

**Town of Amherst**  
**Planning Advisory Committee**  
**Minutes**

**Date:** August 11, 2025  
**Time:** 4:30 pm  
**Location:** Council Chambers, Town Hall

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

**Members Regrets** 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  
Lori O'Connell, Marketing & Communications Officer

---

**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 Ripley**

**Seconded By: Councillor Chambers**

**That the agenda of the Planning Advisory Committee be approved as circulated.**

**Motion Carried**

**2.2 Acceptance of the Minutes - June 2, 2025**

The Chair called for any errors or omissions in the minutes. There being none, the minutes of the June 2, 2025 meeting of the Planning Advisory Committee were accepted as included in the agenda package.

### 3. **2 York Street**

#### 3.1 **Staff Report**

Emily Wainwright presented her report regarding 2 York Street (PID: 25002858), included in the agenda package, noting that several complaints have been filed against the property since 2021 particularly due to the build up of solid waste, and that most recently the building was significantly damaged by fire in November of 2024. Complaints have since been received due to its lack of maintenance and the presence of rodents in and around the building.

#### 3.2 **PAC Questions/Comments**

The Chair asked if there is any requirement for the site to be protected prior to demolition? The Administrator replied that an order to secure the premise had previously been issued however the property owner did not comply therefore the Town completed the work on the owner's behalf.

The Chair asked if power to the property has been disconnected to which the Administrator replied it was disconnected during the fire.

The Chair asked if the Administrator's ability to issue a Summary Offence Ticket (SOT) is something new? The Administrator replied that Council recently appointed her as a Special Constable giving her the ability to issue SOTs. The Chair asked what dollar amount a SOT could be issued for, the Administrator replied \$237.50 for each day the offence occurs.

#### 3.3 **Complainant Questions/Comments to PAC**

Shannon Livingstone, owner of 5 York Street, explained to the Planning Advisory Committee how the property at 2 York Street has affected her and her property, indicating that prior to the fire there had been issues with the tenants and drugs, weapons and the build up of solid waste. She further indicated that she continues to experience rodents and pests coming from the property even since the fire and has had to hire pest control to remove rats and rodents from her property. She has had difficulty renting her property and securing long term tenants due to these issues and is currently trying to sell it.

#### 3.4 **Owner/Representative Questions/Comments to PAC**

The owner was not in attendance.

**Moved By: Councillor Ripley**

**Seconded By: Councillor Chambers**

**That the Planning Advisory Committee recommends that the building located at 2 York Street (PID 25002858) be demolished, with all contents and materials being properly disposed of, and the hole back filled, by October 12, 2025, with all work to be done by the property owner. Failure by the property owner to complete the required work may result in the Town of Amherst issuing Summary Offence Tickets and / or 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. Adjournment**

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

---

Natalie LeBlanc  
Municipal Clerk

---

Ron Wilson  
Chair