

# Transportation Mobility Plan

A Transportation Mobility Plan is an evaluation of the effects a proposed development is expected to have on the existing transportation system including on the road, transit service, cycling and walking networks. The study is intended to recommend mitigation measures to address travel demands generated by the development, if necessary.

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## Required by Legislation

The Ontario Planning Act.

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## Who should prepare this plan?

A Transportation Mobility Plan should be prepared by a qualified Transportation Professional, including Professional Engineers and Registered Professional Planners. The report must be stamped, dated and signed by the Professional.

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## Why do we need this plan?

A Transportation Mobility Plan is required to provide a basis for which to evaluate accommodation of non-auto transportation modes:

- › Provide staff with a basis on which to assess transportation implications of the proposed development on the surrounding area
- › Provide a basis on which to evaluate the appropriateness of the scale of the proposed development
- › Provide a basis on which to evaluate safe and efficient access and traffic flow
- › Provide recommendations for improvements to transportation infrastructure, service upgrades and mitigation measures to accommodate or reduce any negative impacts of a development

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## How should this plan be prepared?

A Transportation Mobility Plan should at a minimum contain:

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### Introduction

- › Address of the subject property
- › General site location of the subject property and context map
- › Project Name (if applicable)
- › Applicant and owner's contact information
- › Author name, title, qualifications, company name and appropriate stamp
- › Brief description of the proposal
- › Overview of the study area
- › Purpose of the study
- › Location and context map

**How should this plan be prepared?** (continued)

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**Proposal Description and Context**

- › A description of the proposal, development stats (such as number of units, site area) 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, natural areas, buildings, parking areas
  - › Concept/Site plan for the development including building location, parking, access, amenity areas, grading, natural features and any natural hazards, proposed streets
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**Investigation/Evaluation**

- › Neighbouring land uses and any proposed developments
  - › Existing conditions, study area description, road network, traffic volumes, transit service, bicycle and pedestrian facilities, traffic intersection operations
  - › Existing model calibration if volume-to-capacity ratio is greater than one under existing condition (e.g. Saturation flow survey, gap survey, lost time adjustment survey, etc.)
  - › Information regarding all nearby municipal, regional, and provincial roadways that will be impacted including intersections and access points for adjacent developments
  - › Study assumptions: horizon years and analysis periods, traffic data collections Synchro parameters
  - › Trip Generation Calculations (e.g. ITE trip rate, proxy site survey, etc.)
  - › Description of trip distribution and assignment (e.g. TTS for residential, marketing survey for retails)
  - › Future background traffic conditions: planned road network improvements, background traffic growth, background development traffic, future background intersection operations
  - › Future total conditions with development: vehicular trip generation, trip distribution, future total traffic intersection operations, queuing analysis, , sightline analysis, etc.
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**Impacts and Mitigation Measures**

- › Site traffic impacts of the proposed development on the surrounding road network
  - › Mitigation measures to address transportation impacts of the proposed development
  - › Preliminary design review
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**Recommendations**

- › Summary and conclusions of the supporting studies and how they support 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
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**How should this letter/report be prepared?** (continued)

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**Drawings and Supporting Information**

- › Concept plans
  - › Study Area
  - › Survey data, growth calculations and other technical appendices (for example: Synchro outputs, etc.)
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**What else should we know?**

The scope of the study should be discussed with the municipal and/or local municipal planning staff and or other staff or agencies as part of the consultation process.

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**Additional Terms**

To be identified by the local municipality where proposed development is located.

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**Study Submission Instructions**

To be identified by the local municipality where proposed development is located.

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**What other resources are there?**

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)  
Professional Engineers of Ontario – [Why employ a professional engineer?](#)  
York Region Transportation Master Plan  
York Region Transportation Mobility Plan

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### **About these 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 at the pre-consultation stage.

The need and scope for this study will be decided by a municipality during initial pre-consultation process with input from partner agencies. This pre-consultation process may include:

- Determination if this study is applicable
- Confirmation of criteria within these Terms of Reference that are appropriate for your development project
- Identification of specific technical components that need to be addressed
- Identification of detailed standards to be met

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#### 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.