

**MISSISSAUGA EXECUTIVE CENTRE:  
1-4 ROBERT SPECK PARKWAY  
PARKING RULES & REGULATIONS (TENANTS)**



These parking rules have been created for the health and safety of tenants, visitors and guests to The Mississauga Executive Centre and to maintain control of 5,000+ parkers that may park/use the parking facilities at any time.

**Definitions:**

**Parking Facilities:** Mississauga Executive Center at 1, 2, 3 & 4 Robert Speck Parkway, Mississauga ON

**Monthly Parkers:** Any individual that receives a coloured hang tag and/or access card and pays the applicable fee(s) or any individual that receives a coloured hang tag and/or access card and whose employer pays the applicable fee (s) on their behalf.

**Vehicles:** non-commercial vehicles that are within the limits of the parking facilities as sign posted in specific areas in the parking facilities.

**A. Rules and Regulations for Monthly Parkers:**

1. Vehicles powered by propane, hydrogen, or natural gas are not allowed in the underground-parking garage.
2. Smoking is not permitted in the underground-parking garage.
3. All individuals, except for visitors and delivery vehicles, who wish to use the parking facilities are required to read, complete and sign a Parking Agreement and pay the applicable fee(s).
4. Acceptable forms of payment are cash, cheque or EFT. Debit/credit is not accepted. Note: This does not apply to individuals whose employer makes payment on their behalf.
5. A fee of \$25.00 will be charged for cheques or EFT payments that are returned due to insufficient funds. Parking obligations will be revoked and access denied in the event that payments are returned multiple times during a 6 month period or when deemed necessary by Management.
6. Parkers must swipe their building access card to gain access to the secured areas of the parking facilities (ie: underground lots).
7. A fee of \$25.00 is applicable to replace lost, stolen or access cards or hang tags.
8. Allow 24 hours for changes to take effect on building access cards.
9. Parkers must park only in the designated area they are assigned to and the colour coded hang tag identifies the vehicles authority to park in that area.
10. The coloured hang tag must be displayed in a prominent and visible area (hanging from the rear view mirror) when using the parking facilities. This will make it easy for our Parking Control Officer to confirm the vehicle's authority to park in that area.
11. Building access cards and coloured hang tags are assigned to one (1) individual/parker only and cannot be used, transferred, assigned or sublet to another individual/parker.
12. Parkers must to obey all posted signs throughout the parking facilities.
13. If a parker has a new, replacement or additional vehicle, they must notify Management immediately to avoid ticketing.
14. If a parker forgets his/her coloured hang tag, but has not misplaced/lost it, they must notify Management to avoid receiving an infraction/ticket.
15. To cancel/terminate a parking agreement, 30 days advance written notice is required and to be issued to Management.
16. Overnight (weekday) parking is permitted only if prior arrangements have been made by contacting Management. Once approval has been granted, a special permit must be displayed in a prominent and visible area (hanging from the rear view mirror) when using the parking facilities. This will make it easy for our Parking Control Officer to confirm the vehicle's authority to park in that area.

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17. Parkers that fail to follow any one of these parking rules will receive an infraction/ticket without notice.
18. Abandoned vehicles will be ticketed and towed by the City of Mississauga.
19. Management reserves the right, at any time, to deny an individual access to the parking facilities and/or cancel a parker's agreement in the event of multiple offences, safety reasons, or violation of any one of these parking rules.
20. Management reserves the right, at any time, to relocate a parker to another designated area in the event of construction work, repairs being conducted in or near the designated area.
21. Infractions/Tickets are issued in accordance with the City of Mississauga Parking Enforcement By-Laws.
22. If a parker wishes to dispute a ticket, they must do so immediately by contacting the Management office. If a ticket is issued after hours or on a weekend, the parker must file a dispute with the on-site security guard.
23. Management is not responsible or liable for damages, destruction or loss of vehicle and its contents due to fire, theft, collision or otherwise.

**B. Safety Tips and Precautions for all users of the Parking Facilities:**

The following safety and precautionary tips have been created as a courtesy to all parkers to promote safe practices within the parking facilities and to protect our parkers and their vehicles.

1. If the parking arm or door is engaged (in the 'up' position) when entering the garage, please continue to swipe your access card. Do not attempt to enter the garage without swiping your access card to avoid damage to your vehicle.
2. Parking availability may be reduced during the Winter months in the surface lots due to accumulation of snow. Management makes every effort to relocate snow off-site to ensure adequate parking is available.
3. Always lock your vehicle, close your windows tightly and ensure your security system is 'on' when leaving your vehicle in the parking facilities.
4. Ensure lights are turned off before leaving your vehicle in the parking facilities.
5. Utilize an anti-theft device such as a steering wheel lock, an automatic engine shut-off, a tracking device or the permanent etching of identification information onto your windows.
6. Do not leave valuables visible.
7. Do not leave your car unlocked.
8. Do not leave an unattended vehicle running.
9. Do not leave your keys in the ignition or place a spare key in the vehicle.
10. Do not leave original insurance or ownership documents in your vehicle.

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**C. Contacts:**

Management Office: Colliers International, 4 Robert Speck Parkway, Suite 260, Mississauga ON L4Z 1S1  
Parking Administrator: Adriana Carvalho, Direct Line (Adriana) 905-281-7204 [mecparking@colliers.com](mailto:mecparking@colliers.com)  
Main Reception 905-275-5000  
Parking office hours of operation: Mon-Fri 09:00am – 05:00pm (excluding statutory holidays).