

**TDM Measures Checklist:**  
*Non-Residential Developments (office, institutional, retail or industrial)*

<b>Legend</b>	
<b>BASIC</b>	The measure is generally feasible and effective, and in most cases would benefit the development and its users
<b>BETTER</b>	The measure could maximize support for users of sustainable modes, and optimize development performance
★	The measure is one of the most dependably effective tools to encourage the use of sustainable modes

TDM measures: <i>Non-residential developments</i>		Check if proposed & add descriptions
<b>1. TDM PROGRAM MANAGEMENT</b>		
<b>1.1 Program coordinator</b>		
BASIC	★	1.1.1 Designate an internal coordinator, or contract with an external coordinator <input type="checkbox"/>
<b>1.2 Travel surveys</b>		
BETTER		1.2.1 Conduct periodic surveys to identify travel-related behaviours, attitudes, challenges and solutions, and to track progress <input type="checkbox"/>
<b>2. WALKING AND CYCLING</b>		
<b>2.1 Information on walking/cycling routes &amp; destinations</b>		
BASIC		2.1.1 Display local area maps with walking/cycling access routes and key destinations at major entrances <input checked="" type="checkbox"/>
<b>2.2 Bicycle skills training</b>		
<i>Commuter travel</i>		
BETTER	★	2.2.1 Offer on-site cycling courses for commuters, or subsidize off-site courses <input type="checkbox"/>
<b>2.3 Valet bike parking</b>		
<i>Visitor travel</i>		
BETTER		2.3.1 Offer secure valet bike parking during public events when demand exceeds fixed supply (e.g. for festivals, concerts, games) <input type="checkbox"/>

TDM measures: <i>Non-residential developments</i>		Check if proposed & add descriptions
<b>3. TRANSIT</b>		
<b>3.1 Transit information</b>		
BASIC	3.1.1 Display relevant transit schedules and route maps at entrances	<input checked="" type="checkbox"/>
BASIC	3.1.2 Provide online links to OC Transpo and STO information	<input checked="" type="checkbox"/>
BETTER	3.1.3 Provide real-time arrival information display at entrances	<input type="checkbox"/>
<b>3.2 Transit fare incentives</b>		
<i>Commuter travel</i>		
BETTER	3.2.1 Offer preloaded PRESTO cards to encourage commuters to use transit	<input type="checkbox"/>
BETTER ★	3.2.2 Subsidize or reimburse monthly transit pass purchases by employees	<input type="checkbox"/>
<i>Visitor travel</i>		
BETTER	3.2.3 Arrange inclusion of same-day transit fare in price of tickets (e.g. for festivals, concerts, games)	<input type="checkbox"/>
<b>3.3 Enhanced public transit service</b>		
<i>Commuter travel</i>		
BETTER	3.3.1 Contract with OC Transpo to provide enhanced transit services (e.g. for shift changes, weekends)	<input type="checkbox"/>
<i>Visitor travel</i>		
BETTER	3.3.2 Contract with OC Transpo to provide enhanced transit services (e.g. for festivals, concerts, games)	<input type="checkbox"/>
<b>3.4 Private transit service</b>		
<i>Commuter travel</i>		
BETTER	3.4.1 Provide shuttle service when OC Transpo cannot offer sufficient quality or capacity to serve demand (e.g. for shift changes, weekends)	<input type="checkbox"/>
<i>Visitor travel</i>		
BETTER	3.4.2 Provide shuttle service when OC Transpo cannot offer sufficient quality or capacity to serve demand (e.g. for festivals, concerts, games)	<input type="checkbox"/>

TDM measures: <i>Non-residential developments</i>		Check if proposed & add descriptions
<b>4. RIDESHARING</b>		
<b>4.1 Ridematching service</b>		
<i>Commuter travel</i>		
BASIC	★ 4.1.1 Provide a dedicated ridematching portal at OttawaRideMatch.com	<input type="checkbox"/>
<b>4.2 Carpool parking price incentives</b>		
<i>Commuter travel</i>		
BETTER	4.2.1 Provide discounts on parking costs for registered carpools	<input type="checkbox"/>
<b>4.3 Vanpool service</b>		
<i>Commuter travel</i>		
BETTER	4.3.1 Provide a vanpooling service for long-distance commuters	<input type="checkbox"/>
<b>5. CARSHARING &amp; BIKESHARING</b>		
<b>5.1 Bikeshare stations &amp; memberships</b>		
BETTER	5.1.1 Contract with provider to install on-site bikeshare station for use by commuters and visitors	<input type="checkbox"/>
<i>Commuter travel</i>		
BETTER	5.1.2 Provide employees with bikeshare memberships for local business travel	<input type="checkbox"/>
<b>5.2 Carshare vehicles &amp; memberships</b>		
<i>Commuter travel</i>		
BETTER	5.2.1 Contract with provider to install on-site carshare vehicles and promote their use by tenants	<input type="checkbox"/>
BETTER	5.2.2 Provide employees with carshare memberships for local business travel	<input type="checkbox"/>
<b>6. PARKING</b>		
<b>6.1 Priced parking</b>		
<i>Commuter travel</i>		
BASIC	★ 6.1.1 Charge for long-term parking (daily, weekly, monthly)	<input type="checkbox"/>
BASIC	6.1.2 Unbundle parking cost from lease rates at multi-tenant sites	<input type="checkbox"/>
<i>Visitor travel</i>		
BETTER	6.1.3 Charge for short-term parking (hourly)	<input type="checkbox"/>

TDM measures: <i>Non-residential developments</i>		Check if proposed & add descriptions
<b>7. TDM MARKETING &amp; COMMUNICATIONS</b>		
<b>7.1 Multimodal travel information</b>		
<i>Commuter travel</i>		
BASIC ★	7.1.1 Provide a multimodal travel option information package to new/relocating employees and students	<input type="checkbox"/>
<i>Visitor travel</i>		
BETTER ★	7.1.2 Include multimodal travel option information in invitations or advertising that attract visitors or customers (e.g. for festivals, concerts, games)	<input type="checkbox"/>
<b>7.2 Personalized trip planning</b>		
<i>Commuter travel</i>		
BETTER ★	7.2.1 Offer personalized trip planning to new/relocating employees	<input type="checkbox"/>
<b>7.3 Promotions</b>		
<i>Commuter travel</i>		
BETTER	7.3.1 Deliver promotions and incentives to maintain awareness, build understanding, and encourage trial of sustainable modes	<input type="checkbox"/>
<b>8. OTHER INCENTIVES &amp; AMENITIES</b>		
<b>8.1 Emergency ride home</b>		
<i>Commuter travel</i>		
BETTER ★	8.1.1 Provide emergency ride home service to non-driving commuters	<input type="checkbox"/>
<b>8.2 Alternative work arrangements</b>		
<i>Commuter travel</i>		
BASIC ★	8.2.1 Encourage flexible work hours	<input type="checkbox"/>
BETTER	8.2.2 Encourage compressed workweeks	<input type="checkbox"/>
BETTER ★	8.2.3 Encourage telework	<input type="checkbox"/>
<b>8.3 Local business travel options</b>		
<i>Commuter travel</i>		
BASIC ★	8.3.1 Provide local business travel options that minimize the need for employees to bring a personal car to work	<input type="checkbox"/>
<b>8.4 Commuter incentives</b>		
<i>Commuter travel</i>		
BETTER	8.4.1 Offer employees a taxable, mode-neutral commuting allowance	<input type="checkbox"/>
<b>8.5 On-site amenities</b>		
<i>Commuter travel</i>		
BETTER	8.5.1 Provide on-site amenities/services to minimize mid-day or mid-commute errands	<input type="checkbox"/>