# Laying the Foundation for a First Nation/Aboriginal Inspectors Association



Submitted by the First Nation/Aboriginal Inspectors Association Steering Committee

April 18, 2002

DATE: April 18, 2002

TO: FIRST NATION / ABORIGINAL INSPECTORS

#### Dear Colleagues

Please find attached a copy of a report entitled "Laying the Foundation for a First Nation/Aboriginal Inspectors Association (FN/AIA)." This report focuses on the outcomes of a meeting that was held on March 23 and 24, 2002 in Ottawa. One of the key decisions made was to establish an association to represent inspectors serving First Nations and Aboriginal communities. The group also nominated us as co-chairs to help establish this association. The report also identifies other key decisions that were made during the meeting.

We believe this report will help to create the momentum that will be needed to gain your support to help establish an association to develop standards for this sector, and ultimately improve housing conditions in our communities.

If you have any questions, or if you would like additional copies of the report, please contact one of us.

Sincerely yours,

Richard (Bud) Jobin,

FN/AIA Steering Committee Co-chair

Northern Lakes College

High Prairie Campus

Box 1508

High Prairie, Alberta

T0G 1E0

Tel (780) 523-6690

Fax (780) 523 3303

jobinr@yourfuture.ab.ca

Richard (Bud) Jobin.

for Keith Maracle,

FN/AIA Steering Committee Co-chair

Southern First Nations Secretariat

22361 Austin Line

Bothwell, Ontario

N0P 1C0

Tel (519) 692-5868

Fax (519) 6925976

robb@sfns.on.ca

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#### **EXECUTIVE SUMMARY**

On December 5, 2001, First Nations and Aboriginal inspectors for housing attended a meeting to explore whether there was interest in forming an association and to identify critical issues facing the industry that an association could assist in addressing. The participants confirmed the need and desire to form some type of association. To obtain additional indications of the level of interest, a survey of the sector at large was undertaken and the results provided further strong support.

On March 23 and 24, 2002, Canada Mortgage and Housing Corporation (CMHC) sponsored another session that focused on laying the foundation for creating an association to represent inspectors serving First Nations and Aboriginal communities. Participants for this meeting were either nominated by their peers at regional meetings, or volunteered and were subsequently selected because of their level of involvement in providing technical services to the communities.

At the March meeting, a steering committee was formed. Throughout the meeting, discussions focused on the underlying framework required to establish a national association. The steering committee demonstrated a strong sense of commitment and teamwork that resulted in key decisions and an action plan.

The following is a summary of key decisions:

- Once a national association is created, the association will create a strategic alliance with the Canadian Association of Home and Property Inspectors (CAHPI).
- CMHC will continue to provide support to help the other regions identify their representatives for the national and regional initiatives.
- Established a Steering Committee and a sub-committee to develop the framework for an association.
- Selected a project manager that will report to the two co-chairs.
- Selected two co-chairs responsible for making the necessary decisions on behalf of the group.
   Co-chairs are to consult members of the Steering committee and subcommittee on key issues.
- Until the national association is formed, the funds for any project will be directed through Southern First Nations Secretariat or First Nations (Alberta) Technical Services Advisory Group.
- The group agreed on the importance of communications and discussed "external" (e.g., website) and "internal" (e.g., email, conference calls) communication strategies.
- The group outlined a list of key stakeholders with which some type of alliance or partnership will be pursued.
- Distribute the CD-ROM that contains the CAPHI and Alliance of Canadian Building Officials Associations (ACBOA) occupational standards (French and English) to all First Nation inspectors for assessment.
- The Project Manager is to draft funding proposals to HRDC or Aboriginal Human Resources
  Development Council of Canada (AHRDCC) to cover the costs of a facilitator to work with the
  subcommittee to develop occupational standards. The facilitated session will take place in September.

<sup>1</sup> The report from this session was called "Native Inspection Services: An Exploratory Session." Copies of this report may be obtained from CMHC.

#### **Acknowledgement**

The steering committee members would like to thank CMHC for their support in helping this group move toward achieving the important goal of forming an association that will better serve those working in this industry and better equip them to assist in meeting the housing needs of First Nation and Aboriginal communities.

The views in this document are those of the Steering Committee and are not necessarily those of CMHC.

#### I. INTRODUCTION

The March 23rd & 24th meeting is a follow up to the December 5, 2001 "Exploratory Session" that was held in Ottawa to determine the level of interest and commitment in forming an association to represent the First Nations inspection sector. In the December meeting, the participants strongly recommended a steering committee be formed to focus on the establishment of a national First Nations and Aboriginal (FN/A) inspectors association. CMHC offered to support the second meeting based on the following:

#### **MEETING OBJECTIVES**

- Establish the framework for an association to represent FN/A Inspectors
- Nominate/elect an executive/steering committee (i.e., Chair and committee members)
- · Identify and confirm the responsibilities for each position
- Identify tasks and priorities for the steering committee for the next few months.
- Identify key stakeholders

#### **SECONDARY OBJECTIVES**

- Provide feedback regarding the provincial initiatives
- Identify whether to participate in CHIBO Steering Committee
- Identify funding partnerships

A copy of the Agenda is provided in Appendix A. A list of participants is found in Appendix B.

#### 2. GUEST SPEAKER

Bruce McClure, President of Canadian Association of Home and Property Inspectors (CAHPI) focused on the following points:

- Overview of CAHPI
- Typical work of home/property inspectors
- National occupational standards (CHIBO)
- Accreditation
- Certification
- Course development/education

Discussion focused on how FN/A inspectors provide services and function in a much larger capacity than those employed as home/property inspector or municipal building official. Any occupational standards for FN/A inspectors must reflect this multi-dimensional aspect.

DECISION - Once the association has been created, the association will consider creating a strategic alliance with the Canadian Association of Home and Property Inspectors.

#### 3. REGIONAL UPDATES

The following provides comments from participants and reflects recent discussions at regional levels.

#### 3.1. British Columbia

- Appears to be strong support for a national association
- National association will provide support for the provincial technical steering committee
- Still need to hold a meeting among FN/A inspectors to develop provincial chapter

#### 3.2. Alberta

- Strong support for national association
- Provincial chapter will probably be formed in the immediate future
- First Nations (Alberta) Technical Services Advisory Group providing support and will encompass the provincial chapter
- Some members are enrolled in the provincially sponsored Safety Code Officer courses

#### 3.3. Saskatchewan

- Supports national association on merit
- Provincial chapter still in formation
- Needs to develop educational courses geared to FN/A inspectors

#### 3.4. Manitoba

- Supports national association
- Still needs to hold a meeting with FN/A inspectors
- Courses for FN/A inspectors need to also be made available.

#### 3.5. Ontario

- Supports national association
- Supports a provincial chapter

#### 3.6. Quebec

- Appears to be support in national association
- Needs to hold a meeting with FN/A inspectors
- Some obstacles (language, representation, union/non-union) need to be addressed

#### 3.7. Atlantic Region

- Appears to be support for a national association
- Need to hold a meeting with FN/A inspectors

#### 3.8. NWT

- Appears to be support in national association
- Need to hold a meeting with FN/A inspectors

DECISION - CMHC's offer to provide support to help the other regions identify representatives for the national and regional initiatives was accepted.

#### **4. SURVEY RESULTS**

Earlier this year, a survey was distributed to approximately 200 FN/A inspectors. There were 70 replies, which represent a thirty five percent response rate<sup>2</sup>. The following is a summary of the results.

1. How many years have you been employed or providing native inspection services?

Years	Responses	Percentages
I to 5 years	42	60
6 to 10 years	16	23
II to 15 years	2	3
Over 16 years	7	10
No response	3	4
Total	70	100

#### 2. Current employment

Employment Status	Responses	Percentages
First Nation Council	11	16
Tribal Council	32	46
Inuit Community	0	0
Employee of a Company	I	I
Self Employed	10	14
Other	7	10
More than one Response	8	12
No response	I	I
Total	70	100

#### 3. Are you interested in forming an Association?

Interests	Responses	Percentages
Very Interested	55	79
Somewhat Interested	13	19
Not Interested	I	I
No Opinion	0	0
Other	1	I
Total	70	100

<sup>&</sup>lt;sup>2</sup> Ten surveys were received after the tabulation of the results. Thus, the response rate is forty percent.

4. To what extent would you become involved in an organization representing native inspection services?

Involvement	Responses	Percentages
Very Involved	35	50
Somewhat Involved	34	49
Not Involved	0	0
No Opinion/other	0	0
No response	I	I
Total	70	100

5. Are you interested in volunteering to participate as part of the executive or on any special committees formed to address issues facing this sector?

Interests	Responses	Percentages
Very Interested	32	46
Somewhat Interested	30	43
Not interested	6	8
Other	2	3
No Opinion	0	0
Total	70	100

6. Do you have any other Comments to offer regarding the formation of an Association?

Comments	Responses	Percentages
Comments Provided	41	59
No Comments Provided	29	41
Total	70	100

The following is an overview of some of the comments provided by the respondents:

- Provincial/regional associations also need to be established
- Members be required to take courses
- Membership be mandatory
- Suggested name for Association (First Nation Aboriginal Housing Inspector Association FNAHIA)
- Association information should be posted on Internet
- Need to help inspectors build trust within their communities
- Members/Inspectors need to be certified by the Association
- Some members have expressed interest in providing their expertise/experience to the new Association
- Whether to adopt existing standards from building code officials and/or home inspectors
- Need to identify jurisdictional issues
- Organization should be "non-political"
- "Go for it. It is all positive"
- Association needs to be recognized by key stakeholders (INAC, CMHC)
- "... Are the First Nations Councils [and]} First Nations themselves willing to invest the time and money necessary to become certified?"

This information will be incorporated into the occupational profile of an inspector.

#### 5. FORMATION OF A NATIONAL ASSOCIATION

The following provides an overview of key decisions and related discussions.

#### 5.1. Decision - Established a Steering Committee and a Sub-Committee

To work towards establishing a national association, the participants moved to form a Steering Committee. The Steering Committee then elected two co-chairs to represent them, work with a project manager and make decisions on behalf of the steering committee. The Steering Committee then nominated members to a sub-committee to assist the co-chairs as needed. The main objectives of the sub-steering committee are to:

- Establish the legal framework for an association (by-laws, constitution)
- · Work with the project manager to identify funding sources
- Review proposals along with subcommittee members
- Communicate with the Steering Committee
- Enter into any legal contracts for funding
- Hire consultants or professional services to perform any tasks where required (e.g., legal counsel)

The following members have been nominated to the subcommittee.

Names	Representation	Alternate
Frank Bighead	Saskatchewan (Alternate)	Al Lafond, Kelsey Kaysaywaysemat
Gerry Cheezie Manager	NWT	
Alain Croteau Senior Officer, Aboriginal Capacity Development, Assisted Housing Division, CMHC	Key Stakeholder (non-voting status)	Shane Rognstad, CMHC Saskatoon
John Gloade Technical Services/CMHC Inspector	Nova Scotia (Atlantic region)	Paul Paul (?)
Richard (Bud) Jobin Workforce Development Coordinator	Co-Chair (Alberta)	Howard Beebe Ray Gadwa
John Kiedrowski	Project Manager	
Keith Maracle Housing Inspector and Advisor	Co-Chair Ontario	Mel Barber
Jim Munroe Capital Manager	British Columbia	
Douglas Odjick Technician	Quebec	Donald Gilbert Marcel
Simon Prince	Manitoba	Jamie Sinclair One more to be named

#### 5.2. Decision - Selected a Project Manager

The steering Committee retained Mr. John Kiedrowski as project manager. The project manager reports to the two co-chairs. The tasks for the project manager are:

- Draft proposals for funding
- Circulate proposals for comments
- Carry out the work where appropriate or project manage consultants/professionals
- Provide communications and minutes to meetings
- Establish alliances with various groups (e.g. CMHC, ABC, CAPHI, ACBOA, INAC)
- Organize the meetings/conference calls
- Provide status reports
- Assist in funding arrangements
- Recommend priorities for projects and activities
- Recommend strategic direction

#### 5.3. Decision - Determined Funding Arrangements for Steering Committee

Currently, the FN/A Inspection Services Steering Committee is not a legal entity. As such, the group cannot enter into any contractual arrangements. The members of the steering committee agreed to have any contracts administered through Southern First Nations Secretariat or through First Nations (Alberta) Technical Services Advisory Group. The two co-chairs will determine which group to use for processing any contracts. CMHC agreed to assist the steering Committee fund the initial work involved in preparing funding proposals to be submitted to key stakeholders. CMHC will draft a Memorandum of Understanding and Contribution Agreement to assist with this initial interim work.

#### 5.4. Decisions - Determined Communication Strategies

One of the important tasks for the steering committee is to communicate. This involves exchanging information between the two committees as well as communicating with other FN/A inspectors and stakeholders. The group identified the following mechanisms for communication

- Establish a website. The website should include links to other partners and stakeholders. It will be recommended that these partners and stakeholders also provide a link to the FN/A inspector's website.
- Establish a databank with emails. This databank could be created with addresses from CMHC and information provided on the survey.
- Press release to be circulated in various national and local newspapers.
- Articles to be published in various newsletters.
- Emails among the steering committees.
- Conference calls to take place.

The project manager is tasked with the development of the above communications strategies.

#### 5.5. Decision - Determined Key Partnerships and Strategic Alliances

Partnerships and strategic alliances will be pursued with the following groups (not in order of priority):

- Canadian Association of Home and Property Inspectors
- Alliance and Canadian Building Officials' Association
- Natural Resources Canada
- National Research Council (e.g., Objective Based Codes)
- Aboriginal Business Canada
- Aboriginal Human Resource Development Council of Canada
- Human Resource Development Canada
- Indian and Northern Affairs Canada
- Canada Mortgage and Housing Corporation
- Canadian Home Inspectors and Building Officials (Phase Two)

#### 5.6. Decision - Interim Name

The Steering Committee agreed to use FIRST NATIONS/ ABORIGINAL INSPECTORS ASSOCIATION (FN /AIA) STEERING COMMITTEE as their interim name.

#### 6. STANDARDS

Currently, there exist occupational standards for municipal building officials and home/property inspectors. The conclusion after discussion was that given the multi-dimensional work of an inspector working on First Nation communities, the existing standards could be adopted, but with modifications to reflect the broader needs and requirements of the FN/A inspection sector. The committee members agreed that the sector would be consulted by distributing copies of the existing occupational standards to everyone to gain their feedback.

DECISION - Distribute CD-ROMs that contains the existing national occupational standards (French and English) to everyone working as an inspector on reserves (same mailing lists as the survey). Attach instructions asking everyone to review the documents and provide their input by a specific time.

DECISION - The Project Manager is to seek funds (write a proposal) from HRDC or AHRDCC to hire a facilitator to work with the subcommittee to develop occupational standards. The facilitated session should take place in September.

#### 7. ACTION AND PRIORITIES

The committee identified a number of action items related to decisions with a proposed date for completion.

Priority	Action Items	Proposed Date for Completion
I	Send copies of the CHIBO Standards (three copies) to all First Nation Inspectors. John Kiedrowski to make arrangements to have CD ROMS produced. Letter to be drafted to seek input from individuals regarding the standards	Need to provide 23 CD ROM copies (4 hard copies) for meeting in April. April 30 to be sent out with package of information
2.	March 23-24 Report to be translated and distributed to First Nation Inspectors	April 30 (package)
3.	Association Name. Letter to be approved by Co-chairs regarding and sent out to FN/A Inspectors	April 30 (package)
4	Proposal - To CMHC seek funds for project manager activities.	April 30
5	Meetings - INAC to provide an update and identify funds for various projects (e.g., implementation of objective based codes). Gather information for projects North of 60.	April 30
6	Proposal - HRDC/AHRCC to seek funds to adopt the standards for FN/A inspection sector. Funds used to hire facilitator to identify key standards from MBO and HPI to create a standard for FN/A inspectors	May 5
7	Proposal - AHRCC to seek funds for Profile of industry.  Draft proposal reviewed.	May 10
8	Proposal - INAC to seek funds to various projects identified from meeting	May 10
9	Proposal - ABC to seek funds for the establishment of an association (e.g., database, website)	May 20

#### 8. Next Meeting

The next meeting of the Steering Committee will be held on Thursday, September 13 in Montreal. There will be an open invitation for FN/A inspectors to attend. The meeting will be held prior to the Annual Home Inspectors Conference. For more information regarding the conference please go to www.aibq.qc.ca.

#### **APPENDIX A**

#### **AGENDA**

#### FIRST NATIONS INSPECTION SERVICES

March 23-24, 2002 Novotel, Ottawa

#### Saturday, March 23

Continental Breakfast - 8 a.m. Meeting Begin - 8:30 a.m.

- 1. Introduction of Participants
- 2. Participation by Bruce McClure, Chair of CAHPI
- 3. Announcement of September convention in Montreal
- 4. Break (around 10 a.m)
- 5. Review of issues raised on December 5
- 6. Report on results from FNIS survey
- 7. Input from regional meetings
  - Size of membership
  - Interests in an Association
  - Obstacles to establishing an Association
  - Solutions
- 8. Lunch (12 to 12:45)
- 9. Overview of Association for First Nations Inspection Services
- 10. Nominate an executive/steering committee
  - Volunteers needed for positions (acting President/spokeperson, secretary, treasurer)
  - Identify tasks/responsibilities for each position
  - Identify tasks/priority for the steering committee
  - Establishment of a National Association (e.g., by-laws, constitution, structure of the association)
- 11. Communications among the members/Steering Committee
  - Identify key stakeholders to develop strategic relations
  - INAC
  - CMHC
  - Canadian Home Inspectors and Building Officials
  - Alliance of Canadian Building Officials' Association
  - Canadian Associations Home and Property Inspectors
  - · Aboriginal Business Council
  - Aboriginal Human Resource Development Council of Canada
- 12. Break ( around 2:30)
- 13. Establishment of Provincial Chapters
- 14. Distribution of Profile document for review

#### Sunday, March 24

#### Continental Breakfast - 8 a.m. Meeting Begin - 8:30 a.m.

- 15. Overview of CHIBO Phase Two
- 16. Participation on CHIBO (nominate an individual)
- 17. Appointment of Project Manager/Consultant
- 18. Identify Partnerships for the Association
- 19. Action Plan
- 20. Other Business
- 21. Next Full Meeting (September)

#### Meeting to end around Noon

#### **APPENDIX B**

## PARTICIPANTS AT THE FIRST NATION/ABORIGINAL INSPECTOR'S SESSION MARCH 23 AND 24 NOVOTEL, OTTAWA

NAME	ADDRESS	EMAIL/TELE/FAX	BACKGROUND
Howard Beebe Housing Coordinator	Treaty 7 Tribal Council Suite 400, 9911 Chula Blvd Tsuu Tina Nation, Alb T2W 6H6	Tel (403) 238-9145 Fax (403) 281-9783 Cell (403) 862-4389	
Frank Bighead	Prince Albert Grand Council Engineering and Technical Services 1004-1st Ave W Suite 100 Prince Albert, SK S6V 4Y4	Tel (306) 953-7242 Fax (306) 922-1710 fbighead@pagc.sk.ca	
Gerry Cheezie Manager	Yellowknives Dene First Nation Yellowknife, NT	Tel (867) 920 4403 Fax (867) 873 3563 gerryc@ykdene.com	20 years in the housing delivery field in Northern Aboriginal communities first as a Log Building contractor, then as Northwest Territories Housing Corporation.
Alain Croteau Senior Officer, Aboriginal Capacity Development, Assisted Housing Division	CMHC National Office 700 Montreal Rd. Ottawa, Ontario K1A 0P7	Tel (613) 748-2592 Fax (613) 748-4879 acroteau@cmhc-schl.gc.ca	Worked as CMHC inspector, then Program Officer in Northwestern Ontario for 6 six years primarily on FNs communities. Involved with Native Inspection Services Initiative since its inception in 1995.
Ray Gadwa Housing/ Environmental Advisor	Tribal Chiefs Ventures Inc. P.O. Box 248 St. Paul Alberta T0A 3A0	Tel (780) 645-4288 Fax (780) 645-5850 Cell (780) 426-1717 Cell (780) 826-1100 trichief@telusplanet.net	Works as a NISI Inspector for six bands that are members of TCVI. Board member of First nations of Alberta Technical Services Advisory Group. And a board member of Amisk Housing.
Donald Gilbert Environmental Health Technician	Kahnawake Mohawk Territory P.O. Box 1440 Kahnawake, Qc J0L 1B0	Tel (450) 635-9945 Fax (450) 635-8059 Cell (514) 219-2893 donaldgil@yahoo.ca	Environment health technician working for the Kahnawake First Nations for the past 17 years.
John Gloade Technical Services/ CMHC Inspector	Confederacy of Mainland Mi"kmaq P.O. Box 1590 Truro, NS B2N 5V3	Tel (902) 895-6385 Fax (902) 893-1520 Cell (902) 890-2240 john@cmmns.com	Twenty years experience technical services and construction industry.

NAME	ADDRESS	EMAIL/TELE/FAX	BACKGROUND		
Richard (Bud) Jobin Workforce Development Coordinator	Northern Lakes College High Prairie Campus Box 1508 High Prairie, Alb T0G 1E0	Tel (780) 523-6690 Fax (780) 523-3303 Cell (780) 523-8357 jobinr@yourfuture.ab.ca			
John Kiedrowski (Facilitator)	Kiedrowski & Associates Inc 74 Iona Street Ottawa, On K1Y 3L8	Tel (613) 724-3857 Fax (613) 724-3891 Cell (613) 851-2056 John.kiedrowski@sympatico.ca	Currently, work for the home inspection and municipal building officials sectors to establish national occupational standards, and certification and accreditation models.		
Al Lafond	Saskatoon Tribal Council 200 335 Packham Ave Saskatoon, SK S7N 4S1	Tel (306) 956-6122 Fax (306) 224-7273 Cell (306) 222-9231 alafond@sktc.sk.ca a.lafond@sk.sympatico.ca			
Keith Maracle Housing Inspector and Advisor	c/o Rob Bakalarczyk Southern First Nations Secretariat 22361 Austin Line Batheell, On N0P 1C0	Tel (519) 692-5868 ex 231 Fax (519) 692-5976 robb@sfns.on.ca	8 years working as a housing inspector and advisor for the Secretariat.		
Jim Munroe Capital Manager	Carrier Chilcotin Tribal Council 59 1st Avenue South Williams Lake BC V2G 1H4	Tel (250) 398-7033 H (250) 398-8657 Fax (250)398-6329 Cell (250) 398-0635 jim@midbc.com	Management and administration of Capital Projects for 5 member bands; including inspections on new and existing housing and program delivery.		
Douglas Odjick Technician	Algonquin Anishinabeg Nation Tribal Council 81 Kichi Mikan Maniwaki, QC J9E 3C3	Tel: (819) 449-1225 Fax (819) 449-8064 Cell (819) 441-8154 Algonquin.tech@ireseau.com	Work includes housing inspections, residential designs, community building concepts designs and providing building costs and estimations.		
Simon Prince	Dokota Ojibwa Tribal Council On Reserve Housing Community Infrastructure P.O. Box 1599 Portage La Prairie Manitoba R1N 3P1	Tel (204) 239-8652 Cell (204) 856-6919 Fax (204) 857-6037 dotcplap@mb.sympatico.ca			
Jamie Sinclair Home Inspector and Advisor	Swampy Cree Tribal Council P.O. 150 The Pas, Manitoba R9A 1K4	Tel (204) 623-3423 Fax (204) 623-2882			

#### **IMPORTANT MEMORANDUM**

TO: FIRST NATION/ABORIGINAL INSPECTORS

Dear Colleagues

Included in this package is a copy of a CD Rom entitled, "CHIBO Occupational Standards - May 14, 2001." On this CD Rom you will find under the category of English or French several files, but most importantly, the following PDF files

English French

HPI Occupational Standards\_Eng

HPI Occupational Standards\_French

MBO Occupational Standards\_French

MBO Occupational Standards\_French

These two files contain national occupational standards for the Home Property Inspectors (HPI) and the Municipal Building Officials (MBO) that were completed by the Canadian Home Inspectors and Building Officials (CHIBO) Steering Committee on National Occupational Standards. This Steering Committee established national occupational standards for these two sectors. You will also see a file that has a report called common core competencies. This report focuses on the common competencies between a HPI and MBO and may have no little impact on the First Nation/Aboriginal inspection services at this time.

The First Nation/Aboriginal Inspector Association Steering Committee has identified that the First Nation/Aboriginal inspector occupation includes, among other occupations, a combination of both a HP and a MBO. To help establish standards for the First Nation/Aboriginal inspector, our Steering Committee is seeking your expertise and experience. Consequently, can you please take some time from your very busy schedule to complete the following tasks:

- 1. Review these two occupational standards. It is important to review the introduction to understand how standards are developed and applied to these two specific sectors.
- 2. Now just focus on one of the standards and have with you the attached table for that standard.
- 3. As you review the standards, in the table you are to identify which standards you believe apply to those working as a First Nation/Aboriginal inspector or should be rejected. The third column lets you provide some comments or reason for rejection (e.g., not applicable). For example, on the occupational standards for professional building officials there is a "✓" beside Task 13 Administers municipal law (page 36). This means that you would reject this Task because it may not applicable to your particular job. Replace with an applicable alternative that is relevant to First Nations. In this example Ensures compliance with Band Bylaws. Ensure that when reviewing tasks that reference to the Authority Having Jurisdiction is Chief and Council.
- 4. When complete add tasks that are unique to our Inspection services for example any task that are related to mentoring and monitoring, Communicating RRAP program requirements, estimating etc.

- 5. Make a copy of your table for future reference.
- 6. Send your comments to either Richard (Bud) Jobin, or Keith Maracle by **JUNE 30, 2002. For those** individuals residing in Manitoba and westward, Yukon and NWT, please send your responses to Richard. Those individuals residing in Ontario and eastward please forward your responses to Keith.

We thank you in advance for taking the time to provide us with your comments. If you have any questions, please contact one of us.

Sincerely yours,

Richard (Bud) Jobin, Co-chair

Northern Lakes College High Prairie Campus Box 1508 High Prairie, Alberta T0G 1E0 Tel (780) 523-6690 Fax (780) 523 3303 jobinr@yourfuture.ab.ca Keith Maracle, Co-chair

Southern First Nations Secretariat 22361 Austin Line Bothwell, Ontario N0P 1C0 Tel (519) 692-5868 Fax (519) 6925976 robb@sfns.on.ca

### OCCUPATIONAL STANDARDS - PROFESSIONAL HOME/PROPERTY INSPECTOR

STAND	)ARDS	ACCEPT	REJECT	COMMENTS/REASON FOR REJECTION
BLOCK		ACCLIT	KLJECI	COMMENTS/REASON FOR REJECTION
	SSIONAL PRACTICES			
Task I	Performs pre inspection procedures (page 2)			
Task 2	Communicates orally (page 2)			
Task 3	Provides written reports (page 4)			
Task 4	Resolves conflicts (page 8)			
Task 5	Recognizes legal responsibility (page 10)			
BLOCK				
EXTER				
	Visually inspects exterior structure (page 11)			
Task 7	Visually inspects exterior elements (page 14)			
Task 8	Visually inspects site elements (page 18)			
BLOCK				
Task 9	Visually inspects windows and doors (page 21)			
Task 10	Visually inspects insulation and ventilation (page 21)			
Task II	Visually inspects interior spaces (Page 23)			
Task 12	Visually inspects interior structure (page 26)			
BLOCK	( D			
	NG AND AIR ITIONING			
	Visually inspects primary heating systems (page 34)			
Task 14	Visually inspects supplemental heating systems (page 39)			
Task 15	Visually inspects permanent cooling systems (page 43)			
Task 16	Visually inspects air-handling systems (page 45)			

STANDARDS	ACCEPT	REJECT	COMMENTS/REASON FOR REJECTION
BLOCK E		-	
PLUMBING			
Task 17 Visually inspects water service supply and distribution (page 47)			
Task 18 Visually inspects and operates fixtures (page 49)			
Task 19 Visually inspects and operates water heaters (page 51)			
Task 20 Visually inspects drain, waste and venting (page 54)			
BLOCK F ELECTRICAL			
Task 21 Visually inspects exterior and service entrances (page 58)			
Task 22 Visually inspects main panel (page 60)			
Task 23 Visually inspects distribution (page 62)			
Task 24 Visually inspects outlets, switches and fixtures (page 64)			

#### **OCCUPATIONAL STANDARDS - PROFESSIONAL BUILDING OFFICIAL**

STAND	DARDS	ACCEPT	REJECT	COMMENTS/REASON FOR REJECTION
BLOCK	(A			•
СОММ	UNICATIONS			
Task I	Communicates in Writing (page 2)			
Task 2	Communicates verbally (page 5)			
Task 3	Resolves conflicts (page 9)			
BLOCK				
	UCTS DESIGN REVIEW			
Task 4	Reviews technical documents (page 12)			
Task 5	Obtains Clearance Certificates from Other Authorities (page 16)			
Task 6	Issues special approvals (page 17)			
Task 7	Issues permits (page 19)			
BLOCK	CC			
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Task 8	Requests Tests (page 22)			
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Task II	Administers federal laws (page 33)			
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Task 14	Recognizes legal responsibility (page 38)			
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Task 17	Administers office (page 42)			