

Green Commuter Rebate Program

What is the Green Commuter Rebate Program?

As we move towards achieving our vision of becoming the best airport in the world and positioning Toronto Pearson as a regional transportation centre, we need to ensure that we are setting an example when it comes to Corporate Responsibility. The GTAA is introducing a Green Commuter Rebate Program which will:

- provide a monthly taxable rebate to GTAA employees who choose green commuting options
- help to decrease the load on GTAA parking and reduce congestion in the airport business zone
- reduce greenhouse gas emissions

Eligible GTAA employees can receive a taxable **\$70 per month rebate** on their commute to work by using a green commuting method, such as transit, carpooling, biking or walking. Employees who register for the GTAA Green Commuter Rebate Program and commute to work by using a green commuting method 70% of the time during a given month, will be required to log their activity on the [Smart Commute Tool](#) to confirm their eligibility for the taxable \$70 monthly rebate.

Objectives

- Increase public parking capacity for passengers
- Encourage the use of higher capacity, higher occupancy, lower emission modes of transportation
- Build a road network around the airport that is safe, smart, seamless and green
- Support the Regional Transportation Centre by encouraging land-use changes and technologies to minimize the number and length of trips

Why do we need this program?

Recent studies show that Toronto Pearson's growth over the next twenty years will present a heavy burden on current infrastructure. As traffic congestion increases in and around Toronto Pearson, employees of this second largest employment cluster in the country face increasingly longer commute times. Currently more than 90% of employees in the Airport Employment Zone drive to work, further leading to congestion and the burden on the existing parking infrastructure. Workplace green incentive programs, such as an employee discount on green commuting methods, have shown to significantly reduce work-related private automobile trips. For example, the Green Commuter Rebate Program at YVR increased transit use among airport employees by 15% in 5 years. The GTAA has set an ambitious target to increase the number of employees commuting by transit to 30% by 2035, as part of our Regional Transportation Centre planning efforts.

Strategic Alignment

The Green Commuter Rebate program promotes green commuting options for our employees and aligns with our goal to reduce greenhouse gas emissions and improve employee wellness.

The program also supports our vision to develop a new regional multi-modal transit hub, Regional Transportation Centre.

Any reduction in traffic congestion in the Airport Employment Zone will help stimulate continuous, high-value, economic activity.

Who is eligible to participate?

Who:

- Permanent Full Time, Part Time and Seasonal Greater Toronto Airports Authority employees (“Employees”) are eligible

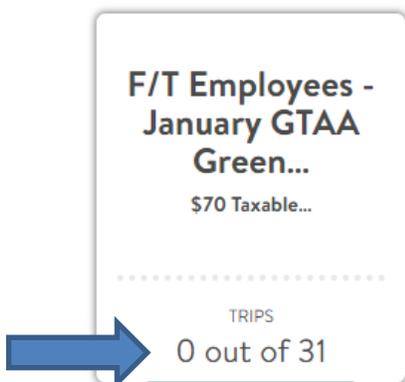
What:

A green commuting method is defined as commuting in any way other than driving alone, resulting in reduced congestion and emissions. Green commuting methods included in the Green Commuter Program are carpooling, walking, taking transit or riding your bike.

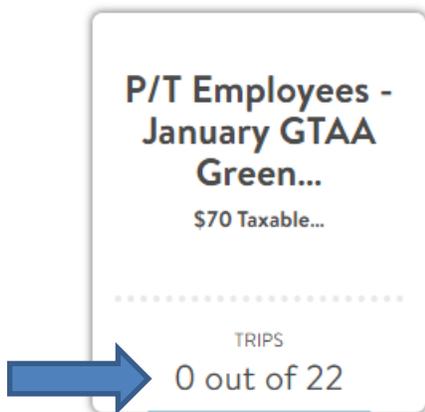
How does it work:

- Employees working a typical **22-weekday calendar** month must commute at least 16 days (to and from work) in a month using green commuting methods and log their activity on the [Smart Commute Tool](#).
- The Smart Commute Tool indicates how many “trips” you must log on the system each month to qualify for your monthly reward. Please note that the number of “trips” changes each month due to the number of working days available in any given month.

MY REWARDS



- Employees working a typical **16-day shift schedule** must commute at least 11 days in a month using green commuting methods and log their activity on the [Smart Commute Tool](#).
- The Smart Commute Tool indicates how many “trips” you must log on the system each month to qualify for your monthly reward.



- Participation is done on a month-to-month basis. The rebate will be paid out on a quarterly basis.
- You may combine different green commuting methods (i.e. walk to bus stop or ride bike to bus stop)
- The decision to develop and/or adjust employee work schedules for green commuting purposes is made by your manager, not by the individual employee. Employees must receive permission from their manager to make any changes to their schedule to accommodate green commuting.

Emergency Ride Home

Employees who are registered on the [Smart Commute Tool](#) and who use a green commuting method to commute to work are eligible for [Emergency Ride Home](#). If you have an unforeseen emergency on any day that you use a green commuting method, you can request reimbursement, of up to \$75, for your emergency transportation costs. You must be sure to retain all emergency transportation receipt(s). There are no limits to the number of claims you can make in a given month or year. However, second and subsequent claims in a single calendar year will be verified with your GTAA supervisor or manager and by Commute Ontario.

How do I participate?

1. Determine your green commuting method. The green commuting method must be one of the eligible methods as defined below: carpooling, transit, walking or riding your bike.
2. Employees **must** complete, read and acknowledge the **waiver** on Portal before participating in the program
3. Once the waiver has been completed and acknowledged, you will be redirected to the [Smart Commute Tool](#).
4. Log your method of commuting on the [Smart Commute Tool](#).
5. If you have commuted using a green commuting method 70% of the time each month, you will be provided a monthly taxable rebate, paid out on a quarterly basis.

Description of Commuting Methods

CARPOOLING

Definition: A carpool is when two or more people commute together in the same vehicle from a similar location to a similar destination.

Create a carpool. If you don't already have one, you can find your carpool partner on the [Smart Commute tool](#)

You may carpool with a non-GTAA employee, however only the GTAA employee will receive the rebate. The non-GTAA employee must also be signed up for the [Smart Commute tool](#).

Carpool Resources:

Carpool Calculator: <http://smartcommute.ca/carpooling/carpool-savings-calculator/>

Tips on Carpooling: <http://smartcommute.ca/carpooling/tips/>

[Click here](#) to find Carpool Parking Lots near you.

GTAA has preferred parking spots for carpoolers. Carpool permits are valid for the parking year 1 Jan – 31 Dec and must be renewed annually. When you register for the Green Commuter Rebate Program, you must fill out and submit a carpool application on the portal. Upon filling out the application, you will receive a "Carpool Parking Permit," which allows you to park in designated carpool spots at the GTAA Administration Building and Terminals. A carpool application form can be completed here <insert link to automated form>.

TRANSIT

Definition: Public transport (also known as public transportation, public transit, or mass transit) is a shared passenger-transport service which is available for use by the general public such as the TTC, Mississauga Transit etc.

Transit Trip Planner – Translinx: <https://www.triplinx.ca/en/trip-planner/4/JourneyPlanner>

BIKING

Definition: a bicycle or bike is a non-motorized vehicle with two wheels, propelled by pedals connected to the rear wheel by a chain, and having handlebars for steering and a seat. Biking or cycling is the act of riding a bike.

Ontario Guide to Safe Cycling: <http://sustainmobility.ca/uploads/images/Cycling%20Guide.pdf>

Cycling Resources: <http://walkandrollpeel.ca/cycling/benefits.htm>

WALKING

Definition: Walking is to advance or travel on foot at a moderate speed or pace; proceed by steps; move by advancing the feet alternately so that there is always one foot on the ground in bipedal locomotion and two or more feet on the ground in quadrupedal locomotion.

Walking Resources: <http://walkandrollpeel.ca/walking/benefits.htm>

Terms and Conditions

There are specific federal and provincial statutes such as: Highway Traffic Act, R.S.O. 1990, c. H.8 as amended, Public Vehicles Act, R.S.O. 1990, c. P.54 as amended and Insurance Act, R.S.O. 1990, c. I.8 as amended that contain legal obligations with respect to carpooling. It is your responsibility to become familiar with and adhere to all applicable federal and provincial statutes.

It is your responsibility to contact your vehicle insurer and verify that you have sufficient insurance coverage to protect yourself and your carpool passengers.

GTAA carpoolers must make their own arrangements. The GTAA is not responsible for nor will it intervene in the event of any dispute between carpoolers. Disputes must be resolved between the carpoolers.

FAQs

Do contract workers qualify for the program?

No. Contract workers, unfortunately, do not qualify for the program.

Do Co-op students qualify for the program?

No. Unfortunately, co-op students do not qualify for the program.

Do I need my manager's approval to participate?

No, unless you are making changes to your schedule to accommodate a green commuting method.

When will I receive my rebate?

Rebates will be paid on a quarterly basis in March, June, September and December. Rebates are based on the number of months you used a green commuting method to and from work, 70% of the time each month.

For example, if an employee participates in January, February and March, he/she will receive \$210.

If the employee participates in January and March, he/she will receive \$140.

The rebate is a taxable benefit, but what does that mean?

A taxable benefit is a payment from an employer to an employee that is considered a positive benefit, which can be in the form of cash or other payment. The employer has to add the benefit to the employee's income each period to determine the total amount of income that is subject to source tax deductions.

Can I carpool with a non-GTAA employee?

Yes, but only the GTAA employee will receive the rebate. The non-GTAA employee will not be eligible for the GTAA program.

I ride a motorcycle to work – do I qualify?

No. The program currently only applies to people who take transit, carpool or bike.

Why are electric vehicles or hybrid vehicles not considered a green commuting method in this program?

Although these vehicles reduce GHG emissions, they do not meet all of the objectives of the program (i.e. reduce congestion on the roads), unless employees are using a green vehicle to carpool.

What if I go on vacation?

You still need to have commuted 16 days (22-day calendar) or 11 days (16-day calendar) that month via a green commuting method to qualify.

I found a claim from the last calendar year. Can I submit this for processing?

No. Only current calendar year claims are valid. Claims for December need to be filed by January 31 of the following year.

What if I do not have the required acceptable forms of proof?

Claims cannot be processed without an acceptable form of proof set out above.

Why is my claim taking so long to be processed?

Administering green commuter claims requires a substantial amount of work behind the scenes, both for the program administrators and for the Finance Department. Each claim is processed individually in our financial system. We appreciate your patience as we work to process each claim.

How can I learn more about the Green Rebate Commuter Program?

[Click here](#) to visit the Green Commuter Rebate Program page or send your questions to corporateresponsibility@gtaa.com

Questions about Commute Ontario?

For Commute Ontario related questions, please contact Jagoda Rozbicka at jrozbicka@sustainmobility.ca.