



**TERMS OF REFERENCE FOR THE  
PREPARATION OF A  
LOCAL AREA STRUCTURE PLAN**



# Local Area Structure Plan Terms of Reference

---

## Enabling Legislation

### 1. Municipal Government Act

The Municipal Government Act (MGA), in Section 633, empowers a municipal council to adopt Area Structure Plans (ASPs) by bylaw. These documents are intended to form a general planning framework for future subdivision and development in the land areas addressed by those plans. A Local Area Structure Plan (LASP) generally encompasses lands contained within an existing ASP. This planning exercise shall be conducted by Leduc County via its administration, private consultants/developers, or a combination of all.

According to the MGA, an area structure plan:

(a) must describe

- (i) the sequence of development proposed for the area,
- (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
- (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
- (iv) the general location of major transportation routes and public utilities,

and

(b) may contain any other matters the council considers necessary.

All LASPs must be consistent with all statutory plans adopted by Leduc County.

Therefore, all LASP's shall be in compliance with:

- The Municipal Development Plan (MDP);
- Any Intermunicipal Development Plan (IDP); and
- Any Area Structure Plan (ASP).

Finally, all LASP's shall be consistent with Leduc County strategic documents, guidelines and policies.

## 2. Other legislation

Other pieces of legislation and policies from the provincial and the federal government are applicable within Leduc County. To be adopted, an LASP must be consistent with those pieces of legislation and policies.

## Format

All LASP's will be divided into three sections. Part A will be the **Background Information** which will constitute the analysis of the characteristics of the plan area at the time that the planning process is undertaken. Part B, the **Local Area Structure Plan**, will contain the vision, the planning principles, a description of the planning process, the land use concept, and the policies required to work toward achieving the vision. Part C, **Implementation**, will address the specific tasks that must be undertaken to ensure the materialization of the vision. This part also includes the monitoring component which will help evaluate the success or failures of the policies, and will set the process for future review and amendments of the LASP.

Following the three sections, the LASP may also contain:

- A glossary;
- A list of reference, and
- Pertinent schedules.

Supporting studies such as the environmental assessment, biophysical assessment, geotechnical assessment and transportation impact assessment will be kept under separate cover.

## Part A: Background Information

Part A of an LASP must provide, but is not limited to, the following:

### a. Purpose statement(s) of the Local Area Structure Plan

This section presents the reason “why” an LASP is being undertaken. It may identify opportunities and/or issues that are known or perceived for the plan area, identifying at the same time the need for specific study to be conducted to enable the planning exercise.

## **b. Scope of the plan area**

This section provides a textual description of the geographical location of the plan area, and must be accompanied by one or more maps illustrating the plan area in the regional (Edmonton Metropolitan Region) and local context (Leduc County).

## **c. General Description of the Plan Area**

This section presents the framework in which the planning process will take place. It shall describe and illustrate on one or more map(s):

- The LASP boundary;
- The enabling legislation, the existing statutory plan(s), policies, and other relevant documents; and
- Existing land uses, adjacent land uses, and future land uses already identified (if any).

## **d. Natural Features identification and assessment**

This section identifies and describes the natural features contained within the plan area, adjacent to it, or potentially affected by existing or proposed land use within the plan area (i.e. area of influence). It also presents the natural constraints to development within the plan area. The following natural features shall be described and illustrated on one or more map(s).

- Areas or activities that create environmental concerns (historic and current);
- Projected climate change impacts;
- Environmentally sensitive areas and significant areas;
- Existing fauna, flora;
- Fauna and flora status (i.e. at risk, endangered, secured, etc...)
- Lands with high water table;
- Topographic features and amenities;
- Steep slopes, potentially unstable areas, and hazard areas;
- Potential sand, gravel, mineral, and peat deposits; and
- Watercourses and wetlands.

## **e. Existing Manmade Features**

This section identifies and describes the existing manmade features of the plan area and any resulting constraints to future planning. The following elements are to be described and/or mapped:

- Agricultural activities;
- Areas that have been subject to a Phase I or Phase II Environmental Assessment;

- Any Municipal Reserves (MR), Environmental Reserves (ER), Environmental Reserve Easements (ERE), and Conservation Easements (CE);
- Parks, trails, natural areas;
- Existing residential areas;
- Storm water and sanitary sewer catchment areas;
- Existing, proposed, or abandoned sour gas facilities and installations;
- Abandoned or existing mines, sand and gravel, or topsoil operations;
- Provincial sub-surface leases and permits;
- Utility lines, pipelines, oil and gas wells, and all other energy related infrastructure;
- Historic, cultural, and archaeological resources;
- Community facilities, amenities, and services;
- Population, demographic, and economic conditions;
- Transportation network; and
- Water, wastewater, and stormwater infrastructure.

## **Part B Area Structure Plan**

Part B of an LASP, must provide, but is not limited to, the following:

### **1. A vision and planning principles**

Through the existing conditions analysis and a robust public engagement process, the public interests should be better understood. If conducted successfully, gaps and opportunities shall be identified during the process, and a clearer picture should be appearing in terms of the community's needs and expectations for the future, which should constitute the foundation of the vision.

The planning principles help guide the process by which the vision and the LASP are developed, and shall reflect the planning priorities. The planning principles are to be established through the public engagement process.

### **2. Land use concept**

The land use concept is the strategic coordination within the plan area of future land uses. It illustrates desired changes to the land use pattern and presents the type of activities that will be enabled in the future. The land use concept is the visual outcome of the planning process that is illustrated in its spatial context.

The land use concept shall be consistent with the Edmonton Metropolitan Region Growth Plan, the Land-Use-Framework, all Provincial and Federal Acts and Regulations, all Leduc County Statutory Plans and other County plans and policies (i.e. Transportation Master

Plan, Utilities Master Plan, Parks and Open Space Master Plan, etc...). In addition, the land use concept shall:

1. Present the preferred land use pattern that is and/or will be supported by appropriate amenities, services, and infrastructure, and is guided by the plan's vision;
2. Be illustrated on one or more maps such that the spatial relation between the different character areas is identified, and the conceptual locations of the following are displayed:
  - (a) Areas of future constraints;
  - (b) Areas that may/will require special management and/or will require further on-site analysis;
  - (c) Future infrastructure and potential right-of-ways;
  - (d) Future parks and open space locations; and
  - (e) Future community amenities and services.

#### **a. Environmental Considerations**

Once the natural features have been described and illustrated (Part A), and as the land use concept is taking shape, the LASP must:

1. Identify requirements and/or opportunities for protection, conservation, restoration, and enhancement of the environment;
2. Identify a Municipal Reserve (MR) and Environmental Reserve (ER) strategy;
3. Contain decontamination, restoration, or rehabilitation strategies where applicable;
4. Contain appropriate policies to reduce the potential impacts of the land uses on the natural environment; and
5. Climate change adaptation and mitigation strategies.

#### **b. Community Services**

In order to be safe and complete, every community needs accessibility to certain services and facilities such as Fire Services, Polices & Enforcement services, Hospital and emergency services, libraries, sports complex, etc. Therefore, an LASP must:

1. Identify the potential impact of the land use concept on the community services and facilities;
2. Contain mitigation measure(s) for all identified impacts; and
3. Identify the need for maintaining and/or enhancing existing servicing and/or creating new servicing.

### **c. Recreational Needs**

As the land use concept is taking shape, demand for additional recreation opportunities in the plan area shall be examined. Active and passive recreational uses shall be identified, as well as the degree to which they are present or absent in the plan area.

The LASP must:

1. Illustrate the link between the land use concept, life quality, and the recreation needs;
2. Present the existing and conceptual recreation infrastructure, equipment, and facilities; and
3. Contain policies to integrate the recreation needs in the land use concept as defined in the planning process.

### **d. Economic impact**

Defining a preferred land use concept implies making choices that will ultimately favor or disadvantage certain type of activity and land uses. This will definitively have a socio-economical impact for the County and might even have a degree of influence on the Edmonton Metropolitan Region.

The LASP must:

1. Acknowledge the potential impacts of the LASP on the economy of Leduc County and the Edmonton Metropolitan Region;
2. Potentially strengthen the economy of the County

### **3. Local Area Structure Plan Servicing Concept**

Servicing of the plan area presents opportunities and constraints which have a direct impact on the final outcome of the land use concept. The LASP shall address stormwater, water, and wastewater (which will be referred to as hard infrastructure), as well as electricity, gas, and telecommunication (which will be referred to as soft infrastructure). Each element shall have its own policy or group of policies in addition to the requirements prescribed below.

#### **Stormwater**

The LASP must:

- a) Contain a strategy that is in conformity with Alberta Environment Guidelines;
- b) Confirm the pre / post development flows;

- c) Show the directions of the major and minor overland flows;
- d) Evaluate the impacts of the 1:100 year flood and delineate in a plan the floodways, flood fringe, and identify the standards for the safe use of the lands;
- e) Define the basins and the conceptual outlets for proposed ponds;
- f) Show the locations of all major storm water facilities needed for the future development of the Plan area;
- g) Identify any services that need to be provided or upgraded to accommodate the proposed development;
- h) Include a cost estimate for the servicing strategy;
- i) Contain a strategy and policies for reduction of stormwater flows;
- j) Contain a risk assessment component if the LASP is located within the vicinity of the Edmonton International Airport (EIA); and
- k) Explore Low Impact Development principles for the plan area.

### Water

The LASP must:

- a) Present different feasible strategies and identify the preferred water servicing strategy based upon the land use concept which includes:
  - i. The identification of potential water source(s);
  - ii. An analysis of the water quantity and quality that will be required for all anticipated land use as well as for fire flows;
- b) Illustrate the conceptual design of the water distribution system(s) (including private, co-op, municipal, or inter-municipal through the Capital Region Waterline);
- c) Contain a strategy and policies that will contribute to water consumption reduction; and
- d) Include a cost estimate for the servicing strategy.

### Wastewater

The LASP must:

- a) Present different feasible strategies and identify the preferred wastewater servicing strategy based upon the land use concept which includes an analysis of the wastewater quantity and quality that will be produced;
- b) Illustrate the conceptual design for any communal piped collection systems, either privately-owned, or connected with the municipal or Alberta Capital Region Wastewater Commission systems;
- c) Prescribe that private individual disposal systems shall follow Alberta Regulations;
- d) Contain a strategy and policies that will contribute to wastewater reduction; and



e) Include a cost estimate for the servicing strategy.

## Electricity, gas, and telecommunication

The LASP must address:

- a) The location of infrastructure and associated easements for existing and future development such that franchise services can be provided efficiently;
- b) The aesthetic impacts of such infrastructure on the surrounding environment;
- c) Access to the infrastructure; and
- d) Public safety.

The LASP must also be in compliance with the Leduc County Utilities Master Plan.

### **4. Transportation**

As mobility and accessibility are vital element to many land uses, transportation is a key component of the land use concept. The transportation network must support the desired land use concept, and the latter must take advantage of functional, efficient, and robust networks. Land use location and densities will significantly be influenced by the transportation network and vice versa. It is therefore vital to develop the transportation network and the land use concept simultaneously.

The LASP must:

- a) Identify the transportation network existing and future components using the hierarchy established by Leduc County Transportation Master Plan (TMP);
- b) Be in compliance with the TMP, the Roadway Management System, and the Transportation Association of Canada Guideline;
- c) Include a strategy for all components of the transportation network including:
  - i. Road network (for movement of people and freight)
  - ii. Transit network
  - iii. Active transportation network (non-motorized transportation network)
- d) Locate existing and future transportation infrastructure and any right-of-ways;
- e) Be accompanied by a Traffic Impact Assessment (TIA) according to Leduc County's standards;
- f) Address accessibility to any major amenities and public places with an access management strategy
- g) Present conceptual intersection designs as well as roadway cross-sections for existing and proposed infrastructure; and
- h) Identify areas of potential transportation constraints and/or areas that will require further analysis under a Local Area Structure Plan or an Outline Plan.

## **Part C Implementation**

Part C of an LASP, must provide, but is not limited to, the following:

### **1. Implementation**

Acknowledging that in most planning exercises, there are already land uses in place in the plan area, the implementation strategy is key to the smooth transition between the existing land use pattern and the desired land use concept. The implementation strategy shall:

- a) Identify any potential amendments that may be required to existing County policies, plans, and/or strategic documents;
- b) Identify further research and analysis that may be required with respect to specific topics or spatial areas to facilitate the achievement of desired objectives;
- c) Identify interim land uses if any are desirable;

### **2. Development phasing**

As required by the MGA, all LASP's must address the sequence of development proposed for the area. This shall be done textually and/or illustrated on a map.

### **3. Monitoring, amendments, and subsequent planning exercises**

In order to evaluate the level of success of the policies contained within an LASP vis a vis the public interest, an LASP must:

- a) Contain a monitoring strategy that targets select policies and explain how they will be monitored;
- b) Explain when the LASP will be reviewed and what factors could trigger the need for a review;
- c) Explain the amendment process;
- d) State which subsequent planning exercises will be required for stakeholders desiring to move forward with a project within the LASP area.