

APPENDIX A

TDM Development Guideline



1 INTRODUCTION AND OVERVIEW

1.1 About This Guideline

This guideline contains information about ways to integrate TDM into new development, redevelopment and existing buildings in the Town of Ajax, and provides a framework for assessing and documenting potential TDM opportunities. The document is structured as follows:

- Section A.1 provides an **introduction and overview** of the purpose and application of this guidelines.
- Section A.2 outlines the **reporting requirements** based on the type of development, which is to be determined in consultation with Town staff.
- Section A.3 details the **potential TDM measures** based on land use. Appropriate measures will depend on the type, location and context of each site.
- Section A.4 explains the **evaluation checklist** the Town will use to assess the TDM initiatives for a proposed site.

Implementation of the TDM guidelines is an evolving process that requires a partnership approach between the Town and the development community. The response from developers and other stakeholders will influence further refinements to the process.

Iterative improvements to the process will depend on the outcomes of previous sites and the TDM measures that are implemented. Many TDM measures presented in the guideline represent current best practices in Ontario and Canada. Some may require changes to policy, by-laws or other legislative tools. It is the intent of this guide to progress the Town towards best practices while staying within the local context. On-going monitoring will be essential.

1.2 TDM and Development

TDM plays a vital role in the design of urban environments and its influence on travel choices. Some of the outcomes that the Town aims to achieve by integrating TDM and development are:

- More attractive streetscapes that are designed to be inclusive and inviting for everyone: motorists, transit users, pedestrians and cyclists;
- Development of neighbourhoods and districts with a variety of uses that allow people to live and work in closer proximity;
- Preserving streets and public space for a more balanced transportation system with better pedestrian and cycling infrastructure (bike lanes, sidewalks, crosswalks) and more efficient and integrated transit; and,
- Promoting public health and active lifestyles.

The development community has an important role and influence over the urban environment. There is a growing understanding that TDM can be more effectively pursued and implemented when it is incorporated into new developments during the initial planning and design stage, as well as during construction. Some TDM strategies are supported by Town-led initiatives and Transportation Management Association (TMAs), community programs, educational and promotional campaigns. However, this guide focuses on the TDM initiatives within the realm of the development community.



1.3 Benefits for Developers

There are many potential benefits to pursuing TDM within development projects. These benefits will vary by type of development, location, and context, but in simple terms may include:

- Opportunities to build at higher densities, and develop land more efficiently as sustainable transportation modes maximize the use of existing infrastructure;
- Lower development costs by reducing parking requirements ;
- Using land that would be directed to parking to supplying additional units and building amenities;
- Improving the feasibility of intensification projects on smaller sites;
- Improving access to changing markets and customers who desire transportation alternatives; and,
- Support for sustainable development objectives, like LEED accreditation (building or neighbourhood level).

Some area-specific secondary plans and studies within the Town call for the implementation of TDM through the development process. Town-wide policy is also supportive of TDM, as detailed in Chapter 3 of the **Town of Ajax TDM Plan**.

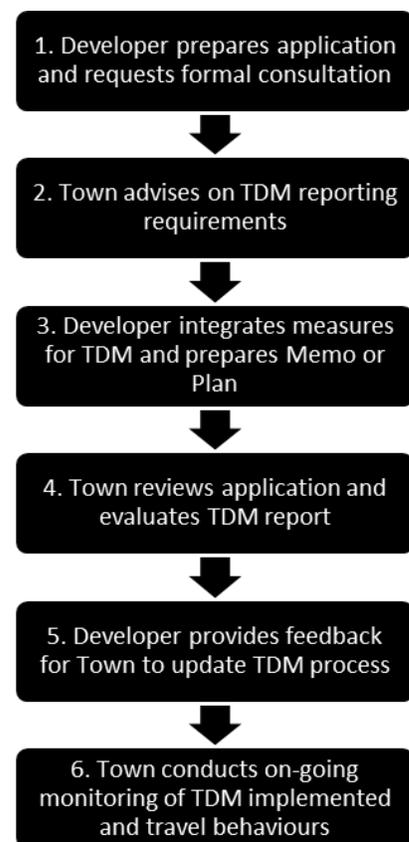
1.4 Using this Guideline

The Town supports the integration of TDM measures through the development process by working with developers to find appropriate solutions for their location and context. For example, during the development approvals process, the Town may allow reduced parking requirements through minor variances to zoning and by implementing the existing cash-in lieu of parking policies in the Town’s Official Plan, where it is feasible and appropriate.

Building off existing policies and practices, the Town has developed this guideline to consistently encourage the incorporation of TDM measures within new developments. This document is not a bylaw or formal design guideline. It is intended to supplement existing guidelines by highlighting opportunities for developers to support TDM in a way that is relevant to their project. It is not intended to be prescriptive or replace legislative or zoning requirements.

As part of the Town’s approach to integrating TDM into the development approvals process, developers may be asked to prepare a **TDM Memo or Plan** as part of a complete application for a Plan of Subdivision, Site Plan, or Official Plan Amendment/Rezoning. The scope of the assessment will be determined by City staff during the formal consultation process based on the location, context, and characteristics of the development. An overview of the process is shown on the left. Sample outlines and tables of contents for the two document types are provided in Section A.2.

Town staff will evaluate the TDM Memo or Plan using a standard checklist (Section A.4) and identify additional TDM opportunities that developers may wish to explore.



2 REPORTING REQUIREMENTS

The reporting requirements will be determined by Town staff during the formal development review process based on the location, context, and characteristics of the development. Two different requirements exist – memo or plan – with thresholds for each report type based on estimated trip generation for the proposed development. The thresholds are intended to reflect that lower impact sites may have fewer opportunities for TDM (and thus less reporting requirements), while larger-scale developments may offer more opportunities (and require more detailed information and analysis).

In general, the report requirements outlined below will be followed:

2.1 TDM Memo

Application

Developments forecast to generate **less than 50 new peak hour trips** (worse of AM or PM peak hour).

Requirement

The applicant will prepare a one to two-page memorandum outlining TDM initiatives that will be incorporated into the development project. The TDM Memo should be included with development application materials and address the following topics:

- Existing TDM opportunities near the development site (e.g. proximity to existing or planned transit or active transportation networks) with relevant materials such as maps, schedules, program information etc.
- Proposed TDM measures to be implemented on the site with relevant materials such as maps, schedule, program information etc.

2.2 TDM Plan

Application

Developments forecast to generate **more than 50 new peak hour trips** (worse of AM or PM peak hour). A TDM Plan may also be required for developments that generate fewer new trips where:

- The site is located in a Special Study Area within the Town of Ajax Official Plan;
- Additional attention is required due to its potential impact on the surrounding community as identified by staff; or
- The application is seeking a significant reduction in the number of parking spaces required in the zoning by-law.

Requirement

The applicant will prepare a plan outlining TDM initiatives that will be incorporated into the development project, projected reductions in trips through TDM initiatives (including supporting documentation), and proposed steps towards future monitoring and evaluation. The TDM Plan should be submitted as part of a complete development application and be structured as follows (Sample Table of Contents):



1. Proposed TDM Measures (for the site):

a) Planning and Design

- How does the proposed development accommodate increased density and compact site design on intensification sites or along designated Corridors within the Town's Official Plan?
- Describe how site design elements including active pedestrian oriented frontages along public streets, location of parking to the rear of buildings or in structured parking locations, are accommodated

b) Walking and Cycling

- Does the proposed development provide sidewalks and pathways connecting the site to the adjacent transportation network?
- Does the proposed development provide bicycle parking (long and short term)?
- Does the proposed development provide end of trip facilities (lockers, showers)?
- Other

c) Transit

- How will the proposed development directly connect to transit facilities?
- Does the proposed development provide weather protected waiting areas?
- Other

d) Parking

- Does the proposed development provide opportunities for reduced parking requirements (proximity to transit, cash-in-lieu)?
- How will the proposed development unbundle parking?
- Will the area require paid parking along the roadways?
- Does the proposed development provide carpool parking?
- Does the proposed development provide shared parking?
- Other

e) Carshare/Bikeshare

- How does the proposed development accommodate on-site carshare vehicle(s) and parking spot(s)?
- Does the proposed development provide opportunities for on-site bikesharing?

f) Wayfinding and Travel Planning

- Are there opportunities for wayfinding signage plans?
- What types of travel planning tools will be provided?
- How will the proposed development incorporate School Travel Plan (if applicable)?

g) Education/Promotion and Incentives

- What TDM branding opportunities are there with the proposed development?
- Are there opportunities for membership in Transportation Management Association/Smart Commute (if applicable)?
- Does the proposed development provide opportunities for transit passes, carshare memberships, or bikeshare memberships within the network?
- Other



2. Projected Trip Reductions for TDM Measures
 - a) Reference material (reports, studies)
3. Site Plan (that incorporates TDM measures/strategies)
4. Proposed Monitoring and Evaluation of TDM Measures
 - a) Working with future tenants/end users to complete monitoring and surveys



3 POTENTIAL TDM MEASURES

** This section is designed to be used as a reference and is not intended to be read sequentially. Turn to the table that is relevant to the subject development.*

3.1 List of Measures

This section highlights the measures that can be used to support TDM within development projects. These measures are presented in the following seven (7) tables by category of land use, which is generally based on common land uses categories within the Zoning By-Law (exact terminology may differ). Town staff and developers should work together to identify the appropriate category according to the guideline from the following list:

- Residential (Table A.1)
- Commercial Office (Table A.2)
- Commercial Retail (Table A.3)
- Mixed-Use (Residential and Commercial) (Table A.4)
- Institutional (Table A.5)
- School (Table A.6)
- Industrial (Table A.7)

Measures are organized by different TDM strategies:

- Accommodations to increase access and convenience for pedestrians and cyclists
- Support for transit users
- Parking management strategies
- Promoting carpooling
- Support for services such as carsharing and bikesharing
- Wayfinding and trip planning strategies
- TDM education and promotion

While some strategies, such as education and promotion, may seem less relevant during the development process, developers can work with end users (tenants, home owners, office managers, etc.) to support long term adoption of TDM and promote sustainable travel behaviours. To aid in prioritizing the measures for consideration, the table includes an indication of whether the recommended measure is considered a lower or higher priority for that form of development.

The tables provide a simplified visual summary of the potential strategies and measures that may be applicable to that type of development. The specific strategies and measures that are relevant to each development should be included in the TDM Memo or Plan that the applicant will submit as part of their development application (see Section A.2).

A number of the TDM measures identified in this document are not currently included within the Town of Ajax Zoning By-law (e.g. bicycle parking requirements, parking reductions for the provision of carshare spaces), however these measures are contemplated as part of the Town's Comprehensive Zoning By-law Review. Developers are encouraged to discuss these measures with Town Planning Staff to determine what is feasible and appropriate for their site.



3.2 Rationale for Application

As noted above, TDM plays a vital role in the design of urban environments and its influence on travel choices. Some of the reasons for considering TDM measures (by land use category) include:

Residential

- Does the proposed development reduce auto ownership levels, therefore reducing private vehicle trips and congestion.?
- How does the proposed development create safe and attractive communities that encourage travel by walking, cycling and transit over auto?
- Does the proposed development support the development of healthy communities?

Commercial Office

- Does the proposed development give commuters resources and incentives to reduce their automobile trips and encourage the use of other modes of transportation?
- How can the proposed development lower building/lease costs and increase efficient use of property (more space to be allocated for amenities and/ or office spaces)?
- How will the proposed development provide amenities that encourage efficient and sustainable commuting trends by tenants/employees and clients/visitors.?
- What strategies are available to encourage customers and visitors to linger?

Commercial Retail

- Does the proposed development help to reduce commuter and shopping trips by single-occupant vehicles?
- Are there opportunities to lower building/lease costs and increase efficient use of property (more space to be allocated for retail and/or amenities)?
- Will the development provide amenities that encourage efficient and sustainable travel by tenants/employees and shoppers?
- Does the proposed development encourage vibrant commercial centres that promote diverse range of business and retail activity (satisfy shopping/service needs in one area; avoid need to drive to multiple destinations)?
- Does the proposed development encourage customers, visitors, and tourists to linger within the area longer?

Mixed-Use (Residential and Commercial)

- How will the proposed development reduce commuter and shopping trips by auto?
- Are there opportunities to lower building/lease costs and increase efficient use of property (more space to be allocated for retail and/or amenities)?
- Will the proposed development provide amenities that encourage efficient and sustainable travel by tenants (employees and residents) and visitors/shoppers.?
- Does the proposed development encourage vibrant commercial centres that promote a live-work-play environment and diverse range of business and retail activity (satisfy shopping/service needs in one area)?



- Does the proposed development encourage customers, visitors, and residents to linger within the area longer?

Institutional

- How will the proposed development provide opportunity to promote sustainable travel given high levels of trip activity and public accessibility?
- Will the proposed development provide amenities that encourage efficient and sustainable travel by all users?

Schools

- How does the proposed development promote sustainable travel given high levels of trip activity and public accessibility?
- Does the proposed development encourage parents, students and staff to reduce weekly automobile trips and promote physical activity behaviour early in life?
- Does the proposed development provide increase safety by reducing traffic and parking problems around neighbourhood?
- How does the proposed development create efficient use of property spaces (less space allocated for parking allows for more playground space)?
- Are there opportunities to influence travel behaviour by incorporating School Travel Planning into site selection and site design?

Industrial

- How will the proposed development give commuters resources and incentives to reduce their automobile trips and convert to more sustainable modes of transportation?
- Are there opportunities to lower building/lease costs and efficient use of property spaces (more space to be allocated for work/industrial areas)?
- How does the proposed development provide amenities that encourage efficient and sustainable commuting trends by tenants/employees and clients/visitors.?

3.3 Site Design Principles

In addition to the specific initiatives and rationale highlighted for each land use, good site design is a key strategy to support sustainable transportation choices for all types of development. Overarching site design strategies that support TDM for all land uses include:

- Are there opportunities for front lotting buildings and orienting buildings to the street?
- What are the development plans for locating parking lots away from major street frontages, and behind buildings?
- How will the proposed development reduce the number of driveway access points to a site?
- How will the development plans minimize potential conflicts between modes (vehicles, cyclists, pedestrians)?
- Will the proposed development provide safe pedestrian walkways through large sites and parking areas with appropriate public and private street lighting?



TABLE A.1 – Potential TDM Initiatives for Residential Development

Category	TDM Initiative	Single Unit	Multiple Units (Low Medium Density)	Multiple Units (High Density)
Cycling	Visible, well-lit, short term bicycle parking	●	●	●
	Secure, indoor bicycle parking storage		●	●
	Connections to bicycle network	●		
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	●	●	●
Transit	Enhanced walking routes between main building entrances and transit stops/stations		●	●
	Weather-protected waiting areas	○	●	●
	Bicycle parking located at or near transit stops	○	●	●
	Transit information on-site and adjacent to stops/stations	●	●	●
	Transit priority measures in close proximity to site	●		
Parking	No more than the minimum number of required parking spaces	●	●	●
	Reduced minimum parking requirements based on proximity to transit		●	●
	Cash-in-lieu of parking to fund public parking or fund sustainable transportation		○	●
	Shared parking with nearby developments or on-street		○	●
	Reduced minimum parking requirements based on provision of dedicated carshare vehicle parking spaces		●	●
	Unbundled parking costs from unit costs		○	●
Carshare/ Bikeshare	On-site carshare vehicle(s)	○	●	●
	On-site bikeshare facility	○	●	●
Wayfinding and Travel Planning	Travel planning resources (individualized marketing, transit and active transportation maps, community resources)	●	●	●
	Wayfinding signage	●	○	○
Education/ Promotion, Incentives	Contribution to building the TDM brand		●	●
	Subsidized transit passes, carshare memberships, and/or bikeshare memberships with new home/condo purchase	●	●	●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.2 – Potential TDM Initiatives for Commercial Office Development

Category	TDM Initiative	Single Tenant		Multiple Tenant	
		Low Density	High Density	Low Density	High Density
Cycling	Visible, well-lit, short term bicycle parking	●	●	●	●
	End-of-trip amenities (showers, change rooms, lockers)		●	○	●
	Secure, indoor bicycle parking storage		●	○	●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	○	●	○	●
Transit	Enhance walking routes between main building entrance(s) and transit stops/stations	●	●	●	●
	Provide weather-protected waiting areas	●	●	●	●
	Bicycle parking located at or near transit stops/stations	●	●	●	●
	Transit information on-site and adjacent to stops/stations	○	●	○	●
	Transit priority measures in close proximity to site		●	○	○
Parking	No more than the minimum number of required parking spaces	●	●	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●	●	●
	Shared parking with nearby developments or on-street	○	●	○	●
	Paid parking	○	●	○	●
	Reduced minimum parking requirements based on provision of dedicated carshare vehicle parking spaces		●	○	●
	Cash-in-lieu of parking to fund public parking or sustainable transportation		●		●
Carpool	Preferential carpool parking spaces	●	●	●	●
Carshare/ Bikeshare	On-site carshare vehicle(s)		●	○	●
	On-site bikeshare facility	○	●	○	●
Wayfinding and Travel Planning	Travel planning resources (individualized marketing, trip planning tools, active transportation maps, information resources)	○	●	○	●
	Wayfinding signage		●	○	●
Education/ Promotion, Incentives	Membership in a Transportation Management Association	●	●	●	●
	Contribution to building the TDM brand		●	●	●
	Subsidized transit passes, carshare memberships, and/or bikeshare memberships for tenants/employees	○	●	○	●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.3 – Potential TDM Initiatives for Commercial Retail Development

Category	TDM Initiative	Single Tenant		Multiple Tenant	
		Small Medium	Large	Small Plaza	Large Plaza/ Centre
Cycling	Visible, well-lit, short term bicycle parking	●	●	●	●
	End-of-trip amenities (showers, change rooms, lockers)		●	○	●
	Secure, indoor bicycle parking storage		●	○	●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	○	●	○	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	○	●	●	●
Transit	Weather-protected waiting areas	●	●	●	●
	Bicycle parking located at or near transit stops/stations	●	●	●	●
	Enhanced walking routes between main building entrance(s) and transit stops/stations	○	●	●	●
	Transit information on-site and adjacent to stops/stations	○	●	●	●
	Transit priority measures in close proximity to site		○	○	○
Parking	No more than the minimum number of required spaces for employees and visitors	●	●	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●	●	●
	Cash-in-lieu of parking to fund public parking or fund sustainable transportation	●	●	●	●
	Shared parking with nearby developments or on-street	○	●	●	●
	Paid parking for employees and customers	○	●	●	●
	Reduced minimum parking requirements for dedicated car share vehicle parking spaces		●	●	●
Carpool	Preferential carpool parking spaces for employees or customers	●	●	●	●
Carshare/ Bikeshare	On-site carshare vehicle(s)		●	●	●
	On-site bikeshare facility	○	●	●	●
Wayfinding and Travel Planning	Travel planning resources for employees (individualized marketing, trip planning tools, active transportation maps, information resources)	○	●	●	●
	Wayfinding signage		●	○	●
Education/ Promotion, Incentives	Membership in a Transportation Management Association (TMAs defined under “Education/Promotion and Incentives)	●	●	●	●
	Contribution to building the TDM brand		●	●	●
	Subsidized transit passes, carshare memberships, and/or bikeshare memberships for tenants/employees	○	●	○	●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.4 – Potential TDM Initiatives for Mixed-Use (Residential and Commercial) Development

Category	TDM Initiative	Low Density Residential, Commercial Frontage	High Density Residential, Commercial Frontage	High Density Residential, Large Commercial
Cycling	Visible, well-lit, short term bicycle parking	●	●	●
	Secure, indoor bicycle parking storage	○	●	●
	End-of-trip amenities (showers, change rooms, lockers)	○	○	●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	●	●	●
Transit	Enhanced walking routes between main building entrances and transit stops/stations	●	●	●
	Weather-protected waiting areas	●	●	●
	Bicycle parking located at or near transit stops/stations	●	●	●
	Transit information on-site and adjacent to stops/stations	●	●	●
Parking	No more than the minimum number of required parking spaces	●	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●	●
	Paid parking	●	●	●
	Unbundled parking costs from residential unit costs	●	●	●
	Shared parking with nearby developments or on-street	○	●	●
	Cash-in-lieu of parking to fund public parking or sustainable transportation		●	●
	Reduced minimum parking requirements for dedicated carshare vehicle parking spaces		●	●
Carpool	Preferential carpool parking spaces	○	○	●
Carshare/ Bikeshare	On-site carshare vehicle(s)		●	●
	On-site bikeshare facility		●	●
Wayfinding and Travel Planning	Travel planning resources (individualized marketing, trip planning tools, transit and active transportation maps, information resources)		●	●
	Wayfinding signage		●	●
Education/ Promotion, Incentives	Subsidized transit passes, carshare memberships, and/ or bikeshare memberships	●	●	●
	Membership in a Transportation Management Association	○	○	●
	Contribution to building the TDM brand		●	●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.5 – Potential TDM Initiatives for Institutional Development

Category	TDM Initiative	Municipal Building	Hospital, Health Services	Place of Worship	College/University
Cycling	Visible, well-lit, short term bicycle parking	●	●	●	●
	Provide end-of-trip amenities (showers, change rooms, lockers)	●	●		●
	Secure, indoor bicycle parking storage	●	●		●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	●	●	●	●
Transit	Enhanced walking routes between main building entrances and transit stops/stations	●	●	●	●
	Weather-protected waiting areas	●	●	●	●
	Bicycle parking located at or near transit stops/stations	●	●	○	●
	Transit information on-site and adjacent to stops/stations	●	●	○	●
Parking	No more than the minimum number of required parking spaces	●	●	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●	●	●
	Cash-in-lieu of parking to fund public parking or sustainable transportation	○	●	○	●
	Shared parking with nearby developments or on-street	●	○	●	○
	Paid parking	○	○	○	●
	Reduced minimum parking requirements for dedicated carshare vehicle parking spaces	●	●	○	●
Carpool	Preferential carpool parking spaces	●	●	●	●
Carshare/ Bikeshare	On-site carshare vehicle(s)	●	●		●
	On-site bikeshare facility	●	●		●
Wayfinding and Travel Planning	Wayfinding signage	●	●	○	●
	Travel planning resources (individualized marketing, trip planning tools, transit and active transportation maps, information resources)	●	●		●
Education/ Promotion, Incentives	Contribution to building the TDM brand	●	●		●
	Membership in a Transportation Management Association or have TDM office/coordinator	●	●		●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.6 – Potential TDM Initiatives for School Development

Category	TDM Initiative	Elementary School	High School
Cycling	Visible, well-lit bicycle parking	●	●
	Cycling paths connect school ground with surrounding neighbourhood (bicycle network implementation)	●	●
	End-of-trip amenities (showers, change rooms, lockers)	●	●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	●	●
	Pick-up/drop-off areas away from main building entrances	●	●
	Walking paths connect school ground with surrounding neighbourhood	●	●
Transit	Enhanced walking routes between main building entrances and school bus/transit stops	●	●
	Weather-protected waiting areas	●	●
	Bicycle parking located at or near transit stops/stations	○	●
	Transit information on-site and adjacent to stops/stations	○	●
	Transit priority measures in close proximity to site	○	●
Parking	No more than the minimum number of required parking spaces	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●
	Paid parking	●	●
	Cash-in-lieu of parking to fund sustainable transportation	●	●
	Reduced minimum parking requirements for dedicated carshare vehicle parking spaces	○	○
	Shared parking with nearby developments or on-street	○	●
Carpool	Preferential carpool parking spaces	●	●
Carshare/ Bikeshare	On-site carshare vehicle(s)		○
	On-site bikeshare facility		●
Wayfinding and Travel Planning	School travel plan	●	●
	Travel planning resources (individualized marketing, trip planning tools, transit and active transportation maps, information resources)	○	●
	Wayfinding signage	○	●
Education/ Promotion, Incentives	Contribution to building the TDM brand	●	●

Legend: ○ Lower Priority ● Higher Priority



TABLE A.7 – Potential TDM Initiatives for Industrial Development

Category	TDM Initiative	Light Industrial		Heavy Industrial	
		Small	Large	Small	Large
Cycling	Visible, well-lit, short term bicycle parking	●	○	○	○
	End-of-trip amenities (showers, change rooms, lockers)		●		●
	Secure, indoor bicycle parking storage	○	●	○	●
Walking	Safe and attractive walkways linking building entrances with public sidewalks	●	●	●	●
	Enhanced pedestrian amenities on-site (benches, landscaping, lighting)	○	●	○	●
Transit	Enhanced walking routes between main building entrances and transit stops/stations	●	●	●	●
	Weather-protected waiting areas	●	●	●	●
	Bicycle parking located at or near transit stops/stations	●	●	●	●
	Transit information on-site and adjacent to stops/stations	○	●	○	●
Parking	No more than the minimum number of required parking spaces	●	●	●	●
	Reduced minimum parking requirements based on proximity to transit	●	●	●	●
	Cash-in-lieu of parking to fund public parking or sustainable transportation	○	●	○	●
	Paid parking	○	●	○	●
	Shared parking with nearby developments or on-street	●	○	●	●
Carpool	Preferential carpool parking spaces	●	●	●	●
Wayfinding and Travel Planning	Travel planning resources (individualized marketing, trip planning tools, transit and active transportation maps, information resources)	○	●	○	●
	Wayfinding signage	○	○	○	○
Education/Promotion, Incentives	Membership in a Transportation Management Association	●	●	●	●
	Contribution to building the TDM brand		●		●

Legend: ○ Lower Priority ● Higher Priority



4 EVALUATION

4.1 Checklist

Town staff will use the **TDM FOR DEVELOPMENT CHECKLIST** to evaluate development applications and track the TDM measures being incorporated into developments. The checklist is used to assess how well each TDM initiative is addressed in the development application. Definitions for “Modest” and “High” are relative to a typical development of the same type and will be further assessed through annual review. Instances where initiatives are not applicable are noted. For each category, initiatives are listed from higher to lower TDM impact.



TDM FOR DEVELOPMENT CHECKLIST

Project Name: _____ Applicant Name: _____

Land Use: _____ Application Type: _____

Located on: Existing Planned Transit Network Existing Planned AT Network

Category	TDM Initiative	Not Applicable	Modest* Level of Provision	High* Level of Provision
Cycling	Bicycle network implementation			
	Secure, indoor bicycle parking			
	End-of-trip amenities (showers, change rooms)			
	Visible, well-lit, short term bicycle parking (above minimum)			
Walking	Safe and attractive walkways			
	Pedestrian amenities on-site (benches, landscaping, lighting)			
	Pathway connections between school and neighbourhood			
	Student pick-up/drop-off away from main entrances			
Transit	Transit priority measures			
	Weather-protected waiting areas			
	Enhanced walking routes to transit			
	Bicycle parking at or near transit stops/stations			
	On-site transit information			
Parking	No more than the minimum required parking spaces			
	Paid/Unbundled parking			
	Shared parking (nearby development or on-street)			
	Reduced parking for carshare vehicle parking			
	Cash-in-lieu of parking			
	Reduced parking based on proximity to transit			
Carpool	Preferential carpool parking spaces			
Carshare/ Bikeshare	On-site carshare vehicle(s)			
	On-site bikeshare facility			
Wayfinding and Travel Planning	Travel planning resources			
	Wayfinding signage			
	Supports development of School Travel Plans			
Education/ Promotion, Incentives	Membership in a TMA/Smart Commute			
	Subsidized transit passes, carshare memberships, and/or bikeshare memberships			
	Contribution to building the TDM brand			

*Definitions for “Modest” and “High” are relative to a typical development of the same type.



Staff Assessment and Comments

Project Name: _____

Checklist Evaluation:

Number of Measures N/A:	_____	< 50% modest provision = below average *
Number of Measures Modest Provision:	_____	> 50% modest provision = average*
Number of Measures High Provision:	_____	> 10% high provision = above average*

Staff Comments:

1) Do the initiatives included in this application meet the objectives of the Town, as outlined in the TDM Plan and “TDM for Development” appendix?

2) Are there additional opportunities for this development to take advantage of the benefits of TDM?

