



FEDERATION OF
CALGARY COMMUNITIES

Workshop Guide

2026-2027

Legend

Governance & Finance

Urban Planning

Grants Sessions

Good Places Project

Federation Events

Guest Speakers

September

September 10, 2026

12:00 pm – 12:45pm (online)

Placemaking Webinar: Ideation and Visioning

Broken into a 4-part series, our Placemaking Webinars will explore how placemaking is used to build skills in community leadership, project management, and grant writing. Whether you are looking to apply for a Good Places grant or interested in testing out new ideas in your community, this series provides a framework to see your idea through from start to finish. The first webinar, Ideation and Visioning, will help you identify community needs, and co-develop bold ideas that reflect local identity and aspirations. This workshop focuses on how to enhance existing ideas, or build ideas based on observations, transforming them into a clear project vision.

September 24, 2026

12:00 pm – 12:45pm (online)

Placemaking Webinar: Concept Development and Engagement

Broken into a 4-part series, our Placemaking Webinars will explore how placemaking is used to build skills in community leadership, project management, and grant writing. Whether you are looking to apply for a Good Places grant or interested in testing out new ideas in your community, this series provides a framework to see your idea through from start to finish. This webinar, Concept Development and Engagement, will explore ways to develop a broad project idea into a more detailed depiction using visual tools and precedents. Discover how to use visuals to aid in storytelling as you meaningfully engage neighbours, volunteers, and interested parties.

September 29, 2026

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Get Board-Ready: Practical Skills for Volunteer Leaders

Stepping into a board role can feel overwhelming. Many new board members worry about making mistakes, missing important responsibilities, or spending hours trying to figure things out on their own.

This workshop will help you understand exactly what your responsibilities are, what your organization needs from you, and how to work through common governance matters to help you have a great year ahead!

By the end of the workshop, you'll know how to:

- Identify common elements of the nonprofit model
- Understand your role and responsibilities as a board member
- Navigate governance, board responsibilities, and decision-making with confidence
- Contribute to a team environment that makes better use of volunteer time

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

October

October 8, 2026

12:00 pm – 12:45pm (online)

Placemaking Webinar: Planning and Budgeting

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October 13, 2026

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Markets and Events

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month's discussion will focus on Events and Markets: activating public spaces, logistics, and place vibrancy.

October 16, 2026

6:30 pm – 8:30 pm (Dinner opens at 5:30 pm)

Location: Sunalta Community Hub (1639 10 Ave SW)

Partners in Planning: Core 1 Calgary Is Growing: The City as a Living Place

Calgary's urban fabric is constantly changing and the factors driving this change affect how we experience everyday life in the city. This session explores the city as a "living system", revealing how land use, transportation, infrastructure, and public participation influence how communities develop. Through case studies and open discussions, participants will enrich their

knowledge on how past decisions and lived experiences continue to influence the quality of Calgary's built environment and how today's choices will shape the city for future generations.

October 17, 2026

9:30 am – 12:00 pm (Breakfast opens at 9:00 am)

Location: Sunalta Community Hub (1639 10 Ave SW)

Partners in Planning: Core 2 Cities are Always in Flux: Planning as a Shared Navigation Tool

Explore how planning decisions have shaped the community of Sunalta and Scarborough over time through a guided presentation and walking tour. This session showcases the history of change in our built environment and highlights the plans and policies that influence how communities develop. Join the Partners in Planning team on this journey to examine buildings from different eras and reflect on how planning has shaped the community experience today. Participants will learn how planning implementation tools are applied and how they respond to evolving priorities, community values, and city-building goals.

October 17, 2026

1:00 pm – 3:30 pm (Lunch opens at 12:00pm)

Location: Sunalta Community Hub (1639 10 Ave SW)

Partners in Planning: Core 3 From Observer to Participant: Playing and Active Role in Community change

Getting involved with your community might include volunteering for your community association or hosting a block party, but it can also mean participating in local or city-wide planning processes. In this interactive session, discover how you can bring your local knowledge and lived experience to help shape the future of your community. Learn about the role of Council, City staff, and the public in the planning process. Discover how and where to stay informed about planning projects in your neighbourhood, when and why The City collects input, and how to confidently provide feedback suited to each step of the planning process.

October 20, 2026

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Why Volunteers Return: Practical Strategies for Recruitment and Retention

Many non-profits struggle with volunteer turnover and filling roles. But recruiting volunteers is only part of the challenge. Keeping people engaged, connected, and motivated can help you build a strong and sustainable volunteer team!

This workshop shares practical approaches you can use to attract the right volunteers, create positive volunteer experiences, and reduce the time spent replacing people who leave.

By the end of this session, you'll learn:

- Recruitment strategies for different types of volunteer roles
- Ways to create a positive volunteer experience
- Relationship-building techniques that encourage long-term involvement
- Practical solutions to common retention challenges

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

October 22, 2026

12:00 pm – 12:45pm (online)

Placemaking Webinar: Seeing Your Project Through

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October 24, 2026

9:00 am - 12:00pm

Location: Federation of Calgary Communities

Recording Transactions in the Not-For-Profit (NFP) world

You might know some bookkeeping, but not-for-profit bookkeeping seems to have some strange rules. This course will explain the differences between bookkeeping for a business and a not-for-profit organization. Key areas that will be discussed are revenue recognition for restricted funds, capital asset recording and amortization, an overview of the differences in financial statements and GST.

Late October, 2026

7:00 pm – 9:00 pm (Zoom)

Date To Be Announced!

Insurance: Understanding Your Coverage with Navacord

Insurance coverage is one of the most important and central responsibilities for volunteer boards. This session gives you the opportunity to speak with senior advisor, Neil Hogg from Navacord Insurance, understand your coverage, 2027 renewal requirements, and key coverage considerations. Join the conversation, ask questions, and learn more about your organization's insurance coverage!

October 31, 2026

9:00 am - 12:00pm

Location: Federation of Calgary Communities

Banking & Bank Reconciliations

Do you just look at your bank statement to find out how much cash you have to work with? Does your monthly board report just give the bank balances from your last bank statements? Your financial records need to record all the bank transactions including amounts that have

been spoken for already and amounts that have been deposited since the last bank statement. Bank errors need to be identified promptly, and mystery deposits and withdrawals need to be examined. You can fix all of this by reconciling your bank accounts! This workshop will teach you how to do that with tips and tricks and a solid method, so nothing is left out.

November

November 4, 2026

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Demystifying Financials: What Every Board Member Needs to Know

Financial statements can feel overwhelming, especially if you don't have a finance background. But understanding your organization's financial position is an important responsibility for every board member.

This workshop helps you understand what the numbers are telling, so you can assess the organization's financial health, identify potential risks, and make informed decisions about budgets, programs, and future priorities.

By the end of this workshop, you'll understand:

- Why it's important to understand your organization's financial statements
- The key parts of monthly and audited financial statements
- How to read common financial reports
- What questions to ask when reviewing financial statements

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November 7, 2026

9:00 am - 12:00pm

Location: Federation of Calgary Communities

Grants, Gaming and Other Restricted Funds

If you receive grants, gaming money or other restricted funds, you need to know how to account for them. Are your funds restricted or unrestricted? What are the rules around recording the different types of restricted funds and when and how does the revenue get recognized? We will show you the ropes and pass on tips, tricks and templates that will ensure you understand what you need to do and how to do it.

November 10, 2026

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Winter Placemaking

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month's discussion will focus on Winter Placemaking: bringing warmth, light, and play to the winter months.

November 14, 2026

9:00 am - 12:00pm

Location: Federation of Calgary Communities

Hiring Employees and Contractors

Just because you are a not-for-profit or charitable organization, doesn't mean you don't have to follow the rules. This workshop will show you what you need to know before hiring employees and contractors and how to tell the difference between the two. We will help you understand the risks and responsibilities that you will be taking on. You will get an overview of forms, timelines and deadlines and we will discuss best practices.

November 21, 2026

9:00 am - 12:00 pm

Location: Federation of Calgary Communities

Financial Reporting to the Board

Depending on your position in your organization, you will be reporting financial reports to someone, and the results will be reported eventually to the board and later to the members. This workshop will discuss what information is needed at the various levels in your organization and how to ensure that the information gets there. Tips and tricks to save you time and energy but still get the job done will be shared with an overview to the risks that you face if those things don't get done.

November 26, 2026

7:00 pm – 9:00 pm (in-person)

Location: TBA

Navacord Action Grants

In 2025, 9 of our members received a total of **\$8,000** with the Navacord Action Grants to engage their community! This year, Navacord Action Grants are back. Join us on November 26th (Thursday) at 7:00 pm for an in-person evening of sharing, networking, and making community connections. Throughout the event, you will have the chance to connect with your peers and explore different ways to engage your community.

There are 3 Easy Steps!

1. Fill out the Application Form, [Application Link!](#) by Sat, Oct 31, 2026
2. Register for our event, so we know you're coming! [Registration Link!](#)
3. Join us at the party on November 26th (Thursday).

Everyone is welcome but grant applicants must be in attendance for a chance to win a \$1,000 grant opportunity.

November 28, 2026

9:00 am - 12:00 pm

Location: Federation of Calgary Communities

Capital Assets in the Not-For-Profit World

The business world and the not-for-profit world are very similar in many ways. Recording capital assets is NOT one of these ways. In a nutshell, it is all about the policies around how your organization has chosen to record grants and other restricted funds, the GST implications and whether you even should record capital asset purchases. This workshop will clear the fog away and provide tips, tricks and tools for you to use.

December

December 5, 2026

9:00 am - 12:00 pm

Location: Federation of Calgary Communities

GST for Not-For-Profits and Charities

GST for not-for-profits and charities is complicated. What hoops does your organization have to jump through to get everything that you are entitled to back? This workshop will help you understand when you need to register to collect GST (or cancel registration) and when and what you must collect GST on, what refunds and rebates that you are entitled to and give you practical tips for recording and maintaining GST records.

December 9, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Write Strong Grant Applications: Turn your Ideas into Funded Projects

Spending hours writing applications without knowing whether it's truly worth the effort? This workshop helps you focus your energy where it matters most, organize your ideas clearly, and build stronger applications that align with funder expectations.

By the end of this session, you'll know:

- What funders look for in a strong grant application
- How to clearly describe your project and its community impact
- The role of budgets, project plans, and evaluation in grant proposals
- Top 10 grant writing tips!

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

December 12, 2026

9:00 am - 12:00 pm

Location: Federation of Calgary Communities

Internal Controls in the Not-For-Profit World

Not-for-profit organizations are not immune to fraud and theft, in fact, because they tend to attract good-hearted people, they are actually a magnet for other people with ulterior motives. This workshop will teach you some basic (and easy) internal controls to keep an eye on things. These tips, tricks and policies will give you, the board and your members some assurance that the organization assets are safe.

January

January 12, 2027

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Gathering Spaces

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month's discussion will focus on Gathering Spaces: seating, belonging, and bringing people in. We will explore how design, mobility, and surroundings can impact how we stay in place, and how we can test these ideas in our own community spaces.

January 14, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Ideation and Visioning

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Saturday, January 16 or 23, 2027

10:00 am – 12:30 pm (in-person)

Location: TBA

Address: TBA

Money Market: Meet the Funders & Meet the Savers Combined!

Looking for funding? Looking for savings opportunities? We've got everyone under one roof! Join us at the Money Market for our double-value networking event: Meet the Funders and Meet the Savers combined!

- **FUNDERS:** Come meet the folks with info and insights on commonly used grants programs, learn about the wide variety of grants for our network, and how your organization can benefit.

- SAVERS: Come meet the folks who can save you money, from business savings for community non-profits, to personal savings for folks who support the network.

We'll also have a networking game, door prizes, snacks and refreshments. These events are always popular, stay tuned for the announcement on our Money Market event this coming year!!

January 20, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

I'm the New Treasurer: Now What?

You wanted to help, became the treasurer, and now you aren't sure where to start? Taking on the Treasurer role can feel intimidating, especially if you don't have a financial background. This workshop provides practical guidance to help you understand your responsibilities, keep accurate records, and support informed decision-making.

You'll leave with a clear understanding of the essentials, so you can spend less time figuring things out, and focus on what matters most.

By the end of this workshop, you'll learn:

- The roles and responsibilities of a Treasurer
- Common accounting terms and what they mean
- Simple financial recording and tracking practices
- How to prepare and present financial reports to your board

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

January 28, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Concept Development and Engagement

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February

February 3, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Common Meeting Challenges: Make the Most of Your Time Together

Boards only share a certain amount of time each year making critical decisions on behalf of the organization. Volunteers are more likely to stay involved when we feel we're using our time productively. So, it's important we know how to run effective meetings – it's a critical part of building a productive team dynamic.

This workshop will identify the purpose of different association meetings, how we can maximize our time together and have a productive year, and of course, learn how to address common “time wasters” during board meetings.

By the end of this session, you'll be able to:

- Articulate “why” we meet, not just the fact that we meet
- Identify the importance of tools like agendas and meeting minutes
- Learn how to make motions and run a smooth meeting process
- Better understand how to mitigate bad behaviour

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February 9, 2027

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Public Art

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month's discussion will focus on Public Art: culture-building, storytelling, and logistics.

February 11, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Planning and Budgeting

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February 17, 2027 (Wednesday)- Lunch and Learn!

12:00 pm – 1:00 pm (online)

Energizing Spaces powered by ENMAX- Information Sharing Session!

Energizing Spaces powered by ENMAX are back for 2027. 2026 was an amazing year for Energizing Spaces where we were able to fund 10 organizations to replace their appliances with energy star rated efficient appliances, replace the old uneven and inefficient lights in the buildings of 7 member organizations with efficient LED lights enhancing security and usage and installation of string lights to add life and vibrancy to spaces at 7 organizations.

If your organization has old appliances which have failed you and your community or have outdoor spaces that are dark, unsafe and unused, please consider applying for Energizing Spaces powered by ENMAX. This is a members only grant funding. Please register for the information sharing session to understand more about the grant funding.

February 24, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Grant Accounting Made Practical: Track, Report, and Manage Grant Funds with Confidence

Managing grant funds comes with specific responsibilities. If funds are not tracked and reported properly, organizations can face extra work, struggle with reporting, or face challenges securing future funding.

This workshop will help you understand the financial side of grant management so you can confidently meet reporting requirements, meet accounting standards and provide accurate information to Revenue Canada, Service Alberta and your grant funders.

By the end of this workshop, you'll understand:

- The different cash sources nonprofits handle
- Different accounting standards and recording processes
- How to make financial entries
- Important distinctions for reimbursement grants

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

February 25, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Seeing Your Project Through

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This workshop emphasizes storytelling, documentation, and sustaining long-term community benefit.

March

March 3, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Grow Your Membership: Turn Community Interest into Lasting Connections

Are you struggling to grow membership? Does it feel like people don't understand what membership offers or why it matters? This workshop will help you create meaningful connections with residents, demonstrate the value of membership, and build stronger community support.

You'll leave with practical ideas you can put into action right away, whether you're recruiting new members, trying to get existing members to renew, or building excitement around your organization.

By the end of the session, you'll understand:

- How to attract new members by focusing on relationships, not transactions
- Ways to communicate the value of membership
- The importance of face-to-face promotions
- Practical strategies for turning one-time supporters into engaged members

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

March 9, 2027

7:00 pm – 8:00 pm

Location: Good Places HQ

Good Nights - Placemaking Peer Conversations: Community Greening

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month we will discuss forms of community greening: from guerilla gardening, naturalization, planters to community gardens.

March 11, 2027

7:00 pm – 8:30 pm

Location: Good Places HQ

Free Little Library Building Workshops (PAID)

Come explore the Federation Good Places HQ, learn about the placemaking movement in our city, and leave with a brand new Free Little Library to activate your neighbourhood!

April

April 7, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Succession Planning for Boards: Build Leadership for the Future

Does your organization rely on a small group of dedicated volunteers, or perhaps feel nervous about key leaders stepping down? Without a succession plan, recruiting new board members can feel stressful and time-consuming.

This workshop will help you take a proactive approach to board recruitment and leadership development, so your organization is better prepared to create more structures that help manage turnover and change.

By the end of this workshop, you'll know how to:

- Build the skills and confidence of current and prospective board members
- Identify the strategies you need to address volunteer turnover
- Create practical structures that guide board succession planning
- Design your own Succession Plan

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

April 8, 2027

12:00 pm – 12:45pm (online)

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April 10, 2027

10:30 am – 12:00 pm (noon)

Location: Good Places HQ

Free Little Library Building Workshops (PAID)

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April 13, 2027

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Streets, Pathways and Sidewalks

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month will focus on our streets, pathways and sidewalks, from Open Streets, Block Parties, Paint the Pavements to parklets.

April 22, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Concept Development and Engagement

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May

May 6, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Planning and Budgeting

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May 11, 2027

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Parks

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month's topic will be Parks: explore what's possible in our parks and greenspaces.

May 13, 2027

7:00 pm – 8:30 pm

Location: Good Places HQ

Free Little Library Building Workshops (PAID)

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May 18, 2027

7:00 pm – 9:00 pm (in-person)

Location: Federation of Calgary Communities

Building Inclusive Communities: Reach More People, Hear More Voices

Many organizations hear from the same small group of people and struggle to engage a broader cross-section of their community.

This workshop will help you design engagement activities that reach more residents, create space for different perspectives, and lead to more informed decisions. When people feel welcomed and heard, they are more likely to participate, contribute ideas, and stay involved in community initiatives.

By the end of this session, you'll be able to:

- Identify barriers that can prevent people from participating
- Understand design bias, and learn why “good intentions” do not always work
- Plan community engagement activities that are welcoming and accessible
- Reframe inclusive engagement as relationship-building

We'll also be introducing you to FedU, our new modular training program for Online workshops (complete for certification), On Demand Supports, and events In the Network! Come one, come all, we meet you where you're at!

May 20, 2027

12:00 pm – 12:45pm (online)

Placemaking Webinar: Seeing Your Project Through

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June

June 8, 2027

7:00 pm – 8:00 pm

Location: TBD

Good Nights - Placemaking Peer Conversations: Pla(y)cemaking

Join us for peer conversations centered around a different placemaking topic each month. Share your insights, learn from others, and be part of the placemaking movement in our city! This month will focus on play: recreation features, games, and playful ideas.

June 12, 2027

10:30 am – 12:00 pm (noon)

Location: Good Places HQ

Free Little Library Building Workshops (PAID)

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