

Contact the Mayor and Council

You may contact the Mayor or any member of Council by:

1. Emailing 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.

For more information about Town Council and Council Meetings

Visit our website and [Create an Account](#)

or



Town of Black Diamond

301 Centre Ave W
Box 10

Black Diamond, AB T0L 0H0

Phone: 403.933.4348

Fax: 403.933.5865

www.town.blackdiamond.ab.ca



Town of Black Diamond



Town Council and Council Meetings

Phone: 403.933.4348

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.

Council Meetings

Members of the public are encouraged to attend Council Meetings. Regular Council Meetings are held on the **1st and 3rd** Wednesday evening of every month, beginning at 7:30pm and the **4th** Tuesday morning beginning at 9:30am. Summer council meetings are usually reduced.

All meetings 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 seven (7) days prior to any Council meeting. The Agenda is published to the Town's website on the Thursday or Friday afternoon prior to the Council meeting. A paper copy is available for viewing at the Town Office.

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

Every Regular Council Meeting Agenda offers a **Question 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 seven (7) days 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 matters must be discussed privately. When this is required, Council may meet privately by going **In Camera** to discuss the issue, in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPP).

Regular Council Meetings do not always happen when time-sensitive business needs to be conducted. 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 avenues as available.