

PROJECT CHARTER

Leduc County West Lands Area Structure Plan

PROJECT INFORMATION

DESCRIPTION AND BACKGROUND		
<p>Leduc County will create an Area Structure Plan for private lands directly west of Edmonton International Airport to continue its program of securing a long-term land supply for employment purposes. The project will include a definition of a study and plan area, infrastructure assessments to establish capacities, required upgrades, and optimal servicing approaches, transportation system assessments, including a corridor study for the future 170th Street/Highway 2a/ 65th Avenue alignments, and establishment of high-level land use concepts.</p>		
OBJECTIVES		
<ol style="list-style-type: none"> 1. To implement the Municipal Development Plan and Edmonton Metropolitan Region Growth Plan by planning the Major Employment Centre west of the Edmonton International Airport; 2. To be proactive in planning for development adjacent to the 170th Street/Highway 2a Corridor; 3. To develop a Municipal Infrastructure strategy with involvement of specific regional partners that explores the servicing of nearby and adjacent lands. 		
SCHEDULE		
Phase	Deliverable	Est. Completion Date
Project Start-Up	<ul style="list-style-type: none"> • Project Charter that clearly outlines project objectives, deliverables, schedule, risks, and role responsibilities 	Q3 2024
Phase 1 - Preliminary land use concept	<ul style="list-style-type: none"> • Draft preliminary land use concept to inform RFP's • Request for Proposals for 170th Street/Highway 2a/ 65th Avenue Corridor Study • Request for Proposals for Municipal Infrastructure Strategy 	Q3 2024 Q3 2024 Q3 2024
Phase 2 - 170th Street/Highway 2a Corridor Study	<ul style="list-style-type: none"> • A study to facilitate the development of this area conducted in collaboration with Alberta Transportation and Economic Corridors. • Final alignment of Hwy 2a will need to align with the preliminary outcomes of the Edmonton Regional Network Study (preliminary results in mid-2024 – final report due in mid 2025) and will inform the development of the final land use plan. 	Q2 2025
Phase 3 - Municipal Infrastructure Strategy	<ul style="list-style-type: none"> • Municipal Infrastructure strategy with involvement of specific regional partners that explores the servicing of the plan area. 	Q3 2025
Phase 4 - Public/ Stakeholder Engagement	<ul style="list-style-type: none"> • Communications Plan that complies with MGA and County policies. • Establishment of partnerships with key stakeholders. • Background Report presented to Council that provides an overview of the ASP area informed by the Phase 1, Phase 2 and Phase 3 work. • Public consultation that garners feedback from internal and external stakeholders including Council, SMT and other key staff members, external agencies, adjacent municipalities, and the public on proposed ASP 	Q3 2024 Q3 2024 Q2 2025 Q4 2025

Phase 5 - Project Completion	<ul style="list-style-type: none"> Report to Council for consideration of 1st reading of ASP Public Hearing to receive final feedback from stakeholders on ASP Report to Council for consideration of 2nd reading of ASP Regional Evaluation Framework (REF) submission to EMRB for evaluation of alignment with growth plan (if required) Report to Council for consideration of 3rd reading 	<p>Q3 2025</p> <p>Q4 2025</p> <p>Q4 2025</p> <p>Q4 2025</p> <p>Q1 2026</p>
OUT OF SCOPE		
<ul style="list-style-type: none"> Redistricting of the subject lands Outline Plan preparation Subdivision planning Amendments to the MDP Site preparation 		
BUDGET SOURCE		
Consulting	2024 and 2025 Budget	
Communications/P2	2025 Budget	

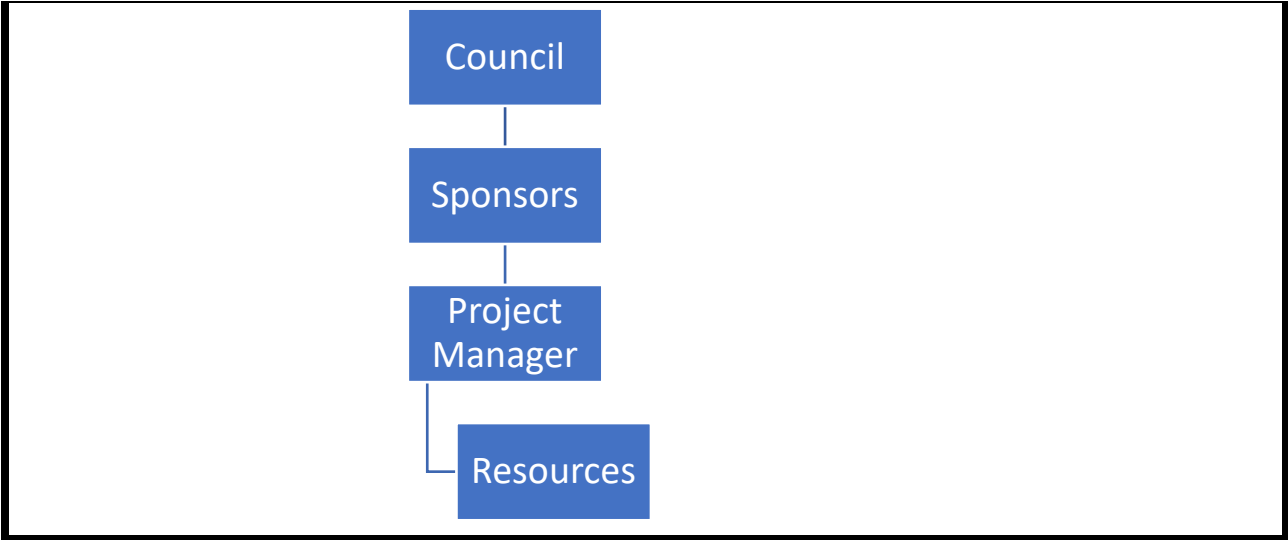
PROJECT RISKS, ASSUMPTIONS, AND CONSTRAINTS

RISKS		
No.	Risk Description	Planned Mitigation
1.	Staff resources/availability	Provide ample lead time for staff to respond to queries regarding concerns/issues with the ASP. Minimize time and resource commitments by providing clear and concise information. Regular check-ins.
2.	Intermunicipal opposition	These lands had been excluded from past annexation to protect for agricultural use until joint planning occurs. Create awareness of the project among interjurisdictional cooperation accord partners and involve them in the planning of this area as appropriate. Focus on the regional benefits of this plan.
3.	Plan may not align with community, industry, and council views	Actively listen to stakeholders and incorporate their input where possible. Provide rationale for proposed ASP to provide understanding as to why the plan is necessary and how that decision was arrived at.
ASSUMPTIONS		

No.	It is assumed that:
1.	The subject lands share a boundary with the City of Leduc and are adjacent to the Edmonton International Airport. As such planning will proceed in accordance with the Interjurisdiction Cooperation Accord as well as in general alignment with the County's Municipal Development Plan (2024).
CONSTRAINTS	
1.	The Airport vicinity protection area
2.	Minimization of impacts to agricultural lands

PROJECT GOVERNANCE

Project Role	Assigned To	Responsibility
Council	Elected Officials	<ul style="list-style-type: none"> Approval of project charter, budget and adoption of plan
Executive Sponsor	Director of Planning and Development	<ul style="list-style-type: none"> Authorizes project, advocates to Senior Management Team (SMT) and Executive Leadership Team (ELT), and endorses approval of the budget by Council
Project Sponsor	Manager of Regional and Long Range Planning	<ul style="list-style-type: none"> Provides subject matter expertise Reviews and endorses all deliverables
Project Manager	Senior Planner, Regional Planning	<ul style="list-style-type: none"> Responsible for planning, organizing and directing the completion of this project and ensuring the project is completed on time, on budget and within scope
Other Resources	Planners for Regional and Long Range Planning.	<ul style="list-style-type: none"> Completes and/or assists in the completion of deliverables as directed by the PM
	Administrative Assistant	<ul style="list-style-type: none"> Circulation of referrals/notices Booking facilities for open house, set-up/tear down of open house, etc.
	GIS Coordinator	<ul style="list-style-type: none"> Preparation of maps
	Communication Coordinator	<ul style="list-style-type: none"> Works with PM to develop and execute all aspects of the communication plan. Formatting of document
Governance Structure		



STAKEHOLDERS

Stakeholders
<ul style="list-style-type: none"> • Public – residents, landowners, agricultural producers • Provincial ministries –Transportation, Environment and Parks, Agriculture and Forestry, Municipal Affairs, Alberta Energy Regulator (AER) • Federal ministries – NAV Canada • Regional – Edmonton Metropolitan Region Board; neighbouring municipalities; Interjurisdiction Cooperation Accord partners • Businesses – Edmonton International Airport • Non-profit organizations – Edmonton Global, Leduc Nisku & Wetaskiwin Regional Chamber of Commerce, Urban Development Institute-Leduc Regional Working group • Internal departments – Council, public works, engineering services, agriculture services, fire services, parks and recreation, economic development • Other – school boards, third party utility providers

VERSION HISTORY

Revision #	Date	Brief Description of Change
	June 25, 2024	Approved by Leduc County Council