

Town of Amherst
Planning Advisory Committee
Minutes

Date: June 2, 2025
Time: 4:30 pm
Location: Council Chambers, Town Hall

Members Present Ronald Wilson, Citizen Representative, Chair
Councillor Terry McManaman
Councillor Dwayne Ripley
Paul Diamond, Citizen Representative

Members Regrets Councillor Charlie Chambers
Jim Lamplugh, Citizen Representative, Vice Chair

Staff Present Andrew Fisher Director, Planning & Economic Development
Torben Laux, Planner
Marc Buske, Building Official
Emily Wainwright, Dangerous/Unsightly Premises Administrator
Natalie LeBlanc, Municipal Clerk
Cindy Brown, Administrative Assistant

1. Call to Order

The Chair called the meeting to order.

1.1 Territorial Acknowledgement

The Chair gave the Territorial Acknowledgement.

2. Approval of Agenda and Acceptance of Minutes

2.1 Approval of the Agenda

Moved By: Councillor McManaman

Seconded By: Councillor Ripley

That the agenda be approved as circulated.

Motion Carried

2.2 Acceptance of the Minutes - April 7, 2025

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the April 7, 2025 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

3. 27 Westminster Avenue

3.1 Staff Report

Emily Wainwright presented her report for 27 Westminster Avenue (PID: 25001371), included as part of the agenda package.

Moved By: Councillor Ripley

Seconded By: Paul Diamond

That the building and accessory building located at 27 Westminster Avenue (PID 25001371) be demolished, with all contents and materials being properly disposed of, and the hole back filled, by October 1, 2025, with all work to be done by the property owner. Failure by the property owner to complete the required work will result in the Town of Amherst completing the work and sending all contents and materials to appropriate facilities, with all costs incurred being placed on the property owners tax account.

Motion Carried

3.2 Owner / Representative Questions/Comments to PAC

The owner was not in attendance.

3.3 Complainant / Representative Questions/Comments to PAC

The complainant was not in attendance.

4. 16 Rupert Street

4.1 Staff Report

Emily Wainwright presented her report for the accessory building at 16 Rupert Street (PID: 25030156), included as part of the agenda package.

Moved By: Councillor McManaman

Seconded By: Councillor Ripley

That the accessory building located at 16 Rupert Street (PID 25030156) be demolished, with all contents and materials being properly disposed of, and the hole back filled, by September 1, 2025, with all work to be done by the property owner. Failure by the property owner to complete the required work will result in the Town of Amherst completing the work and sending all contents and materials to appropriate facilities, with all costs incurred being placed on the property owners tax account.

Motion Carried

4.2 Owner / Representative Questions/Comments to PAC

The owner was not in attendance.

4.3 Complainant / Representative Questions/Comments to PAC

The complainant was not in attendance.

5. 77 Station Street Verbal Update

Emily Wainwright gave a verbal update for the demolition of 77 Station Street, noting the contents of the building are currently being removed. Date of demolition still to be confirmed.

6. Adjournment

There being no further business, the Chair adjourned the meeting.

Natalie LeBlanc
Municipal Clerk

Ron Wilson
Chair