



FEDERATION OF  
CALGARY COMMUNITIES

**2016-  
2017**

# **WORKSHOP GUIDE**



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# HOW TO REGISTER

To register for workshops and events please visit [calgarycommunities.com](http://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 and Partners in Crime Prevention.

## Annual General Meeting & Making Connections Tradeshow

### AGM

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.

### Making Connections Tradeshow

Immediately following our AGM will be our 4<sup>th</sup> Making Connections Tradeshow! Join us to meet with numerous businesses promoting products and services for community association facility maintenance, management and general operations. Many businesses attending have products and services suitable for buildings, however there are offerings applicable to any community association, whether you operate a building or not! Stay tuned for more details and a full list of vendors closer to the date.

**Date:** Saturday, June 3, 2017

**Time:** [AGM](#) from 1:00pm - 2:00pm, [Tradeshow](#) from 2:00pm - 5:00pm

**Location:** North Glenmore Park Community Association

2231 Longridge Drive SW, Calgary, Alberta, Canada, T3E 5N5

# ENGAGEMENT

## Building Safe Communities

The Federation of Calgary Communities, in partnership with the Calgary Police Service and the Calgary Fire Department, is working together to offer tips and tools on crime prevention and safety issues in Calgary.

The Partners in Crime Prevention Workshop series is geared towards helping community association volunteers and the general public learn valuable information about crime prevention and safety issues in their neighbourhoods from our trusted partners. These workshops will also serve as an opportunity to network with peers.

### **Partners in Crime Prevention Workshop: Fraud Awareness**

Join Cst. Andrew Critchley from the Crime Prevention Unit at the Calgary Police Service for a presentation that will focus on fraud awareness, common scams, and best practices to avoid being a victim. Learn what resources are available to communities and how the Calgary Police Service responds to these issues.

**Date:** Wednesday, October 19, 2016

**Location:** Capitol Hill Community Association (1531 - 21 Avenue NW)

**Time:** 7:00pm - 9:00pm

**Presented by:** Cst. Andrew Critchley

### **Partners in Crime Prevention Workshop: Do Your Part, Be Smart - Drugs in Calgary**

Join us and the Crime Prevention Unit from the Calgary Police Service to learn about current drug trends, signs of drug use in youth, reasons why Alberta is a fentanyl hotspot and resources for communities.

**Date:** Wednesday, January 18, 2017

**Location:** Calgary Marlborough Community Association - upper hall  
(636 Marlborough Way NE)

**Time:** 7:00pm - 9:00pm

**Presented by:** Cst. Carter Duchesney

### **Partners in Crime Prevention Workshop: Malware and Cybercrime**

Cybercrime is a growing trend in today's internet savvy world. This workshop will provide information on current malware trends, types of cybercrime as well

as the impacts that these activities can have on individual users, institutions and communities. You'll also learn tips to minimize the risk of being affected by malware.

**Date:** Wednesday, February 15, 2017

**Location:** Haysboro Community Association (1204 - 89 Avenue SW)

**Time:** 7:00pm - 9:00pm

**Presented by:** Cst. Carter Duchesney

We urge you to attend all Partners in Crime Prevention workshops as they each address diverse issues that communities face.

Please Note: there will be a capacity of 50 attendees for each Partners in Crime Prevention workshop. The Partners in Crime Prevention workshops are free to members and non-members (all Calgarians).

# Building Community

## **Building Community: Engaging Through Safety Initiatives**

Join us as we talk about exciting ideas for getting residents interested in your community and community activities. This workshop will have a special focus on practical community engagement based approaches to community safety and neighbourliness.

### **Offering #1**

**Date:** Tuesday, November 1, 2016

**Location:** Federation of Calgary Communities (1609 - 14 Street SW)

**Time:** 7:00pm - 9:00pm

### **Offering #2**

**Date:** Tuesday, May 9, 2017

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

**Time:** 7:00pm - 9:00pm

## **Building Community: Engaging Diverse Populations**

How do we build community? How do we engage our community members with different backgrounds or understand their realities in order to create opportunities for everyone to take part? Join us as we explore barriers for getting involved in community, highlighting the major themes in membership

recruitment and how to use community profiles and local stakeholders to engage diverse populations.

### Offering #1

**Date:** Tuesday, January 31, 2017

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

**Time:** 7:00pm - 9:00pm

### Offering #2

**Date:** Tuesday, March 21, 2017

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

**Time:** 7:00pm - 9:00pm

### Networking Session

Join us and local community stakeholders in an open discussion on how we can identify and understand barriers to participation in our communities, opportunities for involvement and connect with partners who can support our work.

**Date:** Tuesday, May 30, 2017

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

**Time:** 7:00pm - 9:00pm

# MEMBER SERVICES

## Celebrating Communities

### Twitter 201

Now that your community association has Twitter, let's talk about how to best use it! Bring your smartphone, tablet, or laptop for an interactive conversation café on how to write effective tweets, share relatable content, respond to questions or concerns, and much more. This will be an informal peer sharing and learning opportunity.

**Date:** Wednesday, November 16, 2016

**Location:** Haysboro Community Association (1204 - 89 Avenue SW)

**Time:** 7:00pm – 9:00pm

## Communications Plan 101

A communications plan is an important document every organization should have! Why? Because it outlines what goals your organization wants to achieve, and how you're going to try and achieve them. It allows you to create a plan for how you communicate, rather than just playing it by ear. It also allows you to track how you're doing and evaluate if the ways you are communicating with your community are working or not. This interactive workshop will teach you the elements of a communications plan and get you writing one of your own!

**Date:** Wednesday, February 8, 2017

**Location:** North Glenmore Park Community Association (2231 Longridge Drive SW)

**Time:** 7:00pm – 9:00pm

## 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 6, 2016 and Thursday, March 2, 2017

**Location:** Federation of Calgary Communities (check online for which location)

**Time:** 7:00pm - 9:00pm

**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 encountered by communities with recording

**Dates:** Thursday, October 20, 2016 and Thursday, March 16, 2017

**Location:** Federation of Calgary Communities (check online for which location)

**Time:** 7:00pm - 9:00pm

**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 10, 2016

**Location:** Federation of Calgary Communities (1609 - 14 Street SW)

**Time:** 7:00pm - 9:00pm

**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 board members 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 2, 2017

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

**Time:** 7:00pm - 9:00pm

**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 6, 2017

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

**Time:** 7:00pm - 9:00pm

**Hosted by:** Brian Catibog, 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 20, 2017

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

**Time:** 7:00pm - 9:00pm

**Hosted by:** Brian Catibog, 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 25, 2017

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

**Time:** 7:00pm - 9:00pm

**Presented by:** Leslie Evans, Executive Director

# Organization Development

## Board Basics for Community Associations - Part One

Have you recently stepped up and joined the board of your local community association? Would you like more information on how these organizations are run, what it means to be on a not-for-profit board, and the kinds of responsibilities volunteer directors share? Join us for a look at the valuable work community associations do in Calgary, what it means to volunteer on a board, meet peer volunteers from your community association network, learn some helpful tips on good governance and make this a term to remember!

**Date:** Saturday, January 21, 2017

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

**Time:** 9:30am - 12:00pm

## Board Basics for Community Associations - Part 2

Not-for-profit organizations have numerous filings, reporting cycles, and legal requirements to adhere to in order to be in compliance with all regulatory

bodies. Many of these responsibilities are shared between the board of directors and paid staff, however, from time to time, critical processes get lost in transition. Join us for a “big picture” look at compliance items and timelines that must be addressed, standards of practice to monitor on an ongoing basis, and appropriate delegation of authority to help even-out the workload.

**Date:** Saturday, February 18, 2017

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

**Time:** 9:30am - 12:00pm

### **Recycling and Your Organization: Helpful Information, Resources & Practical Tips**

With the new recycling bylaw taking effect November 1, 2016 representatives from Waste & Recycling Services will be joining us to provide an interactive workshop to help us all understand changes coming up with respect to how waste must be managed at businesses and organizations. Join us to learn about what items need to be recycled and great resources that can help add clarity for your organization. We'll also be doing an activity to discuss how to encourage renters to comply, so make sure to bring your best ideas and be prepared to share what you've tried so far.

**Date:** Wednesday, October 12, 2016

**Location:** Strathcona Christie Aspen Community Association (277 Strathcona Drive SW)

**Time:** 10:00am - 1:00pm

### **Governance: Whose Job is it Anyway?**

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. They must exercise power with competence and diligence, and demonstrate that they manage the affairs of the organization. This workshop will explore the responsibility the board members have as volunteers and the liability that they take on. It will also touch on the role of a community association and typical not-for-profit team models (including those with paid staff).

**Date:** Thursday, November 3, 2016

**Location:** Federation of Calgary Communities (1609 - 14 Street SW)

**Time:** 7:00pm - 9:00pm

## **Fireside Chat: How the City of Calgary Can Best Support Community Associations**

A “fireside chat” is a meeting with no structure or agenda, where people come together to discuss the topic at hand in a networking environment to share insights and ideas, or receive advice from their peers. Join us for a fireside chat with City staff on how The City of Calgary supports community associations. Are you able to easily access the support and information you need from The City? Are there ways The City can make processes smoother for community associations to get the information and support they need more easily and quickly? Come share your ideas.

**Date:** Wednesday, November 23, 2016

**Location:** Southview Community Association (2020 - 33 Street SE)

**Time:** 10:00am - 1:00pm

## **The Ins and Outs of Planning Special Events**

Join us and the Special Events department from Calgary Recreation to hear about what it takes to plan special events. Learn about reducing their permitting process, understand what’s required to produce larger events and outline City of Calgary funding opportunities. As well, hear from community association peers on their experiences and what not to do.

**Date:** Wednesday, January 11, 2017

**Location:** Calgary Marlborough Community Association (636 Marlborough Way NE)

**Time:** 10:00am - 1:00pm

## **President’s Roles and 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? The president has a responsibility to guide the organization and all members of the board, so it is important for presidents to stop and understand how not-for-profits are properly governed, and how certain practices should be upheld (or added) to lead directors through a positive board term. This workshop will specifically address the president’s role as board chair and leader, tips on how to run great meetings, directors’ roles and responsibilities, fiduciary duties, and a framework of accountability that can be simplified to match your organization’s needs.

**Date:** Thursday, January 12, 2017

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

**Time:** 7:00pm - 9:00pm

## **Fireside Chat: Volunteer Management**

A “fireside chat” is a meeting with no structure or agenda, where people come together to discuss the topic at hand in a networking environment to share insights and ideas, or receive advice from their peers. Join us for a chat on how we manage the many volunteers within our communities including a discussion on the 3 R’s in volunteer management: recruitment, retention, and recognition, and how the senior staff role involves much of this process including screening, orientation, training, ongoing support, supervision, and evaluation.

**Date:** Wednesday, February 22, 2017

**Location:** Dover Community Association (3133 - 30 Avenue SE)

**Time:** 10:00am - 1:00pm

## **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 role playing as we tackle common “time wasters” as well.

**Date:** Thursday, March 9, 2017

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

**Time:** 7:00pm - 9:00pm

## **SpaceFinder Alberta: List Your Available, Rentable Space for Free**

Learn how to create a listing for your facility and draw renters into your space using proven online technology! SpaceFinder is an online marketplace that links organizations that have space to rent with those who need space, helping organizations (community, volunteer, non-profit, etc.) and venues efficiently find suitable users. From the venue’s point of view, it will bring more awareness to the community about your facilities and less space will go under-used. Facilitated by Calgary Arts Development Authority.

**Date:** Wednesday, March 15, 2017

**Location:** Haysboro Community Association (1204 - 89 Avenue SW)

**Time:** 10:00am - 1:00pm

## **Alberta Food Safety Basics**

Community based organizations often host events that include food served to the public but might not have volunteers or organizers who know the basic requirements for food handling. Join us and Alberta Health Services for an

interactive course that provides food handlers, volunteers and the general public with basic food safety information. This two hour workshop will go through what you need to know based off Alberta Health Services standards and all participants will receive a certificate of completion.

**Date:** Wednesday, April 19, 2017

**Location:** Edgemont Community Association (33 Edgevalley Circle NW)

**Time:** 10:00am - 1:00pm

### **Building Blocks for Strong Boards: Engaging Diverse Talent**

Join us for an interactive workshop where you will have the opportunity to explore how and why increasing diversity on your board will lead to improved effectiveness and community engagement. Explore the ideas of unconscious bias, intercultural communication skills, and board recruitment and retention to help make your board ready for the future. Also learn about the National DiverseCity onBoard Initiative that can help boards plan and train for the future.

**Date:** Tuesday, April 25, 2017

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

**Time:** 7:00pm - 9:00pm

### **How to Create Welcoming and Inclusive Organizations**

Our organizations, and those who run them, have the unique privilege to provide social, educational and recreational opportunities where our residents can connect and build a sense of community. However, it can sometimes be difficult to build an environment where everyone can feel included and welcomed. Join us as we explore different organizational barriers that can limit participation and how we can create welcoming and inclusive organizations.

**Date:** Wednesday, May 17, 2017

**Location:** Dalhousie Community Association (5432 Dalhart Road NW)

**Time:** 10:00am - 1:00pm

### **Fire Code, Safety, and Standards**

Is your organization up to date with necessary fire code requirements? Looking for an opportunity to learn more? Then join us and the Calgary Fire Department to learn about fire code, safety and various standards including ventilation and fire protection system, fire extinguisher requirements, fire alarm maintenance and inspection requirements, how to create fire safety plans and more.

**Date:** Wednesday, June 14, 2017

**Location:** Crescent Heights Community Association (1102 - 2 Street NE)

**Time:** 10:00am - 1:00pm

# 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 15, 2016

**Location:** Kingsland Community Association (505 - 78 Avenue SW)

**Time:** 8:30am - 12:00pm

### 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 19, 2016

**Location:** Highland Park Community Association (3716 - 2 Street NW)

**Time:** 8:30am - 12:00pm

## 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.

**Date:** Saturday, December 10, 2016

**Location:** Strathcona Christie Aspen Community Association (277 Strathcona Drive SW)

**Time:** 8:30am - 12:00pm

## Growth and Change: Infill Development (Elective Course)

Established communities experience a great deal of change as they redevelop over time. Learn about residential infill development in established communities, including contextual and discretionary infill development and multi-family residential.

**Date:** Saturday, January 14, 2017

**Location:** Killarney/Glengarry Community Association (2828 - 28 Street SW)

**Time:** 8:30am - 12:00pm

## Planning Green Spaces (Elective Course)

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

**Date:** Saturday, February 11, 2017

**Location:** Hillhurst/Sunnyside Community Association (1320 - 5 Avenue NW)

**Time:** 8:30am - 12:00pm

## Heritage Preservation and Community Character (Elective Course)

Learn about how community character is developed through architecture, landscape, and public spaces. This course will focus on Chinatown's unique history and identity within the City of Calgary. There will be a walking tour so please dress appropriately.

**Date:** Saturday, March 18, 2017

**Location:** Calgary Municipal Building (800 MacLeod Trail SE)

**Time:** 8:30am - 12:00pm

## What's Trending in Planning (Elective Course)

Planning in Calgary is a constantly evolving process, and it can be hard to keep track of current initiatives and projects at the City of Calgary. Find out what's new in Planning, Development & Assessment and what these changes mean for

you. This course is recommended even if you've received a PIP certificate, as the content is different every year. Visit [calgary.ca/partnersinplanning](http://calgary.ca/partnersinplanning) for more information.

**Date:** Saturday, April 22, 2017

**Location:** Capitol Hill Community Association (1531 - 21 Avenue NW)

**Time:** 8:30am - 12:00pm

## Other Urban Planning Workshops

### **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. You'll also receive a copy of our Planning Cue Cards to help you with your planning journey.

**Date:** Tuesday, November 15, 2016

**Location:** Federation of Calgary Communities (1609 - 14 Street SW)

**Time:** 7:00pm - 9:00pm

### **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, February 28, 2017

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

**Time:** 7:00pm - 9:00pm

## 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 24, 2017

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

**Time:** 7:00pm - 9:00pm

## 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 11, 2017

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

**Time:** 7:00pm - 9:00pm

# WORKSHOPS & EVENTS BY DATE

## **Legend:**

**Federation Events**   **Financial Services**   **Celebrating Communities**   **Engage U**  
**Organizational Development**   **Urban Planning**   **Building Safe Communities**

Thursday, October 6 - **Treasurer’s Workshop for the Inexperienced Accountant - Part 1**  
Wednesday, October 12 - **Recycling and Your Organization: Helpful Info, Resources & Tips**  
Saturday, October 15 - **Partners in Planning: Basics of Implementation (Core Course)**  
Wednesday, October 19 - **Partners in Crime Prevention: Fraud Awareness**  
Thursday, October 20 - **Treasurer’s Workshop for the Inexperienced Accountant - Part 2**  
Tuesday, November 1 - **Building Community: Engaging Through Safety Initiatives**  
Thursday, November 3 - **Governance: Whose Job is it Anyway?**  
Thursday, November 10 - **Externally and Internally Restricted Cash**  
Tuesday, November 15 - **Orientation to the Planning Process 101: Welcome to the Basics!**  
Wednesday, November 16 - **Twitter 201**  
Saturday, November 19 - **Partners in Planning: The Land Use Bylaw (Core Course)**  
Wednesday, November 23 - **Fireside Chat: How the City of Calgary Can Best Support CAs**  
Saturday, December 10 - **Partners in Planning: Development Appeals at SDAB (Core Course)**  
Wednesday, January 11 - **The Ins and Outs of Planning Special Events**  
Thursday, January 12 - **President’s Roles and Responsibilities**  
Saturday, January 14 - **Partners in Planning: Growth and Change- Infill Development (Elective)**  
Wednesday, January 18 - **Partners in Crime Prevention: Do Your Part, Be Smart - Drugs in Calgary**  
Saturday, January 21 - **Board Basics for Community Associations - Part 1**  
Tuesday, January 24 - **Planning Committees 101: Getting Started**  
Tuesday, January 31 - **Building Community: Engaging Diverse Populations**  
Thursday, February 2 - **Internal Controls and Financial Policies**  
Wednesday, February 8 - **Communications Plan 101**

To register please visit [calgarycommunities.com](http://calgarycommunities.com) and click on “**Workshops & Events**”

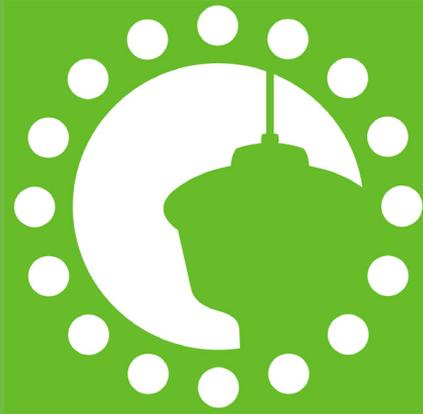
# WORKSHOPS & EVENTS BY DATE

## **Legend:**

**Federation Events**   **Financial Services**   **Celebrating Communities**   **Engage U**  
**Organizational Development**   **Urban Planning**   **Building Safe Communities**

- Saturday, February 11 - **Partners in Planning: Planning Green Spaces (Elective Course)**
- Wednesday, February 15 - **Partners in Crime Prevention: Malware and Cybercrime**
- Saturday, February 18 - **Board Basics for Community Associations - Part 2**
- Wednesday, February 22 - **Fireside Chat: Volunteer Management**
- Tuesday, February 28 - **Orientation to the Planning Process 201: What's in the Planning Process**
- Thursday, March 2 - **Treasurer's Workshop for the Inexperienced Accountant - Part 1**
- Thursday, March 9 - **Common Board Meeting Challenges**
- Wednesday, March 15 - **SpaceFinder Alberta: List Your Available, Rentable Space for Free**
- Thursday, March 16 - **Treasurer's Workshop for the Inexperienced Accountant - Part 2**
- Saturday, March 18 - **Partners in Planning: Heritage Preservation & Community Character (Elective)**
- Tuesday, March 21 - **Building Community: Engaging Diverse Populations**
- Thursday, April 6 - **GST for Not-for-Profits**
- Tuesday, April 11 - **Planning Committees 201: Operating and Improving**
- Wednesday, April 19 - **Alberta Food Safety Basics**
- Thursday, April 20 - **GST for Charities**
- Saturday, April 22 - **Partners in Planning: What's Trending in Planning (Elective Course)**
- Tuesday, April 25 - **Building Blocks for Strong Boards: Engaging Diverse Talent**
- Tuesday, May 9 - **Building Community: Engaging Through Safety Initiatives**
- Wednesday, May 17 - **How to Create Welcoming and Inclusive Organizations**
- Thursday, May 25 - **Reading Financial Statements**
- Tuesday, May 30 - **Building Community: Engaging Diverse Populations Networking Session**
- Saturday, June 3 - **Federation AGM & Making Connections Tradeshow**
- Wednesday, June 14 - **Fire Code, Safety, and Standards**

To register please visit [calgarycommunities.com](http://calgarycommunities.com) and click on **"Workshops & Events"**



[calgarycommunities.com](http://calgarycommunities.com)