

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 important business needs to be dealt with. There are times when a Special Meeting of Council is required. Notice of any Special Meeting is posted on the front door of the Town Office.

Council Committee Meetings

Council creates Council Committees and appoints committee members to those Committees. Council may also decide to create a temporary committee to look at a specific issue. There may also be standing committees which run from year to year to deal with ongoing issues. The Council Committees are generally made up of 1 or 2 members of Council plus volunteers from the community. These committees play an invaluable role to the Town. To determine what vacancies exist, or to get more information on what types of committees there are, please contact the Town Office or visit the website.

Day-to-Day Operations

The CAO 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 budget is the single most important policy decision that Council makes each year. Careful budget planning and control mean better service for residents. The MGA requires that every municipality adopt an annual operating and a capital budget. Property and business tax bylaws cannot be passed until both budgets have been adopted. Municipalities are not allowed to budget for deficits.

For more information on any of the Town's programs, policies or bylaws please contact the Town Office.



Town Council and Council Meetings



www.town.blackdiamond.ab.ca

The Mayor (1) and Councillors (6) are elected for a three year term of office. As 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 elected 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 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 in a variety of ways:

1. Leave a message with the Town Office at (403) 933-4348
2. Email: info@town.blackdiamond.ab.ca
3. Mail: Box 10, Black Diamond T0L0H0
4. Fax: (403) 933-5865
5. In Person to the Town Office located at 301 Centre Avenue, Black Diamond.

Correspondence to Council may become part of the Council package which can be considered public information.

Members of the public are also invited to attend Council Meetings or any Council Committee meetings. The regularly scheduled Council Committee Meetings (i.e. Parks & Recreation, Municipal Planning Commission, etc.) are posted on the Town Office door at the beginning of each month, as well as on the Town's website Events Calendar.

Council Meetings

The Council Meetings are regularly held on the **1st and 3rd** Wednesday of every month, except for July and August. The meetings commence at **7:30pm** and are held in the Council Chambers located in the Town Office at 301 Centre Avenue, Black Diamond. The **deadline for agenda** submissions is 1:00pm on the Wednesday of the week prior to the Council meeting date.

On the Friday before the Council Meeting, the agenda is posted on the front door of the Town Office. Electronic copies of the **Public Agenda Package** are available on the Town's website on the Monday immediately prior to the Council meeting, and available for viewing at the Town Office on the Monday, Tuesday and Wednesday morning immediately preceding the regular Council meeting. Item #2 on every Regular Council Meeting agenda is a **15 Minute Question and Answer Period**, where any member of the public may ask Council questions. Each presentation should not exceed 5 minutes. If a person or group wishes a formal appointment with Council, they must make the request in writing. The request must be received by the Town Office not later than 1:00 p.m. on the Wednesday of the week prior to the Council meeting date, and must also clearly outline the reason for the appointment. This type of appointment is known as a "**Delegation**" and is generally limited to 15 minutes. Other than during the 15 Minute Question and Answer Period or during a Delegation, the members of the public are requested not to address Council. While the Council Meetings and the Council Committee Meetings are open to the public, there are of course times when an issue must be discussed in private. Personnel matters, where it would be unfair to the people involved to have the issue discussed in public, are a common example. When this happens, Council or a Council Committee can meet privately by going *in camera* to discuss the issue.