

TDM-Supportive Development Design and Infrastructure Checklist:
Non-Residential Developments (office, institutional, retail or industrial)

Legend	
REQUIRED	The Official Plan or Zoning By-law provides related guidance that must be followed
BASIC	The measure is generally feasible and effective, and in most cases would benefit the development and its users
BETTER	The measure could maximize support for users of sustainable modes, and optimize development performance

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
1. WALKING & CYCLING: ROUTES		
1.1 Building location & access points		
BASIC	1.1.1 Locate building close to the street, and do not locate parking areas between the street and building entrances	<input checked="" type="checkbox"/> Building frames the street
BASIC	1.1.2 Locate building entrances in order to minimize walking distances to sidewalks and transit stops/stations	<input checked="" type="checkbox"/> Building entrances are close to the street
BASIC	1.1.3 Locate building doors and windows to ensure visibility of pedestrians from the building, for their security and comfort	<input checked="" type="checkbox"/> Front facade has ample windows
1.2 Facilities for walking & cycling		
REQUIRED	1.2.1 Provide convenient, direct access to stations or major stops along rapid transit routes within 600 metres; minimize walking distances from buildings to rapid transit; provide pedestrian-friendly, weather-protected (where possible) environment between rapid transit accesses and building entrances; ensure quality linkages from sidewalks through building entrances to integrated stops/stations (see <i>Official Plan policy 4.3.3</i>)	<input checked="" type="checkbox"/> The proposed cantilever provides a weather-protected space
REQUIRED	1.2.2 Provide safe, direct and attractive pedestrian access from public sidewalks to building entrances through such measures as: reducing distances between public sidewalks and major building entrances; providing walkways from public streets to major building entrances; within a site, providing walkways along the front of adjoining buildings, between adjacent buildings, and connecting areas where people may congregate, such as courtyards and transit stops; and providing weather protection through canopies, colonnades, and other design elements wherever possible (see <i>Official Plan policy 4.3.12</i>)	<input checked="" type="checkbox"/> Direct pedestrian access is provided to building entrances. Lighting will ensure entrances are visible

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REQUIRED	1.2.3 Provide sidewalks of smooth, well-drained walking surfaces of contrasting materials or treatments to differentiate pedestrian areas from vehicle areas, and provide marked pedestrian crosswalks at intersection sidewalks (see <i>Official Plan policy 4.3.10</i>)	<input checked="" type="checkbox"/>
REQUIRED	1.2.4 Make sidewalks and open space areas easily accessible through features such as gradual grade transition, depressed curbs at street corners and convenient access to extra-wide parking spaces and ramps (see <i>Official Plan policy 4.3.10</i>)	<input checked="" type="checkbox"/>
REQUIRED	1.2.5 Include adequately spaced inter-block/street cycling and pedestrian connections to facilitate travel by active transportation. Provide links to the existing or planned network of public sidewalks, multi-use pathways and on-road cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (see <i>Official Plan policy 4.3.11</i>)	<input type="checkbox"/>
BASIC	1.2.6 Provide safe, direct and attractive walking routes from building entrances to nearby transit stops	<input type="checkbox"/>
BASIC	1.2.7 Ensure that walking routes to transit stops are secure, visible, lighted, shaded and wind-protected wherever possible	<input type="checkbox"/>
BASIC	1.2.8 Design roads used for access or circulation by cyclists using a target operating speed of no more than 30 km/h, or provide a separated cycling facility	<input type="checkbox"/>
1.3. Amenities for walking & cycling		
BASIC	1.3.1 Provide lighting, landscaping and benches along walking and cycling routes between building entrances and streets, sidewalks and trails	<input type="checkbox"/>
BASIC	1.3.2 Provide wayfinding signage for site access (where required, e.g. when multiple buildings or entrances exist) and egress (where warranted, such as when directions to reach transit stops/stations, trails or other common destinations are not obvious)	<input type="checkbox"/>

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2. WALKING & CYCLING: END-OF-TRIP FACILITIES		
2.1 Bicycle parking		
REQUIRED	2.1.1 Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (see <i>Official Plan policy 4.3.6</i>)	<input checked="" type="checkbox"/> Bicycle parking proposed at the front of the building
REQUIRED	2.1.2 Provide the number of bicycle parking spaces specified for various land uses in different parts of Ottawa; provide convenient access to main entrances or well-used areas (see <i>Zoning By-law Section 111</i>)	<input checked="" type="checkbox"/>
REQUIRED	2.1.3 Ensure that bicycle parking spaces and access aisles meet minimum dimensions; that no more than 50% of spaces are vertical spaces; and that parking racks are securely anchored (see <i>Zoning By-law Section 111</i>)	<input checked="" type="checkbox"/>
BASIC	2.1.4 Provide bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met), plus the expected peak number of customer/visitor cyclists	<input type="checkbox"/>
BETTER	2.1.5 Provide bicycle parking spaces equivalent to the expected number of commuter and customer/visitor cyclists, plus an additional buffer (e.g. 25 percent extra) to encourage other cyclists and ensure adequate capacity in peak cycling season	<input type="checkbox"/>
2.2 Secure bicycle parking		
REQUIRED	2.2.1 Where more than 50 bicycle parking spaces are provided for a single office building, locate at least 25% of spaces within a building/structure, a secure area (e.g. supervised parking lot or enclosure) or bicycle lockers (see <i>Zoning By-law Section 111</i>)	<input type="checkbox"/>
BETTER	2.2.2 Provide secure bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met)	<input type="checkbox"/>
2.3 Shower & change facilities		
BASIC	2.3.1 Provide shower and change facilities for the use of active commuters	<input type="checkbox"/>
BETTER	2.3.2 In addition to shower and change facilities, provide dedicated lockers, grooming stations, drying racks and laundry facilities for the use of active commuters	<input type="checkbox"/>
2.4 Bicycle repair station		
BETTER	2.4.1 Provide a permanent bike repair station, with commonly used tools and an air pump, adjacent to the main bicycle parking area (or secure bicycle parking area, if provided)	<input type="checkbox"/>

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3. TRANSIT		
3.1 Customer amenities		
BASIC	3.1.1 Provide shelters, lighting and benches at any on-site transit stops	<input type="checkbox"/>
BASIC	3.1.2 Where the site abuts an off-site transit stop and insufficient space exists for a transit shelter in the public right-of-way, protect land for a shelter and/or install a shelter	<input type="checkbox"/>
BETTER	3.1.3 Provide a secure and comfortable interior waiting area by integrating any on-site transit stops into the building	<input type="checkbox"/>
4. RIDESHARING		
4.1 Pick-up & drop-off facilities		
BASIC	4.1.1 Provide a designated area for carpool drivers (plus taxis and ride-hailing services) to drop off or pick up passengers without using fire lanes or other no-stopping zones	<input type="checkbox"/>
4.2 Carpool parking		
BASIC	4.2.1 Provide signed parking spaces for carpools in a priority location close to a major building entrance, sufficient in number to accommodate the mode share target for carpools	<input type="checkbox"/>
BETTER	4.2.2 At large developments, provide spaces for carpools in a separate, access-controlled parking area to simplify enforcement	<input type="checkbox"/>
5. CARSHARING & BIKESHARING		
5.1 Carshare parking spaces		
BETTER	5.1.1 Provide carshare parking spaces in permitted non-residential zones, occupying either required or provided parking spaces (<i>see Zoning By-law Section 94</i>)	<input type="checkbox"/>
5.2 Bikeshare station location		
BETTER	5.2.1 Provide a designated bikeshare station area near a major building entrance, preferably lighted and sheltered with a direct walkway connection	<input type="checkbox"/>

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6. PARKING		
6.1 Number of parking spaces		
REQUIRED	6.1.1 Do not provide more parking than permitted by zoning, nor less than required by zoning, unless a variance is being applied for	<input checked="" type="checkbox"/> No parking required or provided
BASIC	6.1.2 Provide parking for long-term and short-term users that is consistent with mode share targets, considering the potential for visitors to use off-site public parking	<input type="checkbox"/>
BASIC	6.1.3 Where a site features more than one use, provide shared parking and reduce the cumulative number of parking spaces accordingly (<i>see Zoning By-law Section 104</i>)	<input type="checkbox"/>
BETTER	6.1.4 Reduce the minimum number of parking spaces required by zoning by one space for each 13 square metres of gross floor area provided as shower rooms, change rooms, locker rooms and other facilities for cyclists in conjunction with bicycle parking (<i>see Zoning By-law Section 111</i>)	<input type="checkbox"/>
6.2 Separate long-term & short-term parking areas		
BETTER	6.2.1 Separate short-term and long-term parking areas using signage or physical barriers, to permit access controls and simplify enforcement (i.e. to discourage employees from parking in visitor spaces, and vice versa)	<input type="checkbox"/>
7. OTHER		
7.1 On-site amenities to minimize off-site trips		
BETTER	7.1.1 Provide on-site amenities to minimize mid-day or mid-commute errands	<input type="checkbox"/>

TDM Measures Checklist:

Non-Residential Developments (office, institutional, retail or industrial)

Legend

BASIC	The measure is generally feasible and effective, and in most cases would benefit the development and its users
BETTER	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
1. TDM PROGRAM MANAGEMENT		
1.1 Program coordinator		
BASIC	★	1.1.1 Designate an internal coordinator, or contract with an external coordinator <input type="checkbox"/>
1.2 Travel surveys		
BETTER		1.2.1 Conduct periodic surveys to identify travel-related behaviours, attitudes, challenges and solutions, and to track progress <input type="checkbox"/>
2. WALKING AND CYCLING		
2.1 Information on walking/cycling routes & destinations		
BASIC		2.1.1 Display local area maps with walking/cycling access routes and key destinations at major entrances <input type="checkbox"/>
2.2 Bicycle skills training		
<i>Commuter travel</i>		
BETTER	★	2.2.1 Offer on-site cycling courses for commuters, or subsidize off-site courses <input type="checkbox"/>
2.3 Valet bike parking		
<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"/>

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3. TRANSIT		
3.1 Transit information		
BASIC	3.1.1 Display relevant transit schedules and route maps at entrances	<input type="checkbox"/>
BASIC	3.1.2 Provide online links to OC Transpo and STO information	<input type="checkbox"/>
BETTER	3.1.3 Provide real-time arrival information display at entrances	<input type="checkbox"/>
3.2 Transit fare incentives		
<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"/>
3.3 Enhanced public transit service		
<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"/> The site is well serviced by existing transit
<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"/> See response above
3.4 Private transit service		
<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"/>

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4. RIDESHARING		
4.1 Ridematching service		
<i>Commuter travel</i>		
BASIC ★	4.1.1 Provide a dedicated ridematching portal at OttawaRideMatch.com	<input type="checkbox"/>
4.2 Carpool parking price incentives		
<i>Commuter travel</i>		
BETTER	4.2.1 Provide discounts on parking costs for registered carpools	<input type="checkbox"/>
4.3 Vanpool service		
<i>Commuter travel</i>		
BETTER	4.3.1 Provide a vanpooling service for long-distance commuters	<input type="checkbox"/>
5. CARSHARING & BIKESHARING		
5.1 Bikeshare stations & memberships		
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"/>
5.2 Carshare vehicles & memberships		
<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"/>
6. PARKING		
6.1 Priced parking		
<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"/> <i>No parking is proposed</i>

TDM measures: <i>Non-residential developments</i>		Check if proposed & add descriptions	
7. TDM MARKETING & COMMUNICATIONS			
7.1 Multimodal travel information			
<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"/>
7.2 Personalized trip planning			
<i>Commuter travel</i>			
BETTER ★	7.2.1	Offer personalized trip planning to new/relocating employees	<input type="checkbox"/>
7.3 Promotions			
<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"/>
8. OTHER INCENTIVES & AMENITIES			
8.1 Emergency ride home			
<i>Commuter travel</i>			
BETTER ★	8.1.1	Provide emergency ride home service to non-driving commuters	<input type="checkbox"/>
8.2 Alternative work arrangements			
<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"/>
8.3 Local business travel options			
<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"/>
8.4 Commuter incentives			
<i>Commuter travel</i>			
BETTER	8.4.1	Offer employees a taxable, mode-neutral commuting allowance	<input type="checkbox"/>
8.5 On-site amenities			
<i>Commuter travel</i>			
BETTER	8.5.1	Provide on-site amenities/services to minimize mid-day or mid-commute errands	<input type="checkbox"/>