

Complete the following policy template. Do not delete unused sections of the template. Unused sections should remain blank.

Title: Parking		<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Policy & Procedure <input type="checkbox"/> Procedure Only <input type="checkbox"/> Protocol Only	
Policy Type:			
Corporate			
Approval Authority Level: CFO	Authority Area of Responsibility Facilities		
Date of Original Issue: October 2021	Revised Date: January 2026	Next Review Date: January 2029	
Distribution: <input checked="" type="checkbox"/> Hospital-Wide			
Related Policies: (Add the names of any related policies)			
Keywords: Parking at Sault Area Hospital, parking lot, monthly pass, per-exit rate			
NOTE: This is a CONTROLLED DOCUMENT. A printed copy of this document may not reflect the current version; always check against the electronic version prior to use.			

Purpose:

To clearly outline Sault Area Hospital’s parking management at 750 Great Northern Road.

Policy:

Parking at the Sault Area Hospital will be offered on a fee basis to all who wish to park on the premises, with the exception of contractors, volunteers, and Board members.

Parking rates will be increased in future to keep pace with the Consumer Price Index and in accordance with the Ontario Hospital Parking Directive unless deferred by the Senior Leadership Team (SLT).

Terms and Conditions

All users of the parking facilities must comply with the terms and conditions posted within the parking lots and within this policy.

- Parking rates are as follows:
 - Parking Meter Rate: \$1.00 per 15 minutes to a maximum of 1 hour (\$4.00).
 - Parking Lot Exit Rate: **\$7.50**/exit – payment is made each time one exits from a parking lot.
 - 24-Hour Pass: **\$11.50** – allows for multiple exits in a 24-hour period. This is the daily maximum rate.
 - 5-Days Per-Year Pass: **\$28.00** – A 5-day parking pass, allowing for multiple visits and exits each day the pass is used. The pass expires after being used for five days. The pass does not have to be used for consecutive days and expires 12-months from the day of purchase.
 - 10-Days Per-Year Pass: **\$55.00** - A 10-day parking pass, allowing for multiple visits and exits each day the pass is



used. The pass expires after being used for ten days. The pass does not have to be used for consecutive days and expires 12-months from the day of purchase.

- 30-Days Per-Year Pass: **\$135.00** - A 30-day parking pass, allowing for multiple visits and exits each day the pass is used. The pass expires after being used for 30 days. The pass does not have to be used for consecutive days and expires 12-months from the day of purchase.
- Monthly Pass: **\$83.33** – A 30-day parking pass, allowing for multiple visits and exits per day of the consecutive 30-day period.
- Part-time Staff / Student Monthly Pass: **\$54.16** – A 30-day parking pass, allowing for multiple visits and exits per day of the consecutive 30-day period, for use by part-time staff and all students.
- Parking access granted on staff, physician, volunteer, and Board member ID badges is for the exclusive use of the designated individual.
- Full-time and regular scheduled part-time employees who wish to add parking privileges to their staff ID card agree to payroll deductions each pay.
- Physicians who wish to add parking privileges to their ID badge must pay the annual fee in advance. Proportional reimbursements will not be issued.
- Staff parking cards (ID badges) do not have access to enter or exit the NW Patient Lot.
- Failure to comply with parking policy terms and conditions may be subject to progressive discipline and/or loss of parking privileges.
- Accessible parking will be permitted by appropriate permit only.
- Sault Area Hospital is not responsible for any damages incurred to vehicles while parked on Hospital property.

Procedure:

1.0 Parking Card and Pass Issuance and Rates

1.1 Hospital Staff

- Parking is allowed in all but the NW Patient Parking Lot when accessing parking using an ID badge.
- Parking privileges that are added to ID badges are issued by Facilities Services and distributed by Human Resources.
- Arrangements for payroll deduction for parking cards must be made by completing a Parking Card Application Form through sah.on.ca. The following fees shall apply to staff who wish to obtain an unlimited (monthly) parking card, payable through payroll deduction:
 - Full-time Staff: \$1,000/year (\$38.46 bi-weekly or \$37.04 bi-weekly in a 27-pay year)
 - Part-time Staff: \$650/year (\$25.00 bi-weekly or \$24.07 bi-weekly in a 27-pay year)
- Those employees who do not require everyday parking privileges (e.g. normally get dropped off at the hospital or work from home) may purchase any publicly available passes, including a 24-hour, 5-day, 10-day, or 30-day parking pass from one of the pay-on-foot parking payment stations, giving unlimited parking on any 5, 10, or 30 days in the following year as well as a monthly parking pass. All public parking passes are fully transferable.
 - *Please note that passes purchased from the pay-on-foot parking payment stations allow individuals to park in the East Lot, Emergency Dept. Lot, and NW Patient Parking Lot but **not** in the West Staff Lot.*

1.2 Medical Staff & Locums

- Parking is allowed in all parking lots.
- Parking cards (ID badges) are issued by Facilities Services and distributed by Medical Affairs.
- Payment by medical staff must be made to the Cashier's Office in March for the following one-year period (April 1-March 31).
- The full-time parking card rate is \$1,000/year and will be prorated for physicians if the card is purchased after April 1.
- The 24-hour pass rate of \$11.50/day is used for Locums and is invoiced after their visit.



1.3 Students/ Medical Residents

- Parking is allowed in all parking lots, although only ID cards will provide access into the Staff/Physician West Lot.
- Paper parking passes for students or medical residents can be purchased independently from the Cashier's Office at the part-time rate of \$54.16/month or \$650/year.
- Rather than using a paper parking pass, an SAH ID badge can be used with the following payment options:
 - Option 1: Annual Invoice – SAH can issue a single annual invoice for \$650, payable online. Invoices can be prorated based on the number of months onsite during the fiscal year.
 - Option 2: Monthly Pre-Authorized Debits (PADs) – A monthly PAD enrollment can be done, allowing SAH to withdraw the \$54.16/month parking fee directly from a bank account. Withdrawals will continue monthly until cancelled.

1.4 Volunteers & Board Members

- Volunteers who are part of the SAH Volunteer Program are entitled to free parking in all parking lots. Volunteer Resources will authorize the issuance of parking cards in accordance with scheduled volunteer activities. Volunteers may retrieve parking/ID cards from Volunteer Resources.
- Free parking for volunteers will expire 90-days following their last date of service.
- Board members are entitled to free parking in all parking lots and can obtain a parking ID badge at the Office of the CEO.

1.5 Veterans

- Veteran patients, visitors and employees are entitled to free parking. Patients and visitors must present either their Veteran benefit card, Canadian Forces card, or other suitable proof of being a veteran to obtain a pass for parking from the Cashier's office. Veterans who are employed by SAH will be provided with a parking ID badge allowing free parking in all but the NW Patient parking lot.

1.6 Contractors

- In order to maximize available parking for all others, contractors in marked vehicles shall park along the fence near the loading dock at the north end of the building and do not pay for parking.

1.7 All Others

- The public can park in the NW Patient Lot, the Emergency Dept. Lot, and the East Lot.
- Upon arriving at the parking lot entrance gate, a button is pressed to obtain a parking ticket that is brought inside for validation.
- Parking tickets can be validated and paid for at one of the four pay-on-foot parking payment stations, located at each public entrance to the hospital with cash, debit, or credit or at the parking lot exit gate with debit tap or credit tap.
- Day and multi-day passes can be purchased using the parking entrance ticket at the pay-on-foot parking payment stations 24/7 or at the Cashier's office during business hours.
- Parking rates are shown under "Terms and Conditions", above.

2.0 Lost, Damaged and Returned Cards

- 2.1 Parking ID badges remain the property of Sault Area Hospital and must be returned to Facilities Services upon termination of employment or to Accounts Receivable, as applicable.
- 2.2 A replacement fee of \$25 will be charged for lost cards. This fee will be paid by Hospital staff through payroll deduction or to the Cashier's office by all other individuals who require a replacement card.
- 2.3 Damaged cards will be replaced at no charge.

3.0 Monitoring & Compliance



- 3.1 Access to accessible spaces will be monitored on an ongoing basis. Only vehicles with an accessible parking pass may park in an accessible space. All others will be ticketed.
- 3.2 From time to time, a review of accessible parking spaces will be conducted. If it is determined that there is a demonstrated need for additional accessible spaces, adjustments to the number of spaces will be implemented.
- 3.3 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/or towed at the discretion of Hospital Security.
- 3.4 In the case of severe parking overcapacity, when all parking spaces in all lots are occupied, Security will only ticket vehicles that are blocking roadways, access aisles, other vehicles, and fire routes. This will allow the organization to absorb the overcapacity effectively.
- 3.5 Vehicles that are parked in metered areas that have exceeded the allowable time will be ticketed.

4.0 Pre-paid Parking Pass Usage

- 4.1 Pre-paid parking passes must be used on a minimal basis. They may only be used when a free service is provided that benefits the Hospital e.g. community member input for hospital planning.
- 4.2 Managers must authorize requests for pre-paid parking passes, which are available at the Cashier’s Office – refer to attached Pre-Paid Parking Pass Request Form. A charge will be applied per pass to the respective cost center at the rates outlined above.
- 4.3 Pre-paid parking passes are available for purchase by external agencies and the public through the Cashier’s Office at the rates outlined above.

Supportive Data / Definitions:

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Terminology: Definition	Terminology: Definition
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References:



- 1. Parking Card Application
- 2. Pre-Paid Parking Pass Request Form

Revision History:

Date:	Signing Authority: Name / Title
October 2021	Vice President Operational Sustainment and Chief Financial Officer
March 2023	Vice President Operational Sustainment and Chief Financial Officer
December 2025	Vice President Corporate Services and Chief Financial Officer
January 2026	Vice President Corporate Services and Chief Financial Officer



PARKING

- P1 - Visitor / Physician / Volunteer
- P2 - Staff / Physicians ONLY
- P3 - OPEN TO ALL
- P4 - OPEN TO ALL
-  SSM Transit Stop
-  Do Not Enter

