



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

REPORT

Technical Services and Contracts

Training Program for
Indian Bands and Field Staff
Master Plan.

June 30, 1984
Second Edition

10-1-07-1084

E78
.C2
C3632
EA-HQ
82-89
1984
c. 1

Canada

FOREWORD

This document is the master plan for the Technical Services and Contracts training program for Indian Bands and field staff. It is divided into four parts.

The first two parts describe training activities that are being initiated by the Technical Services and Contracts (TS&C) Branch in headquarters (HQ). The third part of the document deals with training initiatives for bands and field staff that are underway in the regions. The fourth part describes other training available outside the Department.

The training courses described here have been separated into subject areas with specific objectives. A précis is provided on each course and identifies the course content, format, duration and intended audience. The status of the courses is also indicated.

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
1.0 HQ TRAINING COURSE LISTING AND STATUS	3 - 23
1.1 Band Training	3 - 14
1.1.1 Contract Training	3
1.1.2 Technical Training	4 - 12
1.1.3 Fire & Safety Training	13 - 14
1.2 Field Staff Training	15 - 23
1.2.1 Contract Training	15
1.2.2 Technical Training	16 - 20
1.2.3 Fire & Safety Training	21
1.2.4 Other Training	22 - 23
2.0 HQ TRAINING COURSE DESCRIPTIONS	24 - 64
2.1 Band Training	24 - 49
2.1.1 Contract Training	24 - 26
2.1.2 Technical Training	27 - 44
2.1.3 Fire & Safety Training	45 - 49
2.2 Field Staff Training	50 - 64
2.2.1 Contract Training	50 - 53
2.2.2 Technical Training	54 - 61
2.2.3 Fire & Safety Training	62
2.2.4 Other Training	63 - 64
3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS	65 - 90
3.1 Band Training	65 - 88
3.1.1 Contract Training	-
3.1.2 Technical Training	65 - 78
3.1.3 Fire & Safety Training	79 - 88
3.2 Field Staff Training	89 - 90
3.2.1 Contract Training	-
3.2.2 Technical Training	89
3.2.3 Fire & Safety Training	90
4.0 OTHER AVAILABLE TRAINING	91 - 102
4.1 Band Training	91 - 102
4.1.1 Contract Training	91
4.1.2 Technical Training	91 - 101
4.1.3 Fire and Safety	102

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.1 CONTRACT TRAINING

The objective of contract training is to provide bands with the knowledge of sound contracting practices and procedures to enable them to manage their own construction, consulting and service contracts.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
1) <u>Construction Contracts</u>	C 101	Construction Contract Administration (Part 1)	Draft available
	C 103	Construction Contract Administration (Part 2)	Draft available
2) <u>Service Contracts</u>	C 201	Contracting for Consulting Services	Draft available
	C 203	Contracting for Non-Professional Services	Under development
3) <u>Other</u>	C 301	Contract Claims and Dispute	Scheduled for future years
	C 303	How to Tender for Construction Work	Under development

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

The objective of project management training is to assist bands in acquiring and developing skills necessary to manage capital projects.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
PM 101	Management of Day Labour Projects	Draft available
PM 103	Overview of Project Management	Under development
PM 105	Cost Estimating	Under development

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

BUILDINGS

The objective of buildings training is to transfer technology to bands so that they can manage the construction, operation and maintenance of buildings on reserves.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
<u>Building Construction</u>	B 201	Residential Codes	Under development
	B 203	Site Investigation for Housing	Under development
	B 205	Fundamental Concrete Technology	Under development
	B 207	Blueprint Reading	Under development
	B 209	Housing Construction Foundations	Under development
	B 211	Housing Construction Wood Framing	Scheduled for future years
	B 213	Housing Construction Carpentry	Scheduled for future years
	B 215	Housing Construction Plumbing, Heating, Electrical	Scheduled for future years
<u>Building Operation and Maintenance</u>	B 301	House Repairs and Maintenance Painting	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
Building Operation & Maintenance (Cont'd)	B 303	House Repairs and Maintenance Plumbing	Available English/French
	B 305	House Repairs and Maintenance Electrical Repairs	Available English/French
	B 307	House Repairs and Maintenance Heating	Available English/French
	B 309	House Repairs and Maintenance Door and Window Repairs	Available English/French
	B 311	House Repairs and Maintenance Walls and Ceilings	Available English/French
	B 313	House Repairs and Maintenance Flooring	Available English/French
	B 315	House Repairs and Maintenance Roofs	Available English/French
	B 319	Home Plumbing	Available English/French
	B 321	School and Community Building Maintenance	Scheduled for future years

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

The objective of municipal services training is to transfer technology to bands so that they can manage the operation and maintenance of sewage, water, solid waste and other band facilities on reserves.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
1) <u>General</u>	MS 101	Organizing a Band Works Section	Available English/French
2) <u>Water</u>	MS 201	Water Systems in Small Communities	Available English/French
	MS 203	Maintenance of Water Distribution Systems	Under development
	MS 205	Operation and Maintenance of Wells	Under development
	MS 207	Chlorination Training for Band Utility operators	Available English/French
3) <u>Wastewater</u>	MS 301	Waste Stabilization Ponds on Reserves	Available English/French
	MS 303	Septic Tank Systems	Available English/French
	MS 305	Wastewater Orientation	Draft available
	MS 307	Rotating Biological Contactor Operation and Maintenance	Under development
	MS 309	Operation and Maintenance of Wastewater Collection Systems	Scheduled for future years

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
3) <u>Wastewater Continued</u>	MS 311	Operation and Maintenance of Extended Aeration Plants	Under development
4) <u>Solid Waste</u>	MS 401	Solid Waste Orientation	Draft available
5) <u>Electrical</u>	MS 501	Operation and Maintenance of Diesel Power Generating Facilities	Under development
6) <u>Other</u>	MS 601	Pumps and Pumping	Scheduled for future years

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

SITE PLANNING

The objective of site planning training is to provide bands with the technical knowledge and skills to make community improvements using locally available resources.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
SP 101	Community Development Improvements	Scheduled for future years
SP 103	Do-it-yourself Playground Construction	Scheduled for future years
SP 105	Planning for Community/ School Recreation Needs	Scheduled for future years

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

The objective of energy conservation training is to increase bands' awareness of the benefits of conserving energy and to provide them with technical skills to make their buildings energy efficient.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
EC 101	Re-insulating Existing Buildings	Available English/French
EC 103	Energy Conservation Practices for School Custodians and Maintenance Staff	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

The objective of maintenance management training is to familiarize bands with the Maintenance Management System in support of its national implementation. The courses demonstrate the system's benefits and how it operates.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
MM 101	Maintenance Management - Introduction and Information	Available English/French
MM 103	Maintenance Management - Detailed Training for MMS Implementation and Operation	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.2 TECHNICAL TRAINING

TRANSPORTATION

The objective of transportation training is to transfer technology to bands to enable them to plan, design, construct and maintain roads on reserves.

NOTE: Comprehensive training strategy is under development.

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.3 FIRE AND SAFETY TRAINING

The objective of fire training is to reduce the loss of life and property due to fire by creating an awareness of fire hazards at the reserve level and by providing bands with knowledge and skills in the areas of fire prevention/protection and fire fighting.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
<u>1. BAND EDUCATION</u>		
FS 101	Basic Fire Safety for School Administration and Maintenance Staff	Under development
FS 103	Fire Statistics Package	Available English/French
FS 105	Fire Technology Workshop	Under development
<u>2. BAND PUBLIC AWARENESS</u>		
FS 201	Home Fire Safety	
	2 topics	Available in English/French
	a) Personal protection in and around the home	
	b) Home escape plan	
	3 topics	Scheduled for future years
	c) Burns can be prevented	
	d) Ways to prevent fires in your home	
	e) Wood stoves	
	3 topics	Scheduled for future years
	f) How most fire extinguishers work	
	g) Safety tips for the various seasons	
	h) Make your home fire safe	

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.1 BAND TRAINING

1.1.3 FIRE AND SAFETY TRAINING

BAND PUBLIC AWARENESS (CONTINUED)

FS 203	Fire - Friend or Foe	
	- instruction booklet for children	Available English/ French
	- slide show for children	Under development
FS 205	A Safe Bet	
	- instructional booklet for children	Available English/ French
	- slide show for children	Under development
FS 207	Fire Fighters for Safety	9 packages
	- audio-visual packages for children	Available English/French
FS 209	Play it Safe	
	- instructional colouring book	Available English/French
	- Second instructional colouring book	Scheduled for 87-88
FS 211	The "I'm Fire Smart Workbook"	Available English/French
	- instructional work book with problems to solve	

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.1 CONTRACT TRAINING

The objective of contract training is to familiarize departmental staff with the policies, procedures, principles and practices of the contracting process.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
1) <u>Construction Contracts</u>	C 102	Construction Contract Administration (Part 1)	Draft available
	C 104	Construction Contract Administration (Part 2)	Draft available
2) <u>Service</u>	C 204	Contracting for Consulting Services	Under development
	C 206	Contracting for Non-Professional Services	Under development
3) <u>Other</u>	C 302	Contract Claims and Disputes	Under development
	C 304	Negotiation Skills	Available English/French
	C 306	Contract Directive C/D 14 Information Session	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

The objective of project management training for field staff is to upgrade the skills necessary to successfully manage the Department's capital projects.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
PM 102	Cost Estimating	Available English/French
PM 104	Project Management Workshop	Available English/French
PM 106	Technical Management	Available English/French
PM 108	Functional Review and Capital Project Evaluation	Draft available
PM 110	Project Managers' Guide to the Use of Consultants	Under development
PM 112	Executive Overview of Project Management	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

BUILDINGS

The objective of this training for field staff is to improve their knowledge of departmental standards and systems relating to buildings.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
<u>Building Construction</u>	B202	Use of the Government Master Specification	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

The objective of municipal services training for field staff is to upgrade the skills necessary to assist bands in the management of the design, operation and maintenance of sewage, water and solid waste facilities.

	<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
<u>Wastewater</u>	MS 302	Water Pollution Control Federation (WPCF) Wastewater Treatment Plant Operator Training Program -Basic Course	Available English/French
	MS 304	WPCF Wastewater Treatment Plant Operator Training Program -Intermediate Course	Available English/French
<u>Other</u>	MS 602	Environmental Impact Assessment	Under development

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

ENERGY CONSERVATION

The objective of energy conservation training for field staff is to increase the awareness of appropriate measures that must be taken to minimize consumption of all forms of energy and to foster the use of renewable energy.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
EC 102	Energy Conservation Practices for School Custodians/Maintenance Staff	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.2 TECHNICAL TRAINING

TRANSPORTATION

The objective of transportation training is to upgrade the knowledge of field staff so that they can provide advice to bands in planning, constructing, operating and maintaining roads on reserves.

NOTE: A comprehensive strategy for transportation training will be developed by 1984/85.

- 1.0 HQ TRAINING COURSE LISTING AND STATUS
- 1.2 FIELD STAFF TRAINING
- 1.2.3 FIRE AND SAFETY TRAINING

The objective of fire training for field staff is to improve their knowledge on topics and subjects related to the fire/safety fields in support of national implementation of a National Fire and Safety Program.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
1.	<u>REGIONAL FIRE AND SAFETY STAFF</u>	
FS 102	Fire Statistics Package	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.4 OTHER TRAINING

TRAINING FOR TRAINERS

The objective of training for trainers is to equip both headquarters and field staff with the skills to develop and deliver training courses to departmental staff and bands.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
TT 102	Training for Trainers	Available English/French

1.0 HQ TRAINING COURSE LISTING AND STATUS

1.2 FIELD STAFF TRAINING

1.2.4 OTHER TRAINING

Technical Publications Information

The objective of this training is to familiarize field staff with the range of the technical publication systems and their services.

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
OT 102	Technical Publications Information Package	Available English/French
OT 106	Guideline Drawings and Specification System (GDSS)	Draft available

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.1 CONTRACT TRAINING

1. CONSTRUCTION CONTRACTS

C 101 Construction Contract Draft available
 Administration (Part 1)

A basic course that explains what a contract is, what kinds there are, the fundamental principles of contracting in general and the specifics of construction contracts from tender to award.

- format: lecture and discussion,
 audio/visual presentation
- duration: 2 days
- intended Band staff and managers
audience: who are be directly
 involved in the process.

C 103 Construction Contract Draft available
 Administration (Part 2)

A course that covers the administrative considerations and procedures necessary for managing construction contracts to meet the objectives of best value in terms of time, cost and performance.

- format: lecture and discussion,
 audio-visual presentation.
- duration: 2 days
- intended Band construction
audience: coordinators, supervisors
 and staff involved with
 the management of
 construction contracts.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.1 CONTRACT TRAINING

2. SERVICE CONTRACTS

C 201 Contracting for Consultant Services Draft available

A course describing the process of retaining consultants and professionals under contract using a competitive mechanism to ensure best value.

- format: lecture and discussion, slide/tape presentation
- duration: 2 days
- intended audience: Band contract administrators, chiefs and councillors acquiring services on contract.

C 203 Contracting for Non-Professional Services Under development

A course designed to instruct band members on the preparation and administration of non-professional service contracts.

- format: lecture and discussion, slide/tape presentation
- duration: 2 days
- intended audience: Band contract administrators and chiefs and councillors

3. OTHER

C 301 Contract Claims and Disputes Scheduled for future years
A course to familiarize band staff members with techniques to prevent or negotiate contract claims and disputes.

- format: lecture, case studies, role play, slide/tape presentation

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.1 CONTRACT TRAINING

3. OTHER (Continued)

- duration: 2 days
- intended:
audience: Band Administrators,
Chiefs and Councillors

C 303 How to Tender for Construction Work Under development

A course which will lead the participants through the various stages of the tendering process for construction work.

- format: lectures/slide tape presentation as well as a "hands-on" approach. Tender documents will be examined in detail. The development of this course is being coordinated by INAC with participation from PWC and the private sector.
- duration: 3 days
- intended audience: Native entrepreneurs concerned with bidding for work in the field of construction.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

PM 101 Management of Day Labour Projects Draft available

A course on the principles of project management as applied specifically to day labour projects.

- format: instructor and students' manuals and slide/tape presentation
- duration: 2 1/2 days
- intended audience: Band Managers

PM 103 Overview of Project Management Under development

This course will give participants a basic understanding of the cycle and range of the activity involved in a well managed project; an understanding of the benefits which will be achieved when good management technique is used; and the hiring of persons capable of effectively managing projects.

- format: instructor and participants' manuals and slide/tape presentations
- duration: 1 day
- intended audience: Indian band leaders (e.g. chiefs, managers and councillors)

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT (CONTINUED)

PM 105	<u>Cost Estimating Workshop</u>	Under development
--------	---------------------------------	-------------------

An introductory course on cost estimating for capital projects which familiarizes bands with the Departmental Cost Estimating Manual and the Standard Class C estimate form developed by TS&C Branch to facilitate the cost estimating process.

- format: lecture, overheads,
analysis of case studies
and syndicate/group work
- duration: 1 1/2 days
- intended audience: Band chiefs, councillors,
managers, construction
supervisors and others
involved in cost
estimating for projects

2.0 TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS

BUILDING CONSTRUCTION

B 201 Residential Codes Under development

A course which familiarizes bands with the National Building Code and Canada Mortgage and Housing Corporation's Residential Standards; their applicability to on-reserve housing and the relation and importance of inspection in applying the code.

- format: slide/tape presentation,
 question/answer period,
 discussion, and hand-out
 for participants.

- duration: 1/2 day

- intended Band Council members,
audience: E&A staff

B 203 Site Investigation for Housing Under development

A basic course that highlights the various factors influencing the selection of a housing site to ensure structural integrity and satisfactory operation. Both soil surveys and infrastructure surveys are covered.

- format: slide/tape presentation
 and discussion

- duration: 1/2 day

- intended
audience: Band construction
 supervisors and trainee
 construction supervisors

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

B 205 Fundamental Concrete Technology Under development

A basic course that explains the procedures involved in making concrete on the site. This four module course covers concrete fundamentals, concrete in practice, concrete testing and concrete procedures and equipment.

Note; Course is being developed jointly by Alberta Region & H.Q.

- format: 4-15 minute video tapes,
 instructors and students'
 manuals and test
- duration: 1 day
- intended Native construction
audience: workers and construction
 supervisors

B 207 Blueprint Reading Under development

A course to instruct participants in the reading of typical blueprints for houses. The course explains how drawings are made and the dimensions, standard symbols and abbreviations used.

- format: slide/tape presentation
 discussion and handout
- duration: 1 day
- intended Band housing committee
audience: members, trades people,
 carpenters and supervisors
 of small projects

B 209 Housing Construction - Foundations Under development

A basic course of instruction on the method of construction of commonly used types of house foundation.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

- format: slide/tape presentation,
discussion and handouts
- duration: 1 day
- intended construction supervisors
audience: and trainee construction
supervisors

B 211	Housing Construction <u>- Wood Framing</u>	Scheduled for future years
-------	---	-------------------------------

Course description not yet available.

B 213	Housing Construction <u>- Carpentry</u>	Scheduled for future years
-------	--	-------------------------------

Course description not yet available.

B 215	Housing Construction <u>- Plumbing, Heating, Electrical</u>	Scheduled for future years
-------	--	-------------------------------

Course description not yet available.

BUILDING OPERATION AND MAINTENANCE

House Repairs and Maintenance

B 301	Segment A - Painting	Available English/French
B 303	Segment B - Plumbing	" "
B 305	Segment C - Electrical Repairs	" "
B 307	Segment D - Heating	" "
B 309	Segment E - Door and Window Repairs	" "
B 311	Segment F - Walls and Ceilings	" "
B 313	Segment G - Flooring	" "
B 315	Segment H - Roofs	" "

- A practical course outlining general
maintenance and repairs that can be
done by home residents.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

- format: each segment comprises a slide/tape presentation, an instructor's handbook and participants' manuals
- duration: each segment lasts approximately 1/2 day
- intended audience: occupants of houses on Indian reserves.

B 319 Home Plumbing

Available
English/French

A practical course on the basic principles of home plumbing installation and operation.

- format: lecture, slide/tape presentation, question and answer period, instructor's handbook and hand-out for participants
- duration: 1/2 day
- intended audience: The course is intended for Indian people who are installing, maintaining and operating plumbing systems

B 321 School and Community Building Maintenance

Scheduled for
future years

Description not yet available.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

1. GENERAL

MS 101 Organizing a Band Works Section

Available
English/French

A fundamental course on the procedures required to set up an efficient and effective band works section, including work planning, budgeting and operational procedures.

- format: a slide-tape presentation, and instructor's handbook and participants' workbooks
- duration: 1 day
- intended audience: Band Chiefs, councillors, managers and potential supervisors of works departments on Indian Reserves

2. WATER

MS 201 Water Systems in Small Communities

Available
English/French

An orientation session to familiarize band chiefs, councillors, and other interested parties with the various aspects of collecting, distributing and treating water. The subjects are covered in a general manner.

- format: slide/tape presentation and handouts for participants
- duration: 1/2 day
- intended audience: Chiefs, councillors, and others seeking to become familiar with the various aspects of water supply

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

MS 203 Maintenance of Water Distribution Systems Under development

A course to familiarize band maintenance staff with routine and emergency maintenance that is required for a water distribution system.

- format: slide/tape presentation, lecture, hand-outs for participants and possibly site demonstration
- duration: 1 day
- intended audience: Band maintenance staff

MS 205 Operation and Maintenance of Wells Under development

A course designed to provide technical guidance to individuals who are responsible for the operation and maintenance of wells. Basic information on testing for and locating wells.

- format: slide/tape presentation, lecture hand-out, discussion
- duration: 1/2 day
- intended audience: Band maintenance staff

MS 207 Chlorination Training for Band Utility Operators Available English/French

A practical course covering the operation and maintenance of hypochlorination equipment and emphasizing the necessity of disinfection as a means of disease prevention.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- format: lecture, audio-visual presentation, discussion and tests
- duration: 1 day; 1/2 day classroom and 1/2 day field visit (where possible)
- intended audience: Band maintenance workers

3. WASTEWATER

MS 301 Waste Stabilization Ponds on Reserves Available
English French

A concise course explaining how to treat wastewater through the effective design, operation and maintenance of waste stabilization ponds

- format: lecture, audio-visual material, participants' workbooks and tests
- duration: 1 day; 1/2 day classroom and 1/2 day for field visit (where possible)
- intended audience: Band maintenance workers

MS 303 Septic Tank Systems Available
English/French

A basic how-to training package covering the installation, operation and maintenance of septic tank systems.

- format: slide/tape presentation and how-to manual for participants
- duration: 1/2 day

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- intended audience: Reserve residents with an interest in septic tank systems

This course was developed with the Chiefs of Ontario, the Ontario Indian Housing Council, and the Objibway - Cree Cultural Centre, Timmins, Ontario.

MS 305 Wastewater Orientation

Draft available

An orientation session to familiarize band chiefs and councillors with the elements involved in wastewater collection and various methods of disposal.

- format: slide/tape presentation, discussion
- duration: 1/2 day
- intended audience: Chiefs, councillors and others seeking to become familiar with wastewater projects.

MS 307 Rotating Biological Contactor Operation and Maintenance

Under development

A course designated to familiarize band maintenance staff with routine and emergency maintenance required on rotating biological contactors and the procedures to carry it out.

- format: slide/tape presentation and participants' hand-outs and on-site demonstrations
- duration: 1/2 day
- intended audience: Band maintenance staff

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

MS 309	<u>Operation and Maintenance of Wastewater Collection Systems</u>	Scheduled for future years
	NOTE: Course descriptions not yet available.	
MS 311	<u>Operation and Maintenance of Extended Aeration Plants</u>	Under development
	A course designed to familiarize band maintenance staff with routine and emergency maintenance required on extended aeration plants and the procedures involved.	
	- format: slide/tape presentation, discussion	
	- duration: 1 day; 1/2 day classroom 1/2 day field visit	
	- intended wastewater treatment plant audience: operators	

4. SOLID WASTE

MS 401	<u>Solid Waste Orientation</u>	Draft available
	This is a slide/tape orientation presentation that illustrates safe and effective ways of collecting and disposing of solid waste on reserves.	
	- format: slide/tape presentation and discussion	
	- duration: 1/2 day	
	- intended Band leaders and operation audience: and maintenance staff engaged in municipal solid waste projects	

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

5. ELECTRICAL

MS 501 Operation and Maintenance of Diesel Power Generating Facilities Under development

A course designed for band and departmental staff who have responsibility for the operation and maintenance of diesel power generating facilities. The course emphasizes safety considerations in the generation of power.

- format: slide/tape presentation and discussion
- duration: 1/2 day
- intended audience: maintenance supervisors and diesel generator plant operators

6. OTHER

MS 601 Pumps and Pumping Scheduled for future years

A course designed to familiarize maintenance supervisors and wastewater treatment plant operators with the basic functions of pumps and pumping. Subjects covered are: the main parts of a centrifugal pump; different types of impellers; the two main kinds of seals used to prevent leakage; and the principles involved in a positive displacement pump.

- format: slide/tape presentation and discussion
- duration: 1/2 day
- intended audience: Maintenance supervisors and wastewater treatment plant operators

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

SITE PLANNING

SP 101	<u>Community Development Improvements</u>	Scheduled for future years
	NOTE: Course descriptions not yet available.	
SP 103	<u>Do-it-yourself Playground Construction</u>	Scheduled for future years
	NOTE: Course descriptions not yet available.	
SP 105	<u>Planning for Community/School Recreational Needs</u>	Scheduled for future years
	NOTE: Course descriptions not yet available.	

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

EC 101 Re-insulating Existing Buildings Available
English/French

A course dealing with insulation techniques, materials and their relative cost-benefit and how to avoid potential problems.

- format: slide/tape presentation, film, and instructor's handbook and participants' workbooks and insulation samples
- duration: 1 day
- intended audience: Band Chiefs, Councillors, band managers and construction supervisors and homeowners

EC 103 Energy Conservation Practices for School Custodians/Maintenance Staff Available
English/French

A practical course illustrating the importance of energy efficient operation and maintenance of educational buildings and overall energy use and conservation.

- format: slide/tape presentation, lecture, and question/answer period, instructor and student manuals
- duration: 1/2 day
- intended audience: School custodians and maintenance staff

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

MM 101 Maintenance Management -
General Introduction and Information

A three-part presentation outlining the basic concepts, components and responsibilities of the Maintenance Management System. The presentation promotes and encourages implementation of the system. The three components are:

- Part I - illustrates the advantages of a common and structured approach and emphasizes the simplicity of the system. Available English/French
- Part II - examines in more detail the system components. It deals with the common every day items and activities with which Bands are involved. Available English/French
- Part III - summarizes paper-flow requirements and identifies reporting relationships and responsibilities. Available English/French
- format: slide/tape presentation
- duration: 1/2 day
- intended audience: Indian tribal councils, Band councils, INAC regional and district staff and others involved or responsible for maintenance programs.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

MM 103 Maintenance Management -
Detailed Training for MMS Implementation and Operation

A complete course package which provides the information, procedures and documents required to identify, plan, schedule, assign, monitor and budget maintenance work.

The three main parts of this course are:

- Part I - provides the means and procedures for identifying and classifying assets and maintenance activities (Inventory). Available English/French
- Part II - illustrates the use of standard documents in establishing levels of service and in the development of site-specific maintenance task statements and work orders. Available English/French
- Part III - describes the method of planning and balancing work loads, the development of work programs and performance budgets, the scheduling, assigning and monitoring of the work. Available English/French
- format: lecture and discussion, question/answer period, slide/tape presentation, mini-tests, practical exercises, student workbooks, instructors manual, reference material for take away.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT (CONTINUED)

- duration: 2 1/2 days

- intended Band managers, maintenance
audience: coordinators managers and new
departmental maintenance staff.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.2 TECHNICAL TRAINING

TRANSPORTATION

NOTE: Comprehensive training strategy is under development.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION

FS 101 Basic Fire Safety for School Under development
 Administration and Maintenance Staff

A course designed to create an awareness of the fire protection features and their functions in school buildings; the need for an on-going fire safety and prevention program in schools and the role of the teacher/administration/maintenance staff in maintaining fire safety in the school environment.

- format: lecture, demonstrations,
 group discussion and
 handout material
- duration: 1 day
- intended School administrative
 audience: personnel and maintenance
 staff

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (Continued)

FS 103 Fire Statistics Package

Available
English/French

Aquaints participants with national fire loss statistics on-reserves and compares regional statistics with the national average. This package can be used as an adjunct to fire and safety courses.

- Format: oral presentation using
35mm slides
- duration: 1 1/2 hrs
- intended
audience: residents on-reserves

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (Continued)

FS 105 Fire Technology Workshop

Under development

Description not yet available

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

2. BAND PUBLIC AWARENESS

FS 201 Home Fire Safety

A practical course on fire prevention dealing with:

- a) personal protection in and around the home; and Available English/French
- b) home escape plan "

- format: lecture, group discussion and slide/tape presentation

- duration: 1/2 day

- intended audience: Native adults

FS 203 Fire - Friend or Foe

Available English/French

An instructional booklet describing basic fire safety procedures for school-age children.

An audio visual presentation based on the text of Fire, Friend or Foe is under development

FS 205 A Safe Bet

Available English/French

A second instructional booklet for children. It relates to safety in the home and is similar in design to Fire - Friend or Foe.

An audio-visual presentation based on the text of A Safe Bet is under development.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 BAND TRAINING

2.1.3 FIRE AND SAFETY TRAINING

2. BAND PUBLIC AWARENESS (continued)

FS 207 Fire Fighters for Safety

9 packages
Available
English/French

A series of 9 audio-visual training packages for children in grades 1-4. Each package contains a five-minute fire safety lesson on video-tape or film, learning support questions, colouring sheets and decals. Subjects covered are:

- . Fire fighter's club,
- . personal protection,
- . home escape plan,
- . matches and stoves,
- . electricity
- . flammable liquids
- . clothing and fire
- . fire can kill you
- . treatment of injuries

- . fire in a public building
- . hot and/or poison liquids
- . school fire drills

Scheduled for
85-86

FS 209 Play it Safe

Available
English/French

An instructional colouring book for children on safety in the community.

- second instructional colouring book for children in fire safety in the community

Scheduled for
87-88

FS 211 I'm Fire Smart Booklet

Available
English/French

An instructional work book with problems based on fire/safety subjects to be solved.

4

1

•

1

- format: lecture and discussion,
slide/tape presentation
- duration: 2 days
- intended audience: Construct coordinators,
supervisors and staff
involved in the management
of construction contracts

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.1 FIELD STAFF TRAINING

2.2.1 CONTRACT TRAINING

2. SERVICE CONTRACTS

- | | | |
|-------|---|-------------------|
| C 204 | <u>Contracting for Consultant Services</u>
A course for departmental staff outlining the process of retaining consultants and professionals under contract using a competitive mechanism to ensure best value. | Under development |
| | <ul style="list-style-type: none">- format: lecture, exercises and slide/tape presentation- duration: 2 days- intended audience: Project Officers and Contract Administrators | |
| C 206 | <u>Contracting for Non-Professional Services</u>
A course designed to provide departmental staff with the skills and knowledge necessary to prepare and administer non-professional service contracts. | Under development |
| | <ul style="list-style-type: none">- format: lecture and discussion, slide/tape presentation- duration: 2 days- intended audience: Project Officers and Contract Administrators | |

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.1 CONTRACT TRAINING

3. OTHER

C 302 Contract Claims and Disputes Under development

A course designed to provide staff with the necessary training to prevent and/or negotiate contract claims and disputes.

- format: lecture and discussion,
slide/tape presentation

- duration: 2 days

- intended audience: Engineers, architects,
contract administrators
and project managers

C 304 Negotiation Skills Available
English/French

A course designed to provide departmental managers with the necessary skills to improve the business arrangements they negotiate to provide services to Indian bands.

-format: pre-course assignments,
lectures, discussions,
hand-outs, participants'
workbooks and films

- duration: 3 days

- intended audience: PM 4-6 or equivalent levels

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.1 CONTRACT TRAINING

3. OTHER

C 306 Contract Directive C/D 14 Information Session

Available
English/French

The purpose of this seminar is to foster a clear understanding of procedures, authorities, requirements and restrictions regarding the contracts activity in the department

- format: lecture, overheads and discussion
- duration: 1/2 day
- intended audience: Directors General, Directors, Managers and other individuals involved in the contracting process

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

PM 102 Cost Estimating for Capital Projects

Available
English/French

An introductory course on cost estimating for capital projects which familiarizes participants with the Departmental Cost Estimating Manual and the Standard Class C estimate form developed by T.S. & C. Branch to facilitate the cost estimating process.

- format: lecture, overheads, analysis of case studies and syndicate/group work
- duration: 1 1/2 days to 2 1/2 days
- intended audience: Project managers, professionals and technical specialists at headquarters and in the regions/districts

PM 104 Project Management Workshop

Available
English/French

A workshop designed to provide regional project managers with basic information relating to the principles, policies and procedures of project management in DIAND.

- format: workshop format
- duration: 3 days
- intended audience: Project managers at headquarters and in the regions/districts

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT (CONTINUED)

PM 106 Technical Management

Available
English/French

The aim of this course is to review the roles and responsibilities of Engineering and Architecture managers both in the field and at headquarters. It is aimed at Project Managers at the section head level and above.

- format: lecture, discussion and overheads
- duration: 1 1/2 days

PM 108 Functional Review and Capital Project Evaluation

Draft available

A course designed for participants involved in the functional review and capital evaluation process that will familiarize them with the methods, procedure and responsibilities for functional reviews as well as outline the benefits of the evaluation process.

- format: Basic overheads and discussion
- duration: 1/2 day
- intended audience: Project Managers involved in functional reviews and capital project evaluations

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

PROJECT MANAGEMENT (CONTINUED)

PM 110 Project Managers' Guide to the Use of Consultants Under development

A special course extension element to courses C204 and C206 to specifically address E&A topics and concerns.

- format: lecture, overheads and slide/tape presentation
- duration: 1/2 day
- intended audience: Regional and H.Q. engineering and architecture staff

PM 112 Executive Overview of Project Management Available English/French

A training package designed for presentation by the Directors of Engineering and Architecture and/or District Engineers to a combined audience of program and technical staff. The objective is to familiarize participants with the departmental project management process and to clarify relationships between the program and project managers in that process.

- format: overheads, lecture and discussions
- duration: 2-3 hours
- intended audience: program and technical staff

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

BUILDINGS

BUILDING CONSTRUCTION

B 202 Use of GMS

Available
English/French

The course covers the history,
organization, description and use of the
Government Master Specification System.

- format: slide/tape presentation
lecture and discussion
- duration: 1/2 day
- intended
audience: Regional architects,
engineers and
technologists who may act
as building project
managers.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

WASTEWATER

MS 302 WPCF Wastewater Treatment Plant Operator Training Program Available
English/French

Basic Course

A course designed to provide basic operational knowledge of wastewater treatment plants and background information and training to field staff who will be involved in delivery of the band training courses on municipal services.

- format: slide/tape presentation,
lecture and discussion

- duration: 3 days

- intended audience: construction supervisors
and regional/district
engineers

MS 304 WPCF Wastewater Treatment Plant Operator Training Program Available
English/French

Intermediate Course

A course designed to provide participants who have successfully completed the WPCF Basic Course with advanced training in the following areas:

Volume A - 5 units

Unit 1	Introduction
Unit 2	The Community Wastewater System
Unit 3	Pre Treatment
Unit 4	Clarification
Unit 5	Activated Sludge

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

WASTEWATER (Continued)

Volume B - 3 units

Unit 6	Waste Stabilization Ponds
Unit 7	Trickling Filters
Unit 8	Sludge Handling and Digestion with 4 parts - 8-A, 8-B, 8-C and 8-D.

Volume C - 3 units

Unit 9	Disinfection
Unit 10	Safety
Unit 11	Pumping

- format: slide/tape presentation
and discussion
- duration: 8 days
- intended audience: construction supervisors
and regional/district
engineers who have
successfully completed the
MS302 WPCF (Basic) course.

22.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

OTHER

MS 602 Environmental Impact Assessment
Under development

The aim of this course is to familiarize staff with environmental assessment review process requirements, to illustrate its integration with project planning and implementation and to foster an environmental planning approach.

- format: slide/tape presentation,
lecture and discussion
- duration: 1/2 day
- intended audience: Engineers, architects,
planners and technologists
engaged in capital
project/planning and
implementation.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.2 TECHNICAL TRAINING

ENERGY CONSERVATION

EC 102	<u>Energy Conservation Practices for School Custodians and Maintenance Staff</u>	Available English/French
--------	--	-----------------------------

A practical course that illustrates the importance of energy efficient operation and maintenance of educational buildings and techniques for overall energy use and conservation.

- format: slide/tape presentation,
 lecture and discussion,
 instructor's and
 participants' manuals.

- duration: 1/2 day

- intended audience: Native and non-native
 school custodians and
 maintenance staff

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.3 FIRE AND SAFETY TRAINING

<u>NUMBER</u>	<u>COURSE TITLE</u>	<u>STATUS</u>
FS 102	<u>Fire Statistics Package</u> Acquaints participants with the National fire loss statistics on reserves and compares regional statistics to the national average. This package can be used as an adjunct to fire and safety courses. - format: oral presentation using 35 mm slides - duration: 1 1/2 hrs. - intended audience: Regional Fire and Safety Officers, INAC regional program staff, and native adults on reserves.	Available English/French

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.4 OTHER TRAINING

TRAINING FOR TRAINERS

TT 102 Training for Trainers

Available
English/French

A course designed for headquarters and field staff to provide them with the skills to develop and deliver training courses. This course focuses on objective setting, presentation skills and use of audio-visual aids.

- format: lecture, role play,
practice presentations.
- duration: 3 days
- intended
audience: T.S.&C personnel involved
in developing and
delivering training
courses.

2.0 HQ TRAINING COURSE DESCRIPTIONS

2.2 FIELD STAFF TRAINING

2.2.4 OTHER TRAINING

- | | | |
|--------|--|-----------------------------|
| OT 102 | <u>Technical Publications Systems
- Information Package</u> | Available
English/French |
| | <p>A course designed to familiarize potential users with the objectives, content, criteria and guidelines for application of the seven available Technical Publication Systems developed by the Technical Services and Contracts Branch.</p> | |
| | <ul style="list-style-type: none">- format: lecture and discussion
 slide/tape presentation
 question & answer period- duration: 1/2 day- intended audience: Field Staff | |
| OT 106 | <u>Guideline Drawings and Specifications System (GDSS)</u> | Under development |
| | <p>The purpose of this course is to outline the background, objective and components of the GDSS system; to provide information on its status and future developments; to increase Regional and District Technical Staffs' awareness of its advantages.</p> | |
| | <ul style="list-style-type: none">- format: slide/tape presentation
 with samples of
 application, question and
 answer period- duration: 1/2 day- intended audience: draftsmen, technicians,
 design engineers,
 architects and spec writers | |

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

PROJECT MANAGEMENT

a) Project Management Workshop -
Vote 15 Projects

delivered in B.C.
Region 1983/84

An introductory workshop on project management designed for band project managers. It provides an overview of the project management process as it applies to the delivery of vote 15 band implemented projects.

- format: lecture with overheads and discussion
- duration: 3 1/2 days
- intended audience: band project managers
- contact: M. Holthuysen
Regional Band Technical
Training Coordinator
(RB TTC-B.C.)

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

BUILDINGS

1. BUILDING DESIGN

a) Foundations

A course that explains why foundations are required, what types of buildings require foundations, what types of foundations can be used and why and construction technique. delivered in Alberta Region in February 83

- format: lecture, overheads
- duration: 2 hours
- intended audience: band employees responsible for the construction, operation and maintenance of infrastructure facilities on reserves.
- contact: S. Lam
RB TTC - Alberta

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

2. BUILDING CONSTRUCTION

a) See also 1 BUILDING DESIGN a) Foundations

b) Concrete Technology

A course to provide band technical employees with an introduction to the fundamentals of producing satisfactory concrete structural elements: concrete, materials; mixing; placing; curing; and reinforced concrete. delivered in Alberta Region in February 83

- format: lecture, overheads, slides, handouts
- duration: 3 hours
- intended audience: band employees responsible for construction operation and maintenance of infrastructure on reserves.
- contact: S. Lam
RB TTC - Alberta

c) Blueprint Reading

An introductory course which instructs participants in reading & understanding blueprints for house construction. It also covers interpretation of standard symbols and details. delivered in Alberta Region in February 83

- format: lecture, discussion, question & answer period
- duration: 1 day
- intended audience: band construction supervisors
- contact: S. Lam
RB TTC - Alberta

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

d) Blueprint Reading

An introductory course which deals with the blueprint reading process and construction drawings. Some topics that will be discussed are: site plans, plan views, working drawings, elevations, sections, detail schedules and perspective drawings as well as scaling and dimensioning.

delivered in
Manitoba Region
in March 1984

- format: lecture, discussion,
handouts & exercises
- duration: 1 day
- intended
audience: band construction workers
and carpenters
- contact: D. Davidson
RB TTC - Manitoba

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

e) High Energy Efficient Homes Construction

See 3.1 BAND TRAINING
3.1.2 TECHNICAL TRAINING
ENERGY CONSERVATION

f) Housing Inspector Training Program

delivered in
Ontario Region
in 82/83

A training program for natives with
a construction background designed to
provide participants with the skills and
knowledge to qualify as housing
inspectors to DIAND & CMHC standards.

- format: lecture, discussion,
hands-on execution, site
visits and exam
- duration: 248 hrs.
- intended
audience: individuals with
construction experience
who want to become housing
inspectors
- contact: L. Atkinson
RBTTC - Ontario

g) Housing Fire and Safety Inspectors'
Course

See 3.1 BAND TRAINING
3.1.3 FIRE AND SAFETY TRAINING

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

BUILDINGS (CONTINUED)

h) Native Carpenter Upgrading

held in BC Region
1983-84

The course entails instruction in building codes, blueprint reading and "hands-on" construction methods.

- format: lecture, discussion
and "hands-on" training
- duration: 3 months
- intended audience: native carpenters
- Contact: M. Holthuysen
RB TTC - B.C.

3. BUILDING OPERATION AND MAINTENANCE

a) Home Maintenance

25 minute slide/tape presentation on maintenance of trim, doors, windows, plumbing, electrical problems and heating.

Available
English/French/
Cree

- contact: R. Gingras
RB TTC - Quebec

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

WATER

- a) Training for Water Distribution System Operators Available English/French

A basic course to familiarize participants with the operation and maintenance of water distribution systems.

- format: seven audio-visual presentations prepared by the Quebec Ministry for the Protection of the Environment.
- duration: 1/2 day
- intended audience: municipal services operators on reserves
- contact: R. Gingras
RB TTC - Quebec

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

b) Water Well Maintenance

A basic course discussing wells, site selection, causes and prevention of well contamination, decontamination of wells and pump maintenance delivered in Alberta Region January 83

- format: overhead transparencies and hand-outs
- duration: 2 hours
- intended audience: band members who are responsible for the construction, operation and maintenance of infrastructure
- source: Alberta Region
- contact: S. Lam
RB TTC - Alberta

c) Water Well Technology

delivered in Alberta Region in 1983-84

A general course discussing well drilling techniques and aquifer pumps.

- format: lecture discussion, visual aids
- duration: 1 1/2 hours
- intended audience: Band technical personnel
- contact: S. Lam
RB TTC - Alberta

- d) See 3.1 BAND TRAINING
3.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT
b) Village Maintenance

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- e) See 3.2 FIELD STAFF TRAINING
3.2.2 TECHNICAL TRAINING
MUNICIPAL SERVICES

- a) B.C. Water and Waste
Certification School

WASTEWATER

a) Septic Tank Systems

A brief and basic course on the
installation and operation of septic
tank systems.

delivered in
Alberta Region
February 1984

- format: lecture, overheads and
model makes use of TS&C
course MS 303
- duration: 1 3/4 hours
- intended
audience: general band population
- contact: S. Lam
RB TTC - Alberta

- b) See 3.1 BAND TRAINING
3.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT

b) Village Maintenance

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MUNICIPAL SERVICES (CONTINUED)

- c) See 3.2 FIELD STAFF TRAINING
3.1.2 TECHNICAL TRAINING
MUNICIPAL SERVICES

- a) B.C. Water and Waste
Certification School

SOLID WASTE

- a) See 3.1 BAND TRAINING
3.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT

- b) Village Maintenance

- b) See 3.2 FIELD STAFF TRAINING
3.2.2 TECHNICAL TRAINING
MUNICIPAL SERVICES

- a) B.C. Water and Waste
Certification School

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

SITE PLANNING

a) Physical Planning and Site Development

delivered in
Alberta Region
February 83

A course covering:

- physical planning process
- present and future needs
- land use plan, soils inventory
- population forecast
- preparation of development concepts/
schemes
- site development planning, site
selection, drainage, terrain and aerial
photo interpretation and estimating for
services.

format: lecture and overheads

duration: 2 hours

intended audience: band employees responsible for
the construction, operation and
maintenance of infrastructure
facilities on reserves.

contact: S. Lam
RB TTC - Alberta

b) Planning for Housing

Available in
English

This workshop describes the community
planning process and its application to
the task of identifying land most
suitable to housing development.

- format: group discussion, question
and answer period
- duration: 1/2 day
- intended audience: Band Housing Committees
Band Housing Administrators
- sponsor: B.C. Region
- contact: A. Cunningham

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

ENERGY CONSERVATION

High Energy Efficient Homes Construction

held in two B.C.
Districts
in 1983/84

The course covers basic house construction techniques, interpretation and use of building codes, use and interpretation of standard drawings and specifications, use and installation of insulation, vapour barriers and sealants.

format: classroom lecture and hands-on demonstration, construction of demonstration projects.

duration: 500 hours in 6 months

intended
audience: band carpenters

contact: M. Holthuysen
RB TTC - B.C.

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT

- a) Implementation of a Village Maintenance Plan held in B.C. Region in 1982/83 and 1983/84

A course to teach participants to effectively manage, operate and maintain village capital assets.

Content includes:

- village maintenance tasks
- performance budgeting
- annual work plans
- administrative and clerical procedures
- format: on-site formal and informal instruction and hands-on training
- duration: 2 days per week for 8 months
- intended audience: Band Councillors, Managers, clerical and band maintenance staff.
- contact: M. Holthuysen
RB TTC - B.C.

- b) Village Maintenance held in B.C. Region once a year

A basic course dealing with the elements of village maintenance operation and accident prevention, produced in collaboration with Northwest Community College, Terrace, B.C.

Content includes:

- water service connections
- water and sewer system operation and maintenance
- solid waste collection
- workers' compensation
- electrical hazards
- fire prevention

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.2 TECHNICAL TRAINING

MAINTENANCE MANAGEMENT (CONTINUED)

b) Village Maintenance (continued)

- format: lectures, demonstrations
and field trips
- duration: 3 days
- intended
audience: band maintenance personnel
- sponsor: B.C. Region/Northwest
Community College,
Terrace, B.C.
- contact: M. Holthuysen
RB TTC - B.C.

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION

a) Basic Fire Fighters Course
(Phases I - III)

In use in
Atlantic Region

A course to teach volunteer fire fighters how to perform their duties safely under full supervision. Content includes:

Phase I: protective breathing
 equipment
 fire extinguishers
 ground ladders
 fire hose practices
 knots
 miscellaneous fire
 equipment

Phase II: ventilation
 application of water fog
 forcible entry
 rescue tools and portable
 generators
 fire ground operation
 flammable liquid fires

Phase III: basic hydraulics
 fire ground operation
 salvage and overhaul

- format: lectures, films, practice

- duration: each phase takes 40 hours

- intended audience:

Phase I: Band Volunteer Fire
 Fighters

Phase II: Supervisory Band
 Volunteer Fire Fighters

Phase III: Senior Band Volunteer
 Fire Fighters

- contact: K. Shore
 Regional Fire and Safety
 Officer (RFSO) - Atlantic

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (continued)

b) Advanced Fire Supervision Techniques

In use in
Atlantic Region

A refresher course for participants who
have taken a Basic Fire Fighters Course.

- format: lecture, films, practical
involvement
- duration: 40 hours
- intended supervisory band volunteer
audience: fire fighters
- sponsor: Atlantic Region/DND/DFC
- contact: K. Shore
RFSO - Atlantic

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION

- c) General Fire Safety for Teaching Staff In use in Atlantic Region
- A course to familiarize teaching staff with first aid, fire fighting equipment and general fire safety in schools.
- format: films, discussions, practical involvement
 - duration: 1 day
 - contact: K. Shore
RFSO - Atlantic
- d) Fire Fighting Course Given as needed
- A course for volunteer fire fighters on reserves which covers such aspects as maintenance and operation of equipment, ventillation and life saving techniques.
- format: lecture, discussion and "hands-on" training
 - duration: 2 days
 - intended audience: band volunteer fire fighters
 - contact: R. Gingras
RB TTC - Quebec
- e) Fire Prevention/Protection for Native Police Force given once annually by the Pointe-Bleue Police Force
- A general course on fire prevention, evacuation, inspection, communications equipment operation and theory and practical life saving techniques.
- format: lecture, discussion, film and "hands-on" training
 - duration: 1 day
 - intended audience: native policemen on-reserve
 - contact: R. Gingras
RB TTC - Quebec

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (Continued)

- f) Fire Equipment Maintenance and Servicing In use in
Manitoba Region

A course covering maintenance and servicing skills for fire extinguishers and smoke detectors

- format: theory, practice and hands-on training
- duration: 1 day
- intended audience: band members
- contact: B. Dewar
RFSO - Manitoba

- g) Basic Firefighting held in
Saskatchewan
Region

A course covering maintenance and servicing skills for fire extinguishers and smoke detectors

- format: lecture, discussion, question & answer period and "hands on" training
- duration: 1 day
- intended audience: volunteer firefighters on-reserve as well as native adults
- contact: P. MacKenzie
RFSO - Saskatchewan

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

h) Teacher Workshops on Learn Not to Burn

A preview of the LNTB curriculum and twenty-five behaviour cards to familiarize teachers (kindergarten to Grade 8) with the delivery of the LNTB program.

- format: lecture, discussion, hand-outs and "hands-on" training
- duration: 1 day
- intended audience: Provincial or band teachers on-reserve
- contact: P. MacKenzie
RFSO - Saskatchewan.

i) Fire Academy Instructors' Training Course Module #4

in use in B.C.
Region

A course provided by contract with the Fire Training Academy, Justice Institute of B.C. Contents include:

- fire protection techniques
- surveys
- fire investigations
- fire prevention inspections
- format: instruction, lectures, demonstrations, hands-on training
- duration: 5 days
- sponsor: B.C. Region and Province
- contact: K. Ryan
RFSO - B.C.

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (continued)

j) Fire Fighting Instruction Course
Module A & B

in use in B.C.
Region

The objective of the two module course is to provide senior members of volunteer fire brigades with the skills necessary to train their staff. Content includes:

Module A - fire fighting theory
breathing apparatus
ladder practices

Module B - pumps and pumping search
and rescue strategy and
tactics

- format: practical involvement
- duration: each module: 2 1/2 days
- sponsor: B.C. Region/Fire Training Academy, Justice Institute of B.C.
- contact: K. Ryan.
RSFO - B.C.

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION (Continued)

k) Housing Fire and Safety Inspectors'
Course

delivered in
Atlantic Region
March 1984

A course put on by the Nova Scotia Fire
Fighters School, Waverly, Nova Scotia,
designed to familiarize participants
with:

- chemistry of fire
- first aid appliances
- ULC, CSA approvals
- national building code classification
- electrical code
- heating appliances and domestic
heating supplies
- fuel storage areas
- federal regulations
- inspection procedures and follow-up

- format: lecture, demonstrations
and exercises

- duration: 5 days

- intended
audience: housing fire and safety
inspectors

- contact: K. Shore
RFSO - Atlantic

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING (Continued)

2. BAND PUBLIC AWARENESS

a) Fire Prevention

Three courses aimed at 1) the general public 2) teachers and students and 3) maintenance staff designed to raise basic fire and safety awareness. For more details contact region. Given as needed

- contact: R. Gingras
RBTTTC - Quebec

b) Fire Safety (Advanced and Upgrading General Fire Protection Training)

In use in
Manitoba Region

A course covering all aspects of fire protection from basic to the advanced level using ifsta material and working in conjunction with the Manitoba Fire College.

- format: lecture, discussion,
slide/tape presentation,
films, question & answer
period and "hands-on"
training.

- duration: 2-5 days

- intended
audience: volunteer fire fighters on
reserves.

- contact: B. Dewar
RFSO - Manitoba

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

FIRE (CONTINUED)

c) Fire Awareness Program

in use in
Saskatchewan
Region

An awareness course designed to familiarize band members with fire and safety levels on-reserves.

- format: lecture, discussion, "hands-on" training, site visits & hand-outs
- duration: 1 day
- intended audience: band chiefs & council as well as native adults
- contact: P. MacKenzie
RFSO - Saskatchewan

d) Fire Prevention

delivered in
Alberta Region
February 1984

A course which covers topics such as causes of fire, fire statistics, fire-rated material, operation, maintenance and installation of fire alarms, points for construction of dwellings re: fire prevention and types of fire extinguishers.

- format: lecture, discussion, film, demonstration kit and overhead slides
- duration: 3 1/2 hrs
- intended audience: band maintenance personnel
- contact: A. McBride
RFSO - Alberta

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 BAND TRAINING

3.1.3 FIRE AND SAFETY TRAINING

CONSTRUCTION SAFETY

COURSE TITLE/DESCRIPTION

STATUS

- a) See 3.1 BAND TRAINING
 - 3.1.2 TECHNICAL TRAINING
MAINTENANCE MANAGEMENT
 - b) Village Maintenance
- b) See 3.1 BAND TRAINING
 - 3.1.3 FIRE & SAFETY TRAINING
 - 2. BAND PUBLIC AWARENESS
 - d) Fire Prevention

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.1 FIELD STAFF TRAINING

3.2.1 CONTRACT TRAINING
NIL

3.2.2 TECHNICAL TRAINING

MUNICIPAL SERVICES

- a) B.C. Water and Waste Certification School in use in B.C. Region

Short course to assist participants in basic plant operation and maintenance with emphasis towards certification exams.

Content includes:

bacteriology
practical hydraulics
waste plant operation
water treatment
practical electricity
chlorine safety

- format: lectures, discussion, films, demonstration, exams
- duration: 3 days
- intended audience: operators, foremen of municipal works installations
- sponsor: B.C. Region/University of B.C.
- contact: M. Holthuysen
RB TTC - B.C.

3.0 TRAINING INITIATIVES UNDERWAY IN THE REGIONS

3.2 FIELD STAFF TRAINING

3.2.3 FIRE AND SAFETY

- a) See also:
 - 3.2. BAND TRAINING
 - 3.2.3 FIRE AND SAFETY
 - 1. BAND EDUCATION
 - i.) Fire Academy
Instructors' Training
Course
Module #4

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.1 CONTRACT TRAINING
NIL

4.1.2 TECHNICAL TRAINING

BUILDINGS

1. Building Construction

a) Wood Frame Construction Parts 1 & 2

Available
English/French

Part 1 describes and illustrates design and construction of wood-frame buildings, from the foundation up to the top of the walls.

Part 2 covers roof and exterior finishing.

- format: slide/tape presentations
- duration: 1/2 day
- intended audience: Band managers, construction supervisors and others involved in wood frame construction
- available from: Regional band technical training coordinators.

b) Wood Connections

Available
English/French

A presentation describing and illustrating types of fasteners available for wood construction. It also provides design tips and shows various applications in wood structures. The material is highly technical in nature.

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.1 CONTRACT TRAINING
NIL

4.1.2 TECHNICAL TRAINING

BUILDINGS

- format: slide/tape presentation
- duration: 25 minutes
- intended audience: civil engineers,
architects, building
supervisors &
technologists, band
managers and construction
supervisors involved in
building with wood.
- Cost: \$125.00
- Available from: Canadian Wood Council
85 Albert Street, Suite 800
Ottawa, Ontario
K1P 6A4
(613) 235-7221

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

c) Post and Beam Construction

Available
English/French

A presentation describing post and beam method of building construction. It provides construction details of the various components and gives helpful hints about specifying wood materials.

- format: slide/tape presentation
- duration: 20 minutes
- intended audience: civil engineers, architects, building supervisors, technologists, band managers & construction supervisors involved in building with wood
- Cost: \$125.00
- Available from: Canadian Wood Council
85 Albert Street, Suite 800
Ottawa, Ontario
K1P 6A4
(613) 235-7221

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

d) Pressure Treated Wood

Available
English/French

A presentation describing various types of preservative systems; the pressure treating process and applications of treated wood products.

- format: slide-tape presentation
- duration: 30 minutes
- intended audience: technical staff and interested home builders
- Cost: \$200.00
- available from: Canadian Institute of Treated Wood
506-75 Albert Street
Ottawa, Ontario
(613) 234-9456

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

e) Structure and Properties of Wood

Available
English/French

A presentation describing and illustrating types of trees, various zones in the tree, cellular structure, chemical composition, moisture content, density, strength properties, physical properties and destructive agents.

- format: slide-tape presentation
- duration: 25 minutes
- intended audience: civil engineers, architects, building supervisors & technologists, band managers & construction supervisors involved in building with wood
- Cost: \$125.00
- Available from: Canadian Wood Council
85 Albert Street, Suite 800
Ottawa, Ontario
K1P 6A4
(613) 235-7221

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

- f) Canadian Lumber Production - Softwoods Available
English/French

A presentation describing the manufacture of softwood lumber, from felling of trees through processing of logs into specific lumber products including quality control and research.

- format: slide-tape presentation
- duration: 12 minutes
- intended audience: civil engineers, architects, building supervisors & technologists, band managers & construction supervisors involved in building with wood
- cost: \$125.00
- Available from: Canadian Wood Council
85 Albert Street, Suite 800
Ottawa, Ontario
K1P 6A4
(613) 235-7221

- g) CMHC - Rehabilitation Skills Training Available
English/French

Course I - Inspection Dwellings and
Introduction to
Specification Writing

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

Course I (Cont'd)

Provides participants with the knowledge and skills to determine building problems and deficiencies, identify the cause and recommend corrective action.

- format: lecture, hands on field work, group work, individual reports and presentations
- duration: 5 days
- intended audience: housing inspectors
- cost: subject to negotiation with CMHC representatives

Note: This course is a prerequisite to all subsequent courses in the series and is offered by Canada Mortgage and Housing (CMHC).

<u>Course 2</u>	-	Specification Writing and Cost Estimating	Available English/French
-----------------	---	---	--------------------------

A course designed to improve the participants knowledge and skills in the contract documentation step.

- format: lectures, exercises, case studies, group work and presentations
- duration: 5 days
- intended audience: Housing inspectors
- Cost: subject to negotiation with CMHC representatives

<u>Course 3</u>	-	Energy Conservation in Rehabilitation	Available English/French
-----------------	---	---------------------------------------	--------------------------

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

Course will:

- . cover the principles of heat transfer, thermal resistance, air change, water vapor movement
- . cover the energy efficiency of an existing house
- . prescribe retrofit measures and methods of application
- . assess the possible impact on the house and systems caused by retrofit measures
- . cover inspection of completed work
- format: Lectures, case studies, exercises, group work and presentations
- duration: 5 days
- intended audience: housing inspectors
- cost: subject to negotiation with CMHC representatives

Course 4 - The Management of Project Implementation

Avalaibale in English, October, 1984 and in French, November 1984

Will deal with project management and Novembercontract administration from the perspective of the rehabilitation contractor, building inspector and the homeowner.

- format: lectures, case studies, exercises, group work and presentations
- duration: 5 days
- intended audience: housing inspectors
- cost: subject to negotiation with CMHC representatives

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

Courses 1, 2, 3, 4

- available through regional consultants of the Canada Mortgage & Housing Corporation:

Atlantic

D. Gallivan
RSTC Regional Consultant
CMHC Atlantic Regional Office
Brunswick House
Suite 1200
44 Prince William Street
Saint John, N.B.
(506) 648-4482

Quebec

J. Meunier - Bureau
RSTC Regional Consultant
CMHC Quebec Regional Office
Suite 900,
Place du Canada
(514) 283-5434

Ontario

A. Rose
RSTC Regional Consultant
CMHC Regional Office
Atria North, Suite E222
2255 Shepherd Avenue E.
Willowdale, Ontario
(416) 498-7300

Western Canada

P. Rebizant
RSTC Regional Consultant
CMHC Winnipeg Branch Office
870 Portage Avenue
Winnipeg, Manitoba
(204) 949-3629

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

BUILDINGS (Cont'd)

h) British Columbia Building Code - Available English
Housing

A home study course designed to give participants a working knowledge of the B.C. Building Code as it relates to housing.

- format: 39 lessons with diagrams and examples, questions and answers and examination
- duration: 20 weeks, 4 hours per week
- intended audience: building inspectors and individuals involved in housing construction
- available from: British Columbia Institute of Technology
3700 Willington Avenue
Burnaby, British Columbia
(604) 434-5734

MUNICIPAL SERVICES

WPCF Skills Training Packages

Available
English/French

The following skills training packages are available in English from Water Pollution Control Federation, 2626 Pennsylvania Avenue, Washington D.C., 20037 USA, and are not available from the Technical Services and Contracts Branch (H.Q.)

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.2 TECHNICAL TRAINING

MUNICIPAL (Cont'd)

The french version of the course is available from Chief, Technology Transfer, Environmental Protection Service, Environment Canada Place Vincent Massey, 351 St. Joseph Blvd., Hull, Quebec

	<u>Duration</u>	<u>Costs</u>
- Activated Sludge	3 days	\$ 20.00
- Extended Aeration	3 days	\$160.00
- Gas Chlorination	3 days	\$ 10.00
- Anaerobic Digestion	3 days	\$ 30.00
- Process Control Lab	3 days	\$400.00
- Waste Stabilization Ponds	2 days	\$ 16.00
- format:	slide/tape presentation, lecture and discussion	
- intended audience:	Construction supervisors, and regional/district engineers who have successfully completed MS302 and MS304 WPCP Basic and Advanced Courses described in Section 2.2.2	

4.0 OTHER AVAILABLE TRAINING

4.1 BAND TRAINING

4.1.3 FIRE AND SAFETY TRAINING

1. BAND EDUCATION

Volunteer Fire Department Member
Training

Available in
English

A comprehensive training program can be provided by combining publications and audio-visual programs from the International Fire Service Association (ifsta). The publications are:

Essentials of Fire Fighting
Fire Service Practices for Volunteer
and Small Community Fire Departments

The audio-visual programs are:

	<u>Duration</u>	<u>Cost</u>
The Anatomy and Behaviour of a Fire	25 min.	\$90.00 (U.S.)
Fire Safety	20 min.	\$85.00 (U.S.)
Protective Breathing Apparatus	30 min.	\$95.00 (U.S.)
Fire Hose and Nozzels		
Parts 1 & 2	30min(ea)	\$95.00 (U.S.)(ea)
Fire Streams	20 min	\$85.00 (U.S.)
Ventilation	30 min	\$95.00 (U.S.)
Sprinklers	15 min	\$80.00 (U.S.)
Ladders	30 min	\$95.00 (U.S.)
Forcible Entry	15 min	\$80.00 (U.S.)

- format: slide/tape

- intended
audience: volunteer fire department
members

- available
from: (English only)
The Canadian Association
of Fire Chiefs
1590 - 7 Liverpool Court
Ottawa, Canada
K1B 4L2