

# **Public Works and Government Services Canada Employee Green Commuting Survey**

## **Sample Cover Letter for Survey**

To: All downtown employees  
From: Green Commuting Committee  
Subject: Green Commuting Survey

We have witnessed a recent increase in downtown parking prices. Traffic congestion during rush hour is becoming more serious, despite new improvements to Winnipeg Transit's service like the NaviGo Trip planner. These concerns appear to be directly linked to the increase in single occupancy vehicle use in Winnipeg.

We (the GC Committee) are asking you to make personal choices and help us in promoting workplace initiatives that will lead the way to sustainable transportation options for us, and all of Winnipeg.

We have made steps in the right direction through our participation in the Commuter Challenge. In fact, we took first place in our category in 2004! The GC committee would like to enhance our commitment to sustainable transportation, and in doing so work toward reducing greenhouse gas emissions as outlined in the Federal House in Order initiative. We have embarked on a project that will help set forth a plan to provide better commuting options for our employees.

The first step in developing such a plan is to conduct a commuting survey. This survey will help us to understand the commuting needs of our employees at our downtown location, and to take steps that will improve our commuter options.

Please follow the attached link to our in-house web-based survey. The survey will automatically lead you through relevant questions. The survey takes approximately 5 minutes to fill out, depending on your answers. Please be assured that your responses will be grouped with other responses for analysis so that individual answers remain strictly confidential.

All those who complete the survey before the deadline will have their name entered in a draw to win a prize.

If you have any questions, please feel free to contact the Green Citizenship Committee. We will be sending you the results of the survey in the next few weeks.

Thank you for taking part in this program, and for helping us take the first step to becoming a green commute workplace.