

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 checked="" 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 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"/>
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"/>
<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"/>
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"/>

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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"/>