

The University of Western Ontario



Information Resources Full-Time Academic Staff (2010-2011)

The following information has been compiled to assist new academic staff in their transition to The University of Western Ontario. OFRR is grateful to the multiple individuals and departments, particularly the Department of Zoology (now Biology), for their assistance. The information in this document is provided only as guidance and should not be construed as official policy. The information is also subject to change.

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Office of Faculty Recruitment and Retention

Western's Office of Faculty Recruitment and Retention (OFRR) assist new academic staff and their family with their transition to the University and to the Community of London, Ontario.

Moving to a new community and institution is a thrilling and challenging time for you and your entire family. Each move is unique to the individual and to the family, so planning for the move is essential. OFRR will assist with your information needs prior, during and after your move, so please contact us to ensure that your transition is as smooth as possible.

OFRR acts as a central information resource on a variety of topics including, but not limited to the following:

- Assist with your orientation to the city by discussing the unique characteristics of neighbourhoods within London
- Explores available real estate options and connects you to real estate companies to assist your housing search
- Provides information on healthcare and financial resources
- Discusses services for childcare including schools, childcare, camps, programs and special needs
- Connects you to the many services provided to you through Western and special interests including ethno-cultural programs
- Provides information on the immigration process for foreign academics moving to Ontario
- Provides support and advice for employment search and resources for accompanying spouses/partners

The following booklet is designed to answer preliminary questions on moving to London Ontario.

For further information on the services provided by the Office of Faculty Recruitment and Retention, please contact:

Jennifer Holburn
Coordinator, Faculty Recruitment and Retention
Office of Faculty Relations
519.850.2915
Jennifer.holburn@uwo.ca

Section 1: Moving to London

Prior to moving to London, Ontario, please contact the Office of Faculty Recruitment and Retention to answer any questions that you may have in respect to your relocation.

1.1 Moving Companies

Western's contract supplier for relocation services is Armstrong International Movers. Use of Western's preferred movers is encouraged, as it eliminates prepayment by the new hire, allows the University to take advantage of preferred rates and allows the University control over the quality of the move. Please contact the departmental secretary of your unit for additional information on moving your personal belongings and the current practice in your department.

Relocation budget matters and moving companies are handled by your hiring unit.

University contacts for moving policy can be located through the Purchasing Department at <http://www.uwo.ca/finance/purchase/>.

Armstrong International Movers
Angelo Lepore
Client Services Manager
Direct Telephone: (905) 795.6777
Toll Free: 1.866.670.3600
Email: angelo@armstrongintl.com

1.2 Housing

Information on housing in London can be found on the Good Move London website found at: <http://www.goodmovelondon.com/living/housing/>.

This site contains information on both rental and purchase properties.

If you are interested in rental properties, Western's housing site contains listings for staff and faculty located at: <http://www.has.uwo.ca/housing/offcampus/index.htm>.

Other housing listings can be found in the London Free Press, Kijji, Academic Homes and Sabbatical homes at:

<http://www.lfpress.ca/classifieds/>

<http://london.kijiji.ca/f-housing-W0QQCatIdZ34>

<http://www.academichomes.com/>

<http://sabbaticalhomes.com/>

<http://www.canadarentals.net/index.cfm>

Guaranteed Housing Loan Plan

Western also has a guaranteed housing loan program for faculty members. Full-time regular members of the University who need assistance in the purchase, renovation, addition to or refinancing of a principal residence may qualify for a bank loan guaranteed by Western.

Detailed information and conditions on this program can be found at:

<http://www.uwo.ca/univsec/mapp/section2/mapp27.pdf>

For other housing information, including available homes from faculty members on Sabbatical Leave or for a listing of realtors recommended by faculty members, please contact the Office of Faculty Recruitment and Retention.

1.3 Resources for Initial Home Setup

The following information provides a broad overview of essential services necessary to set up your home. For additional providers, please contact the Office of Faculty Recruitment and Retention.

Electricity

London Hydro

<http://www.londonhydro.com>

519.661.5503

Heat

Union Gas

<http://www.uniongas.com/>

519.439.0151 Toll Free Number: 1.888.774.3111

Water Heater Sales/Rentals

Union Energy

<http://www.unionenergy.com/>

519.686.7554 Toll Free Number: 1.888.718.6466

Phone Connection, Cell, Cable & High Speed Internet

through Bell Canada

<http://www.bell.ca/shop/application/commercewf>

Toll Free Number: 1.800.668.6878

Phone Connection, Cell, Cable & High Speed Internet

through Rogers Canada

<http://www.rogers.ca/>

Toll Free Number: 1.800.980.5464

Home Internet Use through Western

Free dial in Service to a maximum of 40 hours per month

<http://www.uwo.ca/its/accounting/offcampus-access.html>

Local Newspaper

London Free Press

<http://www.fyilondon.com/cgi-bin/publish.cgi?s=contactus&h=departments>

Garbage/Recycling Collection

Pickup according to City Zone

http://www.city.london.on.ca/Cityhall/EnvServices/zonemap_pdf.htm

519.661.4585

1.4 Driving in Ontario

Ontario currently has 12 driver's license classes. Each class qualifies you to drive a different type of vehicle; however, the "G" license is the most common allowing the driver a full license to operate any car, van or small truck.

The Ministry of Transportation Driving Licensing website is located at:

<http://www.mto.gov.on.ca/english/dandv/driver/>

Please note that if you have a valid driver's license from another province or country, you can use that license for 60 days in Ontario. At the end of two months, you will be required to apply for an Ontario driver's license.

For more information on exchanging an Out-of-Province Driver's License, please visit the following website for more information:

<http://www.drivetest.ca/en/license/ExchangeOutProv.aspx>

If it is determined that you need to take a knowledge and road test, please call the Driver Exam Center, 220 Exeter Rd, 873-4300, Monday to Friday, 8:30 a.m. to 5 p.m. If you do not need to take the exams, you can obtain a license from any of several issuing offices. Office locations can be found at: <http://www.drivetest.ca/en/loc/Dec.aspx>

1.5 Pets

Your cat and/or dog must be licensed in within the City of London. For more details on the licenses required, please visit the following website:

http://www.london.ca/Cityhall/CorpServices/CityClerks/Animal_Care_Control.htm

London has several off-leash dog parks located through out the city:

1. *Greenway Off Leash Dog Park* (Springbank Drive and Greenway Ave)
2. *Pottersburg Dog Park* (Hamilton Road and Gore Road)
3. *Stoney Creek Creak Off Leash Dog Park* (Windermere Road at Adelaide Street)

1.6 Transportation Services

The following information provides a brief overview for transportation options available in London, Ontario.

Airlines:

London International Airport (follow Oxford Street eastward)

1.888.247.2262

<http://www.londonairport.on.ca/>

Bus Services:

Greyhound Bus Terminal
519.434.3250
101 York Street
Or on campus: (Located at the Info Source UCC) 519.661.3722
<http://www.greyhound.ca/>

Robert Q's Airbus
Provides transportation to the Toronto Airport/ YYZ or Detroit Airport
519.673.6804
105 Wharnccliffe South
<http://www.robertq.com/Airbus/index.html>

Train Services:

VIA RAIL Reservations 1.888.842.7245
<http://www.viarail.ca/>

Local Transportation

London Transit Commission (LTC):

London is served by an extensive bus network with regular access to the University. Timetables and maps are available at the Information Desk at the University Community Centre (UCC, see map) and on-line. Tickets can be purchased at the UCC and dozens of shops throughout the city displaying the LTC logo.

London Transit Service (public buses) 519.451.1347
<http://www.londontransit.ca/index.htm>

Taxi Services:

About town Taxi 519.432.2222
Checker Limousine & Airport Services 519.659.0400
U-NEED-A-CAB 519.438.2121

Bicycle Paths:

The City of London supports bicycling as an active way to enjoy the many special features London has to offer either as a recreational pastime or as an alternative means of transportation.
<http://www.city.london.on.ca/Mapphoto/bikepage.htm>

1.7 Financial Information

Canadian and Ontario Taxes (GST & PST)
Canada Customs and Revenue Agency
<http://www.ccra-adrc.gc.ca/>

Financial Institutions

Banks:

Bank of Canada <http://www.bankofcanada.ca/en>
Laurentian Bank of Canada <http://www.laurentianbank.com/>
Bank of Montreal <http://www4.bmo.com/>

National Bank of Canada	http://www.nbc.ca/
CIBC	http://www.cibc.com/ca/personal.html
Royal Bank of Canada	http://www.rbc.com/
HSBC Canada	http://www.hsbc.ca/hsbc
Scotiabank	http://www.scotiabank.com/
ING Financial Services	http://www.ing.com/us
TD CanadaTrust	http://www.td.com/

Credit Unions:

Libro Financial	http://www.libro.ca
Ukrainian Credit Union	http://www.ukrainiancu.com/
Credit Union Central of Ontario	http://www.ontariocreditunions.com
Credit Union Central of Canada	http://www.cucentral.ca/

For specific contact information, please contact the Office of Faculty Recruitment and Retention.

1.8 Health Care

Family Clinic for Faculty/Staff at Western

Western operates a Faculty/Staff Family Practice Clinic on the lower level of the University Community Centre. This Clinic provides health care services to University faculty and staff members and their spouses and children who do not currently have a family physician. This clinic operates in the same capacity as Family Practice Clinics throughout the city.

Staff and faculty are asked to register for the Clinic on the web at <http://www.sffpc.uwo.ca/>

Hospitals

London Health Sciences Centre

<http://www.lhsc.on.ca/>

LHSC is located across three campuses, *South Street Hospital*, *University Hospital* and *Victoria Hospital* and home to the [London Regional cancer Program](#), the [Children's Hospital](#), [CSTAR \(Canadian Surgical Technologies & Advanced Robotics\)](#) and [Lawson Health Research Institute](#).

St. Joseph's Health Centre

<http://www.sjhc.london.on.ca/>

St. Joseph's Health Centre, Parkwood Hospital and the London/St. Thomas Psychiatric Hospital serve the residents of London and Southwestern Ontario, and the Veterans of Canada.

Walk-in Medical Clinics

Walk-in medical clinics provide immediate medical care who individuals who require medical attention and do not have a family doctor or unable to reach their family doctor. Appointments are not necessary; however, clinic hours are variable and need to be confirmed prior to going to a specific clinic. These clinics are busy and wait times are variable.

[AIM Health Group- Medical centre – West London](#)

1051 Wonderland Road South
519.685.0083

[AIM Health Group – Medical Centre – East London](#)

1657 Dundas Street East
519.455.8210

[AIM Health Group – Medical Centre – South London](#)

320 Adelaide Street South
519.668.3969

[Bryon village medical Centre Walk-In Clinic \(Southwest\)](#)

1255 Commissioners Road West
519.641.6668

[Children's After Hours Clinic \(Northeast\)](#)

101 Fanshawe Park Road East
519.850.3800

[Commissioners Medical Walk-In Clinic \(Southwest\)](#)

1 Commissioners Road East
519.668.2400

[Doctors Walk-In Medical Clinic \(Southwest\)](#)

641 Commissioners Road East
519.963.0232

[Ernest Walk-In Medical Clinic \(Southwest\)](#)

1101 Jalna Blvd, Unit 2
519.668.2208

[Family Medical Centre \(Northwest\)](#)

611 Wonderland Road North
519.471.6686

[Highbury Medical Clinic \(Northeast\)](#)

1345 Huron Street
519.659.2331

[London Urgent Care Clinic](#)

595 Bradley Avenue
1.888.563.3732

[Medpoint Health Care Centre](#)

355 Wellington Street, Ste 233
519.432.1919

[Oxford Medical Walk-In Clinic \(Northeast\)](#)

140 Oxford Street East
519.433.4999

[Southdale Medical and Specialty Clinic \(South\)](#)

395 Southdale Road East
519.691.0100 or 519.691.0019

[St. Joseph's Health Care – Urgent Care Centre](#)

268 Grosvenor Street
519.646.6100 extension 67020

[Western Medical Walk-In Clinic \(Northwest\)](#)

240 Wharncliffe Road North, Ste 201
519.435.0111

[Westmount Medical Walk-In Clinic \(Southwest\)](#)

925 Wonderland Road South
519.641.6081

[White Oaks Medical Walk-In Centre \(Southwest\)](#)

185 Commissioners Road West
519.434.3833

1.9 Family Care

Schools

Ontario has two publicly funded school systems at the primary and secondary school level: public (non-denominational) and separate (Roman Catholic). The curriculum through out the Ontario public school system is set by The Ministry of Education and English is the language of instruction within the school systems. French Immersion programs are offered in the public and separate school systems, which provide most, if not all, subjects in French. For children of francophone parents, there is a separate French Language school board.

In Ontario (for most schools), the school year begins in September and ends in June. The grade a child enters is based on where the child's birthday falls within the January to December calendar year.

The school that your child/ren attends will depend on the school zone determined by your home address. There are few exceptions of your child/ren attending a school outside of your school zone.

Elementary school programs (primary) begin at the Junior Kindergarten and Senior Kindergarten level for children who are four years of age. It is important to note that Kindergarten is half day, either a morning or afternoon session, so additional childcare may be required by the parent.

The Ontario Ministry of Education

<http://www.edu.gov.on.ca/>

Public School Board

Thames Valley District School Board

<http://www.tvdsb.on.ca/>

Separate School Board

Catholic District Separate School Board
<http://www.ldcsb.on.ca/>

French Public District School Board
<http://esip.edu.gov.on.ca/english>

French Catholic District School Board
<http://esip.edu.gov.on.ca/english/>

Private Schools

For information on private schools in Ontario, please refer to the website for the Canadian Association of Independent Schools found at:
<http://www.caia.ca/>

The following is a list of private and independent schools that are located in London:

Byron Woods Montessori School
<http://www.byronwoodsmontessori.com/>

Christian Academy of Western Ontario
<http://www.londonchristianacademy.ca/home.htm>

Faith Community Christian School
<http://www.fccs.on.ca/>

Gibbons Park Montessori School
<http://www.gibbonsparkmontessori.com/>

London Community Hebrew Day School
<http://www.lchds.ca/jc/>

London District Christian Secondary School
<http://www.ldcss.on.ca/>

London Islamic School
<http://www.londonmosque.com/>

London Waldorf School
<http://www.waldorfschool.london.on.ca/>

Matthews Hall
<http://matthewshall.on.ca/>

Montessori House of Children
<http://www.montessori.on.ca/>

Vocational and adult education:

Continuing Education at Fanshawe College
<http://www.fanshawec.on.ca/ce/default.asp>

Continuing Education at Western
<http://www.uwo.ca/cstudies/>

1.10 Program Activities for your Children

Recreation and leisure activities for all ages are offered through the City of London as well as through private organizations including the YMCA.

Spectrum: Spring and Summer Recreation Programs
http://www.london.ca/d.aspx?s=/Sports_and_Recreation/spectrum.htm

Sport Western

Sport Western is a sports day camp that offers an introduction to basic skill technique and fundamentals in a variety of sports for students between the ages of 4 to 18. Programs include art, basketball, music, rowing, science zone, smorgasbord, soccer, tennis, track & field, and volleyball. More information can be found at <http://www.uwo.ca/mustangs/sportwestern/>

YMCA Daycamps

Comprised of four different summer day camps located in north, north east, central and south east London for children aged 3 years to 16 years. More information on programs and cost can be found at: <http://www.ymcawo.ca/DAYCAMP/camp.html>

1.11 Childcare

Childcare programs are licensed and monitored by the Ministry of Children and Youth Services under the Day Nurseries Act. The regulations of the Act are designed to ensure standards for the children's health, safety, development and learning, in settings where more than five children of different parents are cared for, are met.

Due to high enrolment rates and availability, it is suggested that you apply at soon as possible to ensure a spot at any childcare facility.

Ontario Ministry of Community and Social Services and Ministry Children and Youth Services
Southwest Region London
519.438.5111 217 York St., 2nd Floor
www.cfcs.gov.on.ca

Middlesex-London Health Unit
Monitors health and safety conditions in child care facilities
50 King St.
519.663.5317
www.healthunit.com

Child Care / Early Childhood Education Programs in London (Babies, Toddlers, Preschoolers)
<http://www.info.london.on.ca/cat.asp?cid=42>

Ontario Early Years Centers Information:
<http://www.ontarioearlyyears.ca/oeyc/en/home.htm>

University Child Care

The University Child Care Centre is located on campus next to Althouse College and it is managed by the YMCA. More information on the new Western YMCA childcare facility can be found at:

<http://www.londony.ca/childcare/childcare.html>

UCC Flexible Child Care

Room 40, UCC Building
519.661.4094

Operated by the YMCA, Flexcare is located on the Western campus in the University Community Centre (UCC) in Room 40.

Flexcare accepts children ranging from 18 months to 5 years and it is open Monday to Friday from 7:30 a.m. to 5:30 p.m.

<http://www.usc.uwo.ca/flexcare/>

University Laboratory Preschool

The University Laboratory Preschool is administered by the Department of Psychology as a state of the art preschool and as a research and demonstration facility. More information on the University Preschool can be found at:

<http://www.thelabschool.uwo.ca/>

For more information on any of these programs and for a complete listing of licensed childcare facilities in London, please contact the Office of Faculty Recruitment and Retention.

1.12 London and Surrounding Area Entertainment

London Tourism

www.londontourism.ca/

This website provides information on Public Libraries, Community Centers, Local Attractions, Restaurants, Shopping Malls, Programs & Activities, and Sports Facilities.

Arts & Entertainment

Centennial Hall

Box office: 550 Wellington St., London
519.672.1967 or 519.672.1968

<http://www.centennialhall.london.ca/default.htm>

Grand Theatre

519.672.8800

<http://www.grandtheatre.com>

London's Grand Theatre is nationally renowned and presents plays from October to May. The

company also hosts occasional outside arts attractions such as the National Ballet of Canada. Located at 471 Richmond Street Box Office.

John Labatt Center (JLC)

519.667.5700

Newly opened in October 2002, this facility is home to the London Knights and hosts many sporting and entertainment events (including Broadway Musicals, David Bowie, Rod Stewart, Tom Jones, Harlem Globetrotters and Diana Krall to name a few! Located at 99 Dundas Street

<http://www.johnlabattcentre.com/home.html>

London Arts

www.londonarts.ca

This website provides information on London's flourishing artistic and cultural community through this one-stop resource.

Lola Fest

<http://www.lolafest.com/live/>

Lola Fest is a cutting edge music festival featuring internationally renowned musicians and performance art that takes place in mid-September.

Shaw Festival

<http://www.shawfest.com/>

Located in Niagara-on-the-Lake, the Shaw Festival Theatre produces the works of George Bernard Shaw and Shavian playwrights.

Stratford Festival of Canada

The Stratford Festival is the largest classical repertory theatre in North America. It draws audiences of more than 600,000 each year and the Festival season runs from April to November. More information on the Festival can be found at

<http://www.stratfordfestival.ca/>

Speciality Markets

Covent Garden Market

519.439.3921

Complete with fresh produce, gourmet foods, public square, seasonal outdoor farmer's market, ice rink and regular family programming. Located at 130 King Street.

<http://www.coventmarket.com/>

Remark

Fresh meats and vegetables and many unique finds.

519.474.2561

1180 Oxford Street West

Sunripe

Fresh vegetables and meats and hard to find selections.

519.433.4141

744 Adelaide Street North

Trailsend Farmers Market

Fresh produce and meats from local farmers.
519.268.3840
RR 2, Thorndale, London

Children Activities

Kidscape

10,000 square foot indoor playground structure that allows young ones to burn endless energy. For the creative side, classes are offered in arts & crafts, dancing, glass blowing and ceramics.
(519) 474-7529
1828 Blue Heron Drive

Little Gym

<http://www.thelittlegym.com/Pages/kids-karate.aspx>

Family fun activities in a non-competitive environment including gymnastics, karate and skill building activities.

Fanshawe Pioneer Village

519.457.1296

A living history museum that specializes in fun for children of all ages. Experience London's past and see weavers, printmakers, blacksmiths and farmers demonstrate their trades of the past.

Located at 2609 Fanshawe Park Road East

<http://www.fanshawepioneervillage.ca/>

Storybook Gardens (Located inside Springbank Park)

519.661.5770

An extremely popular attraction of Southwestern Ontario located in London. Open year-round!

<http://www.storybook.london.ca/>

Parks & Recreation

Ontario Parks

Ontario has an abundance of beautiful provincial parks that make outstanding day trips (Pinery Provincial Park) as well as excellent vacations and scenic holidays (Algonquin Provincial Park)

<http://www.ontarioparks.com/>

Natural and City Parks - City of London

London has numerous parks located throughout the City allowing kids and adults of all ages engage in a variety of activities including swimming, biking, walking, soccer, baseball and roller blading.

http://www.london.ca/d.aspx?s=/Parks_and_Natural_Areas/default.htm

Libraries & Museums

Museums and Art Galleries

London houses many museums including the following:

- Archival Teaching & Research Museum

- Banting House National Historic Site
- Canadian Medical Hall of Fame
- Eldon House
- Fanshawe Pioneer Village
- London Museum of Archaeology
- London Regional Children's Museum
- Royal Canadian Regiment Museum

Full descriptions for the above museums plus others can be found at:

http://www.city.london.on.ca/Recreation/Arts_Culture/museums.htm

London Public Library

<http://www.londonpubliclibrary.ca/>

Many other wonderful cultural resources can be found in Toronto, located approximately 2 hours east of London. Information on activities offered in Ontario's capital can be found at:

<http://www.torontotourism.com/>

1.14 Additional Resources – London

City of London

<http://www.city.london.on.ca/>

Good Move London

<http://www.goodmovelondon.com/home/>

London Economic Development Corporation (LEDC)

<http://www.ledc.com/home/>

Information London

<http://info.london.on.ca/>

1.15 Additional Resources – Ontario and Canada

Ontario Government

<http://www.gov.on.ca/MBS/english/index.html>

Canadian Government

http://www.canada.gc.ca/main_e.html

Section 2: Information for Foreign Nationals & Returning Canadians

This section includes broad information on the immigration process for foreign nationals moving to Canada including information on labour market opinions, work permits and work permit extensions. This section is not meant to be exhaustive as each immigration case is unique to the individual and circumstances may differ. The Office of Faculty Recruitment and Retention will assist with the full immigration process and the information below only highlights required information.

A foreign national is defined as an individual who is neither a Canadian citizen nor a permanent resident.

2.1 Labour Market Opinion

For foreign nationals accepting probationary or tenured appointments, the Office of Faculty Recruitment and Retention (OFRR) will initiate the process of obtaining a work permit for you to legally work in Canada. The first step of this process is for OFRR to obtain a “Positive Labour Market Opinion (LMO)” on behalf of the employer. This LMO, once granted by Service Canada/Human Resources and Skills Development Canada (HRSDC), will be sent to you with further instructions on how to obtain the work permit (see below). The LMO provides Citizenship and Immigration Canada (CIC) with the authority to issue a work permit at the port of entry or at the appropriate Canadian Consulate.

LMOs are required for long term academic positions and are not required for Postdoctoral fellows, Visiting Professors, and other specialized cases. Please contact OFRR to ensure that the immigration guidelines are properly satisfied.

2.2 Work Permits

Foreign nationals must have either a validated work permit or permanent residence status to work in Canada. The Office of Faculty Recruitment and Retention will assist with the obtainment of the work permit and any other immigration documents (i.e. temporary resident visa) necessary to enter Canada.

Physicians who require licensure through the Canadian College of Physicians and Surgeons (CPSO) will be required to apply for a work permit through the appropriate Canadian Consulate in order to facilitate the process of obtaining medicals. All physicians must have a medical completed by a Canadian Designated Medical Practitioner. Once the medical results have been received by CIC, a confirmation letter will be issued by the Consulate and application for the validated work permit can be made at the Canadian port of entry.

Once you have the work permit, please provide a copy to your academic unit at your earliest convenience.

2.3 Renewal of Work Permits

In accordance with Canadian law, academic staff employed at Western on a work permit must renew his/her work permit if their appointment continues past the expiration of the work permit. Academic staff who do not hold valid work permits will not be paid. Three months prior to the expiration of the work permit, foreign academic staff will be contacted by OFRR to initiate the work permit renewal process.

Applications to extend work permits can be found at:
<http://www.cic.gc.ca/english/information/applications/visitor.asp>

It is necessary for all individuals who are extending his/her work permit to apply at least 60 days prior to the expiration of the work permit. Failure to apply for an extension within this time frame will cease your payment from Western until a new permit is obtained and, if applicable, will also have licensing implications through the College of Physicians and Surgeons of Ontario (CPSO).

OFRR will notify you 5 months prior to the expiration of your work permit and OFRR will apply for an extension to your positive labour market opinion (LMO). Once the extended LMO has been received by our office, a copy will be sent to you which will be included in the application to extend your current work permit.

2.4 Spouses/Partner & Employment

Non-Canadian spouses/partners of Federal Skilled Workers may qualify for a work permit in Canada without the need for a positive labour market opinion from Service Canada. More information can be found at: <http://www.cic.gc.ca/english/work/index.asp>

The spouse of the academic may apply for an “open” work permit that will allow him/her to accept any job, in a non-restricted occupation.

The work permit of your spouse will be valid for the same period as the primary work permit holder’s authorization to work in Canada (as long as it does not surpass the validity of the passport). Open permits for non-Canadians who do not require a visitor visa for entry into Canada can be obtained at the port of entry when the primary worker is obtaining his/her work permit. If the open work permit was not issued at the point of entry with the Federal Skilled Worker, an application can be made through the Case Processing Centre in Vegreville, Alberta using the following application:
<http://www.cic.gc.ca/english/information/applications/visitor.asp>

In cases where a visitor visa is required, please contact OFRR to discuss options of obtaining both the TRV and the work permit.

It is essential for the spouse and children to be listed on the work permit of the skilled worker for OHIP eligibility after the initial three-month waiting period. Ensure that your spouse/partner is listed on your work permit by the Immigration Officer at the port of entry. By ensuring that a spouse is listed on the work permit, it will ensure that the spouse is able to obtain OHIP coverage with minimal difficulty.

2.5 Spouses & Study

Should your spouse wish to study in Canada, he/she must obtain an authorization to study in Canada by changing the conditions of his/her immigration document. Applications to change conditions and additional information can be found at:

<http://www.cic.gc.ca/english/study/index.html>

Foreign students must satisfy the following requirements to study in Canada:

- Present an acceptance letter from the educational institution he/she wishes to attend
- Provide evidence of enough money to pay for tuition and living costs
- Satisfy a visa officer that they will return home at the end of their studies
- Pass a medical examination if required

Financial assistance is also provided to spouses and dependents for educational purposes through the Faculty Dependents Scholarship Plan. More information on this program can be found at: http://www.uwo.ca/humanresources/facultystaff/comp/benefits_index.htm

Further immigration questions can be addressed to the Office of Faculty Recruitment and Retention.

2.6 Social Insurance Number

Foreign academics must apply for a Social Insurance Number (SIN) immediately upon entering Canada. Failure to obtain a SIN will result in lack of payment of salary, including benefits.

The application form for a Social Insurance Card can be downloaded from the following site: <http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/cs/sin/010.shtml&hs=sxn>

Applications can also be obtained in person at the London Service Canada Centre located at 457 Richmond St, 519.645.5944 Mon-Fri 8:30 – 4:00 pm.

You will need your passport and work permit to apply for your SIN. You will be given a temporary SIN number that will have an expiry date if you are a temporary worker. All 900 series Social Insurance Numbers will only be valid for the length of the employee's work visa, to a maximum of five years, under recent changes to the Employment Insurance Regulations.

If you are a temporary foreign worker (on a work permit) and apply for permanent residence status, you must reapply for a permanent SIN. A SIN is required for payroll, benefits and health insurance. Please provide this number to the Administrative Officer in your academic unit to ensure that your file is current on PeopleSoft (the University's information system).

2.7 Health Care

The provincial government sponsors basic health care under the Ontario Health Insurance Plan (OHIP), paid through income taxes. Information on OHIP can be found at

http://www.health.gov.on.ca/english/public/program/ohip/ohip_mn.html

Individuals new to Ontario must obtain a health card. Each member of your family will require his/her own health card. This card will need to be presented each and every time you visit a health care professional who bills through OHIP (e.g. University Staff/Faculty Family Practice Clinic, emergency room at London Health Sciences, visit to a specialist). Your OHIP card will have your photo and an expiry date linked to your date of birth.

This card can be obtained from the OHIP office located at 217 York Street (corner of Clarence and York), 5th Floor (Monday, Tuesday, Thursday, Friday 8:30 am - 5:00 pm, Wednesday 8:30 am - 6:00 pm). You must bring three pieces of valid identification that show:

- Validated work permit
- Proof of Ontario residency (e.g., Driver's license, bank statement, must be an original document)
- Proof of identity (e.g., Social Insurance Number, with signature, passport)

More information on OHIP can be found at:

http://www.health.gov.on.ca/english/public/forms/form_menus/ohip_fm.html

There is a mandatory three-month "waiting period" after you have registered for OHIP before this coverage begins (with the exception of newborn babies born in Canada and living in Ontario); however, you can apply immediately upon entering Canada. For individuals who are not covered by OHIP, coverage will be provided to you and your family through The University Health Insurance Plan (UHIP) until the end of your three-month waiting period. The enrolment and total cost of UHIP will be provided to you by OFRR as the cost depends upon the number of dependents being covered. For instance, for a faculty member with 2 or more dependents the total cost of coverage during the 3 month waiting period is \$837.00 according to the UHIP rates effective September 1, 2009 to August 31, 2010.

For more information on UHIP and rates for coverage, please visit: <http://www.uhip.ca/>

Canadians returning to Canada after living abroad must reapply for OHIP coverage and will need to apply for UHIP coverage for the 3 month waiting period. The enrolment and costs associated with UHIP will be provided by OFRR.

For Canadians who previously resided in another province, your previous insurance should cover you until the Ontario health coverage begins without the need to purchase additional coverage.

Non-Canadian spouses of Canadian academic staff will also need to sign up for UHIP coverage. According to the Ontario Ministry of Health & Long-Term Care website, non-Canadian spouses are eligible for OHIP only when the following documentation can be produced:

- You have submitted an Application for Permanent Residence or an Application for Landing and have documentation from CIC confirming application
- You are a foreign worker who holds a valid work permit or employment authorization which names a Canadian employer situated in Ontario and your prospective occupation and is valid for at least six months

For non-Canadians or returning Canadians requiring UHIP coverage, it is essential that you sign up for UHIP within 20 days of the start of your contract and that accompanying family members sign up within 30 days to the entry date listed on your work permit. Failure to do so will result in **FINANCIAL** Penalty!

2.7 Medical Services (Family Physicians)

Family Practice Clinic for Faculty/Staff at Western
Please see Bullet 1.8

2.8 Moving

Please see Bullet 1.1.

2.9 Driving in Ontario

Please see Bullet 1.4.

2.10 Out of Country Drivers

The Ministry of Transportation Office abides by a reciprocal exchange agreement for licensed drivers with two or more years of driving experience within the last three years between Ontario and other Canadian provinces, Canadian Forces Europe as well as the following countries: United States, Japan, Korea, Switzerland, Germany, France, Great Britain, Austria and Belgium.

A brief overview of this program including requirements for applicants includes the following:

- Present a valid foreign driver's license (if it is not in English or French, it must be accompanied by a translation from a qualified translator)
- Three pieces of identity documentation
- Pass a vision test and a written knowledge test regarding Ontario's traffic rules
- Pay all applicable fees
- Provided adequate proof of foreign driving experience
- Foreign driver's license will be surrendered at the time of exchange

Complete information on this program can be found at:

<http://www.drivetest.ca/en/license/ExchangeOutProv.aspx>

Please keep copies and records of your driver's license number prior to applying for your Ontario license. You will also need to have your original license issue date – you will need to prove that you have had your license for at least 5 years. It is also important to bring with you proof of good driving. For individuals coming from outside of North America, it is strongly suggested that you consider enrolling in a Ministry of Transportation approved driver education course.

More information can be found at: <http://www.drivetest.ca/en/home.aspx>. This may lower your insurance rates if previous driving experience is not considered by insurance providers. It may also prevent frustration for those required to take driving exams in order obtain an Ontario license and the test is not passed the first time.

Location:

220 Exeter Road

Unit 1

London, Ontario, N6L 1A3

519. 652.1299

Monday to Friday 8:30 a.m. to 5 p.m.

2.11 Importing Vehicles to Canada

For new academic staff who plan to import a vehicle into Canada, the vehicle must comply with all Canadian import laws. The vehicle must meet the requirements of the Canada Customs and Revenue Agency (CCRA), Transport Canada and, the Canadian Food Inspection Agency before it can be imported.

Further information on importing your vehicle can be found at:

<http://www.tc.gc.ca/roadsafety/importation/menu.htm>

The registrar of Imported Vehicles contains a checklist on the documentation necessary to import your vehicle into Canada as well as necessary phone numbers:

www.riv.ca

2.12 Vehicle Registration

Information about registering vehicles can be found at

<http://www.mto.gov.on.ca/english/dandv/vehicle/index.html>

Vehicles brought to Canada from the United States will need to pass a safety inspection and emissions test. Please keep in mind that the inspection is valid for only 30 days. To apply for Ontario License plates, the following items are needed:

- Proof of automobile insurance
- Proof of Ontario insurance
- Ontario driver's license
- Application fee
- Title to your car
- A K-22 customs card if you brought your vehicle to Canada from another country

Important Tip

For Foreign Nationals or Canadian citizens returning to Canada, it may be useful to bring proof from your current Insurance provider regarding your driving history. This letter of experience may result in lower insurance premiums. It is also important to note that the MTO office will only accept original letters or by fax directly to the MTO office.

All licensed vehicles must carry a minimum level of liability insurance. Vehicle insurance in Ontario is private, and there are many companies to choose from in the London area.

2.13 Importing Pets to Canada

The National Animal Health Program is responsible for establishing import requirements for animals and animal products coming into Canada, including pets. The Canadian Food Inspection Agency has prepared basic guidelines for frequently imported pets. More information can be found at: <http://www.inspection.gc.ca/english/anima/heasan/import/petse.shtml>

Fees for importing your pet into Canada can be found at:
http://www.inspection.gc.ca/english/reg/cfiaacia/feesfrais/part_11e.shtml

Section 3: Western Resources

The following resources provide a broad overview on administrative tasks, some of which must be completed upon your arrival to Western as well as resources available to you through Western. The departmental secretary in your academic unit will provide you more information on the topics discussed below and information specific to your department.

3.1 Campus Map

<http://www.uwo.ca/maps/>

3.2 Initial Administrative Responsibilities

The following is a brief overview of the initial administrative responsibilities of full-time academic staff during first days on campus.

I. Pension and Benefits

Full-time academic staff are eligible for benefits through the University including extended health care coverage, dental plan, vision plan and insurance. The range of benefits are beyond the scope of this document, but all the information can be obtained from the Pension and Benefits office, Rm 5100, Support Services Building, 519.661.2194.

The pension plan also offers many alternatives regarding the fund directions of your contributions. For new academic staff joining the University on July 1, arrangements will be made for you to meet with a Pensions Consultant during the month of July.

As a new member of the Western pension plan, you must meet with a Pension and Benefits consultant to allocate your investment funds. This must occur before you receive your first pay from Western.

http://www.uwo.ca/humanresources/facultystaff/comp/comp_index.htm

Prior to making your Pension appointment, please ensure that your information has been posted to the Human Resources payroll system. Please contact your Dean's Office for this information prior to contacting Pension and Benefits.

It is important that you contact the Pension and Benefits office whenever there is a change to your personal information that may affect your pension and benefits coverage including marriage, change of a beneficiary and birth of a child.

II. Western Faculty ID Card

Within your first week of arrival, you will need to obtain your Western ID card. This card can be obtained through the Office of the Registrar located in room 1120, Western Student Support Building. You will need your faculty ID number as well as a piece of photo identification to obtain your ID card.

III. Keys

Keys to your office, laboratory, and relevant buildings are obtained from the Keys Office located in room 2380 of the Support Services Building. You will need to provide a signed key requisition form which can be obtained from departmental administrator. A faculty ID card **MUST** be shown to obtain keys.

IV. Parking

Parking on Campus is limited and permits must be purchased by all academic staff, staff and students wishing to park motorized vehicles on campus.

Parking permits are transponders that activate electronic gates. This transponder can be obtained from Parking Services online or from Rm. 4150 of the Support Services Building (see map). To obtain your permit, you will need to provide Parking Services with the make/type of vehicle and License plate number as well as your faculty ID number.

Information and rates for all parking permits can be found at:

<http://www.uwo.ca/parking/>
<http://www.uwo.ca/parking/rates.html>

Payment can be made by cash, visa or monthly payroll deduction (with your Faculty ID number).

*A transponder deposit of \$30.00 is required when first purchasing your parking permit. This deposit will be returned to you when the transponder has been returned to parking services.

V. My Human Resources

With your Western ID number, any changes to your profile (address changes, pension and benefit changes, banking information, etc) can be done through MyHumanResources. **Your Western email account must be activated to use this service.**

For individuals with an email account on a separate University service including, but not limited to, Engineering, Schulich School of Medicine, Ivey, and Education, please ensure that you have activated your Western (UWO) email account and forward any messages to the email account for your specific faculty. Communication from Western will only be sent to your UWO email account and this username and password will be required for "MY Human Resources."

<http://www.uwo.ca/humanresources/>

VI. Health and Safety

The University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. The Safety, Health and Wellness website contains extensive information on Occupational Health and Safety resources at Western. This website is found at: http://www.uwo.ca/humanresources/facultystaff/h_and_s/h_and_s_index.htm

The site contains links to orientation seminars, university policies, manuals, training programs, first aid, personal protective equipment, etc. Please review the training requirements specific to your role. A number of health and safety seminars are mandatory for faculty and staff which vary according to your role at Western. Please ensure that all necessary training programs are completed including, but not limited to the following: Employee Health and Safety Orientation (mandatory for all new faculty and staff (including graduate students who work in labs); Faculty/Supervisor Responsibilities Seminar (required for all University supervisors and principal investigators); Laboratory & Environmental/Waste Management Safety Workshop (mandatory for all laboratory supervisors and workers); WHIMIS (mandatory for all university employees); Radiation (Mandatory for all radioisotope users.) and Biosafety (mandatory for all new principal investigators, research staff and graduate students who work with microorganisms, cell cultures and human and body fluids).

The Health and Safety offices can be found in room 295, Stevenson-Lawson Building.

VII. Rehabilitation Services

Rehabilitation Services promotes employee health and wellness and strives to minimize the impact associated with disability throughout the organization. If you require accommodation for any part of your role contact [Rehabilitation Services](#) for further information.

Rehabilitation Services includes an ergonomics program. This program was developed to assist staff and faculty work safely, efficiently and optimize their comfort. The ergonomics website is designed to help Western's faculty and staff modify their own work areas, practical ergonomics information is provided including ergo tips, general exercises and step-by-step assistance with office workstation set-up. Faculty and staff are invited to review the website and call with questions or requests for ergonomic consultation.

3.3 Administrative Resources

The following contacts provide services to full-time and part-time academic staff in conjunction to academic roles and responsibilities.

Faculty Relations

www.uwo.ca/facultyrelations

The Office of Faculty Relations has responsibility for negotiation and administration of the Collective Agreements between the University and the University of Western Ontario Faculty Association (UWOFA) and the University of Western Ontario Faculty Association – Librarians and Archivists (UWOFA-LA), which represent Faculty members and the Librarians and Archivists. In addition, the Office is responsible for the agreements on Conditions of Appointment of Physicians, the Senate document providing Conditions for Basic Scientists in Affiliated Institutions and the Senate document providing arrangements for Casual Academic Appointments in Affiliated Institutions.

Full-time tenured and probationary faculty members at Western are covered by a Collective Agreement; please see the following link for terms and conditions of this agreement:

<http://www.uwo.ca/pvp/facultyrelations/relations/Collective%20Agreement/collective-agreement/tableofcontents.html>

University of Western Ontario Faculty Association (UWOFA)

The University of Western Ontario Faculty Association represents faculty members and librarians at Western. For information on UWOFA activities and the UWOFA collective agreements, please refer to <http://www.uwo.ca/>

Western Clinical Teachers Association (CTA)

<http://www.ctauwo.ca/>

3.4 Teaching and Class Resources

Teaching Support Centre

The Teaching Support Centre works with Faculty, students and staff to advance teaching and learning in the classroom. Workshops and learning opportunities are presented throughout the year to assist in continual academic growth.

More information can be found at: <http://www.uwo.ca/tsc/index.html>.

Information Technology Services (ITS)

ITS provides a wide range of technology related services and support for the Western community. The main website is located at: <http://www.uwo.ca/its/instruct/>.

Some services include:

Personal Websites

Your computer account includes space on the UWO Publish server for personal web sites. For instructions consult the ITS How do I... file at

<http://www.uwo.ca/its/doc/hdi/web/personalpage.html>

For your course work:

Marks Management System <http://ssnds.uwo.ca/softwaredownloads.html>

Respondus <http://www.uwo.ca/its/sitelicense/respondus/>

Turn it In <http://turnitin.uwo.ca/>

Web CT <https://webct.uwo.ca/>

Instruction to set up a website for your course: <http://instruct.uwo.ca/>

Ordering Books

Textbooks can be ordered online through <http://www.bookstore.uwo.ca/>. Course packs are a great option if you have readings from many sources; this saves students from buying several books. You can order them through the following website:

<http://www.usc.uwo.ca/inprint/contact.html>

3.5 University Resources

Equity and Human Rights Services (EHRS)

EHRS provides Western's faculty members with information on the University's discrimination and harassment policies, employment equity and other human rights related issues. EHRS

supports the University in providing an equitable, safe, and supportive environment for all members of our community. Full information on the support services provided to faculty members can be found at:
<http://www.uwo.ca/equity/>

Research Western

With annual research expenditures of more than \$221 million and an international reputation for success, The University of Western Ontario ranks as one of the top ten research-intensive universities in Canada. Ultimately, Research Western's goal is to firmly establish an entrepreneurial research culture and to encourage the practice of innovation in all units at Western.

Research Western provides support for research program development, compliance, human resources, purchasing, technology transfer, financial, and general grant administration. Full information on Research Western can be found at:
http://www.uwo.ca/research/research_start.html

Western Libraries

Western Libraries is dedicated to the support research, teaching and Learning at Western. With 7 service locations located throughout campus, Western libraries have substantial electronic and print resources designed to serve faculty, staff and students.

Access to faculty services at the Western Libraries can be found at:
<http://www.lib.uwo.ca/portals/facultystaff.shtml>

Map of Library locations:
<http://www.lib.uwo.ca/maps/>

Purchasing

The University has preferred suppliers for many common items. Information can be obtained at
<http://www.uwo.ca/finance/purchase>

You can also purchase materials from the Campus Book Store, the Computer Store, and Canadian Tire (Hyde Park) using a speed code.

3.6 Campus Life

Campus Meal Plan

Your UWO identification card can be used as a “debit” card at any of the food concessions on Campus, and several off-campus uses. You “charge up” your card with cash at the Campus Meal Plan office located at the UCC or online, then just swipe the card when you purchase food. As well as being convenient, it saves you 5% on every purchase.

<http://www.has.uwo.ca/hospitality/mealplan/>

Campus Recreation

There are many excellent recreational facilities and programs available at Western. Faculty must pay for these services, but the rates are reasonable and family plans are available. To enquire or register visit the main office in WSRC 3235, 519.661.3077.

<http://campusrec.uwo.ca/>



Intercollegiate Athletics

Support Western athletics by attending one of many team sports including football, hockey, swimming or volleyball. A full listing of activities can be found at <http://www.westernmustangs.ca/>.

Music Western

With the Don Wright School of Music, Western has a rich music community on campus. Visit <http://www.music.uwo.ca/> for listings of upcoming performances.

Western Film

Enjoy a \$4.25 movie at Western Film located in the University Community centre. Full listings can be found at: <http://www.usc.uwo.ca/wfilm/>.