

A) INTRODUCTION

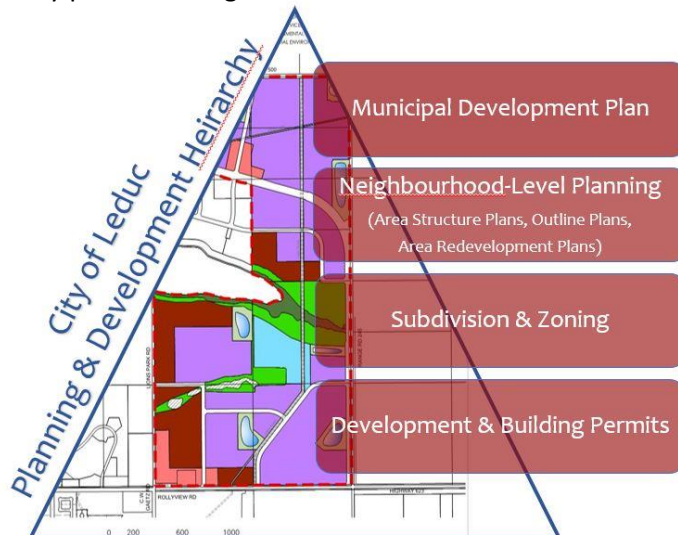
This document is intended to provide information to both developers and the general public on the processes behind and requirements for the creation of Area Structure Plan and Outline Plan documents in the City of Leduc.

What is an Area Structure Plan?

An Area Structure Plan (ASP) is a statutory plan that provides the framework for future subdivision and development of a parcel of land at the neighbourhood level. It is bylaw adopted by City Council under the Municipal Government Act after three readings and a public hearing. An ASP provides information on such items as the major land uses (residential, commercial, industrial, schools and parks), major roadways (arterials and collectors), utility servicing, trail systems, and potential population density for the proposed development. This in turn helps to ensure that the growth of future residential, commercial and industrial neighbourhoods furthers the objectives established through the City’s Municipal Development Plan and other similar planning documents. ASP documents do not delve into the detailed subdivision layouts of the development. All undeveloped or unplanned areas in the City are required to be the subject of an ASP prior to development.

What is an Outline Plan?

An Outline Plan (OLP) is very similar to an ASP in that it summarizes the development details of a parcel of land. An OLP, however, often focuses on a smaller area within an approved ASP and gives a higher level of detail for development within those boundaries. As a number of items, such as the road network and servicing, are only conceptual at the ASP level, an OLP is utilized to fully inform City Council, City Administration, and the general public of the proposed development. An OLP is often required following approval of an ASP which covers multiple ¼ sections with varied ownership unless sufficient detail is provided within the ASP. An OLP is a non-statutory planning document and is approved by motion of Council, after a non-statutory public hearing is held.



B) REQUIREMENTS

An ASP/OLP document is expected to address a number of important subjects. These are outlined in the following sections found in each plan submitted to the City for approval.

Purpose

This section of the ASP/OLP addresses the specific vision of the plan. A description of the intent and rationale of both the developer and the municipality of the final development concept for the area of land under consideration is expected. The content should address, but is not limited to, the following matters:

- Reason for the type of development proposed;
- Timing of the construction and final build-out;
- Benefits for the City and the community;
- Legal land description and current land ownership;
- Land's relationship with surrounding areas/neighbourhoods;
- Manner in which non-participating landowners have been and will be consulted;
- Manner in which directly affected stakeholders are able to participate in the plan process; and
- Associated mapping.

Existing Site Conditions

The existing condition of the lands contained in the plan area must be described, including topography and natural areas/wetlands, historical site identification, abandoned and active pipelines and wells, etc. Any future obligations for study must be clearly detailed in the text of the plan, specific to the area and timeframe (e.g., Test holes on Lot 1 prior to subdivision/development) and should be outlined in a distinct section of the document.

Land Use Concept

The land use(s) proposed for the ASP/OLP area are to be identified in this section, and must be accompanied by mapping that indicates the relationship between uses. A description of the components of land use as they apply to the area is also required and can include, but is not limited to, the following:

- Conditions and topography;
- Types of land use districts;
- Identification and protection of environmentally sensitive areas as Environmental Reserve (ER);
- Parks, open space, Municipal Reserve (MR) dedication;
- School sites, as determined through consultation with the City of Leduc;
- Population and student projections;
- Transportation links including public transportation, types of roads, road hierarchy, potential railroad/pipeline/transmission line impact/connections, multiway linkages, and potential cost sharing opportunities;
- Road hierarchy showing arterial, collector and, in some cases, local roads;
- Projected neighbourhood and/or work force population and an evaluation of the potential market for multi-family housing;
- Community facilities;
- Servicing infrastructure, size, and capacities for all utilities (i.e., water, sanitary sewer, storm water management, and shallow utilities);

- Impact on existing infrastructure;
- Institutional uses (e.g., church sites, government facilities, civic sites, etc.);
- Noise attenuation in accordance with City policies and/or standards;
- Accommodation of public transportation if available, and requirements for related park and ride; and
- Development staging with conceptual boundaries identified.

Policy Context

This review of relevant policy must be detailed in an appendix to the plan, and will demonstrate how the proposed development and its details comply with relevant statutory documents of the City. Please refer to Section C for a list of the documents that may need to be considered and referenced. This section is also intended to address the relationship the proposed ASP/OLP document has with previous and existing plans for the same parcel of land, as well as those for adjacent areas.

C) SUPPORTING DOCUMENTS

There are a number of documents to be considered when creating or amending an ASP/OLP in order to ensure that the outcomes of the proposed development align with the values of the community. Past projections and studies completed for the City, its residents and businesses, as well as the requirements of regional, provincial, and federal regulations must also be considered. As noted in Section B, an overview of the relevant documents and a general summary of how the plan complies must be included within the ASP/OLP. It also needs to be demonstrated within the Policy Context Appendix exactly how the plan or amendment meets the regulations, policies, guidelines and objectives in each of the documents that pertain to the subject lands. This is typically done by analyzing each policy of the documents.

To outline this, we have created a list of documents that must be considered and adhered to when drafting or amending an ASP/OLP. These documents are outlined within Appendix C.

D) PROCESS

In the City of Leduc, all parcels of undeveloped land are required to be subject to an ASP prior to any subdivision or development. Exceptions may be made in situations where a minor or rural development (i.e. farming) is contemplated, or where a single, major development would occupy the entire area.

All City departments with an interest in the outcome of the plan are involved in the pre-consultation and application review stages of the process. Consultation between the applicant and the City is recommended before an application for an ASP or OLP is made in order to ensure that potential issues are identified on the front end of the process. Additional design consultation may be required. The ASP/OLP document or amendment is then prepared by the applicant, along with any technical studies required to support the application (see Section H). When the application is formally submitted to the City's Planning and Economic Development department, it is reviewed by City staff. Once the draft plan has reached a level of completeness and accuracy required by the City, it is circulated among affected agencies and land owners (see Appendix E) in order to ensure that all relevant considerations are addressed. The applicant is also responsible for undertaking public engagement to solicit public feedback on the draft plan. This engagement can be undertaken any time after the City has begun external

circulation. Please see Section E below for specific requirements. Once comments are received, any necessary adjustments can be made to the document and the plan is put forward to Council. In the case of an ASP, the plan may have to be referred to the Edmonton Metropolitan Region Board (EMRB) for approval after it receives 1st Reading from Council; this requirement is determined on a case-by-case basis by the City in relation to submission requirements outlined by the EMRB. Once the EMRB has approved the document (if required), the ASP/OLP is brought forward to Council for a public hearing, and 2nd and 3rd Readings. Depending on the information required, the timing of reviews and Council meetings, and the complexity of the application, the process of approval can take several months to complete.



An ASP and any amendments thereto are considered statutory, and therefore need to be adopted by bylaw, following the process depicted above. The City prepares all necessary bylaw documents to assist in this process. An OLP is non-statutory and can be adopted by resolution of Council without approval from the EMRB.

E) PUBLIC ENGAGEMENT REQUIREMENTS

Public engagement is required for new ASP/OLP applications, and may also be required for amendments to these plans at the discretion of the City. This provides an opportunity for the public to offer feedback on the proposal that can be addressed by the applicant prior to final approval. The type of engagement

should be confirmed in consultation with the City, and align with the City's [Public Engagement Framework](#).

Engagement must be relevant to the information being presented, and should consider the various audiences. Opportunities to participate must be advertised appropriately in the local newspaper (Leduc Representative), on the developer's website, local signage around the neighbourhood, and/or directly with residents. A list of addresses can be provided by the City, but ownership information cannot so must be determined through other methods undertaken by the applicant as necessary. Any signage must be located on private property in consultation with the City, and removed promptly when the engagement is completed. No sign permit is required; however, signage must follow all City regulations.

In the case of an open house, City Councillors should be invited to attend. Please consult with City Administration as to the best dates to host this type of event based on Councillors' schedules.

A summary shall be provided to the City following the engagement activities, including a description of the engagement, all feedback received, and any adjustments to the application that have been made. This shall be used by the City in the report to Council.

F) EVALUATION

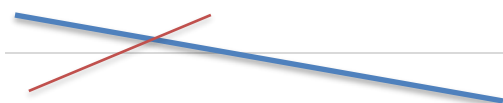
Final approval of an ASP/OLP is the prerogative of City Council. The evaluation of ASP/OLP documents though, is undertaken by City Administration throughout the drafting process. The many goals of the community and other agencies are considered, and the City evaluates how these goals are achieved in the plan.

G) AMENDMENTS

Plan amendments are often triggered by the realignment of major transportation corridors, reconfiguration of land uses, or significant changes to residential density. The City will determine the necessity of an amendment on a case-by-case basis in discussion with the applicant.

Pre-consultation between the applicant and the City is strongly recommended in order to determine the scope of the submission and approval process for ASP/OLP amendments. During discussions with the applicant, the City will determine whether it is more appropriate to require only the amended sections of the plan or a fully amended, complete plan document for submission with the application. Typically, if a section-by-section amendment to a plan has already been done, the City will require that a new, consolidated amendment be undertaken for the proposed changes in order to ensure the ASP/OLP remains clear. All relevant information from past iterations of the plan are to be included in that consolidation. Additional studies or reporting may also be necessary. Requirements are at the discretion of the City and will be dependent upon the scope of the changes proposed and what is needed by the City in order to support those changes.

Although not mandated for in the *Municipal Government Act*, public engagement may still be required by the City and must follow the process for engagement as outlined in Section E above.



In the case of an ASP amendment, the amendment may be submitted for approval to the EMRB, dependent upon the scope and nature of the proposed changes. This requirement will be determined on a case-by-case basis by the City in relation to the requirements outlined by the EMRB.

H) APPLICANT CHECKLIST

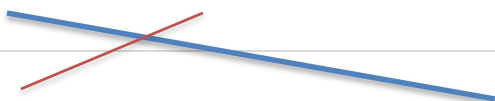
The following items are required for final submission to the City of Leduc:

- A Letter of Intention (as formal application)
- Application Fee
 - As indicated in the City's [Fees Bylaw](#)
- Current Certificate of Title for all subject lands
- Written rationale for the name of the proposed ASP (if applicable)
 - This name is subject to approval by the City of Leduc Naming Committee, under the City's [Naming Policy](#)
- Plan Document (digital copy)
 - Including all accompanying mapping, appendices, and technical reports and studies
 - PDF copy to be submitted via email to planningshared@leduc.ca (clearly identifying the recipient and describing the document) for files up to 100MB in size, or by FTP if larger than 100 MB
- Technical Studies/Reports – It is highly recommended that all necessary studies/reports be submitted to the City with the initial plan application to help avoid major changes to the plan later in the review process
 - Servicing Study
 - Required with ASP (or deferred to OLP if there is to be one)
 - Traffic Impact Assessment
 - Always required (new plan)
 - Scope to be determined in consultation with the City's Engineering department
 - Noise Study
 - Required when the plan area borders a major transportation facility (arterial, railway, etc.)
 - May be deferred to OLP or subdivision at the discretion of the City
 - Phase I Environmental Site Assessment
 - Always required (new plan)
 - Phase II as required
 - Geotechnical Report
 - Always required (new plan)
 - Biophysical Assessment
 - Required on a case-by-case basis dependent upon the subject lands and proposed uses
 - Historical Resources Act Review
 - Always required, unless otherwise specified by the Province
 - Agricultural Impact Assessment
 - Required for any ASP containing new greenfield areas for development, as required by the EMRB

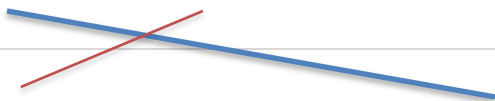
- Mapping (as part of plan document)
 - City-scale
 - Indicating the plan area in relation to municipal boundaries
 - Neighbourhood-scale
 - Indicating the plan area and its relationship to adjacent neighbourhoods and their existing or proposed road networks, land uses, subdivisions, amenities, and other prominent geographic features within at least 150 metres of the plan boundary (greater extent may be required)
 - ASP-scale
 - Indicating the plan area in full
 - May include data from adjacent neighbourhoods where appropriate
 - Depicting all information required for the site
 - May require multiple maps to represent all data
 - Additional mapping as required
 - Land uses proposed for the ASP/OLP area should correlate to the City’s current Land Use Bylaw and must be specifically indicated in the ASP/OLP and corresponding concept plan according to the “Land Use” categories in the following table:

TABLE 1: LAND USE CATEGORIES

LAND USE	TYPICAL ZONING
Low Density Residential (single detached, duplex, triplex, fourplex, townhouse)	RSD, RNL, RCD, MUR
Medium Density Residential (condominiums, 1-4 storey apartments)	MUR, MUN, MUC
Manufactured Home Community	RMH
High Density Residential (5+ storey apartments)	MUC
Mixed-use	MUR, MUN, MUC
Neighbourhood Commercial	MUR, MUN
Commercial	GC, CSC
Business Commercial	CBO, IBL
Light Industrial	IL, IBL
Medium Industrial	IM
Park	GR
Public Utility Lot	GR, US
School	US
School with Public Park	GR
Storm Water Management	US
Urban Services	US
Environmental Reserve	ERD
Urban Reserve	UR



- Where appropriate, supplied mapping shall be thematic
- Include GIS data polygon files in an ESRI Shapefile. Files are to:
 - Identify zoning parcels for the ASP are with collector/arterial roadways removed
 - Be projected in NAD83 3TM -114
 - Be topologically correct (free of gaps, slivers, and overlap)
 - Be geographically accurate (correct land location)
 - Contain a “LANDUSE” attribute consistent with the ‘Land Use’ categories specified above



APPENDICES

Definitions

Definition of terms as they apply to these guidelines are as follows:

- a) "Amendment" means a change, correction, addition, or deletion made to an approved document;
- b) "Area Structure Plan" or "ASP" means a statutory plan adopted by Council through bylaw after receiving three readings and a public hearing, that provides the framework for future subdivision and development of a parcel of land at the neighbourhood level;
- c) "City" means the municipal corporation of the City of Leduc;
- d) "Council" means the municipal council of the City;
- e) "Development" means development as defined by the *Municipal Government Act*, as amended;
- f) "Environmental Reserve" means land designated as environmental reserve defined by the *Municipal Government Act*, as amended, to preserve important or sensitive environmental areas prior to subdivision and development on the parcel;
- g) "High Density Residential" means development that would typically fall into the MUC land use district of the City's Land Use Bylaw, and would include types of developments such as 5+ storey apartments;
- h) "Low Density Residential" means development that would typically fall into the RSE, RSD, RNL, RSL, RMH, and MUR land use districts of the City's Land Use Bylaw, and would include types of developments such as single detached, zero lot line, duplex, triplex, fourplex and townhouse dwellings;
- i) "Medium Density Residential" means development that would typically fall into the MUN land use district of the City's Land Use Bylaw, and would include types of developments such as bare land condominiums and small apartment complexes (1-4 storeys);
- j) "Municipal Reserve" means land designated as municipal reserve defined by the *Municipal Government Act*, as amended, to be used for municipal purposes or designated as a future school site;
- k) "Outline Plan" or "OLP" means a non-statutory plan adopted by Council through resolution that provides more specific information regarding the development plan for a neighbourhood than an Area Structure Plan. Outline Plans are subject to the direction indicated in the approved Area Structure Plan for the land under consideration.

Process Details

- An applicant should engage professionals in the fields of land use planning, engineering, and other areas to assist in the preparation of the ASP/OLP and associated reports/studies.
- The City may require an applicant to demonstrate coordination between developers of adjacent ASP areas for matters such as land uses, connectivity and servicing. These requirements will be determined by the City, and can be identified during pre-consultation.
- Any planning or engineering efforts do not have to be duplicated in an OLP if those items are referenced in the overarching ASP.
- Overall project timelines will be estimated in discussions between the applicant and the City, but there is no statutory period.
- Application fees for new plan applications and amendments are outlined in the City of Leduc's Fees Bylaw and are subject to change. These fees include costs for advertising of the public hearing associated with approval of the ASP/OLP at Council; however, costs for advertising any public engagement under Section E are the sole responsibility of the applicant.
- New information based on changes to Provincial or Municipal legislation, policies or standards may be incorporated from time to time.
- "Pre-districting" is not supported by the City's policies. Formal redistricting is typically undertaken at the subdivision stage or development stage, as the case may be.
- Application for a new ASP/OLP or an amendment to an existing plan may be run concurrently with Land Use Bylaw amendments (redistricting) or subdivision applications at the City's discretion.

APPENDIX C

References

For additional information, please visit the City's website (www.leduc.ca) or contact the City of Leduc directly (780-980-7177). Please note that this list is not exhaustive.

- [City of Leduc Municipal Development Plan](#)
- [City of Leduc Neighbourhood Design Guidelines](#)
- [City of Leduc Downtown Master Plan](#)
- [City of Leduc Environmental Plan](#)
- [Environmentally Significant Areas Study](#)
- [Integrated Pest Management Plan](#)
- [City of Leduc Parks, Open Space and Trails Master Plan](#)
- [City of Leduc Telford Lake Master Plan](#)
- [City of Leduc Transportation Master Plan](#)
- [City of Leduc Sanitary Sewer Master Plan](#)
- [City of Leduc Water Master Plan](#)
- [City of Leduc Land Use Bylaw](#)
- [City of Leduc Engineering Standards](#)
- [City of Leduc Off-Site Levy Bylaw](#)
- [Range Roads 245 & 250 Functional Planning Study](#)
- [65 Avenue Functional Planning Study](#)
- [City of Leduc Minimum Landscape Design & Construction Standards](#)
- [City of Leduc Fire Department Access Standard](#)
- [City of Leduc Aerotropolis Integrated Land Use Compatibility Plan](#)
- [Blackmud/Whitemud Creek Surface Water Management Study](#)
- [Municipal Census Data](#)
- [City of Leduc Public Engagement Framework](#)
- [50 Year Growth Plan](#)
- [City of Leduc Fees Bylaw](#)
- [Edmonton Metropolitan Region Growth Plan](#)
- [Highway 2 Corridor Design Guidelines](#)
- [Edmonton International Airport Vicinity Protection Area Regulation](#)
- [Guidelines for New Development in Proximity to Railway Operations](#)

Detailed Requirements

Design Consultation

The City of Leduc is committed to pursuing a high standard of development and in order to achieve this, additional design consultation for an ASP or OLP area may be required during the pre-consultation phase of plan development. The extent of this design consultation is at the discretion of the City and is intended to result in a design in keeping with the City's Neighbourhood Design Guidelines and other policy documents. Please contact the City's Planning and Economic Development Department for more information.

Supporting Documents

Within an appendix to the plan, the applicant will describe exactly how the content and direction of the ASP addresses each of the applicable supporting documents, as listed in Section C.

School Sites

The applicant must pursue consultation with the City and local school boards in order to determine if there is need for additional school sites.

Any school sites must be shown on a neighbourhood map with the parcel sizes based on the information provided by the school districts for the type of school projected. Parcel size for school sites must be indicated in hectares within the plan. School sites identified in the ASP/OLP should distinguish the type of school planned (ex. Elementary, junior high, high, K to 9, etc.). The City does not specify the particular district (i.e. public or separate) as a site can be used for either district in accordance with current agreements. In addition to other criteria, planning for school sites shall be considerate of the following criteria:

- a) Appropriate proximity to existing schools and residential areas needing service;
- b) Minimum land area as per current school district guidelines;
- c) Site frontage onto two collector roads for ease of access and traffic circulation; and
- d) Limited exposure to potentially harmful utility infrastructure such as active well sites, pipelines, substations and other potential hazards.

School grounds/play areas that are required adjacent to the school will be determined through discussion with the school boards.

Municipal Reserve

Municipal Reserve (MR) required for each plan area shall be calculated as per MGA requirements. Plans which are primarily residential shall be required to provide 10% of MR as land for the neighbourhood. In some situations, the City may allow a combination of land and cash-in-lieu for residential plans, but this is not common practice. With higher residential densities, on-site amenity area becomes diminished

and therefore public park spaces are more necessary to provide residents with access to outdoor recreation opportunities and help create neighbourhood sense of place.

Commercial/Industrial plans may be considered by the City for provision of MR as cash-in-lieu or a combination of land and cash-in-lieu at the City's discretion.

Land Use

Orientation of land uses shall have regard for the natural context of the land. Where possible, the applicant shall consider preservation of trees and natural areas, and connect wildlife habitat through and between plan areas (ex. Stormwater management ponds through to Municipal Reserve). Design shall be cognizant of all relevant Acts and regulations. Environmental Reserve shall be provided to the City as required.

For any type of land use, the *Edmonton International AVPA Regulation* remains a key controlling document. It is intended to protect both the airport's operations and the affected residential and business areas by limiting the exposure to noise levels impacting people and animals. These limitations are achieved by a mixture of location strategies and building techniques that are required to be followed.

Transportation

The ASP/OLP will be required to indicate how the road system is expected to be staged, as well as the manner in which it is intended to connect and phase in with the existing roads. It is expected that highways, arterial roads, and railways are shown to reflect suitable access and noise attenuation for adjacent land uses. The guidelines for *New Development in Proximity to Railway Operations* document should be consulted when considering development in close proximity to rail lines within the city. Truck routes will need to be identified and safe railroad crossings will need to be provided. Where applicable, the plan will show how any necessary railroad connections are to be created.

Pedestrian connectivity in new developments throughout the city is a vital part of creating complete and accessible communities. Local trail and multiway connections must be contemplated in the ASP/OLP in order to link the plan area to the larger community. These multiways must be constructed according to City standards and in consideration to the City's Parks, Opens Spaces and Trails Master Plan.

Local and regional public transportation should be considered throughout the plan as well. Roads, access points, railroad crossings and related infrastructure will need to be designed according to the City's current engineering standards, as well as to provide compliance with City fire department regulations as required. If depicted in the mapping within the plan, it should be indicated that local roads are conceptual to avoid future confusion or misinterpretation.

In addition, every ASP/OLP area requires a minimum of two separate, independent vehicular accesses. Cul-de-sacs of more than 160 m in length will require additional, alternate access/egress, as well as an additional access for each further 160 m which may be provided as Public Utility Lots rather than roads. these standards must be adhered to unless a higher standard is outlined in the City's Fire Department Access Standard, in which case the higher standard will be required.

Unless waived by the City's Engineering department, all new ASP/OLPs require a Traffic Impact Assessment (TIA) regarding how the proposed development will tie into the surrounding transportation network. This TIA will be accompanied by a noise study where the plan area lies adjacent to a major transportation facility, as defined by the City. TIA updates may be required with any plan amendment application, at the City's discretion.

A noise study is not a requirement with ASP/OLP submission; however, the TIA done at this stage informs the noise study which is required prior to subdivision of the affected areas.

Utilities

Although not required until the first stage of subdivision in a neighbourhood, it is recommended that a Neighbourhood Design Brief be completed with the ASP/OLP to ensure a functional plan. Delaying the submission of this report to the first subdivision of land may result in changes required to the ASP/OLP following its initial approval.

Utility servicing is to be based on the City's pertinent master plan. Permanent or temporary lift stations need to be identified and explained. The location of storm water management ponds will be justified on the basis of technical considerations, but it is also acknowledged by the City that marketing reasons may cause the ponds to have housing or business property adjacent to them.

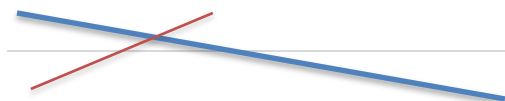
Approximately 15 to 20 percent of a storm pond's perimeter must remain open to unimpeded public view from an adjacent road as required by the City's Minimum Engineering Standards. Although these ponds are primarily public utilities intended to reduce the overall drainage cost as compared to the traditional piped systems, their very nature frequently causes them to become attractive neighbourhood features. These are not to become back yard ponds for only a few residents' enjoyment. The necessary public visibility may be achieved by a lake's siting adjacent to a collector or arterial road and/or park, thereby promoting safety and security for the residents.

Water Act Approval

A Water Act approval may be required for stormwater management facilities and/or tributary development. This may require additional information for downstream conveyance and impact aspects of the servicing strategy. As a Water Act approval expires one (1) year from the date of issuance, if required, it is normally obtained during the Neighbourhood Design Brief stage or just prior to construction.

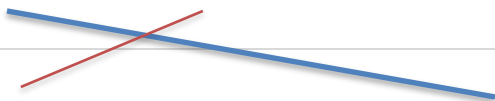
Historical Resources Act Approval

Applicants must submit a Historic Resources Application to get Historical Resources Act approval for development projects. This approval must be submitted to the City with the ASP/OLP application. If further investigation is required by the province, a Historic Resource Impact Assessment may be required. Information about this process can be found [on the Province's website](#), or by contacting the Province directly.



Staging

The ASP/OLP will be required to indicate anticipated development staging. These stages must be indicated with boundary lines and stage numbers; however, it is understood that these stage boundaries are subject to change as development progresses and may later be broken down into smaller phases. The plan will demonstrate the rationale for the order shown and will deal also with the staging of roadway and utility services. The major areas of responsibility in terms of funding and construction will also be detailed.



General Comments

Referrals

The City may refer an ASP/OLP application to any or all of the following agencies:

- Edmonton Metropolitan Region Board;
- Leduc County;
- Edmonton International Airport;
- Alberta Environment & Parks;
- Alberta Transportation;
- CP Rail;
- Alberta Energy Regulator; and
- Any other agency the City deems affected.

Jurisdiction

Development may be limited by nearby or on-site elements under an alternate jurisdiction. These may include, but are not limited to, the following:

- Railways;
- Airways;
- Major transportation corridors;
- Wetlands, waterways, and water bodies;
- Pipelines;
- Transmission lines; and
- Environmentally sensitive areas.

**Terms of Reference
(Biophysical Assessment)**

The objective of a Biophysical Assessment is to ensure adequate protection of environmentally significant areas and natural areas with ecologically diverse components and to prevent and/or minimize environmental impacts.

The results may also be used for prioritizing and dedicating Environmental Reserve, Environmental Reserve Easement, Municipal Reserve and Conservation Easement lands based on municipal, community and environmental needs.

The intent of this guideline is to establish requirements and expectations of developers and communicate them to all stakeholders.

A Biophysical Assessment will be required if one or more of the following occur:

1. An Environmentally Significant Area (as identified in the 2017 City of Leduc *Environmentally Significant Areas Study*) is present within the Area Structure Plan (ASP)/ Outline Plan (OLP) boundaries, or within 50 m of the ASP/OLP boundaries;
2. A waterbody is present on the site (i.e. rivers, streams, watercourse, lakes and other natural bodies of water);
3. Wetlands are present on the site;
4. The presence of contaminated sites is likely; or
5. The presence of the rare species/species at risk is likely (as per the Albert Conservation Information Management System (ACIMS) and Fisheries and Wildlife Management Information System (FWMIS)).

The Biophysical Assessment must be completed by a qualified professional in the environmental field.

The Biophysical Assessment should:

- Describe the proposed land use and provide rationale, including alternatives considered;
- Describe the applicability of Federal, Provincial and Municipal Legislation;
- Describe approach and assessment methods;
- Describe the existing environment through assessment of biological and physical elements;
- Predict and analyze the possible effects of the proposed land use on the environment;
- Recommend mitigation measures that would avoid, minimize or compensate for the environmental impacts of the proposed land use; and
- Describe how mitigation measures will be monitored over time to ensure effectiveness.

* A sample table of contents can be provided upon request.