



FEDERATION OF  
CALGARY COMMUNITIES

THE FEDERATION OF CALGARY COMMUNITIES

# WORKSHOP GUIDE

Winter - Spring

January 2023 - June 2023

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](http://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.



JOIN THE FEDERATION

# IN OUR WORKSHOPS!

We are excited to be offering all our workshops and lunch and learns for our communities. Please visit the Federation's website, register and save your seat today!

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

[calgarycommunities.com/subscribe](https://calgarycommunities.com/subscribe)

Take your skills to the next level!

ENGAGEMENT | URBAN PLANNING | COMMUNITY LEARNING

FOUNDATIONAL  
**OFFERINGS**

January 2023 - June 2023

### 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.

**Wednesday, January 11**  
Online (Zoom)

7:00 pm - 9:00 pm

with Paul

### 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!

**Wednesday, February 1**  
Online (Zoom)

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.

**Wednesday, March 15**  
Online (Zoom)

7:00 pm - 9:00 pm

with Paul

### Volunteer Recruitment and Retention

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

**Wednesday, April 26**  
Online (Zoom)

7:00 pm - 9:00 pm

with Paul

# FOUNDATIONAL OFFERINGS

January 2023 - June 2023

## 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!

**Wednesday, May 17**  
Online (Zoom)

7:00 pm - 9:00 pm

with Heidi

# ELECTIVE WORKSHOPS

January 2023 - June 2023

## Conflict Management 101

We all experience degrees of conflict in our personal, professional, and volunteer roles. When managed effectively, conflict can even be productive! Join Community Mediation Calgary Society for a workshop focused on strategies for managing conflict. We will guide you on how to approach a conflict-related conversation, examine different types of conflict habits, teach you to be a better listener, discover strategies for staying curious, how to approach conflict with empathy and lastly, we'll review options for external supports to help you manage conflict.

**Wednesday, February 22**      7:00pm-9:00pm      with Community Mediation Calgary  
Venue: The Federation Office; 720, 28 St. NE #110, Calgary, AB

## Story Telling & Story Listening

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.

**Wednesday, June 7**  
Online (Zoom)

7:00 pm - 9:00 pm

with Paul

## URBAN PLANNING

# WORKSHOPS

January 2023 - June 2023

### Partners in Planning - Core Course 1 - Understanding Planning

What is Urban Planning? 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). This course discusses these foundational planning principles as well as the milestones of the planning continuum, and legislations that regulate planning, providing a high-level overview of the MDP, Local Area Plans, and the Land Use Bylaw. Discover how these policies interact with each other and how they help us to create our Calgary neighbourhoods.

**Saturday, February 11**

9:00am - 12:00pm

with Ali & Adithi

Online (Teams)

### Partners in Planning - Core Course 2 - Planning Implementation

Ever wonder how the City reviews applications? Follow an application from start to finish through the lens of a file manager; 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.

**Saturday, March 11**

9:00am - 12:00pm

with Ali & Adithi

Online (Teams)

### Partners in Planning - Core Course 3 - Community & Public Involvement

Building a city 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: how and when to provide feedback on different applications and make the most of engagement opportunities. Planning involves hearing from communities and neighbours, and through this course, we will provide tools and resources to contribute effectively to building Calgary's future. You will also learn tips on reading architectural plans and how developers can reach out to communities.

**Saturday, April 15**

9:00am - 12:00pm

with Ali & Adithi

Online (Teams)

### 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 and get resources for letter writing best practices.

**Thursday, April 27**

7:00pm - 9:00pm

with Ali & Adithi

Online (Zoom)

URBAN PLANNING

# WORKSHOPS

January 2023 - June 2023

## Partners in Planning - Elective Course - Local Area Plans

Local Area Plans layout a future vision for a community and they are developed through a collaborative engagement process that uses local knowledge from residents, community-based groups, business owners and other stakeholders. This workshop will provide you with an understanding of the local area plan process and how you can better prepare your community for future change.

**To be confirmed**

with Ali & Adithi

Online (Teams)

## Planning Committees Best Practices

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.

**Thursday, May 25**

7:00pm - 9:00pm

with Ali & Adithi

Online (Zoom)

LUNCH AND

# LEARNS

January 2023 - June 2023

## GST & 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.

**Thursday, February 9**

12:00pm - 1:00pm

with Heidi

Online (Zoom)

# LUNCH AND LEARNS

January 2023 - June 2023

## Audit Fees

Join us to learn more about the how and why your audit fee may be changing. We will explain how audit subsidy has worked and how we have changed how we apply the subsidy. Relevant to community associations and social recreation groups who are current or future audit clients.

**Thursday, January 19 & Tuesday, January 31** 12:00 pm - 1:00 pm with Leslie  
Online (Zoom)

## Let's Talk about Parking!

Parking is one of the most discussed topics in neighborhood planning. Learn about the City's current parking policies and talk about parking policy direction in North America.

**Thursday, February 23** 12:00 pm - 1:00 pm with Ali & Adithi  
Online (Zoom)

## Increase Productivity with an All-in-One Community Solution

Join us to learn about Communal, an all-in-one software solution designed for community associations and community-focused organizations to increase memberships, reduce manual tasks and save time. Discover why 40 other associations in the city leverage Communal to manage their memberships, programs, volunteers, donations, events, and rentals in one location.

**Thursday, March 9** 12:00 pm - 1:00 pm Communal  
Online (Zoom)

## Get to know the Municipal Development Plan

Calgary's Municipal Development Plan is the vision for how Calgary grows and develops in the future. It works together with Calgary Transportation Plan and Guidebooks for neighborhoods to provide policies on transportation options and the growth of communities. Discover how changes in your community are affected by this document.

**Thursday, March 23** 12:00 pm - 1:00 pm with Ali & Adithi  
Online (Zoom)

## 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!

**Thursday, April 6** 12:00 pm - 1:00 pm with Paul  
Online (Zoom)

# LUNCH AND LEARNS

January 2023 - June 2023

## Putting the Heart in Leadership

Discover the core principles of leadership and unlock the potential of your leadership style! Through this session you will learn about empathy, communication and emotional intelligence, and how to further develop these essential skills. We'll also reflect on your leadership experiences to identify things that have worked for you.

**Thursday, April 20**

12:00 pm - 1:00 pm

with James

Online (Zoom)

## 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 to learn about the engagement process and how to be mindful of inclusion when engaging community.

**Thursday, May 4**

12:00 pm - 1:00 pm

with Paul

Online (Zoom)

## Consumer Insight

Join us for a comprehensive discussion on what drives customers and how they make decisions, including factors that influence motivation, belief, attitude, and behaviour. You will also learn how to apply the techniques and strategies discussed in this session to help your organization succeed with proactive marketing communications.

**Thursday, May 18**

12:00 pm - 1:00 pm

with James

Online (Zoom)

## 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!

**Thursday, June 1**

12:00 pm - 1:00 pm

with Paul

Online (Zoom)

# SPECIAL EVENTS

January 2023 - June 2023

## Meet the Funders

Join us for a night of info-sharing on commonly used and important grant programs that support our community network! Come out for a night of grant discussion, networking, and Q&A with speakers from the City of Calgary, Government of Alberta, Parks Foundation, Calgary Foundation, Toole Peet Insurance, Friends of the Federation, and more!

**Tuesday, January 17**

7:00pm - 9:00pm

Venue: Southview Community Association; 2020 33 St. SE, Calgary, AB

## The Hatch Project

Interested in starting a community fridge in your neighbourhood? Join us at this workshop with The Hatch, a local mutual aid group, and learn How to Build and Maintain a Community Fridge! They'll share their community handbook with tools and resources to help you start and maintain a community fridge, establish a volunteer team, and foster an accessible, welcoming space in your community.

**Wednesday, January 25 & Tuesday, April 4**

7:00pm - 8:30pm

Online (Zoom)

## Volunteer Celebration!

SAVE THE DATE! You and your team work hard to serve your organization. Take a night off and join us for an evening of celebration and recognition, where we highlight the incredible work of volunteers making a difference in their communities. Stay tuned for news on how you can nominate a volunteer for this fun recognition event!

**Friday, April 21**

7:00pm - 9:00pm

In-Person (Venue TBD)

## Federation Annual General Meeting

Our Annual General Meeting (AGM) is coming up, and we'd love for you to attend! Join us on June 22 at 7:00 p.m. to talk with your peers about community building. By attending our AGM, you are helping The Federation. Stay tuned for more details including the AGM announcement and package!

**Thursday, June 22**

7:00pm - 9:00pm

In-Person (Venue TBD)

MEET YOUR  
**INSTRUCTORS**



**Leslie Evans**  
Executive Director



**Heidi Brauer**  
Auditor



**Paul Meunier**  
Director of Education



**James Akinola**  
Member Services Specialist



**Adithi Lucky Reddy**  
Urban Planner



**Ali McMillan**  
Planning Coordinator





WE HOPE TO SEE YOU

**SOON!**