



MISSISSAUGA EXECUTIVE CENTRE

Mississauga Executive Centre (MEC) is actively supporting more environmentally and economically sustainable forms of transportation. As one of our strategies, Mississauga Executive Centre offers 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://colliers.carpoolontario.ca>

Transponder

Staff utilizing the carpool program will each receive a parking transponder. The transponders will be programmed in such a manner to include specific carpool groups. Each day, the transponder will allow entrance and exit access for the first vehicle in the carpool group. This means if a second vehicle in the carpool groups drives to MEC, the gates will not open and the driver will be required to take a ticket and pay for parking on the day they do not carpool to work. Access will only be granted to one vehicle per day per carpool group.

Please note that complimentary carpool vouchers will no longer be valid.

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, will be invoiced to one person in your carpool. Please notify the parking office as to whom will be responsible for the invoice. It will be the responsibility of the carpool members to make payment arrangements among themselves.

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 an account on Carpool Ontario at <https://colliers.carpoolontario.ca>.

Step 2: Forward confirmation to Colliers Parking Office (New parking office is located at 4 Robert Speck Parkway, Lower Level)

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 permit 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 Permit and Access Cards:

Upon registration in Colliers' carpool program, a carpool group will be issued a hangtag and transponders. The transponders will be programmed in such a manner to include specific carpool groups. Each day, the transponder will allow entrance and exit access for the first vehicle in the carpool group. This means if a second vehicle in the carpool groups drives to MEC, the gates will not open and the driver will be required to take a ticket and pay for parking on the day they do not carpool to work. Access will only be granted to one vehicle per day per carpool group.

The vehicle parked in the carpool spot must display the hangtag and the driver must possess a transponder. 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.

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.