

Transportation Demand Management Plan

(Last update: June 2025)

A Transportation Demand Management (TDM) Plan is a report recognizing a convergence of mandates, policies, programs, incentives, services, facilities and infrastructure to encourage sustainable modes of transportation by reducing single occupancy vehicle trips made during peak periods. In support of a development proposal, such a study is meant to outline a strategy that will mitigate the development's peak hour travel and vehicular parking demands, and support assumptions made about modal splits, trip reductions and parking rates in the Transportation Mobility Plan of the development application.

Required by Legislation

The City of Richmond Hill *Official Plan*.

Who should prepare this plan?

A TDM Plan must be completed by a qualified Transportation Professional, including Professional Engineers and Registered Professional Planners. The report must be dated and signed by the Professional.

Why do we need this plan?

A TDM Plan is required to:

- Examine opportunities to reduce peak hour single occupancy vehicle trips by identifying incentives to encourage trips by walking, cycling, scootering, transit, or other sustainable modes of transportation.
- Ensure that measures supporting the use of non-auto modes of transportation will be provided at a development, particularly ones located in major transit station areas where a zoning by-law may not require an owner or occupant of a building or structure to provide and maintain vehicular parking facilities.
- Demonstrate how a development complies with the TDM requirements outlined in the City's Parking and TDM Strategy for Developments.

- Justify any proposed vehicular parking requirement reductions from the City's Comprehensive Zoning By-law 30-25 or other prevailing zoning by-law applicable to a development.

How should this plan be prepared?

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

A TDM Plan should at a minimum contain the following:

Introduction

- Address of the subject property
- General site location of the subject property
- Project Name (if applicable)
- Applicant and owner's contact information
- Author name, title, qualifications, company name
- Brief description of the proposed development, site plan, and site location.

Proposal Description and Context

- A description of the proposal, 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, buildings, and parking areas.
- Concept/site plan for the development including building location, parking, access (vehicular, cycling and pedestrian), amenity areas, grading, natural features and any natural hazards, and proposed streets.

Investigation/Evaluation

- Existing conditions, such as study area transit service and active transportation facilities (e.g., for cyclists and pedestrians) in the surrounding area.
- Surrounding context & existing TDM opportunities
- Identify nearby planned active transportation network improvements through the review of the City's Transportation Master Plan.
- Identify gaps or limitations in the pedestrian and cycling networks as well as opportunities to expand transit accessibility.
- Identify planning context relating to transportation through the review of the City and Regional Official Plans and Transportation Master Plans.

- As per the methodology outlined in the City’s Parking and TDM Strategy for Developments:
 - Identify the Parking Strategy Area
 - Calculate the TDM requirements according to Parking Strategy Area and proposed parking supply
 - Identify the “hard” TDM measures to be provided at the development to meet the requirements
- Identify opportunities to provide active transportation connections from the subject property to existing and planned active transportation facilities in the public right-of-way.
- Identify opportunities to provide on-site “hard” TDM measures, meaning physical measures that can be verified on a site plan. Examples are shower and change facilities, bicycle parking, bicycle repair stations, etc.
- Identify opportunities to provide “soft” TDM measures, meaning programs or services provided by the operator or management of the development. Examples are transit pass subsidies, car- or bike-share membership, TDM monitoring surveys, etc.
- Identify opportunities to provide pedestrian interconnections with adjacent properties.

Impacts and Mitigation Measures

Consideration shall be given to the following TDM strategies:

- Planning and 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.)
 - Common element “work from home” space for building residents
 - Pick-up/drop-off area
- Walking and Cycling:
 - Sidewalks, pathways, and cycling facilities
 - Connectivity to public trails and cycling facilities
 - Shower/change facilities for non-residential uses
- Transit:
 - Direct connections to transit
 - Weather protected waiting areas
 - Shuttle services to major transit stations
- Bicycle Parking:
 - Minimum and aspirational bicycle parking provisions (long- and short-term)
 - Conveniently located long-term bicycle parking areas with sufficiently wide and powered doorways
 - Weather protection for short-term bicycle parking
 - Bicycle maintenance facilities (e.g., repair station, wash station, etc.)
 - Public bicycle parking located near the public right-of-way; and
 - E-bike charging provisions in long-term bicycle parking areas.

- Vehicular Parking:
 - Opportunities for reduced parking requirements (proximity to transit, cash-in-lieu)
 - Unbundle parking
 - Paid parking
 - Carpool parking
 - Shared parking
- Carshare/Bikeshare:
 - On-site carshare vehicle(s) and parking spot(s), and agreement with reputable car-share service provider; and
 - On-site bikeshare (including e-bikes) parking spaces, and agreement with reputable bike-share service provider.
- Wayfinding and travel planning:
 - Wayfinding signage
 - Travel planning tools
 - Paid parking
 - Support for development of a School Travel Plan (if applicable)
- Education/Promotion and incentives:
 - Distribution of initial and follow-up TDM monitor surveys to new residents of residential developments. The initial survey shall be distributed to residents at 50% occupancy and the follow-up survey shall be distributed 2 years thereafter.
 - Membership in Transportation Management Association/Smart Commute (if applicable)
 - Opportunities for discounted/reduced transit passes, carshare memberships, or bike share memberships
 - Other (e.g., transit trip-planning demonstration, information sessions and packages, pre-loaded Presto cards)
- Others:
 - Other TDM measures may be considered in addition to the ones listed above.

Recommendations

- Based on the proposed measures, document the projected reductions in trips when a Transportation Mobility Plan is required
- Recommended mitigation measures to address transportation impacts
- Proposed monitoring and evaluation of TDM measures
- Work with future tenants/end users to complete TDM monitoring surveys.
- Summary of TDM measures in tabular form with cost estimates. Based on these estimates, the City will collect securities through the development agreement to ensure that the measures will be implemented and/or completed by the developer. Measures requiring cost estimates include but are not limited to:
 - Bicycle parking and shelter
 - Bicycle maintenance and repair stations
 - Transit incentives (i.e., Presto cards)
 - Car share
 - TDM monitoring surveys
- Conclusions of the TDM 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 funding and/or implementing what measures
- Identification of parking tier achieved, as per the criteria identified in the City's Parking and TDM Strategy for Developments.

Drawings and Supporting Information

- Context maps, aerial photographs to help provide context for the site, which may include information on existing/planned active transportation facilities, and existing/planned transit stops and routes.

What else should we know?

A Pre-Submission Meeting with City Planning staff is encouraged prior to submitting a development application. The scope of the Study should be discussed with City staff and/or other agencies as part of the pre-submission process which would generally take place prior to the submission of a *Planning Act* application.

Additional Terms

The TDM Plan may be consolidated as a component of a report containing the Transportation Mobility Plan and/or Parking Study.

Other terms to be identified by the City through the pre-submission process.

Study Submission Instructions

To be submitted in accordance with the [City's requirements for Development Planning Applications](#).

What other resources are there?

Richmond Hill [Development Application Resources](#)

Richmond Hill [Transportation Master Plan](#)

Richmond Hill [Parking and Transportation Demand Management Strategy for Developments](#)

Richmond Hill [Comprehensive Zoning By-law 30-25](#)

Richmond Hill [Sustainability Metrics](#)

York Region [Transportation Mobility Plan Guidelines](#)

York Region [Transportation Demand Management](#)

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

Professional Engineers of Ontario – [Why employ a professional engineer?](#)

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.

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.

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.

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. (Note: this is subject to the extent of the revisions).

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 incomplete and returned to the applicant.