# TRANSPORTATION DEMAND MANAGEMENT PLAN

## TERMS OF REFERENCE

JUNE 2023

## ABOUT THE FOLLOWING TERMS OF REFERENCE

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality.

The requirement for this study will be decided during the Pre-Application Consultation process.

If determined that this study is applicable, the study terms may vary depending on the nature of the proposal. Discussion and confirmation as to whether all criteria outlined within these Terms of Reference are appropriate for your development project, will also take place with you and in consultation with any relevant external agencies during Phase 1.

In addition to these Terms of Reference, municipal departments and/or external agencies may require analysis of specific technical components that should be addressed in the study. Confirmation of additional technical requirements, and a checklist identifying detailed standards to be met, in turn may be provided. The extent of the checklist items will vary on the nature of the application and will be confirmed during the Pre-Application Consultation process.

## PURPOSE

A Transportation Demand Management (TDM) Plan is a report recognizing a convergence of mandates indicating policies, programs, incentives, services, facilities and infrastructure to encourage people to uses sustainable modes of transportation rather than driving alone, to generally reduce the number of trips by motor vehicle. In support of a development proposal, such a study is meant to provide measures that will mitigate the peak hour travel demand impacts and support assumptions made about modal splits, trip reductions and parking rates in the Transportation Mobility Plan of the development application.

## REQUIRED BY LEGISLATION

N/A

## WHO PREPARES THIS?

A Transportation Demand Management Plan must be completed by a qualified transportation consultant. The report must be stamped, dated, and signed by a Professional Engineer or Registered Professional Planner.

## WHY DO WE NEED THIS?

A Transportation Demand Management Plan is required to:

- Examine opportunities to reduce peak hour auto trips by identifying incentives to encourage trips by walking, cycling, scootering, transit, or other more sustainable modes of transportation
- Justify any considerations to reduce vehicular parking requirements

# STRUCTURE AND FORMAT

## WHAT SHOULD BE INCLUDED?
### Submission Requirements

A Transportation Demand Management Plan should be based on established transportation planning and traffic engineering principles. The Plan should also be supplemented by any available local data and experience, as well as reflect the relevant goals and policies in the local and regional Official Plans. As such, the Plan should reflect a multi-modal approach to transportation planning including cycling, walking, and transit use.

A Transportation Demand Management Plan should at a minimum contain the following

**Introduction**

- Property address
- Subject property general site location
- Project Name (if applicable)
- Applicant and owner's contact information
- Author name, title, qualifications, company name and appropriate stamp
- Brief description of the proposed development
- Study area overview
- Study purpose
- Location and context map

**Proposal Description and Context**

- A proposal description, development statistics (such as number of units, site area etc.) type of development proposed, height, parking areas, access points, location of amenity areas, proposed phasing
- A description of the existing on-site conditions as well as surrounding areas, roads, natural areas, buildings, and parking areas
- Concept Plan for the development including building location, parking, access, amenity areas, grading and natural features and any natural hazards

**Investigation/Evaluation**

Surrounding Context & Existing TDM Opportunities

- Existing conditions, study area road network traffic volumes, transit service, bicycle and pedestrian facilities, traffic intersection operations
- Identify multi-modal networks such as identifying gaps or limitations in the pedestrian and cycling networks as well as opportunities to expand transit accessibility
- Information regarding all nearby municipal, regional, and provincial roadways that will be impacted including intersections and access points for adjacent developments
- Identify proximity of proposal to transit or active transportation networks
- An evaluation of the existing travel behaviours in the area, such as mode split, common origins/destinations, etc.
- Identify planned improvements to transit and active transportation networks in the surrounding area

**Impacts/ Mitigation Measures**

Planning and Design

- Increased density and compact site design
- Site design elements (active frontages, reduced driveway entrances, location of parking
- Active transportation network (sidewalk, pathways, cycling facilities, road crossing locations and control, connectivity, etc.)

Walking and Cycling

- Sidewalks pathways and cycling facilities
- Connectivity to trails
- Bicycle Parking (long and short-term)
- End of trip facilities (lockers, showers, bike repair stations)
- Other

Transit

- Direct connections to transit
- Weather protected waiting areas
- Other

Parking

- Opportunities for reduced parking requirements (proximity to transit, cash-in-lieu)
- Unbundle Parking
- Paid Parking
- Carpool Parking
- Shared Parking
- EV Ready – referring to parking spots with sufficient power supply, conduit/raceway to spot, and energized outlet ready to receive EV supply equipment.
- Energy Management System (EVEMS) - referring to the system that monitors and controls EV loads to enable high levels of EV charging in MURBS/workplaces/fleet parking applications.
- Electric Vehicle Supply Equipment (EVSE) or “Charge Station” - referring to the device that facilitates charging.
- Other

Carshare/Bikeshare

- On-site carshare vehicle(s) and parking spot(s)
- On-site bikeshare (including e-bikes)

Wayfinding and Travel planning

- Wayfinding signage
- Travel planning tools
- Support for development of a School Travel Plan (if applicable)

Education/Promotion and incentives

- TDM branding

- Membership in Transportation Management Association/Smart Commute (if applicable)
- Opportunities for discounted/reduced transit passes, carshare memberships, or bikeshare memberships
- Other (eg transit trip-planning demonstration, information sessions

**Recommendations**

- Based on the proposed measures document the projected reductions in trips
- Recommended mitigation measures to address transportation impacts
- Proposed monitoring and evaluation of TDM measures
- Working with future tenants/end users to complete monitoring and surveys
- Summary and conclusions of the Plan and how it supports the development and any special considerations or conditions that should be imposed
- Any recommendations, or conditions that should form part of a decision on the matter
- An implementation strategy addressing who is responsible for implementing what measures and the associated costs

**Drawings and Supporting Information**

- Context maps, aerial photographs to help provide context for the site

## WHAT ELSE SHOULD WE KNOW?

The scope of the study should be discussed with the community planner and or other staff or agencies as part of the pre-consultation process.

TDM measures should be reflected in the Transportation Mobility Plan submitted in support of the development application

## CITY OF MARKHAM ADDITIONAL TERMS

N/A

## CITY OF MARKHAM STUDY SUBMISSION INSTRUCTIONS

N/A

## WHAT OTHER RESCOURCES ARE THERE?

Ontario Professional Planners Institute (OPPI) – Hire an RPP

https://ontarioplanners.ca/hire-an-rpp

Professional Engineers of Ontario

https://www.peo.on.ca/

York Region TMP TDM Section

**NOTES**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether or not the recommendations and conclusions are the same.

A peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered in complete and returned to the applicant.