

## **Tips for Presenting to the SDAB (Virtual Hearings)**

Please note that the Board is not an evidence seeking body. It relies on written evidence presented, as well as verbal submissions made at hearings, as the basis for its decisions. It is therefore critical that persons appearing before the Board ensure that sufficient evidence is presented to support their respective positions.

It is the responsibility of the applicant to present evidence to support their application or respond to the issues raised by the appellant(s) or affected parties. The applicant should not rely on the Development/Subdivision Authority to make the case for them.

### **Listed below are some suggestions that will assist you in making a presentation to the SDAB:**

-  Please ensure your microphone remains on "Mute" during the hearing except when called upon to speak by the Chair of the Board or when answering questions.
-  At the beginning of your presentation introduce yourself (name and address) for the record.
-  Speak to the Chair or through the Chair.
-  If you have a presentation or wish to have materials presented to the Board, please ensure they have been provided electronically to the Clerk of the Board to [Appeals@airdrie.ca](mailto:Appeals@airdrie.ca) to ensure they can be viewed by Board members. You will not be able to share your screen during the hearing.
-  Stick to the planning facts and support them with quantifiable (measurable) data. Reference planning policies, traffic studies, parking statistics, sun shadow studies, etc.
-  Reference any pages, paragraphs, sections and/or article of any documents you are quoting.
-  Present your opinion regarding any errors in fact or interpretation.
-  State the detailed issues about the site in the context of the surrounding properties and the impact on the community.
-  Show photographs, illustrative materials and well prepared drawings throughout your presentation. Once again, these materials must be provided electronically to the Clerk of the Board to [Appeals@airdrie.ca](mailto:Appeals@airdrie.ca) to ensure they can be viewed by Board members. You will not be able to share your screen during the hearing.