

# **CANB** Moncton Northeast

Knowledge is Power

Upgrade your Skills



Training Program  
2019-2020



# CANB Moncton Northeast

## Training Program 2019—2020

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CANB—Moncton Northeast is pleased to launch its 2019—2020 Training Program, helping members achieve their professional development goals. As a long-time partner with Gold Seal Canada, several of our courses provide attendees with valuable, leading towards Gold Seal Canada Accreditation.

Visit [www.goldsealcertification.com](http://www.goldsealcertification.com)

There are special discounts available for specific courses if you register for one or more of the CCDC seminars, and the suite of courses being offered by Lee Kelly the week of November 4-8, 2019.

Don't miss early bird savings! Save on training with Canada Job Grant.

[https://www2.gnb.ca/content/gnb/en/news/news\\_release.2015.01.0025.html](https://www2.gnb.ca/content/gnb/en/news/news_release.2015.01.0025.html)

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**Gordon Melvin , CET, IntETGSC**

Gord is the founder and owner of Meltech Thermal Imaging Inc., For the past 30 years Gordon has worked as a construction inspector, estimator, and project/construction manager before founding Meltech in 2006. Gordon is experienced in a variety of construction and engineering specialties and projects ranging from residential, industrial and commercial building settings to earthwork, concrete and road building projects. Gordon is a graduate of the Structural Engineering Technology Program at NBCC Moncton and is a Certified Engineering Technologist with New Brunswick Society of Certified Engineering Technicians and Technologists (NBSCETT). He is also an International Engineering Technologist with Canadian Council of Technicians and Technologists (CCTT), and has also received additional training and various certifications throughout his 30-year career in the construction industry. Gordon is a Gold Seal Certified Project Manager with the Canadian Construction Association, a certified Level 2 Thermographer with ITC Canada and a certified Radon Measurement and Mitigation provider with C-NRPP.



## Basics of Concrete

**Course Date: January 24, 2020**

**Time: 8:00 a.m. - 4:30 p.m.**

**Member Price \$ 325 Non Member Price \$ 390**

### Gold Seal Credit: 1

This seven-hour workshop will provide participants with knowledge on the principles, concepts and properties of concrete in enhancing their understanding of how the long-term performance of concrete is affected by the placement operation and the various materials and admixtures that make up concrete and their individual proportions within the concrete mix. Topics to be covered include estimating quantities, mixtures, weather variations, testing and troubleshooting to name a few.

Participants of this workshop will have a better understanding of how concrete construction practices, weather, quality control testing, etc. can affect the strength, durability and life of the concrete structure. This will help to eliminate unwanted results and should lead to greater on-site efficiencies of the process.

The workshop will be of interest to any site personnel, both working for general contractors or sub-contractors, whose responsibilities include the placement and curing of concrete.



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### Andre Leger

Andre Leger works for AON as Commercial Account Executive in the Maritimes. Andre has over 15 years' experience in construction specific insurance and works closely with AON's Construction Services Group.



### Tara Rye

Tara Rye works for AON as Assistant Vice President and Atlantic Canada Surety Manager for AON's Construction Services Group. Over 23 years experience in surety bonding as well as in Commercial Construction Insurance.

## Bids and Bonds 101

**Course Date: November 14, 2019**

**Time: TBD**

**Member Price \$95—Non Member Price \$145**

### Insurance

#### Construction Insurance Components

- Property
- Liability
- Auto
- Pollution
- Project Specific Insurance

#### Contracts and Insurance

#### Insurance Requirements and CCDC

#### Industry Trends

#### What to do when you need to use insurance (claims)

#### Bonding

- Benefits of Surety Bonds to Owners
- Benefits of Surety Bonds to Contractors
- Qualifications required for bonding

#### Types of bonds and their purposes:

- Bid Bonds
- Surety Consent
- Performance Bonds
- Labour & Material Bonds
- Renewable Bonds



**Eric Lee**

Eric Lee, Executive Secretary of CCDC, will explain to you the key provisions and philosophy behind these contract forms, e.g. the schedule of services that are considered necessary for CM Projects, important considerations if a Construction Manager is required to perform part or all of the Construction work, construction estimates, administration of trade contracts, insurance requirements etc. You will better understand the risks and rewards of Construction Management.

**CCDC Seminar Construction Management Contracts—Course Date: December 4, 2019**  
**Time: 8:00 a.m. - 4:00 p.m.**

**Member Price \$ 125—Non Member Price \$145**

**Attend both CCDC Seminars Member Discount \$198**  
**Non Member Discount \$ 238**

Construction Management (CM) form of project delivery takes a team approach to the construction process. The concepts joins the Owner, Consultant and Contractor in a team whose objective is to deliver the project with emphasis on time, budget and constructability. The CCDC developed three CM contract forms:

- CCDC 5A Construction Management Contract—For Services
- CCDC 5B Construction Management Contract—For Services and Construction
- CCDC 17 Stipulated Price Contract Between Owner and Trade Contractor for CM Projects

**Time:**

3.5 hours

**Who Should attend?**

Owners, executives and managers from construction buyers, architects, engineers, contractors, and allied professionals (lawyers, insurance/surety advisors) in the construction industry.

**Valuable References**

Each delegate will receive a hardcopy of CCDC 5A/5B/17 and the accompanying guides CCDC 45/47/47.





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## **CCA 53– 2016 A Trade Contractor’s Guide and Checklist to Construction Contracts**

**Course Date: December 5, 2019**

**Time: 8:00 a.m. - 4:00 p.m.**

**Member Price \$ 125 Non Member Price \$145**

**Attend both CCDC Seminars Cost Member Discount \$198  
Non Member Discount \$ 238**

There is an old saying that those who refuse to read and understand the terms of their construction contracts are doomed to failure....

The Canadian Construction Association Trade Contractors Council published a new CCA 53 in 2016 to assist trade contractors in reviewing contracts, no matter what their position in relation to the projects. CCA 53 highlights the important clauses that frequently appear in construction contracts or subcontracts which can adversely affect the rights and obligations of trade contractors.

This half day session will discuss trade contractors’ contractual responsibilities and will analyze the checklist of important clauses identified in CCA 53 e.g. design responsibility, ow-down, scope of subcontract work, payment, insurance, protection—of—work, implied vs. expressed warranties, temporary site facilities, delay, changes, etc.

Discussions will focus on what to be on the look—out for when reviewing and attempting to understand the construction contracts you are asked to bid and sign. Language of CCA 1’ Stipulated price Subcontract” will be used throughout this session as examples of fair and equitable provisions. Onerous provisions deviating substantially from the standard CCA 1 wording should serve as warning signals to trade contractors!

### **Handouts**

Attendees will receive a hardcopy of the new CCA 53 and CCA 1

### **Time**

3.5 hours

Trade Contractor owners, executives and contract administrators and allied professionals in the construction industry.





### **Bill Dixon**

Bill Dixon retired as President of Moncton Northeast Construction Association (CANB-Moncton Northeast) in December 2016 after spending nearly 30 years in construction association management with MNECA and the Mechanical Contractors Association of NB. Since then he has remained active in the industry providing instruction/facilitation for two courses, Construction 101 & Construction Industry Ethics. Both courses are requirements for the Canadian Construction Association Gold Seal Program for construction industry practitioners. Bill has a long history with the Gold Seal Program from its early evolution when he worked as part of a group providing input to the original examination question bank. He continued his involvement to his retirement by providing advice to the Gold Seal Committee and reviewing applications at the local level.

## **Construction Industry Ethics**

**Course Dates: October 22, 2019 and February 4, 2020**

**Time: 8:30 a.m. - 4:00 p.m.**

**Member Price \$ 200 Non Member Price \$250**

**Gold Seal Credit: 1**

The Construction Industry Ethics course has been designed to help participants understand ethics as it relates to the construction industry through practical examples of ethical decision making. The course contains interactive elements, case studies, practical examples, videos, and a course glossary.

### **Upon completing this course, participants will:**

- Understand what is included in “ethical behaviour”
- Be aware of the importance of ethics in business
- Know how to make ethical decisions
- Ethics in the context of the law
- The direct link between ethics and a company’s success

### **Structure and Workload:**

The classroom component is a full day.

Effective January 1, 2017, there have been changes to the qualifying criteria for Gold Seal Certification. The most significant of these is the introduction of a mandatory course in Construction Ethics. For more information on Gold Seal Certification please go to [www.goldsealcertification.com](http://www.goldsealcertification.com)





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## Construction 101

**Course Dates: October 28 & 29, 2019 and February 12 & 13, 2020**

**Time: 8:30 a.m. - 4:00 p.m.**

**Member Price \$ 325 Non Member Price \$390**

### Gold Seal Credit: 2

Construction is Canada's second largest goods producing activity that accounts for thirteen percent of Canadian GDP. This course will outline the basics of construction including procedures, laws and processes which focus on:

- Introduction to the Construction Industry
- Tendering, Bidding and Award of Contracts
- Format of Contracts
- Laws, Standards and Procedures in Construction
- Risk Management in Construction
- Construction Project Management & Administration

This course aims to breakdown the complexity of the Construction Industry by showing how various stakeholders – owners, consultants, contractors, sub-contractors, manufacturers, suppliers and service providers fit into the Industry. This course is ideal for anyone who is new to the construction industry, or anyone moving into a supervisory/management position.

### What you will learn:

Summarize the role of various parties within the construction industry.

Compare types of contractors and key players involved in the Industrial, Commercial, Institutional, Civil (ICIC) sector construction process.

Identify applicable laws, standards, and procedures in construction projects.

Describe contractual methods for project delivery.

Name elements of risk management in the construction industry.

Discuss construction management administration.

Explain the role of various professional and trade industry associations







**John Chute**

John is a registered Professional Engineer in the Province of New Brunswick and comes from an extensive and varied professional career including plant engineering, industrial maintenance, manufacturing, engineering consulting, technology education, project management, and industry training. He is semi-retired but continues his professional practice and support for regional industry through his own consulting company Chute Technology and Engineering. He has developed and for the past several years delivered for the Moncton Northeast Construction Association, the construction-industry training programs for the Key-site Supervisor and the Project Manager.



## Key Site Supervisor

**Course Dates: Nov 27, & Dec 18, 2019, Jan 8, Jan 22, Feb 19, March 4, March 25, & April 15, 2020**

**Time: 8:00 am—4: 00 pm**

**Member Price \$ 1450 Non Member Price \$1650**

**Gold Seal Credit: 6**

The Moncton Northeast Construction Association (MNECA) has recognized the necessity of competent and committed Site Supervisors in our construction industry, and offers a unique, strategic Key Site Supervisor (KSS) Training Program for the General as well as the Subcontractor. Its objective is to help provide the necessary training and guidance to equip for Key Site Supervisor for effective construction and site-operations management. This Program consists of 7, 8-hour classroom Workshops. Each Workshop is delivered using a comprehensive Training-Reference Manual and accompanying presentation slides, integrated with ample opportunity for discussion, exercises and information sharing. The training sessions provide the necessary foundational information, but with a focus on field application of the knowledge. Each Workshop includes a follow-up field assignment for "on-the-job" application of a workshop's key topic. New to the Program is the introduction of Lean Management in Construction, its basics and benefits, and the application of its key elements by the Supervisor



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## Plans & Specs Reading

**Course Date: January 6-10, 2020**

**Time: 8:30 a.m. -4:00 p.m.**

**Member Price \$499 Non Member Price \$599**

**Gold Seal Credits: 5**

This course consists of five (5) days

Construction drawings and specifications are instructions that a designer has drawn up and written in order to translate the owners ideas, relay information on what materials, parts and pieces are needed in order to complete the project. Being able to decipher these drawings and specifications will make you a more valuable team member within “any” team involved in the construction project.

### **In this course you will learn;**

How to interpret and read construction drawings and construction specifications. You will acquire this important and valuable skillset by reviewing the different components and understanding the language of Construction drawings and specifications.



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### Lee Kelly

Lee Kelly M.A.A.T.O., P.GSC is Founder and President of Constructing Minds Inc., a company dedicated to providing relevant and applicable training to Canada's construction industry. Lee has boots on the ground experience. With over 35 years of Construction Management/General Contracting experience under her belt Lee has gained extensive construction knowledge and a solid foundation in construction practices, processes and procedures in all contract delivery formats. Lee knows construction because she has built it. Lee has been a long serving member on the National Gold Seal Committee, has won the Construction Institute of Canada (TCIC) "Chancellor's Award of Excellence" and has earned certificates in "Teaching and Training Adults" and "Instructional Design".

Lee's enthusiasm for training makes her a highly informative, interactive, motivated and sought-after Trainer from coast to coast.



## The Construction Execution Plan

**Course Date: November 4, 2019**

**Time: TBD**

**Member Price \$450 Non Member Price \$ 480**

**Early Bird Member \$ 380– Non Member \$ 430**

**Gold Seal Credits: 1**

Effective and thorough project planning prior to commencement of work on a new site is essential to the overall success of any construction project. Often focus is mainly directed at winning the work and a rush to start the job, rarely is there adequate time given to taking the time and planning the work in advance. In general, the Project Work Plan answers these questions: What must be done? Who will do it? How will it be done? How long will it take? How much will it cost? What are the deliverables? How will quality be maintained? What is the schedule? Without a Project Work Plan, a company has planned to fail and will most likely impact profitability.

This full-day seminar will discuss the elements of creating an efficient and organized Project Work Plan which includes: understanding scope, contractual requirements and budget, assigning the best project team, site logistics, sequence of work, schedule, project resources and identifying risk and opportunity etc.. The Project Work Plan should effectively communicate, in simple language, the sequence of events required to construct the project and to meet key milestones. Once complete, it can be used to provide information to others about how the project will be managed and constructed, and as a "road map" for the project team members to identify how the project will be constructed.

In addition, participants will be engaged in creating a plan using "Project Milestone Planning". At the start of a construction project the project team will identify certain "milestone" dates to regroup to assess the success of the Project Work Plan to that point, what is working, what is not and to revisit the Plan for the work to be accomplished to the next milestone.

### WHO SHOULD ATTEND:

Trade Contractors, General Contractors,  
Project Managers, Superintendents/  
Foreman.



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## Responding Successfully to an RFP

**Course Date: November 5-6, 2019**

**Time: TBD**

**Member Price \$910 Non Member Price \$ 950**

**Early Bird Member \$ 760– Non Member \$ 800**

**Gold Seal Credit : 1**

More and more frequently private sector companies and government organizations are releasing Requests for Proposals (RFP's) as part of their procurement process and moving away from the traditional bid process. Construction companies will win or lose contracts based on their responses to these RFP's. Responding to a Request for Proposal (RFP) successfully requires knowledge, understanding and a proposed solution of the subject, while convincing the potential Owner that your company is the best suited to build their project. Your response must not just be compliant, it must be compelling as well!

### **THROUGH CASE STUDY OF AN ACTUAL RFP AND THE DEVELOPMENT OF THE RFP RESPONSE THIS 2-DAY WORKSHOP WILL COVER:**

- Understand the differences between a Request for Quotation (RFQ) and the typical prequalification in the bid process and how to respond to that RFQ. Your company must first pass the "RFQ" test before being invited to participate in the RFP process.
- Learn the fundamental differences between an RFP and the traditional bid process.
- Learn to analyze your companies' SWOT and how to leverage these for the RFP response.
- Learn how to analyze the RFP to:
  - Understand the Owner's requirements both for the RFP response and the project
  - Demonstrate knowledge of the Owner
  - Understand how your company can best suit the solution
- Create a successful strategy for developing a winning response.
- Develop "win strategies".
- Understand and create "differentiators" to set your company above the competition
- Learn to prepare your written response effectively while following the guidelines set out in the RFP.
- Learn how responses to RFP's are evaluated and how best to address the criteria.
- Learn engaging and effective presentation techniques.
- Create an RFP response to the Case Study – both written and presentation.
- Present your Team's RFP proposal.



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## Trade Contracts: A Double Edge Sword—How to protect yourself from unfavorable clauses

**Course Date: November 7, 2019**

**Time: TBD**

**Member Price \$450—Non Member Price \$ 480**

**Early Bird Member \$ 380— Non Member \$ 430**

**Gold Seal Credit: 1**

Benjamin Franklin opined "An ounce of prevention is worth a pound of cure".

Today subcontracts are becoming more and more confusing and onerous with the General Contractors pushing more and more risk, responsibility and liability onto the Trade Contractor, so it behooves the Trade Contractor to have a greater understanding of the contract before a problem threatens their business rather than after.

The Canadian Construction Association Trade Contractors Council published a new "CCA 53 – A Trade

Contractor's Guide and Checklist to Construction Contracts" in 2016. The document was created to "draw the attention of Trade Contractors to certain clauses that frequently appear in construction contracts or subcontracts which can adversely affect the rights and obligations of trade contractors."

Using a manual filled with spreadsheets and checklists this workshop will discuss the Trade Contractor's contractual responsibilities and will examine clauses regarding design responsibility, performance specifications, conduit or flow-down provisions, scope of subcontract work, payment, insurance, protection of work, warranties and temporary site facilities. Contract law, contract terms and conditions, incorporation by reference as well as many other terms will be reviewed and discussed. A "Subcontract Handbook" will be developed so that the Subcontractor will better understand the contract requirements.

In addition, and using a green, amber and red-light system using actual subcontracts, participants will review and analyze actual subcontract clauses to identify those clauses to be on the look-out for when reviewing and attempting to understand the construction contracts they are asked to bid upon and sign.



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## The Close out of a Construction Project

**Course Date: November 8, 2019**

**Time: TBD**

**Member Price \$450 Non Member Price \$ 480**

**Early Bird Member \$ 380 Non Member \$ 430**

**Gold Seal Credit: 1**

Why would a Contractor, Owner Consultant or Subcontractor need to know Best Practices for closing out a construction project? The answer is simple – if you can't get it done then you can't reach Substantial Performance. If Clients are not able to use the facility as intended, then all involved will have to spend more time and money to wrap it up and all stakeholders' payments will be delayed. Closeout requirements for each phase will be identified and discussed so that the last 3% of the project is not 15% of the effort.

Topics include:

Pre-Construction Closeout:

Internal handover

- Principles of organizing early, teamwork and communication
- O&M manual development and tracking
- Closeout requirements and submissions
- Submittals requirements and submissions
- Permits

Construction Closeout:

- Substantial Performance requirements both contractually and regulatory

Post Construction Closeout:

- Final Completion requirements both contractually and regulatory
- Organizational Closeout:
- Wrapping up and demobilizing from the site

Subcontractor Closeout:

- Financial requirements

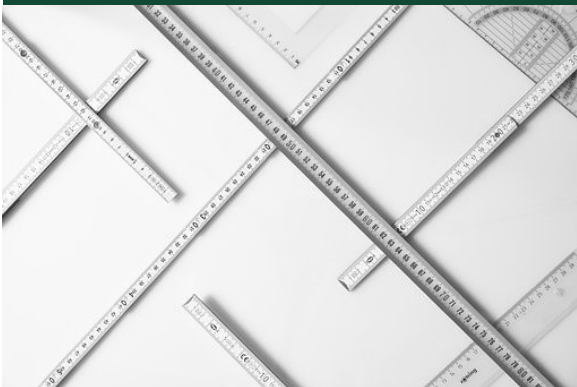
Financial Closeout:

- Internal review and lessons learned

Attendees will receive a manual which includes spreadsheets, checklists and how-to's.



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### Stephen Franklin

Stephen P. Franklin has taught

Professional Development for 29 years, currently in his own practice with his own training programs. Previously he worked for a number of years with the Atlantica Learning Corp. Stephen's earliest experience was working in partnership with Day-Timers of Canada. His courses are based on extensive research and methodical testing to ensure that the information, skills, processes and techniques presented are real solutions that produce real results. Stephen is an experienced facilitator, facilitating in accordance with the International Board of Standards for Training Performance and Instruction. His experience also includes extensive personal coaching; helping clients develop personal motivation for professional skills development, facilitating them through the necessary behaviour changes to make it happen."

## Workplace Safety and Security

**Course Date: February 17, 2019**

**Time: 8:30 am—4:00 pm**

**Member Price \$ 350 Non Member Price \$390**

There is an increasing emphasis on workplaces that are physically, emotionally and psychologically safe for everyone. Many companies don't know how to go about making this a reality.

This Workplace Safety and Security session looks at the various threats; aggression, harassment and bullying and workplace violence. These are defined in detail in ways that each participant can take back and use in their workplace.

We then look at how to create policies for a safe, respectful workplace; how to communicate those policies and how to enforce them.

This session provides workplaces with the tools they need to create and maintain safe and respectful work environments for everyone.





Work Related Education is a great way to  
add to your employees' skills and  
knowledge, which they can apply to help  
make your  
business a success.

Register for Early Bird Pricing!

Courses are delivered at  
CANB Moncton Northeast  
297 Collishaw Street, Moncton, NB  
506.857.4038