

Activity 3: Planning Meeting Survey

Team Members _____ **Municipality** _____

Contact the municipality and complete the chart. Decide on a minimum of one meeting to attend and complete the summary. On a separate sheet of paper, outline the government structure of the municipality.

Municipality type _____ Telephone _____

Municipal Building Location: _____

Type of Meeting	What Day Each month?	Time	Location	Agenda: Items of Interest
Planning				
Zoning Hearing				
Environmental Advisory Council				
Other				

Questions

1. *What was the date and type of meeting you attended?*
2. *How many people were in attendance?*
3. *Describe how the meeting was organized and conducted?*
4. *What topics were covered?*
5. *What were issues of concern?*
6. *What were your reactions to the meeting?*
7. *What information do you need to become more involved?*