



FEDERATION OF
CALGARY COMMUNITIES

**2017-
2018**

WORKSHOP GUIDE



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HOW TO REGISTER

To register for workshops and events please visit calgarycommunities.com and click the **“Workshops & Events”** option along the top menu bar.

Workshops are free to all Federation members, however, printed resources that accompany workshops can be purchased or printed from the Members Only Section.

Non-members will pay \$50.00 + GST for workshops, excluding Partners in Planning.

Event and workshop registration payment must be made prior to attending and is non-refundable.

Annual General Meeting

Join members of Calgary’s community associations from across the city to learn how you can be benefiting from our wide range of membership offerings, including our current programs and services as well as upcoming workshops and events. Additionally, we will provide updates on important issues and trends affecting our network and elect new members to the Federation’s Board of Directors. The annual Partners in Planning (PIP) graduate certificates and the annual Toole Peet Community Hero Award will also be presented.

Date: Thursday, June 7, 2018

Time: 6:30 pm - 9:00 pm

Location: TBD

Networking

Monday Mingles

We will be extending our office hours on the first Monday of every month so that you can stop by in the evening to chat with us about any questions or concerns you may have, if you need information and resources, or if you’d just like to come say hello and meet our team! Can’t make it in person? There will also be the opportunity for you to join us via GoToMeeting on your computer. We’ll be here every first Monday, so come by and say hello!

Dates: Monday, October 2, November 6, December 4, January 8, February 5, March 5, April 2, May 7, and June 4

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 6:30 pm – 9:00 pm

Community Socials

Take the night off! Community Socials are casual networking events that gives you the opportunity to meet and hang out with other community volunteers, talk about your shared experiences, enjoy good food and drinks, and win some prizes!

Dates: Wednesday, December 13, 2017 and Wednesday, May 23, 2018

Locations: TBD

Time: 6:30 pm – 8:30 pm

ENGAGEMENT

Building Safe Communities

This workshop is for participants who are interested in learning more about resident-led strategies and resources or building confidence in leading your own Building Safe Communities initiatives. Each participant will leave the program with 25 quick and easy train-the-trainer cue cards that can be formulated to help you engage on any component of Building Safe Communities. Participants will leave the program with a better understanding of how to apply Building Safe Communities principles, building relationships, safety & crime prevention and resident-led strategies. The workshop will give you tools on how to identify issues in your community, build solutions and create action plans.

Options: Attend the full three-hour workshop, or attend the workshop in two parts.

3-hour: Saturday, October 28, 2017 or Saturday, November, 25, 2017

9:30 am - 12:30 pm

Two Parts: part 1: Tuesday, November 7, 2017 or

Tuesday, November 14, 2017

7:00 pm - 9:00 pm

part 2: Thursday, November 23, 2017 or

Thursday, November 30, 2017

7:00 pm - 9:00 pm

Location: Federation of Calgary Communities (110, 720-28 Street NE)

November 25 workshop will be held at the Riverbend Community Association

(19 Rivervalley Drive SE)

MEMBER SERVICES

Celebrating Communities

Communications Conversation Café

Join us for an informal networking workshop where you can share and learn from your peers about communications struggles, successes, tips, and tricks. We will talk about websites, social media, newsletters, and much more!

Date: Tuesday, November 28, 2017

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm – 9:00 pm

The Value of Face-to-Face Communications

You have a good website, a Facebook Page, a Twitter account, a solid community newsletter, and you spend a lot of time keeping them updated and full of important information. But how often do you focus on face-to-face communication with your members and residents? Join us for an information conversation café where we will talk about face-to-face communication tactics and what things you should always remember when interacting.

Date: Tuesday, April 24, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm – 9:00 pm

Financial Services

Treasurer's Workshop for the Inexperienced Accountant - Part One

Are you the treasurer or bookkeeper, but have little accounting experience? This first part to the workshop is designed for to help you understand your role and responsibilities. Topics will include:

- What are the duties of the treasurer and/or the bookkeeper?
- Setting up your books
- Basic recording

Dates: Thursday, October 5, 2017 or Thursday, March 8, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Presented by: Ming Yu, Accountant

Treasurer's Workshop for the Inexperienced Accountant - Part Two

Are you the treasurer or bookkeeper, but have little accounting experience? This second part to the workshop is designed to help you understand your role and responsibilities.

Topics will include:

- Monthly reconciliations
- Getting your books ready for audit
- Special problems with recording encountered by communities

Dates: Thursday, October 26, 2017 or Thursday, March 22, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Presented by: Ming Yu, Accountant

Externally and Internally Restricted Cash

We will discuss the difference in accounting for externally and internally restricted cash and how to account for it in the books. Will also discuss cut off and how auditors apply it. This is a workshop for the experienced treasurer with a high level of competency in accounting.

Date: Thursday, November 9, 2017

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Presented by: Heidi Brauer, Auditor

Internal Controls and Financial Policies

Does your board have policies and procedures in place for finances? Do you or a member of your board sign blank cheques? Do you have numbered hall rental form and receipts? This workshop is designed for community association board members who are wondering about financial controls for their organization. It will help you learn about internal controls and financial policies that should be in place to reduce the risk for theft, fraud and personal liability.

Date: Thursday, February 22, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Presented by: Nancy Murdoch, Auditor

GST for Not-for-Profits

GST is a difficult concept to understand in the not-for-profit world. A representative from the Federal GST Department will be in attendance to clarify the GST issues and answer any questions you have regarding your GST requirements or problems. Tax exempt programs and input tax credits will also be discussed. If you think your organization will reach \$50,000 in taxable revenues this year and you are not registered, you will have to register. If your government funding is at least 40% of your total revenue and you are not registered, you can still claim a rebate. Come to this workshop to gain clarity on this important topic.

Date: Thursday, April 12, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Hosted by: Michael Ihekuna, Auditor

GST for Charities

Charities are able to claim back 50% of GST paid. They don't have to register for GST unless they have \$250,000 in taxable revenue. A representative from the Federal GST Department will be in attendance to clarify the GST issues and answer any questions you have regarding your GST requirements or problems.

Date: Thursday, April 26, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Hosted by: Michael Ihekuna, Auditor

Reading Financial Statements for Board Members

Did you know that you are liable if you approve a financial statement without understanding it? Do you feel intimidated by financial information presented at the board meetings? Do you want to know how to read financial statements better? This workshop is designed for board members and administrators, who want to learn how to read, use and learn from information contained on the financial statements. Various types of financial statements will be reviewed and attendees will learn what type of questions to ask to ensure they understand the information presented. *(We can also come out to your board for a customized workshop based on your own financials for a \$300 fee.)*

Date: Thursday, May 24, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Presented by: Leslie Evans, Executive Director

Jovita Dias, Member Services Coordinator

Organization Development

Daytime Meetings

Daytime Meeting: Grow Your Community Hub

We believe community associations are well positioned to be hubs for community life but hubs don't just happen, they are resident led places where people feel like they belong. Join us as we share how community leaders and organizations can transform their space into an energized hub that is welcoming, inclusive and brings people together.

Date: Wednesday, October 11, 2017

Location: Winston Heights Mountview Community Association (520-27 Ave NE)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Employment Standards for Community Associations

Many community organizations employ part-time and full-time staff, but as volunteer-run organizations, it may be difficult to understand the different codes and standards needed to be compliant. Join us and a representative from the Workers' Resource Centre to learn what is required and what support there is for your organization.

Date: Wednesday, November 8, 2017

Location: Cedarbrae Community Association (11024 Oakfield Dr SW)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Common Insurance Claims with Toole Peet Insurance

As a Federation sponsor and partner, Toole Peet Insurance works quite regularly with community associations to ensure they not only have comprehensive insurance coverage in place, but that they understand risk management and risk reduction. Toole Peet has been a dedicated educator at Federation workshops on risk management where people are often surprised at how common certain kinds of insurance claims really are! Hosted by Neil Hogg of Toole Peet Insurance, join us to hear about common insurance claims, and the approaches you should take to avoid getting into risky situations.

Date: Wednesday, January 10, 2018

Location: West Hillhurst Community Association (1940-6 Ave NW)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Going Green: Creating Sustainable Organizations

Are you aware of your organizations environmental impact? Do your events, waste management practices, or even the supplies and resources your organization uses continue to add to our landfills? Join us as we learn how our organizations can become more environmentally sustainable and contribute to a healthier Calgary including looking at community associations who have already adopted organizational changes.

Date: Wednesday, February 7, 2018

Location: Tuxedo Park Community Association (202-29 Ave NE)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Websites, Social Media and Your Organization

Managing your online presence and applications can be costly and time consuming so finding something that works well for your organization can be vital. Join us for a discussion about the different providers you use for your community associations websites, and the different software functions or applications you are interested in and the trends and resources to help you with social media.

Date: Wednesday, March 7, 2018

Location: Bridgeland Riverside Community Association (917 Centre Ave NE)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Hall Rentals Best Practices: What's Working? Fireside Chat

Join us as we revisit the "Facility Guide to Rental Best Practices and Risk Management" and best practices shared from the network that highlight 'what's working' for our community facilities. This will be an open group discussion on the realistic challenges organizations continue to face when renting out their space, where we will also look for suggestions on continued education on the crucial topic of community hall safety.

Date: Wednesday, May 9, 2018

Location: Edgemont Community Association (33 Edgevalley Cir NW)

Time: 10:00 am - 1:00 pm

Daytime Meeting: Creating a Volunteer Program

As your organization grows, the need to better manage, support, and recruit volunteers will increase, you may find yourself requiring a formalized way of coordinating it all. Join us as we discuss the benefits of a volunteer program and how you can create one that matches your growing organization including the role of the volunteer program manager, volunteer support and supervision, orientation, and risk management.

Date: Wednesday, June 6, 2018

Location: Sunalta Community Association (1627-10 Ave SW)

Time: 10:00 am - 1:00 pm

Board Leadership Calgary (BLC)

This one-day learning event is for current or potential Board members and staff of small non-profits, as well as members of community organizations and grassroots groups. This learning event will provide you with a variety of sessions and networking opportunities addressing non-profit governance, as well as finance fundamentals, creative ideas and resources.

Date: Saturday, October 21, 2017

Location: Bow Valley College: Downtown Calgary (345 – 6 Avenue SE)

Time: 8:30 am - 3:30 pm

Conference: Beyond the Four Walls 2018

Beyond the Four Walls is our annual community conference held to bring together community leaders to help find our collective voice, share our stories of our impact and learn how to inspire others to be part of it. Stay tuned for more info!

Date: TBD

Location: TBD

Time: TBD

Board Workshops

Board Workshop: Governance: Whose Job is it Anyways?

Board members make decisions for the direction of the organization; they are the “guiding minds” of an organization. They hold the authority and responsibility for the direction, activities and operations and are obligated to use the power vested in them on behalf of the not-for-profit. This workshop will explore the responsibility a board member has as a volunteer and the liability that they take on. It will also touch on roles and responsibilities when staff is involved.

Date: Thursday, September 21, 2017

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Grow Your Community Hub

We believe community associations are well positioned to be hubs for community life but hubs don't just happen, they are resident led places where people feel like they belong. Join us as we share how community leaders and organizations can transform their space into an energized hub that is welcoming, inclusive and brings people together.

Date: Thursday, October 12, 2017

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Meet the Partners

Collaborations and partnerships are important to building strong and vibrant communities. Join us for a unique opportunity to hear from and meet community based organizations that can help connect you to residents in your neighbourhood and support your activities.

Date: Wednesday, November 15, 2017

Location: TBD

Time: 7:00 pm - 9:00 pm

Board Workshop: Presidents' Roles & Responsibilities

Are you a new president or someone who would like to check and determine if there are areas you would like to improve upon in your term as president? This workshop will address the president's role as board chair and leader, and offer tips on how to run great meetings, strengthen position roles and responsibilities, and understand your fiduciary duties. Plan for a term to remember!

Date: Thursday, January 18, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Building Community Participation Through Engagement

How do you create opportunities for your residents to come together? What are activities or events that can build a sense of community and belonging? Join us for an interactive workshop as we use our Community Engagement Toolkit to understand how your organization can build community participation through engagement strategies.

Date: Tuesday, January 30, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Common Board Meeting Challenges

Running an effective board meeting doesn't have to be a complicated process. There are common challenges that many boards face however, when different personalities come together to carry out the business of the association. Join us for a workshop on common issues experienced in board meetings, roles and responsibilities, the importance of preparation/participation, and then have a little fun as we tackle common "time wasters" as well.

Date: Thursday, February 15, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Building Community: How to Tell Your Success Stories

Community associations do so much for their communities, but at times residents and the public may not be aware of the impact they make. Join us for an interactive workshop to learn how to tell your success stories that share all the great and meaningful work you do, using engagement and communication strategies.

Date: Thursday, March 15, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Healthy Organizations: Succession Planning

Does your organization have a succession plan? Finding new volunteers and future board members can be challenging and can sometimes leave vacancies or gaps in skills on the board, but through planning for succession you can avoid these issues and keep your association on track. Join us as we discuss what your organization should consider in developing a succession plan.

Date: Wednesday, April 18, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Board Workshop: Building Community Participation Through Engagement (Repeat Session)

How do you create opportunities for your residents to come together? What are activities or events that can build a sense of community and belonging? Join us for an interactive workshop as we use our Community Engagement Toolkit to understand how your organization can build community participation through engagement strategies.

This is a repeat session of the January 30 workshop.

Date: Thursday, May 17, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

URBAN PLANNING

Partners in Planning (PIP)

The Partners in Planning Program (PIP) is an award-winning certificate program offered by the Federation of Calgary Communities in partnership with the City of Calgary. The program is geared towards helping community association planning volunteers and the public to develop skills for effective participation in the planning process. Participants who complete all three core courses and one elective receive a PIP completion certificate, which is signed by the Mayor and the President of the Federation.

Each Course:

- PIP courses are offered on Saturday mornings
- Light refreshments are provided
- You must register online at calgarycommunities.com
- There is always time for questions and networking

How it Works:

- A certificate is earned by completing four courses (three core, one elective)
- You may take any course as much as you like
- This is an ongoing program so there is no time limit to complete the requirements
- There are no pre-requisites and you may start with any course

Basics of Implementation Planning (Core Course)

Learn about the planning process and how to respond to development and land use applications circulated to your community. The MDP and CTP are covered in this course.

Date: Saturday, October 14, 2017

Location: Winston Heights/Mountview Community Hall (520 - 27 Avenue NE)

Time: 9:00 am - 12:00 pm

The Land Use Bylaw (Core Course)

Learn how to navigate and understand Calgary's Land Use Bylaw and how the rules are applied to development applications. This is an excellent overview of this important document.

Date: Saturday, November 18, 2017

Location: Richmond/Knob Hill Community Hall (2433 - 26 Avenue SW)

Time: 9:00 am - 12:00 pm

Development Appeals at SDAB (Core Course)

Learn about the appeals process and how to make good planning arguments and give effective presentations to the Subdivision and Development Appeal Board (SDAB).

Date: Saturday, December 9, 2017

Location: Woodcreek Community Hall (1991 Woodview Drive SW)

Time: 9:00 am - 12:00 pm

What's Trending in Planning (Elective Course)

Learn about the changes that some of our communities in Calgary are experiencing, and how the City is working alongside them.

Date: Saturday, January 13, 2018

Location: Triwood Community Hall (2244 Chicoutimi Drive NW)

Time: 9:00 am - 12:00 pm

Planning Green Spaces and Public Amenities (Elective Course)

Green spaces and public amenities are important components of a healthy and vibrant city. Learn from City park planners about how our green spaces and public amenities are planned and built.

Date: Saturday February 10, 2018

Location: Southview Community Hall (2020 - 33 Street SE)

Time: 9:00 am - 12:00 pm

Urban Design and Character: Main Streets, Streetscapes & Heritage, oh my! (Elective Course)

Our communities evolve over time and that evolution is guided by policies and standards that help shape and define the look, feel and character of the community. This course will dive into Urban Design by examining Streetscapes, the Main Streets program and Heritage planning.

Date: Saturday March 10, 2018

Location: Crescent Heights Community Hall (1101 - 2 Street NW)

Time: 9:00 am - 12:00 pm

Growth & Change: Transit-Oriented Development (TOD) Sites (Elective Course)

CTrain stations can provide adjacent communities and neighbourhoods with a unique opportunity to take advantage of Transit Oriented Development (TOD). Learn what characteristics make for a successful TOD. What are the challenges and opportunities?

Date: Saturday, April 14, 2018

Location: Calgary Municipal Building (800 MacLeod Trail SE)

Time: 9:00 am - 12:00 pm

Other Urban Planning Workshops

Planning Committees 101: Getting Started

Learn the basics on community association planning committees- how to get established and work effectively with other planning system stakeholders, whether you are an established community experiencing lots of redevelopment or a small group who deals with the occasional planning application.

Topics covered include: planning committee governance, effective meetings, membership recruitment and screening, working with other planning stakeholders and common planning committee challenges. There will also be time for open questions and learning from your planning peers.

Date: Tuesday, January 23, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Planning Committees 201: Operating and Improving

For community association planning volunteers who want to improve on the work they do. Some experience working on community association planning, or completion of Planning Committees 101 is recommended (but not required). This workshop will focus on specific skills and strategies for community association planning volunteers.

Topics covered include: responding to controversial planning issues in your community, building reflective and representative planning committees, volunteer recruitment and retention, reviewing planning applications, proactive and community-led planning work, and communicating with council, committees, and the SDAB. There will also be time for open questions and learning from your planning peers.

Date: Tuesday, April 17, 2018

Location: Federation of Calgary Communities (110, 720 – 28 Street NE)

Time: 7:00 pm - 9:00 pm

Orientation to the Planning Process 101: Welcome to the Basics!

Have you recently joined your planning committee or are you new to the planning process? If so, then this workshop is for you! This workshop will focus on the absolute basics to help get you started.

Topics covered include: planning acronyms and terminology, planning policies and hierarchy (what they are and how are they used), and the planning tools available to you. There will also be time for open questions and learning from your planning peers.

Date: Tuesday, November 16, 2017

Location: Federation of Calgary Communities (110, 720 - 28 Street NE)

Time: 7:00 pm - 9:00 pm

Orientation to the Planning Process 201: What's in the Planning Process

For community association planning volunteers who know the jargon but want a deeper understanding of the planning process. Knowledge of planning policies and acronyms or completion of Orientation to the Planning Process 101 is recommended (but not required). This workshop will cover the planning application processes.

Topics covered include: planning application processes (development permits, land use amendments, and subdivision) stakeholders' roles in the planning process, and the appeals process (SDAB). There will also be time for open questions and learning from your planning peers.

Date: Tuesday, March 20, 2018

Location: Federation of Calgary Communities (110, 720 - 28 Street NE)

Time: 7:00 pm - 9:00 pm

Community Planning Exchange (CPE)

Community Planning Exchange: Change in Calgary

This is an extensive workshop aimed at keeping community members engaged and up to date on trending planning issues, as well as to bring together the community association network to share experiences and learn.

This year, the Community Planning Exchange will explore the theme of changing communities in Calgary. At every scale, change is and will be happening physically and socially to our communities, and understanding these changes will help us better shape the future of our city.

Topics covered include: heritage overlays, age-friendly planning, and laneway housing. There will be speakers from a variety of backgrounds as well as a walking tour.

Date: Saturday, November 4, 2017

Location: Crescent Heights Community Hall (1101 - 2 Street NW)

Time: 9:00am – 1:00pm (sign-in at 8:30am)

Community Planning Exchange: TBD

Date: Saturday, May 5, 2018

Location: TBD

Time: 9:00am – 1:00pm (sign-in at 8:30am)

WORKSHOPS & EVENTS BY DATE

Legend:

Federation Events **Financial Services** **Celebrating Communities**

Organizational Development **Urban Planning** **Building Safe Communities**

Thursday, September 21 - **Board Workshop: Governance: Whose Job is it Anyways?**

Monday, October 2 - **Monday Mingle**

Thursday, October 5 - **Treasurer's Workshop for the Inexperienced Accountant - Part 1**

Wednesday, October 11 - **Daytime Meeting: Grow Your Community Hub**

Thursday, October 12 - **Board Workshop: Grow Your Community Hub**

Saturday, October 14 - **PIP: Basics of Implementation Planning (Core Course)**

Saturday, October 21 - **Board Leadership Calgary**

Thursday, October 26 - **Treasurer's Workshop for the Inexperienced Accountant - Part 2**

Saturday, October 28 - **Building Safe Communities (first 3-hour session offer)**

Saturday, November 4 - **Community Planning Exchange: Change in Calgary**

Monday, November 6 - **Monday Mingle**

Tuesday, November 7 - **Building Safe Communities (first part-1 offer)**

Wednesday, November 8 - **Daytime Meeting: Employment Standards for Community Associations**

Thursday, November 9 - **Externally and Internally Restricted Cash**

Tuesday, November 14 - **Building Safe Communities (second part-1 offer)**

Wednesday, November 15 - **Board Workshop: Meet the Partners**

Thursday, November 16 - **Orientation to the Planning Process 101: Welcome to the Basics!**

Saturday, November 18 - **PIP: The Land Use Bylaw Course (Core Course)**

Thursday, November 23 - **Building Safe Communities (first part-2 offer)**

Saturday, November 25 - **Building Safe Communities (second 3-hour session offer)**

Tuesday, November 28 - **Communications Conversation Café**

Thursday, November 30 - **Building Safe Communities (second part-2 offer)**

Monday, December 4 - **Monday Mingle**

Saturday, December 9 - **PIP: Development Appeals at SDAB (Core Course)**

Wednesday, December 13 - **Community Socials**

Monday, January 8 - **Monday Mingle**

Wednesday, January 10 - **Daytime Meeting: Common Insurance Claims with Toole Peet**

Saturday, January 13 - **PIP: What's Trending in Planning (Elective Course)**

Thursday, January 18 - **Board Workshop: Presidents' Roles & Responsibilities**

Tuesday, January 23 - **Planning Committees 101: Getting Started**

Tuesday, January 30 - **Board Workshop: Building Community Participation Through Engagement**

WORKSHOPS & EVENTS BY DATE

Legend:

Federation Events **Financial Services** **Celebrating Communities**

Organizational Development **Urban Planning** **Building Safe Communities**

Monday, February 5 - **Monday Mingle**

Wednesday, February 7 - **Daytime Meeting: Going Green: Creating Sustainable Organizations**

Saturday, February 10 - **PIP: Planning Green Spaces and Public Amenities (Elective Course)**

Thursday, February 15 - **Board Workshop: Common Board Meeting Challenges**

Thursday, February 22 - **Internal Controls and Financial Policies**

Tuesday, February 28 - **Orientation to the Planning Process 201: What's in the Planning Process**

Monday, March 5 - **Monday Mingle**

Wednesday, March 7 - **Daytime Meeting: Websites, Social Media and Your Organization**

Thursday, March 8 - **Treasurer's Workshop for the Inexperienced Accountant - Part 1**

Saturday, March 10 - **PIP: Urban Design and Character: Main Streets, Streetcapes & Heritage, oh my! (Elective Course)**

Thursday, March 15 - **Board Workshop: Building Community: How to tell Your Success Stories**

Tuesday, March 20 - **Orientation to the Planning Process 201: What's in the Planning Process**

Thursday, March 22 - **Treasurer's Workshop for the Inexperienced Accountant - Part 2**

Monday, April 2 - **Monday Mingle**

Thursday, April 12 - **GST for Not-for-Profits**

Saturday, April 14 - **Growth & Change: Transit-Oriented Development (TOD) Sites (Elective Course)**

Tuesday, April 17 - **Planning Committees 201: Operating and Improving**

Wednesday, April 18 - **Board Workshop: Healthy Organizations: Succession Planning**

Saturday, April 22 - **PIP: What's Trending in Planning (Elective Course)**

Tuesday, April 24 - **The Value of Face-to-Face Communications**

Thursday, April 26 - **GST for Charities**

Saturday, April 28 - **Conference: Beyond the Four Walls 2018**

Saturday, May 5 - **Community Planning Exchange: TBD**

Monday, May 7 - **Monday Mingle**

Wednesday, May 9 - **Daytime Meeting: Hall Rentals Best Practices-What's Working? Fireside Chat**

Thursday, May 17 - **Board Workshop: Building Community Participation through Engagement**

Wednesday, May 23 - **Community Socials**

Thursday, May 24 - **Reading Financial Statements for Board Members**

Monday, June 4 - **Monday Mingle**

Wednesday, June 6 - **Daytime Meeting: Creating a Volunteer Program**

Thursday, June 7 - **Annual General Meeting**

To register please visit calgarycommunities.com and click on **"Workshops & Events"**



calgarycommunities.com