FEDERATION OF
CALGARY COMMUNITIES

2019
-
2020

Workshop Guide

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HOW TO REGISTER

To register for workshops and events please visit **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. There is no cost to Partners in Planning courses, regardless of membership status.

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 benefit 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- early June 2020
Time: TBD
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 9, October 7, November 4, December 2, January 6, February 3, March 2, April 6, May 4, and June 1
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 4:00 pm – 9:00 pm

Presidents' Meeting

Join your community association peers at our bi-annual Presidents' Meeting. This is your chance to share about what's going on in your community, hear from your peers and get up to date with us. There will be time to network, as well as some snacks, so make sure a representative is there from your organization!

Dates: Saturday, September 28, 2019, and Saturday, February 22, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 10:00 am – 12:00 pm

Join us for our exciting events!

To register for workshops and events please visit **calgarycommunities.com/events.**

Cork Connection Wine Tasting & Silent Auction

Join us for our 5th annual *Cork Connection* Wine Tasting & Silent Auction! This fundraiser will help us to continue supporting our city's amazing community volunteers! The evening will feature a guided wine tasting, paired with tasty cheese and chocolate, an exciting silent auction and door prizes, wine survivor, and great community spirit! Single tickets are only $35+GST, or $225+GST for a table of eight!

Don't miss out! Ticket sales close January 26, 2020.

Date: Saturday, February 1, 2020
Location: Dalhousie Community Association (5432 Dalhart Road NW)

Time: 7:00 pm - 10:00 pm

Faces of Community

Join us as we celebrate the work of the Calgary's amazing community volunteers! *Faces of Community* is an exciting kick-off event to March Community Association Awareness Month where we will feature the big reveal of the 2020 *Faces of Community.*

Online registration opens the first week of February.

Date: Friday, March 6, 2020
Location: Southview Community Association (2020 33 Street SE)
Time: 7:00 pm - 10:00 pm

Bowls, Beers, Bites Lawn Bowling Tournament

Get your teams together for our exciting summer lawn bowling tournament fundraiser! With tasty snacks and drinks throughout, this is an event you don't want to miss!

Date: TBD
Location: TBD
Time: TBD

ENGAGEMENT

Engaging Communities

Creating a Plan for Engagement

Do your engagement efforts fail to attract volunteers? Are you scrambling to convert attendees to engaged community members? Develop a community engagement plan to strategically and intentionally increase engagement that strengthens your organization.

Date: Thursday, September 26, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm – 9:00 pm

Membership Development
Struggling with building memberships? Join us and learn how to approach membership as a relationship instead of a transaction. We will discuss how you can shift your membership sales approach to focus on building excitement around belonging and how people can support their community.

Date: Tuesday, November 19, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm – 9:00 pm

Engaging Vulnerable Populations
Learn more about how we can support vulnerable Calgarians experiencing homelessness, poverty, mental health and addiction issues. Gain a better understanding in this informative workshop from local experts and discuss with your peers about how our communities can engage and better connect to resources.

Date: Thursday, February 20, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm – 9:00 pm

Welcoming and Inclusive Organizations
Our community organizations have the potential to be the hub for community life, but often many people from our communities aren't taking part in what we offer. Join us as we discuss meaningful ways your organization can focus on becoming a welcoming place that includes and involves all its community members.

Date: Thursday, May 7, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Celebrating Communities

Communications Tools
You have a really important message to communicate, but which communications tools should you use? This beginner level workshop discusses why certain communications tools are used and the benefits of them. Participants will leave with an understanding of face-to-face communications, websites, social media, and newsletters. Not every communications tool works well for every organization; participants will leave with the confidence to decide which tools will work best for their organization.

Date: Thursday, November 28, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm – 9:00 pm

Navigating a Mini Communications Plan
Driving around a city you don't know without a map is like doing communications work without a communications plan. Join us as we guide you through what a mini communications plan is, why it is used, and the elements in it! Designed for beginners, you'll leave with a "road map" on how to successfully navigate a mini communications plan.

Date: Thursday, April 30, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm – 9:00 pm

Financial Services

Demystifying Financial Statements
Do you ever sit at a board meeting hoping the treasurer's report is short and sweet? Not because you aren't interested in the financial situation, but because you don't understand it? In this workshop, we will demystify the elements of audited financial statements, while diving into the two most important statements a board should be discussing monthly.

Dates: Wednesday, October 23, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Bringing your Budget to Life with IntegralOrg
Are you looking to improve your budgeting knowledge and skills? Learn how to get staff and board members of non-profits on the same page as they budget for organizational success. We will discuss budget planning, monitoring and taking action, basic terminology, different budget categories, best practices and how to budget for pitfalls, managing your reserve funds and resources available to assist you!

Date: Wednesday, November 13, 2019
Location: North Glenmore Park Community Association
(2231 Longridge Drive SW)
Time: 10:00 am - 12:00 pm
Presented by: IntegralOrg

I'm the New Treasurer: *Now What?*

Are you the treasurer and/or bookkeeper for your organization, but have little accounting experience? This workshop is designed to help get you started, so that you can begin your new journey. Topics will include: roles and responsibilities; basic accounting terms and systems; basic recording, and; how to report your financials.

Date: Thursday, November 21, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Grant Accounting: Accounting for Restricted Cash

You are an accountant, or at least have a lot of accounting experience, but have limited experience with the different kinds of funds received by non-profits. You are competent in your understanding of debits and credits, but would like to understand how to handle the grants and other restricted funds. Join us as we explore key elements of properly recording your restricted cash.

Date: Wednesday, December 4, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Internal Controls from Three Perspectives

Do you ever wonder if your organization uses its assets efficiently, if all the funds are accounted for, or if you are vulnerable to theft or fraud? This workshop - from a financial institution, insurance and auditor perspective - is designed for board members who are wanting to safeguard their organization and maximize the use of their resources. Each presenter will offer stories and practical controls that should be put in place to ensure your organization thrives!

Date: Tuesday, January 21, 2020
Location: Temple Community Association (167 Templegreen Rd NE)
Time: 7:00 pm - 9:00 pm
Presented by: Servus Credit Union, Toole Peet Insurance, and the Federation of Calgary Communities.

GST for Non-Profits

GST is a difficult concept to understand in the non-profit world. A GST expert from the Canada Revenue Agency will walk us through the ins and outs. They will also help us understand the rules. Learn about why some of your programs are tax exempt, how input tax credits work, and when and how to access rebates for "public service bodies."

Date: Thursday, March 10, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm
Presented by: Canada Revenue Agency and hosted by an auditor from the Federation

GST for Charities

This workshop is for charities (organizations that issue "charitable tax receipts"). Did you know that charities can claim back 50% of GST paid? They also don't have to register for GST until they have $250,000 in taxable revenue. A representative from the Canada Revenue Agency will help to clarify your GST questions.

Date: Tuesday, April 21, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm
Presented by: Canada Revenue Agency and hosted by an auditor from the Federation

Compliance for Non-Profits

Did you know that non-profits need to file taxes annually to remain a society? In fact, non-profits have numerous filings and legal requirements from regulatory bodies. As an individual board member, you can be held personally financially responsible, despite having liability insurance. Join us for a "big picture" look at financial compliance and timelines that must be met. You will learn about the various regulatory bodies, the timelines, the financial consequences, and who is responsible. In addition, we will address important differences in compliances for societies versus registered charities.

Date: Wednesday, May 13, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Organization Development

Board Basics 101

Did you recently join a board and are now wondering what's next? Join us to increase your effectiveness as a new board member. You will develop your knowledge on board roles and responsibilities, identify whether your organization is a charity or non-profit and what this means for your operations and compliance, plan and implement dynamic board meetings, as well as

strategize approaches to address common challenges that boards face.

Date: Saturday, October 26, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 9:00 am - 12:00 pm

Volunteer Recruitment

Is your organization struggling with finding new volunteers? Join us to discuss volunteer recruitment tools, strategize solutions to challenges and discuss different ways your organization can structure how this work is done. Participants will take away with them an inspiring and achievable action plan and be provided with follow-up support.

Date: Thursday, November 7, 2019
Location: Alexandra Centre Society (922 9 Ave SE)
Time: 6:00 pm - 9:30 pm

Programming 101

Are you looking for new program ideas and best practices on how to run programs? Join the City of Calgary, Calgary Neighbourhoods Team and the Federation to explore and share community programming ideas for organizations with or without facilities.

Date: Wednesday, January 15, 2020
Location: Dover Community Association (3133 30 Ave SE)
Time: 10:00 am - 12:00 pm

Board Basics 201

Did you recently take Board Basics 101 and are excited to dig in deeper, or are you an experienced board member wanting to enhance your skills? Join us at Board Basics 201 to discuss policies to mitigate board conflict, risk management and succession planning.

Date: Saturday, January 25, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 9:00 am - 12:00 pm

Hall Rentals Fireside Chat

Hall rental managers and volunteers, join us and your peers for an informal discussion on hall rental best practices and to troubleshoot common concerns and issues you experience. You'll get to chat with your peers and get insight into new facility management trends.

Date: Wednesday, February 12, 2020
Location: Haysboro Community Association (1204 89 Ave SW)

Time: 10:00 am - 12:00 pm

Capital Projects Fireside Chat

With limited funding options available for community organizations, what can we do when we need funds outside the regular provincial or municipal grants? Join us for an in-depth look at the work the Chinook Park, Kelvin Grove, Eagle Ridge (CKE) Community Association has done to think outside the box, generate funds through creative initiatives, and rally community support for a capital campaign to create their brand-new facility.

Date: Wednesday, April 8, 2020
Location: CKE Community Association (1015 73 Avenue SW)
Time: 10:00 am - 12:00 pm

Occupational Health & Safety with IntegralOrg

Occupational Health and Safety legislation in Alberta was recently overhauled to bring it up to speed with the rest of Canada, setting new standards that all employers – including those in the non-profit sector – must comply with. Compliance can often feel overwhelming, but IntegralOrg is here to help get you on your way to OHS compliance and a safer workplace. Join us for this workshop which provides an overview of the recent changes, an intro to our online toolkit and help with getting your organization on the right track for all your processes and policies surrounding OHS.

Date: Wednesday, May 20, 2020
Location: Triwood Community Association (2244 Chicoutimi Drive NW)
Time: 10:00 am - 12:00 pm
Presented by: IntegralOrg

Grant Writing

Learn about grant writing tips and tools, the importance of budgets, and the how-to's of project and program evaluation. 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, May 27, 2020
Location: Alexandra Centre Society (922 9 Avenue SE)
Time: 7:00 pm - 9:00 pm

URBAN PLANNING

Urban Planning Workshops

Citizens+Students Planning Workshop

Since 2013 the School of Architecture, Planning and Landscape (SAPL) Master of Planning Program at the University of Calgary and the Federation of Calgary Communities have worked together to support community associations (CAs) in their decision-making process around land use and development issues. Join us to learn more about your CAs potential involvement in the project. Join the discussion of how Calgary's communities can change and develop while maintaining their character and quality, and the steps necessary for CAs to be part of this project.

Date: Friday, September 20, 2019
Location: The SAPL City Building Design Lab (616 Macleod Trail SE)
Time: 6:00 pm - 8:00 pm

Orientation to the Planning Process (OPP)

Have you ever tried to understand how planning and development occurs at the City? This workshop starts with the absolute basics to help you understand planning policies and how decisions are made at the City. Participants will leave feeling like an expert, ready to tackle any and all planning and development opportunities and challenges in their community.

Date: Wednesday, October 2, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Planning Committees

Whether you're an established community experiencing lots of redevelopment or a small group dealing with the occasional planning application, there is always opportunity to create or join a community association planning committee! Planning committees are residents' go-to information source for matters of planning and development. This workshop will teach you the basics of planning committees; how to get them established and work effectively with other members and planning stakeholders.

Date: Wednesday, November 6, 2019
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm

Guidebook 101 Information Session

The City is adopting a new Guidebook for Great Communities (GGC) formerly the Developed Areas Guidebook which directs how communities will evolve and grow. Learn how the Guidebook which will become a tool (statutory policy) sets out guidance and lays the foundation for a new planning system in Calgary.

Date: Saturday, January 18, 2020
Location: Brentwood Community Association (1520 Northmount Dr NW)
Time: 9:00am to noon

Guidebook 101 Repeat Information Session

The City is adopting a new Guidebook for Great Communities (GGC) formerly the Developed Areas Guidebook which directs how communities will evolve and grow. Learn how the Guidebook which will become a tool (statutory policy)

sets out guidance and lays the foundation for a new planning system in Calgary.

Date: Wednesday, January 22, 2020
Location: Federation of Calgary Communities (110, 720 – 28 Street NE)
Time: 7:00 pm - 9:00 pm
*Session also available online via ZOOM, see website for details

Community Planning Exchange-Next Generation Planning

The City is creating a new planning system that will address some of the gaps that exist with the current policies and will create better experiences for people in the City. Learn how the "Guidebook, Multi-Community Local Area Plans and Established Areas Growth projects are connected and how they will guide planning and development in Calgary.

Date: Saturday, February 29, 2020
Location: Banff Trail Community Association (2115 20 AVE NW)
Time: 9:00am to noon

Partners in Planning (PIP)

The Federation is committed to providing planning information and education to communities to facilitate public participation in the planning process. 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 program requirements receive a PIP completion certificate, which is signed by the Mayor, the President of the Federation, and the General Manager of Planning & Development. The next PIP course will be offered in January 2020.

Each Course:

- PIP courses are offered on Saturday mornings
- 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 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), the Guidebook for Great Communities (formerly 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, January 11, 2020
Location: Haysboro Community Association (1204 89 Avenue SW)
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, February 8, 2020
Location: Scenic Acres Community Association (8825 Scurfield Dr NW)
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, March 14, 2020
Location: Kingsland Community Association (505 78 Avenue SW)
Time: 9:00 am - 12:00 pm

PIP: Development Appeals at SDAB (Elective Course)

Attain 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, and participate in a simulated hearing to help implement the skills taught.

Date: Saturday, April 4, 2020
Location: SDAB Office (4th Floor, 1212 31 Avenue NE)
Time: 9:00 am - 12:00 pm

PIP: Planning an Inclusive City (Elective Course)

Walking Tour

Date: Saturday, May 9, 2020
Location: TBD
Time: 9:00 am - 12:00 pm

WORKSHOPS & EVENTS BY DATE

FEDERATION
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To register please visit
calgarycommunities.com/events

Monday, September 9 - Monday Matters
Friday, September 20 - Citizens+Students Planning Workshop
Thursday, September 26 - Creating a Plan for Engagement
Saturday, September 28 - Presidents' Meeting
Wednesday, October 2 - Orientation to the Planning Process (OPP)
Monday, October 7 - Monday Matters
Wednesday, October 23 - Demystifying Financial Statements
Saturday, October 26 - Board Basics 101
Monday, November 4 - Monday Matters
Wednesday, November 6 - Planning Committees
Thursday, November 7 - Volunteer Recruitment
Wednesday, November 13 - Bringing you Budget to Life with IntegralOrg
Tuesday, November 19 - Membership Development
Thursday, November 21 - I'm the New Treasurer: Now What?
Thursday, November 28 - Communications Tools
Monday, December 2 - Monday Matters
Wednesday, December 4 - Grant Accounting: Accounting for Restricted Cash
Monday, January 6 - Monday Matters
Saturday, January 11 - PIP: Understanding Planning & Design
Saturday, January 18 - Guidebook 101
Wednesday, January 15 - Programming 101
Tuesday, January 21 - Internal Controls from Three Perspectives
Wednesday January 22 - Guidebook 101 Repeat Session

WORKSHOPS & EVENTS BY DATE

FEDERATION
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Saturday, January 25 - Board Basics 201
Monday, February 3 - Monday Matters
Saturday, February 8 - PIP: Planning Implementation
Wednesday, February 12 - Hall Rentals Fireside Chat
Thursday, February 20 - Engaging Vulnerable Populations
Saturday, February 22 - Presidents' Meeting
Saturday, February 29 - Community Planning Exchange
Monday, March 2 - Monday Matters
Tuesday, March 10 - GST for Non-Profits
Saturday, March 14 - PIP: Community & Citizen Involvement
Saturday, April 4 - PIP: Development Appeals at SDAB (Elective)
Monday, April 6 - Monday Matters
Wednesday, April 8 - Capital Projects Fireside Chat
Tuesday, April 21 - GST for Charities
Thursday, April 30 - Navigating a Mini Communications Plan
Monday, May 4 - Monday Matters
Thursday, May 7 - Welcoming and Inclusive Organizations
Saturday, May 9 - PIP: Planning an Inclusive City (Elective)
Wednesday, May 13 - Compliance for Non-Profits
Wednesday, May 20 - Occupational Health & Safety with IntegralOrg
Wednesday, May 27 - Grant Writing
Monday, June 1 - Monday Matters

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