

Resolutions or bylaws cannot be passed while *in camera*. Any decisions must still be made at a meeting open to the public.

Regular Council Meetings do not always happen when time-sensitive business needs to be dealt with. When this occurs, a **Special Meeting of Council** is required, and the MGA specifically outlines how those meetings must take place and how/if they must be advertised, based on the circumstances. If time permits, Special Meetings will be advertised on the Town's website as well as other advertising as available.

Day-to-Day Operations

The Chief Administrative Officer is responsible for the day-to-day operations of the Town.

Reporting to the CAO are:

- Administration Department
- Public Works Department
- Protective Services Department
- Family & Community Support Services
- Fire Department
- Parks & Recreation Department
- Planning & Development
- Economic Development
- and all other departments

The CAO is also responsible for all dealings with engineers, lawyers, auditors and consultants as required.

Budgets

At the centre of the municipal finance system is the budget. Through the budget, Council decides the priorities for the next year by setting aside money for each program or service. The annual budget is the single most important policy decision that Council makes. Careful planning and control means better service for residents.

Municipal operating and capital budgets must be prepared in a manner that will ensure they meet the standards set by the MGA.

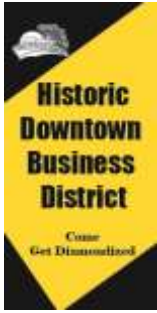
Property and business tax bylaws cannot be passed until both budgets have been adopted.

For information on any of the Town of Black Diamond programs, policies or bylaws please contact the Town Office at (403) 933-4348 or visit the website www.town.blackdiamond.ab.ca

You can follow the Town of Black Diamond on Facebook or Twitter.



Town Council and Council Meetings



The Mayor (1) and Councillors (6) are elected for a four year term of office. The Town of Black Diamond does not have a ward system, the Mayor and Councillors are elected to look after the interests of the entire municipality.

The Council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The Municipal Government Act (MGA) provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution. Council sets the overall direction of the municipality by making policies and passing bylaws. The policies that are set by Council are the guidelines for administration to follow as it does the day-to-day job of running the municipality.

The MGA states that the purposes of a municipality are:

- To provide good government
- To provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
- To develop and maintain safe and viable communities.

Contacting the Mayor or any member of Council can be done by:

1. Email a member of Council directly. All of Council has their email addresses available on the Town's website: www.town.blackdiamond.ab.ca
2. Leave a telephone message with the Town Office at (403) 933-4348
3. Mail: Box 10, Black Diamond T0L 0H0
4. Fax: (403) 933-5865
5. In person: the Town Office is located at 301 Centre Ave W, Black Diamond. *Please be aware that members of Council do not have offices or set office hours. Many elected officials hold other jobs in addition to their duties on Council.*

Correspondence to Council can become part of a Council meeting Agenda package, and as such, may be made available to the public.

Council Meetings

Members of the public are encouraged to attend Council Meetings. Regular Council Meetings are held on the **1st and 3rd** Wednesday of every month, except for July and August.

Meetings begin at **7:30pm** and are held in Council Chambers located in the Town Office located at 301 Centre Avenue West, Black Diamond.

The submission **deadline for Council Meeting Agenda** items is 1:00pm on Wednesday of the week prior to the Council meeting date. On the Friday prior to the Council Meeting, the Agenda is posted on the front door of the Town Office. Electronic copies of the Agenda are published to the Town's website on the Friday afternoon prior to the Council meeting, and a paper copy is available for viewing at the Town Office on the Monday morning immediately preceding the regular Council meeting.

Every Regular Council Meeting Agenda offers a **15 Minute Question and Answer Period**, where any person may ask Council a question. Each person should not exceed 5 minutes.

If a person or group wishes a more formal appointment with Council, called a **Delegation**, they must make the request in writing to Administration. The request must be received no later than 1:00pm on the Wednesday of the week prior to the Council meeting date, and must clearly outline the reason for the appointment. Delegations are generally limited to 15 minutes.

Other than these 2 opportunities to speak with Council, *the public may not address Council during the Council meeting.*

Council meetings are open to the public however there are times when certain issues must be discussed privately. When this is required, Council may meet privately by going **In Camera** to discuss the issue, in accordance with the MGA.