



FEDERATION OF
CALGARY COMMUNITIES

THE FEDERATION OF CALGARY COMMUNITIES

WORKSHOP GUIDE

Fall Semester

September 2022 - December 2022

BE PART OF IT!





REGISTER
TODAY!

It's easy as 1, 2, 3!

- 1.** The first step is to go to our events page:
calgarycommunities.com/workshops
- 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.



WE ARE

BACK IN PERSON!

We are excited to be offering our Foundational courses in person! Save your seat as soon as possible, as our in person events have a 20 person capacity limit. Our Lunch and Learns will continue to be offered online!

Subscribe to Get Engaged! to keep up with our educational offerings and everything related to The Federation!

calgarycommunities.com/subscribe

Take your skills to the next level!

ENGAGEMENT | URBAN PLANNING | COMMUNITY LEARNING

FOUNDATIONAL OFFERINGS

IN
PERSON

Board Basics 101

Our Board Basics 101 is a foundational workshop that teaches you everything you need to know to begin your work as a board member! First, you'll learn about the board's role in leading a not-for-profit, with key topics around leadership, accountability, and governance responsibilities. We'll discuss common matters that apply to all boards, regardless of how different our not-for-profits can sometimes appear to be, so you'll be able to go back and have a better understanding on what to do, how to settle in with the team, and how to prioritize what's most important.

Tuesday, October 4

7:00 pm - 9:00 pm

with Paul

Growing Your Membership

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 build excitement around being part of the community, helping understand the value of what a membership is worth, key messaging, tactics that have worked for other groups in the past, and being better positioned to sell and grow your organization's membership.

Tuesday, November 1

7:00 pm - 9:00 pm

with Paul

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 organizations 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.

Thursday, November 24

7:00 pm - 9:00 pm

with Kenneth

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 financial statements. 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.

Wednesday, December 14

7:00 pm - 9:00 pm

with Leslie

WORKSHOPS

Orientation to the Planning Process

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. 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.

Thursday, October 13

7:00 pm - 9:00 pm

with Ali & Adithi

Partners in Planning - SDAB

One of the most requested topics is here! Learn about the Subdivision and Development Appeal Board (SDAB) and the Land and Property Rights Tribunal (LBRT). This session will cover the basics of what these quasi-judicial bodies are, how they work and what to expect if you file an appeal. Opportunities for questions and answers with City Staff as well as tips on how to prepare for a hearing.

Saturday, October 22

9:00 am - 12:00 pm

with Ali & Adithi

Planning Committee Best Practices

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 organizations 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.

Wednesday, November 9

7:00 pm - 9:00 pm

with Ali & Adithi

Partners in Planning Year End Event

More information coming soon!

Saturday, November 19

9:00 am - 12:00 pm

with Ali & Adithi

LUNCH AND LEARNS

VIRTUAL

Discover Zoning

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.

Thursday, September 22 12:00 pm - 1:00 pm **with Ali & Adithi**

How to get funded with Energizing Spaces

The ENMAX Energizing Spaces Fund is back! Join us for an information session where you will learn more about the fund, requirements for applying and details about the two application streams: appliances, and outdoor lighting. Also meet our partners from ENMAX.

Wednesday, October 12 12:00 pm - 1:00 pm **with Leslie**

How to Write Great Planning Letters

Discover how to prepare for effective advocacy through letter writing. Learn what makes some letters more effective than others.

Wednesday, October 26 12:00 pm - 1:00 pm **with Ali & Adithi**

Community Mediation and so much more!

Are you working through something challenging that might be difficult to navigate or seems to be escalating? Join Erika, Intake Coordinator with Community Mediation Calgary Society (CMCS) to learn about the different ways that CMCS and its qualified volunteers support individuals, neighbours, and community groups to work effectively with each other to manage conflict and build peaceful communities.

Wednesday, November 9 12:00 pm - 1:00 pm **with Paul**

VIRTUAL

LUNCH AND **LEARNS**

Understanding the Planning Hierarchy

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.

Wednesday, November 23 12:00 pm - 1:00 pm **with Ali & Adithi**

Welcoming & Inclusion: Breaking Down Barriers

Communities are incredibly diverse, and we all hope our community spaces are welcoming and inclusive to all. That said, it takes work to create a space that's warm, inviting, and open to folks from all walks of life. Vibrant and lively community spaces don't "just happen," they require thoughtfulness and intention. Join us for a workshop that shares practical ideas from groups throughout our network.

Wednesday, December 7 12:00 pm - 1:00 pm **with Paul**

**IN
PERSON**

SPECIAL **EVENTS**

Toole Peet Action Grants

In 2021, EIGHT of our members received \$7,500 with the Toole Peet Action Grants to take actions in their communities! This fall, Toole Peet Action Grants are back. Join us on November 10 at 7:00 p.m. for an in-person evening of sharing, caring, and community connections. Throughout the event, you will have the chance to connect with your peers and explore different ways to engage your community. Everyone is welcome but grant applicants must be in attendance for a chance to win.

Thursday, November 10 7:00 pm - 9:00 pm



SPECIAL EVENTS



Online Learning Events

Join us online for our free learning events for non-profit board members!

3 Webinar Saturdays: Nov 5, 19, and Dec 3, 2022

Registration opens the beginning of October 2022
boardleadershipcalgary.ca

Organizing Committee:



Calgary Community Members

Generous Sponsors:



Tentative Topics:
(subject to change)

- Board Basics
- Strategic Planning 101
- Non-Profit Funding

Save the Dates - Board Leadership Calgary is back!

This year's Board Leadership Calgary series is back, with popular workshop opportunities for volunteers and folks involved in grassroots groups throughout the voluntary sector.

Please stay tuned, with sessions planned for the following dates:

Saturday, November 5

Saturday, November 19

Saturday, December 3

MEET YOUR
INSTRUCTORS



Leslie Evans
Executive Director



Paul Meunier
Director of Education



James Akinola
Member Services Specialist



Kenneth Appleby
Marketing & Communications
Coordinator



Adithi Lucky Reddy
Urban Planner



Ali McMillan
Planning Coordinator



WE HOPE TO SEE YOU

SOON!