

Parking		
For Policy Office Use Only		
Policy Type: Corporate Policy		Policy Number:
Approved By: Executive Team (Corporate) Approval Date: Oct 31, 2017 Effective Date: Oct 31, 2017	Original Date: Oct 31, 2017 Revised Date(s): Pick Date Next Review Date: Pick Date	Version: 1
All Rights Reserved. This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the electronic version prior to use		
Policy Sponsor: VP - Corporate Service and CFO		
Policy Author: Director, Strategic Sourcing & Logistics (Bill Stanzel)		Dept: Security
Scope/Impact: Parking regulations for the grounds and properties of CHEO 401 Smyth Rd and OCTC 395 Smyth Rd Ottawa, ON affecting: <ul style="list-style-type: none"> • CHEO - OCTC staff members, physicians, students and volunteers. • Patients, families and visitors parking a vehicle on CHEO - OCTC property. • Employees and volunteers of agencies associated with CHEO - OCTC and occupying physical space on CHEO - OCTC property. • Service and constructions. 		
Keywords: parking		

1. Purpose

Parking facilities provided by CHEO - OCTC at the 401 Smyth Rd and 395 Smyth Rd are for the authorized use by staff, patients, visitors, physicians and associated agencies.

Parking regulations are required to ensure the most efficient use of the limited parking space available, control parking and provide an equitable sharing of the resource. All parking revenue is directed to CHEO Foundation.

2. Policy

- 2.1. In order to receive Staff parking rates an individual must have a valid CHEO - OCTC ID badge (Employee Identification Policy) issued to them. Staff payment for parking is limited to the use of a parking space for the time period that includes a worker's shift with an allowance for arriving and departing from work. Staff are not permitted to leave their vehicle for a longer period unless on CHEO - OCTC business. Staff members shall notify and obtain the approval of CHEO – OCTC Security when their vehicle is to be left for an extended period of time.
- 2.2. A staff member will always swipe their ID badge at the employee parking lot entrance and exit card reader. With the exception of CHEO - OCTC Security a person will not use their CHEO - OCTC ID badge to let anyone else in or out of a parking lot.
- 2.3. Visitor parking is intended for patients, families and visitors to CHEO - OCTC or associated agencies occupying space on CHEO property.
- 2.4. CHEO - OCTC will comply with Provincial and City of Ottawa By-law regulations for providing accessibility parking spaces.
- 2.5. Anyone found in violation of this policy may be subject to a parking ticket issued in accordance with the City of Ottawa By-Law 2003-530 governing parking on private property. Violators may also be subject to a loss of parking privileges and or being towed from CHEO - OCTC property at the owner's expense.
- 2.6. CHEO reserves the right to limit the time a person can park on CHEO - OCTC property or designate parking spaces for a specific use. Signage or barricades will be in place to designate such restrictions

2.7. No person shall drive or park a motor vehicle on CHEO - OCTC property unless it displays a currently validated permit and is insured under a contract of automobile insurance.

2.8. CHEO - OCTC parking fees for staff and visitors will be reviewed on a yearly basis:

On Site Staff	The monthly rate for parking is pro-rated over the year. Any change to the monthly fee will be circulated by the Communications department to staff as far in advance as is possible. Charges will be collected automatically through payroll deduction. Staff are required to provide their licence plate number and complete parking application form before being considered for parking privileges.
Off Site Staff	All staff working primarily at an offsite facility will be subject to employee hourly parking charges in accordance with collective agreements while at CHEO - OCTC. Staff are required to provide their licence plate number and complete parking application form before being considered for parking privileges.
Associated Agencies	Qualified agencies associated with CHEO - OCTC and occupying physical space on CHEO property will be subject to the same parking regulations as a CHEO staff member.
Courtesy parking	Extended to persons that include the following while on CHEO - OCTC business: <ul style="list-style-type: none"> • Members of the CHEO - OCTC Board of Trustees and CHEO Foundation Board of Trustees and Boards of associated agencies • CHEO - OCTC Volunteers • Members of the Family Forum • Members of the Clergy • CHEO - OCTC language Interpreters • Staff working primarily at an offsite facility where they pay the equivalent of full time parking. • Ministry of Education identified Teachers and Educational Assistants from McHugh, Le Transit and other schools • Individuals' are required to provide their licence plate number before being considered for parking privileges and abide by this policy. • OCTC and Roger Neilson House families and visitors who have been issued a valid courtesy permit to park in the 395 Smyth designated spaces. These permits are not authorized in the public lots.
Parking Vouchers	May be purchased through the Security Department. The Chief Financial Officer may authorize complementary parking vouchers for use by programs or departments for specified and identified purposes.
Residents, Interns and Students	Required to pay the applicable staff or designated parking rate. Refer to Appendix 2 for details pertaining to the priority assigned to these different groups. Parking priority will be given to CHEO - OCTC and associated agency employees
Visitors/ Patients	An hourly parking rate will apply to the visitor parking lot and discounted rates may apply for long term in-hospital stays or frequent out-patient clinical appointments. Discounted parking passes are sold at the Security/Parking office to the patient and CHEO - OCTC reserves the right to limit the number and type of passes that may be purchased. Refer to Appendix A.
CHEO Social Work Department	On a case by case basis will identify CHEO patients and families who require financial assistance for parking. They will refer eligible patients and families to the Security Department for subsidized or courtesy parking passes.

2.9. Accommodated parking:

2.9.1. Any person who qualifies for staff parking will be provided parking closer to the hospital for a specified period of time irrespective of waiting lists provided:

- 2.9.1.1. The person has been approved for accommodated parking (including acknowledgement of official accessible parking permits) by the CHEO - OCTC Occupational Health and Safety Department and
- 2.9.1.2. The person is currently enrolled and utilizing staff parking.

3. Responsibilities

- 3.1. Manager, Security and Parking Services will ensure this policy is adhered to and administered in a fair and consistent manner.
- 3.2. CHEO - OCTC Security will monitor and enforce parking regulations in a fair and consistent manner and in accordance with all laws and regulations.
- 3.3. Any person parking a vehicle on CHEO - OCTC property will be required to follow CHEO – OCTC parking regulations. It is the responsibility of all staff to provide up to date vehicle information to the parking office.

4. Procedure

4.1. Enrollment:

- 4.1.1. Enrollment for parking by a staff member shall be via form 4022. Staff applying for parking must have received their photo identification through Human Resources prior to applying. In the event demand for parking exceeds capacity a waiting list will be established. Consideration for parking privileges will be based on the individuals' parking category and the date from Form 4022 was signed and submitted to the Security Department. Categories are defined in Appendix 2.
- 4.1.2. Staff who are on flat rate and forget their badges will need to use the intercom to be let in the parking lot. Staff who are on the usage rate (per hour rate) will be required to park and pay in the public lot.

4.2. Payments:

- 4.2.1. Enrollment/cancellation for staff bi-weekly payments part way through a pay period will constitute a full billing for that pay period.
- 4.2.2. Payroll deduction, accounts receivable and monthly billing (CHEO - OCTC staff and associated agencies) will be co-coordinated by the Security department through the CHEO – OCTC Finance Department.
- 4.2.3. Staff not on CHEO - OCTC payroll may make cash or credit card payments in person at the CHEO - OCTC Security Department.
- 4.2.4. Visitors paying for daily parking may make payments by cash or credit card at any of the automated pay machines or the Security Department. Credit card only payments can be made at the exit gate.
- 4.2.5. Discounted parking passes are available to eligible patients through the CHEO - OCTC Security Department.
- 4.2.6. Payment for parking is for the use of a single designated parking space intended for use by an automobile, motorcycle, or motor-assisted bicycle. It does not include boats, trailers, motor homes, or any other vehicle designated by the Manager, Security and Parking Services.

4.3. Cancellation:

- 4.3.1. The date of enrollment / separation / cancellation will be the date on the Parking Application (form 4022), witnessed by Security staff. It is the employee's sole responsibility to advise Security of any discontinuation of parking privileges including but not limited to Leave of Absences, Terminations and Medical leaves. Retroactive adjustments or refunds will not be made.
- 4.3.2. When a parking contract is cancelled the individual will be considered as a new enrollment for any subsequent parking requests.
- 4.3.3. **Full time or part-time staff bi-weekly parking deductions** are based on a yearly parking plan. Employees wishing to use parking for less than a year are required to sign up as parking services. On cancellation of parking any privileges currently granted for a designated parking lot will be lost and the employee will have to reapply for parking at CHEO - OCTC. If there is a waiting list for parking, preference will be given to individuals who sign up for yearly parking (flat rate). Individuals opting for parking services will be provided parking provided there is sufficient space.

- 4.3.4. **Arrears:** Any employee who is four weeks behind in parking deductions will go into arrears and must pay this parking arrears amount. Employees will have the option to cancel parking or make an immediate payment. Any employee who chooses to cancel their parking will be required to re-apply for parking in the future and have their names placed on the waiting list if applicable. Employees who wish to keep their parking privileges will require to make a payment at Finance within 10 business days. If the employee does not settle the arrears within 10 business days the parking privilege will be cancelled.
- 4.3.5. **Staff being granted a leave** in excess of one (1) month (IE maternity leave, sick leave) will be permitted to suspend their parking payments. Suspension of all parking privileges must be done in writing at the Security office. Upon returning from their leave of absence on their first day back to CHEO - OCTC the employee at their discretion will be able to reinstate their parking with the Security Department. The assigned parking lot will be based upon current availability and individuals will have to reapply for parking spaces closer to the hospital. This does not apply to a personal leave of absence which would be considered a cancellation of parking and subject to any waiting list for parking.
- 4.3.6. **Part-time and casual staff** (less than .8 FTE) have the option of choosing either flat rate or usage parking. The same rule applies if a part-time casual employee on flat rate wants to cancel for a period of time. Switching between flat rate and casual is permitted if there is a substantial change in the individuals working conditions or job placement. Switching back and forth to accommodate monthly or short term changes in status is not permitted.

5. Cross-References

- 5.1. E-Bile, Frequently asked questions, and Parking Lot map
- 5.2. Employee Identification Policy No 188
- 5.3. Parking Application Form No 4022
- 5.4. Parking Agreement with Rogers House and OCTC
- 5.5. Public Parking Rates/Parking Passes

6. References

Citations

- City of Ottawa By-law 2003-530

7. Appendices

- 7.1. Appendix A: Staff Parking Rates and Categories

8. Definitions

- **Parking Lots:**
 - **CHEO - OCTC/Roger Neilson House client/visitor parking spaces:** Spaces are located alongside the OCTC and Roger's House locations and are regularly used for patients and families attending services at these locations. A valid permit issued by CHEO - OCTC and Roger Neilson House must be present.
 - **LOT A (Visitors and Emergency):** This lot provides short-term parking for persons who are attending the Emergency Department, Ambulatory Clinics, or In-patient units.
 - **LOT B (Staff parking – South Lot):** This lot is located in front of the Main Entrance. It provides parking for staff members whose access is prioritized on the basis of a reservation list compiled by the Manager, Security and Parking Services. Other staff members who have paid for parking and are working an evening or overnight shift, may access the lot utilizing their ID access card during the hours of 1100-0500 hours Monday to Friday. (except Statutory Holidays and weekends). Ten percent of this parking lot will be reserved for long term fulltime staff with thirty years or more service at CHEO - OCTC. These parking spaces will be allotted based on a lottery and reassigned to another eligible staff member when a vacancy arises.

- **LOT C (Staff parking):** This lot is located between Ronald McDonald House and the Trans Alta building. The parking lot includes the two gravel extension portions at the rear. This lot is used for staff parking and provides access to patrons for Ronald McDonald House parking. At the discretion of the Manager, Security and Parking Services members of the public may be granted access to this parking lot for special events.
- **LOT D (Staff parking):** This lot is located opposite Roger Neilson House and is used for staff parking.
- At the discretion of the Manager, Security and Parking Services members of the public may be granted access to this parking lot for special events.
- **LOT E (Staff/Visitor Parking):** This lot is located on the opposite side of Lot A and is used by both staff and visitor overflow.
- **Temporary parking:** Temporary parking space which becomes available will be subject to the applicable staff or visitor parking regulations.
- **Loading Dock / Receiving:** This area is restricted to delivery vehicles for the purpose of loading or unloading equipment only. Reserved spots may be assigned for CHEO owned service vehicles.
- **Contractors and external service vehicles:** Contractor or other agency service vehicles providing occasional same day service are permitted to park in designated parking spaces at the entrance to the Shipping and receiving area upon registering with Facilities Management or Security. A placard issued by Facilities Management is required to be visible and placed upon the vehicle dash while parked. Contractors or other service agencies requiring multi day or term parking for longer periods of time are required to pay for parking and provide an additional refundable deposit for a parking pass. Contractors or other services requiring close access to the CHEO - OCTC building located at 395 Smyth will require a special permit issued by CHEO - OCTC or Roger Neilson House personnel. These exceptions will be coordinate with the Security and parking Manager.
- **Qualified associated agency:** The Chief Executive Officer or Chief Financial Officer will determine which agencies associated to CHEO - OCTC qualify for parking privileges.
- **Staff Parking payments:**
 - **Flat Rate:** A fixed bi-weekly payroll parking deduction for persons on CHEO - OCTC payroll.
 - **Usage:** A variable payroll parking deduction for casual and part-time employees on CHEO - OCTC payroll, based on the number of hours parked in a pay period.
 - **Parking Services:** A monthly or half month parking payment made directly at the Security office.
 - **Annual contract:** A yearly contract for persons not on CHEO - OCTC payroll bill through the CHEO - OCTC Finance Department.
 - **Account receivable:** A flat rate or usage parking amount billed to a specific CHEO - OCTC Department

Version History:

Date	Type of revisions	List of revisions
Oct 19, 2017	Minor Revisions	Parking Categories, Appendix A, map, bikes
Pick Date	Revisions	

Appendix A: CHEO - OCTC Staff Parking Rates and Categories

CHEO - OCTC Staff Parking Rates		
Staff flat rate	\$34.12	Bi-weekly(\$72.84 a month or \$874.10 a year)
Staff usage	\$0.64	Per hour (persons with an FTE of .7 or lower.
Staff monthly	\$81.91	Parking services (Not on CHEO - OCTC payroll and parking for less than one year or opting to not be on an annual contract)
Staff CP Rate (per month) Motorcycle Rate (month) Staff 2 weeks	\$40.95	Parking services (Not on CHEO - OCTC payroll and parking for less than one year or opting to not be on an annual contract)
Evening and weekends only	\$49.07	after 15:00 hrs weekdays
Evening and weekends only	\$24.54	two week rate
Annual contract	\$887.21	Generally physicians
Public rates		
Frequent user pass (FUP)	\$45.00	15 visits
Weekly pass	\$42.25	7 consecutive days
Monthly pass	\$90.00	28 consecutive days
Contractors	\$42.25	Per week no monthly

Parking Services

- Generally residents and students
- A/R accounts are for a year and equate to a billing of \$73.93 per month.
- Waiting List

Category 1	Employees with permanent disabilities as determined by Occupational Health
	Employees primarily working evening (after 3:30 PM) or weekends only
	Employees living outside the city where regular bus service is not available
	Employees carpooling with a minimum of 2 employees in the vehicle
	Employees with a pregnancy in excess of 5 months
Category 2	Volunteers through CHEO - OCTC volunteer services
	Management with a role of Director and above
	Fulltime employees/position working shifts (days, evenings and night shift) in a direct patient care role
	Fulltime physicians / fellows / Residents
	Managers and administration staff whom are required for emergency response
Category 3	Employees/positions working primarily offsite who are required to attend CHEO - OCTC for business purposes
Category 4	Fulltime employees/positions
Category 5	Part-time employees/positions
	Casual employees/positions
Category 6	All staff that live within a 5 km radius of CHEO - OCTC
	Contractors
	Students

Flat Rate and Parking Services

CHEO	Fulltime or .8 FTE
Research	Fulltime or .8 FTE
EORLA	Fulltime or .8 FTE
Healthy Living	1315 Bank St

Usage rate

CHEO	Casual and part-time under .8 FTE
Research	Casual and part-time under .8 FTE
EORLA	Casual and part-time under .8 FTE

Usage rate offsite employee:

- Mental health steps to success
- Mental health 311 McArthur
- Mental Health back on track
- Mental health 695 Industrial
- Autism 1661 Montreal Rd

- Autism 250 Holland Ave
- Autism 2625 Draper Ave
- Autism 20 Rossland Ave
- Autism 831 Industrial Ave
- Autism 2 MacNeil Crt
- Autism 2280 St-Laurent Blvd
- CMNRP 2305 St-Laurent Blvd
- New Born Screening 1785 Alta Vista

Revised 19-Oct-2017 M. Bissonnette