

9 tips on making presentations at Saanich meetings and other public participation events

The following tips will help you to prepare and make the most of your experience.

Learn the date and time for the meeting by visiting Saanich's website www.saanich.ca or by contacting Municipal Hall at 250-475-1775.

1. **Saanich has policies about how meetings are organized.** Find out the process for the meeting that you wish to present at or observe a meeting in advance.
2. **Understand the process in terms of:**
 - Who makes the final decisions? What is the process for making decisions?
 - What are the steps?
 - What is the timeline?
 - What are the venues for public decisions?
 - Will there be public hearings, task force meetings, community forums, or other opportunities for participation?
 - What form will public participation take and how can you or your group best engage?
 - What information will decision-makers use and how will it be developed?
 - Are there opportunities to provide advice, ideas or comments?
3. **If providing any supporting material, make sure you have enough copies for each committee member.** Call in advance to find out how many copies you need. Note: providing a summary of your speaking notes allows the listener to focus on you rather than taking notes.
4. **Be organized.** Involve others in your efforts by reaching out to those in the community with a stake in the issue. Speak with one voice. Build consensus on the goals you seek, the changes you want to see and the solutions you support.
5. **Communicate effectively.** Develop clear materials that describe the problem, your aims, the proposed solution, and why it matters. Illustrate the issue with examples.
6. **Be prepared to make your point succinctly.** Remain "on topic" and clearly address the issue at hand.
7. **Remain civil, no matter how deeply or passionately you feel about an issue.** If your conduct is improper, you may be asked to leave the meeting.

8. **See the big picture.** Keep the broader public interest in view. Recognize that there are often legitimate competing values and interests that local officials must balance. Understand that many issues have causes or impacts that extend beyond the local community. Appreciate how what you want local officials to do may affect people outside your neighbourhood.
9. **Stay engaged.** If you succeed in getting action, do not stop there. Pay attention to implementation. Stay in touch with your core group, community partners, and local officials. Monitor results and bring any problems to the attention of local officials and staff. Now that you've involved, remain an active community member! Bring your energy, experience, skills and commitment to help local officials address other community that you care about.

For information on the various ways for you to be involved in Saanich Council meetings, go to saanich.ca/localgovernment/mayorandcouncil/councilmeetings