



AGENDA
Town Council Meeting – Town Council Chambers
July 21st, 2025
6:00 p.m.

Doc Ref:

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the regular Town Council meeting held on July 7th, 2025.

4) Proclamations and Announcements:

- a) Emancipation Day, August 1st, 2025
- b) National Peacekeepers Day, August 9th, 2025
- c) National Acadian Day, August 15th, 2025

5) Delegations/Presentation:

- a) Imran Khan- PCANDD D25-150
- b) Thriving Twogether D25-151

6) In Camera Session: MGA 22 (2) (e)- contract negotiations

7) Correspondence:

Action:

- a) Letter- Penny Smith re: Potential Extension of Town Sewer Services D25-152
- b) Email- Steve Hirschak re: Pool By-Law D25-153

Information:

- a) Letter- Andrew Locke- Community Notification, 1st Annual South Shore Big Bucket Contest D25-154

8) Council Items:

- a) Notice of Motion- SRHS Blue & Gold Booster Club

9) Committee Reports: NONE

10) Staff Reports:

- a) Staff Report- RFP- Public Engagement on Planning Documents D25-155
- b) Staff Report- RFP- Graham's Park and Roger Grovestine D25-156
- Recreation Complex Park Designs D25-157
- c) Staff Report- CAMPS- Sewer Connection D25-158
- d) Staff Report- King Street Centre Drainage Issues D25-159
- e) CAO Report D25-160
- f) By-law Officer Report- June D25-161
- g) SVFD Report- June D25-162
- h) Water Utility Report- June D25-163
- i) Wastewater Report- June D25-164

11) New Business:

12) Upcoming Meetings/Events:

- a) Southshore Summer Fest ft. Classified, Saturday August 2nd, 2025, 2pm-11pm, Exhibition Grounds
- b) Shelburne County Exhibition, August 5-9, 2025, Exhibition Grounds
- c) Journey to Birchtown, August 7-9, 2025, Black Loyalist Heritage Centre
- d) Next Council Meeting, September 2nd, 2025, 6pm, Council Chambers, 63 King Street

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
July 7th, 2025

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Donnie Acker
Councillor Elizabeth Acker
Councillor Sheldon Ringer
Councillor Therese Cruz

Staff Present

Chief Administrative Officer, Sarah Mattatall
Executive Coordinator, Jessie Dyer

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for July 7th, 2025, Council Meeting, with amendments.

E. Acker - Cruz

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on June 16th, 2025.

Cruz – D. Acker

MOTION CARRIED

Proclamations and Announcements: NONE

Delegations/Presentations:

- a) Chamber of Commerce- Trasia Sands, Executive Director for the Chamber of Commerce gave a presentation on the proposed re-opening of the Visitor Information Centre for the 2025 season.

Correspondence

Action:

- a) Letter- Milne Goulden re: New Parking Restrictions- Northwood Apartments

THAT Council direct staff to contact Milne Goulden to advise that the yellow no parking stripe was painted to indicate a no parking zone in front of a fire hydrant, in accordance with fire safety regulations and to ensure unobstructed emergency access.

E. Acker- Ringer

M25-082

MOTION CARRIED

- b) Letter- William "Bill" J. Murphy re: Cenotaph Gun Conditions

THAT Council direct staff to investigate the condition of the field artillery guns located at the King Street Cenotaph and provide a report outlining potential restoration options and associated costs.

AND THAT Council directs staff to remove the wheels for public safety.

E. Acker- D. Acker

M25-083

MOTION CARRIED

- c) Letter- Chris Weigelmann re: Grants to Organizations

THAT Council approve a grant in the amount of \$1,000 to the Shelburne County Chronic Illness Fund.

Cruz- Ringer

M25-084

MOTION CARRIED

- d) Email- Mark Doane re: Public Safety- Children and Traffic

THAT Council direct staff to contact the Traffic Authority to discuss traffic safety concerns related to pedestrians crossing John Street from Digby Street to access the splashpad, and to explore potential measures to improve safety at this location.

Ringer- E. Acker

M25-085

MOTION CARRIED

Information:

- a) Letter from Eugene Verdon re: Canadian Postmasters and Assistants Association (CPAA)

- b) Letter of Support to Nova Scotia Department of Natural Resources

- c) Email from the Attorney General and Minister of Justice: Correspondence

Council Items:

- a) Eastern Shelburne County Accessibility Advisory Committee Application Form

THAT Council appoints Michelle Vacon to the Eastern Shelburne County Accessibility Advisory Committee.

Cruz- D. Acker

M25-086

MOTION CARRIED

Committee Reports:

- a) Heritage Advisory Committee Minutes- April 3rd, 2025

Staff Reports

- a) Warehouse Flooding- Seaway Fabrications

THAT Council approve the refund of \$4,155.79 to Seaway Fabrications Limited for the damage done due to flooding.

E. Acker- D. Acker

M25-087

MOTION CARRIED

- b) Water Utility Capital Addition

THAT Council approve the addition of a 2025/26 Water Capital Project to replace and install new piping at the Water Treatment Plant at a cost up to \$30,000 to come from the Water Depreciation Reserve.

E. Acker- Cruz

M25-088

MOTION CARRIED

- c) Equity & Anti-Racism Plan- Administrative Report

THAT Council approve the extension of Michelle Vacon's contract for an additional two weeks to support the continued development of the tri-unit Equity & Anti-Racism Plan.

Cruz- Ringer

M25-089

MOTION CARRIED

- d) Prince Street Land Buy Back

THAT Council directs staff to extend the buy back agreement with the Shaw Group for PID 8014931 to December of 2026.

D. Acker- Ringer

M25-090

MOTION CARRIED

In- Camera Session:

- a) MGA 22 (2) (e) contract negotiations.
- b) MGA 22 (2) (f) legal advice for solicitor- client privilege

THAT Council go in-camera at 7:03pm for matters under MGA 22 (2) (e) contract negotiations and MGA 2(22) (f) legal advice for solicitor- client privilege.

E. Acker – D. Acker

MOTION CARRIED

Council came out of in-camera at 7:34pm. No motion coming out of in-camera

New Business:

Mayor Jacklin asked if there was any new business for Council to consider.

Deputy Mayor D. Acker

- Attended the Clean Energy Conversations: Open House Series at the Black Loyalist Heritage Centre on June 19th, 2025, alongside Mayor Jacklin.

Councillor E. Acker

- Introduced the SRHS Blue and Gold Booster Club- an initiative to support student-athletes and their families at SRHS. The club's objective is to reduce athletic fees.

Councillor Cruz:

- Attended a regional meeting with Mayors, Deputy Mayors, and Economic Development staff to explore a shared approach to re-establishing a Regional Enterprise Network (REN) in the South Shore.
- The Equity & Anti-Racism Public Survey deadline has been extended to July 14th, 2025
- Thanked Me to We Auction for their generous donation of \$1,000 to Kids Play Fair Fund

Mayor Jacklin:

- Attended the Shelburne Regional High School Graduation alongside Councillor Cruz. Together they presented the Town of Shelburne Bursary to Mary Nickerson.

There was no further new business.

Upcoming Meetings/Events

- a) Dock Street Days, July 18-20, 2025
- b) Car Show, Sunday, July 20th, 2025, 10am-2pm, Water Street

- c) Guild Hall Summer Art Series has begun. Please check the Town of Shelburne Facebook or Website for more information
- d) Next Council Meeting, July 21st, 2025, 6pm, Council Chambers, 63 King Street

Adjournment

THAT the Regular Town Council Meeting of July 7th, 2025, be adjourned at 7:50 pm.

E. Acker

Jessie Dyer
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	D25-150
Rec'd by	JD
Date	July 15/25
COPIES TO:	
Council	✓
Council Chambers, Agenda	✓
Committee	
Each month	Each

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, 168 Water Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date(s) at 902-875-2991 Ext. 4 or check the Town of Shelburne website at www.shelburnens.ca.

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis.

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: IMRAN KHAN

Address: 1032 N. BLACK RIVER RD N.B E1N 5T3

Phone: 506 2100394 Email: IMRAN@PCANDD.COM

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

INFORMATION ON NEW PROPOSAL FOR SUB-DIVISION

Date of Council/Committee meeting at which you wish to appear: _____

Are you representing:

- Yourself
- An Organization/Society/Club (Name): _____
- A Business (Name): PCANDD
- Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

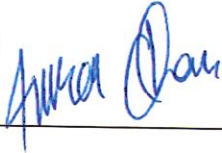
Please return the completed form to:

Jessie Dyer, Executive Coordinator Town of Shelburne, 168 Water Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature



For Office Use Only:

Date Request Received: July 15/25

Approved

Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: July 21/25

Signature of Executive Coordinator/Committee Secretary 

Sandy Point CLARE'S VILLE VILLAGE

*We build homes and communities,
not houses and shops*

PCANDD Peppercorn Construction and Design Ltd

Tel 506-210-0394
Fax [Fax]

5342 HWY 8, Pleasantfield, NS
B0T1E0

www.pcandd.com
sales@pcandd.com

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South Shore is the heartland of Nova Scotia. Shelburne is the heart of South Shore.

TOURISM

The rich history of Shelburne from time of Loyalists to being the one of the best natural harbours in the world used by both Canadian and American forces during the cold war era.

COMPANY

Overview

Peppercorn Construction and Design Ltd was incorporated in May 2019, as a sub-division and development company. At the time of incorporation, the company had 83 acres of land on Hwy 8 Pleasantfield Nova Scotia along with a 1.5-acre parcel of land in Bradford ON which was in partnership with King's Way Constructions in Ontario. Since the incorporation the company has grown with land acquisitions to 331 acres in Nova Scotia. All properties are in rural Nova Scotia with view of developing small communities.

Key People

Director and CEO, Adela C E Khan

Adela emigrated to Canada with her family in 2007, her education is in Law and Environment with working experience in law enforcement, and council employment in the environmental department in the UK, she later started her own business in consultancy and eco-construction.

Imran Khan COO

Imran is a qualified lawyer with membership of both England and Wales Bar and American Bar Association, he is experienced in construction from UK and Canada from all aspects of legalities of sub-divisions, compliance with building codes and also hands-on experience in construction since working in Canada as a builder. He has also been experimenting with materials and new techniques in building more energy efficient and affordable homes.

Company Motto and aims

The company motto is "We build Homes not Houses" and the company has maintained this by monitoring the control in the design and quality of materials used in building as well as the durability of homes. Where the aim is for low maintenance and to be structurally reliable the company warranty's it to be for a minimum of 10 years.

The company aims to not only create subdivisions for housing but also to incorporate small retail or business areas in each development for job opportunities and the convenience of the new subdivisions. The other aim is to keep the area affordable in the market for local younger generations and first-time buyers.

THE PROJECT

The development at Lake Road, Sandy Point is to provide the much-needed housing which will generate the economy from the new revenue provided by the creation of the subdivision of 157 acres.

APARTMENTS

The property line closest to Commission street is earmarked for a minimum of three multiunit buildings with at least 45 apartment units ranging from studio to 2 bed-rooms, 50 percent of these units will be affordable rentals and the remaining will be available for purchase at affordable prices. The company is working on a formula of shared ownership if possible where the properties will be rent to own. Currently expected area between 2-5 acres.

COMMERCIAL

The Commercial phase will be developed in two sections with one dedicated to restaurants, fast-food outlets and a hotel. The company has a commitment from Ramada, Osmos (Donair Chain) and few other interested fast-food chains, the other will be retail and office areas. There is a possibility of having a conference centre if Ramada would agree, with retail the company has commitment from an optician chain and the company is looking into either Loblaw's or similar for a grocery outlet. There is a possibility to bring a Castle Building Center if an agreement is reached with them. Currently expected area between 28-35 acres.

RESIDENTIAL

The Residential phase will be developed as lots for single family dwellings with a minimum of 14,520 sqft or 3rd of an acre lots with pre-existing house plans, however it will be the choice for the purchaser whether they wish the build or just would like to purchase the lot. Lot only purchase will have condition of (to be built within the next 3 years or will be bought back at original purchase price) 25 percent of the residential phase will be affordable first-time buyer properties sold at cost plus 7%. These would be optional pre-fabricated locally by an Annapolis Valley Company and will range between 950 sqft to 1120 sqft. Currently expected area between 30-32 acres.

Phase 4

The 4th phase is currently under review, the company intends to relocate its head-office, material storage and residential complex for the owner and construction workers along with operational support offices in the 50-60 acres zone depending on final calculations of land distribution.

INFRASTRUCTURE and PUBLIC SPACES

Green space will be minimum of 7 acres with a park with children's play area and also if possible, a skate board park.

The roads are expected to be between 12-16 acres of surface area the road classification will be minimum G Class with Residential zone speed restriction, however will be paved with asphalt. (side walk TBD whether paved or grass.)

Imran Khan
Chief Operating Officer
June 6, 2025

DEVELOPMENT IMPACT

The expected impact from this project on the whole will be positive for the Sandy Point and Shelburne Region.

- More Housing with additional affordable housing.
- Additional commercial facilities with more retailers.
- Tourist accommodation with more choice.
- Additional employment opportunities.
- Further recreational spaces.

The development will create some temporary employment during the developing phase however the company aims to create between 50-70 new employment opportunities through the commercial area.

There will be some adverse impact also in the short-term during the course of development due to extra traffic at Lake Road and through the town as the material and equipment will be coming in on regular basis, however this will end in less than 8 months.

The completion of the development will also impact the services from health care and policing prospective, this will be additional to the public services which will also have to provide for the water supply and sewage system.

As a developer, we consider environmental impacts also with long-term displacement of nature occurring through the built up. We design our communities to be environmentally friendly through more energy efficient building, keeping natural environment in mind and replanting trees along the roads. We also encourage more wild gardens in the housing zones to combat the impact on birds, and pollinating insects to remain or return to the area. Management of rain and storm water is also in our designing agenda to lessen the chances of flooding or overflow in storm drains.

FINANCIAL IMPACT

For Municipality

- Additional Property Taxes
- Additional Business Rates
- Additional Revenue from visitors and tourist indirectly.

For Public

- Additional Employment Opportunities
- Additional affordable rental accommodation.
- Addition affordable houses or lots for purchase.

Cost to Municipality

The development will require additional services in the road maintenance, infrastructure and refuse collections etc. This will have to be provided by the additional income from the taxes and rates to compensate for the additional expenses.



Building takes one to three years.

Communities takes life times to build.

Caring for the people and their interests.

LOOKING AHEAD

Year One

The first year of development will be busy, bringing more people to the local area with some only temporary for the work during development, this may have impact on traffic and noise in the area.

Year Four

The fourth year should be considered the first year of completion of this project and will assist the municipality to decide the future action for the infrastructure and services needs of the area.

Year Ten

We see this development to have matured in ten years with people being settled and having families which will increase the demand for educational and recreational places withing short distance. It will also be the time where the current approach to transportation and fuel type will be set. This may require additional electrical power and network to support more electric vehicles.

Contingency and proactive approach

Bearing in mind the three key stages above, the plans for future infrastructure development plan should be designed to accommodate future needs. The connectivity to Hwy 103 with more traffic flow, increase in the hospital capacity and more employment creation will be proactive approach. With less opportunities in small communities' residents may either travel some distance to work or leave the area to find employment in other places.

OUR NEED

The company will need much assistance from the municipality form approval of the project to supporting the development part in social housing. Ease of planning in modular homes, building designs and support in request to the DOT for paving the Lake Road. Possible further surplus land if available to be offered to the company to extend other commercial and residential projects in the Municipal District.

We will also appreciate some supportive statement towards the project which will allow us better negotiation standing with our commercial associates to promote the town.

More accurate public data i.e., population, growth projection and services plan to be authorized in our brochures and marketing materials.

OUR VISION FOR 2030

We view Shelburne as a central distance between Yarmouth and Lunenburg. The location and its historical background of Shelburne should benefit form more international European tourism, which can also promote a better port facility for cruise ships to come to Shelburne.

Introduction of new industries in the area such as manufacturing, digital and data centres, innovation robotics testing, modular rural communities designed to keep the historical and cultural values in place.

Keeping Shelburne as a coastal community whilst developing as a hub in South Shore.

PCANDD Peppercorn Construction and Design Ltd

5342 HWY 8, Pleasantfield, NS B0T1E0

Tel 506-210-0394

www.pcandd.com





**Application
Request for Delegation/Public Presentation to
Council/Committees**

Document #	D25-151
Rec'd by	JD
Date	July 18/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

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This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Jacqueline Philippe & Wendy Eakins

Address: 4 Second st, Yarmouth Nova Scotia B5A1T2

Phone: 902-307-8809 Email: jacqueline@thrivingtwogether.ca

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

Roseway manner converted to addictions detox centre for the Tri County. Mental health and addictions crisis across Tri C

Accessible mental health and detox for the Tri County's

Date of Council/Committee meeting at which you wish to appear: _____

Are you representing:

- Yourself
- An Organization/Society/Club (Name): Thriving Twogether Society
- A Business (Name): _____
- Other (Please Specify): _____

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than then 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.

Please return the completed form to:

Jessie Dyer, Executive Coordinator, Town of Shelburne, 162 Mowatt Street, Shelburne, NS, jessie.dyer@shelburnens.ca
(902) 875-2991 ext. 4, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

Jacqueline Philippe

For Office Use Only:

Date Request Received: July 17/25

Approved

Refused

Reason for Refusal: _____

Applicant Notified

If Approved, Date of Presentation: July 21/25

Signature of Executive Coordinator/Committee Secretary

Jed



Naturally Yours

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3544 - Fax: (902) 875-3278

Document #	D25-152
Rec'd by	JD
Date	July 3/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

July 3, 2025

Mayor and Council
Town of Shelburne
PO Box 670
Shelburne, NS
BOT 1W0

Dear Mayor Jacklin,

On behalf of the Municipality of Shelburne’s Economic Growth Committee, and with the support of Council as affirmed by formal motion, I am writing to initiate a dialogue with the Town of Shelburne regarding the potential extension of town sewer services to properties located along Spa Road within the Municipality of Shelburne. Specifically, we are seeking to explore options for connecting PID 80111818 to your existing infrastructure to support housing developments.

We recognize and respect the Town of Shelburne’s careful management of its wastewater treatment capacity. As our region continues to experience growth and development, we believe a collaborative approach to infrastructure planning is critical to supporting sustainable progress. We also recognize the pressing need to address housing shortages in Shelburne and expanding serviced land through a shared approach will help facilitate new housing opportunities—something we all agree is urgently needed to support economic growth and community wellbeing.

Considering this, we are seeking to explore the possibility of sewer connection to properties located on Spa Road through a cooperative approach that prioritizes infrastructure integrity and that aligns with your planning and capacity considerations.

Thank you for your time and thoughtful consideration. We look forward to the opportunity to work together in support of housing and infrastructure solutions that benefit our communities.

Sincerely,

Penny Smith
Warden

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From: steve hirschak <stevehirschak@gmail.com>
Sent: Thursday, July 17, 2025 10:30 AM
To: Janice Mackinley <janice.mackinley@shelburnens.ca>
Subject: Pool bylaw

Document # D25-153	
Rec'd by JD	
Date July 17/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

CAUTION: This email originated from an external sender.

Good morning,

You had asked me to forward my information and request to have a pool bylaw enacted in town.

Here is the information I sent to Dana.

Hello Dana,

Nice talking with you

This is bridgewater's backyard pool bylaw. We like it. It covers fencing and decks, where the pool can be located, permits and inspections.

Our research found that most communities in Nova Scotia have bylaws for backyard pools. Bridgewater doesn't allow front or flanking pools at all.

Our main concern of course is public safety, an unfenced pool is an invitation to danger, but there are several other concerns. For the protection of our property there is concern for a leak from a neighbour pool that would flood our lawn and gardens with chlorinated water, and leave us with little recourse for reparations to any damage this may cause. We were told that this matter is between the homeowner and their insurance company and that insurance would make sure the yard was fenced, but I suspect the insurance company may not be aware of the pool, or it would be fenced and secure. It was suggested we contact their insurer, but I have no way of knowing who their insurer may be.

We think this is a dangerous deficit in our bylaws that should be addressed for the safety and benefit to the town. I don't see what harm could come from being sure that a potential hazard is protected through the bylaw and inspection process. It seems prudent to the sure the bylaws err on the side of town safety and security.

Thank you for reading this and I hope you can present it to council on our behalf.

I have linked the bylaw as it reads from the town of bridgewater, which seems to us to be thorough and comprehensive.

<https://www.bridgewater.ca/town-services/building-permits-a-fire-inspections/pool-and-deck-regulations>

Also:

We are concerned primarily about safety, but our concerns extend to privacy and drainage issues. We have a real fear that a leak or poorly drained/maintained pool could lead to a catastrophic release of chlorinated water into our yard, destroying our gardens and lawn, leaving us little recourse, especially if our neighbours have not informed their insurers that they have a pool.

I think it is important that Shelburne enacts a pool bylaw for these and other reasons.

Regarding drainage, I did find this, regarding drainage bylaws in other communities in Nova Scotia

Provincial & Environmental Rules

- Under the Environment Act, dumping contaminated or chlorinated water into surface water, storm drains, ditches, or wetlands without treatment is prohibited .
- Backyard pool water must not run off into neighbouring properties or public stormwater systems as these flow untreated into local streams and lakes ().

Common Municipal Approaches

Although each municipality sets its own procedures, typical rules include:

- Draining must happen on your own property, preferably onto lawn or absorbent surfaces.
- Chemical neutralization (dichlorination or letting chlorine dissipate naturally over ~1 week) is required before draining.
- Storm drains, ditches, and neighbours' yards are off-limits .
- Discharging into sanitary sewer may be allowed if chlorine is fully neutralized and pH is safe.
- Heavy fines or penalties may apply for improper discharge

Hope this helps. If you need any more information please ask. Like I told Dana, our research led us to like the Bridgewater bylaws, and we want to be sure that any new laws effect new and previous installations.

Oh! It also occurred to me that we may want to ask the town's insurer if they thing we should have a bylaw for pools to mitigate any potential liabilities that the town may be exposed to without a bylaw in effect

I also did a little research into statistics regarding backyard pool drownings and the results were a little shocking. We are really leaving ourselves exposed to serious liability without a pool bylaw, and it would be prudent to have one in place. I can't imagine any reason why we wouldn't, but would welcome hearing any objections so I may respond to them.

National Drowning Stats (Canada-wide)

Children (Ages 0–9) — CHIRPP data (April 2011–April 2023):

- **1,109 drowning-related cases treated in emergency departments.**
- **35 fatalities reported.**
- **79% of cases involved children aged 9 or younger (n = 878), and 60% of fatalities were among 2–9-year-olds (n = 21).**

Location of Incidents:

- **56.3% of drowning incidents occurred in swimming pools: many were private residences.**
- **Of pool-related cases, nearly 80% involved children aged 9 or younger (n = 497).**
- **Most drownings occurred during May to September (73%), with 62.5% of those in pools.**

Fatalities in 2020:

- **323 unintentional drownings in total across Canada.**
- **39 deaths (12.1%) attributed specifically to swimming pools, with 43.6% involving children aged 1–9 (n = 17).**

/// Risk Factors & Prevention

Lack of Supervision

- **Over 90% of drownings involving children under 5 happen due to absent or distracted supervision.**

Lack of Proper Fencing

- **Many homes lack four-sided pool fencing, which excludes direct pool access from the house—this contributes to a majority of child drownings.**
- **Four-sided fencing with self-closing, self-latching gates can prevent up to 90% of backyard pool drownings.**

Fence Design

- **Safe fencing should be at least 1.2 m (4 ft) tall, climb-resistant (no horizontal rails, small mesh), and include a self-closing, self-latching gate separate from house access**

Thank you

Cheers

Steve

Sent from my iPhone

Swimming Pools

Chapter 37 – Building Code By-Law

Permits are required for all types of swimming pools, including in-ground, above-ground or inflatable, as well as hot tubs.

Whether above ground or in-ground a swimming pool is defined as a water-filled enclosure, permanently constructed or portable, capable of holding water to a depth of more than 600mm (24-inches), maintained or used, or which is intended to be used for swimming.

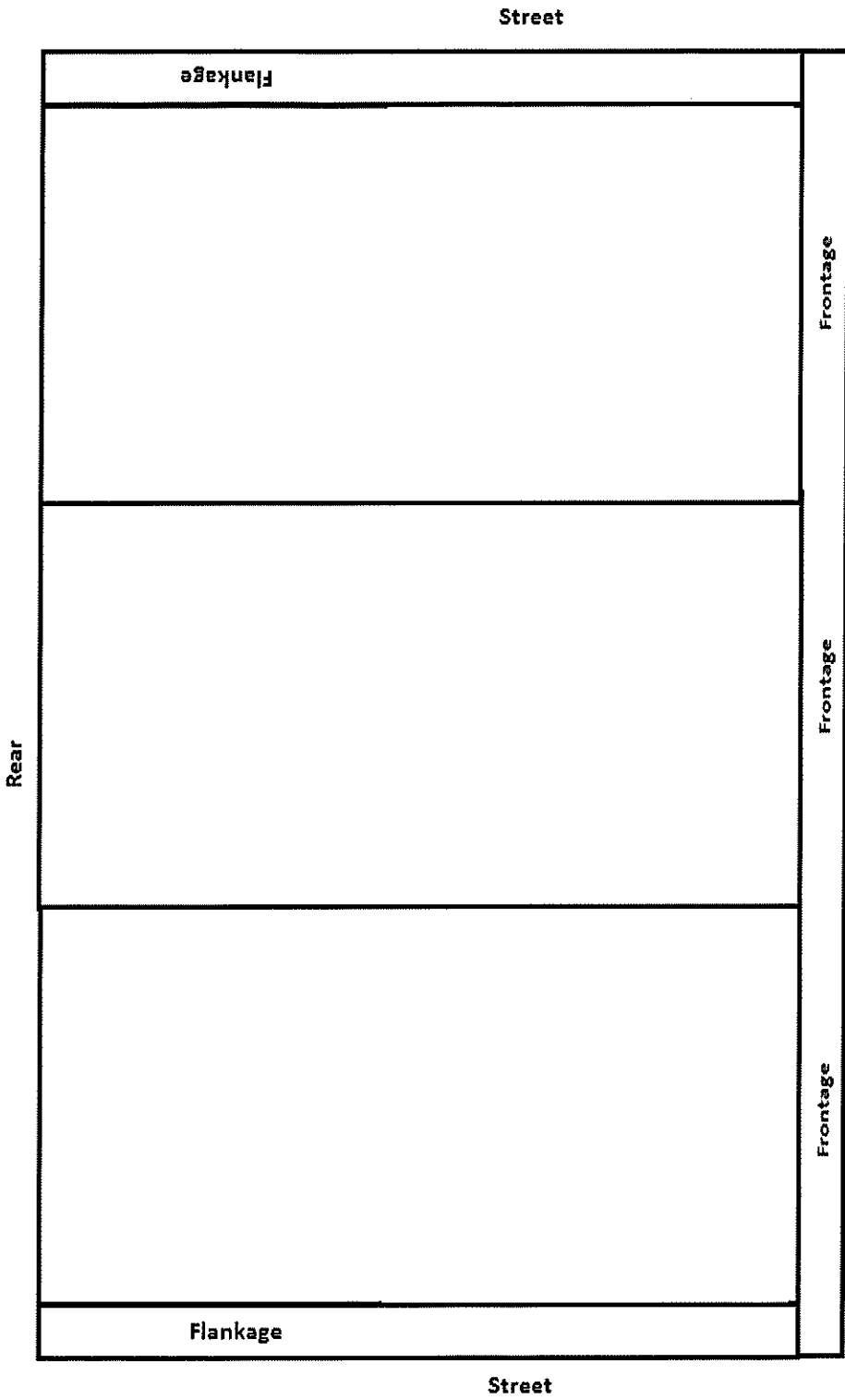
What Permits do I need?

A Development Permit and a Building Permit from the Town of Bridgewater are required for the installation of a swimming pool and enclosure. Applications require location of fence enclosing pool & how it will be constructed. An Electrical Permit and Inspection from Nova Scotia Power is required for pool / hot tub installation.

A Development Permit is concerned with where structures are placed on a lot in relation to property boundaries. A Development Permit is required for new construction, additions, renovations and change of use. There is a \$25 charge for a Development Permit.

A Building Permit is concerned with how structures are built. A Building Permit can be issued after the Development Permit has been issued. There is a minimum \$25 charge for a Building Permit (projects under \$8,500).

The application must be signed by the owner of the lot, or the agent of the owner of the lot (with the written authorization of the owner), and be accompanied by a plot plan showing where structures will be located and how the structures will be constructed.

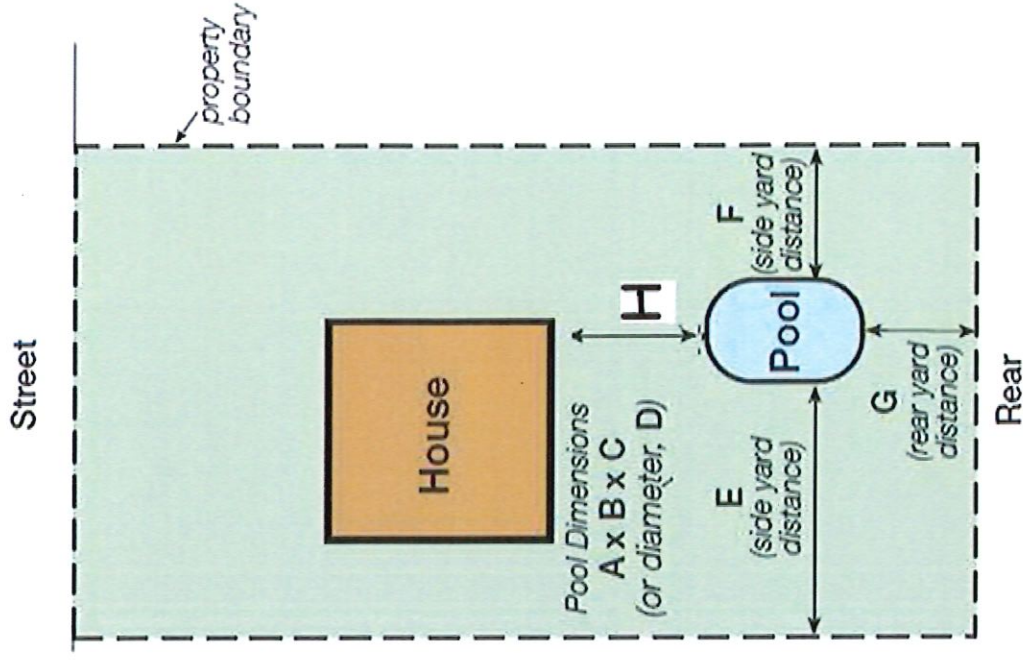


Pool Dimensions	A (width) =	B (length) =	C (height) =	D =
Pool Distances	E (side yard) =	F (side yard) =	G (rear yard) =	H (house) =
Fence Distances from the Property Boundary	E (side yard) =	F (side yard) =	G (rear yard) =	H (house) =

Use the space above to sketch the location of structures, fence and pool in relation to the property lines.

Swimming pools shall be permitted in all land use zones subject to the following requirements:

- A. A swimming pool shall not be located in a front or flankage yard;
- B. A swimming pool shall not be constructed closer than 1.5 m (5ft) to any rear or side lot line.
- C. All outdoor swimming pools, or the yard in which a swimming pool is located, shall be completely enclosed so as to prevent uncontrolled access; and
- D. All enclosures shall meet the following requirements:
 - i. Access shall be controlled by a fence or a combination of fencing, buildings, or by fence alone;
 - ii. All gates and doors accessing the enclosure shall be equipped with self-closing, self-latching lockable devices placed not less than 1.5m (5ft) in height from the surface or grade, and on the inside of the gate, except where access is provided through the dwelling unit;
 - iii. An enclosure or other structure, including gates and doors, intended to control access to a swimming pool, shall be a minimum of 1.5m (5ft) in height, and shall be so constructed as to prevent easy access through, under, or over it, and in the case of an above-ground type of swimming pool, shall include any construction providing access to the swimming pool;
 - iv. An enclosure or other structure, including gates and doors, intended to control access to a swimming pool should have a minimum distance of 1.2m (4ft) between horizontal members, a maximum of 0.1m (4inches) size openings throughout the structure, and all horizontal members located on the pool side of the structure; and
 - v. No person shall permit any structure or material to be placed or to remain adjacent to any swimming pool enclosure which would provide a means of access over the top of the enclosure.





Document #	
D25-154	
Rec'd by	
JD	
Date	
July 17/25	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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July 17th, 2025

RE: Community Notification, 1st Annual South Shore Big Buck Contest

Dear Town Council,

I am excited to share with you that Locke's Sporting will be sponsoring and organizing the 1st Annual South Shore Big Buck Contest to celebrate our Provinces' strong hunting culture. Participants will register in advance and compete for prizes based on the weight of their deer and antler size, during the regular hunting season; the contest will be a community-focused way to celebrate outdoor tradition, bring together hunters, local businesses and outdoor enthusiasts from across the province. Registration for the contest will begin August 1st, 2025, and the contest will run throughout the deer hunting season ending December 15th, 2025 - contest winners will be announced at this time.

As part of the event, we are planning to conduct ongoing deer weigh-ins at Locke's Sporting throughout the regular hunting season. These weigh-ins will be scheduled on an as-needed basis, occurring when a participant legally harvests a deer and wishes to enter it into the contest. The process will be quick, efficient, and respectful of the neighborhood and surrounding businesses. I have already reached out to adjacent business and landowners and received their full support.

All entries will be processed in compliance with Nova Scotia hunting regulations. Locke's Sporting is well-equipped to manage the weigh-ins in a professional manner. Should you have any questions or wish to discuss the event further, I would be happy to hear from you. Updates will be provided as the contest approaches.

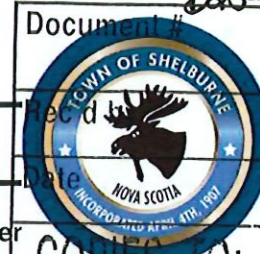
Regards,
Andrew Locke

COUNCIL REPORT - FOR DECISION

Subject: RFP Award – Planning Documents Public Engagement
Date: July 14, 2025
Authority: NA
Council Dates: July 21, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Document # **D25-155**

REC'D
July 16/25



COPIES TO:

Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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Background

Council directed staff to begin work on updates to the Municipal Planning Strategy (MPS), Land Use Bylaw (LUB) and Subdivision Bylaw (SDB) at the April 2, 2024 Council meeting. The current MPS and LUB have not been comprehensively updated since 1988 and the Province is requiring a review of all LUB's and MPS's by 2029. The MPS outlines land use and policies of Council related to development, the LUB is a working document that speaks to the specifics of development, such as maximum height, and is used to determine if a development applications should be approved.

On July 29, 2024 Council received a presentation from staff on the MPS and LUB providing an update on the project and highlighting some potential new policies.

Council received a briefing on the proposed amendments on June 13, 2025. The first draft of the planning documents was completed and presented to Council June 16, 2025.

A request for proposals (RFP) was issued June 11, 2025 seeking a consultant to engage with the public on the draft planning documents and prepare a what we heard report to guide revisions to the planning documents.

Analysis

ATN is a boutique consultancy based in Atlantic Canada that serves clients nationwide and includes a team of seasoned professionals .They have extensive experience with the Government of Nova Scotia and municipalities across Atlantic Canada.

Based on the RFP criteria, staff recommends Council award the Planning Document Engagement request for proposals to ATN Strategies for, for \$19,059 excluding HST; \$21,918 including HST.

Recommendation

THAT Council award the Planning Document Engagement request for proposals to ATN Strategies for \$19,059 excluding HST; \$21,918 including HST.

Attachment 1 – ATN proposal



PROPOSAL:

Public Engagement on Planning Documents and Town Projects, Shelburne

PREPARED FOR:

The Town of Shelburne

July 2, 2025



202-1883 Upper Water Street
Halifax, NS
902-482-1221
atn-strategies.ca

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

Jessie Dyer, Executive Coordinator

RE: Public Engagement on Planning Documents and Town Projects, Shelburne

Dear Jessie Dyer,

ATN Strategies (ATN) along with our sister firm MQO Research Inc. (MQO) are pleased to respond to the Request for Proposals (RFP) issued by the Town of Shelburne for Public Engagement on Planning Documents and Town Projects.

Introduction

The Town of Shelburne is undertaking a significant public engagement process to inform and strengthen its revised draft Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), and Subdivision Bylaw (SDB). This engagement also supports ongoing capital projects, notably including a new parks plan, and is aligned with Council's broader objectives to gather actionable public input for both current and future planning initiatives.

The primary aim of this project is to ensure residents, local stakeholders, and key property owners have meaningful opportunities to provide their feedback on the planning documents and capital projects. The engagement is designed to ensure inclusivity, accessibility, and actionable reporting that support Council's decision-making and future community growth.

Detailed in the RFP and FAQ, the Town's engagement plan consists of:

- One main in-person public engagement event, coinciding with the Parks Plan engagement meeting.
- Additional stakeholder meetings (including two to three in-person site visits), and virtual options for other stakeholder sessions when practical.
- A robust and accessible survey, administered on a proprietary platform, promoted through the Town's website, social media, and additional advertising if recommended. Without a mandatory response rate, we would look to align with the Town's expectation of around 100-200 survey responses to further support the high-quality feedback received from in-person and virtual events.
- Direct engagement with approximately 12–15 LNC (Land-Needs Consultation) properties.
- A "What We Heard" report summarizing input from all engagement activities and providing strategic recommendations for future outreach.

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

As part of this work, ATN will collaborate closely with Town staff and other professionals involved (such as those preparing the parks plan), with the aim of delivering engagement that not only meets compliance requirements but also drives community buy-in and practical results.

ATN recognizes:

- The centrality of public trust, transparency, and clear communication in all community planning engagements.
- The importance of customizing engagement tools to local needs and stakeholder styles.
- The need for precise, actionable summaries to inform Council and future engagement strategies.

ATN brings our highly effective approach to project governance, aligned with the Town's reporting and accountability requirements. We are keenly interested in this project and our team brings a strong innovation quotient to the completion of this work. Should you have any questions regarding our proposal, please do not hesitate to contact us.

1.1 ATN Value Proposition

ATN brings a compelling value proposition to the completion of this work founded on the following:

- A team with the right skills: We are a team with subject matter knowledge and skills in identifying industry clusters and priorities for Facilitation, engagement and community development.
- Awareness of local challenges and opportunities: As an Atlantic Canadian company, we have delivered planning, bylaws review, and FDI, tourism, economic development strategies in many communities in all four provinces.
- A team that has earned a strong reputation for high quality results: ATN has a strong brand in the marketplace. Our ability to complete complex assignments on time and on budget and fully meeting – even exceeding – client expectations has earned us accolades and strong support among dozens of repeat clients, resulting in a reputation as a leading management consulting firm in the Atlantic region.
- Innovative minds: ATN brings a strong innovation quotient to its work. We are noted as a firm that solves problems while imbuing solutions with new approaches and innovation.
- The partnership with MQO Research, a leading Atlantic Canadian market and opinion research firm, ensures high-quality and tailored public engagement through the design and administration of a robust, regionally sensitive survey, enhancing the comprehensiveness and reliability of input gathered for the strategic plan.
- An emphasis on clear communication of findings: Our ability to distill complex issues into practical, pragmatic, and easily understood documentation, notes, and presentations. This includes a unique approach to presenting complex concepts in simplified formats, using data visualization techniques, infographics and easily understood information.

ATN has developed a multi-phase work plan to guide the execution of this project (Section 2).

Work Plan

2.1 Draft Work Plan

We understand that the Town of Shelburne is support for public engagement regarding the propose MPS and LUB.

In response, ATN proposes the following work steps. Typically, we present these as ‘draft’ for initial discussion with the Project Lead for clarification and potential refinement, resulting in a final agreed project plan. This ‘draft’ work plan incorporates the following proposed work steps:

Phase 1: Project Initiation and Planning

- Confirm project schedule, required deliverables, and key points of contact with Town staff.
- Collect and review draft planning documents and project scope, including the Parks Plan and upcoming capital project briefs.
- Develop a detailed engagement plan (stakeholder list, timeline, venues for events, and engagement modalities) in collaboration with Town representatives.

Deliverables: Finalize work plan, timelines, key points of contact. [Phase 2:](#)

Survey Design and Launch

- Conduct a survey on the planning documents. The survey will primarily be online, with a paper-based option for those who require it. The survey should remain open for a minimum of 60 days.
- Design a survey using a proprietary platform, ensuring it addresses all planning document updates and key project priorities.
- Coordinate with Town staff for survey content review and approval.
- Launch survey, including an accessible paper-based version for residents requiring nondigital access.
- Advise on, and assist with, promotional strategies, leveraging the Town’s website, social media, and paid ads as needed.

Deliverables: Complete survey.

Phase 3: Stakeholder and Resident Engagement

- Engage directly with local stakeholders, including 12–15 property owners, through scheduled meetings (virtual or in-person as required).
- Organize, support, and attend 2–3 in-person site visits to facilitate personal engagement and build rapport—covering an introductory session, stakeholder meetings, and the main engagement event.

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

- Ensure engagement encompasses a representative sample of local residents, business owners, and other identified stakeholder groups (including the Municipality of the District of Shelburne and Chamber of Commerce).
- Each interview will be “guided” but flexible to allow discussion of any relevant topics and to encourage participants to highlight additional issues. The Partners and the consulting team will jointly coordinate initial outreach, delivering invitations and messages to a finalized contact list.
- Individual engagements will primarily occur virtually via Microsoft Teams, with at least two consultant representatives participating in each session, one to facilitate the other to record and support. In-person sessions will be hosted at accessible locations across the Partners attended by a minimum of two Consultants.
- Engagement will be designed with a strong equity, diversity, and inclusion (EDI) lens, extending into the resulting strategy.
- At ATN, our top priority is protecting respondent anonymity. In accordance with the Right to Information and Protection of Privacy Act (RTIPPA), we never reveal respondent identities or provide identifying information to clients. We use engagement data to create summaries that capture overall sentiment and opinions without providing clients with raw, unedited data.

Deliverables: Carry out engagements to identify key issues and factors involving Town planning and projects.

Phase 4: Public Engagement Event

- Co-develop, coordinate, and deliver an in-person public consultation event, timed to coincide with the Parks Plan meeting.
- Facilitate discussion sessions, collect real-time feedback, and ensure clear differentiation between Town-led projects and those managed by external stakeholders.

Deliverables: Host public engagement for inclusion in the What We Heard report.

Phase 5: Reporting and Presentation

- Aggregate survey results, event feedback, and stakeholder meeting inputs.
- Present “What We Heard” report, which shall summarize input received via the survey, engagement event, and stakeholder/resident discussions. Focus will be on the planning documents but may also include information on Town projects.
- Include a section on lessons learned and strategies for future engagement activities.

Deliverables: Present What We Heard Report and respond to questions at a Council meeting.

Phase 6: Project Close and Follow-Up

- Debrief with Town staff to review deliverables and process.

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

- Transfer all collected engagement materials, anonymized datasets, and insights for future use by the Town.
- Remain available for clarifications related to the report, as needed.

Deliverables: Hold project close meeting.

2.2 Key ATN Value-Adds for this Engagement:

- Rigorous, accessible multi-modal engagement tailored to Shelburne’s community context.
- Extensive experience with Nova Scotia municipalities and public consultations.
- Bilingual and culturally competent facilitation (French-English, Mi’kmaq-aware where applicable).
- Actionable reporting with clear, visual summaries for public and Council audiences.

2.3 Assumptions:

- The Town will have retained professionals to prepare parks plans who will participate in the engagement event.
- Planning documents will be complete and Council-approved for public engagement before the process begins.

2.4 Completion/Acceptance Criteria:

- The project will be considered complete when Council has reviewed the “What We Heard” report that achieves all the work outlined in the RFP.

2.5 MQO Research – Our Survey Partner

MQO Research, our sister company in the m5 group of companies, is an independently-owned leading full-service market and opinion research, polling, and evaluation firm based in Atlantic Canada and serving all North America. Tested with over 35 years of experience, MQO is industry leaders in research excellence.

MQO is an accredited agency member of the Canadian Research Insights Council (CRIC). Their full-service approach allows MQO to maximize quality controls and consistencies on every project, ensuring that clients receive reliable insights and robust support on every project. All data collected by ATN and MQO remains on Canadian servers.

Our Experience and Qualifications

3.1 About ATN

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

At ATN Strategies, we work with organizations, governments, and Indigenous communities to craft evidence-based strategies, research and analysis that turn insight into action.

We are a boutique consultancy based in Atlantic Canada that serves clients nationwide. Our team of seasoned professionals is dedicated to developing clear, practical approaches for our clients. We combine rigorous research, innovative planning, and collaborative policy analysis to help our partners navigate challenging environments and drive community-centered success.

We've built our reputation on transparency, confidentiality, respect, and close collaboration, developing strategies across various sectors and topics.

With its dynamic and diverse team, ATN has built a strong and loyal clientele. Our practice is founded on high quality, innovation, and a strong ethical approach. With our wide scope of both completed and ongoing assignments, ATN has a deep portfolio of national, regional, and local projects relevant to the proposed work.

ATN has rich experience in engagement design, facilitation, and communication, including accessibility for persons with disabilities, as well as extensive operational experience in using high-interest collaboration tools such as SLIDO, Bang the Table, and Mural, among others.

Our high-performance research and engagement team will be invaluable in the execution of this project.

3.2 Our Proposed Team

We have structured a team uniquely customized to the requirements of this project. Detailed team profiles are included below:

Overcoming Challenges, Delivering Results, Exceeding Expectations

"Working with the ATN team is an excellent experience! The deliverables they have provided us are critically informing the next steps of our work. Communication is definitely one of the team's strengths, including how receptive and responsive they are to feedback. Plus, they're an absolute joy to work with!"

- Evan Poncelet - Senior Policy Analyst, Office of Addictions and Mental Health

"In all of our dealings with ATN, we found the team professional, highly collegial and accessible, and extremely responsive to our feedback and input. I have no hesitation in recommending ATN to prospective clients and would be more than happy to elaborate on this endorsement upon request."

- David Phillips – CEO, Truro & Colchester



WAYE MASON

Executive Vice President

ANS

Summary:

Waye Mason is a respected strategic planner and long-time community builder. He is an entrepreneur, educator, and former municipal councillor with over 30 years of leadership in economic development, business, and community development.

He is highly engaging and is known as a consensus builder with unique ability to simplify and communicate complex ideas. He has worked with communities, economic sectors, partners, and organizations to deliver impactful results while fostering collaboration. Waye's experience includes successfully navigating complex legislative processes, crafting economic development strategies, liaising with Indigenous communities, and leading local and national sustainability initiatives.

Waye is a past member of the board of the Federation of Canadian Municipalities, past President and five-year board member of the Nova Scotia Federation of Municipalities, Deputy Mayor of Halifax, three-year member of the Green Municipal Fund Council, and served for four years on the Halifax Partnership Board. As a councillor and then Board member he participated in the creation of the last two Halifax Regional Municipality economic strategies.

Education:

- Master of Business Administration – General Management – Sobey School of Business, Saint Mary's University
- Diploma – Community College Education (Faculty) – Nova Scotia Community College
- Bachelor of Arts – Political Science – Dalhousie University

Practice Areas:

- Strategy development and development
- Strategic communications
- Stakeholder engagement
- Policy development
- implementation
- Economic
- Arts & culture advocacy
- Climate action & sustainability

Featured Projects:

Councilor, Halifax Regional Municipality October 2012 - October 2024

Dynamic and results-oriented leader on municipal council with twelve years of experience in municipal governance, specializing in initiatives that enhance public confidence and promote transparent, accountable government. Played a pivotal role in bridging the urban/rural divide, acting on truth and reconciliation, and actively participated in the annual budget processes, establishing effective capital budgets and asset management policies.

Council Member, Green Municipal Fund April 2022 – October 2024

Council oversees a \$2.5-billion investment fund, endowed by the Government of Canada, for accelerating the transformation to resilient net-zero communities across Canada. Council members of GMF provide strategic oversight of the funding agreement and make recommendations on the approval of all funding applications, strategies, criteria, policies, program design and procedures. As a Member of the Audit Committee ensured financial integrity and accountability.

Faculty, Nova Scotia Community College July 2007 – November 2012

Completed the design and delivery of curriculum for the then-new Music Business Certificate program, including developing learning outcomes, course material, and student evaluation and assessment. Maintain relationships with industry and respond to changing labour needs including participation in National Training Advisory Council for the Music Industry through CHRC. Advised in hiring of, and provided support and coordination for, adjunct faculty. Collaborated with adjunct faculty to enhance program delivery.

Experience:

Strategy and Business Planning

- Halifax Regional Municipality – Annual Budget and Business Plan (2012-2024)
- Green Municipal Fund – Three Year Strategic Plan (2023)
- Halifax Partnership – People. Planet. Prosperity. Halifax’s Inclusive Economic Strategy 2022-27 (2022)
- Halifax Regional Municipality – Regional Centre Secondary Municipal Planning Strategy and Land Use Bylaws (Center Plan) (2014-2018)
- Halifax Partnership – Halifax Economic Growth Plan 2016-2021 (2016)
- Halifax Regional Municipality – Halifax Regional Plan (2014)
- Halifax Pop Explosion Association – Five Year Strategic Plan (2012)

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

- Ticket Pro – Implementation plan for Quebec based companies market entry to Atlantic Canada (2008)
- Music Nova Scotia – Nova Scotia Music Sector Strategy (2007)
- Gigantic Entertainment Inc – Business Plan and NS Equity Tax Credit application (2005)
- DRUM! Live – US and International Touring business case and ACOA funding proposal (2006)
- Music Nova Scotia – Nova Scotia Music Sector Strategy (2003) Education and Training
- Various Universities – Guest Lecturer (2012-present)
- Music Sector National Training Advisory Council – Member (2008-2011)
- Nova Scotia Community College – Music Business Course Curriculum (2007)
- Music Nova Scotia – Delivery of Export Readiness Training (2004-2007)



JILLIAN RAMSAY

Senior Director



]

Summary:

Jill Ramsay is a Senior Director at ATN Strategies, with a background in legal and financial analysis. She has worked on a myriad of projects across various sectors and areas of focus including healthcare, fisheries, labour, tourism, and economic development, commonly specializing in primary research and engagement.

At ATN, Jill has completed engagement sessions with all 13 First Nations Communities in Nova Scotia and has led a number of first voice engagement initiatives with diverse populations, including youth and individuals experiencing homelessness. Jill has additionally performed community consultation with key stakeholder groups and organizations, as well as public engagement on behalf of municipalities and provincial departments.

Earlier this year, Jill completed project management and engagement coordination activities in St. Peter's, NS on behalf of the Department of Communities, Culture, Tourism and Heritage. This initiative included a survey receiving over 500 validated responses, as well as a wellattended community engagement session with an estimated 125 attendees. More recently, Jill co-hosted a one-day partnering and engagement workshop for Build Nova Scotia and the Halifax Infirmary Expansion Project. Jill and Wayne provided planning and facilitation services for this one-day event where they were responsible for opening the event and hosting a strategy and team-building session throughout the afternoon.

Education:

- Juris Doctor – Dalhousie University: Schulich School of Law
- Bachelor of Commerce – Marketing & Information Systems – Saint Mary's University

Practices Areas:

- Project Management
- Outreach & Engagement
- Community & Public Consultation
- Research

- Data Analysis & Visualization
- Surveys
- Interviews

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

Featured Projects:

Access to McNabs Island Public Engagement (2023)

Role: Project Manager

Client: Department of Natural Resources and Renewables

For the Department of Natural Resources and Renewables, ATN performed a widespread public engagement, receiving feedback through interviews, focus groups and a public survey to take the public temperature on various options for main access to McNabs and Lawlor Island Provincial Park. Jill served as project manager and engagement coordinator, directing the team toward successful delivery of an on-time What We Heard Report with an analysis of public social impacts. The careful manner with which ATN navigated the competing interests of involved parties was noted.

Review of Impacts of Universal Mental Health and Addictions Care on First Nation Communities (2023)

Role: Project Manager

Client: Office of Addictions and Mental Health

ATN was contracted by the Office of Addictions and Mental Health (OAMH) to provide expert analysis into how the universal mental health and addictions system being developed may impact Indigenous communities, organizations, and individuals in Nova Scotia in light of the existing health and mental health legislation. As part of this project, Jill led extensive background research and engagement efforts with both project and government officials, as well as with First Nations Organizations. In addition to this project, Jill also coordinated and facilitated a full day sensemaking workshop with OAMH staff and created a set of “journey maps” resulting from first voice discussions regarding mental health and addictions support throughout the province.

Experience:

Community Engagement & Strategic Communications Support

- Build Nova Scotia – Facilitation Services for the Halifax Infirmary Expansion Project Equipment Procurement Partnering Session (2025)
- Department of Communities, Culture, Tourism, & Heritage – Public Engagement for Development of the St. Peter’s Coastal Trail (2024-2025)
- Pictou County Partnership – Engagement Planning and Facilitation for the New Pictou County Foreign Direct Investment Strategy (2024-2025)
- Department of Community Services – Public Engagement Regarding the Children & Family Services Act Review (2023-2024)
- Department of Natural Resources and Renewables – Stakeholder Engagement for McNabs Island (2023)

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

- Department of Environment and Climate Change / Department of Natural Resources and Renewables – Public Engagement for the Collaborative Protected Areas Strategy (2023)
- Office of Addictions & Mental Health – Universal Mental Health and Addiction Care (UMHAC) Impact on First Nations (2023)
- Office of Addictions and Mental Health – First Voice Engagement and Patient Journey Mapping (2022-2023)
- Office of Addictions and Mental Health – Engagement Conversations and Sensemaking (2022)

Strategy and Action Plan Development

- Greater Miramichi Service Commission – Miramichi Homelessness Strategy (2025 ongoing)
- Mi'kmaw Kina'matnewey – Foundation for the Advancement of Mi'kmaw Education Strategic Plan (2025-ongoing)
- Lunenburg Marine Museum Society – Development of a New Five-Year Strategic Plan (2023-2024)
- Department of Justice: Public Safety and Security Division – Serious and Violent Crime Framework (2023-2024)
- Department of Economic Growth, Tourism and Culture, Province of PEI – PEI Population Strategy (2022-2023)
- Office of Addictions and Mental Health – Wellness Framework for Community-Based Organizations (2022-2023)
- IWK Health – Indigenous Health Action and Reconciliation Plan (2021-2023)
- City of Charlottetown – Charlottetown Strategic Plan (2022)
- KMKNO Mi'kmaq Rights Initiative – Authenticity Activation Plan for Mi'kmaw Cultural Tourism in NS (2021-2022)

Feasibility Analysis & Business Planning

- Department of Workforce, Advanced Learning & Population (PEI) – Labour Market Study for Doctor of Veterinary Medicine in PEI (2025)
- Municipality of the District of Guysborough – Community Opportunity Readiness Program / Business Planning (2024-2025)
- Department of Industry, Energy, and Technology, Province of Newfoundland and Labrador – Investment Attraction Market Research in the Ocean Technology Sector (2024)
- Kelly Cove Salmon – Aquaculture Site Expansion Application Support Focused on Tourism Impacts (2024)
- Eel River Bar First Nation – Indigenous Heritage Garden Feasibility Study (2023-2024)

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

- Atlantic Canada Opportunities Agency – Nova Scotia Tourism Accommodations Study (2022-2023)
- Lunenburg Academy Foundation – Feasibility Assessment for the Purchase of the Lunenburg Academy (2023)
- EverWind Fuels – Feasibility Analysis for Renewable Energy and Green Hydrogen Project (2022)
- Business Plan for the Mi'kmaw Native Friendship Centre Health Clinic – Urban Indigenous Health and Wellness Initiative (2022)

3.3 Previous Project Experience

As further examples of our experience, we have provided several recent project references reflecting ATN's past work with projects similar to the Halifax Infirmary Expansion Project Equipment Procurement Partnering Session Facilitation Services. [Facilitation Services for Dominion Beach Public Engagement](#)

LOCATION: Nova Scotia

YEAR: 2023

CLIENT: Department of Natural Resources and Renewables



SERVICES: Engagement and Scenario Planning, Engagement Facilitation, Feedback Collection and Reporting

CONTACT: Doug Oliver, Program Administration Officer, Department of Natural Resources and Renewables, Province of Nova Scotia

Requiring a facilitator for the Dominion Beach Public Engagement Session, the Department of Natural Resources and Renewables (DNRR) contracted ATN Strategies to facilitate the public engagement session in the Cape Breton Regional Municipality (CBRM). This session had two primary goals: (1) to share information with the public about coastal processes and other changes affecting the beach, and (2) to gather perspectives related to challenges and opportunities for continued use of the beach moving forward, given the information shared.

ATN coordinated a series of presentations from government representatives, engineers and park planners, as well as the public feedback portion of the session.

Our scope of work included:

- One virtual pre-meeting with the Department of Natural Resources and Renewables staff to plan details and risk mitigation, resulting in a scenario plan for the engagement.
- Facilitation of a public information session concerning Dominion Beach Provincial Park.
- Collection and organization of feedback from meeting participants; and
- Provision of a digital copy of the notes from the meeting.

McNabs Island Provincial Park Stakeholder Consultation

LOCATION: Nova Scotia

YEAR: 2023

CLIENT: Department of Natural Resources and Renewables

SERVICES: Engagement Planning, Contact Outreach & Coordination, Engagement Facilitation, Qualitative Analysis and Reporting

CONTACT: Doug Oliver, Program Administration Officer, Department of Natural Resources and Renewables, Province of Nova Scotia



The Department of Natural Resources and Renewables (DNRR) contracted ATN Strategies to conduct stakeholder engagement to inform infrastructure planning and future access to the island. This consultation intended to identify visitor trends to the island, use of the island, and how island visitors value their experiences to determine infrastructure needs and placement of the access point. A wide range of participants were engaged –through multiple methods – for this project. Our scope of work included:

- Development of a comprehensive engagement plan
- Facilitation of several stakeholder group engagement sessions representing tourism, island programming, business owners, recreational boating community and other groups
- Bilateral interviews with key informants
- Design, deployment and analysis of an in-depth public survey
- Qualitative analysis of engagement findings
- Theming and presentation of results
- Production of a summary of findings document and final report.

Province-Wide Survey for Collaborative Protected Areas Strategy

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

LOCATION: Nova Scotia

YEAR: 2023

CLIENT: Department of Environment and Climate Change

SERVICES: Survey Design, Deployment, Analysis and Reporting.

CONTACT: Andrew J. Murphy, Associate Deputy Minister, Department of Environment and Climate Change.



ATN Strategies was contracted by Nova Scotia's Department of Environment and Climate Change to conduct province-wide public engagement on the topic of how the province should approach achieving its target protecting 20 per cent of the province's land and water mass by 2030. This included:

- Engagement Planning
- Design of a Discussion Paper and Engagement Platform utilizing "Bang the Table – Engagement HQ" as a vendor
- Discussion Guide Design for Stakeholder Interviews
- Survey Design
- Survey Deployment and Management
- Survey Analysis on a weekly basis
- Final Reporting

Our research and reporting informed the development of the province's Collaborative Protected Areas Strategy, which is now guiding the province towards its 20% goal.

Research, Recommendations and Evaluation Framework for the

Development of Universal Mental Health and Addictions Care System in Nova Scotia

LOCATION: Nova Scotia

YEAR: 2023

CLIENT: Nova Scotia Office of Addictions and Mental Health (OAMH)

SERVICES: Outreach and Engagement, Future State Analysis, Compensation Analysis, Implementation Planning, Jurisdictional Scanning, Patient Journey Mapping, Evaluation and Accountability Framework Development.

CONTACT: Caroline Read Kendell | Evan Poncelet



ATN was engaged by OAMH to undertake several projects to provide research and recommendations to inform the development of a Universal Mental Health and Addictions Care system (UMHAC) in Nova Scotia. These projects spanned 2022-2023 and included:

- A Future State Analysis Project, which included extensive research and recommendations on how to efficiently bring allied professionals (APs) into a public pay system. The project focused on examining possible compensation models and billing code approaches for bringing APs into the proposed UMHAC, along with implementation paths and potential implications for each option. This project included engagement with key government officials, compensation analysis, process mapping, implementation planning and a jurisdictional scan.
- A Patient Journey Mapping Project, which included the development of First Voice Journey Maps reflecting the diverse pathways of those seeking mental health and addiction services and support. The purpose of the project was to provide valuable evidence for building the integrated mental health and addiction services model profiled in Nova Scotia's Action for Health Plan. The project also had a special focus on ensuring meaningful inclusion of underserved communities. This project included reviewing existing health care journey mapping practices, conducting initial outreach with health providers, government officials and Community-Based Organizations (CBOs); and facilitating First Voice engagement sessions with people with lived mental health and addiction experiences. The patient journey maps developed through this project are now being used as a guidepost for the further examination of patient pathways focused on improving access, while recognizing the validity of multiple pathways. In other words, the maps could be used as a catalyst or "conversation starter" for "how might we...", "let's reimagine delivery", etc. collaborative discussions on system improvements/transformation. For example, the maps could be considered in an urban/rural context to determine how best to promote these pathways and provide ongoing access to care and related navigation services across the province. Another

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

application would be to limit many of the considerations outlined in the report including navigation, collaborative hub models and crisis care.


- Development of a Community Wellness Framework to guide long-term funding of Community-Based Organizations (CBOs) delivering mental health and addictions services in Nova Scotia. This project built on ATN's previously completed work for OAMH on the evaluation of funding frameworks for CBOs providing Mental Health and Addictions (MHA) services and supports in Nova Scotia. ATN conducted an in-depth case study analysis and review of available background information in order to create an effective Funding Model and a Scenario-based Funding Model Dashboard. This dashboard served as a legacy tool to help the office run scenario tests moving forward.
- Development of a Monitoring, Evaluation, and Accountability Framework for UMHAC, which included a gap analysis of drafted documents by OAMH related to program evaluation, a jurisdictional scan of leading practices in evaluating and monitoring public mental health and addictions systems, development of seven logic models – including an overarching logic model for the system and sub-logic models for the main project areas, and accompanying seven evaluation frameworks. This also included the development of an overarching approach to keeping third-party service providers accountable, as well as an accountability framework for implementation of UMHAC.
- Impacts of UMHAC on First Nations Study, which assessed the impact of the Universal Mental Health and Addictions Care (UMHAC) framework on Mi'kmaw and other Indigenous Communities in light of existing health policies, legislation and agreements. The project was an essential component of Action for Health – Nova Scotia's strategy for creating a healthcare system that offers world-class services to all residents in a timely and efficient manner.

Price

As requested in the RFP, our Total Fixed Price for the project is \$19,059.00, excluding HST.

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

BUDGET: Public Engagement on Planning Documents and Town Projects - Shelburne	Waye Mason	Jill Ramsay	Days by Task	Fees by Task
	Engagement Co-Lead	Engagement Co-Lead		
Work Steps	\$400	\$1,250		
Phase 1: Initiation	1.0	1.0	2.0	\$1,650
Phase 2: Survey Design & Deployment	0.0	1.5	1.5	\$1,875
Phase 3: Engagement	2.0	2.0	4.0	\$3,300
Phase 4: Public Meeting	2.0	2.0	4.0	\$3,300
Phase 5: Presentation of Findings	3.0	3.0	6.0	\$4,950
Phase 6: Project Close	0.5	0.5	1.0	\$825
Total Days	8.5	10.0	18.5	\$15,900
Total Hours	68.0	80.0		
Fees By Consultant	\$3,400	\$12,500		
Professional Fees	\$15,900			
MQO Survey	\$3,000			
Expenses (1%)	\$159			
Total Fees & Expenses	\$19,059			
HST	\$2,859			



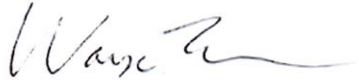
Conclusion

ATN Strategies is dedicated to ensuring that the Public Engagement on Planning Documents and Town Projects is delivered collaboratively with a clear focus on the Town of Shelburne’s objectives.

Proposal: Public Engagement on Planning Documents and Town Projects, Shelburne

Our experienced team brings a deep portfolio of similar facilitation and stakeholder engagement initiatives across Nova Scotia. This experience enables us to effectively coordinate with the participating leadership teams and manage the dynamic, time-sensitive nature of the engagement as outlined in the RFP.

We are committed to delivering a seamless, collaborative process that not only supports the immediate objectives of Town but also contributes to confidence of the people of Shelburne in this planning process. We look forward to partnering with the Town of Shelburne on this work. Sincerely,



Wayne Mason, Executive Vice President – ATN Strategies

COUNCIL REPORT - FOR DECISION



Subject: RFP Award – Graham’s Park and Grovestine Complex Parks Plans
Date: July 7, 2025
Authority: NA
Council Dates: July 21, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

D25-156

Rec'd by	JD
Date	July 16/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Background

In 2016, the Huskilson family donated \$260,000 to the Town to provide a splash pad and other park enhancements at Graham Huskilson park, (Graham’s Park), located next to King Street.

The splash pad is a community asset and is well used in summer, as is the park as whole. The park is also centrally located within Town and has good vehicle and pedestrian access.

More recently, the Town has been approached by Christoper and Kim Huskilson regarding a donation to the Town of: 36 John Street, the former United Church, to expand Graham Park; and funds to install an accessible playground and other park enhancements in the park, potential including Grovestine Recreational Complex. The Town prepared a request for proposals to prepare plans for both Graham’s Park and Grovenstine Recreational Complex. The RFP was posted on June 12, 2025 and closed on July 7, 2025.

Analysis

The proposed plans will include public engagement and cost estimates for park upgrades. These plans will enable discussions with the Huskilsons and staff to make applications for grants. The plans are expected to be complete and ready for Council’s review in early November.

Fathom Studio is a multidisciplinary design collective with over 28 years of experience. Based in Dartmouth, Fathom is Atlantic Canada’s largest independently and locally-owned architectural design firm. Fathom Studio’s has experience in parks planning across Nova Scotia, including Pijinuiskaq park in Bridgewater.

Based on the RFP criteria, staff recommends Council award the parks plans request for proposals to Fathom Studio’s, for \$64,125, excluding HST; \$73,102.50 including HST.

Recommendation

THAT Council awards the request for proposals for preparing Graham’s Park and Grovestine Complex Parks Plans to Fathom Studios for at a cost of \$64,125 excluding HST, \$73,102.50 including HST.

Attachment 1 – Fathom Studios proposal

SCHEDULE A

COVER SHEET FOR PROPOSAL

Company Name: Fathom Studio Inc.

Company Address: 40 King St, Dartmouth, NS B2Y 2R4

Contact Information: 902 461 2525

Key Contact for Proposal: Name: Devin Segal

Email: devin.segal@fathomstudio.ca

Business Phone: 902 461 2525 x 110

Cell Phone: 902 488 2570

Name of Request for Proposal: Graham's Park & Roger Grovestine Recreation Complex
Park Designs

Number of Request for Proposal: TOS2025-003

Documents Attached: Proposal for above mentioned RFP

Graham's Park and Roger Grovestine Recreation Complex Park Designs

Proposal

July 7, 2025

Prepared for

Daniel MacKay
Administration & Human Resources Coordinator

Town of Shelburne

162 Mowatt Street, 2nd Floor
Shelburne, NS
B0T 1W0

Daniel.MacKay@shelburnens.ca

Submitted By

Devin Segal
Partner, Director of Landscape Architecture
devin.segal@fathomstudio.ca

fathomstudio.ca

40 King Street
Dartmouth, NS
B2Y 2R4

Fathom

Fathom

Graham's Park and Roger Grovestine Recreation Complex

Park Design Services

Dear evaluators,

We are excited to present our proposal to support the Town of Shelburne in planning and designing the next chapter for Graham's Park and the Roger Grovestine Recreation Complex. As a Nova Scotia-based team that thrives on working with small communities in Atlantic Canada, we're deeply inspired by this opportunity to collaborate with the town, local organizations, and residents to shape spaces that reflect Shelburne's unique identity and potential.

We believe that great parks are at the heart of great communities—and you don't have to be a big city to have remarkable public spaces. Some of our most creative, boundary-pushing, and nationally recognized work has been delivered for communities on the South Shore. Projects like Bridgewater's Pijinuiskaq Park, Yarmouth's Main Street renewal, and River Ridge Common in New Germany have shown how innovative thinking and community partnership can transform modest budgets into award-winning places.

Shelburne's parks are already treasured assets with strong bones, valuable amenities, and huge potential. With inspiring design, public input, smart investment, and thoughtful construction phasing, they can become even more vibrant, inclusive, and central to the town's economic and social development.

From active recreation to quiet respite, we believe in parks that offer something for everyone—and we're excited to help bring that vision to life.

This proposal outlines our understanding of the scope and includes our qualifications, work plan, approach, timelines, and professional fees. Further information about our project experience and staff can be provided, if requested.

We trust that this proposal will demonstrate our technical quality and capability. We acknowledge receipt of Addendum #1 (updates and FAQ) and confirm that all modifications, clarifications, and additional information contained therein have been fully considered and incorporated into our proposal.

If you have any questions or require clarification, please don't hesitate to contact us.

Sincerely,



Devin Segal, MLArch BEnvD OALA APALA CSLA
Partner, Director of Landscape Architecture
devin.segal@fathomstudio.ca
902 461 2525 x 110

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1.0 Introduction

1.1 — Firm Profile

Founded in 1996, Fathom Studio is a pioneering, multidisciplinary design collective with over 28 years of experience. Based in Dartmouth, we are Atlantic Canada’s largest independently and locally-owned architectural design firm.

Our team of 49 dedicated professionals brings together diverse expertise to transform complex challenges into thoughtful, human-centred and sustainable environments.

Our expertise spans many disciplines including landscape architecture, urban planning, architecture, branding, signage, wayfinding, civil engineering, and community engagement.

The name “Fathom” reflects our commitment to depth of understanding. Our approach centres on collaboration, thoughtful analysis, and human-scale design, reconnecting places with the people and communities they serve. Municipal park design requires a nuanced sensitivity to the interplay of mobility needs, environmental and economic sustainability, and cultural storytelling. Our work embodies

this ethos, seamlessly combining innovative and practical solutions with narratives that honour both the rich histories and the promising futures of the communities we serve.

Parks and Recreation Experience

No other firm in the region offers our depth of experience delivering inclusive, context-sensitive parks, playgrounds, trails, and recreation facilities across Nova Scotia and Atlantic Canada. We lead projects from early community visioning and concept development through to construction and implementation, ensuring continuity and excellence at every stage.

We bring specialized expertise in accessible design, led by Certified Rick Hansen Accessibility Professionals. Our team also excels in inclusive and nature-based play, culturally rooted placemaking, and the adaptive reuse of materials and existing site features. We apply innovative approaches to stormwater management using green infrastructure solutions such as bioswales, rain gardens, and constructed wetlands. Our approach is grounded in ecological sensitivity and a



Wije'winen Centre Community Park for the Mi'kmaw Native Friendship Centre in Downtown Halifax

strong commitment to preserving local character. We are proud to have delivered projects in collaboration with African Nova Scotian communities, multiple First Nations and Indigenous organizations, and small municipalities across the region. Our team also holds certification in public engagement through IAP2 and is highly experienced in designing and facilitating inclusive community workshops, ensuring that diverse voices help shape meaningful and lasting outdoor spaces.

In addition to the many completed conceptual design and built projects included in the appendix of this proposal, we are currently leading the design of several significant parks, play spaces, trails, and sports and recreation facilities including:

- Lake Echo Community Park for the Halifax Regional Municipality: accessible trails and beachfront park
- Under One Sky Awitgati Longhouse and Cultural Centre early childhood education playground in Fredericton (under construction): accessible play space with inclusive sensory features
- Wije'winen Centre Community Park for the Mi'kmaq Native Friendship Centre in Halifax (under construction): accessible event space, cultural park, trails, and play space with inclusive sensory features and constructed wetland
- YMCA operated outdoor daycare space at the NSCC Sydney Waterfront Campus (supported by private donor and completing construction): accessible play space with inclusive sensory features

- Dalhousie University Sexton Campus Field in Halifax
- Victory Park in North Sydney for the Victory Park Society and CBRM
- Washbrook Greenway Trail in Sydney for the Washbrook Trail Coalition and CBRM

The success of these projects is grounded in the strong relationships we have built with municipalities, Indigenous communities, and non-profit organizations, and we are committed to helping transform their parks into spaces of connection, activity, and belonging.



Victory Park, North Sydney



Under One Sky Awitgati Longhouse and Cultural Centre.

1.2 — Project Team



Devin Segal MArch BEnvD OALA APALA CSLA

Partner, Director of Landscape Architecture

Project role: **Project Manager**

Devin Segal is a senior landscape architect, and the firm’s landscape architecture discipline director. He specializes in the creation and enhancement of public open space including parks, playgrounds, waterfronts, streetscapes, educational campuses, and urban mixed-use developments.

He has an intense passion for detail and is highly dedicated to precision at all stages of a project, from master plans to site-specific installations. Always with a view towards implementation, his talent is in taking projects from vision to full realization while carrying the conceptual thread through into details that are meaningful, beautiful, and buildable.

Devin is a skilled project manager and has led most of the firm’s detailed design and landscape construction projects over the last twelve years. In addition to managing budgets and coordinating design projects with multi-disciplinary consultant teams, he is also responsible for administering construction contracts and performing quality control site inspections. His in-depth knowledge of construction materials and assemblies comes from five years of hands-on experience as a landscape contractor. He is also actively involved in many of the company’s municipal and community projects; building consensus by engaging stakeholders, and facilitating meaningful public meetings and workshops.

Devin currently serves as Past-President of the Atlantic Provinces Association of Landscape Architects Board of Directors, and sits on the Board of Governors for the Canadian Society of Landscape Architects, where he represents the Atlantic Provinces. In addition to his role as a representative, Devin is an active member of the CSLA Finance and Risk Committee, and serves as an internship advisor and reviewer for Associate Members of the Ontario Association of Landscape Architects.



Fort Needham Memorial Park Redevelopment, Halifax



Pijiniuiskaq Park and King Street, Bridgewater



Main Street Redevelopment Phase 2, Yarmouth



Benjamin Motte MLArch AAPQ APALA CSLA

Managing Principal—Landscape Architecture

Project role: **Design Lead**

Benjamin Motte is a landscape architect renowned for his passion for urban design and gardens. He has over twenty years' experience in the field of landscape design. He has worked in urban, natural, institutional, and residential contexts in both the public and private sectors. Before joining Fathom in 2021, he held key positions at the City of Montreal and Nippaysage. Benjamin is a versatile design expert that has honed his craft while continuously feeding his desire to learn.

His contributions to several distinguished firms in Quebec and France have earned him accolades for his innovative approach to design. Notably, during his tenure as the Senior Landscape Architect and Major Projects Manager at the City of Montreal, he played a pivotal role in the remarkable transformation of Canada's largest brownfields into the celebrated Frédéric-Back Park in Montreal. This metamorphosis not only reimagined the site but also rendered it accessible and environmentally sustainable, reflecting his dedication to a holistic design approach.

His approach reflects an innate sense of natural curiosity, an unquenchable desire to explore, and the ability to see every facet of a project while synthesizing information with finesse. Benjamin possesses an acute eye for detail and an exceptional capacity to retain vast quantities of information, which he deftly employs in his designs. His instinctive nature allows him to assemble the puzzle pieces quickly, weaving together the complexities of landscape architecture into cohesive and visually stunning creations. The wide range of scales in the projects he has tackled demonstrates his ability to adapt to each location, treating it in a unique and sensitive way. This agility enables him to work as much on large-scale master plans as on the detailed design of residential gardens. His leadership, listening skills, and team spirit are values he holds in high regard.



Mi'kmaw Native Friendship Centre, Halifax



Keshen Goodman Public Library, Halifax



Frédéric-Back Park, Montreal



Khadija Kushalgadhwal

MSc Urban Planning BArch

Intermediate Landscape and Urban Designer

Project role: **Designer**

Khadija holds a MSc in Urban Planning from the UK's Newcastle University and a Bachelor of Architecture from NMIMS in Mumbai. Her breadth of experience in landscape and urban design ranges from streetscapes for municipal clients to landscapes for large urban parks and comprehensive plans for neighbourhood developments.

With a keen interest in sustainability and innovation in landscape architecture and urban planning, one of her most prominent projects — the Shariah Safari Park in Sharjah — won the Landscape Middle East Award for Sustainability. Since arriving at Fathom, Khadija has expanded upon this passion with projects that address the built environment in a holistic manner.



Tomas Cortes

MLArch BA APALA (intern)

Landscape Architectural Intern

Project role: **Landscape Designer**

Tomas holds a Bachelor of Arts in Environmental Governance with a minor in Geography and a Master's in Landscape Architecture, both from the University of Guelph, Ontario. With a strong background in landscape design, Tomas has honed his skills as a landscape designer in British Columbia and now aims to bring his expertise to Atlantic Canada.

His experience in landscape construction, coupled with his passion for creating sustainable and diverse shared spaces that prioritize functionality, has positioned him as a promising landscape architectural intern. Tomas is particularly driven by a commitment to community engagement, a value rooted in his upbringing in a large family of 10, where every voice was considered in decisionmaking. He believes that landscape architects play a vital role in shaping spaces that are both inclusive and beneficial, providing communities with environments that support well-being and foster positive social interactions.



Ruby Shepherd

BCD

Junior Planner

Project role: **Junior Planner**

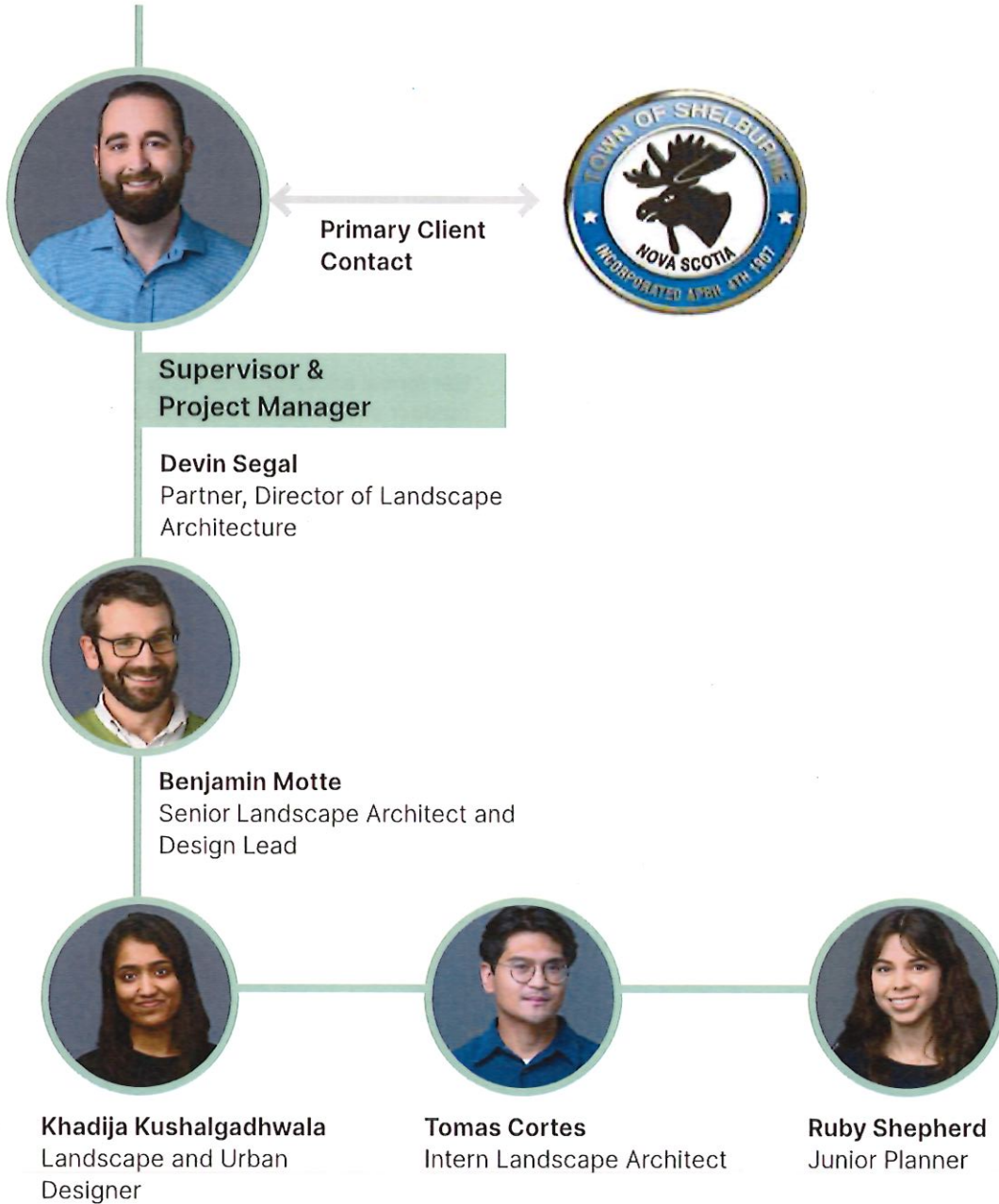
Ruby holds a Bachelor's in Community Design and Sustainability from Dalhousie University, where she double majored in community design and sustainability.

Growing up in Toronto, Ontario, Ruby has always had a strong interest in the urban environment and urban design. Her time spent living in other parts of Canada, such as British Columbia, Alberta, and Nova Scotia, strengthened her interest in people's connection to place and identity. She has a special interest in community design, housing, heritage, green development, design, and sustainability in planning and is an active member of the HRM Heritage Advisory Committee.

Her formal education and many different positions in the outdoor and silviculture industries have expanded her passion and understanding of natural systems, sustainability, and geographic mapping. Since starting as an intern and then joining the Fathom team full-time, she has worked on a variety of planning projects with both government and private clients. Her experience and technical skills are an asset to any project.

1.3 – Team Organization

Fathom Studio



2.0 Reference Projects

Town of Yarmouth



MAP KEY

- 1. Gateway Park in Antigonish
- 2. South Yarmouth
- 3. Gulf water



The scene of Regis and Main Streets
Copyright of the Yarmouth County Archives

Walk an oceanside trail

Head down Hueston Street to the waterfront. There, a trail sweeps along the waterfront, where you can get a great view of the protected harbour to which Yarmouth owes its living.

Eat, drink and relax

Looking for a meal? Or just a coffee and a snack? There are lots of options from fountain to fountain.

Get some expert advice

You're near the farmers' market, and just a few minutes walk from the Art Gallery of Nova Scotia. Or head to the ferry terminal, where the international ferry from Portland, Maine docks. Need help choosing what to do? The friendly staff at the visitor centre can help.

2.1 — Reference Projects



Halifax Regional Municipality Fort Needham Memorial Park

Fort Needham exemplifies our collaborative approach with municipalities, stakeholders, and diverse community groups. The project began with a shared visioning process and master plan, leading to a comprehensive park renewal completed in time for the 100th anniversary of the Halifax Explosion.

Commissioned by Halifax Regional Municipality in 2014, the park's redesign addressed long-standing challenges, including conflicting uses, poor access, and a lack of cohesive identity. Once a space that had lost its focus as a regional park and commemorative site, Fort Needham was reimagined to better reflect its historical significance and serve the needs of the surrounding community.

Fathom Studio led the transformation of this 6.5-hectare hilltop site in North End Halifax. The design balances commemorative, interpretive, and recreational functions—integrating trails, play areas, sports fields, gardens, and memorial

spaces into a cohesive landscape. The story of the Halifax Explosion is embedded in the park's physical elements: retaining walls, benches, railings, and play structures carry interpretive significance

Material selections—cor-ten steel, precast concrete, and wood—evoke the maritime and wartime context of the 1917 disaster. Enhanced accessibility and circulation improve the park's inclusivity, while a redesigned plaza around the 1984 Bell Tower strengthens its role as the ceremonial heart of the site. Each night, the tower is illuminated with dynamic lighting that narrates the explosion through colour and movement.

The park's transformation also preserves historical context. During WWI, Halifax's Bedford Basin was a key convoy point. On December 6, 1917, a collision between the Norwegian SS Imo and the French SS Mont-Blanc—laden with

Location
Halifax, NS

Client
Halifax Regional Municipality

Budget
\$670,000 (interpretive)
\$2.1 M (total build)

Firm of Record
Fathom Studio (formerly
Ekistics Plan + Design and
Form:Media)

Timeframe
2014–2015 Master Plan
2016–2017 Detailed
Design

Contact:
Jeff Spares
Recreation Construction
Project Manager,
Halifax Regional
Municipality
sparesj@halifax.ca
902 490 6820

explosive materials—resulted in one of the largest non-nuclear explosions in history, devastating the Richmond neighbourhood and altering the city forever.

Delivered on time and within budget, Fort Needham now stands as a powerful intersection of memory, resilience, and everyday community life.

Awards

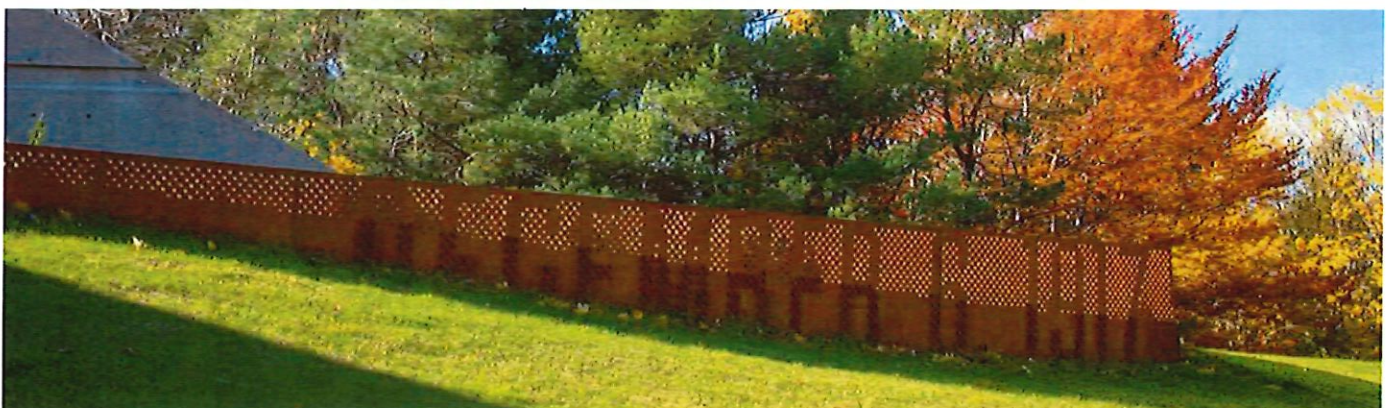
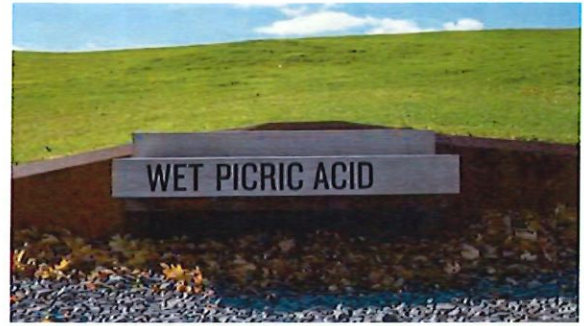
2017 - Atlantic Planning Institute: Award of Planning Excellence, Physical Plans & Design

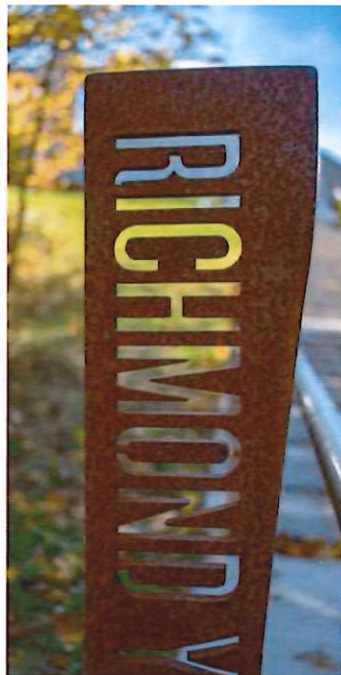
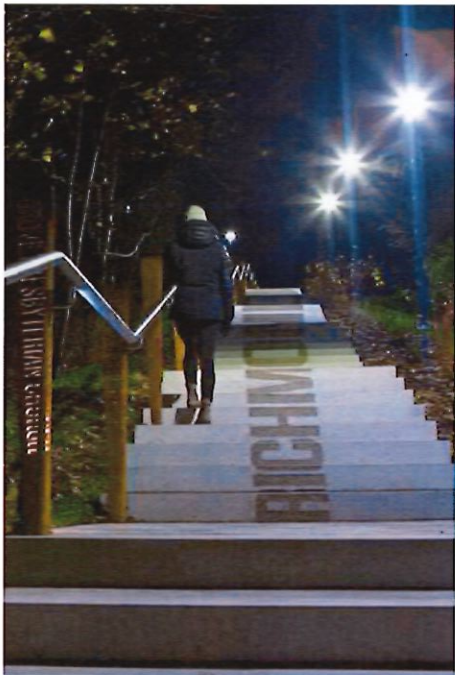
2018 - Applied Arts Magazine: Community Award

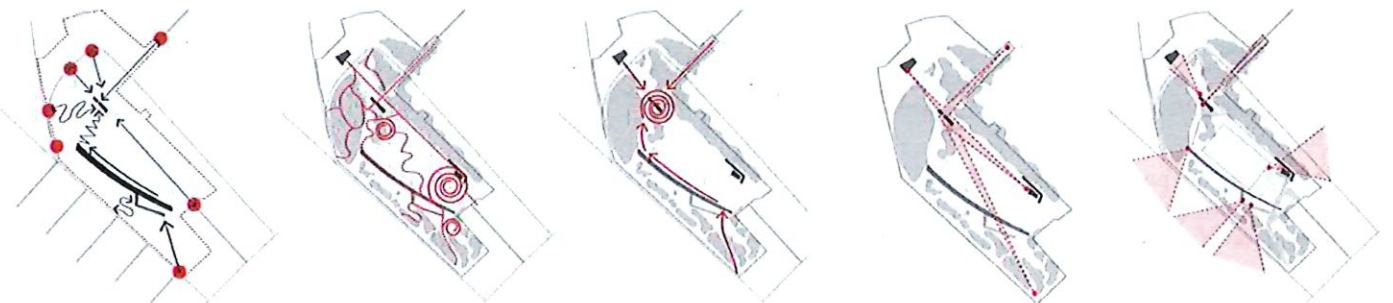
2018 - Halifax Urban Design Awards: Award for Excellence in Civic Design

BOCSles: Premier Award, Unique Signs.

2019 - Atlantic Provinces Association of Landscape Architects: Large-Scale Landscapes Designed by a Landscape Architect









Downtown Bridgewater

Pijinuiskaq Park and King Street

Pijinuiskaq Park exemplifies our work on the South Shore and our ability to build consensus within local communities. Evolving from a downtown master plan to a concept design used to secure grant funding, the project culminated in a constructed public space—delivered within a complex urban environment and integrated with major infrastructure upgrades. It also reflects our deep understanding of the local construction industry, including the capabilities of regional trades and the realities of local material sourcing.

This project brought to life our 2012 Bridgewater Downtown and Waterfront Plan, developed through an intensive and collaborative engagement process. That process laid a strong foundation not only for the master plan but for all subsequent phases of implementation.

The first phase of construction entirely transformed a three block stretch of the town’s main commercial street from building face to river’s edge, enabling

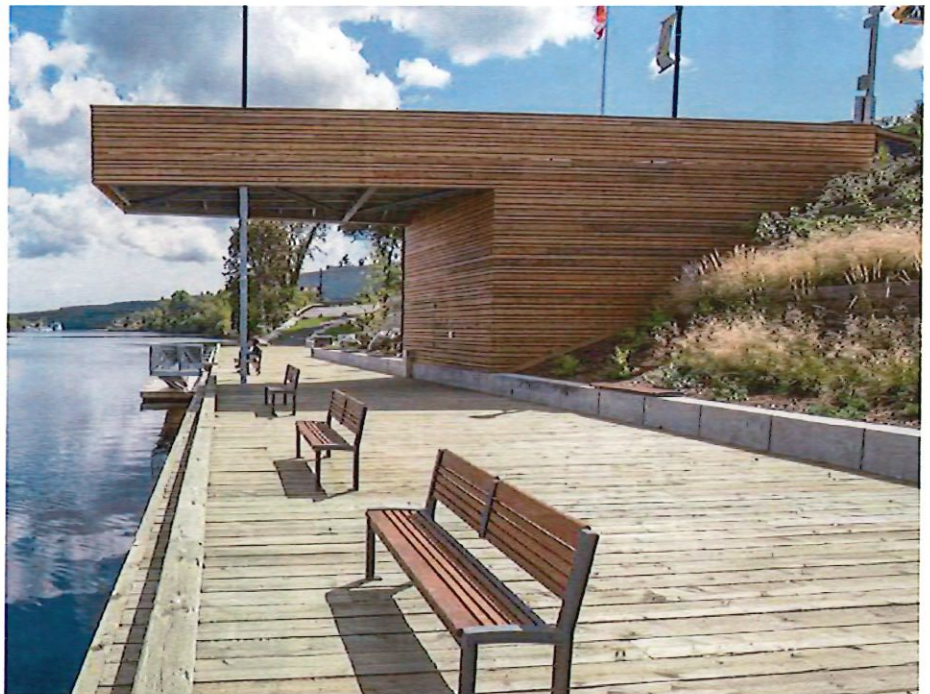
the demolition of a parking structure that hung over the shoreline and obstructed physical and visual access to the river.

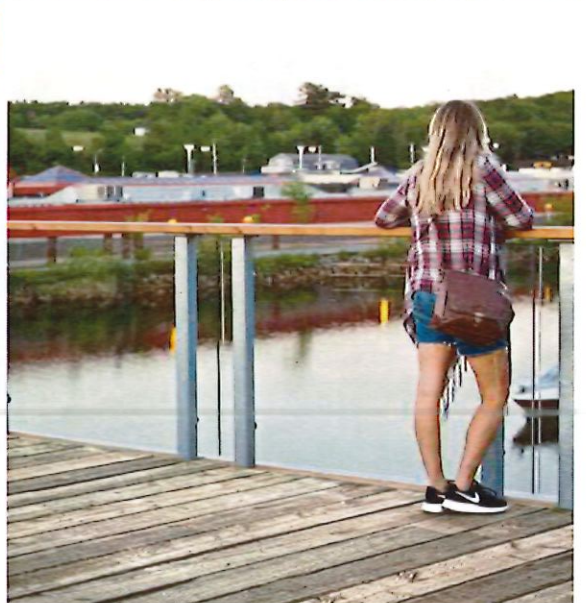
The process included detailed parking and transportation studies which led to the realignment of King Street and a linear riverfront park, Pijinuiskaq Park. The project signifies a shift from a car-centric downtown to a pedestrian-oriented main street that prioritizes public space along the riverfront.

United through a series of innovations, the contemporary space provides a variety of opportunities and experiences from street level down to the water, ranging from large gatherings, concerts, and events—to boating, fishing, and quiet contemplation.

- Awards**
- 2013 - Atlantic Planning Institute: Award of Planning Excellence, Physical Plans & Design
 - 2018 - Canadian Society of Landscape Architects Award of Excellence

-
- Location**
Bridgewater, NS
- Client**
Town of Bridgewater
- Budget**
\$3,500,000 (total build)
- Firm of Record**
Fathom Studio (formerly Ekistics Plan + Design)
- Timeframe**
2014–2016
- Contact:**
Jessica MacDonald
Director of Community Development, Town of Bridgewater
jessica.mcdonald@bridgewater.ca
902 541 4368
-





An aerial photograph of a large industrial or construction site, overlaid with a semi-transparent blue filter. The site features a complex network of roads, parking lots, and several large rectangular buildings. In the upper right and lower right areas, there are clusters of circular structures, possibly storage tanks or silos. A prominent road or railway line runs diagonally from the bottom left towards the center. The text '3.0 Work Plan' is overlaid in white, with '3.0' in a smaller font and 'Work Plan' in a large, bold font.

3.0 **Work Plan**

3.1 — Project Understanding

We understand the renewal and expansion of Graham’s Park and the Roger Grovestine Recreation Complex is driven by multiple values: improving accessibility in alignment with Nova Scotia’s new Built Environment Accessibility Standard, preserving existing amenities and natural features, integrating community history and cultural features, and ensuring public input is central to the process.

Graham’s Park is a 2.3-acre urban park slated to expand by up to 0.8 acres through a generous land donation. Popular with nearby residents and the adjacent King Street Centre daycare—particularly in summer months when the splash pad is active—the park will retain its existing splash pad and playground. The project will add a new accessible playground, address current drainage issues, and consider other new features such as:

- a basketball court;
- electrical hookup for a food truck/events and lighting;

- additional seating and garbage receptacles; and
- additional trees and other plantings/garden areas, in particular to provide delineation and buffering from the adjacent cemetery.

The expansion will incorporate heritage elements from the former church at 36 John Street, such as granite foundation stones and stained-glass windows. The project will require design around a new watermain being installed along Digby Street, and efforts will be made to preserve existing trees and other natural features.

The **Grovestine Recreation Complex** is a partially developed 13-acre site with recreation infrastructure and significant woodland. While currently underused, planned improvements in 2025 include accessibility upgrades to the washrooms, resurfacing of the courts, repaving the entrance road, and improved parking. Existing facilities—including the ballfield, tennis/pickleball courts, playground, and washrooms—will be maintained and enhanced. The site offers future potential for trail connections (e.g., to Roseway Hospital), landscape enhancements, lighting, event infrastructure, and the restoration of the horseshoe pit.

Together, these projects represent a significant investment in Shelburne’s public realm and community wellbeing. Based on our review of the town’s Capital Budget, we understand that \$750,000 has been allocated to Graham’s Park for 2025–2026, and \$700,000 has been allocated to Grovestine for 2026–2027. While more funding could come from external donors, our scope of work expectations have been developed accordingly.



Image Credit: Town of Shelburne

3.2 — Work Plan

Below is our structured and collaborative process to deliver the project.

To meet the project milestones and final deliverables outlined in the RFP—culminating in October 2025—and to ensure meaningful community input that informs the designs, we propose advancing public engagement to July 2025 rather than the originally scheduled September.

Engaging the public earlier in the process has consistently proven more effective in our past work, allowing us to build community trust, uncover valuable local insights, and align early on key priorities. This approach moves beyond a “show and tell” model and instead fosters an iterative and participatory design process from the outset.

By holding engagement sessions in July, we gain the critical lead time required to develop informed and responsive concept options, conduct accurate cost assessments, and bring forward cohesive recommendations for council approval. This not only strengthens community support, but also ensures design development for elements such as pathways, parking lots, and accessible playground can proceed efficiently and without delay during the detailed design phase.

However, if September remains the only feasible window for public engagement, we are fully prepared to work with the Town at project initiation to adjust the work plan accordingly. Our team is flexible and committed to collaborating closely to ensure the timeline and deliverables remain on track, while still maintaining a high standard of engagement and design quality.

Phase 1: Project Planning & Background Review

- Virtual kick-off meeting with the town project manager
 - Confirm timeline, milestones, and data requirements
 - Schedule and plan key interest group meetings and public engagement
- Review existing plans, survey data, and prepare base drawings
- Coordinate with Town on survey gaps and additional data collection as needed
- Conduct desktop background research
 - Historical review
 - Desktop inventory mapping and analysis to assess soils, geology, microclimate (wind, shade, solar aspect), community connectivity, hydrology, arboriculture, local ecology and habitat, etc.
 - Precedent research and image collection

Phase 2: Site Visits and Engagement

- Site visit to both sites with town staff to identify opportunities and constraints and park operations and maintenance considerations
- Meetings with:
 - Town staff and the donor establish a vision, guiding principles, and overall project objectives, preliminary programming
 - King Street Centre daycare (adjacent to Graham's Park) to learn about their needs and aspirations for Graham's Park
 - Shelburne Arts Council to explore potential for public art
 - Roseway Hospital and Municipality of the District of Shelburne regarding future trail connections
- Prepare engagement presentation, exercises, and online survey
- Facilitate in-person public engagement event (September 2025) including:
 - Presenting project background
 - Presentation of park precedents for inspiration
 - Leading a roundtable workshop with up to five interactive mapping and idea-generating exercises
 - Summarizing and documenting the results
 - Closing remarks and project next steps
- Launch online survey

Phase 3: Framework Plans

- Develop up to two framework plan options for each site incorporating feedback
- Meet virtually with town staff and the Donor to review the options and receive feedback and direction

Phase 4: Concept Development

- Develop the preferred option for each park incorporating:
 - Accessible circulation plans
 - Preservation of trees and open space
 - Reuse strategy for church artifacts
 - Public art and garden integration
 - Lighting strategy

Phase 5: Detailed Design and Construction Drawings

With a clear focus on accessibility, constructibility, and long-term project viability, we will advance select components of Graham's Park to a higher level of design detail. Based on our phasing strategy, we will develop key elements—such as accessible pathways, parking areas, and an inclusive playground—through design development, culminating in the preparation of 50% construction documents. This refined design package will enable accurate cost estimating, support funding applications, and facilitate seamless future implementation. The package will include:

- Existing Conditions, Demolition and Removals Plan
- Site Layout and Materials Plan
- Site Grading and Drainage Plan
- Planting Plan and schedules
- Construction Details

Specifications would not be included at this stage.

Throughout this phase we will submit two (2) review sets for town review and have included up to two (2) virtual review meetings.

Final Deliverables

- For each park, we will provide:
- One scaled and rendered site plan with reference imagery
- Class C cost estimates for all proposed work
- Phasing plan
- Public engagement summary brief
- Presentation of final plans to the donor, town staff, and town council
- 50% construction document package for Graham's Park pathways and parking lots, and accessible playground
- Updated Class C cost estimate for detailed design items

Perspective renderings are not included in our fee but can be provided as additional service.

All work will meet or exceed the Province of Nova Scotia's Built Environment Accessibility Standard, CSA B651-18 Accessible design for the built environment, reference the The Rick Hansen Foundation Accessibility Guidelines, and follow Occupational Health and Safety regulations throughout.

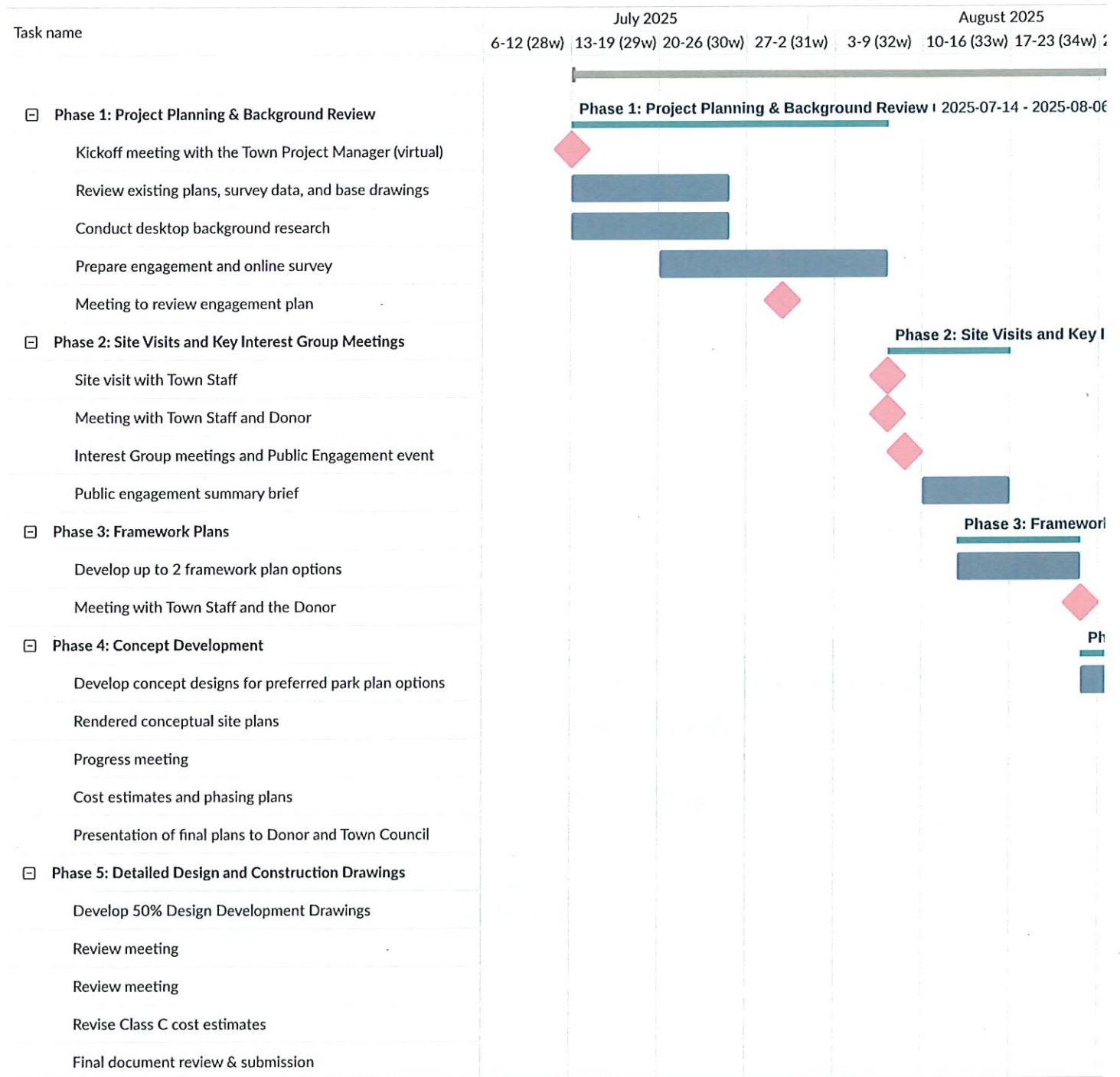
Our Commitment

We understand how deeply these parks matter to the Town of Shelburne. Our team is committed to delivering not just technically-sound plans, but designs that reflect local stories, support community well-being, and are ready for funding and implementation. We propose the following schedule to meet the Town's timeline:



Elder and Knowledge Keeper engagement for the MNFC

3.3 — Schedule



3.4 – Work Breakdown Structure

Staff/Position	Devin Segal Partner-in-Charge /Director of Landscape Architecture	Benjamin Motte /Managing Principal Landscape Architecture	Khadija Kushalgad- hwala Landscape and Urban Designer	Tomas Cortes Landscape Designer	Ruby Shepherd Junior Planner	Task Total Hours	Task Total Fees	
Hourly Rate	\$200	\$170	\$130	\$120	\$100			
Total Hours	75.5	80	138.5	111	22	427		
Percent of Total Hours	17.7%	18.7%	32.4%	26.0%	5.2%			
Phase 1: Project Planning & Background Review								
Kickoff meeting with the Town Project Manager (virtual)	1		1			2	\$ 330.00	
Review existing plans, survey data, and prepare base drawings			2	3		5	\$ 620.00	
Conduct desktop background research	2		4	2		8	\$ 1,160.00	
Prepare engagement presentation, exercises, and online survey	3		6		12	21	\$ 2,680.00	
Meeting to review engagement plan and materials with the Town Project Manager (virtual)	1		1			2	\$ 330.00	
Project management and coordination	2		2			4	\$ 660.00	
Subtotal Hours	9	0	16	5	12	42		
Subtotal Fees	\$ 1,800	\$ -	\$ 2,080	\$ 600	\$ 1,200		\$5,680.00	
Phase 1 Total								
Phase 2: Site Visits and Key Interest Group Meetings								
Site visit with Town Staff (incl. travel time)	7		7			14	\$ 2,310.00	
Meeting with Town Staff and Donor	2		2			4	\$ 660.00	
Meeting with King Street Centre daycare	2		2			4	\$ 660.00	
Meeting with Shelburne Arts Council	2		2			4	\$ 660.00	
Meeting with Roseway Hospital and Municipality of the District of Shelburne	2		2			4	\$ 660.00	
Public Engagement event (incl. preparation)	4		4	4	4	16	\$ 2,200.00	
Update and launch online survey	0.5				3	3.5	\$ 400.00	
Public engagement summary brief	0.5				3	3.5	\$ 400.00	
Project management and coordination	3					3	\$ 600.00	
Subtotal Hours	23	0	19	4	10	56		
Subtotal Fees	\$ 4,600	\$ -	\$ 2,470	\$ 480	\$ 1,000		\$8,550.00	
Phase 2 Total								
Phase 3: Framework Plans								
Develop up to 2 framework plan options for each site incorporating feedback	4	4	16	12		36	\$ 6,000.00	
Meeting with Town Staff and the Donor to review options and receive feedback (virtual)	1.5		1.5			3	\$ 495.00	
Project management and coordination	3					3	\$ 600.00	
Subtotal Hours	8.5	4	17.5	12	0	42		
Subtotal Fees	\$ 1,700	\$ 680	\$ 2,275	\$ 1,440	\$ -		\$6,095.00	
Phase 3 Total								
Phase 4: Concept Development								
Design progress meetings (virtual)	2					2	\$ 400.00	
Develop concept designs for preferred park plan options	8	8	24	24		64	\$ 8,960.00	
Rendered conceptual site plans	2		16			18	\$ 2,480.00	
Class C cost estimates		2		6		8	\$ 1,060.00	
Phasing plans	1	6	6			13	\$ 2,000.00	
Presentation of final plans to Town Staff, Donor, and Town Council (incl. travel time)	8					8	\$ 1,600.00	
Project management and coordination	2	3				5	\$ 910.00	
Subtotal Hours	23	19	46	30	0	118		
Subtotal Fees	\$ 4,600	\$ 3,230	\$ 5,980	\$ 3,600	\$ -		\$17,410.00	
Phase 4 Total								
Phase 5: Detailed Design and Construction Drawings - Graham's Park								
Design Development	6	24	24	24		78	\$ 11,280.00	
Develop 50% Construction Drawings (2 review sets and final submission)	2	24	16	32		74	\$ 10,400.00	
Revise Class C cost estimates	1	2		4		7	\$ 1,020.00	
Final document review and sign off (internal design review) & submission	1	1				2	\$ 370.00	
Review Meetings		3				3	\$ 510.00	
Project management and coordination	2	3				5	\$ 910.00	
Subtotal Hours	12	57	40	60	0	169		
Subtotal Fees	\$ 2,400	\$ 9,690	\$ 5,200	\$ 7,200	\$ -		\$24,490.00	
Phase 5 Total								
Total Fees							\$ 62,225.00	
Travel Costs							\$ 1,500.00	
Disbursements							\$ 400.00	
Total With Expenses							\$ 64,125.00	
HST							\$ 8,977.50	
TOTAL							\$ 73,102.50	

3.5 — Fee Summary

Design Services	Cost (CAD)
Phase 1: Project Planning & Background Review	\$5,680.00
Phase 2: Site Visits and Key Interest Group Meetings	\$8,550.00
Phase 3: Framework Plans	\$6,095.00
Phase 4: Concept Development	\$17,410.00
Phase 5: Detailed Design and Construction Drawings - Graham's Park	\$24,490.00
Subtotal (fees)	\$49,285.00
Disbursements	\$1,900.00
Subtotal	\$64,125.00
HST	\$8,977.50
Total (before tax)	\$73,102.50

3.6 — Assumptions and Exclusions

The workplan outlined is for the creation of conceptual plans and 50% construction drawings for pathways parking lots, and an accessible playground in Graham's Park as described in the RFP. The following assumptions and exclusions apply:

Scope Exclusions

- No detailed assessments such as environmental studies, wetland/watercourse delineations, archaeological studies, traffic studies, or other studies not explicitly described in the proposal.
- No detailed design or specification writing for:
 - Structures (e.g. washrooms, arbours, gazebos)
 - Lighting and photometric plans
 - Water features (e.g. fountains, splash pads)
 - Major service upgrades (e.g. sewer lift stations, PVRs, booster stations, fire protection)
- No public, interest group, or stakeholder engagement beyond what is included in the proposal. Additional meetings, workshops, and presentations can be provided for an additional fee.
- No design or fees included for:
 - Interpretive planning or content development
 - Wayfinding or regulatory signage
 - Public information or marketing materials
 - 3D renderings (to be negotiated separately if required)
- No topographic, legal boundary, or site services surveying.
- No land ownership investigations, permitting, or bylaw review.
- No Issued for Tender or Issued for Construction documents
- No tender support or construction administration
- No production of record drawings or other post-construction services.
- No support for third-party certifications such as LEED or RHFAC.

Client Responsibilities

- A single client project manager will serve as the sole point of contact and be responsible for:

- Scheduling meetings
- Coordinating with municipal staff and stakeholders
- Consolidating and approving all feedback in a single document before submission to the consultant
- Remaining in place throughout the duration of the project (design changes or delays due to a change may result in additional fees)

Revisions and Meetings

- Revisions are limited to those specified in the proposal; additional revisions will be billed hourly.
- Meetings are limited to those outlined in the workplan; additional meetings may result in extra fees.

Pricing and Billing

- Proposal terms and pricing are valid for 30 days from submission.
- Monthly progress invoices will be issued throughout the project.
- Significant changes to scope, schedule, or client requests may affect fees.

Third-Party Materials and Reports

- Licensing of stock or archival materials (e.g., photos, maps) is not included.
- All third-party reports requiring review or response must be provided before project commencement.
- The topographic and feature survey shall be provided to the consultant upon project kick-off.

Standards and Units

- All drawings and documents will be prepared using metric units.



4.0 Appendices



CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS		2. INSURED'S FULL NAME AND MAILING ADDRESS	
To Whom It May Concern		Fathom Studio Inc, Fathom Architecture Inc (Design form Consultants, Ekistics	
		Ekistics Architecture Ltd, Form Media	
		& Chris Crawford, 40 King Street	
	POSTAL CODE	Dartmouth NS	POSTAL CODE B2Y 2R4

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Confirmation of Insurance

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> <input type="checkbox"/>	Northbridge General Insurance Corporation P04208989	2024/11/30	2025/11/30	COMMERCIAL GENERAL LIABILITY		
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
				- GENERAL AGGREGATE		5,000,000
				- EACH OCCURRENCE	5,000	5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR		5,000,000
				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		
				MEDICAL PAYMENTS		
				TENANTS LEGAL LIABILITY	1,000	500,000
				POLLUTION LIABILITY EXTENSION		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input checked="" type="checkbox"/> HIRED AUTOMOBILES	Northbridge General Insurance Corporation P04208989	2024/11/30	2025/11/30	NON-OWNED AUTOMOBILES		5,000,000
				HIRED AUTOMOBILES	1,000	75,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
OTHER LIABILITY (SPECIFY) <input checked="" type="checkbox"/> Errors & Omissions <input type="checkbox"/>	Certain Underwriters at Lloyd's of London 18602213	2024/11/30	2025/11/30		10,000	5,000,000

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 0 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS		7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)	
Arthur J. Gallagher Canada Limited			
6380 Lady Hammond Road			
Halifax	NS	POSTAL CODE B3K 2S3	
BROKER CLIENT ID:		POSTAL CODE	

8. CERTIFICATE AUTHORIZATION		CONTACT NUMBER(S)	
ISSUER Arthur J. Gallagher Canada Limited		TYPE Phone NO. 902-429-4150	TYPE NO.
AUTHORIZED REPRESENTATIVE Joseph Hines		TYPE Fax NO. 902-420-1787	TYPE NO.
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Joe Hines</i>	DATE 2024/12/04	EMAIL ADDRESS candice_campbell@ajg.com	

January 3, 2024

FATHOM STUDIO INC
40 KING STREET
DARTMOUTH NS B2Y 2R4

Dear Employer,

RE: Not Mandatory for WCB Coverage

This company is not registered based on the details provided to the Workers' Compensation Board of NS (WCB) on January 2, 2024.

When determining the mandatory status of a business, the WCB looks at both type of industry and the number of workers. Current legislation states that for the purposes of the WCB, an employer is a business in a mandatory industry that has three or more workers. If the company does not have at least three workers when the business is started, coverage is required as soon as the third person is hired. Voluntary or Special Protection coverage is available for most employers who are not required by law to register with the WCB. Once registered, employers have the same rights and responsibilities as those for whom coverage is mandatory.

As discussed, this business primarily engages in Engineer Consultanting, Planning Consultanting and Architect Services which is not considered a mandatory industry under the current Workers' Compensation *Act* nor is it required to carry WCB as such. If at any point, the business moves into the hiring of mandatory subcontractors to implement recommendations, the company will become mandatory to have WCB coverage.

In the case of a non-mandatory industry or company not registered with the WCB, the Workers' Compensation Board has no responsibility in the event of an injury.

If the industry is not represented correctly, this letter is not valid.

If you require any further information, feel free to contact our office.

Yours truly,

Betty-Jo Leary, BOA | Field Representative
Workers' Compensation Board of Nova Scotia
P: 902-491-8980 | C: 902-680-5526 | bettyjo.leary@wcb.ns.ca
www.wcb.ns.ca | worksafeforlife.ca | my-account.ns.ca
Tomorrow is your reward for working safely today!

5668 South Street, P.O. Box 1150, Halifax, NS B3J 2Y2
1.800.870.3331 • 902.491.8999 • wcb.ns.ca • info@wcb.ns.ca • Twitter: @WorkSafeForLife

Mount Saint Vincent University New Child Study Centre

The play area for the MSVU Child Study Centre is designed to support sensory-rich, age-specific outdoor experiences inspired by the Reggio Emilia philosophy. Emphasizing naturalistic elements and hands-on exploration, the outdoor spaces function as extensions of the classroom, enhancing children's physical, social, and cognitive development.

Infant areas include shaded, soft-surfaced zones with sand huts and gentle berms for safe tactile play. Toddlers are offered sand pits, balance features, tunnels, and bike tracks to build motor skills and encourage active play. Preschoolers enjoy more complex elements like mud play, a hill slide, and a community garden that introduces environmental learning and sustainable practices.

The site design reveals a thoughtful integration of the outdoor spaces with the natural woodland backdrop, using materials like logs, mulch, and native vegetation to foster a strong connection to nature. Shared spaces like a forest trail, bike track, and communal gathering zones promote interaction among age groups while remaining safe and accessible.

Altogether, the design encourages curiosity, independence, and a love of nature, while also embedding sustainability and biodiversity education into the everyday play experience.

Location
Halifax, NS

Client
Mount Saint Vincent University

Budget
Undisclosed

Firm of Record
Fathom Studio

Timeframe
2024-present



Labrador West Parks and Trails Comprehensive Plan

Labrador West Parks and Trails Master Plan includes both the municipalities of Labrador City and Wabush and is envisioned to be a comprehensive guidebook in shaping the future recreational framework of the Labrador West Region. It builds upon existing parks and trail infrastructure to accessibly connect and celebrate the many natural, cultural, and recreational assets Labrador West has to offer and create a comprehensive trail network that unites the community, and harmonizes a variety of uses including hiking, cycling, ATViing, snowmobiling, and vehicular traffic.

This project seeks to establish a hierarchy of gateway experiences throughout the proposed trail network, with an emphasis along the Trans Labrador Highway at Tanya Lake as well as Gateway Labrador. Consolidation of recreational uses to one centralized hub was highlighted as a primary goal of the master plan. This allows for prime park areas such as Tanya Lake and Al Thoms Recreation Area to be reconfigured for more flexible programming — accommodating both neighbourhood and regional needs, residents and visitors alike.

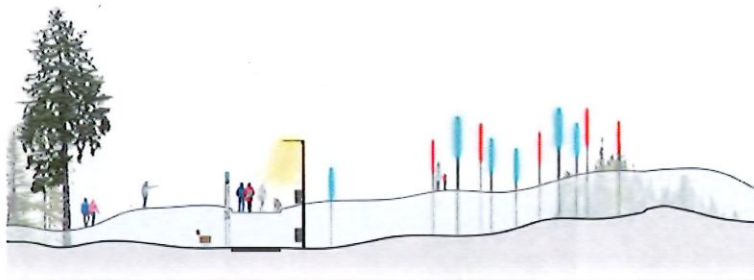
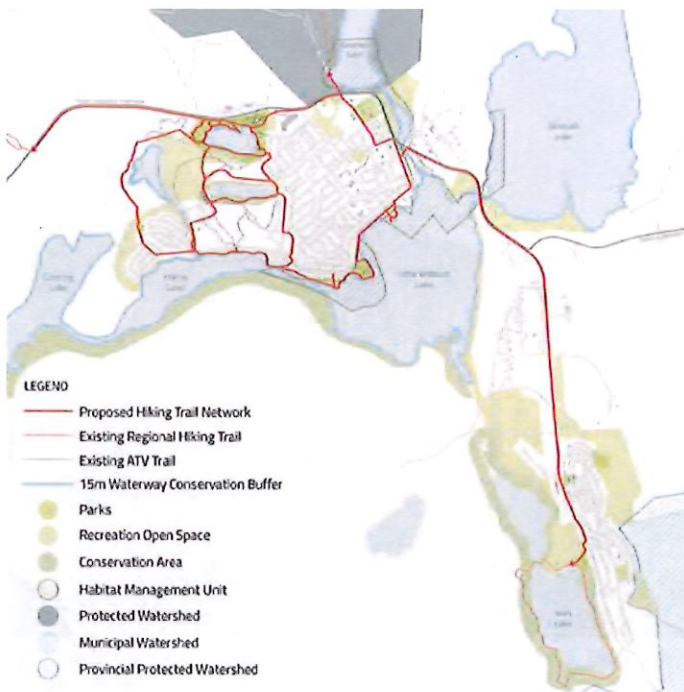
Location
Labrador City, NL

Client
The City of Labrador West

Budget
Undisclosed

Firm of Record
Fathom Studio

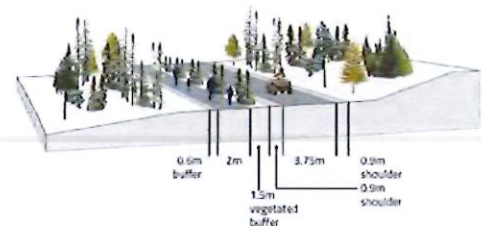
Timeframe
2019–2020



Designs account for regional snowfall levels, features such as trash bins can be stacked to accommodate seasonal changes.



Seasonal hiking, cycling and snowmobile trail



Separated ATV and hiking/cycling trail

Peace and Friendship Park

Halifax Regional Municipality

Halifax Regional Municipality selected Fathom to design a master plan for the park's revitalization and prepare construction drawings for the first phase of redevelopment. Instead of simply refurbishing the space and putting all of the program elements back in their original place, we transformed it into a series of terraces for play, relaxation, and performance.

The introduction of continuous granite walls allows for flat lawns and amphitheater-style seating around a new plaza. This infrastructure also delineates different park zones —

such as playgrounds — without the need for traditional fencing which was previously a major obstruction. Continuous bands of LED light illuminate the base of the walls and give the park a welcoming presence at night. High-end treatments evoke a sense of permanence and care, solidifying Peace and Friendship Park as an important public open space in the city.

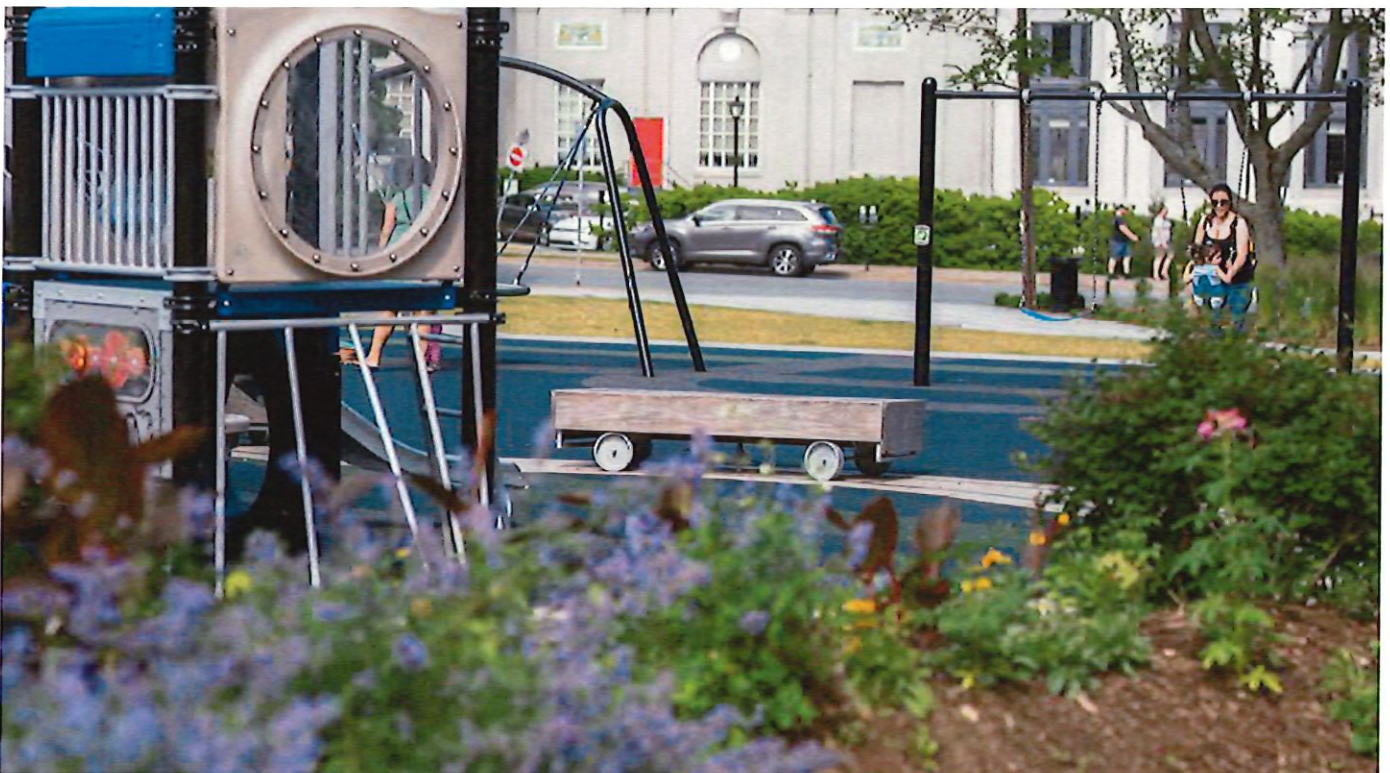
Location
Halifax, NS

Client
Halifax Regional Municipality

Budget
\$900,000

Firm of Record
Fathom Studio (formerly Ekistics Plan + Design)

Timeframe
2018



Kerri Lea Lane Adventure Playground Erindale Estates

Located in close proximity to Royal Canadian Airforce Base 12 Wing Shearwater, the design of the Erindale Estates playground celebrates the area's flying heritage through an airstrip themed layout. We were hired by Armco Capital Inc. to prepare a design and construction drawings for the new playground in the new neighbourhood.

Elements such as working windsocks activate the space and create a strong visual identity for the playground. These, combined with 'runway' paint markings, interpret true directional headings and wind speeds, creating an

interesting and memorable learning experience for visitors.

Construction began in the fall of 2015 and was completed in the spring of 2016 with the HRM taking over ownership and management of the park.

Location

Eastern Passage, NS

Client

Armco Capital Inc.

Budget

\$225,000

Firm of Record

Fathom Studio (formerly Ekistics Plan + Design)

Timeframe

2015-2016



Halifax Regional Municipality Dingle Park Playground

In 2016, we designed the beloved Dingle Park Playground situated on the shores of the Northwest Arm in Halifax. "Log Jams", towers, climbing bars, fallen logs and steppers provide many options for children of all ages to interact and play in this natural playground. Since its installation, this playground has become a very popular destination for families to enjoy both the playground and the scenery.

Location
Halifax, NS

Client
Halifax Regional
Municipality

Budget
Undisclosed

Firm of Record
Fathom Studio (Formerly
Ekilstics Plan + Design)

Timeframe
2016



Town of Berwick Parks and Open Space Plan

Location
Berwick, NS

Client
Town of Berwick

Budget
Undisclosed

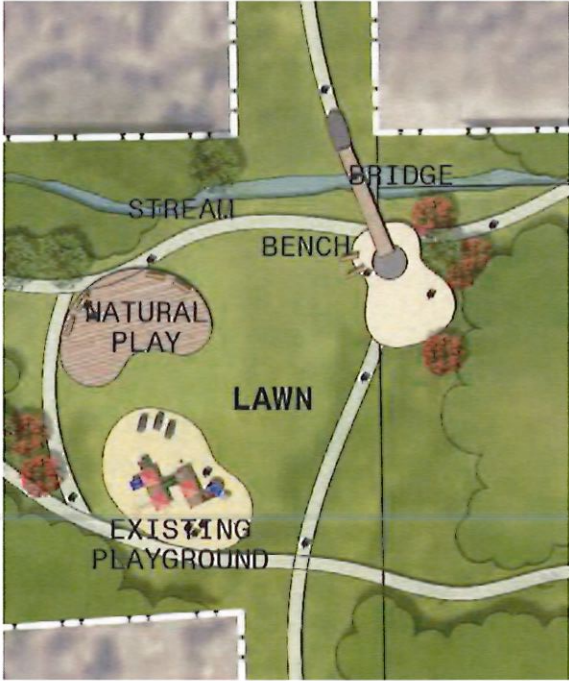
Firm of Record
Fathom Studio (formerly
Ekistics Plan + Design)

Timeframe
2015

In 2015, Fathom worked with the community of Berwick to develop a collaborative parks strategy for the Town looking at several signature parks including the Town's most prominent "Rainforth Park" in the centre of Town. The intent was to design a multi-generational park to benefit the wide age ranges of the Town's residents.

one with a seniors complex, one with the general public and one with council to help sharper the vision for the Towns parks. These sessions helped reinforce the program for parks and included class D cost estimates, phasing, and preliminary designs.

Fathom's team worked with several schools, seniors, and the general public to capture a shared vision for the Towns parks and open space networks. Our team hosted 4 workshops including one with a local elementary school,



Penhorn Lake Greenway West Trail Design and Implementation

The Penhorn Lake Greenway and Penhorn Lake Recreational Trail project aims to enhance the trail infrastructure in and around the Penhorn Lake area of Dartmouth, Nova Scotia. This initiative began with the Penhorn Lake Area Greenway Plan in 2014, with the goal of filling gaps in the HRM's Regional Trails Network and providing essential active transportation (AT) and pedestrian linkages to improve community connectivity.

The project includes the development of new trails and associated improvements, ultimately connecting the Trans-

Canada Trail at Lake Banook to the Portland Estates and Baker Drive Trails at Russell Lake. The project encompassed multiple phases, each contributing to the creation of a sustainable, accessible, and inclusive recreational trail for all residents.

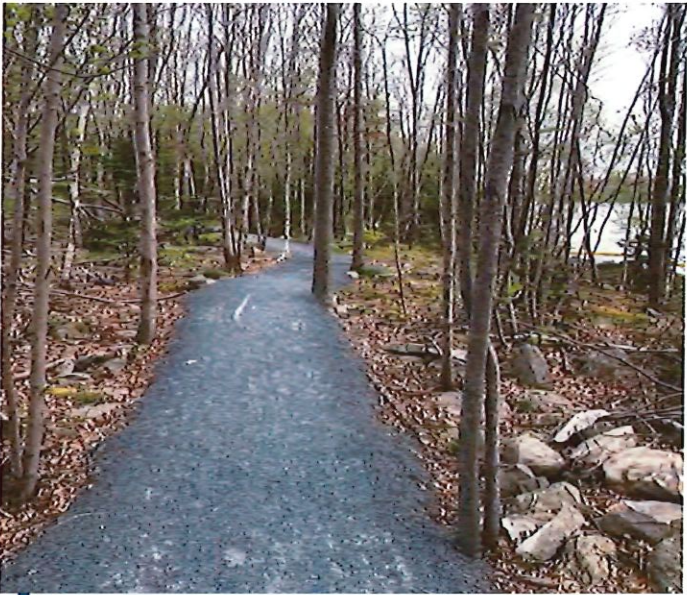
Location
Dartmouth, Nova Scotia

Client
Penhorn Lake Area Trails Association

Budget
Undisclosed

Firm of record
Fathom Studio

Time frame
2014–2023



Victoria Park, Charlottetown Comprehensive Plan

Fathom, in association with SNC-Lavalin, Davis MacIntyre & Associates, Eastpoint Engineering, and Dr. Peter Duinker, generated a comprehensive plan for maintaining and managing Prince Edward Island's premiere public park. The vision for the plan came into focus during a series of public events, focused interviews, and other public engagement strategies.

The plan focuses on long term renewal and adaptation with emphasis on management strategies to guide informed decision making, ensuring the park will continue to evolve

in a manner that is consistent with the public's vision. The plan seeks to protect the assets of the park for the future use and enjoyment of the citizens of Prince Edward Island. The process imagines integrating the well-held image of Victoria Park as a historic asset into an iterative framework for the renewal and adaptive reuse of existing facilities, all with the intent to preserve core values and meet the needs of future park users.

Location

Charlottetown, PEI

Client

City of Charlottetown

Budget

Undisclosed

Firm of record

Fathom Studio (formerly Ekistics Plan + Design)

Time frame

2012-2013



Charlottetown Round House Park and Outdoor Rink

Fathom was commissioned by the Charlottetown Area Development Corporation and the City of Charlottetown to redevelop Roundhouse Park in the Downtown Waterfront District with a permanent outdoor skating rink.

The design celebrates and interprets the form of the CN rail roundhouse building and infrastructure that once occupied the site with contemporary materials and assemblies. The design integrates plazas, warming shelters, washrooms, public art installations, all with careful consideration of lighting, sound, programming,

and municipal operations and maintenance in all four seasons. The project also addresses the heavily polluted site by raising the elevation of the rink and capping contaminated soils and debris instead of removing and disposing material at an off-site facility.

When opened, it will become a destination for locals and visitors alike that supports the adjacent Founders Hall Market and brings new life to the east end of the waterfront.

Location

Charlottetown, PEI

Client

Charlottetown Area Development Corporation

Budget

\$2.2 Million

Firm of record

Fathom Studio

Time frame

2021-2022



Municipality of the District of Lunenburg

River Ridge Common Park

River Ridge Common is a 115 acre outdoor recreation site that offers picnic areas, a naturalized playground, an interactive art park and 4+ km of mountain bike trails (to date) for a variety of skill levels. Each of these features are constructed from wood, stone, and plant elements, inviting play and relaxation for all ages, revealing views of the river and a shady mossed gully that crosses the site.

Rest stops, look offs, and interpretive features allow users to enjoy special features, such as the lovely waterfalls of Indian Brook, and highlight the succession of a former

working woodland growing back into a diverse Acadian Forest.

Fathom collaborated with Snow Owl Consulting to transform this former gravel pit and industrial woodlot into a space that could be utilized by the community.

Location

New Germany, Nova Scotia

Client

Municipality of the District of Lunenburg

Budget

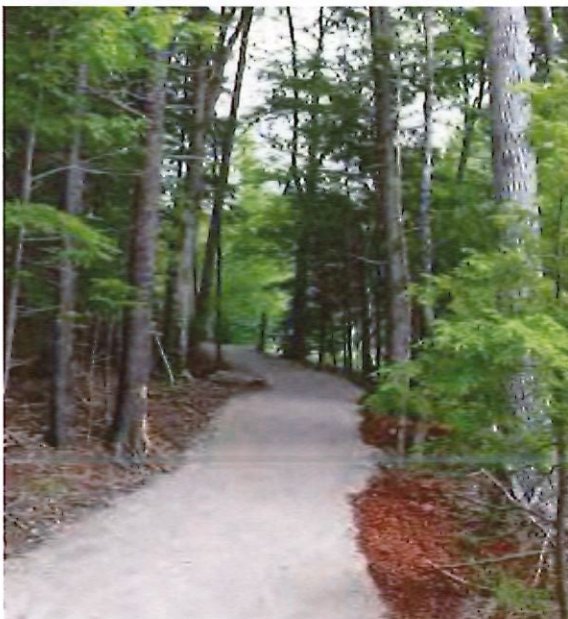
Undisclosed

Firm of Record

Snow Owl Consulting with Fathom Studio

Timeframe

2016–2019



St. Francis Xavier University Alumni Plaza

Alumni Plaza is the first project to be completed following the St. FX Campus Master Plan (Fathom, 2018) and the first phase of implementation of the aspirational Xavierian Commons. The project transformed a former parking lot and roadway at the center of campus adjacent to the Bloomfield Student Centre into a new plaza for important ceremonies, cultural events, and flag raisings.

The project features custom-designed sandstone benches, retaining walls, and steps sourced from nearby Wallace Quarries, which pays homage to the sandstone used in many campus buildings. The stone is carefully integrated

with in-ground features lighting making it a comfortable space at night and throughout the winter.

Located at the top of a 20m embankment, the design also includes a large bioretention rain garden designed with thousands of drought-tolerant and water-loving perennials that capture and treat stormwater from a large catchment area on the upper campus. This protects the football stadium at the base of the hill and reduces the amount of water directly piped into the stormwater system, which outlets in Antigonish's highly flood-susceptible Brierly Brook.

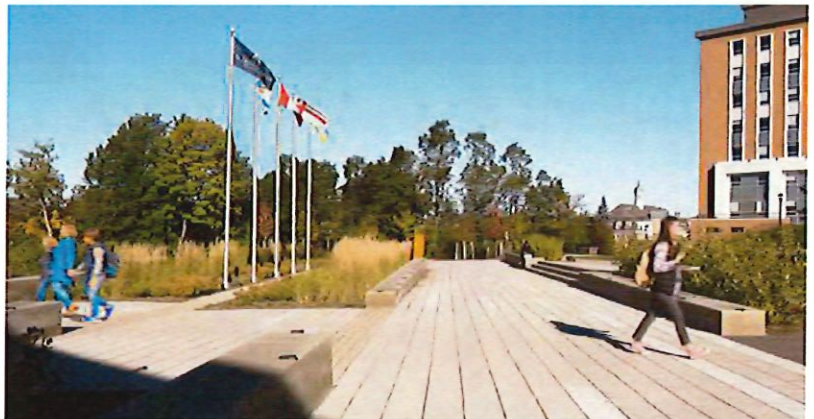
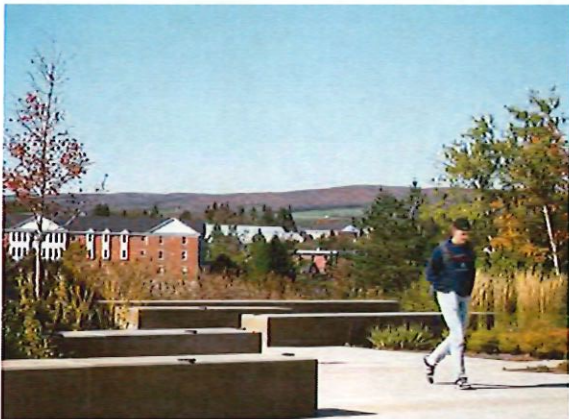
Location
Antigonish, Nova Scotia

Client
St. Francis Xavier University

Budget
\$680,000

Firm of Record
Fathom Studio

Timeframe
2019-2020



Queen's Marquee Public Realm

The Queen's Marquee landscape is designed to complement the \$200 million+ mixed-use development and add 100,000 square feet of valuable public open space to the Halifax Waterfront Boardwalk. The \$4million landscape installation is one of the most ambitious and largest scale developments that the Halifax Waterfront has ever seen — uniting buildings, wharves, streets, and a series of unique and interconnected plazas.

While contemporary in its form and materiality, the design celebrates the history of the site, and provides numerous opportunities for large events, small gatherings, or passive

enjoyment of the waterfront. Most significantly, it provides new ways for people to get closer to the water

The design is robust to defend against major storm events and flooding, yet complimentary to the adjacent Provincially registered heritage buildings located at historic elevations.

Awards

CSLA Award of Excellence: Small-Scale Public Landscapes (2024)

APALA Award of Excellence: Large-Scale Landscape Architecture (2023); APALA Award of Special Recognition (2023)

Location

Halifax, NS

Client

Armour Group

Budget

\$4 Million

Firm of Record

Fathom Studio

Timeframe

2015-2021



New Glasgow Viola's Way Streetscape

Working with the Town of New Glasgow, Fathom developed a conceptual design for Viola's Way and the Forbes Street extension. At approximately 8,200 sqft. the site is highly constrained and presented many design challenges to ensure the needs of the Town, neighbours and users were all met.

Following engagement with the Town and stakeholders, Fathom chose eight Adinkra symbols to tell the community's story and shape the physical space of the streetscape. These symbols were originally created in

Ghana's Côte d'Ivoire during the early 1800s and symbolize traditional proverbs and revolve around the theme of education, wisdom, independence, and reconciliation. New elements have been designed to honour existing elements such as the Viola Desmond art wall.

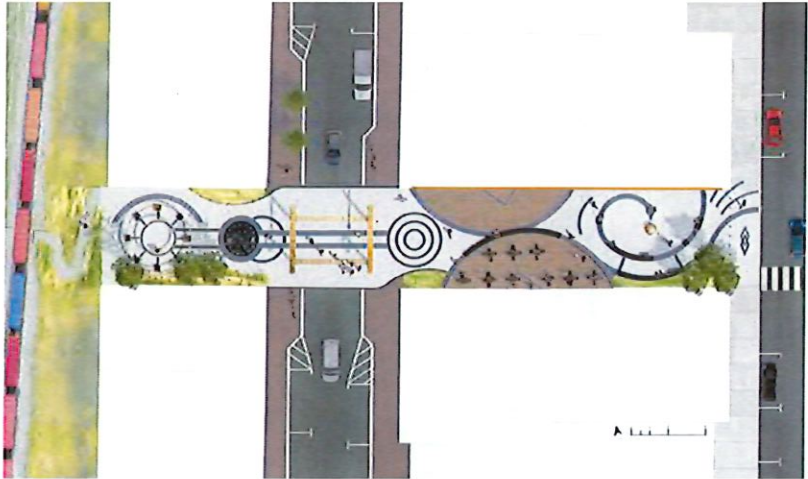
Location
New Glasgow, NS

Client
Town of New Glasgow

Budget
Undisclosed

Firm of record
Fathom Studio

Time frame
2022-2023





Town of Yarmouth Main Street Renovation — Phase 2

Our team recently completed the second phase of Yarmouth's Main Street redevelopment, building on phase one of our streetscape design implemented in 2017.

Functionally, the design implements sidewalk bumpouts to narrow the roadway to enhance pedestrian accessibility, safety, and amenities. Many of the bumpouts have been designed with reclaimed granite curbs and robust planting palette that speaks to southern Nova Scotia's coastal environment.

A main feature of the project is a series of colourful public art features and shelters that are a deconstruction of a floating 'lobster car', a unique and iconic feature of the local fishing industry. Combined with custom aluminum seating

modeled after traditional Nova Scotian wood chairs, these elements create inviting and cozy places to sit and gather on the street, as well as fun photo ops. The colours reinforce the Town's brand, and compliment Main Street's colourful facades to make it one of the most iconic and memorable streets in the country.

Awards

2025 CSLA National Award of Excellence - Small Scale Landscapes; 2024 Atlantic Architectural Design Excellence Awards - Award of Excellence; 2022 National Urban Design Award; 2022 APALA Award of Excellence for Small-Scale Landscapes

Location

Yarmouth, NS

Client

Town of Yarmouth

Budget

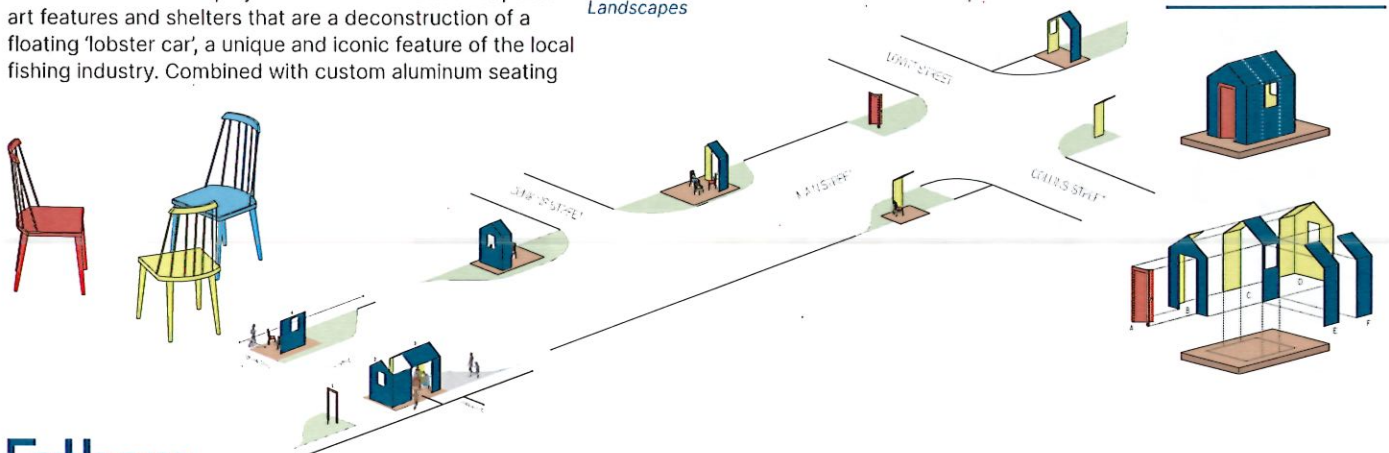
\$450,000

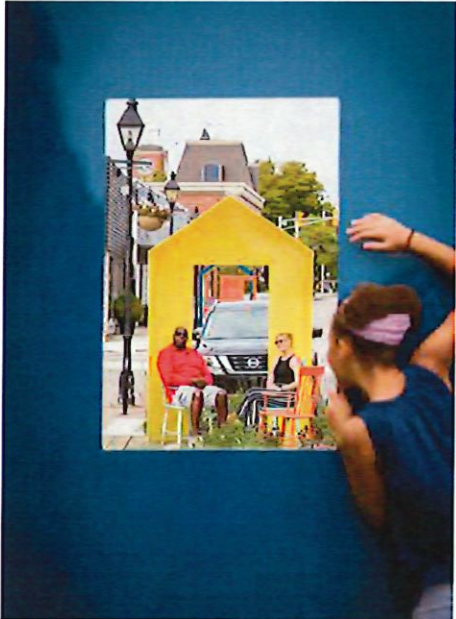
Firm of Record

Fathom Studio

Timeframe

2020-2021





Town of Yarmouth First Place Streetscape

This conceptual design for the latest phase of Yarmouth's downtown redevelopment focuses on revitalizing the central core parallel to Main Street. The streetscape project aims to create a vibrant urban environment that accommodates street festivals, patios, public seating areas, gardens, bike facilities, all while maintaining necessary vehicular functions. First Street will be the main activity hub, incorporating most of the proposed amenities and allowing spillout for existing businesses. Designed as a shared street environment, it offers the flexibility to close the street to vehicles at certain times, transforming it into a pedestrian plaza. Key goals include ensuring universal accessibility, safety, and comfort, alongside climate-adaptive landscaping for drought tolerance and stormwater management. Sustainability is a priority, with an emphasis

on using recycled content, low embodied carbon materials, and local fabrication.

The design centers around a prominent structure inspired by the 'covered porch' characteristic of the historic houses in the nearby Collins Heritage District and the stately Yarmouth Grand Hotel that once stood a few blocks away. This structure provides shade and rain protection, market stalls, washrooms, feature lighting, diverse seating options, public art, and integrated information and interpretive features. This phase will significantly enhance Yarmouth's downtown, transforming it into a dynamic, inclusive, and resilient community space.

Location
Yarmouth, NS

Client
Town of Yarmouth

Budget
Undisclosed

Firm of Record
Fathom Studio

Timeframe
2023-2024





Devin Segal

MLArch BEnvD OALA APALA CSLA

Partner, COO, Director of Landscape Architecture

Years of experience
15+

Professional Memberships
Canadian Society of Landscape Architects (CSLA) • Board of Governors Atlantic Provinces Representative

Ontario Association of Landscape Architects (OALA)

Atlantic Provinces Association of Landscape Architects (APALA)

Education
Master of Landscape Architecture
• University of Manitoba • 2012

Bachelor of Environmental Design
• University of Manitoba • 2009

Devin Segal is a senior landscape architect, and the firm's landscape architecture discipline director. He specializes in the creation and enhancement of public open space including parks, waterfronts, streetscapes, educational campuses, and urban mixed-use developments.

He has an intense passion for detail and is highly dedicated to precision at all stages of a project, from master plans to site-specific installations. Always with a view towards implementation, his talent is in taking projects from vision to full realization while carrying the conceptual thread through into details that are meaningful, beautiful, and buildable.

Devin is a skilled project manager and has led most of the firm's detailed design and landscape construction projects over the last ten years. In addition to managing budgets and coordinating design projects with multi-disciplinary consultant teams, he is also responsible for administering construction contracts and performing quality control site inspections. His in-depth knowledge of construction materials and assemblies comes from five years of hands-on experience as a landscape contractor. He is also actively involved in many of the company's municipal and community projects; building consensus by engaging stakeholders, and facilitating meaningful public meetings and workshops.

Devin currently serves as Past-President of the Atlantic Provinces Association of Landscape Architects Board of Directors, and sits on the Board of Governors for the Canadian Society of Landscape Architects, where he represents the Atlantic Provinces. In addition to his role as a representative, Devin is an active member of the CSLA Finance and Risk Committee, and serves as an internship advisor and reviewer for Associate Members of the Ontario Association of Landscape Architects.

Select Awards

Canadian Society of Landscape Architects National Award of Excellence
2024 • Queen's Marque Public Realm • Small-Scale Public Landscape

Atlantic Provinces Association of Landscape Architects Award of Excellence
2023 • Queen's Marque Public Realm • Award of Special Recognition

National Urban Design Awards
2022 • Yarmouth Main Street Streetscape Redevelopment

Atlantic Provinces Association of Landscape Architects Award of Excellence
2022 • Yarmouth Main Street Streetscape

Fathom History (2012–present)

Culture and institutions

Dalhousie Physical Sciences Building
Ongoing • Halifax, NS • landscape principal-in-charge

Dalhousie Student Housing
Ongoing • Halifax, NS • landscape principal-in-charge

Shubenacadie Operations Centre
Ongoing • Shubenacadie, NS • landscape principal-in-charge

Mi'kmaw Native Friendship Centre
Ongoing • Halifax, NS • landscape principal-in-charge

Under One Sky Friendship Centre
Ongoing • Fredericton, NB • landscape project manager/principal-in-charge

Bilijk Child and Family Services Healing House
Ongoing • Bilijk, NB • landscape principal-in-charge

New Glasgow Public Library
Ongoing • New Glasgow, NS • landscape principal-in-charge

Dalhousie Digital Agriculture Research Centre
Ongoing • Truro, NS • landscape principal-in-charge

HRM Bioretention Standards
2024 • Halifax, NS • principal-in-charge

HRM Lake Echo Community Park
2024 • Lake Echo, NS • principal-in-charge

Parks and recreation

We'koqma'q Multi-Use Pathways
Ongoing • We'koqma'q, NS • project manager

Washrook Greenway Trail
Ongoing • Sydney, NS • landscape architect

The Lens: 2SLGBTQIA+ National Monument
2020–21 • Ottawa, ON • Pursuit Team

Kejimikujik National Park Gender Neutral Washrooms
2017–2020 • Kejimikujik, NS • landscape project manager

Penhorn Lake Area Greenway and Trail Implementation
2014–22 • Dartmouth, NS • project manager

Charlottetown Roundhouse Park Outdoor Rink
2021–22 • Charlottetown, PEI • landscape project manager/principal-in-charge

Kouchibouguac National Park South Entrance Kiosk
2019 • Kouchibouguac, NB • landscape project manager

Streetscapes and urban public spaces

Violas's Way
2022–23 • New Glasgow, NS • project manager

New Glasgow Farmers Market
2022–23 • New Glasgow, NS • landscape project manager

Province House District Streetscape Plan
2020–21 • Charlottetown, PE • project manager

Yarmouth Main Street Streetscape Phase II
2020–21 • Yarmouth, NS • project manager

Residential, commercial and mixed-use

Black Bay Q-Lofts
Ongoing • Halifax, NS • Landscape project manager

Black Bay Nora Bernard Street
Ongoing • Halifax, NS • Landscape project manager

Wentworth Ski Chalet
Ongoing • Wentworth, NS • Landscape project manager

Master planning

Labrador West Parks and Trails Master Plan
2019 • Labrador City and Wabush, NL • landscape project manager

Jordantown-Acaciaville-Conway Betterment Association Centre of Excellence
2020–25 • Digby, NS • landscape principal-in-charge

NSCC Sydney Waterfront Campus
2019–2024 • Sydney, NS • landscape project manager

Keshen Goodman Public Library
2020–24 • Halifax, NS • landscape principal-in-charge

Buttereau a Pepin Trail and Lookoff
2019–21 • Cape Breton Highlands National Park, NS • project manager

Peace and Friendship Park Redevelopment
2015–19 • Halifax, NS • project manager, lead designer, construction inspector

Terra Nova National Park Entrance
2016–17 • Terra Nova National Park, NL • project designer

Canada 150 Trail and Kepe'k Lookoff
2016–17 • Dartmouth, NS • landscape architect

Cavendish Campground Entrance and Visitor Centre
2016–17 • Cavendish, PE • project designer

Downtown Bridgewater-Pijnuiskaq Park and King Street Redevelopment
2014–16 • Bridgewater, NS • project manager, lead designer, construction inspector

Digby Water Street Redevelopment
2019–20 • Digby, NS • project manager

Queen's Marquee Waterfront Public Space
2015–21 • Halifax, NS • project manager, lead designer, construction inspector—landscape

Spring Garden Road Enhancements
2018–19 • Halifax, NS • project manager

Dalhousie Active Green Corridor
2018 • Halifax, NS • senior designer

MNFC Diamond Bailey Healing Centre
2020–23 • Halifax, NS • Landscape project manager

Stewart McKelvey Head Office Roof Terraces
2022 • Halifax, NS • Project manager

Dexel Developments' Press Block
2017–2022 • Halifax, NS • Landscape project manager

Dexel Developments' The George
2015–22 • Halifax, NS • Landscape project manager

Millbrook Shannon Park Master Plan
2018 • Halifax, NS • landscape architect

St. FX University Xaverian Commons and Ceremonial Flag Plaza
2018–21 • Antigonish, NS • project manager, lead designer

St. FX University Campus Plan
2018–19 • Antigonish, NS • project manager, lead designer

Dalhousie Sexton Campus Active Green Corridor
2018 • Halifax, NS • senior landscape architect

Batoche National Historic Site Storyboard on the Landscape outdoor interpretive program
2015–16 • Batoche, SK • lead designer (LA)

Dingle Park Playground
2016 • Halifax, NS • project manager, lead designer, construction coordinator (design-build)

River Ridge Common Park and Trails
2016 • New Germany, NS • project manager and lead designer

Fort Needham Memorial Park Redevelopment
2016–17 • Halifax, NS • lead designer, construction inspector

Erindale Estates Neighbourhood Park
2013–16 • Eastern Passage, NS • project manager, lead designer

Fort Needham Memorial Park Redevelopment Master Plan
2014–15 • Halifax, NS • project manager and lead designer

Argyle and Grafton Shared Streetscapes
2015–17 • Halifax, NS • project manager, lead designer, construction inspector

Yarmouth Main Street Streetscape Phase I Redevelopment
2014–17 • Yarmouth, NS • project manager, lead designer, construction inspector

King's Wharf Building E
2017–19 • Dartmouth, NS • project manager and lead designer—landscape

Municipal Group Superintendents Building
2019 • Bedford, NS • landscape project manager, lead designer

BlueFrog Business Campus
2014 • Dartmouth, NS • project manager

Bridgewater Waterfront & Downtown Plan
2012–13 • Bridgewater, NS • designer



Benjamin Motte

MLArch AAPQ APALA CSLA

Managing Principal—Landscape Architecture

Years of experience

15+

Professional Memberships

Canadian Society of Landscape Architects (CSLA)

Québec Association of Landscape Architects (AAPQ)

Atlantic Provinces Association of Landscape Architects (APALA)

Education

Master of Landscape Architecture
• National school of higher studies in landscape and nature, Blois, France • 2006

Higher technician's certificate in landscaping and horticulture • Agriculture and horticulture high school, Paris, France • 2001

Bachelor in agronomy and environment • Agricultural and horticultural high school, Compiègne, France • 1999

Benjamin Motte is a landscape architect renowned for his passion for urban design and gardens. He has over twenty years' experience in the field of landscape design. He has worked in urban, natural, institutional, and residential contexts in both the public and private sectors. With key positions at the City of Montreal and Nippaysage, Benjamin is a versatile design expert that has honed his craft while continuously feeding his desire to learn.

His contributions to several distinguished firms in Quebec and France have earned him accolades for his innovative approach to design. Notably, during his tenure as the Senior Landscape Architect and Major Projects Manager at the City of Montreal, he played a pivotal role in the remarkable transformation of Canada's largest brownfield into the celebrated Frédéric-Back Park in Montreal. This metamorphosis not only reimagined the site but also rendered it accessible and environmentally sustainable, reflecting his dedication to a holistic design approach.

His approach reflects an innate sense of natural curiosity, an unquenchable desire to explore, and the ability to see every facet of a project while synthesizing information with finesse. Benjamin possesses an acute eye for detail and an exceptional capacity to retain vast quantities of information, which he deftly employs in his designs. His instinctive nature allows him to assemble the puzzle pieces quickly, weaving together the complexities of landscape architecture into cohesive and visually stunning creations. The wide range of scales in the projects he has tackled demonstrates his ability to adapt to each location, treating it in a unique and sensitive way. This agility enables him to work as much on large-scale master plans as on the detailed design of residential gardens. His leadership, listening skills and team spirit are values he holds in high regard.

Select Awards

INT. design / grand prix du design

2018 • Interventions and arrangements in signage, furniture and lighting - Frédéric-Back Park

Society for Experiential Graphic Design (SEGD) honour award

2018 • Discovery halts phase 3A • placemaking and identity

INT. design / grand prix du design

2017 • Léopold Beaulieu Plaza - Technopôle Angus, Montréal

Canadian society of landscape architects (CSLA) - regional merit award

2012 • Roofs and steeple plaza - CHUM Montréal • new directions

Fathom History (2022–present)

Streetscapes and public spaces

Municipal Group Superintendent Building

2023-24 • Bedford, NS • Senior L.A

Cunard Block (Develop NS)

2022 • Halifax, NS • Senior L.A

Dutch Village Road Streetscape

2022-Ongoing • Halifax, NS • Senior designer

Culture and Institutions

MSVU New Child Study Centre

Ongoing • Halifax, NS • project manager (LA)

Shubenacadie Operations Centre

2023-24 • Shubenacadie, NS • Senior L.A

UNB Wabanaki Learning Centre

2023-24 • Fredericton, NB • project manager (LA)

New Glasgow Library Outdoor Spaces

2024-Ongoing • New Glasgow, NS • Senior L.A

NSCAD Port Campus Redevelopment
2022 • Halifax, NS • project manager (L.A)

Mi'kmaw Native Friendship Centre
2023-Ongoing • Halifax, NS • Senior L.A

Keshen Goodman Library Outdoor Spaces
2023-24 • Halifax, NS • Senior L.A

Parks and recreation

Shore Road Natural Coastal Protection
2024-Ongoing • Eastern Passage, NS • project manager (L.A)

Municipal Group Employee Walking Trails
2024 • Bedford, NS • project manager

Residential

Stanfields Building G
2024-Ongoing • Truro, NS • Senior L.A

Wentworth Ski Chalet
2023-24 • Wentworth, NS • Senior L.A

Sydney Waterfront (Doucet Developments)
2024 • Sydney, NS • Senior L.A

Commercial

BMO Landscape Standards
2025-Ongoing • Across Canada • project manager

Other

HRM Soil Specifications
2025 • Halifax, NS • project manager

Under One Sky Friendship Centre
2023-Ongoing • Fredericton, NB • Senior L.A

UNB Wabanaki Learning Centre
2024 • Fredericton, NB • Senior L.A

JACBA Association Centre of Excellence
2023 • Jordantown, NS • Senior L.A

Parks Canada Ingonish Beach Washrooms
2022-24 • Cape Breton Highlands, NS • Senior L.A

Best Street Landscape (Manga Hotel)
Ongoing • Dartmouth, NS • Senior L.A

Kent Street Landscape
2023 • Halifax, NS • Senior L.A

"The New Merchant" (Sidewalk RED)
2023-Ongoing • Dartmouth, NS • Senior L.A

Dalhousie University Sexton Field
2023-Ongoing • Halifax, NS • project manager

NSSC Sydney Campus
2023-24 • Sydney, NS • Senior L.A

Parks Canada Cape Breton Highlands Black Brook Day Use Area
2022 • Black Brook Beach, NS • Senior L.A

Charlottetown Roundhouse Park Outdoor Rink
2022 • Charlottetown, PEI • Senior L.A

Loon Lake Development
2022-Ongoing • Dartmouth, NS • project manager

Previous experience

Department of Parks, City of Montréal (2016-2021) Montréal, QC | landscape architect

Frédéric-Back Park, west wooded area
2019-21 • Montréal, QC • project manager, lead designer, construction inspector

Frédéric-Back Park, south wooded area
2019-21 • Montréal, QC • project manager, lead designer, construction inspector

Frédéric-Back Park, cliff securing
2016-18 • Montréal, QC • project manager, construction inspector

Frédéric-Back Park, interventions and fittings in signage, furniture and lighting
2016-18 • Montréal, QC • project manager, construction inspector

Discovery halts, 2017-2018, Montréal, project manager, construction inspector

NIPPAYSAGE (2013-2016) Montréal, QC | landscape architect

Boulevard Maurice Duplessis
2013-16 • Montréal, QC • landscape architect

Promenade Smith
2013-15 • Montréal, QC • landscape architect

Place Léopold Beaulieu
2014-15 • Montréal, QC • project manager

CHUM roofs and Steeple Plaza
2013-16 • Montréal, QC • landscape project manager, lead designer

Knowlton Master Plan
2015-16 • Knowlton, QC • landscape architect

Beauharnois Power Plant Interpretation Center
2015-16 • Beauharnois, QC • landscape architect

East Beach Competition
2013 • Montréal, QC • landscape architect

Fauteux and associates (2011-2013) Montréal, QC | landscape architect

Parc Beaumont-De l'Épée
2011-13 • Montréal, QC • project manager

Group IBI-DAA (2010-2011) Montréal, QC | landscape architect

Port-Salut Vacation Resort Masterplan
2010-11 • Port-Salut, Haïti • landscape architect

CUSUM Hospital - Glenn campus
2010 • Montréal, QC • landscape architect

CUSUM General Hospital
2010-11 • Montréal, QC • landscape architect

Feuille à feuille (2006-2010) Tresson, France | landscape project manager

Bouloire castle square
2006-10 • France • project manager

Ste Cérotte church square
2008-10 • France • project manager

Jardin université Paris 8
2009-10 • France • project manager



Khadija Kushalgadhwal

MSc Urban Planning BArch OALA (intern)

Intermediate Landscape and Urban Designer

Years of experience
8+

Professional Memberships
Ontario Association of Landscape Architects (OALA) Intern Member

Education
Master of Science, Urban Planning
• Newcastle University, UK • 2018

Bachelor of Architecture • NMIMS,
India • 2016

Volunteer
Ontario Association of Landscape Architects (OALA): Intern Councillor

Khadija holds a MSc in Urban Planning from the UK's Newcastle University and a Bachelor of Architecture from NMIMS in Mumbai. Her breadth of experience in landscape and urban design ranges from streetscapes for municipal clients to landscapes for large urban parks and comprehensive plans for neighbourhood developments.

With a keen interest in sustainability and innovation in landscape architecture and urban planning, one of her most prominent projects — the Shariah Safari Park in Sharjah — won the Landscape Middle East Award for Sustainability. Since arriving at Fathom, Khadija has expanded upon this passion with projects that address the built environment in a holistic manner. She has been actively involved in revitalization of streetscape projects, planning and design for multiple heritage developments in HRM, and comprehensive public realm improvements and active transportation networks.

Fathom History (2023–present)

Streetscapes and Public Realm

Olympus South Park Heritage DA
Ongoing • Halifax, NS • designer

MSVU Early Learning Centre
Ongoing • Halifax, NS • designer

Lake Echo Community Centre Park
Ongoing • Halifax, NS • designer

Midtown AAA Bikeway
2021–2025 • Halifax, NS • designer

Yarmouth Streetscape Phase 4
2024 • Yarmouth, NS • designer

Lennox Island
2024 • Halifax, NS • designer

Tajikeimik Birthing Centre
2023 • Halifax, NS • designer

Nora Bernard Heritage DA
2023 • Halifax, NS • designer

Planning

Downtown Dartmouth Revitalization
Ongoing • Dartmouth, NS • designer

Moncton Vision Lands
Ongoing • Moncton, NB • designer

Lake Loon Master Planning
Ongoing • Lake Loon, NS • designer

Young Street Streetscape
2025 • Halifax, NS • designer/project manager

Wolfville Dyke Trail
2025 • Wolfville, NS • designer/project manager

Raines Mills Comprehensive Plan
2024 • Lakeside, NS • designer

East Coast Living Comprehensive Plan
2023 • Fox Harbour, NS • designer

Previous experience

Spencer Project Management and Consultancy (2021–2023) Dubai, U.A.E. | Senior Landscape Architect

Marine Research Institute
2023 • Khorfakkan, U.A.E. • project architect

Desert Plant Park
2022–23 • Sharjah, U.A.E. • project architect

Al Badia Spikes Villa
2022–23 • Dubai, U.A.E. • project architect

Al Hefaiyah Tahr Exhibit Conservation Centre
2022 • AL Dhaid, U.A.E. • project architect

Sharjah National Park
2021–23 • Sharjah, U.A.E. • project architect

Sharjah Safari Park
2021–23 • AL Dhaid, U.A.E. • project architect

Escape Landscaping (2018–2020) Dubai, U.A.E. | Landscape Architect

VIDA Hotel Dubai Creek Harbour
2018–20 • Dubai, U.A.E. • designer

Hajj Residence landscape design
2020 • Dubai, U.A.E. • designer

Multiple Residential landscape design
2018–20 • Dubai, U.A.E. • designer

Waldorf Astoria landscape design
2019 • Dubai, U.A.E. • designer

K&G Villa landscape design
2021–23 • Dubai, U.A.E. • designer

TMD (2016–2017) Mumbai, India | Junior Architect

Lazaro House
2016–17 • Pondicherry, India • designer

Godhri
2016–17 • Mumbai, India • product designer

Kalbadevi Restoration
2016 • Mumbai, India. • planning and survey

Awards

Professional

Landscape Middle East Sustainability Award
2023 • Sharjah Safari Park, U.A.E.

Academic

International Postgraduate Scholarship
2017 • Newcastle University, UK

Vice Chancellor's International Scholarship
2017 • Newcastle University, UK

Tak Ng Prize-International Focus of Work
2018 • Newcastle University, UK

Languages

Hindi native language; Urdu native language; Gujarati native language; English fluent (reading, writing, speaking); Arabic fluent (reading, writing)



Ruby Shepherd

BCD

Junior Planner

Years of experience

1+

Professional Memberships

Candidate Member of the Canadian Institute of Planners (CIP)

Candidate Member of the Licensed Professional Planner of Nova Scotia (LPPANS)

Education

Bachelor's of Community Design and Sustainability • Dalhousie University • 2024

Volunteer

Halifax Regional Municipality Heritage Advisory Committee

Ruby Shepherd holds a Bachelor's in Community Design and Sustainability from Dalhousie University, where she double majored in both community design and sustainability. Growing up in Toronto, Ontario, Ruby has always had a strong interest in the urban environment and urban design. Her time spent living in other parts of Canada, such as British Columbia, Alberta, and Nova Scotia, strengthened her interest in people's connection to the place and identity. She has a special interest in community design, housing, heritage, green development, design, and sustainability in planning and is an active member of the HRM Heritage Advisory Committee.

Her undergraduate honours thesis in urban planning focused on human rights in transportation planning. Her research was under the guidance of Dr. Ren Thomas and her work on human rights in transportation planning in conjunction with Lina Olsson from Malmö University in Sweden. Her thesis focused on the presence of Human Rights consideration in South American Human Rights City's transportation policies. Ruby's research on this project demonstrated her proficiency in policy analysis and research, especially given that this project involved the translation of policies between different languages and shows her dedication to advancing equity research in the field of planning.

Additionally, her education in sustainability and many different positions in the outdoor and silviculture industries have expanded her passion for sustainability and aided in her understanding of natural systems, sustainability, and geographic mapping. Since starting as an intern and then joining the Fathom team full-time, she has worked on a variety of planning projects with both government and private clients. Her experience from her education, research, and previous work in urban planning and technical skills using software such as GIS and Adobe are an asset to any project.

Fathom History (2024–present)

Urban planning

Downtown Dartmouth Waterfront Revitalization Project

Ongoing • Dartmouth, NS • Planner

Wolfville's Housing Accelerator Action Plan

Ongoing • Wolfville, NS • Planner

Charlottetown Zoning and Subdivision Bylaw Review

Ongoing • Charlottetown, PEI • Planner

New Glasgow Municipal Planning Strategy Review Engagement

Ongoing • New Glasgow, NS • Planner

Oromocto Municipal Plan Review

Ongoing • Oromocto, NB • Planner

Lake Loon Development

Ongoing • Dartmouth, NS • Planner

Exhibition Park Master Plan

Ongoing • Beechville, NS • Planner

Moncton Vision Lands

Ongoing • Moncton, NB • Planner

PEI Housing Opportunity Sites Study

Ongoing • PEI • Planner

MODG Shiretown Community Enhancement Plan

2024 • Guysborough, NS • Planner

Economic and Housing Development Strategy for the Municipality of the District of Shelburne

2024 • Shelburne, NS • Planner

Middleton Secondary Plan

2024 • Middleton, NS • Planner

Alderney Landing Project

2023–24 • Halifax, NS • Planner



Tomas Cortes

MLArch BA APALA (intern)

Landscape Architectural Intern

Years of experience
3+

Professional Memberships
Atlantic Provinces Association of
Landscape Architects (APALA)

Education
Master of Landscape Architecture
• University of Guelph • 2021
Bachelor of Arts in Environmental
Governance • University of Guelph
• 2017

Tomas holds a Bachelor of Arts in Environmental Governance with a minor in Geography and a Master's in Landscape Architecture, both from the University of Guelph, Ontario. With a strong background in landscape design, Tomas has honed his skills as a Landscape Designer in British Columbia and now aims to bring his expertise to Atlantic Canada.

His experience in landscape construction, coupled with his passion for creating sustainable and diverse shared spaces that prioritize functionality, has positioned him as a promising Landscape Architectural Intern. Tomas is particularly driven by a commitment to community engagement, a value rooted in his upbringing in a large family of 10, where every voice was considered in decision-making. He believes that Landscape Architects play a vital role in shaping spaces that are both inclusive and beneficial, providing communities with environments that support well-being and foster positive social interactions.

Fathom History (2024–present)

Residential

Aviary Residences
Ongoing • Mahone Bay, NS • Designer

Sherwood Housing
Ongoing • Dartmouth, NS • Designer

Education

MSVU Daycare
Ongoing • Halifax, NS • Designer

Dalhousie Student Housing
Ongoing • Halifax, NS • Designer

Commercial

BMO Landscape Design Guidelines
Ongoing • Halifax, NS • Designer

Previous Experience

CTQ Consultants (2021-2024) Kelowna, BC | Landscape Designer, Landscape Architect Intern

University Heights Park
2024 • Kelowna, BC • Project Coordinator

Harrison Hot Springs Lagoon
2024 • Harrison Hot Springs, BC • Designer

Lone Pine Development
2023 • Kelowna, BC • Designer/Inspector

Gordon Lawson Development
2023 • Kelowna, BC • Designer

West Kelowna Fire Hall
2022 • West Kelowna, BC • Designer

Movala Development
2021 • Kelowna, BC • Designer

Landmark District Master Plan
2022 • Kelowna, BC • Designer

Earthscape (2018-2020) Wallenstein, ON | Skilled Labourer

Awards

Academic
Soden Memorial Scholarship in Agriculture
2018 • University of Guelph

COUNCIL REPORT - FOR DECISION



Subject: CAMPS Sewer Connection
Date: July 15, 2025
Authority: NA
Council Dates: July 21, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

D25-158

Rec'd by	JD
Date	July 17/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Background

The Town has been approached by Commissary accessibility marina Park Society (CAMPS) to connect via a temporary connection to the Town sewer, in support of a public washroom on lands on Commissary Lane, behind Home Hardware, PID 82567041. The lands are owned by the federal Crown, who lease to CAMPS. See Attachment 1 – Email Request for more information.

As the proposed site of the washrooms is below the sewer, the landowner will need to have a pump to get the sewage up and into the Town's sewer. The hookup will be via sewer pumps and a 2" flexible line from the CAMPS property to the manhole on Commissary Lane.

CAMPS is also requesting the Town donate use of a backhoe and operator to do the excavation on town lands and on the property from the manhole on Commissary Lane to CAMPS land at the end of the lane. This spring, CAMPS submitted a grant request to the town and were awarded a \$500 grant under Grants to Organizations.

Analysis

CAMPS is a non-profit aimed at providing safe and accessible aquatic recreation in Shelburne Harbour.

The temporary nature of the connection is unusual, but given the seasonal nature of the proposed development, not inappropriate. The costs of connection on the Town's side, to allow access across Town land to the nearest manhole is typically Town cost, with the Town charging \$300 for residential connections and \$1000 for commercial connections under the Sewer Charge Bylaw.

Landowner side costs are typically covered by the landowner. The Town could provide the equipment and operators, but this is not typical, and may lead to requests from other landowners seeking to connect to the Town's sewer system.

Neither CAMPS, nor the landowner pay the sewer rate, as the land is owned by the Crown. The Town could enter into an agreement to pay a pro-rated amount, based on time connected to the sewer.

The proposed development is in keeping with CAMPS lease for the lands. There is no reconnection fee or cost to the Town is expected, the connection will be temporary on the CAMPS/landowner side.

Options

	Pros	Cons
Grant request for Town to donate Town side connection and require payment of a pro-rated sewer fee	<ul style="list-style-type: none"> • Provides public washrooms 	<ul style="list-style-type: none"> • Forgo \$1000 connection fee
Grant request for Town to donate Town and property side connection	<ul style="list-style-type: none"> • Provides public washrooms • Fulfills CAMPS request 	<ul style="list-style-type: none"> • Forgo \$1000 connection fee • Cost of staff time to install sewer
Deny request	<ul style="list-style-type: none"> • No cost 	<ul style="list-style-type: none"> • Does not public washroom • Does not fulfill CAMPS request

Recommendation

THAT Council directs staff to install a sewer connection for CAMPS on Commissary Lane, excluding work on the lands leased by CAMPS, and pay the sewer connection fee on behalf of CAMPS.

Attachment 1 – Email Request

Attachment 1 – Email Request

Hello, my name is Eric MacIntosh, and I am the President of the Commissary accessibility marina Park Society (CAMPS)

On June 10, I met with Mike Kahn, the Town Planner, and Willy Butler, Public Works Supervisor, to discuss the CAMPS public washroom sewer hookup on Commissary Lane. The hookup will be via sewer pumps and a 2" flexible line from the CAMPS property to the manhole on Commissary Lane. The discussions were positive.

CAMPS would also like to request a donation from the town of the town's Backhoe and operator to do the excavation on town-controlled lands from the manhole on Commissary Lane to CAMPS land at the end of the lane. This spring, we submitted a grant request to the town and were awarded a \$500 grant. Thank you. We also requested a grant for the use of town equipment and personnel to facilitate this hookup. We never received a response to that request.

We are building and installing public washrooms at the site shortly. The CAMPS personnel will maintain and oversee these washrooms for the public's use while at the CAMPS site and from general traffic. This will be an excellent convenience for the townspeople.

Document #	D25-159
Rec'd by	JD
Date	July 17, 2025
Council	
Agenda	
Committee	
Services	



COUNCIL REPORT - FOR DECISION

Subject: King Street Centre Drainage Issues
Date: July 15, 2025
Authority: NA
Council Dates: July 21, 2025
Prepared by: Mike Kahn, Director of Planning and Development Services

Background

In May of 2025 staff were approach by the King Street Centre regarding drainage issues on the site, primarily to the southwest where the area is used as a playground combine with runoff from nearby downspouts which has led to the degradation of the grass surface. This has resulted in increased erosion and exposure of tree roots which are a tripping hazard.

There are also drainage issues on the north side of the building facing the park, where during major rain events, stormwater collects near the building.

See Illustration 1 for more information on the Current Site.

Staff engage with connections through the Clean Foundation and Coastal Action to determine the potential of a rain garden as a solution and potential funding options. Following a site visit June 25, it was determined, a rain garden that is not possible given the small area.

Town staff and representatives of the King St Centre met on site on July 9 to discuss the issue.

Analysis

Staff toured the site with King Street Centre to discuss options to remedy the issues. There are essentially two related issues:

- **Drainage** – The site has drainage issues, primarily stemming from the downspouts facing the play yard. Stormwater from the roof needs to be managed better, allowing it to infiltrate the ground, or enter the Town’s stormwater system, which is nearby.
- **Play Space** – The site is becoming unsafe due to erosion from the above-mentioned drainage issues and heavy usage. The site needs to be leveled and surface disturbances, such as roots and rocks, need to be removed or buried. The area is roughly 2100 sq. ft, 30 feet by 70 feet and contains several large maple trees.

See Illustration 2 of Drainage and Play space Issue for more information.

With the years of erosion the area has seen a significant shift in soil from near the building to the fence along Hammond St, which is acting as an informal retaining wall. The fence is showing signs of bowing and stress from the increased weight. The reduction in soil near the building has partially exposed the buildings footings, roughly 6-10 inches depending on location.

The existing center maples tree, with decking surrounding it, is a significant barrier to regrading the site. Not only does the tree complicate bringing machinery, it also require the site to be graded such that the roots are sufficiently buried as to not be a tripping hazard.

Other tree species may be better suited to the high traffic environment of the play space. The tree replace would also be a positive step to ensuring there is shade in the future. Many of the trees on site are of similar mature to post-mature, and could be impacted by storm or disease around the same time.

To address the drainage issue, there are two proposed options:

- Downspouts Connection – Connect the downpouts to a buried perforated pipes which connect to the Town’s stormwater system. Has a higher cost but higher capacity.
- Drip line – Remove the downspouts and eavestrough to allow stormwater to drip into a gravel area below the roofline, allowing water to enter the soil. Low cost, but lower capacity.

To address the Play Space issue, there are two options:

- Regrade and remove maple tree – The existing Maple trees would be removed to enable the site to be regraded. Regrading with the tree is not possible as the disturbance to the exposed roots could damage the tree. The regraded surface would be on an angle of approximately 4°, with a rise over run of 1 to 15, meaning for every 15 units of measure horizontally, there is a decrease of 1 unit of measure vertically.
- Raise the existing retaining wall – Raise the retaining wall roughly 24 inches. Would enable the play space to be roughly level, but would be high cost. The maples tree might be able to be retained with this option, but could be damaged through construction as the roots are extensive.

Detailed costs of each option are unknown; indication of costs based on staff and contractor input is included. While many options were considered, and staff spoke to more than one contractor, there was not a clear solution that address all issues. Further work to determine costs is needed.

The use of the play space is vital to the continued operation of the day care, a community asset and hub for young children.

Options

	Pros	Cons
DRAINAGE		
Proceed with a new stormwater	• Remedies drainage issues	• Other Town buildings and

pipe and connection	<ul style="list-style-type: none"> • Fulfills request of tenant 	tenants may be in need of similar repairs/upgrades
Remove eavestroughs and install a gravel ditch to absorb stormwater	<ul style="list-style-type: none"> • May remedy drainage issues • Fulfills request of tenant 	<ul style="list-style-type: none"> • Lower capacity than drain pipe
PLAY SPACE		
Regrade the playspace, including removal of the central Maple tree	<ul style="list-style-type: none"> • Cost effective • Provides level, safe, playspace 	<ul style="list-style-type: none"> • Removes shaded space
Begin process to raise retaining wall along Hammond and King St.	<ul style="list-style-type: none"> • Provides level, safe, playspace • May enable retention of Maple tree 	<ul style="list-style-type: none"> • High cost • Long time to implement (detailed engineering)
ALTERNATIVES		
Postpone decision until September to allow further stakeholder engagement	<ul style="list-style-type: none"> • Allows time to consider alternatives, engage with stakeholders 	<ul style="list-style-type: none"> • Play surface will continue to degrade

Recommendation

THAT Council directs staff to investigate the costs of a new stormwater connection and regrading of the site, including the potential removal of the central existing maple tree, reporting back to the September 2nd, 2025 Regular Council Meeting.

Attachments

Illustration 1 of Current Site

Illustration 2 of Drainage and Play space Issue

Illustration 3 of Proposed Regrading Plan

Illustration 4 of Proposed Regrading Elevation King St view

Illustration 5 of Proposed Regrading Elevation Hammon St view

Illustration 1 of Current Site

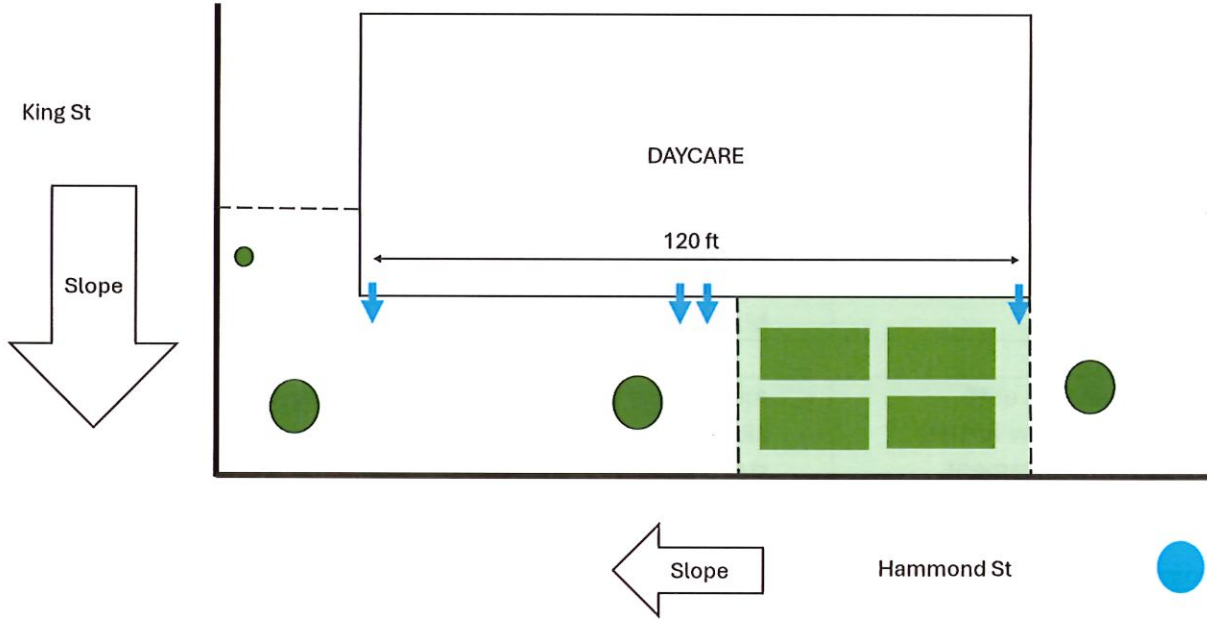


Illustration 2 of Drainage and Play space Issue

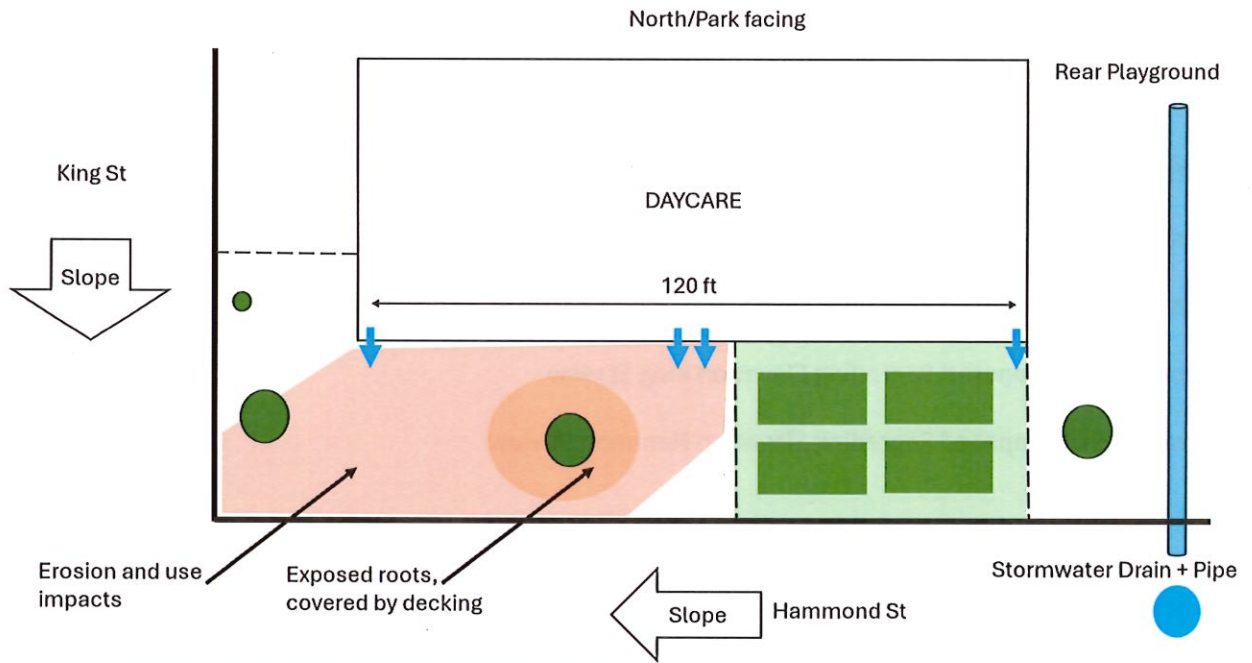


Illustration 3 of Proposed Regrading Plan

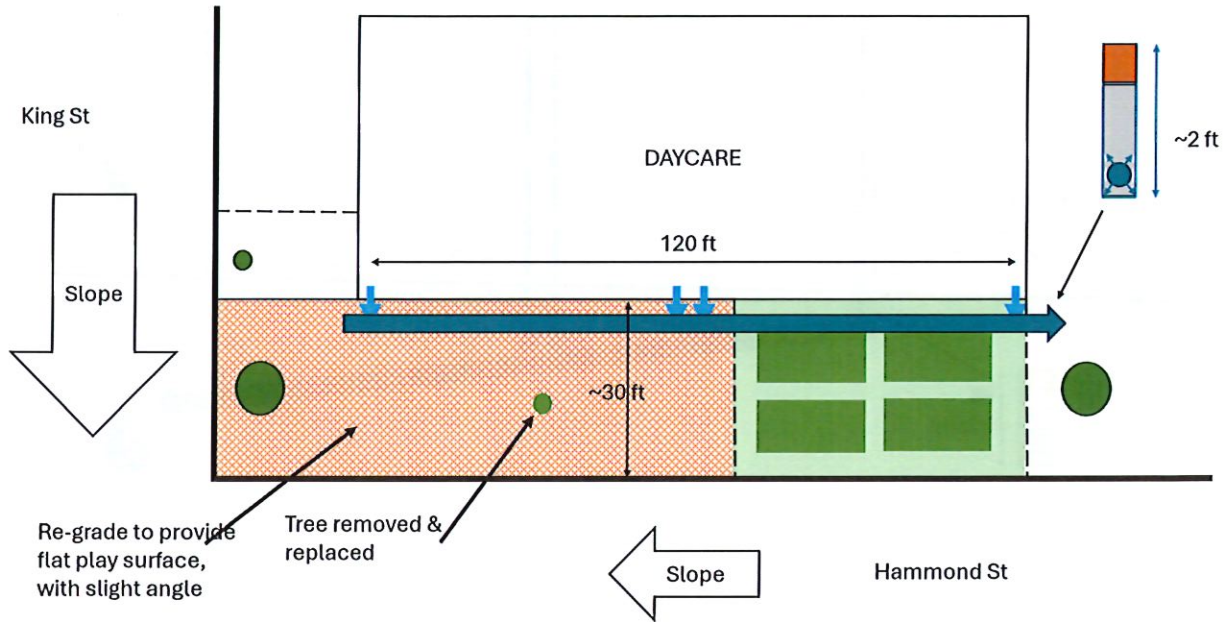


Illustration 4 of Proposed Regrading Elevation King St View

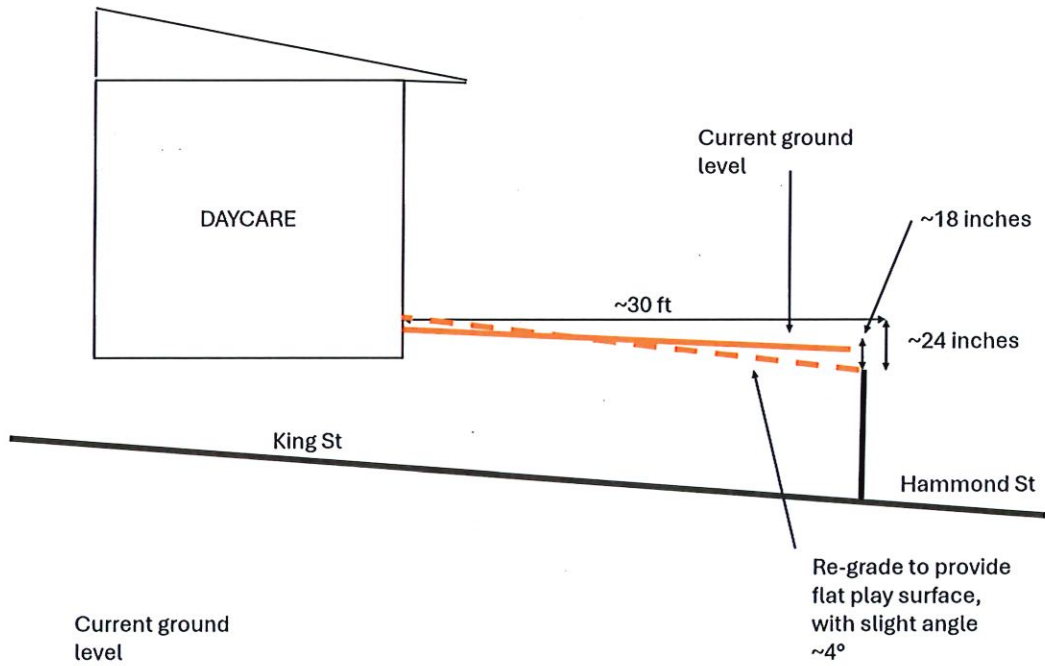
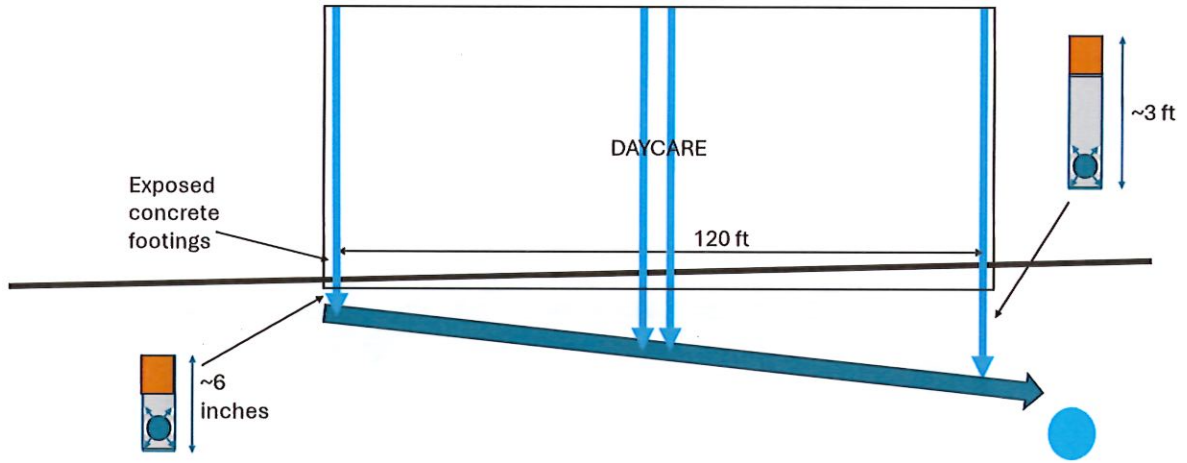


Illustration 5 of Proposed Regrading Elevation Hammon St view



COUNCIL REPORT - FOR INFORMATION



Subject: Chief Administrative Officer - Update to Council

Date: May 20, 2025

Prepared For: Council

Prepared By: Sarah Mattatall, CAO

Document	
Rec'd by	DAS-160 JD
Date	July 18/25
COPIES TO:	
Council	✓
Agenda	✓
Assessment Committee	
Wastewater	

1. Wastewater Infrastructure Upgrades

As a next step in advancing key recommendations from the CBCL System Assessment Report for the Wastewater Treatment Plant (WWTP) and the CBCL Wastewater Collection System Report, staff requested CBCL to submit proposals for design, tendering, and construction services related to:

- The upgrade of two existing wastewater lift stations and associated gravity sewer pipe, and
- The WWTP Aeration Upgrade project.

These proposals fall under the Municipal Capital Growth (MCG) program and GRID funding. The submitted quotes are:

- \$52,760 for the lift station and sewer pipe upgrade
- \$89,368 for the aeration system upgrade

Given the reasonableness of these proposals, tight project timelines, and CBCL's extensive familiarity with both the infrastructure and the Town's systems, staff proceeded with sole-sourcing the work to CBCL. Their in-depth knowledge will ensure efficient and successful advancement of these critical infrastructure upgrades.

2. Landfill Decommissioning Project – Morvan Road

Dillon Consulting has completed the installation of new groundwater monitoring wells at the Morvan Road landfill site. The next step involves developing the wells, which includes pumping out water to set the sand pack around the screen and removing any water introduced during drilling. This process is followed by a recovery period, allowing the wells to stabilize before sampling.

Dillon recommends two monitoring events:

- Fall 2025 (September–October)
- Spring 2026 (March–April)

COUNCIL REPORT - FOR INFORMATION



This will allow for a comprehensive seasonal assessment of groundwater and surface water quality. After the spring sampling, Dillon will analyze the data and provide a final report to the Town.

Simultaneously, staff have issued the Request for Tender (RFT) for Phase 2 of the project, which includes capping the landfill site. The RFT closes July 31, 2025.

3. Roger Grovestine Recreation Complex – Revitalization Project (Phase 1)

Progress on Phase 1 of the Complex Revitalization Project is well underway:

- The access roadway has been regraded and overgrown brush has been cleared.
- Prosport Surfacing Inc. has completed the resurfacing of the tennis/pickleball court, applying a vibrant blue and green surface that significantly enhances the visual appeal of the site.

The resurfaced court will remain untouched for several weeks to allow proper curing of the surface material. Remaining Phase 1 improvements include:

- Installation of court nets
- Weather wrapping
- New signage
- Additional benches
- An accessible entrance to ensure the facility is inclusive for all users
- A security gate at the entrance to close the complex during the off-season

4. Road Rehabilitation

The Town has issued the tender for the repaving of Ohio Road, a key arterial route within Shelburne. The tender is scheduled to close July 29, 2025, with work anticipated to begin in early September.

Scope of work includes:

- Repaving and recapping to a depth of 50mm
- Milling along curbs for proper blending
- Driveway cut adjustments and final blending

This project will significantly improve road quality and safety for residents and visitors alike.

COUNCIL REPORT - FOR INFORMATION



Subject: By-Law Officer Report- June
Date: July 18th, 2025
Prepared For: Council
Prepared By: Dana Nash, By-Law Officer

Date	D25-161
Rec'd by	JD
Date	July 18/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Calls for Service (June 1 – June 30, 2025)

1. File #: 25-032 – Service Request

Location: Exit 26, Carpool Area

Issue: Complaint about a camper parked in the carpool area.

Action Taken: Informed the resident that the location is not Town property and advised them to contact the province.

Status: Resolved

2. File #: 25-033 – Service Request

Issue: Complaint regarding a Land Use By-Law infraction – Section 37 (Keeping of Farm Animals). Concerns were raised about insufficient land and odour from animal waste.

Action Taken: Investigation confirmed the resident is in compliance with the Land Use By-Law. Waste is being removed in a timely manner.

Status: Resolved

3. File #: 25-034 – Service Request

Location: Bulkley Street

Issue: Report of two black garbage bags illegally dumped.

Action Taken: Investigation found bags located on private property; matter is the responsibility of the property owner.

Status: Resolved

4. File #: 25-035 – Service Request

Location: Town Dock

Issue: Report of an abandoned scooter.

Action Taken: RCMP advised removal of the scooter; item was removed.

Status: Resolved

5. File #: 25-036 – Service Request

Issue: Complaint from RCMP regarding ATV use on town streets not designated as approved trails.

Action Taken: Investigation found no current ATV activity. Area will be patrolled more frequently.

Status: Resolved

COUNCIL REPORT - FOR INFORMATION



6. File #: 25-037 – Service Request

Location: Dock Street

Issue: Complaint about rats in the area.

Action Taken: Inspected surrounding properties; no By-Law infractions found that would contribute to rat presence. Continued patrols planned.

Status: Monitoring

7. File #: 25-038 – Service Request

Location: Water Street

Issue: Inquiry from business regarding the Seasonal Sales By-Law and temporary storefront.

Action Taken: Directed business to relevant Seasonal Sales By-Law.

Status: Resolved

Assignments and Projects

- Continuing review of Town By-Laws and Policies.
- Progressing with the Special Constable Appointment process.
- Issued final warnings to two properties in violation of the Unsightly Premises By-Law.

Additional Duties and Outcomes

- Provided IT support assistance in collaboration with G23 Technologies.
- Obtained quotes for cleanup of Dangerous and Unsightly properties.

Respectfully submitted,
Dana Nash
By-Law Enforcement Officer
Town of Shelburne



SHELburne VOLUNTEER FIRE DEPARTMENT
 63 KING STREET, PO BOX 880
 SHELburne, NS

Document # D25-162	
Date July 7, 2025	
COMES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of June 2025.

Total number of calls for service: 16

Calls for service within the Town: 4

Calls for service in the Municipality of Shelburne protection area: 12

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	1	1
MEDICAL	1	2
MOTOR VEHICLE ACCIDENT	1	3
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		2
GRASS, BRUSH, FOREST		2
POWER LINES		1
SMOKE CONDITIONS		
BOATS/WATER RESCUE		1
FLOOD CONDITIONS	1	
ASSISTANCE TO POLICE		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT

TOWN OF SHELBURNE

STAFF REPORT Water Utility

Document #	D25-163
Rec'd by	JD
Date	July 17 2025
COPIES TO:	
Council	
Agenda	
Committee	

DATE July 17, 2025

Dear Council Members,

This report is for the town council on the operations of the Town of Shelburne Water Treatment Plant. The plant continues to work effectively in this reporting period.

- **Water Quality:** We meet all DOE regulatory requirements by means of continuous monitoring.
- **Treatment Efficiency:** The treatment process is kept to the highest standards and is worked on continually.
- **Maintenance and Upkeep:** All maintenance is being kept up to decrease down time. High lift pump was replaced due to failure. Vegetation has been removed from around the Lagoons to allow for sludge removal. Two new signs have been quoted for placement on Lake Road. Awaiting contractor to repair the water plant driveway as it is very bumpy.
- **Occurrences:** Nothing new to report
- **Compliance:** We are following and are up to date with all tests set forth by DOE. There is nothing to report for this period.
- **Resource Management:** We try to make the process as effective as possible to eliminate waste. Weekly water samples are submitted for testing to ensure the protection of our water shed.
- **Workforce Development:** Operators took the Water Treatment exam on May 21st in Bridgewater and are waiting for results. A Public works employee has obtained their O.I.T and has been assisting the water and wastewater operators when needed. Cross trained employees in the utilities will help with workforce management.



TOWN OF SHELBURNE

- **Public Concerns:** Nothing new to report

Lewis Chetwynd WWT-1

Wastewater Treatment Lead

902 635 1908



TOWN OF SHELBURNE

Document #	D25-164
Rec'd by	JD
Date	July 17/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

STAFF REPORT Wastewater Utility

DATE: July 17th, 2025

Dear Council Members,

I am writing to provide an overview of the operations and performance of the Town of Shelburne Wastewater Plant for your review and consideration.

Introduction:

The Town of Shelburne Wastewater Plant plays a critical role in safeguarding public health and protecting the environment by treating wastewater before it is discharged back into natural water bodies. Our plant operates 24/7 to ensure that wastewater is treated to meet stringent regulatory standards.

Key Performance Indicators:

- **Effluent Quality:** Quality of effluent has been within scope all month.
- **Treatment Efficiency:** Efficiency has remained the same. The introduction of WasteGo biological additives has improved our efficiency by reducing fats, oils and grease. This additive also removes a great deal of "sludge" without the need of trucking it away.
- **Compliance:** We remain within scope and compliance with all DOE regulations



TOWN OF SHELBURNE

Maintenance and Infrastructure:

- Solenoid Valves have been replaced on the screw auger in the Headworks building.
- Treatment Plant is now connected to the town water supply.
- Preliminary talks have begun to have a back up generator for the wastewater plant. A site visit was conducted by a contactor to evaluate our needs
- Operators are working with Bishop Water to determine if we are using the proper polymer for our process. A study was conducted earlier this year on our polymer, and it was thought there could be a more effective product available. We hope for results soon.

Challenges and Mitigation Strategies:

The increased use of WasteGo in conjunction with some operational changes has allowed us to keep the system healthy and the smell at bay. However, the plant continues to be on the verge of sepsis due to the lack of entrained oxygen. This will only be mitigated with a change in the aeration system. The town is currently in talks with the engineering firm C.B.C.L to design a more effective system.

- **Public Concerns:** None as of writing this report.

Lewis Chetwynd, WWT-1
Lead Operator
Town of Shelburne.

