

Chair's Procedural Notes
Public Meeting for Proposed Adoption of
Bylaw No. 2015-36

Meeting Date
Proposed Bylaw:

December 8, 2015
Public Transportation Utility No. 2015-36

1. **Chair calls the Public Meeting to Order**

2. Chair advises that this is a formal public meeting and records are being kept of the proceedings.

3. Chair states following purpose of the public meeting.

“The Council of Parkland County is holding this public meeting to provide an opportunity for public input and comment on proposed Bylaw No. 2015-36.”

4. Chair then outlines public meeting procedures as follows:

a) Council will first hear an overview and summary of the proposed bylaw from administration as well as any written submissions received prior to the public meeting.

b) **Council will then receive any additional written or verbal submissions from the floor.** They ask that those who wish to speak must first identify themselves and address their comments to the Chair. There will be an approximately 10-minute limit on the length of verbal submissions or presentations. Council may ask for any clarification on written or verbal submissions. Council wishes to remind everyone that this will be everyone's only opportunity to comment on this proposed Bylaw.

c) Following the verbal presentations, administration will respond to questions from Council;

5. Chair asks Council if they are satisfied with the amount of information they have received before closing the meeting, and advises that if Council wishes to obtain more information, a motion to recess the meeting may be made at this time.

6. Chair closes public meeting.

**Please enter
your name in
our guest
book—either
sign legibly or
print.**