



FEDERATION OF  
CALGARY COMMUNITIES

2018-  
2019

# WORKSHOP GUIDE



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# HOW TO REGISTER

To register for workshops and events please visit [calgarycommunities.com/events](http://calgarycommunities.com/events).

Workshops are free to all Federation members. However, printed resources that accompany workshops can be purchased or printed from our Members Only online resource library.

Workshops cost \$50.00 + GST for non-Federation members, excluding Partners in Planning.

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

## FEDERATION EVENTS

### Annual General Meeting (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 our Board of Directors. The annual Partners in Planning (PIP) graduate certificates and the annual Toole Peet Community Hero Award will also be presented.

**Date:** TBD during the week of June 17, 2019

**Time:** 6:30 pm - 9:00 pm

**Location:** TBD

### Networking

#### Monday Matters

We will be extending our office hours on the first Monday of every month from September to June 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? Give us a call. We'll be here every first Monday (unless it's a long weekend), so come by and say hello!

**Dates:** Monday, September 10, October 1, November 5, December 3, January 7, February 4, March 4, April 1, May 6, and June 3

## Community Socials

Take the night off. Community Socials are casual networking events with no agenda that give 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:** Friday, December 14, 2018 and Friday, May 31, 2019

**Locations:** TBD

**Time:** 6:30 pm – 8:30 pm

# ENGAGEMENT

## Building Stronger Communities

### Building Community Participation Through Engagement

How can we build a sense of community? Let's talk about it! We'll discuss practical ways to engage people in your community using the Engagement Toolkit. You'll leave thinking differently about what engagement is and its importance in community building.

**Date:** Thursday, October 18, 2018

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

**Time:** 7:00 pm – 9:00 pm

### Helping Families Stay Housed

Learn about your role in homelessness prevention in a new workshop facilitated by the Children's Cottage Society. We will explore opportunities and knowledge to support families before a shelter becomes their only option. This workshop is for all members of the community to be a part of the solution.

**Date:** Tuesday, October 30, 2018

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

**Time:** 7:00 pm – 9:00 pm

### Conversation on Cannabis

Now that the use of Cannabis is legal, there's lots to talk about. We're hosting a conversation to learn and hear from the experts. Let's come together to talk about how legalization impacts our neighbourhood.

**Date:** Tuesday, November 6, 2018

**Location:** Thornecliffe-Greenview Community Association (5600 Centre Street N)

**Time:** 7:00 pm – 9:00 pm

## Grow Your Community Hub

Join us as we share how you can transform your space into an energized hub that is welcoming, inclusive and that bring people together! We'll talk about collaboration and building inclusive communities. You'll learn about the importance of relationships in community building and its role in developing interest and participation from your community.

**Date:** Wednesday, November 14, 2018

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

**Time:** 7:00 pm – 9:00 pm

### Indigenous Learning Opportunity

We invite you to a morning of teaching and exploration as we seek to understand and learn about Indigenous knowledge and history. We will be learning about the value of land acknowledgements and Indigenous perspectives on governance.

**Date:** Saturday, November 24, 2018

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

**Time:** 9:00 am - 1:00 pm

**Presented by:** Michelle Robinson from 12 Community Safety Initiative (12CSI)  
Brian Calliou from the Banff Centre for Arts and Creativity

### Understanding Membership Development

Join us and learn how you can approach memberships differently to build involvement in your community! We'll discuss how your focus should be on building relationships and the role of community as means to support membership and participation. We'll shift your views about membership development away from a business-like transaction into a demonstration of community support.

**Date:** Wednesday, January 24, 2019

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

**Time:** 7:00 pm – 9:00 pm

### Building Safe Communities

Join us for our Saturday morning workshop on Building Safe Communities! This workshop will provide you with skills to identify safety issues in your community, build crime prevention solutions, and create action plans for a safer community. Along with train-the-trainer exercises, we will discuss:

- How to engage your community in Building Safe Communities principles
- Ways of involving your community in resident-led solutions

***AND you will also go home with a free 24-cue-card guide on running your very own Building Safe Communities!***

**Dates:** Saturday, January 26 or February 23, 2019

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

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

## How to Tell Your Success Stories

Join us and learn how to share all the great work you do using engagement & communication strategies. We'll talk about the importance of profile building and storytelling to show your value. You'll learn how to include communication strategies and tools to build engagement in your community.

**Date:** Wednesday, February 27, 2019

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

**Time:** 7:00 pm – 9:00 pm

## Creating a Plan for Engagement

A strong connected community doesn't just happen. Join us to discuss different ways you can prepare and plan for engagement. We'll talk about how to plan outreach and engagement using your organization's vision and goals. You'll learn engagement strategies and how to include them in your organizations' activities.

**Date:** Thursday, May 9, 2019

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

**Time:** 7:00 pm – 9:00 pm

## Green Initiatives

Join us for an interesting conversation about community engagement that is focused on environment and sustainability. Learn about the different green initiatives that can be started in your community this summer.

**Date:** Tuesday, May 14, 2019

**Location:** TBD

**Time:** 7:00 pm – 9:00 pm

# Celebrating Communities

## Communications Conversation Café

Join us for an informal networking workshop where you can share and learn from your peers about communications successes, struggles, tips, and tricks. We'll talk about websites, social media, newsletters, and more! You'll make new connections and leave with real-life learnings and examples that you can try out in your own communications.

**Date:** Wednesday, November 28, 2018

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

**Time:** 7:00 pm – 9:00 pm

## Communications Plans & Policies

Does your organization have a communications plan? Do you know why communications policies are important? Join us as we talk about the elements of a communications plan, examples of policies, as well as how to use and implement both. You'll leave with a good understanding of the behind the scenes documents that help guide our communications work, as well as helpful resources to help you get started.

**Date:** Wednesday, April 17, 2019

**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

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 24, 2018 or Thursday, March 8, 2018

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

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

## Externally and Internally Restricted Cash

We'll talk about the difference in accounting for externally and internally restricted cash and how to account for it in the books. We'll 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 15, 2018

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

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

## 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 21, 2019

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

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

## GST for Non-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 11, 2019

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

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

## 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 25, 2019

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

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

## 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 23, 2019

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

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

# Organization Development

## Board Basics 101

Are you a new board member? Join us to learn about governance and best practices, recipe for effective board meetings, and difference between bylaws and policies. You'll learn how to coach board members to plan and execute well-organized board meetings. You'll increase efficiency in governing and operating board roles and improve your understanding of bylaws, policies, and procedures.

**Date:** Saturday, September 22, 2018

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

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

## Proactive Succession Planning

Join us to learn about levels of involvement, strategies on effective succession and understanding the difference between succession and replacement. You'll learn new recruitment and retention strategies and the model of volunteer involvement.

**Date:** Thursday, October 11, 2018

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

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

## Comm\_nications: It Needs U!

As community leaders, communications is a part of all of our jobs. Learn how U can be an even better communicator! We'll talk about branding, key messages, effectively using tools like social media, the value of face-to-face-communications, and much more. You'll leave with a well-rounded understanding of the importance of communications in everything we do, as well as helpful resources and templates.

**Date:** Wednesday, October 17, 2018

**Location:** Falconridge/Castleridge Community Association (95 Falshire Drive NE)

**Time:** 10:00 am - 12:00 pm

## New Program Ideas for Community Organizations

Join us as we explore and share community programming ideas for organizations with or without facilities. You'll gain insight on new program ideas and offerings from within the network. You will be given "how to" recipe cards to take back and try out in your community.

**Date:** Wednesday, December 5, 2018

**Location:** North Glenmore Park Community Association (2331 Longridge Drive SW)

**Time:** 10:00 am - 12:00 pm

## Employment Standards for Community Associations

This workshop is presented in partnership with the Workers Resource Centre. Join us as we learn about the difference between hiring contractor's vs employees, importance of job descriptions, employment contracts and employment standards changes. You'll be introduced to proper employment and hiring practices and get to speak to the Legal Education Specialist with the Workers Resource Centre.

**Date:** Tuesday, January 29, 2019

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

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

**Presented by:** Candace Martens, Workers Resource Centre

## Hall Rentals: What's Trending

Join your peers for an informal discussion on hall rental best practices. You'll get to chat with your peers and get insight into new facility management trends.

**Date:** Wednesday, February 13, 2019

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

**Time:** 10:00 am - 12:00 pm

## Board Basics 201

Are you a new board member? Join us to learn about writing effective grant proposals, new program ideas and offerings and importantly compliance basics. You'll learn how to manage and reduce risk around insurance situations. You'll get practical experience in developing a grant writing proposal and insight on new program ideas and offerings from within the network.

*Completion of Board Basics 101 is recommended.*

**Date:** Saturday, March 16, 2019

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

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

## Basics of Grant Writing

Join us to learn about grant writing tips and tools, the importance of budgets, and the how to's of project and program evaluation. Description of workshop. You'll get in-depth practical experience in developing a grant writing proposal, an understanding of grant award responsibilities, and the importance of a clear budget.

**Date:** Wednesday, April 10, 2019

**Location:** West Hillhurst Community Association (1940 6 Avenue NW)

**Time:** 10:00 am - 12:00 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](http://calgarycommunities.com)
- There is always time for questions and networking

### How it Works:

- A certificate is earned by completing four courses (three core and 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

## PIP: Understanding Planning & Design (Core Course)

Discover how policies that guide development in Calgary are created and applied. In this course learn more about these foundational documents such as the Municipal Development Plan (MDP), Developed Areas Guidebook and local area plans. Discover how these policies and others are applied to applications as they move through the approvals process.

**Date:** Saturday, October 13, 2018

**Location:** Mount Pleasant Community Association (602 - 22 Avenue NW)

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

## PIP: Planning Implementation (Core Course)

Recognize the components that influence decisions in the planning process. This course offers an opportunity to better understand and navigate the Land Use Bylaw along with a discussion of other key factors that influence the built form such as design, density and use.

**Date:** Saturday, November 17, 2018

**Location:** Erin Woods Community Association (83 Erin Park Drive SE)

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

### **PIP: Community & Citizen Involvement (Core Course)**

Development is a complex process that involves a variety of stakeholders. This course will provide the tools and knowledge needed to actively participate in the planning approvals process. Topics include; the role of formal decision-making bodies (i.e. Council and Calgary Planning Commission), how and when to provide feedback on an application and making the most of engagement opportunities.

**Date:** Saturday, December 8, 2018

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

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

### **PIP: Development Appeals at SDAB (Elective Course)**

Get an overview of the Subdivision and Development Appeal Board (SDAB) and gain an understanding of why this quasi-judicial process exists, the role of the board, and what is required from you during an appeal. Discuss what makes up good planning arguments and effective presentations as well as participate in a simulated hearing to help implement the skills taught.

**Date:** Saturday, January 12, 2019

**Location:** Palliser/Bayview/Pump Hill Community Association (2323 Palliser Drive SW)

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

### **PIP: Sustainable Development Trends (Elective Course)**

Learn how development is evolving, from building construction and operation to how communities are designed. Discuss how densification, low impact development, alternative energy options, energy efficiency, climate change and the sustainable food systems will have an impact on future trends.

**Date:** Saturday, February 9, 2019

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

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

### **PIP: Planning an Inclusive City (Elective Course) - Walking Tour**

Planning an inclusive city means ensuring the City is meeting the housing and mobility needs of all Calgarians. Learn about Calgary's Affordable Housing Strategy and the role the City plays in supporting the development of Affordable Housing. Review the major design elements of accessibility and how it is incorporated into the design of developments and public spaces. Our experiential tour seeks to offer participants insight on the importance of accessible design in the built environment.

**Date:** Saturday, March 9, 2019

**Location:** TBD

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

### **PIP: Planning Green Spaces (Elective Course) - Walking Tour**

Parks and green spaces are designed to promote a healthy and green city that can bring communities together. Join our City planners on a tour to examine why we should

continue to prioritize parks and green spaces by proactively seeking to increase green spaces in Calgary neighbourhoods.

**Date:** Saturday, April 13, 2019

**Location:** TBD

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

## Other Urban Planning Workshops

### **Planning Committees 101**

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 or a small group dealing with the occasional planning application. Key learnings will include planning governance, holding effective meetings, membership recruitment, and working with stakeholders. The workshop will help to improve your planning committee's governance and internal efficiency, as well as increase your knowledge of the role of planning committees in the planning process.

**Date:** Wednesday, January 16, 2019

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

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

### **Orientation to the Planning Process (OPP) 101**

Have you recently joined your planning committee or are you new to the planning process? This workshop will focus on the absolute basics to help get you started. Key learnings will include planning acronyms, policies, the hierarchy of plans, and the Land Use Bylaw. This workshop will help to increase your community's effective participation in the planning process and increase your community's knowledge of planning policy and rationale.

**Date:** Tuesday, February 12, 2019

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

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

### **Orientation to the Planning Process (OPP) 201**

For community association planning volunteers who know the jargon but want a deeper understanding of the planning process. Key learnings will include the permitting process, stakeholder roles, as well as an understanding of the Subdivision and Development Appeals Board. The workshop will help to improve your community's ability to respond to applications effectively and improve your community's understanding of the applications and approvals process. ***Knowledge of planning policies and acronyms or completion of Orientation to the Planning Process 101 is recommended.***

**Date:** Tuesday, March 12, 2019

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

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

# WORKSHOPS & EVENTS BY DATE

## FEDERATION ENGAGEMENT URBAN PLANNING

To register please visit  
[calgarycommunities.com/events](http://calgarycommunities.com/events)

Monday, September 10 - [Monday Matters](#)  
Saturday, September 22 - [Board Basics 101](#)  
Saturday, September 29 - [Community Conversations - Part 1](#)  
Monday, October 1 - [Monday Matters](#)  
Thursday, October 11 - [Proactive Succession Planning](#)  
Saturday, October 13 - [PIP: Understanding Planning & Design \(Core\)](#)  
Wednesday, October 17 - [Comm\\_nications: It Needs U!](#)  
Thursday, October 18 - [Building Community Participation Through Engagement](#)  
Saturday, October 20 - [Community Conversations - Part 2](#)  
Thursday, October 24 - [Treasurer's Workshop for the Inexperienced Accountant](#)  
Tuesday, October 30 - [Helping Families Stay Housed](#)  
Monday, November 5 - [Monday Matters](#)  
Tuesday, November 6 - [Conversation on Cannabis](#)  
Wednesday, November 14 - [Grow Your Community Hub](#)  
Thursday, November 15 - [Externally and Internally Restricted Cash](#)  
Saturday, November 17 - [PIP: Planning Implementation \(Core\)](#)  
Saturday, November 24 - [Indigenous Learning Opportunity](#)  
Wednesday, November 28 - [Communications Conversation Café](#)  
Monday, December 3 - [Monday Matters](#)  
Wednesday, December 5 - [New Program Ideas for Community Organizations](#)  
Saturday, December 8 - [PIP: Community & Citizen Involvement \(Core\)](#)  
Friday, December 14 - [Community Socials](#)  
Monday, January 7 - [Monday Matters](#)  
Saturday, January 12 - [PIP: Development Appeals at SDAB \(Elective\)](#)  
Wednesday, January 16 - [Planning Committees 101](#)  
Wednesday, January 24 - [Understanding Membership Development](#)

# WORKSHOPS & EVENTS BY DATE

## FEDERATION ENGAGEMENT URBAN PLANNING

To register please visit  
[calgarycommunities.com/events](http://calgarycommunities.com/events)

Saturday, January 26 - [Building Safe Communities](#)  
Tuesday, January 29 - [Employment Standards for Community Associations](#)  
Monday, February 4 - [Monday Matters](#)  
Saturday, February 9 - [PIP: Sustainable Development Trends \(Elective\)](#)  
Tuesday, February 12 - [Orientation to the Planning Process \(OPP\) 101](#)  
Wednesday, February 13 - [Hall Rentals: What's Trending](#)  
Thursday, February 21 - [Internal Controls & Financial Policies](#)  
Saturday, February 23 - [Building Safe Communities](#)  
Wednesday, February 27 - [How to Tell Your Success Stories](#)  
Monday, March 4 - [Monday Matters](#)  
Saturday, March 9 - [PIP: Planning an Inclusive City - Walking Tour \(Elective\)](#)  
Tuesday, March 12 - [Orientation to the Planning Process \(OPP\) 201](#)  
Saturday, March 16 - [Board Basics 201](#)  
Thursday, March 21 - [Treasurer's Workshop for the Inexperienced Accountant](#)  
Monday, April 1 - [Monday Matters](#)  
Wednesday, April 10 - [Basics of Grant Writing](#)  
Thursday, April 11 - [GST for Non-Profits](#)  
Saturday, April 13 - [PIP: Planning Green Spaces - Walking Tour \(Elective\)](#)  
Wednesday, April 17 - [Communications Plans & Policies](#)  
Thursday, April 25 - [GST for Charities](#)  
Monday, May 6 - [Monday Matters](#)  
Thursday, May 9 - [Creating a Plan for Engagement](#)  
Tuesday, May 14 - [Green Initiatives](#)  
Thursday, May 23 - [Reading Financial Statements for Board Members](#)  
Friday, May 31 - [Community Socials](#)  
Monday, June 3 - [Monday Matters](#)





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