

SCHEDULE "A"  
TO  
BY-LAW #1797 (1996)  
AREAS OF RESPONSIBILITY & JURISDICTION  
OF BUSINESS SUBDIVISIONS OF THE  
GENERAL COMMITTEE OF COUNCIL

**CORPORATE SERVICES:**

All matters of policy relating to:

- (a) the financial interest and operations of the Council and of the Corporation's departments;
- (b) the general administration and management of the Corporation's human and material resources;
- (c) personnel and labour relations;
- (d) the review of the budget process and improvement of the process where possible;
- (e) the review of the current budget monitoring procedures and the development of a simplified method of informing council and department heads of the current financial status of the Corporation's operations;
- (f) the determination of a financial forecast for the Corporation for the following five years;
- (g) establishing a realistic and workable approach towards achieving sound financial management for the Corporation;
- (h) the operations of the Pelham Fire Department;
- (i) the operations of the Building & By-law Enforcement Department;
- (j) the operations of the Library Board.

**PLANNING SERVICES:**

All matters of policy relating to:

- (a) the operations of the Department of Planning Services;
- (b) operations or concerns emanating from the application of the Planning Act and the regulations thereto;
- (c) providing recommendations to Council on development proposals;
- (d) providing recommendations to Council on applications for amendments to the Official Plan and/or Zoning By-law for the Town of Pelham;
- (e) investigating and making recommendations to Council on specific planning issues;
- (f) the conducting of policy-making processes and recommending long-term planning policies for Council's consideration;

- (g) reviewing of building permit applications referred to the Committee by the Director of Building & Enforcement Services and making recommendations to Council as to the necessity of requirement of a "Site Plan Agreement";
- (h) reviewing and negotiating site plan agreements where required in accordance with the Town's Site Plan Control By-law and/or regulations of the Town of Pelham and making recommendations to Council thereon;
- (i) entering into discussions with planning consultants as may be deemed necessary and appropriate;
- (j) ensuring that the notice requirements under The Planning Act for public meetings are complied with;

**OPERATIONS:**

All matters of policy relating to:

- (a) the operations of the Operations Department – Public Works Section;
- (b) the operations of the Operations Department – Community Services Section;
- (c) providing recommendations to Council on cemetery issues.