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## **Project Charter**

<b>Project</b>	Glen Lawson Lands Master Plan		
<b>Created By</b>	Danica Quinn	<b>Date</b>	May 5, 2025
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<b>Mission</b>	Develop a comprehensive Master Plan for the Glen Lawson Lands that identifies the vision for public usage of the property based on ecology, regulatory requirements, permits and approvals required.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Review the history, background information, and significance of the area, including consultation with First Nations.</li> <li>• Identify environmental mitigation measures and their minimum completion requirements (due to existing landfill) necessary to safely open the property for public use.</li> <li>• Determine which governing body/agency has authority over the public opening of the property.</li> <li>• Confirm Niagara Escarpment Commission (NEC) requirements for property inclusion in the Niagara Escarpment Parks &amp; Open Space System (NEPOSS).</li> <li>• Develop a plan for recreational use of the property through public and community organization consultation. Consider existing Town amenities when developing the park program to fill any gaps.</li> <li>• Develop the next steps, timeline and high-level costing (future studies, capital and operating) for implementation to be incorporated into a 10-year capital forecast and Long-Range Financial Plan.</li> <li>• Determine support from community organizations for fundraising, value-added items and community partnerships.</li> <li>• Confirm need for leased properties along Fourth Line for ultimate public use of property.</li> <li>• Deliver project on budget in a timely manner.</li> </ul>
<b>Deliverables</b>	<ol style="list-style-type: none"> <li>1. Appropriate studies and background details for the property (Ecology, Archaeology, Environmental, Next Steps Report).</li> <li>2. Public consultation and key stakeholder feedback.</li> <li>3. Report including recommendations on uses, timeline, phasing, and costing to be incorporated into the 10-year capital forecast.</li> <li>4. Final Master Plan.</li> <li>5. Next Steps outlined for additional studies required. (NEC Development Permit or Agreement with the Bruce Trail Conservancy, Environmental Record of Site Condition (ROSC) Process, D4 Study, Detailed studies required for permits, etc.)</li> </ol>
<b>Budget</b>	Account #8500-22-2301 - \$75,000 for Master Plan.
<b>Approving Stakeholders</b>	Mayor & Council General Public


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<b>Key Stakeholders &amp; Groups</b>	<ul style="list-style-type: none"> <li>• Guelph Hiking Trail Club Bruce Trail Conservancy / Local Club (Toronto Chapter)</li> <li>• Credit Valley Conservation (CVC)</li> <li>• Niagara Escarpment Commission (NEC)</li> <li>• Ministry of the Environment, Conservation and Parks (MECP)</li> <li>• CN Rail</li> <li>• First Nations: Mississaugas of the Credit First Nation (MCFN), Six Nations, Haudenosaunee Development Institute (HDI), Huron-Wendat and Credit River Metis Council (TBD)</li> <li>• CRH Canada (Quarry)</li> <li>• Mountain biking community: local BMX/mountain biking groups (i.e., former Halton Hills Off Road Biking Assoc. HHORBA)</li> <li>• Local cycling and running advocates</li> <li>• Environment Focused Community Groups (i.e., Halton Hills Turtle Guardians, Halton Hills Butterfly Way, Protect Our Water and Environmental Resources (POWER), Halton Environmental Network (HEN), etc.)</li> <li>• Esqueusing Historical Society</li> </ul>
<b>Roles and Responsibilities</b>	<p><b>CORE TEAM</b></p> <ul style="list-style-type: none"> <li>• Parks &amp; Open Space <ul style="list-style-type: none"> <li>○ <b>Project Lead:</b> Danica Quinn</li> <li>○ <b>Project Advisor:</b> Kevin Okimi</li> <li>○ <b>Project Team Member:</b> Mark Taylor</li> </ul> </li> </ul> <p><b>INTERNAL STAKEHOLDERS</b></p> <ul style="list-style-type: none"> <li>• Environment &amp; Climate</li> <li>• Public Works</li> <li>• Transportation</li> <li>• Recreation &amp; Cultural Services</li> <li>• Economic Development</li> <li>• Community Development</li> <li>• Planning &amp; Development</li> <li>• Corporate Communications</li> <li>• Active Transportation Committee</li> <li>• Black Creek Advisory Group</li> </ul>

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<b>Communications</b>	<ul style="list-style-type: none"> <li>• Milestone summaries and key updates to be circulated by email to the Department Management Team.</li> <li>▪ Communication roll-out strategy to the public and Limehouse Community Association to be planned with Marketing/Communications Staff.</li> <li>▪ Engagement with First Nations to be planned with Recreation &amp; Cultural Services Staff.</li> <li>▪ Public Consultation via website (Let's Talk Halton Hills Survey), Mailouts to immediate neighbours, Meetings with Key Stakeholders, Workshop/Public Meetings, Signage posted at Acton Arena/Community Centre, Acton Town Hall, and along road frontage.</li> </ul>
<b>Site</b>	<p>Include two adjacent Town parcels and two leased Fourth Line properties as part of the Glen Lawson Lands comprehensive Master Plan and trail network.</p> 
<b>Contributing Studies</b>	<p>Recreation &amp; Parks Strategic Action Plan Active Transportation Master Plan Mobility Master Plan (2026) Glen Lawson Road Environmental Assessment Green Infrastructure Asset Management Plan (Spring 2026) CVC Black Creek Sub-Watershed Study</p>

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<p><b>TIMELINE</b> <b>Program / Scope of Work &amp; Public Consultation</b></p>	<p><b>Spring 2025:</b> Approve Project Charter with Council</p> <p><b>Spring/Summer 2025:</b> Engage Consultants to identify and complete required ecological, archaeological, and environmental work.</p> <p><b>Summer 2025:</b> Commencement of ecology work and reporting by Consultants and Town Staff, including preliminary field work and background review, planning/permit requirements (MECP, CVC, NEC, contaminated land management). Preliminary information for first round public consultation.</p> <p><b>Fall 2025:</b> Launch public consultation. <i>Consultation Round 1:</i> Let's Talk Halton Hills Survey #1 Present high-level inventory/background information on ecology, archaeology, and environmental considerations, combined with opportunities and constraints. -Open house style information – fact finding &amp; confirming local knowledge.</p> <p><b>Winter 2026:</b> Develop concept ideas from this first round of consultation.</p> <p><b>Spring/Summer 2026:</b> Continue public consultation. <i>Consultation Round 2:</i> Let's Talk Halton Hills Survey #2. Include ecological study findings. -Workshop Style - present concept ideas and ask for comments.</p> <p><b>Fall 2026/Winter 2027:</b> Develop Preliminary Preferred Plan based on feedback.</p> <p><b>Spring/Summer 2027:</b> Continue public consultation. <i>Consultation Round 3:</i> Let's Talk Halton Hills Survey #3.</p> <p><b>Fall 2027:</b> Finalize concept and Master Plan document. Final Council Approval of Master Plan.</p>
<p><b>Risks</b></p>	<p>Level of community support.</p> <p>Staff Capacity &amp; Competing Priorities.</p> <p>Unknowns with site permit requirements, regulations, and necessary remediation due to the landfill on site.</p> <p>Historical motorized vehicle use and potential user conflicts.</p> <p>Overall affordability of Master Plan Program.</p> <p>Potential user expectations compared to what is permitted.</p>