

MISSISSAUGA EXECUTIVE CENTRE



Mississauga Executive Centre is actively supporting more environmentally and economically sustainable forms of transportation. As one of our strategies, Mississauga Executive Centre is implementing a carpooling program.

ALL REGISTERED CARPOOL VEHICLES WILL HAVE ACCESS TO PREMIUM PARKING SPOTS IN THE MISSISSAUGA EXECUTIVE CENTRE BUILDINGS.

MEC Carpool program

Carpool Definition:

A carpool is a group of two or more people who:

- Travel together
- Have registered with Colliers Parking Office and online at:
<https://explore.smartcommute.ca/s/colliersinternational>

One carpool permit will be issued to each registered carpool and permits must be renewed each year.

The MEC Carpool Program will be available in all four building, preferential lots, on a first come first served basis.

Incentives and Permit Fees

Incentives:

- Colliers will reserve premium, preferential parking spaces for use by multi-occupant vehicles displaying a valid carpool permit. Unauthorized use of these spaces will result in fines, loss of permit and other penalties — please refer to the regulations laid out in this document under *Misuse of Permits*.
- Carpool spots are guaranteed for carpool participants throughout the day.

Permit Fee:

The fee for the MEC Carpool Program is based on unreserved parking rates. Carpool spaces are limited to availability and requests for lot exchanges will be assigned at the sole discretion of Colliers' Parking Office. The cost of parking, if not covered by your employer, must be divided and paid separately by at least two members of a car pool group.

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Convenience Packages and the Emergency Ride Home Program (ERH)

Each registered participant in Colliers' Carpool program will be issued a complimentary carpool convenience package, to better assist participants with varying work and family schedules.

Complementary Carpool Voucher Package:

- In recognition that carpool members may occasionally find it necessary to travel to and park at the Mississauga Executive Centre outside of their carpool schedule, each member of a registered carpool will be issued a complimentary Colliers carpool convenience package per year. This voucher allows a carpool member to drive alone to work and park free at the unreserved parking lot. Users must check with security at their building to obtain and validate their vouchers and then proceed to park in the unreserved parking lot. Five free parking admissions are assigned to each individual in a carpool group.
- Carpool members only have the option of purchasing an additional maximum 5 vouchers per year at a discount of 50% of the regular price of a daily permit.

Emergency Ride Home Program

The Emergency Ride Home Program provides registered carpool users a reliable ride home via a cab or transit or rental car when an emergency arise (please see emergency defined below). Smart Commute will reimburse users for 100% of the cost of the trip, up to a maximum \$50. The users can use this program up to a maximum of four (4) trips per year. Reimbursements could take up to 15 business days for processing. Whenever you use the service, complete the online report, which will be forwarded to your supervisor and the Mississauga Executive Centre (MEC) parking office for approval. Once your supervisor and the MEC parking office have confirmed the details of your ride and the original receipts have been received at Smart Commute Mississauga, a reimbursement cheque will be issued. Please forward original receipts to Smart Commute Mississauga at 201 City Centre Drive, Mississauga, Ontario, L5B 2T4. Smart Commute Mississauga will reimburse you for the cost of your ride (up to a maximum of \$50). Registered participants are eligible for up to four (4) free emergency rides each year.

The following procedure must be followed in an emergency:

1. Call a taxi company and request a pickup or take transit, or a rental car.
2. Inform your manager or supervisor.
3. Request a taxi receipt that includes fare paid.
4. Complete the online form available at carpoolzone.ca. In order for the form to be processed, registration of the group is required.

Emergency Ride Home Program Eligibility:

To be eligible for the ERH program you must:

- Be part of a registered Colliers carpool group and have a carpool zone account.
- Use a carpool on the day you request an ERH
- Service may only be used for trips originating from the Mississauga Executive Centre.

Definition of an Emergency for using the ERH program:

- Personal or family emergency (including home related emergencies such as fire, break-in, water main break)
- Personal or family illness such as sick or injured child
- Required unscheduled (mandatory) overtime
- Driver of a commuter's carpool or vanpool having to leave work early unexpectedly due to emergency
- Driver of a commuters carpool or vanpool having to leave work late unexpectedly due to required unscheduled overtime
- Your carpool vehicle breaks down

Examples of situations NOT considered to be Emergencies — must use Complementary Voucher package:

- Personal errands / pre-planned appointments, such as visits to the doctor or dentist
- Weather emergencies or natural disasters
- Building closing or evacuation
- Transit service disruptions such as a strike
- Work related travel, such as rides to the airport or business meetings across town
- Rides to work
- Social or professional event at work
- Unapproved or optional overtime delaying employee's departure time
- Disabled vehicle that is easily repaired on-site (dead battery, empty fuel tank, flat tire)

The following additional rules apply for using ERH:

- Program may be used a maximum of four (4) times per year.
- Intermediate stops may be made only if the stops directly pertain to the emergency.
- Unused days do not carry over to future years.
- Emergency rides will not be provided for extreme weather conditions.

Rules and Regulations

Misuse of Permits:

All Carpool parking areas will be considered as "Reserved Area". Unauthorized cars in any carpooling spot will be towed by Colliers at the owner's expense and the operator's parking privileges may be suspended. These include Colliers permit holders who are not part of the carpooling program.

Misuse of permit may result in ticketing, impoundment of the vehicle, revocation of the permit, and fines established by Colliers Parking Office.

Misuse includes, but is not limited to:

- Failure to comply with the Rules and Regulations below
- Falsifying information on the application or renewal forms
- Duplicating or otherwise attempting to produce a counterfeit permit
- Transferring a permit to persons or vehicles not registered to your carpool

Suspected misuse of the carpool program or other parking violations should be reported to the Colliers Parking Office.

Registration:

- Step 1: Register details at <http://colliers.carpoolzone.smartcommute.ca>. Registration confirmation will be sent by Smart Commute.
- Step 2: Forward confirmation to Colliers Parking Office.
- Step 3: Complete a parking registration form, provided by Colliers Parking Office. In the event your employer pays for parking, please speak to your Supervisor or Manager.
- Step 4: A carpool hangtag will be issued by Colliers Parking Office once all the necessary steps have been completed.

Note: Members of a carpool must register their vehicles that will be used for the carpool. Each member of a carpool can register up to two vehicles. Only registered vehicles will be permitted to park in the designated parking spots. These vehicles must be identified by a valid carpool permit hangtag provided by Colliers.

Carpool Hang Tags and Access cards:

Upon registration in Colliers' carpool program, a carpool group will be issued a hangtag and an access card. The vehicle parked in the carpool spot must display the hangtag and the driver must possess an access card. The carpool hangtag maybe transferred among registered carpool members within a

group. Carpool vehicles can park only in the parking lot for which the permit has been issued. No member of a registered carpool can apply for or concurrently hold a non-carpool parking permit. To accommodate times when a member of a carpool requires his or her vehicle at work and has not carpoled, Colliers offers a Complementary occasional use parking package as described on page 2.

Opting out or Dissolving a Carpool:

An individual can opt out of a carpool at any time. Carpool groups should report changes in membership to the Colliers Parking Office immediately or if parking is paid by the employer, speak with your Supervisor or Manager. Individuals dissolving a carpool must return their Carpool Permit and access cards at Colliers' Parking Office.

A carpool is considered dissolved when a sufficient number of carpool members are no longer interested in carpooling or are no longer considered eligible to belong to a carpool according to the criteria set out in the Carpool Definition section of this document.

Remaining Carpool member: If a carpool is forced to dissolve Colliers Parking office will grant the remaining carpool member 14 days to find a new carpool partner. During this time he/she can park at the designated carpool spot. In the case where a suitable match is not made, the individual can purchase a parking permit for the remainder of the month.