

APPLICATION MANAGEMENT & PUBLIC ENGAGEMENT METHODOLOGY

Dobbin Consulting offers responsive, collaborative, well documented engagement for development projects that align with and utilize the City of Calgary’s Engagement Framework developed in 2013. In all our engagement work we strive to be approachable, professional, and friendly throughout.

Stage	Process	Land Use	Development Permit	How We Help	Our Approach	Outputs
Research	During assessment of a project, recent application outcomes and policies are documented to determine the feasibility of developing the land including rezoning if necessary. Whenever possible, industry contacts, both public and private, are asked about the general area and the Community Association’s history with similar developments. Stakeholders are identified at this stage.	Pre-purchase assessment & due diligence. Policy & target zoning.	Assessment of zoning and policy impacts on development design.	Our Development Assessment Report reviews the context, guidelines, and policies to determine appropriate target zoning (LOC) and any restrictions of the existing zoning on the building design for the development permit (DP).	Keep an open mind with realistic considerations of contextual development history, zoning restrictions and seek to anticipate public response to the project based on recent outcomes.	Development Assessment Report
Strategy & Planning	For multi-family and mixed-use projects, the Ward Councillor and Community Association should be approached as early as possible. An early introduction should be conducted, and early concerns incorporated into consideration of both the application approach as well as the engagement plan developed. Prepare application materials and rationale for development, gather architectural and survey materials needed.	Project start-up and team selection. Develop full application strategy.	Rationale for the design’s alignment with policies and zoning.	We develop an Engagement Strategy & Plan for your project to align with the City of Calgary’s Community Outreach Assessment Tool and Outreach Tactics and Techniques required of developers during their applications.	We take a collaborative, shared knowledge approach to file and contractor management. We document issues for response alignment and develop sound rationales for relaxations.	Public Engagement Plan Engagement Materials + Website
Pre-Application Engagement & City DART Meeting	A pre-application meeting with the City’s Development Applications Review Team (DART) is conducted to gather feedback on the approach to application and to flag any significant concerns. Applicants must conduct pre-application engagement including direct mailing campaign, website, online open-house webinars (in batches to allow for good engagement) for residential and mixed-use application to meet City engagement requirements prior to application. Specialist items identified in the pre-application are coordinated and additional materials are submitted with the application and may include: transportation studies, civil engineered drawings, and geotechnical studies.	Contact identified stakeholders and conduct significant pre-application engagement. Capture and address concerns (where possible), document and report engagement.		We will develop visual aids, communication materials and a public engagement website that align with City guidelines.	Friendly, collaborative, open-door policy for contact with a focus on listening, documentation, and alignment. Seek to gather feedback and acknowledge concerns.	Applicant-Lead Outreach Summary “What We Heard” Report DART Initial Team Report
Application	Significant public engagement is required prior to making your application, and public engagement is ongoing. During the application, additional public engagement may become necessary as issues arise. Councillor meetings and additional stakeholder meetings may also be required. City-facing engagement and representation is required to address issues brought forward from Administration. Coordination and management of specialists, studies, and materials is conducted to ensure timely, accurate submissions to the City to meet DTR1 and 2 comments. A Development Site Servicing Plan (DSSP) is now often required for DP applications, the Consultant manages sub-contractor work and coordinates the response to the City.	Respond to Initial Team Review (ITR) Respond to Detailed Team Reviews (DTR1 and DTR2) Manage any additional studies required which may include a Transportation Study, Parking Study, or other engineering studies requested by the City.		Acting as the Applicant , we coordinate specialists and studies as appropriate and provide public-facing representation for your project. Developer’s Engagement Report for the application and Council presentation .	Provide ongoing, ‘open-door’, issue-aligned, responsive public engagement. Our approach is to use transparency and clear communication to reach positive, documented outcomes.	Application materials including rationales and a Developer’s Engagement Report for CPC and Council
Wind-Up	As approval approaches for land use, the development permit drawings have usually started. Any unusual restrictions or direct control bylaw considerations must be communicated to the architect to inform the design. For the development permit, issues raised during the application may require additional planning and considerations may have to be communicated to the construction team (street and parking management plans as an example).	Convey LOC outcomes to DP building designers (if not concurrent).	Convey DP concerns regarding build to construction team.	Provide guidance on policy and engagement concerns to educate the building design for the DP. After the approval of the DP, we can provide further support during BP on an hourly or separate contract basis.	Collaborative and supportive approach to post-application needs by the developer, construction, and marketing teams.	Concerns Summary Report documents items that are outstanding or that require sensitivity or further reporting during the build.

*Note: Consulting services **do not include** architectural drawings, landscape architect fees, specialist fees, 3D building renderings, survey work or studies (to be separately contracted).
References and sub-consultants are available and we have a strong network of proven consultants to support your project.*