



FEDERATION OF
CALGARY COMMUNITIES

THE FEDERATION OF CALGARY COMMUNITIES

WORKSHOP GUIDE

September 2023 - June 2024

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'll need to know to get started in your new role as a board member! First, you'll learn broad 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.

Tuesday, September 26, 2023

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

Bylaws, Policies & Procedures

Many boards face the challenge of understanding and interpreting their bylaws, and how policies and procedures can be used to strengthen their means of governing a not-for-profit. Join us for a discussion on bylaw standards required by the Province of Alberta, common (and optional) practices that are in place, how to pursue bylaw amendments, and how basic policies and procedures can bring further clarity to board governance.

Tuesday, November 7, 2023

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

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.

Wednesday, November 8, 2023

7:00 pm - 9:00 pm

with Leslie

Venue: Federation of Calgary Communities

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, November 29, 2023

7:00 pm - 9:00 pm

with Leslie

Venue: Federation of Calgary Communities

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, December 13, 2023

7:00 pm - 9:00 pm

with Leslie

Venue: Federation of Calgary Communities

Grant Writing

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

Wednesday, January 17, 2024

7:00 pm - 9:00 pm

with Leslie

Venue: Federation of Calgary Communities

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, common compliance topics the board should be aware of, meeting management, leadership and succession planning. Level up your skills as a board member today!

Tuesday, January 23, 2024

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

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 building excitement around being part of the community to help you sell and grow your organization's membership.

Tuesday, February 13, 2024

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

Volunteer Recruitment and Retention

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

Tuesday, March 5, 2024

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

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

Thursday, April 9, 2024

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

Who's Who in the Compliance Zoo?

Not-for-profit organizations (especially those with larger operations or staffing structures) have numerous filings, reporting cycles, and legal requirements that must be adhered to in order to be in compliance with all regulatory bodies. Many of these responsibilities are shared between the board of directors and paid staff, however there are cases, from time to time, where critical processes get lost in transition. Join us for a "big picture" look at compliance items and timelines that must be addressed, standards of practice to monitor on an ongoing basis, and appropriate delegation of authority that may help by evening-out the workload.

Tuesday, April 30, 2024

7:00 pm - 9:00 pm

with Paul & James

Venue: Federation of Calgary Communities

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 of marketing plans include, distinctions between marketing and communications, and how to implement a marketing plan for your organization.

Tuesday, May 28, 2024

7:00 pm - 9:00 pm

with James & Paul

Venue: Federation of Calgary Communities

URBAN PLANNING FEDERATION

WORKSHOPS

Core Workshop – Orientation to the Planning Process (OPP)

Have you ever tried to understand how planning and development occur 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 all planning and development opportunities and challenges in their community.

Wednesday, October 18, 2023

7:00 pm - 9:00 pm

with Adithi & Mia

Venue: Federation of Calgary Communities

Core Workshop – 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.

Wednesday, February 21, 2024

7:00 pm - 9:00 pm

with Adithi & Mia

Venue: Federation of Calgary Communities

Core Workshop – Lettering Writing & Public Hearing

A detailed look at how to prepare for an effective voice through letter writing and at public hearings. Learn what makes some letters and speeches more effective than others and how to address and advocate for difficult matters within your community.

Wednesday, April 17, 2024

7:00 pm - 9:00 pm

with Adithi & Mia

Venue: Federation of Calgary Communities

PARTNERS IN PLANNING

2024

Partners in Planning - Core 1 - Understanding Planning

Ever wonder how planning a city works? Who gives the City of Calgary authority to facilitate change in communities? Explore Calgary's planning framework, from long range city and regional plans to community plans. This course introduces the legislative framework that guides planning and includes discussion on the hierarchy of land use plans, including a high-level overview of the Municipal Development Plan, Local Area Plans, and the Land Use Bylaw. Understand how these policies converge to guide the City's decisions and prepare for its growth to two million residents.

Saturday, February 10, 2024

9:00 am - 12:00 pm

with Adithi & Mia

Venue: TBD; In-Person

Partners in Planning - Core 2 - Planning Implementation Unveiled

City of Calgary planning department facilitates changes in Calgary's communities. Decode the balancing act planners make to reflect planning policies and Land Use Bylaw that underpin every decision. Gain insights into the planning review for diverse applications like land use amendments, outline plans and development permits. Learn about the processes and consideration for planning applications and gain insights into diverse application reviews.

Saturday, March 9, 2024

9:00 am - 12:00 pm

with Adithi & Mia

Venue: TBD; In-Person

Partners in Planning - Core 3 - Community & Public Involvement

Being involved in your community can be more than BBQs and ice rinks. We are looking to equip Calgarians like yourself to actively participate in Calgary's growth to two million residents. Learn how and when to provide valuable feedback on local or city-wide planning changes. Maximize time spent in your community engagement opportunities, helping shape Calgary's future effectively while still making it to practice. These courses are aligned with the vision of Calgary2M: a city embodying sustainability, diversity, accessibility, equity, livability and innovation. Join us in shaping a prosperous future where every Calgarian thrives, and our city stands as a model of progress and inclusivity.

Saturday, April 13, 2024

9:00 am - 12:00 pm

with Adithi & Mia

Venue: TBD

PARTNERS IN PLANNING

2023

Partners in Planning - Elective - Learning from Place: Indigenous Planning and Placemaking on Medicine Hill

Join us for this unique session of learning into Indigenous planning and placemaking through the examination of Medicine Hill. During this half-day session, we will learn from place and explore the significance of this area in Calgary and the broader territory it situates within alongside several special guests. The focus of the session will centre around three parts, including:

- Traditional Knowledge and the Significance of Medicine Hill.
- The Archaeological Significance of Medicine Hill.
- Design and Indigenous Placemaking.
- Final Thoughts and Questions.

Saturday, October 21, 2023

9:00 am - 12:00 pm

with Adithi & Mia

Venue: Paskapoo Slopes

2024

Partners in Planning - Elective

Do you want to be educated on what urban planning means in Calgary? Join our program Partners In Planning! In partnership with The City and our Urban Planners at the Federation, we teach the large world of planning in digestible topics. See more details on our website calendar!

TBD

9:00 am - 12:00 pm

with Adithi & Mia

Venue: TBD

Partners in Planning - Mini Elective

Do you want to be educated on what urban planning means in Calgary? Join our program Partners In Planning! In partnership with The City and our Urban Planners at the Federation, we teach the large world of planning in digestible topics. See more details on our website calendar!

Wednesday, June 5, 2024

TBD

with Adithi & Mia

Venue: TBD

LUNCH AND LEARN'S

VIRTUAL

What is 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 21, 2023

12:00 pm - 1:00 pm

with Adithi & Mia

Venus: Zoom Meeting

Board Basics 101: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Board Basics 101, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, September 28, 2023

12:00 pm - 1:00 pm

with Paul & James

Venus: Zoom Meeting

Plan Reading 101

What is Plan Document, is it architecture?

Join the Federation Planners on discussing what and how to read planning documents! Learn some tips and tricks to an Architecture Plan. Learn how these plans can benefit your comments during Development Permit process!

Thursday, October 12, 2023

12:00 pm - 1:00 pm

with Adithi & Mia

Venus: Zoom Meeting

Bylaws, Policies & Procedures: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Bylaws, Policies & Procedures, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, November 9, 2023

12:00 pm - 1:00 pm

with Paul & James

Venus: Zoom Meeting

LUNCH AND LEARN

Letter Writing & Public Hearing

Discover how to prepare for an effective voice through letter writing and at public hearing. Learn what makes some letters and speeches more effective than others.

Thursday, November 23, 2023

12:00 pm - 1:00 pm

with Adithi & Mia

Venus: Zoom Meeting

Board Basics 201: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Board Basics 201, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, January 25, 2024

12:00 pm - 1:00 pm

with Paul & James

Venus: Zoom Meeting

Growing Your Membership: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Growing Your Membership, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, February 15, 2024

12:00 pm - 1:00 pm

with Paul & James

Venus: Zoom Meeting

Volunteer Recruitment and Retention: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Volunteer Recruitment and Retention, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, March 7, 2024

12:00 pm - 1:00 pm

with Paul & James

Venus: Zoom Meeting

BE PART OF IT!

Municipal Development Plan

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

Thursday, March 14, 2024

12:00 pm – 1:00 pm

with Adithi & Mia

Venus: Zoom Meeting

Building Inclusive Community Engagement: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Building Inclusive Community Engagement, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, April 11, 2024

12:00 pm – 1:00 pm

with Paul & James

Venus: Zoom Meeting

Energizing Spaces

Do you have questions about how the Energizing Spaces application process works? Join us on April 24 from 12:00 pm – 1:00 pm to learn more about the grant and get all your burning questions answered! Register now for our April 24 Lunch and Learn: Energizing Spaces.

Wednesday, April 24, 2024

12:00 pm – 1:00 pm

with Leslie

Venus: Zoom Meeting

Who's Who in the Compliance Zoo?: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Who's Who in the Compliance Zoo, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Wednesday, May 1, 2024

12:00 pm – 1:00 pm

with Paul & James

Venus: Zoom Meeting

Planning Hierarchy

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

Thursday, May 16, 2024

12:00 pm – 1:00 pm

with Adithi & Mia

Venus: Zoom Meeting

Marketing 101: In Case You Missed It!

For those who missed the chance to register or attend our full-length, in-person workshop, join us for a condensed version of Marketing 101, online. "In Case You Missed It!" sessions do not include all content from our full-length workshop, but we will cover the main topics and foundations.

Thursday, May 30, 2024

12:00 pm - 1:00 pm

with James & Paul

Venus: Zoom Meeting



SPECIAL EVENTS

Community Leadership Summit (Board Members Only)

We invite you to be a part of our first-ever Community Leadership Summit, where you'll have a chance to connect and collaborate with other community leaders. Together with the Board of Directors, we will actively engage in a dynamic summit designed to surface opportunities and tackle challenges, all while identifying essential resources needed to ensure our community thrives. Secure your spot now – Limited seats available!

Please limit attendance to one executive or representative, as this is a strategic meeting.

Saturday, September 23, 2023 2:00 pm – 4:30 pm

Venue: Greater Forest Lawn 55+ Society

Capital Projects 101

Join us for a peer learning opportunity presented by Riverbend Community Association, with key learnings around a recent capital build at their centre. We'll share a practical walkthrough of tips and resources available throughout all project phases of a capital build: initiation, fund development, construction and monitoring, project closing and of course, celebration! Learn how to navigate complex needs, including engineering consulting and various grants; how basic project management tools can work along way; tips for stable project cash management and financial reporting; and how to keep community engaged and excited about your project even when nothing visible is taking place! Presented by Olga Maciejewski, President of the Riverbend Community Association, and held in-person at the Federation of Calgary Communities' training room.

Wednesday, October 4, 2023 7:00 pm – 9:00 pm **with Paul & Olga**

Venue: Federation of Calgary Communities

Energizing Spaces Workshop

Join the Federation of Calgary Communities, Green Calgary and ENMAX to learn tips and tricks on how to increase energy efficiency in your home! Not only that, but you'll receive an energy-efficient gift pack worth \$100!

Workshop Location: Penbrooke Meadows Community Association, 6100 8 Ave SE, Calgary

Thursday, October 5, 2023 7:00 pm – 9:00 pm

Venue: Penbrooke Meadows Community Association

Standards, Safety, and Rules for Facility Kitchens (Both Commercial and Non-Commercial)

Join us for an important “Info 101” panel discussion on the rules and regulations for the use of facility kitchens, with important distinctions for both commercial and non-commercial kitchen use. We will be joined by a guest panel addressing standards and compliance, with key presentations from the Calgary Fire Department (building code, risk and safety) and Alberta Health Services (food handling, health and safety), and City of Calgary Water Services. Other guests will be in attendance, should folks have additional questions on public facility use, third-party rentals, liability and more!

12:30 – 1:00 pm: Bring your own lunch and network! Join us for a “brown bag lunch,” for folks who wish to bring their lunch, snack and network with peers.

1:00 – 3:30 pm: Panel Presentations, with Q&A from the audience.

Tuesday, October 17, 2023 12:30 pm – 3:30 pm

Venue: Montgomery Community Association

Toole Peet Insurance Renewal (Zoom)

Toole Peet is the insurance provider of choice for The Federation of Calgary Communities! Toole Peet is a Navacord broker partner, and one of Canada’s largest commercial insurance brokers. Toole Peet has been serving Albertans since 1897. If you want to learn more or have any questions about the Toole Peet 2023 insurance renewal, join us on **November 2** via **Zoom** from **7 PM to 9 PM**. Register your seat today to get your questions answered!

Thursday, November 2, 2023 7:00 pm – 9:00 pm

Venue: Zoom Meeting

Toole Peet Action Grants (In-person)

In 2022, EIGHT of our members received a total of \$7,000 with the Toole Peet Action Grants to take engage in their community! This year, Toole Peet Action Grants are back. Join us on **November 15** 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.

Wednesday, November 15, 2023 7:00 pm – 9:00 pm

Venue: Winston Heights-Mountview Community Association

Grow Membership, Increase Revenue, & Drive Volunteer Engagement with Communal

Join us to learn about Communal, an all-in-one community software solution designed for community associations and community-focused organizations to efficiently manage memberships, programs, events, volunteers, donations, communications and facility rentals in one centralized platform. Discover how 60 other associations in The City leverage Communal to boost their memberships by providing enhanced community benefits, including pickleball court rentals and member pricing for programs and facility rentals. Don’t miss this opportunity to explore how Communal can streamline your community organization’s operations and help you create a more engaged and connected community.

Thursday, November 16, 2023 12:00 pm – 1:00 pm **with Paul & Communal**

Venue: Zoom Meeting

Hall Rentals: Generating Rentals, Best Practices, Risk and Liability

Community buildings come in all shapes and sizes, with various types of rooms available for rent to help the nonprofit generate revenue and take advantage of great community space. However, in our post-pandemic world, many facilities have struggled to get renters back in through the door. Join us for a roundtable discussion on generating more rental activities (what are the challenges for groups, what has been working?), followed by a discussion on rental best practices, red flags and third-party liability.

12:30 – 1:00 pm: Bring your own lunch and network! Join us for a “brown bag lunch,” for folks who wish to bring their lunch, snack and network with peers.

1:00 – 2:00 pm: A roundtable discussion on challenges, successes and generating more rentals!

2:00 – 3:00 pm: Information workshop on common rental risks, red flags and third-party liability

Tuesday, November 28, 2023

12:30 pm – 3:00 pm

Venue: Canyon Meadows Community Association

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 60 other associations in The City leverage Communal to manage their memberships, programs, volunteers, donations, events, communications and rentals in one location. Don't miss this opportunity to explore how Communal can streamline your community organization's operations and help you create a more engaged and connected community.

Thursday, March 12, 2024

12:00 pm – 1:00 pm

with Paul & Communal

Venue: Zoom Meeting

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.

Tuesday, June 11, 2024

7:00 pm – 9:00 pm

**with Paul & Community Mediation
Calgary**

Venue: Federation of Calgary Communities

MEET YOUR

INSTRUCTORS



Leslie Evans
Executive Director



Paul Meunier
Director of Education



Adithi Lucky Reddy
Urban Planner



Mia Leung
Urban Planner



James Akinola
Member Services Specialist



WE HOPE TO SEE YOU

soon!