

Transit-Oriented Development Areas Transportation Demand Management Guidelines			
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1.0 INTRODUCTION

Transportation Demand Management (TDM) applies a range of strategies and policies to maximize sustainable transportation choices, and reduce travel demand for private, internal combustion engine vehicles. TDM measures can work towards this goal in a variety of ways. This policy focuses on encouraging sustainable modes through incentives that support transit and shared electric vehicles.

2.0 RELATED BYLAWS AND POLICIES

This guideline is informed by the following bylaws and policies.

- [Burnaby Zoning Bylaw](#)
- [Burnaby Street and Traffic Bylaw](#)
- [Burnaby Parking Meter and Electric Vehicle Charging Bylaw](#)
- [City of Burnaby Climate Action Framework](#)
- [Connecting Burnaby: Burnaby Transportation Plan](#)
- [Burnaby Environmental Sustainability Strategy](#)

Unless otherwise noted, capitalized words within this guideline have the meaning ascribed to them in Section 3 of the *Burnaby Zoning Bylaw, 1965* or the *Burnaby Street and Traffic Bylaw 1961*, as applicable.

3.0 TRANSPORTATION DEMAND MANAGEMENT REQUIREMENTS

3.1 DEVELOPMENTS WITHIN A TRANSIT ORIENTED DEVELOPMENT AREA

Under Section 800.5.2 of the Burnaby Zoning Bylaw, transportation demand management measures must be provided for any new apartment building in accordance with a plan prepared in accordance with this guideline. Requirements for certain measures correspond to the amount of resident vehicle parking (excluding residential visitor parking) provided per Dwelling Unit.

Requirements may include provision of a Shared Vehicle Program, provision of Shared Vehicle Parking Spaces, and provision of a Transit Pass Program. Table 1 summarizes the TDM requirements.

Table 1: Summary of TDM Requirements

Resident Parking Provided ¹ (Spaces Per Dwelling Unit)	Shared Vehicle Program Value (\$ per Dwelling Unit)	Shared Vehicle Parking Spaces ²	Transit Pass Program Value (\$ Per Dwelling Unit)
0.0 to <0.3	\$500	For projects with 0-50 Units – 0 Spaces, 51-150 Units – 1 Space, 151-300 Units – 2 Spaces, 301-450 Units – 3 Spaces, plus one space for any part of each additional 200 units.	\$0
0.3 to < 0.6	\$500		\$1900
0.6 to ≤ 1.0	\$1500		\$2850
> 1.0	\$1500		\$4750

¹ Residential parking provided excludes residential visitor parking and is averaged across all residential units/tenures in a development.

² Meeting the requirements of Section 3.4 of this guideline.

3.2 DEVELOPMENTS OUTSIDE OF A TRANSIT ORIENTED DEVELOPMENT AREA

For developments located outside of a Transit Oriented Area, no Transportation Demand Management Measures are required to be provided under this guideline.

3.3 SHARED VEHICLE PROGRAM

Each development that is required to provide a Shared Vehicle Program must meet the requirements of sections 3.3.1 to 3.3.2 of this guideline.

3.3.1 Shared Vehicle Program

The applicant will provide one Shared Vehicle membership for each Dwelling Unit for the life of the building.

If the Shared Vehicle Program Value for a development calculated in accordance with Table 1 exceeds the actual cost of providing Shared Vehicle memberships for each dwelling unit in the development, then the applicant will provide an amount equal to the balance of the Shared Vehicle Program Value available for use by residents of the development as driving credits for the use of Shared Vehicles. For example, if a 100-unit development provides 0.85 resident parking spaces per dwelling unit, and the cost of a Shared Vehicle membership is \$500 per dwelling unit then:

- Shared Vehicle Program Value:
 $\$1500 \times 100 \text{ dwelling units} = \$150,000$
- Cost of providing Shared Vehicle memberships for all dwelling units in the development:
 $\$500 \text{ per dwelling unit} \times 100 \text{ dwelling units} = \$50,000$
- Balance of the Shared Vehicle Program to be made available for use as driving credits for Shared Vehicles:
 $\$150,000 - \$50,000 = \mathbf{\$100,000}$

Driving credits must be made available for use by residents of all Dwelling Units within a development over a minimum period of five years from the date a certificate of occupancy is issued for the development.

An applicant may not provide a cash-in-lieu payment to residents of the development to satisfy the requirement to provide a Shared Vehicle Program.

3.3.2 Alternative Provision

If an applicant demonstrates reasonable efforts have been made to meet the requirements of this guideline but is unable to secure participation of a Shared Vehicle Organization, an acceptable alternative set of Transportation Demand Management measures of similar value and utility will be required in place of the Shared Vehicle Program, to be proposed by the applicant to the satisfaction of the City's General Manager Planning and Development.

This alternative set of measures may not include a cash-in-lieu payment to residents of the development.

3.4 SHARED VEHICLE PARKING SPACES

Where a development is required to provide one or more Shared Vehicle Parking Spaces, each such Shared Vehicle Parking Space must meet the requirements of sections 3.4.1 to 3.4.5 of this guideline.

3.4.1 Location

The City will determine the location of all Shared Vehicle parking spaces, which may be on-street within a City-owned road along a development site frontage, or on-site (either within a publicly accessible private internal road, or within the development). Note that any Shared Vehicle parking spaces operating on-street within the City-owned road would be subject to a license agreement between the City and the Shared Vehicle Organization.

3.4.2 Development Standards

Each Shared Vehicle parking space must include an EV charging station with Level 2 Charging, or a higher charging level.

3.4.2.1 On-Street Shared Vehicle Spaces

Where Shared Vehicle parking spaces are to be provided on-street within a City-owned road, charging infrastructure is to be provided and installed by the applicant. This will generally include:

- a) A BC Hydro owned Low Profile Transformer (LPT)
- b) Electrical service conduit
- c) Metered service kiosk
- d) Dual Port Level 2 Charging station

For each Shared Vehicle Parking Space provided on-street within a City-owned road, up to one additional charging port shall be provided and be made available for public use, to be determined as part of the development review process.

On-street charging infrastructure will become the property of either the City or a public utility where applicable. Charges for parking and energy consumption are to be determined by and paid to the City.

3.4.2.2 On-Site Shared Vehicle Parking Spaces

Where Shared Vehicle parking spaces are to be provided on-site (either on a publicly-accessible private internal road, or within the development site), they will be designed to meet the following requirements.

- a) **Public Access:** Convenient, accessible, access to the Shared Vehicle parking spaces will be provided at all hours of the day, seven days a week. This public access will be secured for the life of the building by the City as part of the rezoning or development permit process, as applicable. Vehicle access to Shared Vehicle parking spaces will meet the same requirements for maneuvering as other parking spaces.
- b) **Dimensions:** Shared Vehicle parking spaces shall be a minimum of 2.9 meters wide, 5.5m in length, and have a vertical clearance of at least 2.3m continuously provided between the Shared Vehicle Parking Space and the street. Charging infrastructure may be located partly within the Shared Vehicle Parking Space, but must provide sufficient room for maneuvering, loading, and unloading of a Shared Vehicle.
- c) **Lighting and Wayfinding:** The entire route from the street to the Shared Vehicle Parking Spaces shall be well lit and include adequate signage to direct the public to the Shared Vehicle.
- d) **Location:** Shared Vehicle Parking Spaces should be located in the most convenient parking spaces along the access route from the street, second only to accessible parking spaces. Shared Vehicle Parking Spaces at grade are preferred. Where multiple Shared Vehicle Parking Spaces are provided they should be located together.
- e) **Communications:** Wireless communications equipment to allow for reliable operation of Shared Vehicles will be required as necessary.

3.4.3 Shared Vehicle Organization Requirements

The applicant will be required to enter into an agreement with a Shared Vehicle Organization to provide the required Shared Vehicle Program and to locate a Shared Vehicle in each of the required Shared Vehicle Parking Spaces.

3.4.4 Alternative Provision

If an applicant demonstrates reasonable efforts have been made to meet the requirements but is unable to secure participation of a Shared Vehicle Organization for delivery of Shared Vehicles for a required on-site Shared Vehicle Parking Space, an acceptable alternative set of TDM measures of similar value and utility will be required, and is to be proposed by the applicant to the satisfaction of the General Manager of Planning and Development.

This alternative set of measures may not include a cash-in-lieu payment to residents of the development. The alternative set of measures may include the phased deployment of Shared Vehicles over a reasonable period of time.

3.5 TRANSIT PASS PROGRAM

Each development that is required to provide a Transit Pass Program must meet the requirements of sections 3.5.1 to 3.5.6 of this guideline.

3.5.1 Subsidy Amount and Duration

Where a Transit Pass Program is required, a subsidy valued at 50% of the cost of a two-zone monthly transit pass will be made available to each dwelling unit, subject to the restriction that each dwelling unit is eligible for one subsidy per month.

The total amount of subsidies to be made available will be as calculated in accordance with Table 1, and will remain available to residents until depleted by the Program. Based on a 100% uptake rate, this subsidy would last for 2-5 years depending on the value of the Transit Pass Program.

3.5.2 Subsidy Administration

Transit pass subsidies must be offered through the TransLink Compass for Developments program, or a replacement program administered by TransLink, that provides reimbursement of a portion of transit pass fees to residents with proof of purchase. Residents may not take cash-in-lieu of the subsidy. Residents will be required to register their compass card to receive the subsidy each month.

Where a Transit Pass Program is required, the applicant will be required to enter into an agreement with TransLink acceptable to the City.

The applicant will also be required to enter into an agreement with the City to proactively notify residents of the availability of subsidies on at least a semi-annual basis until the subsidy amount is depleted.

Alternative Provisions

If an applicant demonstrates reasonable efforts have been made to meet the requirements but is unable to secure participation of TransLink, an acceptable alternative set of TDM measures of similar value and utility will be required, and is to be proposed by the applicant to the satisfaction of the General Manager of Planning and Development.

This alternative set of measures may not include a cash-in-lieu payment to residents.

4.0 APPLICATION REQUIREMENTS

Prior to submission of a development application, potential applicants should confirm the number and general location (on-street, off-street) of required Shared Vehicle Parking Spaces through the pre-application process.

As part of any development application within a Transit Oriented Development Area, an applicant must submit the form attached as Schedule A to this guideline.

All development applications must submit a Transportation Demand Management Communication Strategy to advise the residents of the transportation options available for travel.

The City may impose specific conditions and require specific agreements to ensure the provision of Transportation Demand Management measures, including without limitation:;

1. Section 218 Statutory Right of Way to secure public access to on-site Shared Vehicle Spaces, and City access for the purpose of ensuring compliance with TDM requirements,
2. Section 219 Covenants
 - a. Requiring the owner to inform residents about transit pass subsidies and Shared Vehicle memberships,
 - b. Requiring the property owner to provide access to the City for the purposes of monitoring parking use within the development.
3. Financial securities such as letters of credit to secure the provision and delivery of on-site and off-site Shared Vehicle Parking Spaces and associated EV charging infrastructure and charging stations,
4. Provision of copies of legal agreements with third parties as described in this guideline.

5.0 EXTERNAL REFERENCES

The content of the following links does not form part of the guideline. These links are provided to support potential applicants in initiating conversations with providers of Transportation Demand Management Measures.

TransLink	<u>Compass for Developments</u>	
Shared Vehicle Organizations	Modo Carsharing Coop Website: <u>https://www.modo.coop</u> Email: <u>bizdev@modo.coop</u>	EVO Shared Vehicle Website: <u>https://evo.ca/</u> Email: <u>businessinfo@evo.ca</u>
EV Charging Infrastructure	Natural Resources Canada – <u>EV Charging Basics</u> BC Hydro – <u>Electric Vehicles</u> Plug In BC - <u>https://pluginbc.ca/</u>	

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Transportation Demand Management Guidelines - Schedule A

Project Address: _____

To be completed for development sites within a Transit Oriented Development Area, that contain new Apartment Buildings. To be included as part of any Development Application submission.

1	Is the proposal located entirely or partly within a Transit Oriented Development Area?
2	Yes – Continue to Line 5.
3	No – Stop here, Transportation Demand Management Measures are not required.
4	Does the proposed development include an Apartment Building?
5	Yes – Continue to Line 7.
6	No – Stop here, Transportation Demand Management Measures are not required.
7	In total, how many Dwelling Units of all types does the proposed development include?
8	Dwelling Units
9	How many parking spaces for resident use only are provided? Exclude visitor spaces.
10	Resident Parking Spaces
11	Calculate the rate of resident parking provided (Line 10 ÷ Line 8)
12	Spaces Per Dwelling Unit
13	Use your response in Line 12 to determine the appropriate row in Table 1, Column 1 and lookup the Shared Vehicle Program Value per unit in Column 2
14	\$ Per Dwelling Unit
15	Calculate total Shared Vehicle Program Value (Line 14 x Line 8)
16	\$
17	Use line 8 to determine required number of Shared Vehicle Spaces in Table 1, Column 3.
18	Required Shared Vehicle Spaces
19	Use your response in Line 12 to determine the appropriate row in Table 1, Column 1 and lookup the Transit Pass Program Value in Column 4
20	\$ Per Dwelling Unit
21	Calculate total Transit Pass Program Value (Line 20 x Line 8)
22	\$

Transportation Demand Management Plan Summary

Total Number of Units (Line 8): _____ units

Total Shared Vehicle Program Value (Line 16): \$ _____

Total Number of Shared Vehicle Spaces (Line 18): _____ spaces

Total Transit Pass Program Value (Line 22): \$ _____

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