

Terms of Reference: Traffic Impact Assessment (TIA)

Effective Date: December 1, 2025

1.0. Purpose

The purpose of this Terms of Reference (ToR) is to outline the minimum requirements for preparing a Traffic Impact Assessment (TIA) to support development applications within the Town of Innisfil. The TIA will assess the transportation impacts of proposed developments and identify necessary improvements to ensure a safe, efficient, and sustainable transportation system.

2.0. Applicability

A TIA is required for developments that may have a significant impact on the surrounding transportation network. This includes, but is not limited to:

- Developments generating more than 50 peak-hour vehicle trips.
- Developments involving significant land use changes or intensification.
- Applications located near high-volume intersections or sensitive transportation corridors.

This requirement applies to the following development applications;

- All Zoning By-law Amendment
- Official Plan Amendment
- Plan of Subdivision
- Plan of Condominium
- Site Plan Control Applications
- CPPS By-Law
- As determined necessary by the Town's Planning and Development Engineering Services.

3.0. Study Scope and Content

The Traffic Impact Assessment shall conform to the latest Town of Innisfil Engineering Design Standards and Specifications. The report must include the following sections::

1. Introduction
2. Study Area
3. Existing Conditions
4. Future Road Network
5. Future Background Traffic Conditions
6. Proposed Development
7. Future Total Traffic Conditions:
8. Site Access Assessment
9. Sight Line Assessment
10. Safety Analysis

11. Site Mitigation Measures
12. Parking and Circulation
13. Summary, Conclusions, and Recommendations

If any of the above sections are not relevant to an application, a brief explanation under the section stating why it is not applicable must be provided.

4.0. Study Methodology and Standards

The TIA shall be prepared in accordance with the latest version of the following guidelines and standards:

- Institute of Transportation Engineers (ITE)
- Province of Ontario standards and guidelines
- Highway Capacity Manual (HCM)
- Transportation Association of Canada (TAC) guidelines
- Town of Innisfil Engineering Standards and Specifications
- Town of Innisfil Transportation Master Plan
- Town of Innisfil Official Plan and Planning Policies
- Town of Innisfil Transportation and Roads By-laws
- Ontario Provincial Standards and Specifications

5.0. Submission Requirements

The TIA must be prepared and signed by a qualified Transportation Engineer licensed in the Province of Ontario. The submission package shall include:

- All relevant figures, drawings, and supporting calculations
- Digital copies of the reports
- Traffic modelling files
- A Construction Transportation Management Plan may be required prior to construction
- The Town may require a peer review at the applicant's expense.

6.0. Consultation

Early consultation with the Town's Planning and Development Engineering Services is required to determine whether a Traffic Impact Assessment (TIA) is required, and to confirm the appropriate study area, scope, data collection parameters, and modelling requirements.

7.0. Validity and Updates

A Traffic Impact Assessment remains valid for up to three (3) years from the date of publication. The Town reserves the right to ask for additional/updated scope during the review process, if necessary. Traffic counts that are over 3 years old, were collected during the COVID-19 pandemic, or outside peak hours cannot be used in the preparation of the TIA.