computer hardware and software.

FNNBOA and its stakeholders will use the information gathered in the survey to create career-enhancement opportunities for FNBOs working today, and to find ways to attract young aboriginal people to the career.



## Appointed Council Members

FNNBOA proudly announces the appointment of the following council members:

### **Morgan Green, BES**

Morgan Green is Projects Manager and Director of Operations, OASIS Group, Housing, Infrastructure and Environmental Management. He also holds a Diploma, Certified Architectural Drafting and Design, Mohawk College, Hamilton, Ontario, and is an MES candidate, Planning Sustainable Communities, University of Waterloo, Ontario, Environmentally Sustainable Community and Economic Development.

### **Alastair Aikman P. Eng**

Alastair Aikman is a registered professional engineer in Alberta and is also a member of the Society of Fire Protection Engineers and the National Fire Protection Association. He holds a B.Sc.(Eng) from the University of London and a M.A.Sc. from the University of Waterloo. He provides consulting services through his company, Aikman Engineering.

### **Keith Butler, C.E.T.**

Keith Butler is a Senior Maintenance Management Specialist for Public Works and Government Services Canada, Real Property Services for Indian and Northern Affairs Canada (INAC) in Whitehorse. He is also a Journeyman Carpenter, Certification, Inter-Provincial Standard, and is affiliated with the Alberta Society of Engineering Technologists and with the CSA Technical Committee, CAN/CSA S406, Construction of Preserved Wood Foundations.

### **Andre Bourassa, M.O.A.Q.**

Andre Bourassa is an architect and partner in the firm of Bourassa et Gaudreau, architectes in Quebec. Mr. Bourassa established his firm in 1984 and specializes in construction projects and renova-

tions. He has been working with First Nation communities in Quebec in the area of housing construction.

### **Claude Lawrenson, RHI, RSW**

Claude Lawrenson has been appointed Registrar for the Council. He is a Coordinator and Professor at the School of Architecture & Building Design and Technology, and Program Curriculum Development Coordinator at St. Clair College of Applied Arts and Technology (Windsor Ontario) – Architectural Program.

### **Henry Felix**

Henry Felix was a pioneer in the field of Inspection Services in FN country. Currently with Saskatchewan's Prince Albert Grand Council (PAGC) Engineering and Technical Services, he oversees the program related to the PAGC First Nations and Communities in respect to Housing, Engineering, Fire, Capital Planning, GIS, Water and Wastewater. Holding a Journeyman Carpenter Certification, Mr. Felix brings an impressive history of work experience, including compliance inspection, housing and project management, to the team.

### **Responsibilities**

These members are responsible for establishing operational policies and procedures for the Council.

As registrar, Claude Lawrenson is developing the decision-making process that will be used to rank the individual applications.

Jal Wadia, the consultant who developed the certification model, will work in partnership with him.

The FNNBOA board members enthusiastically endorse each member appointed to the Council, and are confident that the team will do an outstanding job in establishing our Certification Council.



## Certification Council First in Canada

The First Nations National Building Officers Association - Certification Council (FNNBOA-CC) is the first national council of its kind in Canada. Just four years ago, several leaders in the First Nations inspection sector and their stakeholders met to discuss the formation of FNNBOA and FNNBOA-CC. The establishment of both of these organizations is a major achievement for the First Nations' building community.

FNNBOA-CC is an independent certification council established by FNNBOA bylaws and board resolutions. It is responsible for the certification of inspectors working in First Nations' communities. The Council consists of individuals who have expertise in their respective fields, and are familiar with the certification of a professional occupation. Members are appointed by FNNBOA, which has established terms of reference for FNNBOA-CC that clearly explain its mandate, appointments and administrative procedures. "This is a very proud accomplishment for First Nations inspectors," says Keith Maracle, co-president of FNNBOA. "The Council will provide an independent, thorough assessment of individuals applying for certification."

The Council has also appointed a registrar, who will be responsible for receiving and reviewing the inspectors' application forms and other required

documentation. Other members will be appointed over the next several months.

The Council has been given a very important role. It must assess the individual's qualifications for certification on reserve. "This will be accomplished by making sure inspectors have taken similar courses to those off reserve, and that FNNBOA establishes memorandums of understanding with other national associations," says Bud Jobin, co-president of FNNBOA. The Council will be instrumental in establishing a base-line level of certification and common core competencies, as defined in the national occupational standards. "The certification process will help to position First Nation inspectors so that their skill and competencies can be recognized off reserve. This is very important to us," says Jobin.

The Council is receiving applications for certification as of May 15, 2005.



## Process for Certification

First Nation inspectors seeking certification will be required to complete an application process. The process incorporated is simple, but the individuals must provide enough information so that the Registrar for the Certification Council can make recommendations. Many of the forms can be completed on-line. The certification process is as follows:

- Completion of Application – This includes background information, work experience, and references. Individuals are to provide supporting documents such as inspection reports, copies of diplomas, and overviews of education courses.
- Self-Assessment – Individu-

als must complete a self-assessment to highlight work experience and level of training.

- Log Books – Individuals are to submit a log book to highlight their experience.

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... *Process for Certification*  
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- Application Fee – Individuals are to submit a fee of \$150 for certification as well as \$150 to become a member of FNNBOA. If anyone does not want to become a member of FNNBOA, but wants to be certified, the application fee will be \$1,000. This fee is based on cost recovery to establish the Certification and pay for the Council to review the application.

Once all the appropriate information has been submitted, the information is reviewed by the registrar. If further information is required or there are questions regarding the application, the registrar will send the applicant a letter or email.

The registrar will review the information based on a matrix that includes work experience, education and other types of experi-

ence. It is important when making an application that the individual provides as much information as possible. Once the registrar reviews the information and prepares his recommendations to the Certification Council, the application package will be sent to a "second reviewer." The role of the second reviewer is to provide further independence and scrutiny of the information. The second reviewer will also rate the information provided to either support or reject the registrar's recommendation. If the registrar's recommendation is rejected, then the registrar and second reviewer will meet to discuss the application. The outcome is then presented to the Certification Council.

The Certification Council will receive a summary of the application and the recommendations made by the registrar and second reviewer. Upon reviewing the information, the Certification Council will either issue the cer-

tificate, recommend prior learning assessment and recognition (PLAR), seek further information from the application or refuse to issue a certificate.

If the Certification Council refuses to issue a certificate, the applicant can appeal the decision to the Certification Council for another review. Upon second review, if the Certification Council refuses to issue a Certificate, both parties will identify a mediator to review the information. In this case, the applicant and the Certification Council may be responsible for the costs of the mediator.

The application process for certification and the Certification Council have been established to ensure a credible and independent system with the highest standards. The application and other requirements for certification are available on the FNNBOA website:

<http://www.fnnboa.ca>

## FNNBOA Establishes Levels for Certification

As FNNBOA continues in its leadership role, it has developed three certification categories to recognize First Nation Building Inspectors (FNBOs) who have attained various levels of professionalism.

Each certification level incorporate the learned skills and core competencies based on National Occupational Standards. Individuals seeking certification will be required to demonstrate key

minimum and basic skills and competencies in the areas of communication, administration, inspection, and review and advocacy services.

From the information provided by the individual inspector in the application process, he or she may fall into one of the following levels of certification.

### FNBO-1

This is the entry level certifica-

tion in the FNBO series.

The FNBO-1 will perform inspections as they relate to new and existing houses (Part 9 of the National Building Code as applied to House). This officer will continue to take courses on the National Building Code, reading plans, building applications (and permit applications where applicable), difficulties confronting

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## Code of Ethics—Fundamental Principles

The inspection of buildings is an important learned profession. FNBOs therefore will continue their professional development throughout their careers by pursuing continued education opportunities, workshops, seminars and providing opportunities for the professional development of others under their supervision. Members of the profession recognise that their work has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by the FNBO require honesty, impartiality, fairness and integrity, and must be dedicated to the protection and enhancement of the public's safety, health and welfare and accessibility in the examination of all buildings.

### All Members:

1. Shall perform their official duties and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the FNBO are conserved and enhanced and will build a professional reputation based on the high degree of service provided;
2. Shall disclose real, perceived or potential conflict of interest situations and, if necessary, withdraw from the situation;
3. Shall endeavour to enhance the public's interest and appreciation in their profession;
4. Shall complete their work in a professional manner that will reflect positively on themselves and on other individuals associated with FNNBOA;
5. Shall perform all assignments in a professional manner in accordance with all laws and regulations of the authority having jurisdiction including all applicable Band bylaws;
6. Shall act for their employer or client as a faithful agent or trustee and shall act with fairness and justice between their employer or client;
7. Shall present clearly to their employer or clients the consequences to be expected if their professional judgment regarding public health, life and fire safety and opinion regarding structural sufficiency matters are overruled by other authorities in matters pertaining to work for which they are responsible;
8. Shall refrain from unprofessional conduct or from actions which they consider to be contrary to the public good even if they are expected or directed by their employer or client to act in such a manner;
9. Shall collaborate in increasing the effectiveness of their profession by communicating information and experience with other FNBOs and other professions involved in public health and safety;
10. Shall advise the discipline committee of any practice by another member of their profession that they believe to be contrary to the Code of Ethics;
11. Shall not accord preferential treatment in relation to any official matter to family members or friends, employees and their family or friends, or to organizations in which the Delivery Agent, Inspector, family members or friends have an interest;
12. Shall not accept any gifts, hospitality (beyond the normal standards of hospitality) or other benefits received from clients. Inspectors must exercise professional judgment in the performance of official duties and responsibilities. This is in accordance with Criminal Code Section 121(I)(a) which states that it is an offense for "an official to demand, accept or offer, or agree to accept from any person for himself or another person, a loan, reward, advantage or benefit of any kind as consideration for cooperation, assistance, exercise of influence, or an act of omission in connection with the transaction of business."

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... Code of Ethics—  
Fundamental Principles  
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| <p>13. Shall not subject others to any form of personal or sexual harassment. The FNBO, in both word and deed, shall value and respect all individuals;</p> <p>14. Shall not accept any type of compensation from more than one party for the same service without the consent of all interested parties;</p> <p>15. Shall not disclose confidential information without the consent of their employer or client;</p> <p>16. Shall not expect or direct an employee or subordinate to</p> | <p>act in a manner that they or the employee or subordinate considers to be unprofessional or contrary to the public good;</p> <p>17. Shall not advertise in any brochure, business card, letterhead, Yellow Pages, radio, Internet and television ads or any print or electronic medium holding out that they are members of this Association unless they are certified;</p> <p>18. Shall not advertise their work or merit in a self-laudatory manner and shall avoid all conduct or practice likely to discredit or do injury to the dignity and honour of their profession;</p> <p>19. Shall not attempt to supplant</p> | <p>another FNBO in an engagement after definite commitment has been made toward the other's employment;</p> <p>20. Shall not exert undue influence or offer, solicit or accept compensation for the purposes of affecting negotiations for an agreement;</p> <p>21. Shall not compete with another member of the Association for work by under-bidding, through reducing their normal fees after having been informed of the fees named by the other;</p> <p>22. Shall not use the advantage of a salaried position to compete unfairly with another member of the Association.</p> |
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## First FNNBOA AGM a Success

FNNBOA held its first Annual General Meeting in Saskatoon, Saskatchewan on the September 20th, 2004. Approximately 40 members were in attendance, as well as several guests.

The members also approved the following resolutions:

### The following executive was elected:

Bud Jobin, AB - Co-President  
Keith Maracle, ON - Co-President  
Vince Genereaux, SK - Treasurer  
John Gloade, NS/Atlantic - Secretary

- **Resolution Four**  
Mandate Certification for FN Inspectors  
*Passed*
- **Resolution Seven**  
Acceptance of By-law One  
*Passed*
- **Resolution Eight**  
Approval of Auditor:  
*Passed*

### Steering Committee Members:

Jim Munroe, BC  
Ray Gadwa, AB  
Frank Bighead, SK  
Seetta Riccola, MB  
Douglas Odjick, QC

For more details regarding the AGM, go to the "Members Only" section on the FNNBOA website at:

<http://www.fnnboa.ca>.



## Cross Canada Check Up

**British Columbia** — At a meeting of NISI in June, Jal Wadia, consultant responsible for developing the certification and accreditation model, held a focus group among the inspectors.

**Alberta** — In April 2005, inspectors attended a CMHC mini-conference highlighting innovative approaches to housing. Bud Jobin provided an update on FNNBOA and an overview of the Certification Council.

**Saskatchewan** — In September, FNNBOA held its first annual general meeting. The AGM was held in the evening at a prairie housing conference. In March 2005, the inspectors held their first NISI meeting this year. Vince Genereaux, treasurer of FNNBOA, distributed information on FNNBOA to the inspectors.

**Manitoba** — In November, the inspectors attended a NISI meeting. John Kiedrowski, project manager for FNNBOA, gave a presentation on the certification model. Seetta Ricola chaired the NISI meeting.

**Ontario** — In January, inspectors attended a NISI meeting. Bud Jobin and John Kiedrowski provided an overview on the certification model and re-

sponded to questions from the audience. Keith Maracle made a presentation and attended a meeting with the Council for the Advancement of Native Development Officers. Bud Jobin made a presentation to the National Aboriginal Land Managers Association and The Aboriginal Finance Association of Canada.

**Quebec** — On November 30th, 2004, FNNBOA held a successful membership drive day in Montreal, with a total of 34 new members. Keith Maracle and John Kiedrowski came to share the vision and goals of the organization. Douglas Odjick facilitated a long question period after which participants expressed significant interest in creating a Québec chapter.

In April 2005, Keith Maracle made a presentation on FNNBOA at the 7th FN Housing Symposium in Montreal.

**Atlantic Region** — In October, inspectors attended their regional NISI meeting. John Gloade and John Kiedrowski made a presentation on FNNBOA and the certification model to the inspectors. In March 2005, Keith Maracle made a presentation on FNNBOA at the Atlantic Policy Congress of First Nations Chiefs.

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*... FNNBOA Establishes Levels for Certification continued from page 5*

building officers, reviewing site plans, footing, foundation walls, concrete slabs on ground, roof and ceiling construction, floor construction, wall construction, and how to conduct an inspection.

### **FNBO-II**

Individuals at this level either advance from FNBO-1, or come with prior building-inspection experience gained in other outside positions.

Appointment to this level or higher requires the candidate perform the full range of duties for the level, and meet the qualification standards.

The FNBO-II must conduct moderately difficult combination inspections on a variety of new and existing houses and small buildings. The FNBO-II may also exercise functional and technical supervision over less experienced candidates, or provide mentoring to an FNBO in training.

### **Building Resource Officer (BRO)**

At this third level, an individual must have successfully completed all the qualifications of a FNBO-II, and will demonstrate competencies at a very experienced and senior level, similar to a Chief Building Officer off-reserve. The BRO will also be responsible for mentoring and on-going education of less experienced FNBOs.