



FEDERATION OF  
CALGARY COMMUNITIES

# Workshop Guide

September 2021 - December 2021

# Register Today!

It's easy as 1, 2, 3!

1. The first step is to go to our events page.  
[calgarycommunities.com/our-events](http://calgarycommunities.com/our-events)

2. Check out what learning opportunities we are offering each month. Whether it's urban planning, engagement, or finances, we've got you covered!

3. Register for the courses that appeal to you! Pro-tip: Our courses are free for members and our core courses are \$50.00 for non-members. Look for the star to see our core courses.

## Level Up, Learn, Execute

Take your skills to the next level in

Engagement, Urban Planning, Community Learning



# Community Learning

We've heard you loud and clear. We are so excited to introduce you to our community learning workshops! These new opportunities are coming at you monthly and will scratch that peer-to-peer and networking itch. Look for the monthly Community Learning sessions and meet the network.

## Keep Up to Date!

Check out Get Engaged! for everything related to The Federation!

Workshops, Events, Grants, and Urban Planning. You name it, we've got it!

Go to [calgarycommunities.com/casl/subscribe](http://calgarycommunities.com/casl/subscribe)



# Engagement

## Board Basics 101\*

Our Board Basics 101 is a foundational workshop that teaches you everything you'll need to know to get started in your new role as a board member! First, you'll learn board roles and responsibilities and how to identify whether your organization is a charity or non-profit. Then we'll look at how these distinctions affect operations and compliance. Finally, you'll learn how to plan dynamic board meetings and strategize approaches to address common challenges that boards face.

September 15                      7:00 - 9:00 p.m.

## Membership Development\*

It's easier to build membership if you approach it as a relationship, not a transaction. Our Membership Development workshop focuses on shifting your approach to building excitement around being part of the community to help you sell and grow your organization's membership.

September 28                      7:00 - 9:00 p.m.

## Board Basics 201\*

Building off Board Basics 101, Board Basics 201 is here to help build your skills so you can be the best board member possible! We'll cover policies to mitigate board conflict, risk management, and succession planning during the session. Level Up your skills as a board member today!

October 13                          7:00 - 9:00 p.m.



# Engagement Continued

## Demystifying Financial Statements\*

Learning how to read and understand financial statements is vital for any board member. Our Demystifying Financial Statements workshop will help you understand them. First, we'll explain the elements of an audited financial statement. Then we'll dive into the two most important statements a board should be discussing monthly.

October 26

7:00 - 9:00 p.m.

## Volunteer Management\*

Volunteers are often the driving force behind our organizations, and without them, we would not be able to succeed. Join us to learn how to manage the many crucial volunteers within our communities, focusing on the 3R's of volunteer management – recruitment, recognition, and retention. We will highlight the roles of the Board and staff in the volunteer management process including screening, orientation, training, ongoing support, supervision, and evaluation.

November 10

7:00 - 9:00 p.m.

## Developing a Mini Communications Plan\*

Looking to get your message out and want help understanding communications plans? 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 don't have to have any prior marketing or communications experience to participate, and by the end will have a "road map" on how to successfully develop a mini communications plan for your community or organization!

November 23

7:00 - 9:00 p.m.

# Urban Planning

## SAPL Information 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. Please join us at this workshop to learn more about your CA's potential involvement in the project. The Master of Planning students will be present at the session.

September 8

7:00 - 9:00 p.m.

## What is Zoning? (Lunch and learn)

Did you know there are different rules around how to develop land in the City? Zoning, also referred to as Land Use Designation, are the rules around the uses and intensity of development on land. Join The Federation's planners to learn what zoning is and the different types of zones and rules associated with each zone.

September 23

12:00 - 1:00 p.m.

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

Have you ever wondered how planning and development happen in the city? Join The Federation's urban planners as they discuss the planning process in Calgary. Our planners will start with the basics to help you understand planning policies and how decisions are made at the City. You will leave feeling like an expert ready to tackle all planning and development opportunities and challenges in your community.

October 20

7:00 - 9:00 p.m.



# Urban Planning Continued

## Planning Hierarchy (Lunch and Learn)

Did you know planning policies are tiered? Policies in lower-level plans can only be created if they are allowed by the province. During the session, The Federation's urban planners will explain the planning hierarchy and where the City of Calgary's planning authority comes from.

October 28

12:00 - 1:00 p.m.

## Planning Committees\*

Our Planning Committees workshop will teach you the basics of planning committees, establishing them, and, most importantly, working effectively with other members and planning stakeholders. There is always an opportunity to create or join a Community Association!

November 17

7:00 - 9:00 p.m.

## Calgary Metropolitan Region Board (Lunch and Learn)

Did you know Calgary is one of the regional partners of the Calgary Metropolitan Region Board (CMRB)? Join our planners to discover what CMRB does and the board's impact on the City of Calgary.

November 25

12:00 - 1:00 p.m.

# Partners in Planning (PIP)

The award-winning certificate program is back!



The Partners in Planning program (PIP) is a free, 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.

## Upcoming Courses

### Heritage (Elective)

Heritage buildings are valuable assets to cities. Join City planners for an online workshop as they discuss the importance of heritage assets to the City, how to find the inventory list of assets, and how to designate properties. Learn about the new tools and incentives approved City Council that will be used to protect assets. Discuss what communities can do and how they can advocate for heritage in their neighbourhoods and the City.

October 16

9:00 a.m. - 12:00 p.m.

### Meet the Planner: PIP year end event

November 20

9:00 a.m. - 12:00 p.m.



# Table Talks

## Inclusion and the benefits of a diverse set of perspectives

Everyone is unique and brings their own context and lived experience to the table. We all have an ethnicity, gender, sexual orientation, religion and other factors that make us who we are and contribute to how we view the world. Without including a diverse set of perspectives, regardless of the conversation, you may be missing out on a wealth of new and innovative ideas!

September 14                      12:00 - 1:00 p.m.

## Designing Inclusive Community Engagement

How can we build a sense of community? Many of us engage with our communities without considering how we design those engagements to be inclusive. Join us for to learn about the engagement process and how to be mindful of inclusion when engaging community.

October 14                      12:00 - 1:00 p.m.

## How to have difficult conversations

Once we engage with our diverse communities, what happens when difficult conversations come up and we start feeling uncomfortable? Join us to learn about discomfort and difficult conversations, and what to do when they arise in your communities and organizations!

November 9                      12:00 - 1:00 p.m.

# Community Learning

## Paperless Accounting

In this workshop, Riverbend Community Association will share their transformational experience of implementing a paperless accounting platform. We will review the set up of the electronic platform that ensures compliance with two-approver requirements and other required controls. We will share the benefits we experienced since the implementation over the last 2 fiscal years.

September 25                      10:30 a.m. - 12:00 p.m.

## Introduction to Microsoft 365

Microsoft 365 is a cloud platform that houses the most popular Microsoft applications. Word, Excel, PowerPoint, and other online tools are accessible through Microsoft 365. Learning how to use these tools can help increase communication, collaboration, and organization. Not-for-profits can access this platform for free through Tech Soup.

Join us and our guest presenter, Ricardo from the Crossroads Community Association, to learn how to access and use these powerful tools!

October 23                      10:30 a.m. - 12:00 p.m.

## Community Holiday Social – Coming Soon

December 11                      10:30 a.m. - 12:00 p.m.



# Administrators Meeting

## Upcoming challenges for Fall 2021

Are you an administrator for a community association looking to connect with your peers? Join us for our first Administrator Meeting on Thursday, September 9! During the session, we'll be exploring upcoming challenges you may be facing for Fall 2021 and learning from each other the best ways we can address these challenges. Be part of It!

September 9

10:30 a.m. - 12:00 p.m.

## How to work with your Board

Are you an administrator for a community associate looking to connect with your peers? Join us for our October Administrators Meeting and participate in a discussion on board and staff relationships. Board and staff relationships can be difficult to navigate, and this is an opportunity to share challenges and best practices, to find support while also supporting other administrators!

October 5

10:30 a.m. - 12:00 p.m.

## Facility Maintenance throughout the winter

Are you an administrator for a community association looking to connect with your peers? Join us for our November Administrators Meeting and participate in a discussion on facility maintenance, with a focus on winter maintenance as we approach Calgary's cold snowy winter months!

November 4

10:30 a.m. - 12:00 p.m.





Be Part of It!

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