



## **Information Resources**

### **Full-Time Academic Staff (2024-2025)**

## Table of Contents

<b>Section 1: Moving to London .....</b>	<b>4</b>
1.1 Moving Companies .....	4
1.2 Housing .....	5
1.3 Resources for Initial Home Setup .....	5
1.4 Driving in Ontario .....	6
1.5 Pets .....	6
1.6 Transportation Services .....	6
1.7 Financial Information .....	7
1.9 Family Care .....	8
1.10 Program Activities for your Children .....	10
1.11 Childcare .....	10
1.12 London and Surrounding Area Entertainment .....	11
1.13 Additional Resources – London .....	12
1.14 Additional Resources – Ontario and Canada .....	12
<b>Section 2: Information for Foreign Nationals &amp; Returning Canadians .....</b>	<b>13</b>
2.1 Labour Market Impact Assessment .....	13
2.2 Work Permits .....	13
2.3 Renewal of Work Permits .....	14
2.4 Spouses/Partner & Employment .....	14
2.5 Spouses & Study .....	15
2.6 Social Insurance Number .....	15
2.7 Health Care .....	16
2.7 Medical Services (Family Physicians) .....	17
2.8 Moving .....	17
2.9 Driving in Ontario .....	17
2.10 Out of Country Drivers .....	17
2.11 Importing Vehicles to Canada .....	18
2.12 Vehicle Registration .....	19
2.13 Importing Pets to Canada .....	19
<b>Section 3: Western Resources .....</b>	<b>20</b>
3.1 Campus Map .....	20
3.2 Initial Administrative Responsibilities .....	20
3.3 Administrative Resources .....	22
3.4 Teaching and Class Resources .....	23
3.5 University Resources .....	23
3.6 Campus Life .....	24

## **Office of Faculty Recruitment**

Western's Office of Faculty Recruitment 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. Faculty Recruitment 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.

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

- Assists with your orientation to the city by discussing the unique characteristics of neighbourhoods within London
- Explores available real estate options and connects you to realtors and 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, please contact:

Jennifer Holburn  
Faculty Recruitment Consultant

## **Section 1: Moving to London**

Prior to moving to London, Ontario, please contact the Office of Faculty Recruitment 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 administrative personnel or administrator of your unit for additional information on moving your personal belongings.

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

University contacts for moving policy can be located through Western University's [Procurement Services](#).

Western's contact information for Armstrong Movers:

Angelo Lepore  
Director, International  
Direct Telephone: (905) 795-6680  
Toll Free: 1 (866) 670-3600  
Email: [angelo@armstrongintl.com](mailto:angelo@armstrongintl.com)

### **Reimbursement**

Reimbursement for moving expenses is part of the recruitment package prepared by your Dean's Office. Please consult with your administrative officer regarding the protocol in your unit for expense reimbursement and allotted budget.

Information on travel and moving reimbursement: [Finance Reimbursement](#)

Please refer to (MAPP) [POLICY 2.17 Moving Allowances \(PDF\)](#) for further information.

## 1.2 Housing

Sites for rental properties:

[Western Off- campus housing](#)

[AcademicHomes.com](#)

[SabbaticalHomes.com](#)

[Apartment Rental Listings on The Rent Board of Canada](#)

[Realtor.ca](#)

[Meds Housing: Housing](#)

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.

## 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.

### **Electricity**

[London Hydro](#)

### **Heat**

[Enbridge](#)

### **Phone Connection, Cell, Cable & High Speed Internet**

through [Bell Canada](#)

### **Phone Connection, Cell, Cable & High Speed Internet**

through [Rogers Canada](#)

### **Local Newspaper**

[London Free Press](#)

### **Garbage/Recycling Collection**

Pickup according to City Zone. The city zones may be found at [Collection calendar | City of London](#)

## 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: [Ministry of Transportation](#)

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. Within these 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:  
[MTO Exchange](#)

If it is determined that you need to take a knowledge and road test, please call the Driver Exam Center, 4380 Wellington Road South, Monday to Friday, 7 a.m. to 7 p.m. at the following phone number: 1 (800) 489-8450.

## 1.5 Pets

Your cat and/or dog must be licensed within the City of London. For more details on the licenses required, please visit the [London Animal Care Centre](#).

[Off-Leash Parks](#)

## 1.6 Transportation Services

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

### Airlines:

[London International Airport](#)

(follow Oxford Street eastward)

### Bus Services:

[Robert Q's Airbus](#)

Provides transportation to the Toronto Airport/ YYZ or Detroit Airport

### Train Services:

[Ontario | VIA Rail](#)

Please visit the [Financial Services website](#) for any special arrangements made with travel vendors.

## 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 Commission](#) (public buses) 519.451.1347

### Taxi Services

About town (519.432.2222)

Checker Limousine and Airport Services (519.659.0400)

[Uber](#)

U-NEED-A-CAB (519.438.2121)

Yellow London Taxi (519.657.1111)

### 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.

[Electronic link to Bicycle Path](#)

[Tourism London: Biking](#)

## 1.7 Financial Information

[Canadian and Ontario Taxes](#) (HST)

[Canada Revenue Agency](#)

## 1.8 Health Care

### Western Family Practice Clinic

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 at [Family Practice Clinic - Health & Wellness - Western University \(uwo.ca\)](#).

**There is currently a waiting list to this clinic.**

## Hospitals

### [London Health Sciences Centre](#)

LHSC is located across two campuses, *University Hospital* and *Victoria Hospital* and home to St. Joseph's Hospital, Parkwood Institute, Mount Hope for long term care, Southwestern Centre for Forensic Mental Health Care, London Regional Cancer Program, the Children's Hospital, Canadian Surgical Technologies & Advanced Robotics (CSTAR) and Lawson Health Research Institute.

### [Walk-in Medical Clinics](#)

Walk-in medical clinics provide immediate medical care to individuals who require medical attention and who do not have a family doctor or who 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.

The following document contains most, if not all, walk in medical clinics in London along with contact information and hours of operation.

### [Medical Clinics Listing](#)

## 1.9 Family Care

### Schools

Ontario has two publicly funded school systems at the primary and secondary school level: public (non-denominational) and Catholic. The curriculum throughout 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 Catholic 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.

Elementary school programs (primary) begin at the Junior Kindergarten and Senior Kindergarten level for children who are four years of age. Junior and Senior Kindergarten Programs are Full day programs, but before and after school care spaces are **LIMITED**. **If before and after school care is required, please contact the school as soon as possible to put your name on a waitlist. Please review the following sites for before and after school options:**

### [Before and After School Care](#)

### [The Ontario Ministry of Education](#)



**Public School Board**

[Thames Valley District School Board](#)

[French Language Schools](#)

**Catholic School Board**

[London District Catholic School Board](#)

[Catholic French First Language School Board](#)

**Private Schools**

For information on private schools in Ontario, please refer to the website for the [Canadian Association of Independent Schools](#).

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

[Blyth Academy](#)

[Byron Woods Montessori School](#)

[Christian Academy of Western Ontario](#)

[Faith Community Christian School](#)

[Gibbons Park Montessori School](#)

[London Community Hebrew Day School](#)

[London District Christian Secondary School](#)

[London Islamic School](#)

[London Waldorf School](#)

[Matthews Hall](#)

[Montessori House of Children](#)

**Vocational and adult education:**

[Fanshawe College Continuing Education](#)

[Western Continuing Education](#)

## 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 (offered through the City of London):** Spring and Summer Recreation Programs: [Programs, courses and registration | City of London](#)

### 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 the following websites:

[Sports Western](#)

[Discovery Western Engineering Camp](#)

## 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 as soon as possible to ensure a spot at any childcare facility.**

### [Ministry Children and Youth Services](#)

Southwest Region London  
519.438.5111

### [Middlesex-London Health Unit](#)

Monitors health and safety conditions in child care facilities

Child Care / Early Childhood Education Programs in London (Babies, Toddlers, Preschoolers)

[Ontario Early Years Centers Information](#)

### [University Child Care](#)

Western offers a full program daycare with priority spaces provided to children of faculty members. This daycare is operated by the YMCA.

To register with the University Childcare Centre and all licensed childcare facilities in London, Ontario, please register with the [ONE list](#).

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.

## 1.12 London and Surrounding Area Entertainment

### Covent Garden Market

130 King Street

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

### Canada Life Place

99 Dundas Street

This facility is home to the London Knights and hosts many sporting and entertainment events

### Centennial Hall

Box office: 550 Wellington St., London

### Grand Theatre

471 Richmond Street

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.

### 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: [Londontourism.ca](http://Londontourism.ca)

### Current Events in London

### Fanshawe Pioneer Village

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

### London Arts

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

### London Tourism

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

### London Music Hall

London Music Hall is a smaller venue that artists will use as a stop through in Southwestern Ontario. Artists include Calvin Harris, The Trews, the Arkells, and Jake Roberts and have been at this forum.

### [London Public Library](#)

#### [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)

#### [Storybook Gardens](#) (Located inside Springbank Park)

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

#### [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.

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:

[Destination Toronto \(seetorontonow.com\)](#)

## **1.13 Additional Resources – London**

### [City of London](#)

### [London Economic Development Corporation \(LEDC\)](#)

### [Information London](#)

## **1.14 Additional Resources – Ontario and Canada**

### [Ontario Government](#)

### [Government of Canada](#)

## **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 impact assessments (LMIAs), 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 will assist with the full immigration process and the information below only highlights some key elements.

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

### **2.1 Labour Market Impact Assessment**

For foreign nationals accepting limited term, probationary or tenured appointments, the Office of Faculty Recruitment will initiate the process of obtaining a work permit for you to legally work in Canada. The first step of this process is for Faculty Recruitment to obtain a Positive Labour Market Impact Assessment (LMIA) on behalf of the employer. This LMIA, once granted by Service Canada/Employment and Social Development Canada (ESDC), will be sent to you with further instructions on how to obtain the work permit (see below). The LMIA provides Immigration, Refugees and Citizenship Canada (IRCC) with the authority to issue a work permit at the port of entry or to issue a confirmation letter from the appropriate Canadian Consulate.

LMIA's are required for long term academic positions and are not required for positions that fall within the International Mobility Program (IMP) including Visiting Professors, Postdoctoral Scholars or Clinical fellows. Please contact Faculty Recruitment to ensure that the immigration guidelines are properly satisfied as these positions fall within the IMP.

### **2.2 Work Permits**

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

Physicians who require licensure through the College of Physicians and Surgeons (CPSO) will be required to apply for a work permit through the appropriate Canadian Consulate to facilitate the process of obtaining medicals. All physicians must have a medical completed by a Canadian Panel Physician. Once the medical results have been received by IRCC, a confirmation letter will be issued by the Consulate and application for the 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 and Faculty Recruitment at your earliest convenience.



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 Foreign Nationals who do not require a temporary resident visa (TRV) for entry into Canada may 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 online application may be made through the [IRCC website](#).

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

## 2.5 Spouses & Study

Should your spouse wish to study in Canada, they must obtain an authorization to studying Canada by changing the conditions of his/her immigration document. Applications to change conditions and additional information can be found at [IRCC website](#).

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

- Present an acceptance letter from the educational institution they wish 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](#).

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

## 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.

Applications may be made in person, online or by mail. More information can be found at [Service Canada website](#):

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](#).

Individuals new to Ontario who are eligible for OHIP must apply for his/her 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 or to your immigration document.

This card can be obtained from the OHIP office located at 100 Dundas Street (entrance only at Talbot) (Monday through Friday 8:30 am - 5:00 pm).

In order to obtain your OHIP card, you must demonstrate Ontario residency such as a rental agreement, mortgage or a bill issued to your home address.

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)
- Photo identification

More information on [OHIP](#).

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 may apply immediately upon entering Canada. For individuals who are not covered by OHIP, coverage must be obtained for you and your family through The University Health Insurance Plan (UHIP) until the end of your three-month waiting period. **The 3 month- waiting period for OHIP has been suspended during COVID as long as the primary work permit holder has an active appointment and the appropriate immigration documentation. This may change at anytime.**

For more information on UHIP and rates for coverage, please visit the [UHIP site](#).

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 Human Resources upon application.

For Canadians who previously resided in another province, your previous provincial insurance should cover you until the Ontario health coverage begins without the need to purchase additional coverage. If you were a resident of Quebec, it is advised that you apply for UHIP for the initial three month coverage.



Foreign spouses and children 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 and child/ren are eligible for OHIP only when the following documentation can be produced:

- You have applied for Permanent Residence or an Application for Landing and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing
- 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!

### Medical Services (Family Physicians)

Family Practice Clinic for Faculty/Staff at Western

Please see Bullet 1.8

## 2.7 Moving

Please see Bullet 1.1.

## 2.8 Driving in Ontario

Please see Bullet 1.4.

## 2.9 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, Australia, Austria, Belgium, France, Germany, Great Britain, the Isle of Man, Japan, South Korea, New Zealand, Northern Ireland, Republic of Ireland, Switzerland, and Taiwan.

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 [Ministry of Transportation](#).

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 a clean driving record. 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.

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:  
4380 Wellington Street South  
Monday to Friday 7:00 a.m. to 7:00 p.m.

## Importing Vehicles to Canada

For new academic staff who plan to temporarily 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: [Importing a vehicle \(canada.ca\)](https://www.canada.ca)

For more information, please see the [Canadian Border Services Agency \(CBSA\)](#) document on importing a car to Canada.

The [Registrar of Imported Vehicles](#) contains a checklist on the documentation necessary to import your vehicle into Canada as well as necessary phone numbers:

### Required Documentation:

- Proof of registration
- Odometer reading
- Month and year of production
- VIN number
- Recall Notices
- You will be given a Vehicle Import Form – Form 1. This document is required to license your vehicle in Ontario.

To obtain Ontario license plates, you will be required to undergo a safety inspection of your car. This may be completed at any Canadian Tire located throughout London. You will need to provide the title of the car again when applying for Ontario plates.

## 2.10 Vehicle Registration

### Vehicle Registration

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 (Form 1) 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.

## 2.11 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.

## 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

The following map and directions of Western's campus will assist in your navigation.

[Maps & Directions - Western University \(uwo.ca\)](https://www.uwo.ca/maps/)

### 3.2 Initial Administrative Responsibilities

The following information 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. **Salary is paid monthly on the second last day of the month and deposited directly into your Canadian bank account.**

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. Please review Western's [Human Resources](#) web page for important links and resources. **Failure to meet with Pension and Benefits during the first month of your appointment will result in a LATE PAY.**

Prior to making your Pension appointment, please ensure that your information has been posted to the Human Resources payroll system. Please contact your administrator 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. Please review the following resources from Western's [Human Resources](#).**

#### II. Western ONECard

Within your first week of arrival, you will need to obtain your [Western ONECard](#). 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. Your ID number will be provided to you at your Pensions and Benefits appointment.

### III. Keys

Keys to your office, laboratory, and relevant buildings are obtained from the Parking and Keys Office located in room 2380 of the Support Services Building. Key requests may be made through [Western Facilities](#). 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 “hang tags” that activate electronic gates. This tag 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, rates and parking application can be found at: [Parking at Western](#)

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

### 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, Schulich School of Medicine and Ivey, 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 Western email account and this username and password will be required for “MY Human Resources.”

### 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.

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.

## **VII. Wellness and Well-being**

Western's Wellness and Well-being oversees student support and casement; physical health; mental health; and wellness and equity education. Information on [staff well-being](#) can also be located from this site though programs are administered by Western Human Resources.

### **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**

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: [Western University \(uwo.ca\)](https://www.uwo.ca)

### **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 UWOFA.

### **Western Clinical Teachers Association (CTA)**

[CTA](#)

## **3.4 Teaching and Class Resources**

### **Centre for Teaching and Learning**

The Centre for Teaching and Learning 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.

### **Western Technology Services (WTS)**

WTS provides a wide range of technology related services and support for the Western community.

Some services include:

[Brightspace](#)

Instruction to set up a website for your course: [Western Instruction](#)

### **Ordering Books**

Textbooks can be ordered online through [The Book Store](#) at Western. Packs are a great option if you have readings from many sources; this saves students from buying several books.

## **3.5 University Resources**

### **Human Rights Office**

Dedicated to making Western a safe, respectful and supportive environment to all members of Western's community.

### **Office of Equity, Diversity and Inclusion**

Promotes, recognizes, celebrates Western voices to create a more equitable, diverse and inclusionary community.

### **Western Research**

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.

### [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: [Map of Library locations](#)

### [Financial Services](#)

Financial Services provides access to Western Financials, Mustang Market and Direct Travel Online. The University has preferred suppliers for many common items through [Procurement Services](#).

## **3.6 Campus Life**

### [Campus Meal Plan](#)

Your Western ONECard can be used as a “debit” card at any of the food concessions on Campus, and several off-campus uses. You may top up your meal plan anytime online through the campus meal plan website.

### [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.

### [Intercollegiate Athletics](#)

Support Western athletics by attending one of many team sports including football, hockey, swimming or volleyball.

### [Music Western](#)

With the Don Wright School of Music, Western has a rich music community on campus. Visit for listings of [upcoming performances](#).