

Planning Advisory Committee

Building & Development
Department

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For general City of Windsor information,
telephone 311

For specific inquiries:
*The Corporation of
The City of Windsor*
Building & Development Department
350 City Hall Square West
City Hall, 4th floor
Windsor, ON N9A 6S1

Tel: (519) 255-6267
Fax: (519) 255-6680

Email:
buildingdept@city.windsor.on.ca

Web site:
www.citywindsor.ca

This pamphlet is intended to provide preliminary information only

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Planning Advisory Committee (PAC)

- The Planning Advisory Committee makes recommendations to City Council on a variety of planning matters such as plans of subdivision, condominiums, rezoning applications, and amendments to the Official Plan.
- PAC has no legislative powers.
- PAC is appointed by City Council to listen to the concerns of citizens and developers, evaluate recommendations made by the Development Planners and make recommendations to City Council.
- Recommendations are usually to approve, approve with conditions, or to deny applications.
- Members of PAC include both elected City Councillors and people appointed by City Council. There are nine members, including a chairperson.
- Meetings are held in the Council Chambers in City Hall on the third Thursday of each month.
- Public notices are sent by mail to all persons listed on the assessment rolls within 120 metres of the property affected. Newspaper notices are also used. Notices advise of the date, location and time that PAC and City Council will consider matters, as well as the name of the applicant, the location of the property affected and a brief description of the matter.

PAC Meetings

- Anyone may attend PAC meetings. You do not need to have received a notice and you do not need an invitation. You are encouraged to attend and express your concerns so that PAC has all of the information it needs to make a recommendation. Meetings may be lengthy, to give everybody who wishes to speak an opportunity.
- PAC meetings are an open public forum where

anyone concerned about a proposal can ask questions and express concerns.

- In a usual PAC meeting, the chairperson opens the meeting with a request for any declarations of financial conflicts by members, explains the role of PAC, and asks if there are requests for deferral of agenda items. Occasionally, applications are deferred for more information or to allow additional time for negotiations. Deferrals must be requested in person, with an explanation. Lack of time is not sufficient grounds for deferral. Items are considered on the agenda in the order listed. A representative of the Building & Development Department explains the application and the applicant makes a presentation. PAC members ask questions, and the general public is then invited to speak. PAC members may ask additional questions.
- If you have an interest in a particular matter, you may attend the scheduled meeting. When an item on the agenda is considered, any person interested in the matter will be invited to speak. You may also submit your concerns in writing or by telephone to the Building & Development Department and it will be given to PAC.

PAC Presentations

To make your presentation effective, please follow these guidelines:

- Introduce yourself, who you are, where you live and whom you represent.
- Focus on planning matters and indicate how you are affected and what your concerns are.
- Do not repeat concerns raised by others. Just indicate whether you agree with them or not.
- Speak to the chairperson and avoid arguing with the applicant or others.
- Be calm and relax. This procedure is informal

and the chairperson will guide you through it.

- After all public presentations, the applicant is invited to respond and the chairperson will call for a vote at the end.
- City Council ultimately decides on all recommendations made by PAC and usually considers the application several weeks after the PAC meeting. The date and time of the City Council Meeting are indicated on the notice sent to you. If you wish, you may appear at the City Council meeting, but you must notify the City Clerk at (519) 255 6211.

PAC Schedules

The scheduled dates of general meetings of the Planning Advisory Committee are the third Thursday of each month at 5:00 p.m.

PAC Appeals

City Council is responsible for making decisions on planning matters. However, PAC items are not reconsidered by City Council. For most items, appeals to the Ontario Municipal Board are permitted if the applicants or the public disagree for planning reasons with the decision of City Council.

For more information, contact Council and Customer Services at (519) 255 6211.