

	POLICY & PROCEDURE
CATEGORY: PROPERTY SERVICES	ISSUE DATE: December 5, 2022
AUTHORIZED BY: DIRECTOR, SUPPORT SERVICES	REVISION DATE: N/A
SUBJECT: PARKING	

PURPOSE

The purpose of this policy and procedure is to ensure that parking at Perley Health is managed effectively and that a system of parking fees is applied consistently and equitable.

POLICY

Parking at Perley Health will be offered on a fee basis to all who wish to park on premises, with the exceptions listed in this policy and procedure.

All users of the parking facilities must comply with the terms and conditions posted on the Parking Application Form (Appendix A) and within this policy and procedure.

- Users are required to pay for parking expenses as per the options below and park in the designated areas. Parking Pricing Structure is outlined in Appendix B.
- Please note that a security FOB will be issued as the physical parking pass for monthly and multi-use passes. The FOB is non-transferable and a non-refundable deposit/replacement fee will apply.
- A “Request for Issuance of Security FOB” form must also be completed. Pass holders are subject to Terms and Conditions outlined in the FOB request form (Appendix C).
- Applicant must make arrangements to pick up their own pass in person from Support Services during regular office hours.
- Perley Health is not responsible for loss or damage to vehicles or contents
- Staff, even those who are a family member of a resident or a tenant, do not qualify to access a free pass or reduced parking rate.
- Please note that each person can only receive one FOB, regardless of whether they qualify for a FOB in more than one category.
- Parking fees will be reviewed and adjusted annually to the cost of living.
- Support Services is open Monday to Friday 8am to 4pm (the office is closed daily from noon to 1pm and closed on weekends and statutory holidays).
- Multi-Use Pass by FOB can be reloaded at the kiosk inside Perley Health, near the Main Entrance.
- For staff, a notice period of 60 days is required for cancellation of monthly passes.
- Parking at Perley Health is restricted to community members.



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APPLICABILITY/SCOPE

This policy and procedure applies to all staff, volunteers, students, tenants, essential caregivers, residents, families, visitors and contracted services within Perley Health.

DEFINITIONS

N/A

PROCEDURES

Staff:

Staff may choose:

- to register for monthly parking; or
- purchase a multi-use pass; or
- pay each time they park at the kiosk or the gate (debit or credit only, no cash accepted)

Existing Monthly Parking Pass for Staff (with a Monthly Payroll-Deduct Parking Pass):

- Support Services will automatically convert the staff member to the new system and automatic payroll deductions will continue. Your FOB will be ready to swipe before the implementation date
- Please note that the FOB is not transferrable and there is a non-refundable replacement fee.

For New Staff Registration for a Monthly Parking Pass:

- You must indicate to Support Services that you would like to enrol in automatic payroll deductions for a monthly parking pass.
- Complete the forms required (Appendix A & B).
- The payroll deduction will start the first pay period of the month.
- Please note that the FOB is not transferrable and there is a non-refundable replacement fee.

Multi-Use Pass Options for Staff Using Reloadable FOB:

- Application and activation must be completed by Support Services during office hours.
- Automatic reloads can be completed at the self-serve kiosk at all hours (debit and credit only accepted at the kiosk).
- Please note that cash, credit and debit are accepted at Support Services during office hours.



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Cancellation:

- If staff would like to cancel this arrangement, please contact Support Services 60 days in advance.
- Your monthly parking pass remains valid and all expenses are payable during the notice period outlined above.
- Monthly parking pass through payroll deduction will be automatically cancelled upon resignation or termination. Staff are required to return FOB to Support Services upon leaving the organization.

Volunteers:

Volunteers will continue to receive free parking which includes only individuals who are part of the Perley Health Volunteer Program. The Volunteer Services Office will authorize the issuance of parking cards in accordance with scheduled volunteer activities.

Residents:

Residents who own a personal vehicle are required to pay for monthly parking at the regular rate.

Tenants and Their Visitors:

Tenant parking will be communicated separately through Senior Living.

LTC Residents' Families and Friends:

Each Resident or their Power of Attorney (POA) will choose from:

- 1 free monthly pass
- 2 monthly passes at 50% of the full cost

There is no limit on the following pay-per-use options:

- purchase a multi-use pass; or
- pay each time they park at the kiosk or the gate (debit or credit only, no cash accepted)

Free Monthly Pass:

- Resident or Power of Attorney (POA) will determine the recipient of the free monthly parking pass.
- Existing Resident or POA will need to contact Support Services to register the recipient. The recipient will need to visit Support Services to receive the free parking pass and activate a FOB.



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- New admissions: the POA will complete the process above during admission.
- Upon discharge, monthly pass will be automatically disabled after 7 days.
- Registrations cannot be changed to another recipient within a 6-month time frame.
- Please note that the FOB is not transferrable and there is a non-refundable fee for new and replacement FOBs.

Discounted Monthly Passes:

- Resident or Power of Attorney (POA) will determine the recipient of the two discounted monthly parking passes.
- Existing Resident or POA will need to contact Support Services to register the recipient. The recipients will need to visit Support Services to receive the free parking pass and activate a FOB.
- New admissions: the POA will complete the process above during admission.
- Upon discharge, monthly passes will be automatically disabled after 7 days.
- Registrations cannot be changed to another recipient within a 6-month time frame
- Please note that the FOB is not transferrable and there is a non-refundable fee for new and replacement FOBs.

Multi-Use Pass Options Using Reloadable FOB:

- Application and activation must be completed by Support Services during office hours.
- Automatic reloads can be completed at the self-serve kiosk at all hours (debit and credit only accepted at the kiosk).
- Please note that cash, credit and debit are accepted at Support Services during office hours.

All Other Visitors:

Flat Rate/Day Fees

- Please see pricing structure in Appendix B

There is no limit on the following pay-per-use options:

- Purchase a multi-use pass; or
- Pay each time they park at the kiosk or the gate (debit or credit only, no cash accepted)

Multi-Use Pass Options Using Reloadable FOB

- Automatic reloads can be completed at the self-serve kiosk at all hours (debit and credit only accepted at the kiosk).



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- Please note that cash, credit and debit are accepted at Support Services during office hours.

Monitoring & Compliance

- Access to handicapped spaces will be monitored on an ongoing basis. If it is determined that there is a demonstrated need for additional spaces then adjustments to the number of spaces will be implemented.
- Parking of vehicles is only allowed in lots and designated areas. Vehicles are not allowed to park along the roadways on the property. Vehicles parked in unauthorized areas will be ticketed and will be towed at the discretion of Perley Health.

REFERENCES

N/A

APPENDICES

Appendix A: Parking Application Form

Appendix B: Parking Pricing Structure 2022

Appendix C: FOB Application Form