



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## MEMORANDUM

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Erin Burger, Community Development Supervisor – Special Events and Neighbourhood Engagement

**DATE:** July 16, 2025

**MEMO NO.:** CSE-2025-008

**SUBJECT:** Proposal for an Acton Bicentennial Time Capsule

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### PURPOSE OF THE MEMORANDUM:

To provide information to Council around the Acton Bicentennial Time Capsule proposal which will be undertaken by Vintage Acton.

### BACKGROUND:

Acton is celebrating its bicentennial in 2025, marking 200 years since the Adams brothers settled the area in 1825. Now part of Halton Hills, Acton was originally known as Danville and Adamsville before being renamed Acton in 1844. Various events and activities are planned by the community to commemorate this milestone, including historical walking tours and commemorative merchandise.

### COMMENTS:

Included in the proposed activities is a proposal from Vintage Acton to bury a commemorative time capsule at Prospect Park. The intention is to preserve present-day Acton artifacts and memorabilia for future generations, with the capsule scheduled to be opened 25 years from the date of burial (2050). This initiative seeks to engage the community and honour the historical significance of Acton, particularly its early 1830s settlement around Fairy Lake and the original mill site.

Two potential locations within Prospect Park have been identified as suitable sites for the time capsule. The selected locations avoid impact on existing park infrastructure, high-traffic event areas and are clear of utilities. The final location is to be determined in

consultation with Public Works staff. Prospect Park was selected due to it being in public ownership, and its historical significance to the history of Acton.

## 1.0 | Project Overview

The proposed time capsule will consist of a 13.5" x 5" stainless steel, anti-corrosion waterproof capsule, enclosed in a concrete urn vault (16" x 16" x 18" external dimension) to ensure long-term preservation and minimal environmental disruption. It will be buried below ground level, with the site marked for future retrieval.

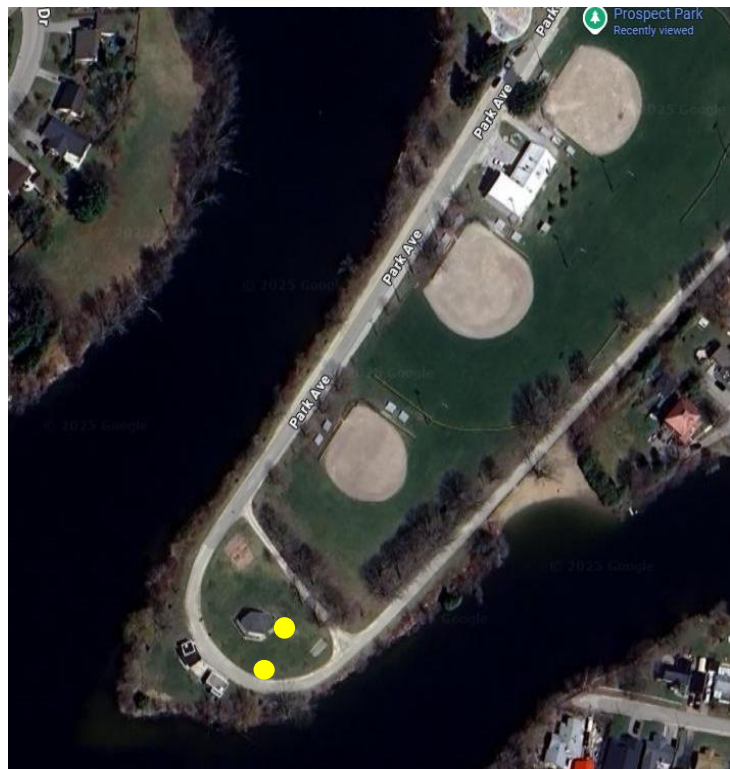
The contents of the capsule will reflect present-day Acton. Due to limited capacity, items will be small but meaningful. Photographs, documents, memorabilia (e.g. pins, coins, business cards), and a photo of the current Town Council will be included. Items will be selected through an inclusive, community-led online process, hosted by Vintage Acton's website and social media platforms and will facilitate public nominations and voting along with final selections announced publicly.

A public burial ceremony is planned for either September or October, contingent on weather and ground conditions. The event will include invitations to Council members, local dignitaries, residents and the media.

## 2.0 | Marker Details

Staff have identified two potential locations within Prospect Park for the burial of the Acton Bicentennial time capsule. Following receipt of this Memorandum, staff and Vintage Acton will finalize the location of the burial at Prospect Park, so preparations can proceed. The proposed burial options have been marked in the diagram with yellow dots.

A permanent engraved stainless-steel plaque (5" x 7") will be installed to mark the capsule's burial site. The plaque will be mounted to a weatherproof plywood backboard and affixed to a 4" x 4" x 4' pressure-treated spruce post, consistent with existing signage used in the community and for donation trees & benches.



It will include:

- Commemorative messaging for Acton's Bicentennial
- Date of burial and intended opening date (2050)
- Names of sponsors, supporting organizations, and planning committee members

This marker will serve as a long-term identifier of the capsule's location and significance.

Staff will issue a permit for the event, which will include permission to bury the time capsule and install the marker, under the delegated authority in the Town's Parks Bylaw, which permits the Commissioner to approve minor impacts to the park landscape that do not impact overall park use or include permanent structures or buildings.

### **3.0 | Next Steps**

Subject to Council's receipt of this Memorandum, the following steps will be undertaken by the community sponsors:

1. Community Engagement – Launch of online community survey for time capsule contents (via Vintage Acton's digital platforms).
2. Procurement – Purchase of time capsule, urn vault, and plaque materials.
3. Event Planning – Coordination of the burial ceremony (including permits, invitations, final location, promotion).
4. Installation & Event – Time capsule burial and plaque installation to take place in late September or October 2025.

The estimated costs for this project are modest and will be fully covered by community sponsors of the project. There will be no cost to the Town. Should a request for Town funding be received in the future, it would be subject to Council approval.

This project and its implementation is led by Vintage Acton.

### **CONCLUSION:**

Vintage Acton, in partnership with community sponsors will be installing a time capsule in Prospect Park as part of the Bicentennial Celebration for Acton. Town staff will finalize the details of the project and keep Council informed as outlined above.

Reviewed and approved by,

Kevin Okimi, Director of Parks, Community Development & Environment

Damian Szybalski, Commissioner of Community Services

Chris Mills, Chief Administrative Officer