

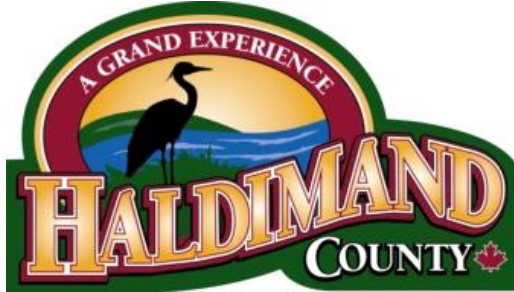
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## PUBLIC MEETING AND ATTENDANCE

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Please note the following advice if you are attending a public meeting relating to your application:

- **Arrive early.** Getting to a public meeting early will give you the chance to collect your thoughts and become comfortable with the surroundings;
- **Introduce yourself.** When speaking to the Committee members as part of the meeting, clearly identify yourself and the relationship to the application (e.g. applicant, landowner, agent, etc.);
- **Don't be intimidated.** The Committee is a citizen forum for members of the public to hear proposals that may occur in their community. Members want to hear what you have to say. State your case clearly and in simple terms as you would to anyone. There are no "rights or wrongs" in presenting;
- **Be brief.** Make your points as concisely as possible. If you are making a presentation (which is not a requirement), be prepared to limit your presentation in length and try not to repeat information that has already been offered by staff or other individuals as part of the overview of your application. Provide specific information about your application and position. For example, members may want to know what has been done in other areas, what the costs might be, and what groups support or oppose your application / position;
- **Be prepared to answer questions.** The best way to make your case is to provide straightforward answers to Committee members' questions. If you don't know an answer, say so. Then, if possible, find the answer and relay it later. Generally, refrain from asking questions of members since the public meeting are directed toward providing them with information on the application under consideration.
- **Bring pictures and/or plans** that provide visual clarity to your presentation/viewpoint. Ask the Chair if you can share them with Committee.
- **Please remember** that there must be representation at the public meeting to speak to / answer questions on your application. Please ensure someone can attend in your place, if you are not able to make the meeting. If someone cannot attend for any reason, please ensure your staff contact is advised prior to the public meeting.