

Federation Celebrates 50 Years!



The Federation of Calgary Communities is proud to announce that 2011 marks our 50th anniversary!

During the 1950s, communities faced common concerns. One unified voice was seen as necessary to coordinate and liaise with community services. The Federation of Calgary Communities was an initiative of forty-seven community associations and formed in 1961.

This new large umbrella gave the associations a combined way to

increase their effectiveness while remaining autonomous.

The Federation of Calgary Communities was able to develop and utilize its collective resources to respond to a variety of needs of the community associations. Today The Federation serves as a support to 146 community associations.

To celebrate this The Federation will be hosting special events throughout the year. This will include a conference/trade show, a Stampede event and a community celebration in the Fall of 2011.

Stay tuned to all the great events going on and don't miss your chance to **"Be Part of It!"**

Upcoming Events

Administrators Meeting Creative Budgets

Date: Wednesday, January 19, 2011

Development Enforcement (Elective Course)

Date: Saturday, January 22, 2011

Orientation to the Planning Processes and Issues

Date: Wednesday, January 26, 2011

Meet The Funders (Board)

Date: February 9th, 2011

Planning Committee Workshop

Date: February 9th, 2011

Meet the Funders (Admin)

Date: February 16th, 2011

Internal Controls

Date: February 17th, 2011

This Month's Inserts

Toole Peet Community Hero Award

Saving Energy Makes Sense

In This Issue...

Federation Celebrates 50 years!	1
Federation Update	2
Saving Energy Makes Sense	2
Events and Workshops	3
SOS: Fundraising	4
Fish Creek Library Events	5
Planning Update	6
New Audit Standards	8
Calgary Community Block Watch	9
LOC Requirements	10
Community Q & A	12

DISCLAIMER

The Federation produces 'Get Engaged!' to increase awareness and to provide thought provoking information. This newsletter and its advertisements are not intended to prescribe products or services, but solely to provide you with information to help you make informed decisions.

A Message from The Federation



Brendan Murray, Community Relations
communityrelations@calgarycommunities.com

Happy New Year!

After a break The Federation is back at it getting ready for many exciting workshops. As well as these workshops we are also working hard at organizing many events geared toward bringing community leaders together from all across the city!

Please check the workshops and events section of our website regularly as new events are constantly being posted. You can also pick up a 2010-2011 workshop guide containing all of The Federation's workshops and events up until June 2011.

The Federation celebrates 50th Anniversary!

2011 Marks the Federation of Calgary Communities

50th Anniversary! To celebrate this we will be hosting a conference and trade show, some stampede events, a community celebration events and much much more!

Don't miss out on your chance to *``Be Part of It!``*

Farwell...

On another note, I will be leaving The Federation effective January 14th, 2011. I would like to thank all of you for making my job so worthwhile and fun to come to everyday. We were able to come a long way over the past three years and I'm sure the organization will continue to improve over the next three years!

Thanks again for a tremendous experience with so many amazing people!

All the best and good luck with all your future endeavours!

Brendan Murray

Saving Energy Makes Cents: A Message from the City of Calgary

Saving energy around your home this season can save you money, increase the comfort of your home and help protect the environment. It's easier than you think. Visit any Calgary RONA location from 7 a.m. – 4 p.m. on January 22, 2011, to buy a Home Energy Savings Kit (while supplies last) and have a free energy consultation.

Here are some simple ways to start saving right away.

- Turn off lights
- Unplug electronics
- Turn down thermostat
- Hang laundry to dry
- Heat yourself, not your home: pull on a sweater or snuggle under a cozy blanket
- Turn down your water heater when you're on vacation
- Use cold water cycle on your washing machine
- Take shorter showers (5 minutes or less) and save on hot water

Want to save more? Take these four simple actions to save up to \$200 per year.

- Replace 8 regular bulbs with CFLs and save \$92/year.
- Turn off electronics with a power bar and save \$25/year.
- Turn down your thermostat 3-5 degrees at night and save \$54/year.
- Switch to a low-flow shower head and save \$40/year in water and heating costs.

Find out more at Calgary.ca/SaveEnergy

Workshops & Events

Register at www.calgarycommunities.com

Administrators Meeting on Creative Budgets

Date: Wednesday, January 19th, 2011

Time: 10:00am to 1:00pm

Location: Glamorgan Community Association
4207 41st Ave SW

Details: Discuss the development and monitoring of budgets, policies and procedures, and what financial opportunities exist to help you build capacity.

Register: www.calgarycommunities.com

Development Enforcement (Elective Course)

Date: Saturday, January 22, 2011

Time: Doors at 8:30am, Course 9:00am to 12:00noon

Location: Braeside Community Association, 11024 Braeside Drive S.W.

Details: This new Partners in Planning elective course describes the role of Development Enforcement in the planning process and how Development Completion Permits are issued. Learn about numerous enforcement issues including development permit requirements, illegal suites, home businesses and how to submit a complaint. A discussion about secondary suite requirements is also included.

Register: www.calgarycommunities.com

Orientation to Planning Processes and Issues

Date: Wednesday, January 26th, 2011

Time: 7:00pm to 9:00pm

Location: 1609 14th Street SW, Federation Offices

Details: This small workshop, offered by Federation planning staff, reviews the Community Guide to the Planning Process and gives participants an opportunity to discuss planning related issues with colleagues from other community association and Federation planners.

Register: www.calgarycommunities.com

Board Workshop: Meet the Funders

Date: Wednesday, February 9, 2011

Time: 7:00pm to 9:00pm

Location: 1609 14th Street SW, Federation Offices

Details: Look at available funders and the grants they support, and discuss how to build capital and contribute to

the worthwhile expansion of programs, services and facility use. This meeting will be run in conjunction with the City of Calgary
Register: www.calgarycommunities.com

Planning Committee Workshop

Date: Wednesday February 9th, 2011

Time: 7:00pm-9:00pm

Location: 1609 14th Street SW, Federation Offices

Details: Learn how to create and run a planning committee that makes better decisions regarding development applications that will better reflect your communities' values. Additionally, learn to engage The City and other stakeholders during the development process.

Register: www.calgarycommunities.com

Administrators Meeting Funders

Date: Wednesday, February 16, 2011

Time: 10:00 a.m. - 12:00 p.m. (doors open at 9:30 a.m.)

Location: Riverbend 19 Rivervalley Drive SE

Details: This free session will provide Calgary Community Association and not-for-profit Administrators an opportunity to talk to all your favourite funders. Representatives from a variety of funders will be available to answer your questions. DEADLINE TO REGISTER IS FRIDAY, FEBRUARY 11TH 2011.

Register: www.calgarycommunities.com

Internal Controls For Treasurers

Date: February 17th, 2011

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

Location: Federation of Calgary Communities Board Room, 1609 14th Street SW

Details: Does your board have policies and procedures in place for finances? 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 community association board members who are wondering about financial controls for their organization. It will help board members learn about internal controls and financial policies that should be in place to reduce the risk for theft, fraud and personal liability.

Register: www.calgarycommunities.com



Paul Meunier, Member Services
memberservices@calgarycommunities.com

S.O.S. - A Series of Supports

Fundraising: building confidence with Boards

Just as the primary responsibility of a Board is to govern an organization and ensure the success of its mission, seeing that organization has enough, resources and funding to do so is one of the Boards most critical responsibilities. Board members are personally responsible for their organization's financial solvency, and assuring the organization has the necessary funds to address operating needs is a responsibility all not-for-profit Boards should take very seriously. Setting clear fundraising objectives and practices should be a natural and essential part of the governance process, however transforming belief into action can be difficult. In most cases, taking the first step is the hardest. Below are some suggestions to help your Board take that first step.

Make sure the Board is clear on their own fundraising responsibilities. Board members need to understand that fundraising is a responsibility for all to share, however tasks can be delegated out to lighten the load. Individuals do not need to be responsible for every fundraising task of the organization.

Dispel any myths or concerns your Board may have about fundraising. Make sure Board members understand that asking for and receiving money is a natural process. It should not be viewed as something to be avoided. If Board members are unsure as to how they can help, offering guidance and assistance with the process can help relieve some of the pressure.

Develop a fundraising plan for your organization with input from both Board and staff. Board and staff members cannot be effective partners in the fundraising process unless they first develop a

creative, ambitious, and practical plan to guide their fundraising activities.

Set up a Fundraising Committee. Board members, staff and volunteers may benefit greatly if they lack fundraising experience and contacts, and a Committee brings structure to processes that include; identifying and researching possible funders, determining appropriate fundraising methods and events, writing fund development proposals, etc.

Have your Board identify realistic fundraising methods. There are three basic ways to fundraise in addition to membership fees and grant writing. "Fee for service" opportunities, philanthropic fundraising and sponsorships are all possibilities for your Board or Fundraising Committee to discuss.

Make the asking easy by preparing Board members and providing them with good information. The basis for "the ask" is the case you wish to make, which needs to be communicated effectively. Provide your Board with good information and printed materials that they can use to promote the organization, and involve Board members in preparing the case so that they can explain it personally to donors.

Be clear that asking for money is not the only fundraising task that Board members can be involved in. Every Board member can do something useful to support fundraising efforts based on their skills and interests. They can; help build a persuasive case statement, help cultivate prospective donors, write notes to support a written appeal or thank someone for a contribution.

Remember that people give money to opportunities, not to needs. It is much more appealing to help an organization fulfill an opportunity or meet a challenge than to make up a shortage or bail it out.

Provide your Board members with fundraising training/assistance. This is one of the most obvious, yet often forgotten areas of Board development. Although some folks might be "natural sellers," fundraising is a learned skill. Seek out training opportunities to strengthen skills and build confidence.

Remember: if FUNDraising is about meeting a need, then FRIENDraising is about building capacity!

FYI... Fish Creek Library

Check out all of these great events going on throughout the month of January

Mark your calendars for Saturday, January 29. The highlight of the month of is the

Family Literacy Day Celebration at the library:

- Meet local author Roberta Heembrock, who will read her book *Oscar the Herring Gull*, and explain her process for writing a story. Ages 6 to 10. 11:00 - 11:45 a.m.
- Join Renata Liwska, illustrator of the New York Times bestseller *The Quiet Book*, for a special presentation in celebration of this amazing day. Ages 2 to 6 with a parent/caregiver. 2:00 - 2:30 p.m.
- Join us for an hour of readers' theatre, highlighting nature and animal stories from the library's collection! Ages 5 to 9. 3:00 - 4:00 p.m.

If your Saturday is fully booked you can still celebrate with us on Thursday, January 27th:

Sing Together for Literacy! Celebrate as we share songs that will develop your baby's awareness of rhythm, rhyme, words, and sounds. Ages 6 to 23 months with a parent/caregiver. 10:15 - 10:45 a.m.

Read Together for Literacy! Wear your jammies and join us to share favourite bedtime stories and rhymes, all in celebration of Family Literacy Day. Ages 2 to 5, with a parent or caregiver. 7:00 - 7:30 p.m.

50+ Coffee and Conversation club invites you to drop in for a cup of tea or coffee, some casual conversation, or an informal presentation of interest. Wednesday January 5, 19 and 26, from 2 to 3:30 p.m.

Be Your Child's Own Tutor. Learn how to help your elementary aged child with their schoolwork using low-cost activities. Monday, Jan 10, 6:30 p.m. - 8:30 p.m.

Let's Talk About Typical Speech and Language Development in Children. Learn what typical development looks like for two to five year olds and when to seek help. Presented by Alberta Health Services Preschool Speech and Language Services. Register by calling 403-955-1300 Thursday, Jan 20, 6:30 - 8:30 p.m.

Easier Than You Think! Talking with Your Kids about Sexuality. Increase your comfort level, and develop your parenting skills for talking with your children of all ages about sexuality. Presented by the Calgary Sexual Health Centre. Saturday, Jan 22, 2:00 - 4:00 p.m.

Pension Planning for Seniors. Get all the information you need on the Canada Pension Plan and Old Age Security from the experts at Service Canada. Ages 50 and up. Monday, Jan 17, 7:00 - 8:30 p.m.

Unlocking Alzheimer's Disease: More than Memory Loss. Get more information on the types of dementia, brain function, warning signs, and strategies for reducing risk. Presented by the Alzheimer Society of Canada. Ages 50 and up. Thursday, Jan 27, 7:00 - 8:30 p.m.

Fish Creek library offers plenty of storytimes for babies, toddlers, and preschoolers. Check out the new library program guides for dates and times and register in time. A valid library card is required to register for a program.

Fish Creek Library

11161 Bonaventure Drive SE
403 221 2090

Monday-Thursday 10am-9pm
Friday & Saturday 10am-5pm
Sundays Noon-5pm

www.calgarypubliclibrary.com



Bob van Wegen, Urban Planner
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Council refers semi-detached for consultation

On December 6 City Council considered a bylaw for a contextual-permitted semi-detached infill use. To recap, contextual “permitted” semi-detached would have basic rules, would not require planner review, community circulation, nor would they be appealable. They would account for 40%-60% of semi-detached infills by City estimate. Five community representatives spoke on the lack of a tree planting requirement, and expressed concerns that they do not respect ARPs or Infill Guidelines on allow input on issues like design, materials, heritage character, etc. Industry representatives were supportive of the bylaw, but also supportive looking at better rules for trees. Council passed two motions. One referred the item for more consultation with communities to return to LPT for a hearing, and then back to Council by April. The second motion was for Administration to investigate options for preserving the urban forest canopy, including trees on public and private property, with an interim report to Council by May, then stakeholder engagement on Council-approved options and final recommendations by Dec. 2011. If you are interested in this, be in touch with us and your Alderman. While we are on the subject, we are also coming up to the annual review of the contextual rules for permitted single-detached, which received a significant amendment last March. There is a consultation component of this as well.

City responds to community infill questions

In May 2010, the Federation hosted a workshop with about 20 community reps to address concerns about infills generally. Issues raised, and written on many (!) post-it notes, were assembled into a 7-page attachment to a Council report. Council directed administration to respond to these issues, and a

response was received on December 1 regarding concerns about “building size”, “loss of trees and vegetation”, “poor design”, “context and community character”, and the “planning process”. Rather than distil it here, I’ll email a draft and post it online.

Digital signs rules to Council Feb. 7

A proposal to regulate digital signs passed at CPC in December and will go to the February 7 public hearing of Council. In the spring, Administration proposed that all signs go to Council for approval as “direct control”. CPC instead directed them to prepare a regulation to manage signs without a DC. Administration continued to support the original DC option, but it was the CPC-ordered bylaw that CPC ultimately endorsed. Aspects of the proposed bylaw include not allowing digital signs in residential districts; Electronic Message Signs within 300m of residential will have to be turned off at night; digital Third Party advertising signs (e.g. billboards) would not be allowed within 300m of residential (150m in Centre City); there would be minimum distances from “decision points” (e.g. intersections) and between digital signs; ambient light meters are required to manage brightness; there would be no less than 10 seconds per image and no special effects, etc., etc. Permits would be for three years only, and these measures are considered interim in advance of a more complete review of Sign policy and bylaws. There is a lot more to this (we can send you a copy). A number of communities have stated a preference for a “moratorium” and we expect there will be some strong opinions at Council. If you are interested in this, please get in touch.

Cell towers to committee in April

The report on changes to cell tower rules has been deferred until April 2011. The Federation is one of the members of the Ad-Hoc Telecommunications Tower Committee. We continue to push for clarity in the rules and public communication and consultation. We note there is some confusion out there, in part due to delays in cleaning up the City website to keep up with changes. In December 2009 City Council made changes that require consultation when towers were proximate to any kind of residential district; previously consultation was only required near low density. If you have views on the cell tower issue, or have sent letters to your aldermen or Administration related to the cell tower siting or process, please send them to us so we know what your issues are.

PIP Course on Development Enforcement, January 22nd

A new Partners In Planning elective describes the role of Development Enforcement in the planning process and how Development Completion Permits are issued. Learn about enforcement issues including development permit requirements, illegal suites, home businesses and how to submit a complaint. A discussion about secondary suite requirements is also included. PIP courses are FREE; you need three core courses and at least one elective to complete the certificate. Doors and sign-in at 8:30am, course from 9am - noon. Location: Braeside Community Association, 11024 Braeside Drive S.W. Refreshments provided. Register on the Federation website.

Orientation to Planning, January 26th

The Orientation to Planning Process and Issues workshop walks CA reps through the Community Guide to the Planning Process, which was recently updated. The small-group workshop will help participants get up to speed and is an opportunity to discuss issues with the Federation and colleagues from other CAs. The workshop is particularly useful if you missed the PIP "core" courses that were offered in fall 2010. Free but you must register; space is very limited. January 26, 7-9 at the Federation office, 1609 – 14th Street SW. Register on the Federation website.

Planning Committee Workshop, February 9th

At these workshops, community members can learn how to create and run a planning committee that makes better decisions regarding development applications and that will better reflect community values. Participants will learn how to better engage The City and other stakeholders during the development process. February 9 from 7pm to 9pm in the Federation Boardroom. Register on the Federation website. For info, contact Natasha at engageinplanning@calgarycommunities.com.

Status quo for now on Infill Guidelines

On December 15, City Council's Land Use Planning and Transportation Committee voted to not expand the boundaries of the Infill Guidelines beyond their current area. The final decision goes to Council January 10.

When the Infill Guidelines boundary was established in 1993, it covered the inner city and inner suburbs where infills were happening. Today, about 25% of infills are built outside of the old boundary. Since the

Guidelines are not "rules", and are already applied generically to a wide variety of community types, we contended they were broad enough for general application in reviewing discretionary infills, and that expansion would be equitable and useful to communities not yet covered.

Administration agreed that they could be more broadly applied but argued against this. To quote from their report: "On the plus side, (the Guidelines) do provide some direction to the Approving Authority; however, their general and subjective nature can lead to differences in interpretation, and create varying expectations amongst stakeholders about how they should be applied on individual applications. In some cases, the review process on applications can be lengthened as a result of these interpretation differences. A simpler approach may be to abandon the use of the Guidelines and leave it up to the Approving Authority to judge each application on its own merits. This would be done based on relevant planning principles, with input from affected parties and use of the other layers of statutory planning policy we have as guidance. These include the (MDP), Local Area Plans, ASPs and ARPs..."

Differences in interpretation are part of the discretionary process, and this is not unique to the Guidelines. The loss of the Guidelines without significant other changes to replace their role (none of the other policies listed deal with infills in detail) would leave a hole in how infills are addressed. Having said that, many communities have expressed frustration with the application of discretion, and complain that the Infill Guidelines, ARPs, etc. are ineffectual. The City is also investigating the use of "objective standards" in the Land Use Bylaw which might have implications for infills and the Guidelines. The subtext to the discussion, which also underlies the permitted/discretionary discussion, is the amount of City effort spent on reviewing infills, and whether those resources should be directed to other planning needs. Given the mixed opinions on the value of the Guidelines, and the upcoming work that might affect them, the Committee decided to stand pat.

(Note: Administration's final recommendations regarding the Infill Guidelines boundary took a different turn than had been communicated to me at the time of the December newsletter, where I indicated, prematurely as it turned out, that Administration would supported expanding the Guidelines.)

New Auditing Standards

Nancy Murdoch, CA, Auditor

Who Sets the Standards for our Audits and What is Changing

The Auditing and Assurance Board (AASB) is the body that has the authority to set the generally accepted auditing standards for financial statement audits. This authority is primarily reflected in the federal and provincial Business Corporation Acts as well as various other legislation. This board comes under the umbrella Audit and Assurance Standards Oversight Council that is an independent body established by the Canadian Institute of Chartered Accountants.

For fiscal years ending after December 14, 2010, a new set of auditing standards have been developed by the AASB which more closely align with international standards. This means if your year end is December 31, 2010, the rules are a little different for your audit. The end result will be the same – financial statements should have assurance that they are not materially misstated.

These new standards are called Canadian Auditing Standards (CAS). The new CAS will bring changes to required procedures, documentation, reporting and client communications and the timing of the release of the financial statements.

Procedures and documentation

Part of our audit includes sampling various transactions. To do this we must have procedures for selecting those transactions. The new standards will provide more detail and guidance in selecting items for testing as well as greater advice on how we should deal with irregularities. In most cases, we deal with irregularities by suggesting adjusting entries to be made to your records (basically fix them) and therefore eliminate the problem. Occasionally we come across something that cannot be fixed with a simple adjusting entry and it must be disclosed in some way on the financial statements. The new CAS will assist us in dealing with specific situations – what procedures we must perform and how we must evaluate and document them.

Reporting and communication

The new CAS require that we change our audit report (first page of the financial statements) substantially.

We will now be required to add paragraphs to our report called “Emphasis of Matter” and “Other Matters”. This will allow us to highlight certain items directly. In the past, we have always communicated significant matters to your board of directors via a letter included in your audit package. Members of your organizations or grant providers would not always have access to those points unless they were brought up at an annual or general meeting or they specifically asked to see a copy of our letter. Going forward, these points will be included in our audit report. In addition, our audit report will emphasize our independence from your organization.

Release of the financial statements

In the past, we would complete our audit, have a meeting with perhaps the treasurer, bookkeeper, president, etc. to discuss the overall statements and then, once satisfied that all our procedures and documentation had been taken care of, we would sign and release the financial statements. Going forward, a more formal acknowledgment of the responsibility of the entire board for the organization’s financial statements will be required. As in the past we will complete our audit, have a meeting to discuss any outstanding issues and go over the financial statements, but we will not be able to sign the statements until those statements have been approved by the board. Timing of the release of the statements will be affected. There are many cases now where the financial statements are released only a day or even hours before an Annual General Meeting. Going forward, planning needs to be done to ensure that the board looks at the financial statements in detail at a board meeting and passes a motion that they have approved the statements. Those minutes must be included in our audit file before we can sign the audit report. This will not only entail having a board meeting but also producing the minutes that show the approval. It makes sense but the logistics may be tough.

Overall, the changes are minimal for your organizations. You may notice that we are asking questions that haven’t been asked before so please be patient with us in this upcoming year of change.

Calgary Community Block Watch



Block Watch Online
By Jennifer McDougall

As the dynamics of community life change so have the programs offered by Calgary Community Block Watch, an organisation that has served Calgarians for decades. Today residents can register with their community Block Watch network online, free of charge.

"My hat goes off to them," says Kelvin Grove resident Arlene Halt of the local Block Watch team. "They've worked very hard to figure out what we need to stay connected."

Years ago the structure required many volunteers to play the role of Block Captains and District Captains who took on the onerous task of telephone fan outs. "In that time, it didn't feel cumbersome, perhaps we had more time then. These days we only wave to our neighbours...we're always in our cars...we have different commitments."

Halt is the Block Watch representative within her community association that takes in Chinook Park, Kelvin Grove, and Eagle Ridge. She says the area was one of the first members of Block Watch back in the 1980s. While Halt acknowledges that Block Watch's focus has always been "to engage residents to be community minded and watch out for each other," today the organisation offers "a new, more flexible design with updated tools." As opposed to the telephone fan outs that were used to spread information in the past, community representatives can now send a note to all interested members using the database. Yet, flexibility within the program allows communities with available volunteers to keep them involved.

Varsity Community Representative Jennifer Marr says, "It's more accessible. Now anyone on any block can be connected. (In the past), if you didn't have a Block Captain you didn't get the information."

The website offers tip sheets to help keep

neighbourhoods safe including guidance in identifying drug houses and suggestions for snowbirds.

Marr sends out Block Watch news to those registered for the program on a monthly basis. Non-registered residents access the information through the community newsletter.

Marr advises, "Notice patterns in your neighbourhood. Get to know your neighbours on either side and we'll all be a little safer."

Cheryl Humphrey, Executive Director at Calgary Community Block Watch Council says, "We recognize every community has unique concerns and now we can work with and support those communities individually. We can send (electronic) messages targeting certain communities or quadrants of the city."

Halt says her Kelvin Grove neighbours have "a high regard for community involvement" and while the area doesn't face some of the harder edge crimes, their members are on the lookout for activities which are upsetting and impact their feeling of safety such as graffiti and bottle picking.

The instinct of some residents may be to confront a person loitering in the alley while another resident may be plagued with worry and end up doing nothing. Halt says the program educates residents and encourages you to report suspicious behavior and remove yourself as a potential victim.

Communities considering the program shouldn't worry that it will be difficult to deliver, says Halt. "It's easy to pick up...you can ease into it over time. The staff is very open to talking to groups about getting started."

"Newer communities may not understand what (the program) can do for them. It makes you a more mindful citizen, even outside your community. You are taught to go ahead and report suspicious behavior to the non emergency police line and not to worry about it. The program is ensuring citizens are connected and caring for each other so we don't become this large city looking out only for ourselves."

<http://www.calgaryblockwatch.com>
Calgary Police Services non emergency line
403 266-1234.

License of Occupation Requirements

With the 2010 renewal of the Federation of Calgary Communities Insurance program complete, it's a good time to review how this program ensures that all community associations are in compliance with the City of Calgary's license of occupation requirements.

City of Calgary Requirements Federation of Calgary Communities Insurance Program

13.0 Insurance Coverage Required

a) Comprehensive General Liability

i) \$2,000,000 limit for death, bodily injury and property damage. The Federation Insurance Program has a minimum general liability limit of \$5,000,000

ii) City named as an Additional Insured. This is automatically shown on the renewal declaration pages

iii) Cross liability included - "In the event of claim by one insured for which another insured covered by the same policy may be held liable, this endorsement covers the insured against whom the claim is made in the same manner as if separate policies had been issued. However, it does not operate to increase the insurance company's overall limit of liability." Included in the general liability wording

iv) Broad form contractual liability-This too is included in the general liability wording

v) Products and completed operations Included

vi) Non-Owned Automobile-Included to a limit of \$5million

vii) Participants Inclusion-This coverage is usually only available from specialty insurance companies at a surcharged premium. This coverage is included at no additional cost under the wording of The Federation's Liability wording

viii) Host liquor liability clause-Most insurance carriers will restrict, eliminate or cover at increased premiums should there be a liquor exposure. In this case, coverage is available to the full limit of the liability coverage at no additional charge

b) "All Risks" Property Insurance

i) if the Association raised the funds for the construction-All property insured under the Federation's program is done on an "All Risks" or "Broad Form" basis - With this form, coverage is included unless it's specifically excluded

c) If the City Paid for the Construction

i) "All risks" tenant's legal liability All liability coverage, as with the property, is written on an "all risks" or broad form basis

d) During the Course of Construction of any improvements

i) To maintain "all risks" course of construction insurance for not less than the total insurable value There are a number of options that are available to meet this requirement and all are done on an "all risk" basis

License of Occupation Requirements

- ii) Coverage to extend to transit-Included
- iii) Ensure that any contractor hired by the association maintains a comprehensive liability insurance policy of not less than \$2,000,000 (including completed operations, contractual liability, cross liability, the City and other interested parties added as an additional insured) This too is a usual requirement from the insurance carriers in cases where contractors are hired
- 13.1 No Participants exclusionary clause-As noted above - there is no participant's exclusion under The Federation's Insurance Program
- 13.2 30 day notice to the City if the Policy is Discontinued or Materially Changed-Since the City is shown as an "an additional insured" within the scope of the policy, this 30 day condition is met via the standard policy wordings
- 13.3 Deductibles payable under all polices are the responsibility of the Association-Again, this is a fairly standard process under all insurance policies
- 13.4 Renewal Certificates of Insurance Submitted to the City prior to expiration -This is a service that Toole Peet provides to all members as a part of the renewal process
- 13.5 "The association agrees to assume the liability and relieve the City from Responsibility..." This assumption of liability is a coverable item under the policy
- 13.6 "The Association must comply with all regulations imposed by insurance underwriters providing insurance" In most cases these requirements are reasonable and are managed by Toole Peet as your broker
- 13.7 " Any money received from the insurance policies...must be used:
 - i) either to repair or rebuild the facility that was insured or for other purposes contemplated as a feature of the "all risks" or "broad form" wording, there is a requirement to ensure that the property insured under the policy be on a replacement cost basis. In order to "replace" or rebuild" the facility, the insured value must represent the true replacement cost of the property owned or entrusted.
 - ii) or for purposes mutually agreed upon between the City and the Association As we have seen with the odd claim from time-to-time, the insurance carriers are usually very willing to work with other interested parties to ensure that the proceeds of the claim are used the best way possible
- 13.8 "The Association agrees that the City may require the Association to carry new types.... of insurance... The Association agrees to make any changes to the insurance as may be required....

Community Q & A

GET engaged! deadlines

Submissions accepted until 4 p.m. on the following dates:

Issue	Deadline
Feb.	Jan. 19
March	Feb. 16

For details, please visit our website
www.calgarycommunities.com

Federation Staff & Services

Executive Director	Leslie Evans
Urban Planning	Bob van Wegen Natasha Kuzmak
Community Relations	Brendan Murray
Member Services	Paul Meunier
Reception	Lori Winder
Bookkeeping	Raid Nazzali Vince Ma Lin Lin Zhu
Financial Audits & Accounting	Heidi Brauer, CMA Nancy Murdoch, CA Sophie Khatkar Linda Lin Vivian Zhao Kenneth Ng Yang Wang Annie An Mary Chen Sophia Wu

Board of Directors	
President	Robin Elford
Vice President	Christopher Harper
Secretary	Chris Cole
Treasurer	Ned Shillington
Director	Kendrick Charles
Director	Bruce Klippenstein
Director	John DeRinzy
Director	Melanie McDonald
Director	Maxine Morrison
Director	Peter Rishaug
Director	Bill Scott
Director	Andrew Walcot
Director	Michael Wilhelm
Director City Liaison	Pam Meunier

You Asked Us

Q

When should our organization send updated Board and staff contact information to the Federation?

Answer

A: As soon as there is a change.

In the past the Federation has sent an annual package to our members in January of each year, requesting the most recent copies of your organization's bylaws, Society Annual Return and Board and staff contact information. All this information is kept private and confidential. Starting January 2011, the Federation will be sending this request package at the end of the month of your organization's AGM.

The Federation requires these documents for a variety of reasons:

Having copies of our members' most recent bylaws – stamped by the Corporate Registry – allows us to help troubleshoot various questions you may have where bylaws dictate the required action, i.g. timelines and procedures for various meetings, details around membership, matters of interpretation, etc.

In terms of the Society Annual Return form, updating information with government sources is part of a statutory responsibility for all registered societies and should be assigned to a secretary to ensure ongoing compliance. Failure to submit the Annual Society Return form is a critical error and will result in the dissolution of your society. As a result, we do require a copy of this document once you have received it back as proof your society is in good standing, which we must account for in terms of our insurance coverage.

Additionally, the contact info in your Society Annual Return is transferred to the Federation's database software so we can communicate effectively with various Board and staff members according to the position they hold.

Federation Sponsors

Platinum



Bronze



Gifts in Kind





TOOLE PEET
INSURANCE

Community Hero Award

“Nominate a local hero
in your Community”



The Federation of Calgary Communities, along with our proud sponsor Toole Peet, would like to recognize the many unsung heroes who make **OUTSTANDING** contributions by volunteering in their communities through their community association.

Who can be nominated?

All individuals who contribute an **EXCEPTIONAL** amount of time volunteering and who your Community Association feels should be recognized for their contributions are eligible for our program.

How to nominate:

Please complete the information on the reverse side and return to The Federation's office, either by mail (address shown below), or fax to 244-4129.

What do they get?

- All nominees will receive a framed “Certificate” from the Federation to be presented at a time convenient for your Board.
- Each year all nominees will be entered into a draw for a special gift from Toole Peet presented at The Federation's Annual General Meeting.

Who do you submit to?

Federation of Calgary Communities
Suite 301, 1609—14 Street SW
Calgary, AB T3C 1E4

PH: 244-4111

FX: 244-4129

Email: fcc@calgarycommunities.com

Website: www.calgarycommunities.com



NOMINATION FORM

Toole Peet Community Hero Award

DATE:



TOOLE PEET
INSURANCE



THE _____ COMMUNITY
ASSOCIATION

NOMINEE

Name: _____
Please **PRINT** clearly—it is important to have the name correct on the Certificate

HM Address _____ PC _____

HM Phone _____ Cell # _____ WK _____

VOLUNTEER CONTRIBUTION

(1) Length of Service: # _____ years volunteering for CA # _____ hours per month

(2) Current CA volunteer duties: _____

(3) Past CA volunteer service: _____

(4) Other volunteering time : _____

(5) Describe WHY you feel this individual should be recognized for this award _____

If more space is required, please attach on a separate page

NOMINATOR

Name _____ Daytime PH _____

CA Position: _____ Cell # _____

Presentation Information (to be completed by CA)

Preferred Date: _____ Presentation Time: _____

Type of Function: _____ (AGM, Board Meeting, Special Event, etc)

Federation Office Use
Confirmed Date & Time with CA on _____ Confirmed Presenter(s) on _____
Presenter(s) are: _____

JANUARY 22, 2011 | HOME ENERGY SAVINGS DAY

SAVING ENERGY MAKES CENTS



HOME ENERGY SAVINGS KIT

\$250 value for only \$39.99

BUY ONE ON JANUARY 22 AT ALL CALGARY RONA STORES. WHILE SUPPLIES LAST. DROP IN 7AM – 4PM FOR FREE ADVICE FROM OUR ONSITE EXPERTS

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3.25 x 4.875 in

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