



FEDERATION OF  
CALGARY COMMUNITIES

Winter Semester

# Workshop Guide

January 2022 - June 2022

# 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)



# Core Offerings

## Marketing and Communications Workshops



You have a great event, but you don't know how to get the word out. Join us this winter for our NEW marketing and communications workshops! Keep an eye out for these fantastic learning opportunities that will teach the basics for marketing and communications!

## Be Part of It!

## Marketing and Communications

### Community Engagement\*

We often engage our communities on important community issues, and how we engage those communities can greatly increase our odds of a successful project. The workshop will discuss the process and structure of community engagement, while providing you with practical tools and methodologies that you can put to immediate use engaging your community in your next project.

February 8                      7:00 - 9:00 p.m.

### Scenario Planning\*

In times of ongoing rapid change, it is important to consider a wide range of possibilities about your organization's future. Learning scenario planning processes will help your organization strategically make long-term plans that may help to avoid or minimize disruption, control costs, mitigate risks, and identify opportunities.

February 22                      7:00 - 9:00 p.m.

### Storytelling and Storylistening\*

Storytelling has been used throughout history to connect people and convey meaning. This workshop will discuss how storytelling can be used as a powerful tool within your organization to support your communications strategy. Storytelling can help your organization better reach your audiences by creating a deeper connection with community, creating opportunities for learning, and enhancing engagement around your purpose.

March 8                              7:00 - 9:00 p.m.

# Marketing and Communications Cont.

## Community Programming\*

Do you want to develop new programs or evaluate already existing programs to ensure they meet the needs of your community? Whether you have your own facility or are operating without a facility, program planning is most likely an important part of your organization! Join us to explore best practices and new innovative ways to develop and implement program planning that meets the needs of your community, with or without a facility!

March 29                      7:00 - 9:00 p.m.

## Marketing 101\*

We can offer the best programs and services to our communities, but if no one knows about them, it doesn't matter how good they are! Marketing is about promoting your organization's programs and services, including market research and advertising. Join us to learn about marketing plans, what the different elements are marketing plans are, and how to implement a marketing plan for your organization.

April 12                      7:00 - 9:00 p.m.

## Communications 101\*

Communications is about connecting people and engaging in two-way dialogue and interactions. It can be an often overlooked yet important part of your organization. This workshop provides knowledge on annual or operational, project-specific, issue management, and crisis management plans. Join us to learn about the elements included in different communications plans, and how to implement your communications plans.

April 26                      7:00 - 9:00 p.m.

# Fund Development

## Developing Sponsorship Strategies\*

Sponsorship is the exchange of marketing or promotional value for funds. Non-profits and charities can engage in sponsorship activities to support and grow their revenue. This workshop will provide practical tools for conducting a sponsorship inventory to learn what marketing and promotional assets your organization has to offer, valuation to determine what those assets are worth, and how to develop sponsorship proposals to package those assets and their value in an attractive way to potential sponsors.

May 10                      7:00 - 9:00 p.m.

## Developing Fundraising Strategies\*

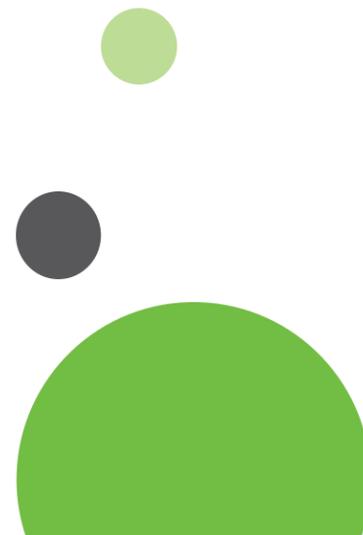
Fundraising is often the first thing that people think of when they think about non-profit and charity revenue. Developing a fundraising strategy can help provide your organization with strategic direction, allowing you to prioritize your fundraising goals and activities. This workshop will develop your knowledge of fundraising, how to develop a fundraising strategy, and different fundraising tactics with a focus on fundraising events.

May 24                      7:00 - 9:00 p.m.

## Grant Writing\*

Join us to learn about grant writing tips and tolls, the importance of budgets, and the how-to's of project and program evaluation. You'll gain in-depth knowledge in developing a grant writing proposal, an understanding of grant award responsibilities, and the importance of a clear budget.

June 7                      7:00 - 9:00 p.m.



# Fund Development Cont.

## Donor and Funder Stewardship\*

As non-profits and charities, we receive funds from a variety of funders. Donor and funder stewardship is the process that occurs once your organization has received the funds. Join us to learn about the importance of managing funds as they were intended by the donor or funder, updating them on the progress and impact of their funds, and cultivating a relationship with them by keeping them involved with your organization.

June 21                      7:00 - 9:00 p.m.

## Engagement

## Volunteer Retention and Recognition\*

To ensure your volunteer recruitment efforts are not short lived, it is helpful to incorporate retention and recognition strategies into your volunteer program. The workshop will discuss these strategies for different types of volunteers and explore common challenges and solutions to retention.

January 25                      7:00 - 9:00 p.m.

# Financial Literacy

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

Are you the treasurer or bookkeeper for your organization, but have little or no accounting experience? This workshop is for you! Let us help you get started – you will learn more about your role, responsibilities, basic accounting terms, recording entries, and reporting to the board.

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

## Internal Controls\*

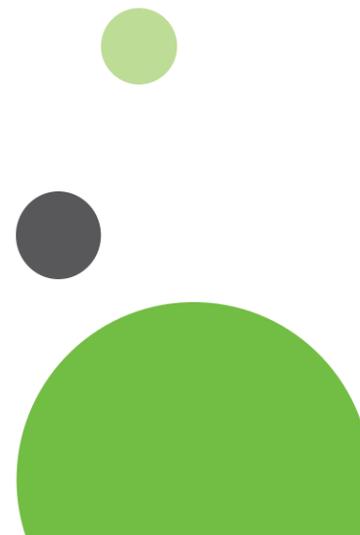
Do you or a member of your board sign blank cheques? Do you have numbered hall rental forms and receipts? This workshop is designed for board members who are wondering about financial controls for their organization. It will help you learn about internal controls and financial policies that should be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

February 10                      7:00 - 9:00 p.m.

## 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 of GST for non-profits to help us understand the rules, why some programs are tax exempt, how input tax credits work, and when and how to access rebates for "public services bodies."

March 17                      7:00 - 9:00 p.m.



# Financial Literacy Cont.

## GST for Charities\*

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. Join us and a representative from the Canada Revenue Agency to help clarify your GST questions. This virtual workshop is for registered charities (organizations that issue charitable tax receipts).

April 14                      7:00 - 9:00 p.m.

## Grant Accounting\*

Non-profits and charities manage different types of funds, one of which are the funds received from grants. It is important to understand the grant reward responsibilities from an accounting perspective to ensure that you are meeting the accounting standards, allowing you to accurately report grant funds to Revenue Canada, Service Alberta, and your grant funders who often require updates and reports on the funds that they provided to your organization. By learning and following proper accounting standards for grants, you can save your organization time and money!

May 19                      7:00 - 9:00 p.m.

# Community Learning

## What's Community Learning?

Community Learnings are opportunities for communities to come together in partnership with each other and assist with building capacity, sharing best practices, addressing community concerns, and supporting individual organizational challenges.

## Save the Dates!

February 19  
10:30 am - 12:00 pm

March 19  
10:30 am - 12:00 pm

April 23  
10:30 am - 12:00 pm

## Be a Presenter!

We're looking for presenters! Become a presenter today and share your experiences with the network. Email Hailey, our organization capacity specialist with your presentation idea at [hailey@calgarycommunities.com](mailto:hailey@calgarycommunities.com)



# Urban Planning Workshops

## 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 planning decisions are made at the City. This workshop will turn complex and mundane into simple and exciting! Participants will leave feeling like an expert ready to tackle any and all planning and development opportunities and challenges in their community.

April 21                      7:00 - 9:00 p.m.

## Planning Committees

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

May 17                      7:00 - 9:00 p.m.

# Urban Planning Lunch n' Learns

## What is Zoning

Zoning, also referred to as Land Use Designation, are the rules around the uses and intensity of development on land. Register today for your chance to learn about the different zone types and rules associated with the zones.

February 15                      12:00 - 1:00 p.m.

## Planning and Development Resource Library

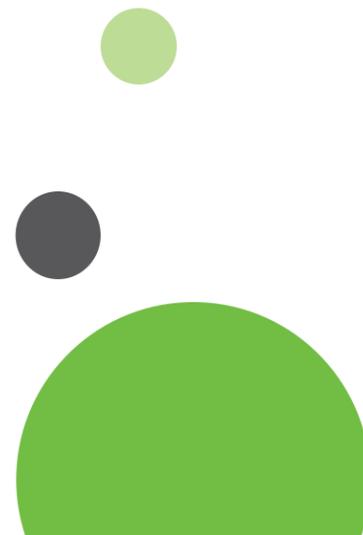
Did you know that the City of Calgary has an online library for all the planning and development policies? This workshop will show you how to access the library and what is available in the library.

March 16                      12:00 - 1:00 p.m.

## Presenting at City Council or Committees

Have you ever wanted to make a planning relate presentation to city council? Join for our Presenting at City Council or Committees Lunch n' Learn as we go through the procedure for speaking at Committee or Council meetings.

May 31                      12:00 - 1:00 p.m.



# Partners in Planning

The award-winning certificate program is back!



Partners in Planning (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

### Understanding Planning

What is Urban Planning? This course discusses foundational planning documents such as the Municipal Development Plan (MDP), the Developed Areas Guidebook, and multi-community local area plans. Discover how these documents interact with each other and how they help us to create great neighbourhoods. Planning a City for present Calgarians and for future Calgarians means understanding community lifecycles, population growth and working towards the goals of our Municipal Development Plan (MDP).

January 22 9:00 am - 12:00 p.m.

# Partners in Planning Cont.

## Planning Implementation

Ever wonder how the City reviews applications? This course will help you recognize the components that influence decisions in the planning process. This course offers an opportunity to better understand and navigate planning decisions, including a discussion of key factors that influence the built form such as design, density, and use. Discover how policies, bylaws, statutory documents, etc. are applied to applications as they move through the approvals process.

February 12 9:00 am - 12:00 p.m.

## Community & Public Involvement

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. Building a great city, involves hearing from communities and neighbours and, through planning, we can all contribute to the building Calgary's future.

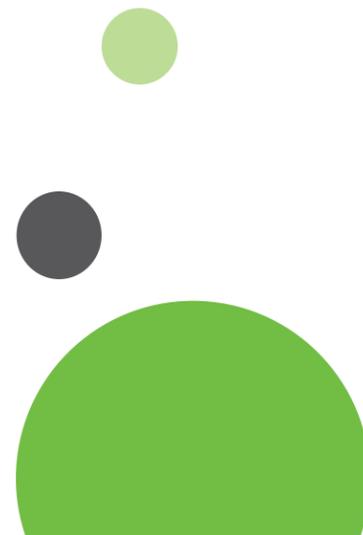
March 12 9:00 am - 12:00 p.m.

## Finance

April 9 9:00 am - 12:00 pm

## Upcoming PIP Course

May 14 9:00 am - 12:00 pm



# Administrators Meeting

Are you staff for a Community Association or small community-based non-profit? Join our monthly Administrators Meeting – a peer-learning group that brings together administrators to share and discuss their successes and best practices, their challenges, and to seek resources and support! Register ahead of time for specific dates at [calgarycommunities.com/our-events/](http://calgarycommunities.com/our-events/)

## Upcoming Meetings!

January 6  
10:30 am - 12:00 pm

February 3  
10:30 am - 12:00 pm

March 3  
10:30 am - 12:00 pm

April 7  
10:30 am - 12:00 pm

May 5  
10:30 am - 12:00 pm

June 2  
10:30 am - 12:00 pm

# TableTalk - Diversity Series

## Inclusion and the Benefit of Diverse 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!

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

## Designing Inclusive Community Engagements

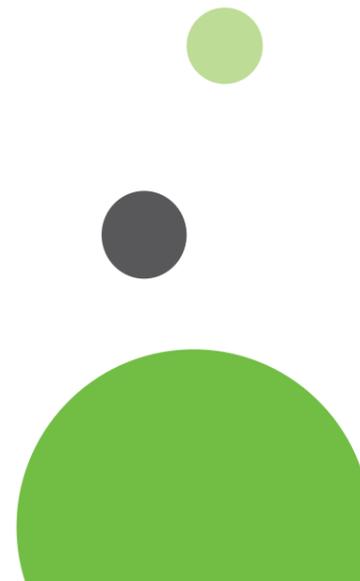
How can we build a sense of community? Many of us engage with our communities without considering how we design those engagements to be inclusive. Join us to learn about the engagement process and how to be mindful of inclusion when engaging community.

March 15                              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!

April 19                                12:00 - 1:00 p.m.



# Table Talk - Community Health and Wellbeing Series

## An Introduction to Cyber Risk and Emerging Trends

This workshop will introduce you to the ever-growing topic of cyber related risks. Recent Canadian statistics on how the exposure has changed, examples of losses, risk mitigation techniques as well as the uniqueness of insurance related products will also be discussed.

January 20                      12:00 - 1:00 p.m.

## Bystander Intervention in Community

How we respond to harassment and bullying sets the tone for what is acceptable behaviour in our communities. During this TableTalk we will define bystander and bystander intervention, reasons people don't act, discuss the bystander effect, and empower you to be the first line of defense against harassment and bullying in your communities, using the Five 'Ds' of bystander intervention.

February 10                      12:00 - 1:00 p.m.

## Radon: It's in your Home and Facilities

The presentation will cover what radon is, the health effects of radon, how to test your home for radon, and what you can do if your home has high levels of radon.

Presenter: Madison Pecoskie

February 24                      12:00 - 1:00 p.m.

# Table Talk - Community Health and Wellbeing Series Cont.

## Spring Cleaning and Understanding Chemicals

Do it for a Healthy Home! In our daily lives, we are exposed to chemicals and pollutants like asbestos, dust, cleaning products, flame-retardants, formaldehyde, mould, etc. It can be difficult to know how to avoid exposures, but they could lead to very real health problems.

Increase awareness of chemicals and environmental health risks in your home by learning about: Identifying hazards & health risks; Reducing your exposure; Tips to maintain a healthy home; What Canada is doing; Where to find credible information.

Presenter: Odette Bose

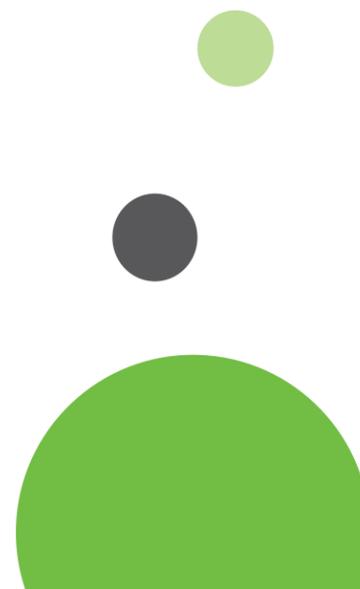
March 31                              12:00 - 1:00 p.m.

## Air Quality and Forest Fires

Wildfire smoke has become a common event every year. Exposures to wildfire smoke has very serious public health consequences to everyone, especially children, elderly, and persons with pre-existing medical conditions. The presentation will explore the health effects of wildfire smoke, how to prepare for the event, and how to reduce exposures during wildfire smoke events.

Presenter: Opel Vuzi

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



# Table Talk - Event Series

## Event Logistics

How do you get from your initial event concept to evaluating your event once it has finished? This workshop will provide you with the practical knowledge and templates to understand and develop critical paths, productions schedules, show flows, and event scripts; the main event logistic documents used to keep your event projects on track! We will also discuss the adoption of event and project management software that can be used to manage these processes.

May 18                      12:00 - 1:00 p.m.

## Event Risk Management

All events have risks associated with them. It is important for organizations who are offering events as part of their programs and services to understand and manage the risks associated with their events. Join us to learn about event risk management best practices – how to identify them, and scoring the probability and impact of those risks to determine risk priorities. You will gain knowledge of risk management plans and the mitigation, elimination, acceptance, and transfer of event related risks.

June 15                      12:00 - 1:00 p.m.

# Lunch n' Learn

## Mentorship Program Launch

The Federation is launching a Peer Mentorship program! The purpose of the mentorship program is to bring peers together across communities, in which a more experienced community volunteer share their learning with a less experienced community member from another community. We are excited to share our plans with you and hear your feedback!

January 27                      12:00 - 1:00 p.m.

## GST and Filing Taxes

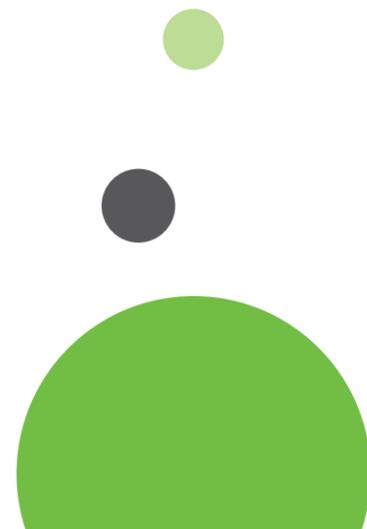
GST is a difficult concept to understand if you are a non-profit or charity, and each have their own requirements. Also, whether you are a non-profit or a charity, you need to file taxes. Join us to learn about the basics about GST and Filing taxes while we walk you through the various tax forms and the penalties for not filing.

March 17                      12:00 - 1:00 p.m.

## Digital Communication Tools

Communications are increasingly becoming more of a two-way dialogue between organizations and the public due to the adoption and implementation of technology. Join us to learn about the different common digital communication tools that are available and being used today and identify which tools would work best for your organization!

April 28                      12:00 - 1:00 p.m.





Be Part of It!

Follow us on Social Media

@fedyyyc