

**REGION OF WATERLOO****PLANNING, HOUSING AND COMMUNITY SERVICES**
Transportation Planning

TO: Chair Jim Wideman and Members of the Planning and Works Committee

DATE: September 10, 2013 **FILE CODE:** D10-70

SUBJECT: PROPOSED REVISIONS TO THE REGIONAL TRANSPORTATION IMPACT STUDY GUIDELINES

RECOMMENDATION:

That the Regional Municipality of Waterloo approve the proposed revisions to the Regional Transportation Impact Study Guidelines in accordance with the Regional Implementation Guidelines policies in the Regional Official Plan and the Regional Official Policies Plan as outlined in Report P-13-088, dated September 10, 2013:

- a) Require the submission of a completed Transportation Demand Management Checklist, as described in Attachment A of this report, for proposed new non-residential and mixed-use developments likely to generate 100 or more new peak direction auto trips or where there are localized safety or roadway/intersection capacity deficiencies within the Urban Growth Centres, Major Transit Station Areas and Reurbanization Corridors of Cambridge, Kitchener and Waterloo;
- b) Encourage the Cities of Cambridge, Kitchener and Waterloo to use a new voluntary Parking Management Worksheet, as set out in Attachment B, to calculate potential parking reductions, as appropriate, in conjunction with the Transportation Demand Management Checklist;
- c) Include new language in Section 6 (Travel Demand) of the Guidelines to reflect the new Transportation Demand Management Checklist and Parking Management Worksheet, and to explain how they are applied by the Region and Area Municipalities; and
- d) Include the Transportation Demand Management Checklist and Parking Management Worksheet in 'The Big Shift Toolbox' for developers and others interested in Transit Oriented Development in Waterloo Region.

SUMMARY:

On April 9, 2013, the Planning and Works Committee hosted a Public Meeting to receive comments on proposed revisions to the Region's current Transportation Impact Study (TIS) Guidelines (Report No. P-13-031). The TIS Guidelines are a Regional Implementation Guideline in accordance with policy 5.A.2 of the Regional Official Plan (ROP) and 12.2.2.2 of the Regional Official Plan (ROPP). Consistent with ROP policy 10.B.10 and ROPP policy 12.2.2.3 relating to Regional Implementation Guidelines, the proposed revisions to the TIS Guidelines do not introduce any new policies that could be the basis for refusing development applications under the Planning Act. Rather, the revisions further detail the manner in which ROP policies 3.C.3, 3.C.4 and 5.A.25 regarding Transportation Demand Management and alternative forms of transportation, could be implemented.

The proposed revisions would incorporate a new Transportation Demand Management Checklist (TDM Checklist) which evaluates proposed developments on how TDM-supportive they are. The revisions would also include a supplementary Parking Management Worksheet that can be used to calculate

potential reductions to zoning by-law parking requirements, subject to approval by the relevant Area Municipality, for proposed new non-residential developments within the Urban Growth Centres, Major Transit Station Areas and Reurbanization Corridors of the Cities of Cambridge, Kitchener and Waterloo.

These changes are intended to support the further integration of Transportation Demand Management (TDM) into the existing development review process. Incorporating TDM into the development review process supports transit oriented development and the provision of transportation choice in Waterloo Region consistent with the Regional Official Plan, the Regional Transportation Master Plan, and the Community Building Strategy.

The proposed TDM Checklist and supplementary Parking Management Worksheet are based on North American best practices and were tested using 18 examples in different urban contexts in Waterloo Region. To reflect the feedback received during the consultation process, the TDM Checklist now includes specific references to the Built Environment Standards for the *Accessibility for Ontarians with Disabilities Act*, applicable LEED requirements for interested developers, and an additional reference to car sharing.

Regional staff considered different options for implementing the TDM Checklist and Parking Management Worksheet in the development review process. It is proposed that the new requirements only apply to new commercial, office, retail, institutional and mixed-use developments that are likely to generate 100 or more new peak direction auto trips or where there are localized safety or roadway/intersection capacity deficiencies in the Urban Growth Centres, Major Transit Station Areas and Reurbanization Corridors of Cambridge, Kitchener and Waterloo. In addition, they would only apply to Official Plan Amendments and Zoning By-law Amendments, and to Site Plan applications within these areas where the site is adjacent to a Regional Road.

Funding for this initiative was provided by the Region of Waterloo, the Cities of Cambridge, Kitchener and Waterloo, and Transport Canada's ecoMOBILITY program. Staff from all three Cities have reviewed this report and support the proposed revisions to include the TDM Checklist in the Region's TIS Guidelines.

REPORT:

Transportation Demand Management (TDM) is one of the tools the Region is using to create a vibrant and sustainable community. Using policies and programs to make active and sustainable transportation more convenient, a TDM approach to transportation can deliver long-term environmental sustainability, improve public health, create stronger communities, and build more prosperous and livable cities. The new Regional Official Plan, Regional Transportation Master Plan and Community Building Strategy support TDM as a growth management strategy that supports higher transit ridership and more sustainable travel patterns. In Waterloo Region, TDM has typically focused on travel incentives and new infrastructure to encourage people to travel by foot, bike, carpool, or bus.

In 2010, the Region partnered with the Cities of Cambridge, Kitchener and Waterloo to consider innovative strategies that incorporate TDM-supportive elements into the development review process. Over the following two years, a project team consisting of planners and transportation engineers from the Region and the three Cities worked with BA Group to develop a customized strategy for Waterloo Region. One of the key recommendations of this strategy was to revise the Region's current Transportation Impact Study (TIS) Guidelines to include:

- i) A new Transportation Demand Management Checklist (TDM Checklist), as set out in Attachment A of this report;
- ii) A new supplementary Parking Management Worksheet, as set out in Attachment B, that may be

used to calculate lower trip generation rates if the appropriate Area Municipal planning authority determines that the Worksheet applies to a specific application; and

- iii) New language in Section 6 (Travel Demand) of the Guidelines to reflect the new TDM Checklist and Parking Management Worksheet, and to explain how they will be applied by the Region and Area Municipalities.

Proposed Revisions to the TIS Guidelines

Regional Council adopted its existing TIS Guidelines on November 26, 2008. The TIS Guidelines are an important tool in the development review process because they help developers and public agencies identify the impacts of proposed developments on the existing street network and recommend appropriate mitigation measures. In the past, the Region's TIS Guidelines typically focused on road improvements, such as road widenings, turn lanes and traffic signals. By incorporating additional TDM elements such as the TDM Checklist and Parking Management Worksheet, the proposed revisions will help enhance the effectiveness of the TIS Guidelines by encouraging developments located near transit to include mixed uses at higher densities, cycling and walking amenities and lower overall parking rates.

In general, a TIS is requested by the Region whenever a proposed development will generate 100 or more new peak direction auto trips to or from the site during the morning or afternoon peak hour. The NCR Lands, located near the Northfield ION Station, are a recent example of a mixed use development requiring a TIS. In some cases, a TIS may be requested due to localized safety or roadway/intersection capacity deficiencies. Under the proposed changes, any new non-residential developments in the Urban Growth Centres, Major Transit Station Areas and Reurbanization Corridors of Cambridge, Kitchener, and Waterloo that are asked to submit a TIS would now be required to submit a completed TDM Checklist satisfactory to the Region and the Area Municipal planning authority. The new requirements would only apply to Official Plan Amendments and Zoning By-law Amendments, and to Site Plan applications within these areas where the site is adjacent to a Regional Road.

The TDM Checklist is intended to be part of the standard development application review process whenever a TIS is required by the Region. Features and incentives from the TDM Checklist can be customized based on the needs of each application.

The TDM Checklist evaluates proposed developments on how TDM-supportive they are. Points are assigned based on the level of transit service available within walking distance of the site, whether cycling and pedestrian amenities are provided (e.g. showers, change and locker facilities, bike parking), and whether parking requirements and parking facilities support walking and transit use. In general, the higher the points achieved, the lower the potential impact is on the Regional road network.

The Parking Management Worksheet is a supplementary and voluntary component of the TDM Checklist. The Worksheet uses TDM incentives and transit-related factors to calculate used to calculate potential reductions to zoning by-law parking requirements, subject to approval by the relevant Area Municipality. The parking reductions calculated by the Worksheet are context-dependent. For instance, a development in an Urban Growth Centre would generate a larger potential parking reduction than a similar development in a Reurbanization Corridor or a suburban location because there are more high frequency transportation services and amenities available. TDM-related parking management options are also consistent with the best practices of other municipalities and serve to reduce the costs of higher density developments. Any proposed parking number below the minimum requirement established in a Zoning By-law would necessitate the approval of the Area Municipality before it could be considered as part of a TIS. Such local municipal approval could require agreements that ensure proposed parking management strategies are implemented.

For additional details about the proposed revisions to the TIS Guidelines, please see Report No. P-13-031.

Stakeholder Consultation and Public Meeting

In March 2013, a draft of the proposed revisions to the current TIS Guidelines were circulated to the Area Municipalities and other interested parties, including posting on the Regional website. Formal comments were accepted until April 19, 2013, providing five weeks for review.

On March 26, 2013, the Region held an information and consultation session with nine planning and engineering consultants to discuss the proposed changes to the TIS Guidelines. No objections were received at the meeting, and the majority of participants expressed an interest in continuing to expand the role of TDM in the development review process. This consultation session was the last in a series of sessions, which also included a meeting with the Reurbanization Working Group on November 3, 2010 and presentations to City and Regional staff on January 14, 2011 and February 14, 2011. Information on the proposed changes was presented at each of the sessions and participants were asked to provide their comments and suggestions. Over the following two years, the TDM Checklist was tested and refined based on feedback received from the Area Municipalities.

On April 9, 2013, the Planning and Works Committee hosted a formal Public Meeting to receive comments from interested agencies and members of the public. No additional comments were received at the Public Meeting.

Based on the stakeholder feedback, Regional staff is proposing a few minor revisions to the TDM Checklist that was originally presented to Regional Council on April 9, 2013 (Report No. P-13-031). The TDM Checklist now includes specific references to the Built Environment Standards of the *Accessibility for Ontarians with Disabilities Act*, applicable LEED requirements for interested developers, and an additional reference to car sharing. A copy of the TDM Checklist as revised is found in Attachment A. A copy of the Parking Management Worksheet is found in Attachment B and the proposed new language in Section 6 (Travel Demand) of the TIS Guidelines is found in Attachment C.

Implementation and Next Steps

Subject to Regional Council approval, Regional staff will integrate the proposed revisions with the TIS Guidelines and begin to apply them to new development applications as required. The following promotional steps are recommended by staff to inform the development community of the new TIS requirements:

- Invite developers to discuss the TDM Checklist in pre-application reviews;
- Brand the program in a way that adds to the profile of the strategy; and
- Develop and provide promotional material to the development community.

The implementation of the Parking Management Worksheet will vary depending on the context of each Area Municipality.

Moving forward, Regional and Area Municipal staff will continue to explore ways to incorporate the TDM Checklist and Parking Management Worksheet into Area Municipal Zoning By-laws through the Parking Coordinating Committee. City of Waterloo staff has indicated their intent to focus on TDM and parking management as part of their Station Area Planning process for Major Transit Station Areas. The three Cities have also indicated that the strategy could be used to complement their urban design guidelines.

Consistent with Regional Official Plan sections 10.B.9 and 10.B.10 relating to Regional Implementation Guidelines, the proposed revisions to the TIS Guidelines do not introduce any new policies that could be the basis for refusing development applications under the *Planning Act*. The revisions will further detail the manner in which policies established in the Regional Official Plan are to be applied.

Area Municipal Consultation/Coordination

Parking and parking requirements are an Area Municipal responsibility. The Region of Waterloo served as the project lead for the TDM Checklist and Parking Management Worksheet, which was a coordinated effort to establish a stepwise approach toward transit-supportive parking policies. Regional staff has been collaborating with the Cities of Cambridge, Kitchener and Waterloo on the new TDM Checklist and Parking Management Worksheet since 2010.

Funding for this initiative was provided by the Region of Waterloo, the Cities of Cambridge, Kitchener and Waterloo, and Transport Canada's ecoMOBILITY program.

A copy of this report was provided to the three Cities on August 2, 2013 and August 29, 2013. Staff from all three Cities support the proposed revisions to the Region's TIS Guidelines.

CORPORATE STRATEGIC PLAN:

The proposed revisions to the TIS Guidelines will help to more effectively encourage compact, livable urban communities (Objective 2.1) that support greater use of active transportation and transit infrastructure (Objectives 3.1, 3.2 and 3.3). An additional outcome of implementation will be lower greenhouse gas emissions (Objective 1.2) resulting from changes in travel behaviour.

FINANCIAL IMPLICATIONS:

NIL

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Staff from Corporate Resources (Legal) were involved with the development and testing of the proposed revisions to the TIS Guidelines.

ATTACHMENTS:

Attachment A – Proposed TDM Checklist, as revised since April 9, 2013

Attachment B – Proposed Parking Management Worksheet

Attachment C – Proposed revisions to Section 6 (Travel Demand) in the Regional Transportation Impact Study Guidelines

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APPROVED BY: *Rob Horne*, Commissioner, Planning, Housing and Community Services

APPENDIX H: TDM CHECKLIST

Site Address: _____

Site Context: _____

Date: _____

ZBL Parking Requirement: _____

Applicable Parking Reduction: _____

The Transportation Demand Management (TDM) Checklist and Parking Management Worksheet are not designed for residential properties, but can be used to inform mixed-use developments.

TABLE A		Site Access			
In creating an environment that supports pedestrian and cycling activity, the public realm must be accessible, safe, and comfortable to encourage movement on the street and in the surrounding area(s). These facilities and features should encourage walking and cycling.					
Points		Features	Yes	N/A	
A1	2	Development incorporates functional building entrances that are oriented to public space or to locations where pedestrians and transit users arrive from such as a street, square, park or plaza.			
A2	1	External to site: Continuous sidewalks (consistent with AODA Accessible Built Environment Standard) are provided along both sides of all adjacent public streets			
		AND Internal to site: Pedestrian walkways (consistent with AODA Accessible Built Environment Standard e.g. 1.8m min width) are provided through large parking areas to link the building with the public street sidewalk system			
A3	3	Non-residential: development provides secure bike storage for 5% of the building occupants. Consistent with LEED requirements.			
A4	4	Shower and change facilities for employees provided on-site consistent with LEED requirements.			
A5	2	Provision of active uses at-grade along street frontages (e.g. retail).			
Category Max =	10	Total Points Applicable =	10	Score =	
TABLE B		Public Transportation Access			
The availability and proximity of convenient public transit service with direct pedestrian linkages to the building will provide viable travel options for employees, visitors and residents.					
Points		Features	Yes	N/A	
B1	1	Bus shelters with seating are provided at the transit stop immediately adjacent to the development in consultation with Transportation Planning at the Region of Waterloo			
B2	1	Information regarding public transit routes, schedules and fares are provided in an accessible and visible location on site and in adjacent bus stops			
B3a	5	Located within 800m of a Rapid Transit Station			
B3b	3	Located within 600 m of a bus service with headways of 15 min or less or is located in a designated mixed use corridor or node. Note: Points are awarded for either B3a, B3b or B3c only. Please choose whichever represents the highest order of transit.			
B3c	1	Located within 400 m of a bus service with headways of 16 min to 30 min. Note: Points are awarded for either B3a, B3b or B3c only. Please choose whichever represents the highest order of transit.			
Category Max =	5	Total Points Applicable =	5	Score =	
TABLE C		Parking			
Vehicle parking facilities can affect the character, travel mode and cost of a development. Reducing parking supply to match expected demand can have a positive influence on the selection of alternative travel modes.					
Points		Features	Yes	N/A	
C1	24	Utilizes reduced parking supply consistent with the voluntary TDM Parking Management Worksheet (Appendix I). Contact your Area Municipal planning authority to determine whether the Worksheet is applicable to your development. Note: Points are awarded for either C1, C2, or C3 only. Please choose whichever applies with the highest value.			
C2	24	Includes allowances for shared parking in mixed-use zones. Note: Points are awarded for C1, C2, or C3 only. Please choose whichever applies after consulting with the Area Municipal planning authority.			

C3	15	Provides no more than the minimum number of parking spaces, as required by applicable Zoning By-Law. Note: Points are awarded for either C1, C2, or C3 only. Please choose whichever applies.		
C4	10	Implements paid parking on part or all of the site (e.g. parking permits, paid parking zones near main entrances)		
C5	3	Provides priority parking for carpooling/vanpooling participants equivalent to 5% of employee spaces		
C6	5	Commercial Uses: Provide car-share spaces equivalent to 2% of building occupants		
C7	3	Parking is not located on major street frontage or between a road right of way and the building facade.		
C8	5	25% to 50% of parking is located underground or in a structure		
C9	10	50% to 75% of parking is located underground or in a structure		
C10	15	75% of parking or more is located underground or in a structure		
C11	3	Parking spaces provided off-site on a lot within 300 metres of the lot containing such use.		
Category Max =	25	Total Points Applicable =	25	Score =

TABLE D Trip Reduction Incentives

A formal TDM plan will identify specific initiatives that will be initiated in order to encourage reduced single occupant vehicle travel.

Points	Features	Yes	N/A
D1	2	The building owner/occupant will make available a ride matching service for car/vanpooling	
D2	2	The building owner/occupant will make available emergency ride home options	
D3	5	The building owner/occupant will make available subsidized transit passes for all occupants for a period of two years	
D4	5	The building owner/occupant agrees to charge for parking as an unbundled cost to occupants	
D5	2	The building owner/occupant agrees to provide reduced cost parking for users of car/van pool, bicycle, moped/motorcycle spaces	
D6	10	The building owner/occupant has prepared a TDM plan to the satisfaction of the Region of Waterloo and the Area Municipality that targets a 10% reduction in peak hour trips using forecast trip generation with status quo travel characteristics	
D7	5	The employer has provided flexible working hours, telework or shift work arrangements.	
D8	14	The development agrees to join Travelwise (TMA) that provides the same services outlined under items D1, D2, D6	
D9	5	The building owner/occupant will make available car sharing services	
D10	2	The development includes mixed uses (i.e. retail, commercial or food services, daycares, or other complementary uses) on-site or located within 400 metres.	
Category Max =	25	Total Points Applicable =	25

TABLE E Checklist Summary

For each item, a "Yes" answer is equivalent to the points as indicated in the section. N/A sections should be explained in an attachment to this table. The score for each section is reflected as a percentage and calculated by dividing the points by the "Total Applicable".

Category	Minimum Requirement	Total Applicable	Points Scored	Comments
Pedestrian & Cyclist Orientation	24	10		
Public Transit Access		5		
Parking		25		
SUB-TOTAL		40		
<i>Trip Reduction Incentives</i>		25		
OVERALL TOTAL		65		

TABLE F Scoring Summary

FINAL SCORE	RATING
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50 - 65	****		TDM-SUPPORTIVE DEVELOPMENT
40 -49	***		
30 - 39	**		
24 - 29	*		
0 - 23		X	Non-TDM-Supportive Development

APPENDIX I PARKING MANAGEMENT WORKSHEET

Attachment B

Site Address: _____

Site Context: _____

Date: _____

Worksheet No.: _____

"Urban Growth Centres - (UGC) area classification includes the downtown and RT Station Areas of Kitchener, Waterloo and Cambridge.

"Intensification Corridor" (IC) classification is applied to sites within 800 metres of the future CTC line

"Other" classification applies to all other sites

Please highlight the cell percentages applicable to your development under the appropriate classification. Please note that the Parking Management Worksheet and the Transportation Demand Management (TDM) Checklist are not designed for residential properties, but can be used for mixed-use developments. Local municipalities are the decision-making bodies with respect to consideration of parking reductions below Zoning By-law requirements.

TABLE A	Pedestrian and Cyclist Orientation			
In creating an environment that supports pedestrian and cycling activity, the public realm must be accessible, safe, and comfortable to encourage movement on the street and in the surrounding area(s). These facilities and features should encourage walking and cycling.				
	Features	UGC	IC	Other
A1	Development incorporates functional building entrances that are oriented to public space or to locations where pedestrians and transit users arrive from such as a street, square, park or plaza.	1%	1%	1%
A2	Continuous sidewalks (1.5m min. width) are provided along both sides of all adjacent public streets and pedestrian walkways (1.5m min width) are provided through large parking areas to link the building with the public street sidewalk system	0%	0%	1%
A3	Non-Residential: Development provides secure bike storage for 4% of the building occupants	2%	2%	1%
A4	Shower and change facilities for employees provided on-site consistent with LEED requirements.	1%	1%	1%
A5	Provision of active uses at-grade along street frontages.	1%	1%	1%
	Category Maximum	4%	4%	4%
	Available Parking Reduction			
TABLE B	Public Transportation Access			
The availability and proximity of convenient public transit service with direct pedestrian linkages to the building will provide viable travel options for employees, visitors and residents.				
	Features	UGC	IC	Other
B1	Bus shelters with seating are provided at the transit stop immediately adjacent to the development, in consultation with Transportation Planning at the Region of Waterloo	0%	0%	1%
B2	Information regarding public transit routes, schedules and fares are provided in an accessible and visible location on site and in adjacent bus stops	0%	0%	1%
B3a	Located in an UGC or within 800 m of a future Rapid Transit Station	24%	12%	0%
B3b	Located within 600m a transit route with 15 minute headways (or less) or is located in a designated mixed use corridor or node. Note: Points are awarded for either B3a, B3b or B3c only. Please choose whichever represents the highest order of transit.	-	5%	3%

B3c	Located within 400 metres of a bus service with headways of 15 min to 30 min. Note: Points are awarded for either B3a, B3b or B3c only. Please choose whichever represents the highest order of transit.	-	-	1%	
	Category Maximum	24%	12%	5%	
	Available Parking Reduction				
TABLE C	Parking				
Vehicle parking facilities can affect the character, travel mode and cost of a development. Reducing parking supply to match expected demand can have a positive influence on the selection of alternative travel modes.					
	Features	UGC	IC	Other	
C1	Provides priority parking for carpooling/vanpooling participants equivalent to 5% of employee spaces	0%	0%	5%	
C2	Commercial Uses: Provide car-share spaces equivalent to 2% of building occupants	2%	2%	0%	
C3	Implements paid parking system on all or part of the site (e.g. parking permits, paid parking zones near main entrances)	2%	2%	1%	
C4	Parking is not located on major street frontage.	0%	0%	1%	
C5	25% to 50% of parking is located underground or in a structure	2%	1%	0%	
C6	50% to 75% of parking is located underground or in a structure	4%	2%	0%	
C7	75% of parking or more is located underground or in a structure	5%	3%	0%	
	Category Maximum	6%	4%	6%	
	Available Parking Reduction				
TABLE D	Trip Reduction Incentives				
A formal TDM plan will identify specific initiatives that will be initiated in order to encourage reduced single occupant vehicle travel.					
	Features	UGC	IC	Other	
D1	The building owner/occupant will provide a ride matching service for car/vanpooling	0%	0%	1%	
D2	The building owner/occupant will provide emergency ride home options	3%	2%	1%	
D3	The building owner/occupant will provide subsidized transit passes for all occupants for a period of two years	10%	4%	2%	
D4	The building owner/occupant agrees to charge for parking as an separate cost to occupants	10%	5%	2%	
D5	The building owner/occupant agrees to provide reduced cost for users of car/van pool, bicycle, moped/motorcycle spaces	0%	0%	1%	
D6	The development agrees to join Travelwise (TMA) that provides the same services outlined under items D1 and D2	9%	6%	4%	
	Category Maximum	23%	11%	7%	
	Available Parking Reduction				
TABLE E	Parking Reduction Summary				
Please indicate the total reduction available based upon Tables A through D above.					
Category	Reduction Achieved	Maximum Achievable Reduction			Comments
		UGC	IC	Other	
Pedestrian & Cyclist Orientation		4%	4%	4%	
Public Transit Access		24%	12%	5%	
Parking		6%	4%	6%	
Trip Reduction Incentives		23%	11%	7%	
TOTAL		57%	31%	22%	

TABLE F	TOTAL REDUCTION ACHIEVED	0%
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Attachment C**Estimation of Adjustments to Transportation Demand Management Initiatives**

A Transportation Demand Management (TDM) Plan should be prepared to influence how, when, where, and why trips will be made to and from the site. To reduce single occupant vehicle use, the plan should include a description of the initiatives proposed and any consequent measures required to enhance opportunities for active and sustainable transportation use and improve auto occupancy rates.

To demonstrate that the proposed development is transit-supportive, an acceptable TDM Plan for new non-residential and mixed-use developments in the Urban Growth Centres, Major Transit Station Areas and Reurbanization Corridors of Cambridge, Kitchener and Waterloo will include a completed TDM Checklist (see Appendix H). The TDM Checklist applies to all Official Plan Amendments and Zoning By-law Amendments in these areas, and to Site Plan applications within these areas where the site is adjacent to a Regional Road. Consistent with ROP policy 3.C.3, the Region may consider reductions in the level of road improvements that would otherwise be required if the development achieves 24 points or higher on the TDM Checklist and the applicant agrees to implement, and can appropriately secure, the transportation strategies identified in the TDM Checklist. Implementation and assessment of the TDM Checklist is conducted on a case by case basis in consultation with the Area Municipalities.

The supplementary Parking Management Worksheet is a voluntary component of the TDM Checklist that uses TDM strategies and transit-related factors to calculate potential parking reductions, subject to approval by the Area Municipality (see Appendix I). Parking and parking requirements are an Area Municipal responsibility and applicants interested in using the Parking Management Worksheet are expected to consult the appropriate Area Municipal planning authority to determine whether the Worksheet applies to their application. Any proposed parking number below the minimum requirement established in a Zoning By-law would necessitate the approval of the Area Municipality (which may include a minor variance or zoning by-law amendment) before the reduced rate could be used to calculate lower trip generation rates in the TIS. Such local municipal approval could be subject to conditions such as requirements for applicants to enter into agreements to ensure proposed parking management strategies are implemented. The Area Municipalities are encouraged to provide reduced parking requirements, where appropriate, for developments where the applicant agrees to incorporate TDM strategies as part of the proposed development.

The TDM Checklist rates developments on how transit-oriented and TDM-supportive they are. Points are assigned based on the level of transit service available within walking distance of the site, whether cycling and pedestrian amenities are intended (e.g. showers, change and locker facilities, bike parking), and whether parking rates and parking facilities support walking and transit use.

The TDM Checklist includes several elements to help the TIS achieve a TDM-supportive designation, such as locating the building façade adjacent to the road right-of-way, or by providing:

- Preferential carpool spaces
- Bike parking
- Car sharing spaces
- Mixed uses with retail, commercial and food services
- Structured, higher-density parking
- Reduced parking rates
- Shower and change room facilities for active commuters

The TDM Checklist encourages trip reduction incentives such as subsidized transit passes, emergency ride home services, and online carpool matching. Features and incentives can be customized based on the context of the site.

The effects of the proposed TDM Plan should be identified and evaluated. These measures may reduce trip generation, reduce the proportion of trips in the peak hour, and increase the modal share of trips by walking, cycling, and transit, and/or increase auto occupancy. The effects should be calculated as adjustments to the basic travel demand estimates.

The report should identify steps to be taken with respect to the proposed development or redevelopment to support walking, cycling, carpooling, telecommuting, and the use of transit.

Specific consideration should be given to the proposed developments adjacent to Rapid Transit stations. The impacts of the Rapid Transit on the proposed development should be identified and evaluated.