

Relocation Services Handbook

HUMAN RESOURCES & EMPLOYEE RELATIONS



Welcome to York University!

I am delighted to welcome you to York University, a vibrant community of scholars, teachers and learners. York is proud of its innovative undergraduate and graduate programs in the liberal arts, sciences, fine arts, environmental studies and the professions offered through ten Faculties; its cutting edge research; and its engagement with local, national and international communities. I hope you will quickly come to feel at home here and that you will share our excitement and pride as members of the York community.

I recognize that making the transition to a new position can be confusing and overwhelming, at the same time as it is exhilarating. I hope the information contained in this Handbook, as well as the supports offered by our Relocation Services office, will help ease that transition. I urge you to take advantage of opportunities to get to know York and its people through participation in mentorship and other collegial activities.

As an institution, we are embarking together on a strategic plan to become a more engaged university – more engaged with each other and with our students and their learning, and more engaged with the communities we serve. I look forward to working with you in the coming years to make these plans a reality.

All the best for a stimulating and successful career at York.

Patrick J. Monahan

Vice-President Academic & Provost

Welcome to York!

You are joining an exciting institution that takes pride in its diversity, innovation and commitment to excellence in teaching and research. York is a dynamic, metropolitan university that explores global concerns, tests the boundaries and structures of knowledge, cultivates the critical intellect, and in the words of our Mission Statement, is "committed to academic freedom, social justice, accessible education, and collegial self-governance."

York offers a stimulating cultural and intellectual environment, accessible recreational facilities and a competitive compensation and benefits program that meets the diverse needs of our employees. We are located in one of the world's great multicultural cities – with a whole range of attractions, communities, shops, services and other amenities.

York University is a large and complex organization with many faculties, schools, departments, and colleges. Your first few weeks here can be challenging as you adjust to a new workplace and different ways of doing things. Through our Relocation Services, we aim to make your transition a smooth and successful one!

Gary H. Brewer

Vice-President Finance and Administration

Relocation Services Handbook

The following information has been compiled to assist both new and prospective faculty members, professional librarians and senior managerial staff with their moves to York University and the Toronto area. Our goal is to ensure that your transition, and your family's, is as comfortable as possible.

Disclaimer: Some of the information within this document has been supplied by external sources, linking to government, private and public sector organizations. **These links are included solely as a convenience to you.** Users wishing to rely upon this information should consult directly with the source of the information. The information provided is not exhaustive and is subject to change.

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In addition, I also thank Marissa Jones for her design of the beautiful front cover – which includes photographs of some of York University’s campus buildings, superimposed on a scene of the Toronto waterfront and our famous landmark, the CN Tower.

Thank you for your input everyone.

Claudia McPherson

Relocation Coordinator

York University

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Relocation Services Office

York University's Relocation Services office has been established to assist the transition of prospective and new faculty members, professional librarians, senior managerial staff, their partners and families, to York University, Toronto and the surrounding area. The Relocation Coordinator is available to discuss and assist with:

- ❑ General information and orientation to Toronto and the University
- ❑ Immigration information
- ❑ Housing, real estate, moving, healthcare and financial services
- ❑ Services for children, including child care, schools, camps and special needs
- ❑ Community facilities and services on and off-campus
- ❑ Referrals for employment assistance for spouses and partners of newly appointed faculty, professional librarians and senior managerial staff seeking non-academic and academic positions.

Please note: Relocation budget matters and the hiring of moving companies are managed by your hiring unit.

Once you have received confirmation that you've been hired, you will also receive your benefits and compensation package. Please review the information, complete the necessary forms, and return them as soon as possible. We recommend that you contact a Pension and Benefits Counsellor to arrange a personal appointment upon your arrival. Please visit www.yorku.ca/hr/units/cpb/pensionbenefits.html for their contact details. This will ensure that all your required paperwork is properly completed, and that you are enrolled in all appropriate benefit programs.

To discuss relocation matters, please contact:

Claudia McPherson
Relocation Coordinator
Recruitment & Employment Equity
Human Resources & Employee Relations
York University, 4700 Keele St.
East Office Building
Toronto, Ontario
M3J 1P3
(416) 736-2100 ext. 33434 or relocate@yorku.ca

Hours of operation are Monday through Friday, 9am to 5pm.

Immigration and Moving

This section includes information on the immigration process for both permanent and contractually limited appointments. The Labour Market Opinion, the temporary work permit, extension of work permit and permanent residency are also covered. Details of university preferred moving companies and information on importing vehicles concludes this chapter.

Information for Non-Canadians

*"The Government of Canada recognises that education is one of the building blocks of prosperity; and that facilitating the entry of international academic expertise in those areas in which Canadians are in short supply contributes towards meeting the challenges of international competitiveness."*¹

The following information outlines the immigration process for non-Canadians coming to work in Canada, particularly for those accepting permanent positions.

Labour Market Opinion (LMO)

- ❑ Full-time academic appointments are either permanent or contractually limited appointments (CLA). Please visit the 'Academic Appointments Process' Web site at <http://vpacademic.yorku.ca/appointments/index.php> for further details. Before an employment offer to a foreign national* can be processed, it must be 'validated' by Service Canada.
- ❑ This validation, also called a 'confirmation of offer of appointment,' is now issued in the form of a 'labour market opinion' otherwise known as an 'LMO.'
- ❑ Please note that if you are a citizen of the USA or Mexico, an LMO is not required for your contractually limited appointment as you are covered under the North American Free Trade Agreement (NAFTA). NAFTA only applies to temporary/short term employment.
- ❑ Visiting Professors do not require an LMO in order to obtain a work permit.

* Foreign National: A person who is neither a Canadian citizen nor a permanent resident.

- ❑ In order for the LMO to be issued, the University must submit a file to Service Canada to provide details of the recruitment search effort. It should confirm that before the offer was made to the foreign national, the search committee established that there were no qualified domestic applicants (Canadian citizens or permanent residents) to fill the position. In other words, the Labour Market Opinion confirms there were no qualified domestic candidates, so an offer can be made to a non-Canadian citizen/non-permanent resident.
- ❑ Once the LMO is issued, it is sent electronically to Citizenship and Immigration Canada (CIC) and entered into their database. A notification letter stating that the LMO has been issued is sent to the University, and the University forwards a copy of the letter to the new employee.
- ❑ For new employees, the notification letter contains a System File Number (SFN). The SFN allows the immigration officer processing the applications (whether for temporary work permits or permanent residence) access to the 'Labour Market Opinion.'
- ❑ A positive or neutral 'Labour Market Opinion' provides the immigration officer with the authority to issue the work permit at the port of entry (e.g. border for US citizens) or at the Consulate/Immigration Processing Office. When the time comes, the LMO is also required to successfully process the application for permanent residence. It is critical when applying for your work permit or for permanent residency that you include a copy of the notification letter (with the System File Number highlighted) as well as the other documents required, such as the job offer letter from your prospective employer at York University.

Who Needs a Work Permit?

Persons who come to Canada temporarily to hold the following positions do not require work permits issued by Citizenship and Immigration Canada (CIC):

- Academic Consultants
- Academic Examiners
- Public Speakers
- Graduate, Teaching and Research Assistants.

Persons who come to Canada temporarily to hold the following positions are required to apply to Citizenship and Immigration Canada (CIC) for work permits, but the institutions hiring them are exempt from applying to Service Canada for Labour Market Opinions to confirm their offers of employment:

- Guest Lecturer
- Post Doctoral Fellows
- Visiting Professors
- Research Award Recipients
- American, Mexican and Chilean University Teachers.

Applying for a Work Permit

- ❑ You must apply for a temporary work permit in order to enter Canada legally to begin your new position at York University. Once you have received the 'Labour Market Opinion' and 'System File Number,' you may proceed with your application for a work permit.
- ❑ If you have been hired for a permanent position, you must secure permanent immigration status. In Canada, this is known as 'Permanent Resident' status or previously as 'Landed Immigrant' status.
- ❑ Generally, new employees hired to permanent positions secure a work permit, enter the country, and become settled. If you have been hired for a permanent position, you must apply for permanent residence status as soon as possible, as the process generally takes years and CIC will not renew a work permit repeatedly. For temporary appointments, a work permit is sufficient.
- ❑ Information on how to obtain a temporary work permit and other related information can be found on the Citizenship and Immigration Canada Web site at: www.cic.gc.ca/english/information/applications/work.asp. For the application form, please visit www.cic.gc.ca/english/pdf/kits/forms/IMM1295B.PDF.
- ❑ To assist you to complete your work permit application, the guide *Applying for a Work Permit outside Canada* can be accessed at www.cic.gc.ca/english/pdf/kits/guides/5487E.PDF.
- ❑ Please refer to www.cic.gc.ca/english/pdf/kits/forms/IMM5488E.PDF to obtain a document checklist. Using this form will ensure that you have enclosed all necessary documentation for your work permit. Then, attach the document checklist to your application.
- ❑ The completed application must be submitted to the Consulate/Immigration Processing Office serving your lawful place of residence, or in certain cases, you may apply at a port of entry (land border crossing or international airport) to Canada. Please note that the Consulate/Immigration Processing Office may have specific application requirements in addition to those required by CIC. Please check with them to ensure you are aware of all requirements.

Permanent Residence Status

If you are a non-Canadian academic who has accepted a permanent tenure-stream position, you will need to apply for permanent residence status soon after arrival to Canada, in order to retain your permanent job. Applying for permanent residence status is a lengthy process. The time frame from submission of application to the issue of 'Permanent Resident' status is significant. It can take 12 to 24 months for an application to be processed. It may then take another 4-8 weeks for you to actually receive your permanent resident card. A delay in applying may require that you renew your work permit before its expiration. It is also to your advantage, if renewing a permit, to have an application for permanent residence on file at the appropriate immigration office. For current processing time frames please visit www.cic.gc.ca/english/information/times/index.asp.²

- ❑ Different application categories exist for those who wish to apply for permanent resident status. The categories typically used by York's academics are the Federal Skilled Worker Class and the

Canadian Experience Class. For more information, please visit <http://www.cic.gc.ca/english/immigrate/index.asp>.

Extension of Work Permits

- ❑ You must renew your work permit before it expires in order to maintain your legal status to work and to remain on the University payroll system. Applications to extend work permits can be found at www.cic.gc.ca/english/information/applications/extend-worker.asp.

Immigration Fees

- ❑ A number of cost recovery and administrative fees are payable by applicants for processing applications of various types, and for certain citizenship and immigration procedures. All fees are subject to change without notice. In general, fees are payable at the time of application. Please check <https://services3.cic.gc.ca/efee> for current charges.³ For a refund of your eligible expenses (if applicable), please submit your receipts to your hiring department for processing.

IMPORTANT:

Canada's immigration laws and regulations are enforced, regardless of whether you know about them or not. It is your responsibility, not York University's, to obtain and maintain your legal immigration status, and to obey immigration regulations while working in Canada. Please check your immigration documents to ensure that they are accurate and have not expired. Please note that some processes, e.g. applying for permanent residency, can be very lengthy (takes years rather than months to process). It is your responsibility to apply for or renew your documents before they expire.

For more information or for assistance, please contact the Relocation Coordinator or e-mail relocate@yorku.ca.

Newcomer/Settlement Services

As well as information on the Citizenship and Immigration Canada Web site, the selection of agencies listed here is available to help you settle into your new life. These agencies are funded by Citizenship and Immigration Canada, and provide a range of free services, from helping you fill out forms, finding jobs, skills and language training, helping with legal advice, to providing a place for social activities with people in your community. This is not an exhaustive list and is in no way endorsed or warranted by York University.

- ❑ www.costi.org
COSTI is Canada's largest non-profit organization with a specific mandate to provide services to newcomers, immigrants and their families. COSTI offers many forms of assistance, including interpretation/translation services, citizenship classes, programs for women, a vocational centre, advocacy, public education, and housing help. The North York Housing Help Program is a community-based program offering assistance to those seeking accommodation in the private

rental sector, and to those seeking to access public housing. In addition, the Housing Help Program maintains a registry of landlords with vacant apartments.⁴

- ❑ www.settlement.org
Provides information for newcomers to Ontario on how to obtain job resources, sponsorship, English as a Second Language (ESL) services, housing, health services and much more.⁵
- ❑ www.211toronto.ca/nc_main.jsp
Call for information about community, social, health and government services in Toronto by dialling 211 in the 416 and 647 area codes. A trained Information and Referral Specialist will assess your situation, help you find answers to your questions, provide you with options and appropriate referrals. This 24-hour-a-day service is free, confidential and available in many languages. If you live outside of the 416 and 647 area codes and would like to speak with a 211 Toronto Information and Referral Specialist, you may dial (416) 397-4636.⁶ Information specific to the York region can be found at <http://york.cioc.ca>.
- ❑ www.woodgreen.org/immigrants/index.html
WoodGreen is a non-profit organization that annually assists over 5,000 immigrants and their families to settle into their new lives in Canada, while helping them to develop a sense of belonging. They offer a range of free services aimed at supporting newcomers to live independently within the community, including newcomer orientation sessions, one-on-one counselling, English language programs, settlement and employment workshops, self-help networks, a newcomer volunteer program, and social and recreational activities.⁷
- ❑ www.ymcatoronto.org
The YMCA offers opportunities for personal growth, through participation and service to the community. Among their many services, they help newcomers adjust to the Canadian way of life, and to make a new home for themselves.⁸
- ❑ www.culturelink.net
Culture Link is a 'not-for-profit' community-based organization that facilitates the settlement of newcomers to Toronto. Their programs promote self-sufficiency, positive interaction, understanding among the host and newcomer communities, and overall well-being of all participants.⁹
- ❑ <http://abrigo.ca/page.php?2>
This agency provides family and marital counselling, individual and group counselling for survivors of assault, counselling for adult survivors of child abuse, youth counselling and educational programming, counselling for perpetrators of violence, employment counselling and job placement, assistance with various government forms, community education, advocacy and outreach. All services are free, and geared to Portuguese-speaking communities.¹⁰
- ❑ www.chs.ca
The Canadian Hearing Society (Central Region) assists deaf and hard of hearing people with such programs as employment services, personal and supportive counselling, hearing aid programs, speech pathology, aural rehabilitation, hearing health services, a seniors outreach program (hearing care counselling), life skills and literacy classes (impact-ASL), sign language services, sign language interpreter services, information services and technical devices.¹¹

- ❑ www.jias.org
Jewish Immigrant Aid Services of Canada is a not-for-profit settlement organization. They promote the long-term integration of newcomers into local Jewish communities from coast to coast, by building partnerships among immigrants, government, charitable foundations, employers, service providers and volunteers.¹²
- ❑ www.tccsa.on.ca
The Cross Cultural Community Services Association helps newcomers adapt to the Canadian way of living.¹³

Moving Service: York University's Moving Program

York's Faculties or hiring units are responsible to approve a new employee's moving budget (and any financial, budgetary or benefit matters). York University has a contractual agreement with two internationally known moving companies with whom we have negotiated favourable rates and guaranteed service. This Canadian Association of University Business Officers (CAUBO) agreement exists with the two companies, Armstrong International Movers/D. Armstrong Moving & Storage Ltd. and Premiere Van Lines. Use of University/hiring unit preferred movers is encouraged, as it eliminates prepayment by the new hire, allows the University to take advantage of the discounted moving rates and allows the University input on the quality of service delivery.

Use of other moving companies is permitted, subject to approval from your hiring unit. Your Faculty or hiring unit will provide guidance on whether you should contact one of the preferred movers for a quotation or, as is most often the case, they will do so on your behalf. CAUBO rates are listed in Figure 1. The mover will send the quotation directly to the Faculty or hiring unit to approve. The hiring department will confirm the moving date and will cover the approved costs, settling payment once the move is signed off as complete. The hiring department may require more than one quotation. There are various service packages available, extending from full service to simply the unloading of furniture. These companies can also assist with the shipping of vehicles.

For a refund of your eligible expenses, please submit your claim(s) to your hiring department for processing.

CAUBO Agreement Term: 1 April 2006 – 31 March 2011.

Rates: for a quotation (figures shown are for domestic moves within Canada) please contact:

Figure 1 CAUBO Moving Companies ¹⁴

Company Name	Premiere Van Lines	Armstrong International Movers Ltd. / D. Armstrong Moving & Storage
Address	31 John Savage Drive Dartmouth, NS B3B 1Z9	630 Secretariat Court Mississauga, ON L5S 2A5
Primary Contact	Gwen Arseneault (cross border & domestic moves) Clint Giffin (International moves)	Cheryl Caissie
Phone	1-800-465-0000 902-468-4313	1-888-670-4400 905-795-6781
Fax	902-468-4312	905-670-0764
Web site	www.premierevanlines.com	www.armstrongintl.com
Email	garseneault@premierevanlines.com	cheryl@armmove.com
Discount from Tariff	71%	68% - 72%
Packing Discount	54%	52%
Long Term Storage	\$45.00/crate	\$48.00/crate
Local Moves	Van plus 2 personnel - \$80.00/hour	Van plus 2 personnel - \$65.00/hour
	Van plus 3 personnel - \$105.00/hour	Van plus 3 personnel - \$75.00/hour
	Van plus 4 personnel - \$120.00/hour	Van plus 4 personnel - \$85.00/hour
	Additional personnel, each - \$20.00/hour	Additional personnel, each - \$25.00/hour

Source: www.caubo.ca/pr/agreements_moving_e.cfm.

Importing a Vehicle

If you are planning 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. Additional requirements must be met if you are bringing a leased vehicle across the border. New residents of Canada must register their vehicles, obtain Ontario License plates and vehicle permits within thirty days of arrival.¹⁵ If bringing a vehicle in from the USA, you may find it cheaper to drive it across the border yourself rather than have it shipped across.

Information on importing your vehicle can be found at the following links:

- ❑ www.cbsa-asfc.gc.ca/publications/pub/bsf5048-eng.html - Canada Border Services Agency
- ❑ www.riv.ca - Registrar of Imported Vehicles
- ❑ www.customs.gov - USA Customs and Border Protection information
- ❑ www.cra-arc.gc.ca - Canadian Revenue Agency Web site.

To obtain a vehicle permit and Ontario plates, you will need to go to a Driver and Vehicle License Office. You will need to take along:

- ❑ A safety standards certificate
- ❑ Proof of insurance
- ❑ A K-22 customs card if you have brought your vehicle into Canada from another country
- ❑ The vehicle ownership or permit paperwork where you used to live.¹⁶

Living in Toronto, Ontario, Canada

This section includes practical information on living in your new destination, and how to obtain essential documentation such as your Ontario Health Insurance Plan (OHIP) card, your Social Insurance Number (SIN), and an Ontario Driver's Licence. It also addresses spousal/partner employment, and other relevant information for your relocation.

City of Toronto – Layout

Toronto is the largest city in Canada. It is the capital of Ontario, and the fifth largest city in North America. Toronto is located on the northern shore of Lake Ontario. Laid out in a rectangular grid, for the most part, the city stretches for more than 100 square kilometres. 'Downtown' usually refers to the area from Eglinton Avenue, south to the lake, between Spadina Avenue in the west and Jarvis Street in the east. Yonge (pronounced Young) Street is the longest thoroughfare in the world, stretching from Lake Ontario in the south well beyond Highway 401 in the north. It is the main north-south route, dividing western cross streets from eastern cross streets.

You will probably also hear the phrase 'GTA' used quite often. This refers to the Greater Toronto Area, of which a map is provided on the next page courtesy of 'City of Toronto map library and DMTI CanMap Route Logistics, 2002.'¹⁷

Figure 2¹⁷

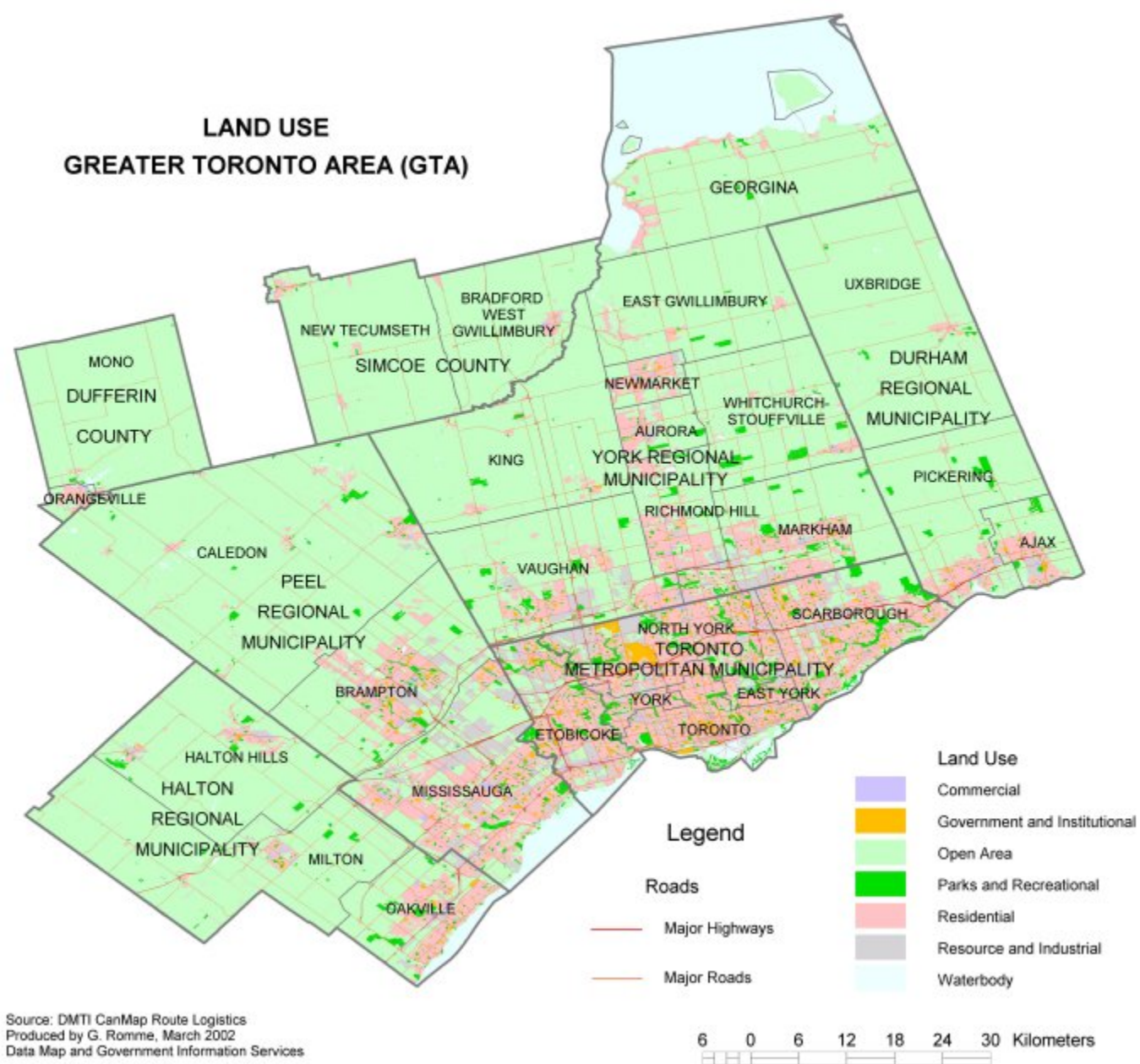


Figure 3

York University Campus Locations¹⁸



The Surrounding Region

There are many wonderful drives from Toronto during which you can enjoy a variety of new experiences. A weekend escape may include going to the Stratford or Shaw Festivals, or you can visit the Niagara Region for a weekend of wine tasting and dining. In the autumn, visit the Muskoka area and see the vivid colours of the leaves. In the winter, there are a variety of downhill skiing and snowboarding hills north of the city. There are many country retreats for all seasons that you can enjoy. Toronto is also close to Montreal, Quebec, and our capital city, Ottawa. They are both just a few hours away, accessible by plane, road and rail.

The following Web sites will link you to all that Ontario has to offer:

- ❑ www.ontarioexplorer.com
- ❑ www.greenontario.org/strategy/tourism.html#
- ❑ www.tourism.gov.on.ca/english (official Ontario Tourism site).

Weather

For updates on weather in Canada, please visit

- ❑ http://weatheroffice.ec.gc.ca/canada_e.html, the Meteorological Service of Canada (MSC) Web site.

- ❑ www.theweathernetwork.com to check local weather by city, check the road conditions of the major highways and check traffic flow.

Although we do experience four seasons, Toronto has a five month winter, (mid-November to mid-April), short spring (mid-April to May), fall (October to mid-November) and a four month summer (June to September).

Religious Establishments

Toronto is home to a vast multicultural population, and is welcoming to all. For places of worship in Toronto please visit

- ❑ www.relocatecanada.com/toronto/church.html
- ❑ www.1010city.com. A list of over 400 places of worship in and around Toronto can be found by visiting this Web site.

Driving Directions and Maps

You can access driving directions to and from most locations in North America by going on-line to www.mapquest.ca or <http://maps.google.ca>. Click on the directions icon; provide the required information for your location and destination, and you will receive a complete set of directions both in writing and in map form.

Taxis

The money you pay for a taxi ride includes a 'starting fee' plus a fee for each kilometre the taxi travels. The further you travel, the more you pay. The price is not negotiable. It is also customary to leave a tip for the driver – approximately 15 per cent of the total price of the fare (if you receive good service).

Telephone numbers for taxi companies are listed in the Yellow Pages of the telephone book under Taxicabs. Two cab companies actively servicing the York University area are Metro Cab, Tel: (416) 504-8294 and Yellow Cab, Tel: (416) 504-4141

Limousines

Chauffeured limousine service to and from Pearson International airport can be easily arranged in advance. Global Alliance (a National Business Travel Association [NBTA] member) is the provider used on occasion by the Schulich School of Business, here at York University. Please refer to your department if this service is required.

Public Transit

The Toronto Transit Commission (TTC) is the least expensive, most quick, convenient and safe way to get around Toronto, particularly to and from the downtown core. The subway (metro) system is linked with buses and streetcars (trams) to get you around Toronto on one fare, provided it's a one-way trip with no stopovers. You can travel on the TTC every day of the week.

Subway/RT: On weekdays and Saturdays, trains run every few minutes from about 6am, throughout the day, until 1:30am. On Sundays, they run from about 9am, throughout the day until 1:30am.

Buses and Streetcars: Most buses and streetcars start at about 5am and run until about 1:30am on weekdays, with reduced service on weekends. They are equipped with route and destination information signs. Schedule information is posted at most major route intersections.

The signs on the front and side of each bus show its destination and route number. Route numbers are also listed on signs at the bus stops.

Express buses do not stop at all bus stops along their route. They only stop where bus routes cross each other.

Each bus sign has a telephone number on it. When you call this number, a recorded message will tell you the exact time when the next three buses will pass that bus stop.

Late-Night Service: There is a late-night service called the Blue Night Network which is operated by the Toronto Transit Commission. Buses and streetcars run on most major routes (transit stops are marked with a reflective blue band) every morning from about 1:30am to 5am. Service is provided at least every 30 minutes.

If you take more than one bus (of the same transit company) to get to your destination, you do not have to pay on each bus. You can ask the driver of the first bus for a transfer ticket to the next train or bus. When you get on the second bus, give the transfer to the driver (do not put the transfer in the fare box). A transfer is valid for one hour and for one-way trips only. Stopovers are not permitted. The transfer slip system can also work if transferring from a TTC bus to the TTC subway (underground).

The TTC transit network can be further expanded through the use of 'transfer tickets' to other neighbouring transit providers, such as Brampton Transit and YRT (applicable routes only).

Yonge Subway Extension to York Univesity: The extension is projected to start service to York University in late 2015, and will be an extension of the current Yonge-Univesity-Spadina line. There will be six stations along its route, from Yonge to Vaughan; two of those stops will be on the Keele campus. For more information, please visit:

http://www3.ttc.ca/PDF/about_the_TTC/sse_routemap1.pdf (map), and
http://www3.ttc.ca/About_the_TTC/Projects_and_initiatives/Spadina_subway_extension/index.jsp.

- ❑ For more on the Toronto Transit Commission (TTC), including maps and fare information, please visit www.city.toronto.on.ca/ttc.

Discount Travel Passes

If you use public transit, you can save money by buying bus or train tokens/tickets, or a bus/train pass in advance. York University students, faculty and staff can purchase a Toronto Transit Commission monthly Metropass at a discounted rate of \$107.00* from York's Parking and Transportation Services, at the William Small Centre. That works out to 12 per cent less than the regular price. Faculty and staff must provide their employee number and documented proof of their York affiliation (employee pay stub or SunLife card) and photo identification (driver's licence, passport or health card). Once purchased in person, future passes are renewable on-line. For more information, please contact the customer service line at ext. 55335 or please visit www.yorku.ca/transportation/ttc-metropass.htm for more information.

* Effective January 2010.

Tax Credit for Public Transit Passes

Since July 1, 2006, the Government of Canada has offered individuals a non-refundable tax credit to cover the cost of public transit passes. The tax credit can be claimed on your income tax return for the cost of buying monthly or longer duration passes, for commuting on buses, streetcars, subways, commuter trains and local ferries. Please visit <http://www.cra-arc.gc.ca/whatsnw/tms/trnst-eng.html> for more details.¹⁹

The transit companies listed below all have routes that traverse the Keele campus. The 'bus only' area, with bus bays located around the Harry W. Arthurs Common at the entrance to the University, is accessed via York Boulevard. Over 1,400 buses per day service the campus, of which many come from Downsview station. Each city runs its own transit system.

- ❑ For information on York Region Transit (YRT), including the new Viva system of rapid transit vehicles, please refer to www.yorkregiontransit.com.
- ❑ For information on GO Transit, refer to www.go transit.com. York University operates a shuttle bus service Monday through Friday (except for University closures) to GO Transit's York University train station on its Barrie/Bradford-Union rail line. For more information and departure times, please visit www.yorku.ca/trnsprt/shuttle.htm.
- ❑ For Brampton Transit, please refer to www.bramptontransit.com.
- ❑ For information on sustainable transportation programs at York, such as Smart Commute NTV's car-pool, cycling, and Zipcar, please visit www.yorku.ca/transportation/smartcommute.htm, www.yorku.ca/transportation/cycling.htm and www.yorku.ca/transportation/zipcar.htm respectively.
- ❑ York University also provides a free shuttle service between its Keele and Glendon campuses, and a mobility service to assist students and staff with disabilities to get around campus. This is called the goSAFE program. For more information on this service, campus maps and public transit directions to and from York University locations please refer to www.yorku.ca/web/futurestudents/map/index.html.

You may pay for your bus ride when you board, at a cost of \$3.00 for adults (exact change required if paying the bus driver). Rates vary, so please check. You may purchase tickets for the TTC on campus at the following locations:

Figure 4 Where to Buy Public Transit Tokens at York University

Inkblotz Stationary Store (A Canada Post franchise operates out of this store) York University Keele Campus York Lanes	(416) 736-5911 or dial ext. 55911 internally	Tokens - Adult only monthly passes – Multi GTA weekly passes GO monthly passes
Seneca Bookstore York University Keele Campus 70 Pond Road	(416) 491-5050 ext. 3100	Tokens - Adult only
The Source (Ticket master booth) Student Centre	(416) 736-5101 or dial ext. 55101 internally	Tokens – Adult, student, day passes and tokens

To travel downtown, there are two buses you can take from York University:

- ❑ **York University Express 196** Rocket route provides fast, frequent express service to Downsview Station on the Yonge-University-Spadina subway line, and Sheppard-Yonge Station on the Yonge Subway and Sheppard Subway lines. This is a Monday to Friday service.
- ❑ **York University bus 106** runs Monday through Sunday from the Downsview station, making frequent stops along the route.

Social Insurance Number

The Social Insurance Number (SIN) is a nine-digit number used in the administration of various Canadian government programs. You will require a SIN to work in Canada or to receive government benefits such as tax credit(s). If you do not already have one, you will need to obtain a SIN as soon as possible after arriving in Canada. A SIN is required for payroll, benefits and health insurance. It is unique to you and should not be shared with unauthorized personnel.²⁰ Failure to obtain a SIN will result in non-payment of salary, including benefits.

Applications for SIN cards are made in person at your local Service Canada office. There is no charge, unless to replace a lost card. Applications by mail are also possible, but unlike applications made in person, you will not receive your SIN number the same day. Please allow 2-3 weeks for processing and receipt of your card. Upon applying for the SIN card, you will be issued a receipt which states your SIN number. Please provide the Department of Human Resources and Employee Relations at York University with a copy of the receipt, and both the SIN number and the expiry date (if applicable) as soon as you obtain them.

- ❑ If you are not a Canadian citizen/permanent resident and are working under the auspice of a temporary work permit, your SIN will begin with a '9' and will have an expiry date.²¹ SINs starting with a '9' will be valid until the end of the person's authorized stay in Canada, as determined by Citizenship and Immigration Canada (CIC). In most cases, individuals affected will need a Work Permit with a contract of employment in order to reapply and amend the SIN card expiration date.
- ❑ When renewing your work permit, please remember to also renew your SIN card.
- ❑ The application form for a Social Insurance Card and other relevant information can be obtained at www.servicecanada.gc.ca/en/sc/sin/index.shtml.
- ❑ The nearest Service Canada office to York University's Keele campus is the Toronto North office located at: 3737 Chesswood Drive, Toronto, Ontario, M3J 2P6. Telephone: (416) 954-8700 (automated contact information). Hours of service are Monday through Friday, 8:30am to 4pm, as indicated on their Web site. The office is an approximate 15 to 20 minute trip using the local TTC bus, route number 106, which can be boarded on campus. You will need to bring your passport and other original required documentation. You are free to apply at any issuing office. Please visit the Service Canada Web site for additional locations.

Note: If you have a work permit, and then gain permanent residence status, you must apply for a **permanent** SIN.

For more information on this topic, please visit the Service Canada Web site at www.servicecanada.gc.ca/eng/home.shtml or telephone 1-800-0-Canada (1-800-622-6232).

Health Care: Ontario Health Insurance Plan (OHIP)

Canada has one of the finest health insurance programs in the world. Health insurance means that you don't have to pay directly for most health care services. The provincial government covers basic health care under the Ontario Health Insurance Plan (OHIP), paid for through your taxes. It covers a wide range of **necessary** health services, such as doctors' visits, medical specialists, hospital stays, etc. Individuals new to Ontario or returning after a long absence must obtain a health card. You are not eligible for OHIP coverage if you are a tourist or visitor to Ontario.

In most provinces, including Ontario, health insurance does not cover the cost of prescription drugs, dental care, ambulance services, eye examinations (for those 20 to 64 years of age) and long-term care. Rather than bear the full cost of such treatments or services yourself, private health insurance is available to cover most (if not all) of these costs. However, premiums can be quite expensive. Some employers offer additional health insurance to cover such items, for a monthly deduction from your paycheque. We are very privileged here at York University to have a generous Group Benefits package to offset such costs. Our Pension and Benefits Counsellor can tell you more.

- ❑ OHIP information is available at www.health.gov.on.ca/english/public/program/ohip/ohip_mn.html.

Applying for OHIP

It is your responsibility to apply for OHIP for you and your dependants as soon as possible – ideally within the first few weeks of arriving in Canada, since there is usually a three-month waiting period before you can benefit from the program. You must apply for OHIP in person.²²

You can get an application form at a doctor's office, a hospital, a pharmacy or an immigrant support organization. You can also get forms from the provincial ministry responsible for health, listed in the blue pages of your telephone book. Please call the OHIP office at 1-800-387-5559 or (416) 314-5518 or the Ministry of Health Information Line, (905) 275-2730.

One local OHIP office is located at 4400 Dufferin St. Unit A4-A5, (first lights south of Finch Street). Other office locations are listed at

www.health.gov.on.ca/english/public/contact/ohip/ohiploc_mn.html.

Hours are generally from 8:30am to 7pm, but do vary, so please check.

You will need to complete the 'Registration for Ontario Health Coverage' form and to take along three original pieces of valid identification that show:²³

- ❑ Canadian citizenship or immigration status (e.g. validated work permit, visa, permanent resident card)
- ❑ Proof of residency in Ontario (e.g. mortgage or lease papers, utility bill, bank account statement)
- ❑ Personal Identification (e.g. Social Insurance Number, credit card or bank card, birth certificate, valid Ontario or temporary driver's licence)

TIP: Go early in the morning, upon opening or shortly after, to minimize wait times, which peak later in the day.

Note: Each member of your family needs his or her own Health Insurance Card. Always take your card with you when you go to the doctor or the hospital. If your children are 15 ½ years or younger, you can apply for their health coverage at the same time as you apply for your own. Children older than 15 ½ years must register in person. It is important to apply as soon as possible once you have arrived in Ontario.

- ❑ When you join OHIP, you will receive an Ontario Health Insurance card, which provides you with a permanent health insurance number. Every person, including children, has their own Ontario Health Insurance card and must produce it whenever medical services are required. The photo health card will have an expiry date that is linked to the expiry date on your work permit or to your date of birth.
- ❑ It is your responsibility to notify the Ministry of Health and Long Term Care when you move (an on-line service is available at www.ontario.ca) and to update your card prior to the expiry date.

Waiting Period

There is normally a three-month mandatory waiting period before OHIP coverage starts. A few groups are exempt from the waiting period, for example, newborn babies born in Canada and living in Ontario. OHIP coverage normally becomes effective three months after the date you establish residency in Ontario.²³

- ❑ **If you are a newcomer to Ontario or a former resident returning here to live** after being out of the country for more than seven months, the waiting period begins on the date you establish or re-establish residence in Ontario.

In the interim, you may access the University Health Insurance Plan (UHIP), carried by Sun Life Assurance Company of Canada. Please contact your Pension and Benefits Counsellor for details.

- ❑ **For those moving to Ontario from another Canadian province**, there is a three-month waiting period before you are eligible for OHIP. During this waiting period, you will continue to be covered by the health insurance of your previous province for up to three months.

It is mandatory that you have OHIP or UHIP coverage, or its equivalent. Information on UHIP is available at www.uhip.ca.

University Health Insurance Plan (UHIP)

The University Health Insurance Plan (UHIP) will provide coverage for you and your family at comparable levels to OHIP. Membership is mandatory, unless you have another plan that has been approved as a waiver. UHIP premiums are either paid by the employee or by the union or group they are affiliated with. The York University Faculty Association (YUFA), for example, pays the premiums on behalf of its members.

The beginning of coverage usually coincides with your 'effective start date' at York University, subject to completion of your registration documents. Please visit www.uhip.ca for more information.²⁴ You must enrol your family members in UHIP no more than 30 days after they arrive in Canada. If you enrol late, you will have to pay premiums retroactive to the first day of the month in which your university employment began, and there is a late fee. In order to enrol in UHIP, please contact the appropriate pension and benefits counsellor.

Employee Last Name Initial	Counsellor	Telephone	E-mail
A - E	Margaret Crowe	ext. 20377	crowem@yorku.ca
G - L	Andreea Madaras	ext. 20702	amadaras@yorku.ca
M - R	Yvonne Rego	ext. 33912	yrego@yorku.ca
F, S - Z	Peter Chakonza	ext. 20617	chakp@yorku.ca

Medical Services

- ❑ Lists of Ontario physicians accepting new patients can be obtained from the College of Physicians and Surgeons of Ontario Web site at www.cpso.on.ca/Doctor_Search/dr_srch_hm.htm, or you can call the College of Physicians and Surgeons 'Find a Doctor Service' at (416) 967-2626. You may also

peruse your local telephone book or *Yellow Pages*, or ask your nearest hospital if it has a 'Family Practice Unit.'

- ❑ **Health Care Connect** is a Ministry of Health and Long-Term Care (MOHLTC) program which helps Ontarians without a family health care provider find one.
To register for the program, please call 1-800-445-1822, or visit their Web site at www.health.gov.on.ca/ms/healthcareconnect/public/index.html.
- ❑ Few doctors in Ontario make house calls. If you or family members are too ill to go to a doctor's office, you may go to a walk-in medical clinic, a hospital emergency department, or locate a list for Doctors' House Call Services in your telephone directory. OHIP or UHIP usually covers these service costs.
- ❑ You can gain free access to a Registered Nurse (24 hours a day, 7 days a week) by using the **Telehealth Ontario** telephone service provided by the Canadian Ministry of Health and Long Term Care. It provides quick, easy access to qualified health professionals who can assess symptoms over the phone and help you decide what further medical attention you may need. All information is confidential.²⁵

Call: 1-866-797-0000 TTY: 1-866-797-0007

A call to Telehealth Ontario **does not replace '911.'** '911' is always the first number you should call in emergency situations.

- ❑ The Ontario Dental Association, (416) 922-3900, will provide names of dentists accepting new patients in any area of Ontario except Toronto. For a dentist in Toronto, please call the Toronto Academy of Dentistry at (416) 967-5649. You may also go to the Ontario Dental Association Web site at www.oda.on.ca and obtain a list of dentists under 'Find a Dentist.'

Immunization for Children

Vaccination for diseases such as diphtheria, polio and tetanus can be arranged through your doctor or pediatrician, or through a public health clinic. You will receive an immunization or vaccination record that you will have to provide to your child's school in preparation for their admission to school. Vaccinations are usually free.

In Canada there is a 'schedule' for these immunizations. For example, some immunizations are given when your child is two months old, at four months, at six months, and so on. Details can be found at <http://www.health.gov.on.ca/english/providers/program/immun/pdf/schedule.pdf>.²⁶

York Lanes Health Centre Medical Services

- ❑ Located at York University, Keele campus, in York Lanes Mall.
- ❑ Any York University community member can use these services.

- ❑ Health care services include: Family Doctors, Psychiatry, Dermatology, Chiropractic services, Dental Care and Registered Massage Therapy.
- ❑ Walk-in appointments are available, or you can make appointments in advance with a physician of your choice to ensure continuity of care.

Appletree Medical Centre	(416) 736-5525
The York Lanes Chiropractic Clinic	(416) 736-5414
The York Lanes Dental Clinic	(416) 736-5038

Emergency Services, Dial 911

To report a fire or crime, if someone's life is in danger, or whenever police officers, firefighters, or an ambulance are required immediately (and in any other emergency situation), please dial 911. This service is free, and is available from any telephone. The operator will ask which emergency response service you need, e.g. police, ambulance, or fire engine/truck. If working at York University, immediately after dialling 911, please call Security Services at 33333.

Child Tax Benefit

If you have children less than 18 years of age, the Government of Canada has a program to assist you. This monthly tax-free payment is called the Canada Child Tax Benefit (CCTB). The amount of the benefit is based on several factors, such as: your family income during the previous year, the number of children you have, their ages, and your province or territory of residence. When you apply, you must provide proof of your Canadian immigration status and proof of birth for any of your children born outside of Canada.

To apply for the Canada Child Tax Benefit, you must file an Income Tax and Benefit Return. If you were not residents of Canada in time to fill out a return, you will need to complete a separate form to declare your world income. You can get these forms (and more information) on the Canada Child Tax Benefit by calling the Canada Customs and Revenue Agency's toll-free enquiry service at 1-800-387-1193, or by visiting www.ccr.gc.ca/benefits.

If you are eligible, you will receive a letter that shows how much your monthly payment will be for each child. It takes a few months to start receiving this benefit. Use CCTB's automated service to view information related to your CCTB. Visit the Canada Revenue Agency Web site (below) for related information.²⁷

Canada Revenue Agency

- ❑ Please visit www.cra-arc.gc.ca for information on the Canadian tax system.
- ❑ Individuals and businesses are required to file an income tax return annually.
- ❑ Please visit www.cra-arc.gc.ca/basic_tax_course to learn about tax filing.

Driving

Licensing a Vehicle in Ontario

Most vehicles on Ontario roads must be registered, insured and maintained to meet specific basic standards. If you own a vehicle, you are responsible to ensure that it meets the requirements. As a new Ontario resident, you will need to register your vehicle within thirty days of arrival.¹⁶ Should you move or should your contact details change, you will need to notify the Ministry of Transportation within six days.

Automobile and Home Insurance

Ontario law requires that all motorists have automobile insurance. It is compulsory. You can purchase auto insurance from insurance companies, which in Ontario are private (not regulated). Rates vary, so it pays to shop around. Consider getting quotes from the University's preferred insurers (Meloche-Monnex and Johnson Inc.). Before you can attach license plates to a vehicle, renew your registration, or buy a temporary (trip) permit, the vehicle must be insured. All vehicles must be insured for third party liability of at least \$200,000. This covers you in the event that you injure or kill someone, or damage someone's property. Collision insurance to cover damage to your own vehicle is a good idea, but not required by law. When driving your own or someone else's vehicle, you must carry the pink liability insurance slip for that particular vehicle. You must show this slip when a police officer asks for it. If you do not, you can be fined up to \$200.²⁸

- ❑ For information on auto insurance in Ontario, please visit www.autoinsurance.gov.on.ca.
- ❑ You may also try www.insurancehotline.com and www.belairdirect.com for free, instant quotes.

For information on insuring your home, please visit www.ibc.ca/en/Home_Insurance.

The following provider offers York University employees a preferred rate for both automobile and home insurance:

- ❑ **TD Meloche-Monnex:** Please visit www.melochemonnex.com or contact 1-877-777-7136.

To assist with determining your automobile insurance rate, TD Meloche-Monnex will need a letter from your former insurance company documenting your past insurance record from the last five to ten years (past claims, past accidents, number of years insured) and a Motor Vehicle Abstract from your home country's licensing bureau. In fact, this information is useful to anyone looking for car insurance, as a good record could gain you better rates.

Note: Generally speaking, you will receive better insurance discounts if you use the same company to insure both your home and vehicle(s).

Ontario Driver's Licence

In Ontario, there are 12 different driver's licence classes. Each one qualifies you to drive a different type of vehicle. The majority of drivers seek the G Licence, which is a full licence allowing a driver to operate any car, van or small truck.²⁹ Any accidents will stay on your record/driver's abstract for six years, and will usually affect the insurance premium you will have to pay. A speeding ticket, for example, remains on your abstract for three years.

If you are from another country and visiting Ontario for more than three months, you may need an International Driver's Permit from your own country or you may have to apply for an Ontario driver's licence, depending on your length of stay.

Obtaining an International Driver's Licence with your photo, before you leave your home country, will enable you to drive in Canada for one year – but you must also carry your valid home license with you.

If you are a new resident of Ontario and have a valid driver's licence from another province or country, you can use that licence for a maximum of 60 days after admission to Canada. New Ontario residents have 30 days before they must register their vehicles and get an Ontario licence plate and vehicle permit.¹⁶ We understand there can be significant waiting times (months) to obtain a test date to get your Ontario driving licence, depending on the test centre you select. We suggest you contact the Ministry of Transportation or a driving school (if required) soon after you arrive, to obtain details of the procedure.

Licensed drivers with two or more years of driving experience within the last three years from other Canadian provinces, Canadian Forces-Europe, the U.S.A., Japan, Korea, Switzerland, Germany, France, Great Britain or Austria, may get full class licence privileges without taking a knowledge or road test, by exchanging their licence and meeting other requirements, such as passing a vision test and showing acceptable proof of your previous licence status and driving experience.³⁰

Please visit www.drivetest.ca/en/loc/Dec.aspx for information on Driver Examination Centres. Please visit www.rtbo.rus.mto.gov.on.ca/scripts/english/index.asp for road test bookings or call (416) 325-8580 or 1-888-570-6110.

It is possible to book a test date, cancel and re-book if a closer date becomes available, but:

- ❑ You must cancel a road test appointment at least 48 hours prior to the scheduled test date, or you will lose your prepaid road test fee.
- ❑ If you have three or more cancellations in the past six months, you will need to speak to a customer service representative.
- ❑ The correct expiry date you need to type in (on the Web site) is the date on the back of your driver's licence.

More information on getting an Ontario driver's licence can be found at

- ❑ www.drivetest.ca/en/license/ExchangeOutProv.aspx.
- ❑ The Ministry of Transportation's link is www.mto.gov.on.ca/english/dandv/driver/drvlicen.htm.

- ❑ The locations of Driver and Vehicle Licence Issuing Centres can be found at www.mto.gov.on.ca/english/dandv/issoff.htm. Expect wait times of up to 45 minutes, depending on the office.
- ❑ The locations of their self-serve 'Service Ontario' kiosks can be found at www.mto.gov.on.ca/english/kiosk. The Keele campus has a kiosk in York Lanes, by the Bookstore.

Remember: You are legally required to carry your driver's licence with you whenever you drive. You should also carry your car registration, vehicle permit and a copy of your car insurance certificate.

Ontario operates a Demerit Point System for driving related offences. A driver begins with zero demerit points and accumulates demerit points for driving-related convictions. The points are recorded on their records. It is a common misconception that drivers 'lose' points. In fact, demerit points stay on your record for two years from the offence date. If you collect enough points, you could lose your driver's licence. Visit www.mto.gov.on.ca/english/dandv/driver/demerit.htm for an outline of the demerit point penalties for driving offences.³¹

Use of Seat Belts

You and your passengers must wear seat belts at all times when you are driving in Canada. This is the law. The use of a seat belt can save your life in an accident, and you can be fined for not wearing one.

Hands Free Driving

Ontario adopted hands free cell (mobile) phone laws on October 26, 2009. This law makes it illegal for drivers to talk, text, type, dial or email using hand-held cell phones or other hand-held communication and entertainment devices while driving, e.g. MP3 players and Global Positioning Systems (satellite navigators). Please visit the Ministry of Transportation Ontario's Web site for more information, <http://www.mto.gov.on.ca/english/safety/distracted-driving/index.shtml>.

Car Seats for Children

Babies and children who are too small to wear seat belts safely must be placed in car seats whenever you drive. These can also help to save lives in case of an accident. There are different types of car seats for different ages and weights. For example, infants from birth to 9 kg (20 lb) must be placed in special seats that face the back of the car. Anyone transporting children under the age of eight, weighing 18-36kg (40 - 80lb) or standing less than 145 cm (4 feet nine inches) tall is mandated to secure them in a booster seat. For further information, please contact the Ministry of Transportation at 1-800-268-4686, or visit www.mto.gov.on.ca/english/safety/topics.htm#seat. You can also get information on child car seat safety and child car seat inspection clinics from your local public health clinic.³²

Road Traffic Accidents – What to Do

Call 911 or your local emergency number immediately should you need medical help. Stay where you are, and get someone to call the police if anyone is injured or any public property damaged. You should also report the accident immediately to your car insurance company. It is important to exchange your name, address, and telephone number, as well as your insurance and driver's licence numbers with the other driver. Never leave the scene of an accident, especially if you have hit someone. This is a serious offence known as 'hit-and-run.'³³

Temporary Accommodation

York Suites

York Suites provides temporary furnished accommodation at the Keele campus (bachelor, one bedroom and two bedroom apartments). This accommodation can be for one night, several nights, or one month, up to a maximum of eight months. Depending upon availability, new faculty or administrative staff can rent for a maximum of two terms, September to December, and January to April. To be granted a temporary housing vacancy, new faculty or administrative staff require a letter from their Faculty office/hiring unit confirming their appointment or the department's budget number (in situations where the Faculty will cover these costs).

For information and to make a reservation, please refer to www.yorku.ca/stuhouse/yorkapts/yorksuites.htm or telephone (416) 736-5020 or fax (416) 736-5648 or email suites@yorku.ca.

Schulich School of Business – Executive Learning Centre

The Schulich School of Business at the Keele Campus has an Executive Learning Centre (ELC). The ELC facilities include 60 overnight executive-style guest suites, with queen size beds in all suites. A work area in each room, with complimentary high-speed internet access, is complemented with access to a fully equipped business centre, plus a guest lounge, laundry facilities and fitness centre. Overnight stay includes breakfast.

For more information on guest accommodation, please refer to www.elc.schulich.yorku.ca. You may also call (416) 650-8300 or contact reservations@schulich.yorku.ca for guest room bookings.

Hotels near York University

There are several hotels near the University (Keele Campus) that offer York University employees a preferred rate:

Travelodge North York (Pet friendly)

50 Norfinch Drive

North York, ON, M3N 1X1

Tel: (416) 663-9500

Toll-free: 1-800-578-7878

Email: whg7118@whgca.com

Web site: www.travelodge.com/Travelodge/control/home

Holiday Inn Express North York (Pet friendly)

30 Norfinch Drive

North York, ON, M3N 1X1

Tel: (416) 665-3500

Fax: (416) 665-0807

Email: whg4106@whg.com

Web site: www.ichotelsgroup.com/h/d/ex/1/en/hd/yyzny

Comfort Inn North York (Pet Friendly)

66 Norfinch Drive

North York, ON, M3N 1X1

Tel: (416) 736-4700

Email: cn283@whgca.com

Web site: www.choicehotels.ca/hotels/hotel?hotel=CN283

Extended Stay Deluxe Toronto-Vaughan (Pet Friendly)

Toronto North

3600 Steeles Avenue. W.

Vaughan, ON, L4L 8P5

Tel: (905) 856-9600

Toll-Free: 1-800-561-9946

Email: TVN@extendedstay.com

Web site: www.extendedstayhotels.com/hotels/toronto-vaughan-esd.html

Courtyard by Marriott

150 Interchange Way

Vaughan, ON, L4K 5P7

Tel: (905) 660-9938

Toll-Free: 1-866-239-3202

Web site: <http://marriott.com/property/propertypage/YYZVN>

Residence Inn by Marriott (Pet Friendly)

11 Interchange Way

Vaughan, ON, L4K 4L4

Tel: (905) 695-4002

Toll-Free: 1-866-239-3202

Web site: www.marriott.com/hotels/travel/yyztv-residence-inn-toronto-vaughan

Canadian Association of University Business Officers (CAUBO)

Canadian University Hotel Rates

York University is a member of CAUBO/ACPAU (Canadian Association of University Business Officers/Association canadienne du personnel administratif universitaire). University rates are offered to faculty and staff of member universities and colleges throughout Canada. These rates can be used for personal travel where indicated by the hotel (listed on the Web site that is provided in this section). Please note that the hotels may offer a promotional or special rate (such as a weekend rate) that may be lower than the 'University' rate. Feel free to ask for the best possible rate. Please note that hotels may require university identification upon arrival.

- ❑ For a listing of hotels that give preferred rates to university faculty and staff, please refer to www.caubo.ca/pr/agreements_hotels_e.cfm. Click on the area called 'Documentation' for a list of all participating hotels.

Toronto Neighbourhoods

Books on neighbourhoods: *Your Guide to Toronto Neighbourhoods*, and *Your Guide to Toronto Suburbs* by David Dunkelman, provide information on the history of specific neighbourhoods, the architecture and style, the price range of homes, information on schools, libraries and transportation routes within each neighbourhood. Please see <http://toneighbourhoods.ca> for more information.³⁴

The following Web sites provide information on Toronto facts, neighbourhoods and demographics: www.toronto.ca/demographics and www.myhood.ca.

This Web site provides information on Toronto neighbourhoods, including a map of each area and its boundaries: www.torontorealestateboard.com/about_TO/Neighbourhood/index.html.

Renting Property

There are a variety of resources that you can use to locate rental housing:

- ❑ On-campus housing options include the Harry Sherman Crowe Housing Co-op (please telephone (416) 736-8889 for more information) and properties at Assiniboine and Passey Gardens (please refer to the York Suites section on page 35).
- ❑ Off-Campus Housing Office:
www.yorku.ca/scld/offcampushousing is a listing service for landlords in and around the Greater Toronto Area, of property ranging from bachelor apartments to five bedroom homes. This site is geared toward students sharing accommodation, and there are also many properties available for private rather than shared use.

- ❑ Craigslist Toronto provides local classifieds that include housing swaps, sublets and temporary accommodation. Please visit <http://toronto.craigslist.org>.
- ❑ Use www.viewit.ca to search and view properties by price range, neighbourhood, number of bedrooms and rental company.
- ❑ The *Toronto Star* newspaper: www.torontostarclassifieds.com.
- ❑ *The Globe and Mail* newspaper: www.globeandmail.com.
- ❑ *Now Entertainment* magazine – classifieds: www.nowtoronto.com/classifieds.
- ❑ Kijiji, a local Classifieds site for Toronto, <http://toronto.kijiji.ca>.
- ❑ 'Greenwin Property Management' has a listing of all Greenwin apartments including a virtual tour of each available apartment. Please see www.greenwinpm.com/sites/greenwin/index.cfm?useaction=rentalResidences.showList.
- ❑ *Renters News* is a free magazine guide. The Greater Toronto Area edition is available from the yellow newspaper boxes at many street corners and shopping plazas. It is also available online at <http://www.hometrader.ca>.
- ❑ Sabbatical Homes is an Academic Housing Network. Please visit www.sabbaticalhomes.com.
- ❑ Real Estate companies may also be able to assist. Examples of such companies are listed on the following page.
- ❑ For a guide to renting accommodation in Ontario, please visit www.settlement.org/downloads/Renting_in_Ontario.pdf.

Buying a Home

There are a wide variety of real estate companies and agents that are available to assist you in your home search. The following lists of real estate companies and real estate agents in Toronto/Ontario are provided as a source of information (not as referrals).

Real Estate Brokerages

Bosley Real Estate Ltd.: www.bosleyrealestate.com

Harvey Kalles Real Estate Ltd.: www.harveykalles.com

Sutton Group Bayview Realty Inc.: www.suttonbayview.com

Royal LePage: www.mytorontohome.com

Paul Slavens Real Estate Inc.: www.paulslavens.com

Homelife Real Estate Services Inc.: www.homelife.ca

Chestnut Park Real Estate Ltd.: www.chestnutpark.com

Remax Canada: www.remax.ca

Forest Hill Real Estate: www.foresthill.com

Century 21 Real Estate Corporation: www.century21canada.com

Prudential Real Estate: www.prudential.ca/intl/canada/cacrea1000.html

Real Estate Agents

Agents and their networks can be useful to find out about neighbourhoods, schools, resale properties, recent sales price history, mortgage brokers to assist with mortgages for newcomers, home inspectors, etc. Agent guidance can be especially helpful when buying older homes, such as those with knob and tube wiring, where their advice on securing insurance can give peace of mind. They are of less assistance with newly constructed homes, as these sales are usually handled by the builders' own sales staff.

The following Web site lists some of the real estate agents operating in Ontario. Included are specific areas in which the real estate agents provide service.

Again, please note that this list is provided for information only, and is not a recommendation: <http://real-estate-agents.com/ontario.shtml>.

Real Estate Agency Relationships

In Canada, an agent usually works on your behalf. You should not approach sellers or go on viewings yourself (unless it is a private sale). The practice is that an agent of your choice acts on your behalf to help you find suitable real estate. Most agents will pick you up and drive you around to show you properties. You will be encouraged to sign a 'Buyer Agency Agreement,' especially before an offer can be made on a property, since the agent needs that authority to work on your behalf and ultimately receive their commission. Common practice is for the seller to pay the commission.

Real Estate Financing

As a new immigrant, an immediate barrier to purchasing a home may be the ability to qualify for a mortgage. Being new in Canada, you may not have had the opportunity to establish a credit history here, which is the primary qualification criterion used by most banks and lending institutions to establish the risk level of a borrower. You might want to consider using the services of a mortgage specialist/broker (whose fees are usually paid by the lending institution that ultimately advances you the borrowed funds). They have access to lending programs catering specifically to recent immigrants that may help you qualify for a mortgage at competitive rates, even without a credit history.

York University has a **Housing Loan Guarantee Program**. It offers a benefit to faculty and senior Confidential, Professional and Managerial (CPM) employees of the University who are purchasing a home who have a down payment of at least 10 per cent of the appraised value of a home, but do not have the requisite down payment of 20 per cent to qualify for a conventional mortgage thereby eliminating the requirement to pay Canada Mortgage and Housing Corporation insurance premiums. The University will guarantee a loan from one of the banks or credit union designated by the University and chosen by the employee. Various conditions must be met. For more information about this guarantee, please visit www.yorku.ca/finance/divisions/LoanGuaranteeProgram.html, or contact Treasurer Laurie Lawson via email at laurie.lawson@yorku.ca, or by calling (416) 736-5539.

If listed with the Real Estate Board Multiple Listing Service, you can search for listings of real estate for sale anywhere in Canada and specifically in Toronto and the surrounding area by going to www.mls.ca.

For general information on buying or renting a home, please refer to the following Web sites www.mls.ca/StaticPage.aspx?f=Buying, and to www.cmhc-schl.gc.ca which includes a useful guide on Canadian housing for newcomers.

The Toronto Real Estate Board provides monthly real estate reports called *Market Watch*, which contain information and statistics on the housing market sales and price ranges of houses by district for the Greater Toronto Area. This information is available at www.torontorealestateboard.com/consumer_info/market_news/mw2006/pdf/mw0906.pdf.

Setting Up Your New Home: Utilities

- ❑ **Bell Canada** (home phone, internet, satellite TV, mobile phone) - Once you know where you will be living, you can order your land line phone service from Bell Canada at (416) 310-2355. If calling from outside of Canada, please call 1-800-668-6878 or visit www.bell.ca. Other service providers exist, but the line installation itself is usually handled by Bell.
- ❑ **Enbridge Gas Distribution Inc.** (heating) - Can be contacted at (416) 495-6017, or you can visit www.egd.enbridge.com.
- ❑ **Rogers** (home phone, internet, cable TV, internet, mobile phone) - You may call 1-888-764-3771 or visit www.rogers.com.
- ❑ **Toronto Hydro** (electricity) - Can be contacted at (416) 542-8000 or by going to www.torontohydro.com.
- ❑ **Water Works** - For information on the water system, please call (416) 392-4546 or refer to www.city.toronto.on.ca/water/index.htm.
- ❑ **Garbage and Recycling Collection Dates** - Please contact (416) 392-7742 or visit www.toronto.ca/garbage/single/calendars/index.htm.

If you settle outside of Toronto, please contact the equivalent utility company for that city, e.g. if moving to Brampton, contact Hydro One Brampton. Details can be found in the yellow pages, available online at www.yellowpages.ca or on business directory Web site pages such as www.canada411.ca.

Spouse/Partner Entitlement to Work

Non-Canadian spouses (husbands, wives or common-law partners) of foreign academics, professional librarians and senior managerial staff may be eligible for a work permit in Canada without the need for a job confirmation from Service Canada. Before your spouse may apply for a work permit, the primary work permit holder should be authorized to work in Canada for six months or longer.

- ❑ Your spouse/partner may apply for an 'open work permit' that will allow them to accept any job. For further information on the Spousal Program, you may go to <http://www.cic.gc.ca/english/work/apply-who.asp>.
- ❑ The work permit of your spouse/partner will be valid for the same period as the primary work permit holder's authorization to work in Canada. The application package can be found at <http://www.cic.gc.ca/english/information/applications/work.asp>.
- ❑ Foreign spouses/partners of Canadian nationals are currently granted a work permit upon Service Canada confirmation of their job offer.

Spousal/Partner Employment Assistance

The Relocation Coordinator can provide referrals for employment search assistance and resources for spouses/partners of newly appointed faculty, professional librarians or senior managerial staff seeking non-academic positions or temporary assignments. Some assistance may also be possible for academic positions. More information can be found at the 'Spousal Hiring @York University' Web site, www.yorku.ca/acadjobs/spousal_hiring.htm.

Please let the Relocation Coordinator know if your spouse/partner requires assistance. Here are some employment job banks and Web sites for your reference:

- ❑ www.yorku.ca/acadjobs/index.htm - This link takes you to the Academic Employment Opportunities at York University Web site, and includes an overview of the University.
- ❑ <http://webapps.yorku.ca/nonacademicpostings> - This site lists permanent and contract vacancies for internal, extended (to all union affiliations) and external non-academic positions.
- ❑ www.yorku.ca/hr/hrservices/applicants/yuta.html - The York University Temporary Agency (YUTA) services the York community's interim employee hiring needs, recruiting for administrative, reception, clerical and customer service roles throughout the University. Please contact YUTA for more details.
- ❑ www.careerbridge.ca - Career Bridge is an innovative internship program designed to address the dilemma of "no Canadian experience, no job; no job, no Canadian experience."³⁵
- ❑ www.canadait.com - This site is a gateway to job opportunities in the information technology and communications sector. It has links to company directories and associations that will help you find potential employers.
- ❑ www.servicecanada.gc.ca - This is the national Web site for Service Canada. This is a federal department responsible for providing all Canadians with the tools they need to thrive and prosper in the workplace and community.
- ❑ www.headhunters.com - This is a Canada-wide directory of head-hunters, executive recruiters, employment agencies, executive search firms, staffing and personnel agencies, organized by province and territory.
- ❑ www.jobs.gc.ca - The Public Service Commission Web site is used for recruiting people into the federal government for a variety of jobs. This site offers links to employment opportunities under the section 'Jobs Open to the Public.'

- ❑ www.gojobs.gov.on.ca - This is the job opportunities Web site for the Government of Ontario, one of the major employers in the province.
- ❑ www.jobshark.ca - Job Shark is a targeted Canadian recruitment advertising company. The Job Shark job board is based on a skill set profiling and matching methodology which provides job seekers with job opportunities that match their skill sets, levels of experience and locations.
- ❑ www.canadajobs.com - A job board of vacancies Canada-wide, with job search articles.
- ❑ www.workopolis.com - Carries employment vacancies as advertised in the *Toronto Star* and *The Globe and Mail* daily Toronto newspapers (widely used by job seekers).
- ❑ www.jobbank.gc.ca - An electronic listing of job vacancies provided by employers from across Canada. Service Canada maintains the national databank, and provides links to other government Web sites.
- ❑ www.labourmarketinformation.ca/standard.aspx?pcode=lmiv_main&lcode=E - A site maintained by Service Canada which answers questions about jobs, skills and labour market information such as salary expectations and job descriptions locally and nationally.
- ❑ www.jobfutures.ca - Canada's national career and education planning tool, maintained by Service Canada.
- ❑ www.careerowl.ca - An e-recruiting service open to all candidates. Started by professors and in operation since 1999, service is free for job seekers.
- ❑ www.monster.ca - The Canadian version of this multi-country job network.
- ❑ www.jobbus.com - Advertises a variety of jobs from non-computer to hi-tech positions. Also provides self-help articles and links to supportive employment related services.
- ❑ www.charityvillage.com - Carries postings for Canada's non-profit organizations.

International Credentials

Accreditation

Many people who come to live and work in Canada have attained very high levels of education. Unfortunately, employers may not know how these international credentials compare to our provincial and national systems. The following services can evaluate and establish your credentials. Fees start from \$115.

The Canadian Information Centre for International Credentials

Please visit <http://www.cicic.ca/en/page.aspx?sortcode=2.17> for information on Canadian academic and occupational credentials (not assessment), and for a list of nearly 150 professions

and trades. When you click on your profession or trade, you will find a link to the address and telephone number of the professional or trade association, the addresses and telephone numbers of provincial evaluation services and regulatory agencies, and labour market information. You will also be able to find out if your profession or trade is regulated.³⁶

You may also try the International Credentials Evaluation Service (ICES) at www.bcit.ca/ices.

World Education Services-Canada (WES Canada)

45 Charles Street East, Suite 700
Toronto, Ontario M4Y 1S2
Tel: (416) 972-0070
Toll-free: 1-866-343-0070 (from outside the 416 area code)
Fax: (416) 972-9004
E-mail: canada@wes.org
Web site: www.wes.org/ca

International Credential Assessment Service (ICAS) of Canada

Ontario AgriCentre, 100 Stone Road West, Suite 303
Guelph, Ontario N1G 5L3
Tel: (519) 763-7282
Toll-free: 1-800-321-6021
Fax: (519) 763-6964
E-mail: info@icascanada.ca
Web site: www.icascanada.ca

Other Evaluation Services

Comparative Education Service

University of Toronto
315 Bloor Street West
Toronto, Ontario M5S 1A3
Tel: (416) 978-2190
Fax: (416) 978-7022
Web site: <http://learn.utoronto.ca/ces.htm>

Institute of Chartered Accountants of Ontario (ICAO)

69 Bloor Street East
Toronto, Ontario M4W 1B3
Tel: (416) 962-1841
Toll Free: 1-800-387-0735
Fax: (416) 962-8900
Email: custserv@icao.on.ca
Web site: www.icao.on.ca

Please visit www.icao.on.ca/Admissions/InternationallyTrainedAccountants/1010page1359.aspx for information on the licensure and certification requirements of prospective immigrants and newcomers to Ontario wishing to work in the chartered accountancy or public accounting field.

Education

Public and Separate Schools

There are two publicly funded school systems in Ontario: public (non-denominational) and separate (Roman Catholic). They are available at both the elementary and secondary school levels. All permanent residents between the ages of 6 and 16 must attend school as outlined in the Ontario Education Act which can be found in the Government of Ontario's Web site at <http://www.gov.on.ca>.³⁷

Elementary school programs start at Junior Kindergarten (JK) and Senior Kindergarten (SK) for children who are 4 and 5 years of age, and Grades 1 through 8 for children 6 to 13 or 14 years of age. In some areas, Grades 7 and 8 are placed in a separate Junior High school.

Please note: Kindergarten may be half day, either a morning or afternoon session. Additional child care may therefore be required, if the school is not one that provides all day sessions.

High schools or secondary schools accept Grades 9 through 12, with students generally graduating when they are about 18 years of age. To receive an Ontario Secondary School Diploma, students need to complete at least thirty credits during their time in secondary school (one credit normally equals one course).

English is the language of instruction in these schools; however, there is also a French language school board for children of francophone parents.

- ❑ For information on the Ontario French Public Language District School Board for, please refer to the following Web site: www.opsba.org, and to www.opsba.org/frenchlangpublicschlbrdboundaries.
- ❑ For information on the French Catholic District School Board, Centre South, please refer to the following Web site: <http://esip.edu.gov.on.ca/english>.

There are also French immersion programs offered in the public and separate school systems, which provide all or most subjects in French. French immersion programs are available in some schools.

The Ministry of Education in Ontario sets the curriculum throughout the Ontario public school system.

- ❑ For more information on required courses and credits for a high school diploma in Ontario, please refer to www.edu.gov.on.ca/eng/document/curricul/secondary/oss/oss.pdf.

For the vast majority of schools, the school year begins in September and ends in June. Generally, the grade a child enters is based on where the child's birthday falls within the January to December calendar year, not a September to August school year, as in some countries. School holidays are usually the same for all public school systems.

School runs from Monday through Friday. Depending upon the school, the school day typically starts at 8:30am or 9am and ends at 3pm or 3:30pm, but could start as early as 8:15am. In high school, 8am to 2:15pm is a typical time frame. There is vacation of approximately two weeks around the end of December, and a break in March that is approximately one week long. Schools are closed for the summer months of July and August (unless a summer school program is run). Please check with the school for details.

All school boards offer teachers professional or academic development days during the school year. Students do not attend school on these days.

Children are generally required to attend the school in the area/neighbourhood in which they reside.

For more information on the school system in Ontario, please refer to the Ministry of Education's Web site at www.edu.gov.on.ca/eng/welcome.html.

School Boards in Toronto and Surrounding Areas

For a map showing the various regions within the Greater Toronto Area (GTA), please refer to page 22 of this handbook.

- ❑ **Toronto District School Board:**

www.tdsb.on.ca

This school board covers the areas of East York, Etobicoke, North York, Scarborough, Toronto, and York Region.

- ❑ **Toronto Catholic District School Board:**

www.tcdsb.on.ca

The Toronto area encompasses East York, Etobicoke, North York, Scarborough, Toronto, and York Region.

- ❑ **Peel District School Board:**

www.peel.edu.on.ca

The Region of Peel is located in the Greater Toronto Area (GTA) west of Toronto. It consists of the municipalities of Brampton, Caledon, and Mississauga.

- ❑ **Dufferin-Peel Catholic District School Board:**

www.dpcdsb.org/pr

The Dufferin-Peel area includes Brampton, Caledon, Mississauga, Malton and Orangeville.

- ❑ **York Region District School Board:**

www.yrdsb.edu.on.ca

York Region includes Aurora, East Gwillimbury, Georgina, King, Markham, Newmarket, Richmond Hill, Vaughan, and Whitchurch-Stouffville.

- ❑ **York Region Catholic District School Board:**
www.ycdsb.ca
 York Region includes Aurora, East Gwillimbury, Georgina, King, Markham, Newmarket, Richmond Hill, Vaughan, and Whitchurch-Stouffville.
- ❑ **Durham District School Board:**
<http://ddsb.durham.edu.on.ca>
 Durham Region includes Uxbridge, Brock, Scugog Townships, Ajax, Whitby, Pickering and Oshawa.
- ❑ **Halton District School Board:**
www.hdsb.ca.
 Halton Region includes Burlington, Milton, Oakville and Halton Hills.
- ❑ **Halton Catholic District School Board:**
www.haltonrc.edu.on.ca
 Halton Region includes Burlington, Milton, Oakville and Halton Hills.
- ❑ **Conseil scolaire de district du Centre-Sud-Ouest (CSDCSO)
 (French Language Public District School Board):**
www.csdcso.on.ca
 This board covers central/southwestern Ontario (e.g. Toronto and the GTA) and is part of the Conseil de l'éducation et de la formation franco-ontariennes (CEFFO) or the Council for Franco-Ontarian Education and Training.

Private and Independent Schools

- ❑ For information on private school options throughout Canada, including Toronto and the surrounding area, please refer to the Canadian Association of Independent Schools Web site at www.cais.ca.
- ❑ *Our Kids Publications* is a Canadian publisher of annual magazines providing information to assist families to make informed decisions regarding education, leisure time, retirement-living and health care options. For more information, please refer to the Web site at www.ourkids.net.³⁸

The following is a list of private and independent schools that are available in Toronto:

Arrowsmith School:

www.arrowsmithschool.org

245 St. Clair Ave. W., Toronto (Avenue Rd./St. Clair Ave. W.)

A private school for students with learning disabilities.³⁹

Avalon Children's Montessori School:

www.avalonmontessori.ca

Two locations - 31 Wood Glen Rd., Toronto (Kingston Rd./Wood Glen) and 140 Wineva Ave., Toronto (Wineva Ave./Queen St.)

Offers Casa and Elementary Montessori programs for children 2 ½ to 12 years of age in the Beaches area of Toronto.⁴⁰

Bannockburn School:

www.bannockburn.ca/hm

12 Bannockburn Ave., Toronto (Avenue Rd./Wilson Ave.)

Offers preschool and elementary programs based on the Montessori method of education.⁴¹

Bayview Glen:

www.bvg.on.ca

275 Duncan Mill Rd., Toronto (Don Mills Rd./York Mills Rd.)

A co-educational, multi-cultural, private day school offering programs for preschool through Grade 12 children.⁴²

Bialik Hebrew Day School:

www.bialik.ca

2760 Bathurst St., Toronto (Bathurst St./Eglinton Ave. W.)

A Hebrew day school for students from Junior Kindergarten through Grade 8.⁴³

The Bishop Strachan School:

www.bss.on.ca

298 Lonsdale Rd., Toronto (Bathurst St./St. Clair Ave. W.)

Canada's oldest boarding and day school for girls. Founded in 1867, it offers education from Junior Kindergarten through Grade 12.⁴⁴

Bond Academy:

www.bondacademy.ca

720 Midland Ave., Toronto (Kennedy Rd./Eglinton Rd.)

A private elementary and secondary school that offers a Montessori Casa program.⁴⁵

Branksome Hall:

www.branksome.on.ca

10 Elm Ave., Toronto (Yonge St./Bloor St.)

An independent day and boarding school for girls, in the Rosedale area of Toronto. It offers the International Baccalaureate programme. Applications for the school are available online.⁴⁶

Community Hebrew Academy of Toronto:

www.chat-edu.ca

Tanenbaum campus: 200 Wilmington Ave., Toronto (Dufferin St./Sheppard Ave. W.) and

Richmond Hill campus: 51 Wright St., Toronto (Yonge St./Major MacKenzie Dr. W.)

A co-educational Jewish high school providing an education in Judaic and general studies.⁴⁷

Crescent School:

www.crescentschool.org

2365 Bayview Ave., Toronto (Lawrence Ave. E./Bayview Ave. – near York University's Glendon campus)

A school for boys, established in 1913, for Grades 3 through 12.⁴⁸

De La Salle College:

www.delasalleoaklands.ca

131 Farnham Ave., Toronto (Avenue Rd./St. Clair Ave. W.)

A co-educational, Catholic school.⁴⁹

Fieldstone Day School:

www.fieldstonedayschool.org

2999 Dufferin Street, Toronto (Lawrence Ave. W./Dufferin St.)

An independent school for girls and boys, Grades Kindergarten through 12.⁵⁰

Freemont Academy:

www.freemontacademy.com

240 Duncan Mills Road, Suite 303, Don Mills, Toronto (York Mills Rd./Leslie St.)

A private, alternative high school emphasizing advanced academic study with small classes and individualized attention.⁵¹

Giles School:

www.gilesschool.ca Lower school: 33 Overland Dr., Toronto and

Upper School: 2230 The Donway W., Toronto (nearest intersection to both is Don Mills Rd./Lawrence Ave. E.)

A secular, co-educational school for students from Nursery through Grade 8 that offers multilingual education in French, English, Mandarin, and Japanese. Students can study for the French Baccalaureate or the British O' and A' Levels.⁵²

Havergal College:

www.havergal.on.ca

1451 Avenue Rd., Toronto (Avenue Rd./Lawrence Ave. W.)

An independent day and boarding school for girls, from Junior Kindergarten through Grade 12.⁵³

Howlett Academy:

www.howlettacademy.com

15 Madison Ave., Toronto (Bloor St. W./Avenue Rd.)

Admission information, educational programs and philosophy of a small, independent, co-educational school for Grades 4 through 8.⁵⁴

Hudson College:

www.hudsoncollege.ca

21 Ascot Ave., Toronto (Dufferin St./St. Clair Ave.)

This private, non-denominational, co-educational school provides courses from Junior Kindergarten through Grade 12, and pre-university programs.⁵⁵

Imperial College of Toronto:

www.imperialcollege.org

20 Queen Elizabeth Boulevard, Toronto (Royal York Rd./The Queensway)

An independent boarding school, providing pre-university program and English as a Second Language (ESL) courses.⁵⁶

J. Addison School:

www.addisonschool.com

2 Valleywood Drive, Markham (Woodbine Ave./Highway 7)

A private elementary/secondary school. Web site lists admission guidelines, programs of study, and requirements for an Ontario Secondary School Diploma.⁵⁷

Junior Academy:

www.junioracademy.com

31 Prince Andrew Place, Toronto (Don Mills Rd./Eglinton Ave. E.)

A co-educational day school for students in Junior Kindergarten through Grade 8.⁵⁸

Kingsley Primary School:

www.kingsleyschool.ca

Located inside St Luke's Church, 516 The Kingsway, Etobicoke (Kipling Ave./Eglinton Ave. W.)

A non-profit private elementary school for Kindergarten through Grade 5.⁵⁹

Kingsway College School:

www.kcs.on.ca

4600 Dundas Street W., Toronto (Dundas St. W./Royal York Rd.)

A small co-educational elementary school in west Toronto.⁶⁰

Manor Montessori School:

www.manormontessorischool.com

240 Manor Rd. E., Toronto (Mt. Pleasant Rd./Eglinton Ave. E.) and 14 Desavary Crescent. (Mt. Pleasant Rd./Eglinton Ave. E.)

Offers pre-school and elementary curriculum for boys and girls.⁶¹

McDonald International Academy:

www.mcdonaldacademy.com

Main campus: 920 Yonge St., Toronto (near Yonge St./ Bloor St. W.)

A registered and accredited secondary school offering Grade 9 through 12 education, and ESL courses.⁶²

Montcrest School:

www.montcrest.on.ca

4 Montcrest Boulevard, Toronto (Don Valley Parkway S./Montcrest Blvd.)

A co-educational, elementary day school. The arts are an integral element of the curriculum and students receive education in art, drama, music, French, physical education and technology.⁶³

North Toronto Christian School and the Yorkland School:

www.yorkland.on.ca

50 Page Ave., North York (Finch Ave. E./Bayview Ave.) and 255 Yorkland Blvd. (Highway 404/Sheppard Ave. E.)

Two of Canada's largest independent Christian schools.⁶⁴

Northmount School:

www.northmount.com

26 Mallard Rd., Toronto (Don Mills Rd./York Mills Rd.)

A school for boys Grades Junior Kindergarten through Grade 8. Information listed includes the school's philosophy, advisory program, and parent coordination system.⁶⁵

Olivet Church of the New Jerusalem:

www.newchurch.org/societies/toronto

279 Burnhamthorpe Rd., Etobicoke (Burnhamthorpe Rd./Kipling Ave.)

An independent Christian school, Junior Kindergarten through Grade 8.⁶⁶

Peoples Christian Academy:

www.peopleschristianacademy.ca

374 Sheppard Ave. E., Toronto (Sheppard Ave. E./Bayview Ave.)

A Kindergarten through Grade 12 independent private Christian school offering biblically based private education to students.⁶⁷

Royal St. George's College:

www.rsgc.on.ca

120 Howland Ave., Toronto (Bathurst St./Bloor St. W.)

An independent university preparatory school for boys, from Grade 3 through University Entrance (UE). It was founded as an Anglican choir school in 1964, and is Christian based. Music is a central part of life at RSGC.⁶⁸

Sidney Ledson Institute:

www.sidneyledsoninstitute.com

Main institute: 220 Duncan Mill Rd., Toronto (Hwy. 401/(Don Mills Rd.)

Centre for reading research and intellectual development; attempts to help two to ten year olds to attain maximum academic potential.⁶⁹

St. Michael's College School:

www.stmichaelscollegeschool.com

1515 Bathurst St., Toronto (Bathurst St./St. Clair Ave. W.)

A Catholic school for boys Grades 7 through 12, offering a Christian liberal education.⁷⁰

Sterling Hall School for Boys:

www.sterlinghall.com

99 Cartwright Ave., Toronto (Hwy. 401/Dufferin St.)

Junior Kindergarten through Grade 8. The Web site includes an overview of the school.⁷¹

Sunnybrook School:

www.sunnybrookschoo.com

69 Merton St., Toronto (Mount Pleasant Rd./Moore Ave.)

Junior Kindergarten through Grade 6. Includes general information, curriculum, and student artwork.⁷²

Taddlecreek Learning Centre:

www.taddlearn.com

1681 Bayview Ave., Toronto (Bayview Ave./Eglinton Ave. W.)

Private alternative learning centre offering Ontario Ministry of Education courses for Grade 4 upwards. Web site includes fees, location, course list, and a description of their objectives.⁷³

TAIE International Institute:

www.taie.ca

296 Parliament St., Toronto (Parliament St./Dundas St. E.)

Offers English language courses and programs leading to Ontario Secondary School Diploma and university preparation.⁷⁴

The Dragon Academy:

www.dragonacademy.org

35 Prince Arthur Ave., Toronto (Bloor St. W./Avenue Rd.)

Co-educational independent school located steps from the Royal Ontario Museum in downtown Toronto. Offers programs for students in Grades 7 through 12.⁷⁵

The Linden School:

www.lindenschool.ca

10 Rosehill Ave., Toronto (Yonge St./St. Clair Ave. E.)

Offers classes for girls in Grades 1 through 12. Promotes development of young women in its policies, structures, programs and curriculum.⁷⁶

The Mabin School:

www.mabin.com

50 Poplar Plains Rd., Toronto (Dupont St./Avenue Rd.)

Co-educational and non-denominational school in downtown Toronto that offers a full-day program for boys and girls ages 4 through 11.⁷⁷

The University of Toronto Schools:

www.utschools.ca

371 Bloor St. W., Toronto (Bloor St. W./Spadina Ave.)

A private school for high achieving students, Grades 7 through 12, affiliated with the University of Toronto. Admission is based on merit.⁷⁸

The York School:

www.yorkschoool.com

Main campus: 1320 Yonge St., Toronto (St. Clair Ave. W./Yonge St.)

Co-educational, non-denominational school. Provides Grades 1 through University Entrance and offers both the International Baccalaureate (IB) Diploma in the last two years of high school and the IB Primary Years Programme (PYP) from Pre-Kindergarten through Grade 6.⁷⁹

Toronto French School:

www.tfs.on.ca

306 Lawrence Ave. E., Toronto (Lawrence Ave. E./Bayview Ave.) and

1293 Meredith Ave., Mississauga (Lakeshore Rd. E./Dixie Rd.)

A bilingual, co-educational school from Pre-Kindergarten through Grade 12. The International Baccalaureate program is also offered.⁸⁰

Toronto International College:

www.titech.ca

4580 Dufferin St., Toronto (Dufferin St./Finch Ave. W.)

Offers Grade 11 and 12 university preparation courses to students from around the world.⁸¹

Upper Canada College:

www.ucc.on.ca

200 Lonsdale Rd., Toronto (Yonge St./St. Clair Ave. W.)

An independent school for boys up to Grade 12, and one of the oldest schools in Canada. Offers day school and boarding, and provides outlines of its history and programs.⁸²

Willow Academy:

www.willowacademy.ca

250 Davisville Ave., Toronto (Mount Pleasant Rd./Moore Ave.)

An independent co-educational elementary school offering enriched academics. Site includes mission statement, teaching philosophy, curriculum, faculty profiles and admission information.⁸³

YMCA Academy:

<http://academy.ymcatoronto.org>

42 St. Charles St. East, Toronto (Yonge St./Bloor St. E.)

An independent secondary school offering specialized programs to students with mild learning disabilities and learning style differences.⁸⁴

The following is a list of some of the independent schools located to the north of Toronto (e.g. north of Steeles Avenue):

Holy Trinity School

www.hts.on.ca

11300 Bayview Ave., Richmond Hill (Bayview Ave./19th Ave.)

Holy Trinity School is a co-educational independent day school located just north of Toronto, covering Grades Senior Kindergarten through 12.⁸⁵

St. Andrew's College

www.sac.on.ca

15800 Yonge St., Aurora (Yonge St./Wellington St.)

St. Andrew's is one of Canada's oldest and largest all-boys boarding and day schools, educating students from Grade 6 through University Entrance (UE).⁸⁶

The Country Day School

www.cds.on.ca

13415 Dufferin St., King (Dufferin St./King Rd.)

A co-educational non-denominational day school covering Grades Senior Kindergarten through UE.⁸⁷

Home Schooling

Canada has a large and growing home schooling movement. The following Web sites are provided for your perusal:

- ❑ www.ontariohomeschool.org
- ❑ www.flora.org/homeschool-ca
- ❑ www.learninfreedom.org/homeschool_hotlist.html (other useful links)

Montessori Schools

Montessori schools utilize a methodology for nursery and elementary school education, first developed by Dr. Maria Montessori. For further information and a comprehensive list of all Montessori schools in Toronto and the surrounding area, please visit: [Montessori Schools](#).

International Baccalaureate Schools

Here are selections of schools located within a reasonable commute of York University:

❑ **The Academy For Gifted Children**

www.pace.on.ca

12 Bond Crescent, Richmond Hill (Yonge St./King Rd.)

An independent day school that provides differential programming for gifted children, Grade 1 through 12.⁸⁸

❑ **Branksome Hall School**

<http://branksome.on.ca>

10 Elm Ave., Toronto (Yonge St./Bloor St.)

An independent non-denominational girls' day, boarding and IB World schools offering IB programmes from Junior Kindergarten through Grade 12.⁴⁷

❑ **Harrison Public Elementary School**

<http://schools.tdsb.on.ca/harrison/index.html>

81 Harrison Road, Toronto (Hwy. 401/Bayview Ave.)

An International Baccalaureate World school and offers the Primary Years Programme (PYP) to all its students.⁸⁹

For a wider selection, please visit the International Baccalaureate Organization Web site for a list of schools in Ontario: www.ibo.org.⁹⁰

Higher Education

After Grade 12, students wishing to pursue higher education opt to follow the college or university route. A list of Web sites is provided below:

- ❑ www.edu.gov.on.ca/eng/general/private.html - Registered Private Career Colleges
- ❑ <http://studyincanada.com/english/index.asp> - Search for detailed profile information on career colleges, language schools, colleges and technical institutions, university colleges, as well as public and private schools in Canada.
- ❑ www.schoolfinder.com - Find information on Canadian universities, colleges and career colleges.
- ❑ www.accc.ca/english/colleges - A database of full-time programs offered at colleges and other institutions.

Child Care

The Ministry of Children and Youth Services is responsible for the legislation and regulations under the Day Nurseries Act. The Ministry issues licences to operators of day nurseries and private-home daycare agencies. It is illegal to leave children under twelve years of age alone in a home or daycare. For more information on child care, please refer to www.edu.gov.on.ca/childcare/index.html.⁹¹

The regulations of the Day Nurseries Act requires that premises be licensed if they have more than five children who are under the age of ten years, of different parents, receiving temporary care and supervision. The Act is designed to ensure standards for the children's health, safety, development and learning.

On-Campus Child Care

York University Co-operative Daycare Centre

The York University Co-operative Daycare Centre is a fully licensed centre that has served the York community since 1969. It is licensed for 119 – 120 infants, 20 toddlers, 64 preschoolers and 15 school-agers, e.g. children from six weeks to ten years of age. The daycare gives priority to York students, staff, graduate students and faculty. They serve delicious meals prepared on the premises, and offer enrichment classes. They have spacious ground floor accommodation and three playgrounds that all meet safety standards. Further information on this daycare can be found at York University Co-operative Daycare Centre. You may email the daycare centre at daycare@yorku.ca, or call (416) 736-5190.

Lee Wiggins Child Care Centre (Inside the Student Centre)

The Lee Wiggins Child Care Centre provides licensed part-time and full-time care for 25 children of ages 18 months through five years, in a family group setting. The centre is designed to provide a child care option that is directly responsive to the specific needs of students and part-time/shift workers, and educational workers by providing licensed part-time and full-time child care.

The Centre also provides an Early Years Program called 'Play and Learn.' This is a free, drop-in program held on Saturdays, from 9am to 12pm, for parents and children from 0 to 6 years of age.

Parents may use the Centre's services on an occasional basis, for emergency care, Professional Activity (P.A.) Day for teachers and March Break care when space allows. Child care is normally booked on a per-term basis, but parents/parental guardians may register at any time by appointment. CUPE members are eligible for a CUPE subsidy towards their fees. Priority is given to students and CUPE 3903 members, followed by staff, faculty and members of the wider community. For further information, please refer to [Lee Wiggins Child Care Centre](#).

Child Care in the Community

The *Canadian Child Care Directory* at www.childcaredirectory.com offers a comprehensive listing of available daycares by area.

You may visit this online resource that helps nannies and parents connect, by going to www.canadiannanny.ca.

Family Daycare Services is available at www.familydaycare.com and (416) 922-3434. They provide licensed child care for children from birth to 12 years. There are 43 centres within the Toronto, York and Peel Regions.⁹²

The City of Toronto Web site has information on child care centres, home child care agencies and providers, and francophone child care programs. For information, please refer to www.city.toronto.on.ca/children/childcare.htm.⁹³

Child Care in the Schools

Many schools have licensed daycare for children who are preschoolers and school age. There may be full day programs for preschoolers and 'before and after' school programs for the school-aged child, e.g. Peel Lunch and After School Program, 'PLASP.' You can refer directly to the school board Web site for information on their available child care programs, or visit the PLASP Web site at www.plasp.com. A list of school board Web sites can be found on Pages 45-47 of this handbook.⁹⁴

Financial Matters

Credit History

A few of the credit companies in Canada will look at world credit history, but many do not, in which case you may be considered to have no credit history. You will need to establish one, and there are many different opinions of how best to go about this. Please visit the links supplied in the next section.

Opening a Personal Bank Account

On arriving in Canada it is useful to open a bank account to facilitate money management, but also in order to begin to build a credit history. You should check with more than one bank to find the accounts and services that are best for you. Many banks charge you for the privilege of holding a chequing (current) account, in the form of monthly fees, if you carry below a certain minimum balance (e.g. \$3,000). Some banks, usually on-line versions, do not charge. Shop around!

Most banks will not issue a credit card until you have held a bank account in Canada for at least six months. Another possibility is to apply for a secured credit card.

Please visit www.fcac-acfc.gc.ca for more information.⁹⁵ It is a good idea to retain a credit card from your home country, at least in the short term. Most credit card institutions will allow this, provided you inform them of your change of address, and continue to make payments. If your bank in your home country has a corresponding relationship with a bank in Canada, you may be able to leverage this relationship to apply for a credit card here. All you need to do is to show acceptable identification. You may request the list of acceptable identification at any bank.

You may use:

- ❑ Any two pieces of identification from List A or List B, one of which must be from List A

OR

- ❑ One piece from List A, if your identity can be confirmed by a client in good standing with the bank or by a person of good standing in the community where the bank is located.

This identification must be in original form (not a copy), valid and in good condition.

List A

Acceptable pieces of identification are:

- ❑ Valid driver's licence issued within Canada
- ❑ Current Canadian passport
- ❑ Certificate of Canadian Citizenship or Certification of Naturalization
- ❑ Permanent Resident Card
- ❑ Citizenship and Immigration Canada Form IMM1000 or IMM1442*
- ❑ Birth certificate issued in Canada
- ❑ Social Insurance Number (SIN) card issued by the Government of Canada
- ❑ Old Age Security card issued by the Government of Canada
- ❑ Certificate of Indian Status issued by the Government of Canada
- ❑ Provincial health insurance card, or a document or card with your signature and photograph

List B

Acceptable pieces of identification are:

- ❑ Employee identity card with a photograph from an employer well known in the community
- ❑ Signed automated teller machine (ATM) card or client card issued by a member of the Canadian Payments Association
- ❑ Signed credit card issued by a member of the Canadian Payments Association
- ❑ Signed Canadian Institute for the Blind (CNIB) client card with a photograph
- ❑ A current passport

The Canadian Bankers Association offers extensive information on the banking industry and financial issues. Please visit www.cba.ca for more information.

Information on opening a bank account can be found at www.cba.ca/consumer.

Another useful site providing banking information for newcomers is found at www.settlement.org. If you have problems opening a bank account, or for more information about these laws, you may contact the Financial Consumer Agency of Canada (FCAC) by calling 1-866-461-3222 (toll-free) or by visiting their Web site at www.fcac-acfc.gc.ca.

For assistance to determine your banking needs and to find appropriate service packages, you may use the worksheet prepared by the Canadian Bankers Association. Please click on the link below to access this worksheet. The worksheet is designed to assist consumers to determine their banking needs and find appropriate service packages.⁹⁶ www.fcac-acfc.gc.ca/consumers/iTools/bankingPackage.*

**Contributed by the Financial Consumer Agency of Canada (FCAC). The FCAC provides consumer information and oversees financial institutions to ensure that they comply with federal consumer protection measures.*

Financial Institutions

Major Banks:

Bank of Canada (not a commercial institution): www.bankofcanada.ca

Bank of Montreal (BMO): www4.bmo.com *

CIBC: www.cibc.com/ca/personal.html

HSBC: www.hsbc.ca/hsbc

Laurentian Bank of Canada: www.laurentianbank.com

RBC Royal Bank: www.rbc.com *

TD Canada Trust: www.tdcanadatrust.com *

Scotiabank: www.scotiabank.com *

Credit Unions:

Credit Union Central of Canada trade association: www.cucentral.ca

Credit Union Central of Ontario: www.ontariocreditunions.com

Alterna Savings: www.alterna.ca *

DUCA Credit Union: www.duca.com

PACE Savings and Credit Union: www.pacecu.com

Meridian Credit Union: www.meridiancu.ca

** Represented on the Keele campus of York University.*

Other non-traditional banks, such as [PC Financial](#) and [ING Direct](#), offer services only through the internet and/or telephone.

Note: It is recommended that non-Canadians provide a letter of reference from their current (home) bank regarding their credit history in order to facilitate the process of acquiring credit in Ontario.

Harmonized Goods and Services/Sales Tax (HST):

The Goods and Services Tax, also known as GST, is a federal tax that applies to most goods, purchased gifts, food/beverages and services, including most hotel and motel accommodation. It is applied in all cases in which a service has been provided. The Provincial Sales Tax (PST) is a provincial sales tax imposed on the consumer or user of most goods, admission prices and insurance premiums, used or consumed in Ontario, but not on services or accommodation.

Effective July 1, 2010, the Harmonized Sales Tax (HST) will replace the GST and PST.

The HST will be applied in Ontario at a rate of 13% consisting of 8 per cent provincial portion, and 5 per cent federal portion.

These taxes are not included in the marked price, so when buying goods, remember to add the total tax (13 per cent) for the total amount you will pay the cashier.

QUICK TIP: For an approximation of the total price you will be charged, add 13 cents to every \$1.00 spent, or \$1.30 to every \$10.00 spent.

Sales Tax Refund

The Government of Canada eliminated the GST Visitor's Rebate Program, effective April 1, 2007. For information on non resident taxes, and tax treaties for visitors to Canada, please visit www.cra-arc.gc.ca/tx/nrrsdnts.

Income Tax

Canadian residents are required to pay tax on any income, such as the income from employment or a fellowship. The Canadian tax system relies on self-assessment by taxpayers. Each taxpayer is responsible to report their total income and to determine their total tax owing for the taxation year of January 1 to December 31 of the preceding year, usually filing by the end of the fiscal year on April 30, or soon after if April 30th falls on a weekend. Submissions must be by the individual, not joint. Late submissions or non-filers may be subject to fines, particularly if found to owe the government. You may be entitled to a refund, which you'll not receive unless you file.

York International runs an annual tax seminar in the spring. You may also search the Canada Revenue Agency site at www.cra.gc.ca for help and information. Their on-line course can be found at www.cra-arc.gc.ca/course.

Tax information on topics such as completing your personal income tax, Canada Child Tax Benefits (CCTB), Registered Retirement Savings Plans (RRSP), Registered Educational Savings Plans (RESP) and the fundamentals of the Canadian tax system, can be found at:
www.cra-arc.gc.ca/tx/ndvdl/menu-eng.html.

Toronto Living and Entertainment

Toronto offers an unsurpassed quality of life. Enjoy an extensive variety of entertainment and cultural events, dining venues, sporting and recreational options.

- ❑ For more information on Toronto, please refer to the City of Toronto Tourism Web site at www.torontotourism.com/visitor.
- ❑ Toronto Bicycling Network is Canada's largest recreational cycling club. For information on their activities and events, Toronto cycling maps, and more, check out www.tbn.on.ca.
- ❑ *Toronto Life* magazine provides great information on homes, real estate, golfing, restaurants, entertainment, and more. Visit their Web site at www.torontolife.com/cityguides.
- ❑ A comprehensive information guide for people moving to Toronto is available on the internet at www.relocatecanada.com/toronto.
- ❑ The Air Canada Centre hosts a variety of all-star sports events and international entertainment throughout the year. For more information please refer to www.theaircanadacentre.com, or call (416) 815-5500.
- ❑ The CN Tower is a key feature of the Toronto skyline and is Canada's most recognizable and celebrated icon. The Tower stands at 553.33 metres (1,815 feet, 5 inches) and is Canada's National Tower, the world's tallest freestanding building, and the centre of tourism in Toronto. Visit the tower on the web and find out more at www.cntower.ca, or call (416) 868-6937.⁹⁷
- ❑ The National Ballet of Canada is a company with more than 55 dancers and its own full symphony orchestra. It is Canada's premiere dance company and ranks as one of the world's top international dance companies. For more information on the ballet and its performances, link to www.national.ballet.ca, or call (416) 345-9686.⁹⁸
- ❑ For a complete listing of public recreation options and facilities (e.g. camping community centres, cycling, discovery walks, golfing, skating, skiing, swimming, tennis) provided by the City of Toronto, visit www.city.toronto.on.ca/parks/recreation_facilities.htm.
- ❑ The Art Gallery of Toronto is the 10th largest art museum in Ontario. The Gallery facility is 486,000 square feet and is home to more than 40,000 works of arts spanning the 11th century to the present. For more information on the gallery, go to www.ago.net.⁹⁹
- ❑ The Royal Ontario Museum (ROM) is the largest museum in Canada, with an internationally renowned collection of close to six million objects. It contains galleries of art, archaeology and science, highlights the world's culture and natural history, and offers public programs and events. For more information on the ROM, you may refer to www.rom.on.ca, or call (416) 586-5549.¹⁰⁰

Restaurant Selections

The following pages list a variety of restaurants, organized for your convenience by neighbourhood. Toronto has hundreds of restaurants, so this list is by no means exhaustive. A publication such as the *Toronto Life City Guides 2007, Restaurants* is a great resource for more information on these and other restaurants in the Greater Toronto Area.

Annex

Goldfish (International)
372 Bloor St W (at Spadina)
Tel: (416) 513-0077

Nataraj (East Indian)
394 Bloor St W (at Brunswick Ave.)
Tel: (416) 928-2925
www.nataraj.ca

Southern Accent (Cajun and Creole)
595 Markham St. (at Bloor St. W.)
Tel: (416) 536-3211
www.southernaccent.com

Sushi on Bloor (Japanese)
515 Bloor St. W. (at Howland Ave.)
Tel: (416) 516-3456
www.sushionbloor.com

Le Paradis (French)
166 Bedford Rd (at Davenport Rd.)
Tel: (416) 921-0995

ZiZi Trattoria (Italian)
456 Bloor St. W. (at Bathurst St.)
Tel: (416) 533-5117

College Street

Xacutti (À la Mode)
503 College St. (at Bathurst St.)
Tel: (416) 323-3957

Bar Italia (Bar and Pub)
582 College St. (at Clinton St.)
Tel: (416) 535-3621

College Street Bar (Bar and Pub)
574 College St. (between Clinton St. and Manning)
Tel: (416) 533-2417
www.collegestreetbar.com

Chiado (Portuguese)
864 College St. (at Ossington)
Tel: (416) 538-1910
www.chiadorerestaurant.ca

Pomegranate (Persian)
420 College St. (at Bathurst)
Tel: (416) 921-7557
<http://pomegranaterestaurant.ca>

Kalendar (Bistro)
546 College St. (at Euclid Ave.)
Tel: (416) 923-4138
www.kalendar.com

Trattoria Giancarlo (Italian)
41 Clinton St. (at College)
Tel: (416) 533-9619
www.giancarlotrattoria.com

Sintra (Portuguese)
588 College St. (at Clinton)
Tel: (416) 533-1106

Danforth/Riverdale

Avli (Greek)
401 Danforth Ave. (at Chester)
Tel: (416) 461-9577
www.avlirestaurant.com/home.html

Café Brussel (Belgian)
124 Danforth Ave. (at Broadview)
Tel: (416) 465-7363

Lolita's Lust (Mediterranean)
513 Danforth Ave. (at Logan Ave.)
Tel: (416) 465-1751
www.lolitalust.ca

Omonia (Greek)
426 Danforth Ave. (at Chester)
Tel: (416) 465-2129
www.omoniarestaurant.com

Ouzeri (Greek)
500A Danforth Ave. (at Logan Ave.)
Tel: (416) 466-8158
www.ouzeri.com

Pan (Greek)
516 Danforth Ave. (at Logan Ave.)
Tel: (416) 466-8158
www.panonthedanforth.com

Queen/King Street (Downtown)

Crush (À La Mode)
455 King St. W. (at Spadina)
Tel: (416) 977-1234
www.crushwinebar.com

Mildred Pierce (Bistro)
99 Sudbury St. (at Dovercourt Rd.)
Tel: (416) 588-5695
www.mildredpierce.com

Susur (À La Mode)
601 King St. W. (at Bathurst)
Tel: (416) 603-2205
www.susur.com

Terroni (Italian)
1 Balmoral Ave. (at Yonge)
Tel: (416) 925-4020
www.terroni.ca

Swan (Bistro)
892 Queens St. W. (at Crawford)
Tel: (416) 532-0452

Ultra Supper Club (À La Mode)
314 Queen St. W. (at Peter St.)
Tel: (416) 263-0330

Oakwood/Humewood

Ferro (Italian)

769 St Clair Ave. W. (at Arlington)

Tel: (416) 654-9119

Filippo's (Italian)

744 St. Clair Ave. W. (at Christie)

Tel: (416) 658-0568

Mezzetta (Middle Eastern)

681 St. Clair Ave. W. (at Christie)

Tel: (416) 658-5687

Atlas One Cafe Inc. (Middle Eastern/African)

820 St. Clair Ave. W. (at Arlington)

Tel: (416) 656-4817

The Rushton (Italian/French Bistro)

740 St. Clair Avenue W. (at Bathurst)

Tel: (416) 658-7874

www.therushton.com

Vanipha Lanna (Thai/Laotian)

863 St. Clair Ave. W. (at Bathurst)

Tel: (416) 654-5068

www.vanipha.ca

Marcello's Pizzeria (Italian)

1163 St. Clair W. (at Dufferin)

Tel: (416) 656-6159

Vaughan/Woodbridge

ZiZi Trattoria (Italian)

4040 Hwy 7, Unit 3 (Hwy 7/Weston)

Tel: (905) 850-9875

www.zizi.ca

Giorgio D. Ristorante (Italian)

4377 Steeles Ave. W. (Hwy 400/Steeles)

Tel: (416) 661-8989

www.giorgiod.com

Desserts Plus (Italian)

8611 Weston Rd, Units 6-8 (Langstaff Rd./Weston)

Tel: (905) 856-5194

Other Favourites

Patrician Grill (Restaurant and Grill cuisine).
219 King Street E. (near Jarvis St.)
Tel: (416) 366-4841

CN Tower Revolving Restaurant (Continental)
301 Front Street West (between Spadina and York)
Tel: (416) 362-5411
Please visit www.cntower.ca for information. Reservations are recommended, and can be made online.

KAMA (Classical East Indian buffet)
214 King St. W. (near University Ave.)
Tel: (416) 599-KAMA. For more information, go to www.kamaindia.com.

Il Fornello (Italian restaurant providing, among other things, non wheat pasta and pizza options)
Queen's Quay Terminal
207 Queen's Quay W. (at York)
Tel: (416) 861-1028
For more information and a list of their other locations, please visit www.ilfornello.com.

Thai Bamboo Restaurant (Thai)
2150 Steeles Ave. West, Unit 20C (at Keele)
Tel: (416) 761-7598
(A short drive from the Keele campus, and a popular lunchtime venue).

Tortilla Flats (Mexican/South Western)
458 Queen Street West (at Spadina)
Tel: (416) 203-0088
www.tortillaflats.ca

Mariachi (Mexican)
2084 Yonge Street (at Eglinton)
Tel: (416) 418-7111

Mandarin Restaurant (Chinese/Canadian Buffet style)
2200 Yonge Street (at Eglinton)
Inside Canada Square (Main Floor)
Tel: (416) 486-2222
www.mandarinbuffet.com

Chung Gi Wha (Japanese Sushi Restaurant)
2899 Steeles Ave. W. (at Keele)
Tel: (416) 667-0867
(A short drive from the Keele campus).

Executive Dining Room
Schulich School of Business, York University
4700 Keele Street
Toronto, ON M3J 1P3
Tel: (416) 736-5342
On Campus Address:
56 Fine Arts Road
www.schulich.yorku.ca/SSB/Dining

The Executive Dining Room is open daily for breakfast, lunch and dinner, and can be reserved for various group sizes up to 275 people. It offers extensive menu selections, from buffet to full table service.

Customs and Traditions

Tipping

Wait staff/servers receive a basic salary and expect tips as an income supplement. Tipping and service charges vary between 15 per cent and 20 per cent for taxis, restaurants and nightclubs, depending on the level of service you receive. At Toronto Pearson International Airport, the Porter Service charges a flat rate of \$10.00 for up to three bags and an additional \$2.00 for each bag after that. Porters are available at Terminals 1 and 3.¹⁰¹

On trains, you are free to tip your server and the individual responsible for your room or berth. Do remember, however, that the crew will change several times on long journeys. Hotels and railway stations expect around \$1.00 - 2.00 per bag carried.

<http://lorrypatton.com/travel/gtips/2880.html> is one site of many that you can find on the web to guide you on the tipping structure of various services.¹⁰²

Groundhog Day

The groundhog legend is thought of as a light-hearted weather predictor in Canada, to anticipate the coming of spring.

According to the Canadian Encyclopedia, "Groundhog Day is February 2. According to legend, the groundhog emerges from its burrow at noon on that day to look for its shadow. If it is a sunny day and the groundhog sees its shadow, it becomes frightened and returns to its hole to sleep, and winter continues for six more weeks. If it does not see its shadow, it remains outside because the worst of winter is over and warmer weather is on its way".¹⁰³

Thanksgiving

In Canada, Thanksgiving is held on the second Monday in October. On January 31, 1957, Parliament proclaimed this date "a day of general Thanksgiving to Almighty God for the bountiful harvest with which Canada has been blessed." By contrast, Americans hold their Thanksgiving in November, where it is associated with the Pilgrims, and is not a harvest celebration as in Canada.¹⁰⁴

Canadian Statutory Holidays

Statutory holidays vary by province and territory (although the five holidays in bold are common to all). The nine statutory holidays in Ontario are:

New Year's Day	January 1
Family Day	Third Monday in February
Good Friday	Falls in March or April on the Easter weekend
Victoria Day	Falls on the Monday preceding May 25
Canada Day	July 1 (or July 2 when July 1 is a Sunday)
Labour Day	First Monday of September
Thanksgiving	Second Monday in October
Christmas Day	December 25
Boxing Day	December 26

Interesting Facts

- ❑ Canada's national emblem is the maple leaf.
- ❑ Canada's national colours are red and white.
- ❑ Canada's national animal is the beaver.
- ❑ Canada's two official sports are hockey and lacrosse.

For more entertaining information on Canadianisms, Canadian history, facts and resources, please visit <http://canada.gc.ca/acanada>.¹⁰⁵

Working at York University

York University has so many services and resources on campus, that it will quickly and easily become your 'home away from home.' Founded in 1959, York is the third largest university in Canada and home to the Schulich School of Business (ranked by the prestigious British newspaper the *Financial Times* as number one in Canada and among the top 20 in the world, and by *Canadian Business* magazine as Canada's top MBA program). Osgoode Hall Law School is Canada's oldest common law, law school and home of the country's largest law library. It is also been ranked as the number one Law School in Canada by *Canadian Lawyer* magazine's 2008 Law School Survey. York has several renowned research centres in areas such as International & Security Studies, Vision Research, Innovation & Sustainability, and Earth & Space Science. York is also home to the largest university-based fine arts program in Canada - the only one of its kind in Ontario. It offers academic studies and professional training in all of the fine arts disciplines at both the undergraduate and graduate level. We have the only space science program in Canada that grants both undergraduate and graduate degrees, and Canada's first multi-institutional research team studying cancer pain.

History of York University

York University is a leading research university, located in Toronto. In physical size, it is Canada's largest university, and third largest in terms of student population. Over 50,000 of Canada's best and brightest students study at York. York University was founded in 1959, by virtue of the York Act, which received royal assent in the Ontario Legislature on March 26 of that year. The first class was held on September 1960, in Falconer Hall on the University of Toronto campus, with a total of 76 students. In the fall of 1961, York moved to the Glendon campus, and began to emphasize liberal arts and part-time adult education. In 1965, York moved to its current home, on the Keele campus. York shares a portion of the Keele campus with Seneca College, making this the largest post-secondary campus in Canada.

York offers a number of joint programs with Seneca:

- ❑ Communication Arts
- ❑ Computer Studies
- ❑ Biological Science and Applied Chemistry

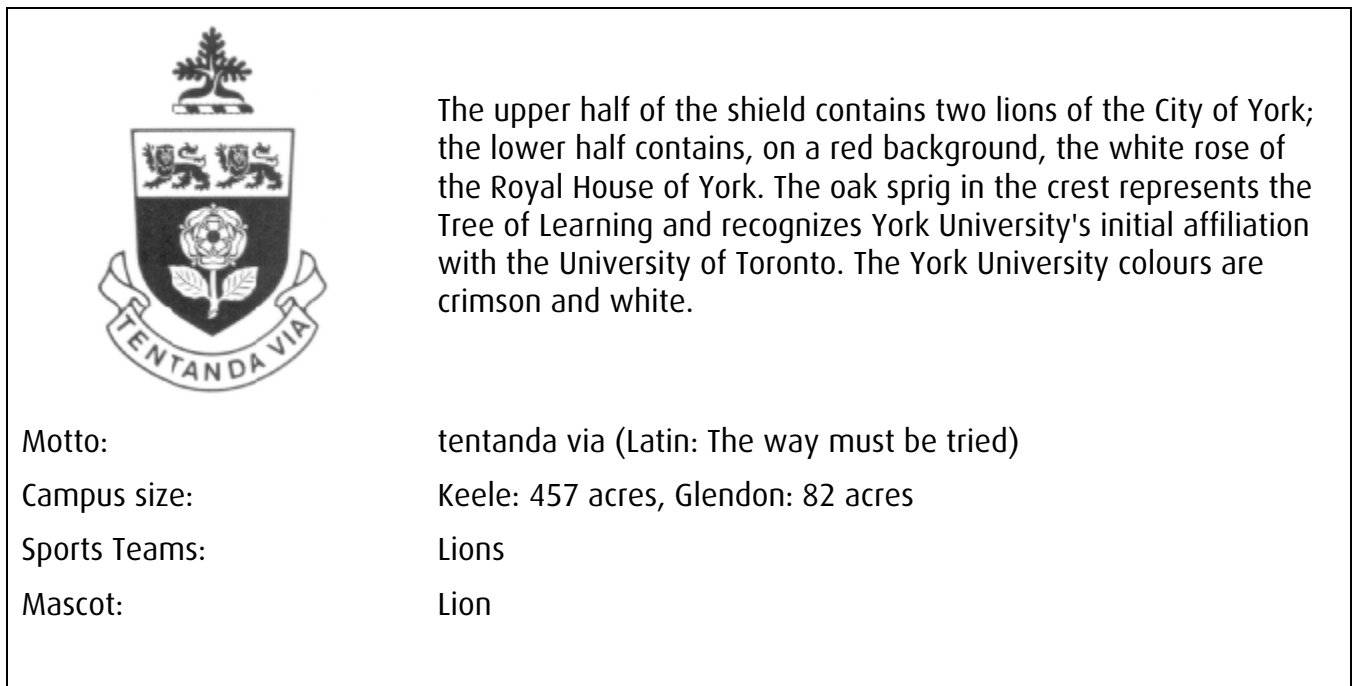
Colleges

York University has 9 undergraduate residential colleges:

- ❑ Atkinson (1961) - Named after *Toronto Star* founding publisher Joseph E. Atkinson
- ❑ Calumet (1970) - A First Nations word for 'Peacepipe'
- ❑ Founders (1965) - Named after the founding family of the University
- ❑ Glendon (1966) - A combination of 'glen,' meaning 'valley,' and 'Don' for the Don River
- ❑ McLaughlin (1968) - Named after Samuel McLaughlin, patron and manufacturer of automobiles
- ❑ Stong (1970) - Named after the family on whose land Keele campus was built
- ❑ Vanier (1965) - Named after Governor General Georges Vanier
- ❑ Winters (1968) - Named after federal Liberal MP Robert Winters
- ❑ Bethune (1970) - Named after Dr. Norman Bethune, a great Canadian humanitarian, activist and hero.¹⁰⁶

Figure 5

The York University Coat of Arms¹⁰⁷



York Facts

- ❑ York's population: 1,415 full-time faculty, 1,033 contract faculty and teaching assistants (full time equivalent basis), 2,297 full-time support staff, 42 professional librarians, 47,062 undergraduate students (full-time and part-time), 6,143 graduate students (full-time and part-time), and 3,226 international students, from 155 countries (includes undergraduate and graduate students).
- ❑ Keele campus: 457 acres
- ❑ Glendon campus: 82 acres
- ❑ 10 Faculties: Faculty of Liberal Arts and Professional Studies, Education, Environmental Studies, Fine Arts, Glendon, Graduate Studies, Osgoode Hall Law School, Schulich School of Business, Science and Engineering, Health.
- ❑ According to *Canadian Lawyer Magazine*, York's Osgoode Hall Law School ranks as the best Law School in Canada.
- ❑ The Aspen Institute and the World Resources Institute rank the Schulich School of Business as the number one school in Canada, and among the top three business schools in the world.
- ❑ The Schulich School of Business is ranked by Britain's *Economist* magazine as one of the top education providers in the world.
- ❑ York has 13 student newspapers.
- ❑ York University is involved in the NASA/Stanford theory of relativity experiment and has researchers preparing for the NASA 2007 Phoenix Mission to Mars.
- ❑ A descendant of Newton's apple tree grows on the Keele campus by the Chemistry building.
- ❑ York's Observatory has two telescopes. It is opened to the public at dusk on Wednesdays and on special celestial events, for sky watches. The Observatory is located on the 4th floor of the Petrie Science & Engineering Building.

Take a virtual tour at www.yorku.ca/web/futurestudents/tour to see what the campus looks like, to find out about transportation options available to come to York, and to learn about available recreational facilities. Also, find out more about York's University Faculty Association (YUFA) at www.yufa.org and about the Centre for the Support of Teaching (CST) at www.yorku.ca/cst.

Research and Innovation at York

Excellence in research is central to York University's mission and culture, and is fundamental to the University's ability to contribute to the economic, scientific, cultural and social health of our society. York researchers are undertaking visionary research of local, national and international significance.

Home to 28 research centres and institutes, research at York takes place in every discipline, and spans the full spectrum of programs from science and engineering through business, law, the humanities and social sciences, and the fine arts. York University's real strength, however, lies in its capacity for unique research collaborations and synergies. York facilitates meaningful ways for researchers to work together and understands that only an integrated, multifaceted approach can advance the human condition. York's traditional strengths in the liberal arts are combined with its growing international reputation in the sciences as York continues to distinguish itself as an

innovator in interdisciplinary research. York's interdisciplinary and collaborative research tackles real-world challenges with real-world solutions in areas such as health, sustainability, international studies, culture and entertainment. York's collaborative research focus enables its researchers to push beyond traditional research boundaries and develop truly unique solutions.

York University research and innovation involves some of the most renowned researchers in Canada (including the winner of the *2005 Steacie Prize in the Natural Sciences*), and visionary, dynamic partners and investors, including a strong partnership with government. York's rich and diversified group of external partners ensures that its research and the knowledge created from it is mobilized and has maximum impact.

Research and creativity are fundamental to York and are intrinsically linked with teaching – this provides the basis for the training of tomorrow's leaders and highly qualified personnel. As Canada moves forward, it is important to remember that York's success will be tied to the success of its graduates.

York's leading edge, internationally competitive research is supported by a full suite of seamless research services, including highly qualified research services personnel who, in addition to graduate students and post-doctoral fellows, enable easy access to the information and assistance necessary to conduct world-class research and to ensure the competitiveness of York's researchers for external research funding.

To learn more about research and innovation at York, visit www.research.yorku.ca.

Maps of Campus

- ❑ Please see www.yorku.ca/map. This link provide maps and directions to the following York University locations:
 - Keele campus
 - Glendon campus
 - Miles S. Nadal Management Centre
 - Osgoode Professional Development Centre.
- ❑ Maps of the Keele campus and Glendon campus can be seen on the following pages.

Figure 6

Detailed Area Map of York University Campuses¹⁰⁸

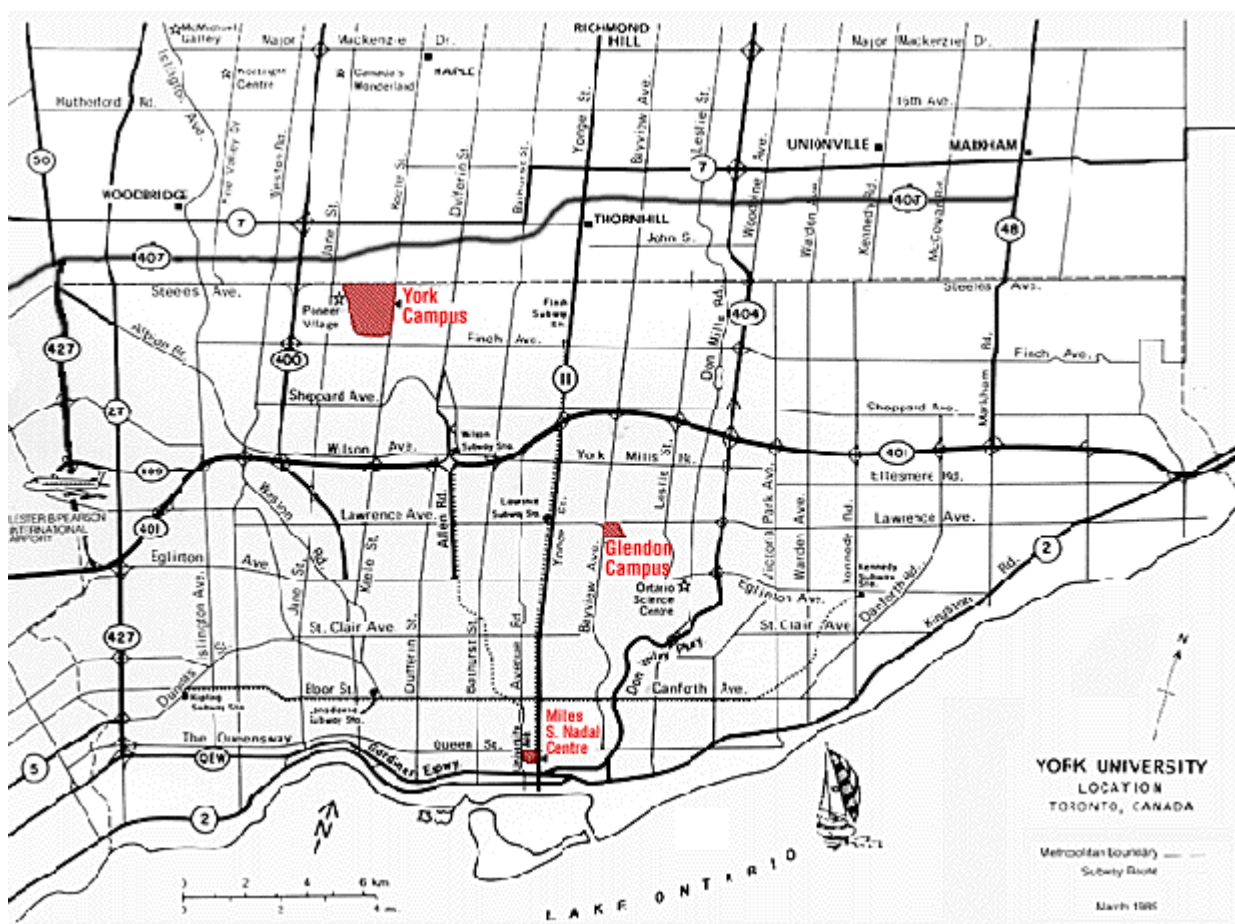


Figure 7

Map of Keele Campus¹⁰⁹



Keele Campus Map

Academic, Administrative & Commercial Buildings

- 59 190 Albany Road – ALB
- 28 Accolade East Building – ACE
- 93 Accolade West Building – ACW
- 96 Archives of Ontario (non-York facility) – AO
- 23 Atkinson – AC
- 39 Behavioural Science – BSB
- 41 Bennett Centre for Student Services – Admissions – BCS
- 24 Bookstore, York Lanes – YL
- 10 Calumet College – CC
- 27 Central Square – CSQ
- 58 Central Utilities – CUB
- 38 Centre for Film & Theatre – CFT
- 16 Chemistry – CB
- 62 Computer Methods (non York facility) – CMB
- 19 Computer Science & Engineering – CSE
- 26 Curtis Lecture Halls – CLH
- 6 East Office Building – EOB
- 94 Executive Learning Centre – ELC
- 51 Farquharson Life Sciences – FARQ
- 20 Founders College – FC
- 31 Health, Nursing & Environmental Studies – HNES
- 36 Joan & Martin Goldfarb Centre for Fine Arts – CFA
- 61 Kinsmen – KINS
- 43 Lorna R. Marsden Honour Court and Welcome Centre
- 20 Lumbers – LUM
- 51 McLaughlin College – MC
- 11 Norman Bethune College – BC
- 17 Observatory, Petrie – PSE
- 32 Osgoode Hall Law School – OSG
- 17 Petrie Science & Engineering – PSE

Visual & Performing Arts Facilities

- 92 Art Gallery of York University (AGE)
- 37 Burton Auditorium – BUR
- 97 Galea Gallery (GAG)
- 38 Joseph G. Green Studio Theatre (CFT)
- 92 McLean Performance Studio (ACE)
- 92 Price Family Cinema (ACE)
- 92 Sandra Fairé and Ivan Fecan Theatre (ACE)
- 92 Tribute Communities Recital Hall (ACE)

4700 Keele St., Toronto, ON M3J 1P3

Student Residences & Apartments

- 48 320 Assiniboine Road – AS2
- 47 340 Assiniboine Road – AS4
- 46 360 Assiniboine Road – AS6
- 45 380 Assiniboine Road – AS8
- 34 Atkinson Residence – AR
- 9 Calumet Residence – CR
- 49 Founders Residence – FR
- 57 Harry Sherman Crowe Co-op (non-York facility)
- 12 Norman Bethune Residence – BR
- 44 Passy Gardens, 2-18 Passy Cres. – PASSY
- 35 The Pond Road Residence – POND
- 14 Stong Residence – STR
- 52 Totham Hall – TH
- 55 Vanier Residence – VR
- 54 Winters Residence – WR

Sport & Recreation Facilities

- 1 Canlan Ice Sports (shared use) – ICE
- 4 Tait McKenzie Centre – TAIT
- 8 Tennis Canada – Rowell Centre – REX
- 7 Toronto Track & Field Centre (shared use) – TF
- 3 York Stadium – SIA

Parking Garages (Visitors)

- 80 Arboretum Parking Garage – ARR
- 84 Student Services Parking Garage – SSP
- 72 York Lanes Parking Garage – YLP

Reserved Parking Lots

- 67 Albany Road Lot
- 83 Atkinson Lot
- 75 EOB Lot
- 66 Founders Road East Lot
- 65 Founders Road West Lot
- 81 Library Lot
- 73 Lumbers Lot
- 82 Nelson Road Lot
- 64 Northwest Gate Lot
- 91 Passy Crescent Lot
- 68 Physical Resources Lot
- 69 Rideau Road Lot
- 88 Sentinel Road East Lot
- 63 Shoreham Drive Lot
- 74 Steacie Lot
- 77 Tait McKenzie Lot
- 86 The Pond Road East Lot
- 78 WOB West Lot
- 70 York Boulevard Lot

Visitor Parking Lots

- 66 Founders Road East Lot
- 64 Northwest Gate Lot
- 79 Thompson Road Lot
- 76 WOB East Lot

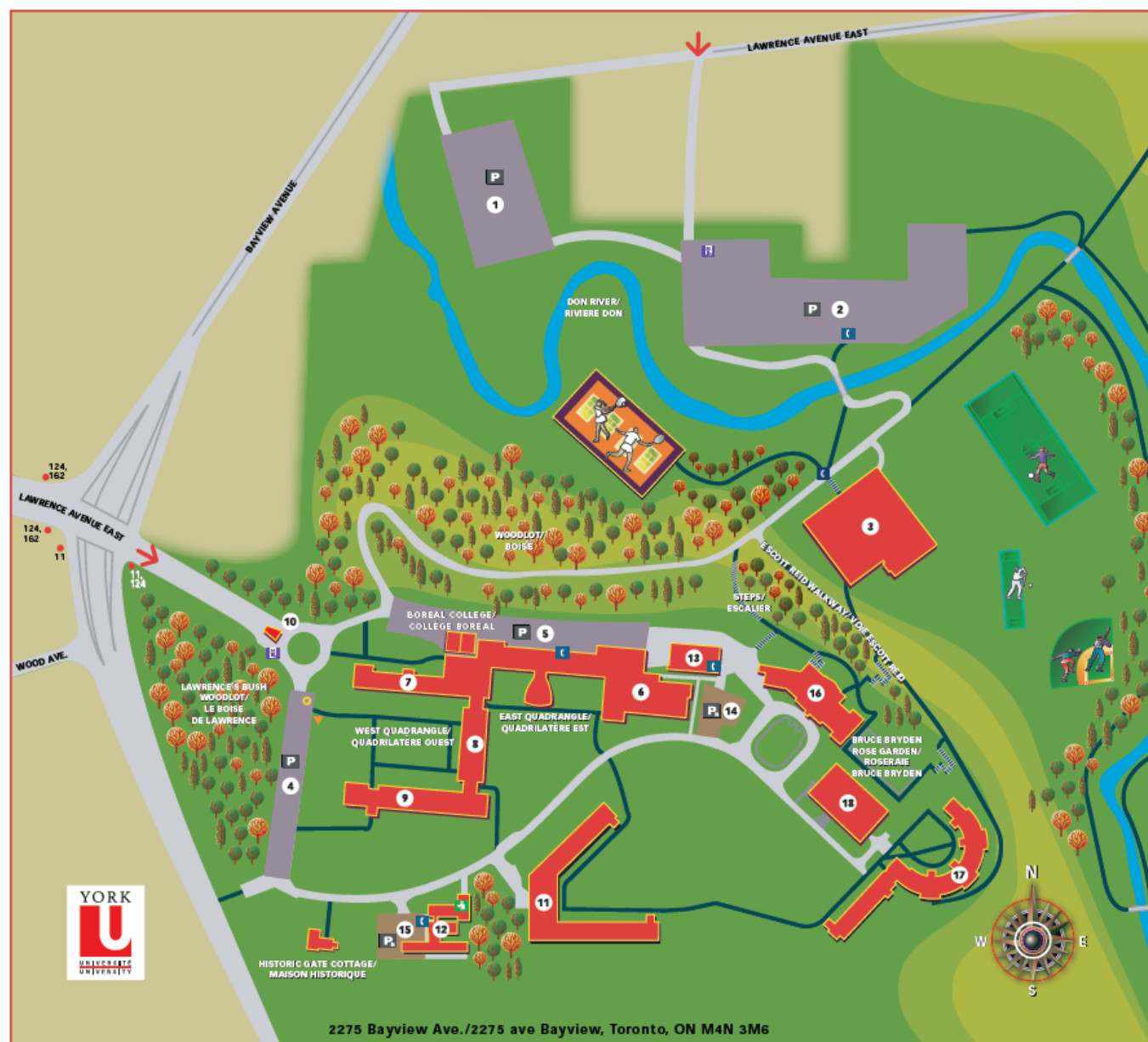
Visitor & Reserved Parking Lots

- 71 Vanier Temporary Lot

Interactive Map Source: www.yorku.ca/webmap.html

NOVEMBER 2009

Figure 8

Map of Glendon Campus¹¹⁰

Glendon Campus Map

Buildings

- 13 Central Services
- 18 Frost Library
- 16 Glendon Hall
- 12 Greenhouse
- 11 Hilliard Residence
- 10 Gatehouse
- 3 Proctor Field House
- 17 Wood Residence
- 6 York Hall
- 7 York Hall, A Wing
- 8 York Hall, B Wing
- 9 York Hall, C Wing

Services

- 6 Bookstore
- 6 Cafeteria
- 16 Career and Counselling Centre
- 6 Dining Hall
- 16 Glendon Gallery, Glendon Hall
- 16 Principal's Office (second floor)
- 12 Security Services 24 hours
- 12 Student Housing Services
- 9 Student Programs
- 6 Theatre Glendon
- 8 Welcome Centre
- 12 Parking & Transportation Services

Reserved and Visitor Parking

- 4 A Lot
- 5 B Lot
- 2 F Lot
- 1 G Lot

Reserved Parking

- 15 C Lot
- 14 Principal's Lot

Legend

- P Visitor Parking
- R Reserved Parking
- E Emergency Telephones
- S Security, 24 hours (T: 416.736.5333)
- H Help Intercom
- S Steep ravine slope
- P Pedestrian Walkways
- TTC Bus Stops: 11 Bayview, 124 Sunnybrook, 162 Lawrence-Donway
- G Glendon-Keele Campus Shuttle
- W Wheel-Trans Stops
- V Vehicular Roadways

Carte du Campus Glendon

Pavillons

- 18 Bibliothèque Frost
- 16 Manoir Glendon
- 10 Guérite
- 12 Pavillon des serres
- 3 Pavillon Proctor
- 6 Pavillon York
- 7 Pavillon York, Aile A
- 8 Pavillon York, Aile B
- 9 Pavillon York, Aile C
- 11 Résidence Hilliard
- 17 Résidence Wood
- 13 Services centraux

Services

- 16 Bureau du principal (deuxième étage)
- 6 Cafeteria
- 16 Centre de carrières et d'orientation
- 16 Galerie Glendon, Manoir Glendon
- 6 Librairie
- 9 Student Programmes scolaires
- 6 Salle à manger
- 12 Service de sécurité, 24 heures
- 12 Service des résidences étudiantes
- 6 Théâtre Glendon
- 8 Bureau d'accueil
- 12 Service de Stationnement et Transport

Stationnement réservé et visiteur

- 4 Aire de stationnement A
- 5 Aire de stationnement B
- 2 Aire de stationnement F
- 1 Aire de stationnement G

Stationnement réservé

- 15 Aire de stationnement C
- 14 Aire de stationnement du Principal

Légende

- P Aire de stationnement des visiteurs
- R Stationnement réservé
- E Téléphones d'urgence
- S Service de sécurité, 24 heures (T: 416.736.5333)
- H Interphone
- S Pente raide
- P Voies piétonnières
- T Arrêts d'autobus (circuit municipal): 11 Bayview, 124 Sunnybrook, 162 Lawrence-Donway
- G Navette Inter-campus
- W Arrêt d'autobus Wheel-Trans
- V Circulation routière

MAY 2009

Interactive Map Source: www.yorku.ca/web/glendon_map2.html

Virtual Tour of York University

- ❑ Familiarize yourself with York! Get a virtual 'tour' at <http://futurestudents.yorku.ca/tour>.

Transportation Services

- ❑ Transportation Services encourages commuting to the University through alternatives to the single occupant vehicle. The University supports community members to take public transit, carpool, bike, walk or in-line skates as alternative sustainable methods of transportation.
- ❑ For general information on parking services at York, to find applications for permit parking, and to access parking permit and parking rates information, please refer to www.yorku.ca/parking. In order to purchase a parking permit, you must provide valid proof of vehicle ownership or registration (photocopy of the front and back of your vehicle ownership).
- ❑ Find a carpool with York University's ride-matching system, and share the cost of parking and gas. For more information, please visit www.yorku.ca/transportation/smartcommute.htm.

Public Transportation to the University

- ❑ For information on transportation routes to York University from all areas within Toronto and surrounding areas, please refer to www.yorku.ca/transportation/publictransit.htm.

Orientation

An orientation session is provided to all new faculty, senior managerial employees and librarians. This information includes an overview of the University's history, programs and services.

Human Resources conducts orientation sessions for senior managerial staff once a week, usually on a Wednesday or Thursday. The hiring manager and/or Recruitment Services make the arrangements for attendance. For faculty, this orientation is usually completed in individual sittings. Attendees must bring the following information to their orientation session:

- ❑ Social Insurance Number (SIN)
- ❑ Proof of eligibility for employment in Canada (if applicable)
- ❑ Birth certificate or passport or baptismal certificate or citizenship card
- ❑ Banking information – account and branch address – a 'void' blank cheque for salary direct deposit purposes
- ❑ Names and birth dates of those who will be designated as beneficiaries or dependents
- ❑ New faculty are also invited to attend 'New Faculty Day' (usually held in late August or early September) to meet the President and Vice-Chancellor of York University, and other new members of the York community. Throughout the day, various speakers present on topics such as 'Who Are

York's Students?" "Library Support for Teaching and Research," "Tenure and Promotion" and "Settling in at York University."

Email Account Set Up

Computer access and email account set up is initiated by your faculty/department administrator or local computer coordinator. Once you have been assigned an employee number, the administrative assistant will email accounts@yorku.ca on your behalf to order the services required (e.g. email account, acadlabs, etc).

Note: an email account cannot be set up until you have completed and signed the Pension and Benefits package sent to you, and your employee number has been generated.

Telephone and Voicemail Instructions

For information on how to use telephone and voicemail features, please visit www.cns.yorku.ca/telecom/facandstaffservices/meridian.html.

The Copyright Clearance Centre

What can I copy? How much of a publication can I copy? What can I copy to distribute in class? What can be included and sold in a course kit? These are just a few of the questions governed by Canada's Copyright Act and York's agreement with the Canadian Copyright Licensing Agency (Access Copyright). For answers to these questions and for more information, please visit www.yorku.ca/secretariat/documents/copyright/facultyinfo.htm.

Religious Observation

York University is committed to respect the religious beliefs and practices of all members of the community, and to making accommodations for observances of special significance.

A schedule of dates of religious significance to the various faiths is compiled annually and available at www.registrar.yorku.ca/importantdates/religiousdates.htm.

Mentorship and Relocation Focus Group

York University has an established Mentor Group, and is in the process of setting up a Relocation Focus Group. If you would like to learn more, or to participate in these programs, please contact the Relocation Coordinator.

York's Libraries

York's libraries, located in five buildings, contain almost seven million items - books, print periodicals, theses, archival materials, microforms, maps, films and music CDs. The libraries have more than 2.5 million books, and subscribe to 13,000 electronic journals. There is access to over 400 workstations for faculty and students throughout the libraries. For information on York's libraries, please refer to www.library.yorku.ca/homepage.htm. The libraries are:

- ❑ Scott Library – includes the Maps, and the Sound & Moving Image Libraries
- ❑ Peter F. Bronfman Business Library
- ❑ Steacie Science and Engineering Library
- ❑ Leslie Frost Library (Glendon campus)
- ❑ Osgoode Hall Law School Library (Largest Law library in the Commonwealth)
- ❑ Clara Thomas Archives & Special Collections

Faculty and staff may join any of the libraries and will need a YU-card as their borrowing card. More information about the YU-card and the range of services it gives access to is available at www.yorku.ca/yucard/facultystaff.html.

Centre for the Support of Teaching (CST)

CST provides programs for faculty and course directors. Some of the programs include:

- ❑ New Faculty Teaching at York (NFTY) Summer Institute provides an opportunity for participants to fine-tune one of the courses they will be teaching in the upcoming academic year. This interactive, four half-day York program involves York faculty and incorporates a range of learning and teaching techniques.
- ❑ New Faculty Teaching at York is a year-long program of teaching development for new faculty members.
- ❑ The Annual Symposium on Active Learning is a one-day event which focuses on active learning strategies.
- ❑ Course Design is a two-day event for faculty members interested in creating a new course or re-thinking an existing one.
- ❑ The TEL Workshop Day focuses on the use of technology to teach and learn.
- ❑ The Technology and Pedagogy Project is designed to support faculty in instructional design with the effective use of technology in their teaching.
- ❑ Consultation and ad hoc services are available in areas such as "Feedback on Teaching," "Teaching Development Initiatives," "Teaching Peer-support" and "Teaching and Learning with Technology."
- ❑ Please refer to www.yorku.ca/cst for more information on CST and the programs mentioned above.

Athlete's Care @ York University

Athlete's Care is a network of sports medicine facilities that specialize in treating sports and orthopedic injuries. The care and services available include sports medicine physicians, physiotherapists, registered massage therapists, personal training services, nutritional counselling, fitness evaluations, as well as custom, bracing and orthotics. For more details, please contact:

- ❑ **Toronto Track and Field Centre:**
Tel: (416) 736-5991
www.athletescare.com/content/index.php
- ❑ **Room 145, Accolade East:**
Tel: (416) 736-5788

York University Style Guide

- ❑ Available at www.yorku.ca/ycom/style/index.html, the *York University Style Guide* is a reference for the York University community, to assist in journalistic and promotional writings, and for communications to the general public. It pertains to York University's English language publications only. Our guidelines for capitalization, abbreviation, punctuation, use of titles, non-sexist language and other issues of style come from a few sources. A modified Canadian Press (CP) style is used. The CP *Stylebook*, along with CP *Caps and Spelling*, is the general guide. The *Canadian Oxford Dictionary* is the authority for spelling. Another guideline is *Talking Gender: A Guide to Non-sexist Communication* by Ruth King et al., and the *CCAE English Language Style Guide*.

Abbreviations and Acronyms

- ❑ Please visit <http://vpacademic.yorku.ca/directory/acronyms/index.php> for a list of the abbreviations and acronyms commonly used at York University.

Unions and Associations

The University has 13 unions and an association. They are:

Union /Association	Web site/Email Address
Canadian Union of Public Employees (CUPE Local 1356)	Web site: www.1356.cupe.ca
Canadian Union of Public Employees (CUPE 1356 – Unit 1)	Web site: www.1356.cupe.ca
Canadian Union of Public Employees (CUPE 1356 – Unit 2)	Web site: www.1356.cupe.ca
Canadian Union of Public Employees (CUPE 3903 – Unit 1)	Web site: http://cupe3903.tao.ca
Canadian Union of Public Employees (CUPE 3903 – Unit 2)	Web site: http://cupe3903.tao.ca
Canadian Union of Public Employees (CUPE 3903 – Unit 3)	Web site: http://cupe3903.tao.ca
Confidential, Professional and Managerial Employees Association (CPMEA)	Web site: www.yorku.ca/yorkcpm
International Union Of Engineers (IUOE) (Local 772)	Web site: www.iuoe772.org
Ontario Public Service Employees Union (OPSEU) (YUELI)	Web site: www.opseu.org
Osgoode Hall Faculty Association (OHFA) *	Email: nbrooks@osgoode.yorku.ca
York University Faculty Association (YUFA)	Web site: www.yufa.org
York University Staff Association (YUSA)/Association du personnel de l'Université York (YusApuY)	Web site: www.yusapuy.org
YUSA/YusApuY (Unit 2)	Web site: www.yusapuy.org

* This association is not an organized bargaining unit.

Faculty and managerial staff are more likely to be associated with those detailed below:

York University Faculty Association (YUFA)

York University Faculty Association represents faculty and librarians at York University. For information on YUFA activities and the YUFA collective agreement (includes information on your benefits/pension), please refer to www.yufa.org.

Confidential, Professional and Managerial Employees Association (CPMEA)

The Confidential, Professional and Managerial Employees Association (CPMEA) is not a union, but an association. It represents nearly 700 employees of York University. Job responsibilities within the CPM group range from confidential administrative support positions to senior executive positions. The CPM Association has its own constitution, and the terms and conditions of employment for members of the CPMEA are established by general and specific policies and practices. An Executive Committee comprised of elected representatives works closely with the University's senior administrators to relay information and/or discuss concerns.

Pension and Benefits

A Pension and Benefits Counsellor will contact you to ensure that your pensions and benefits (extended health, dental, vision, life insurance and long term disability) enrolment forms are provided to you for completion. Please visit www.yorku.ca/hr/compensation/pensionbenefits/index.html for counsellor contact details. The Compensation, Pension and Benefits Office is part of York's Human Resources and Employee Relations Department, and is located in the East Office Building, 139 Ottawa Road, Suite A, Keele Campus.

It is important that you contact the Compensation, Pension and Benefits Office whenever there is any change to your personal information that may affect your pension and benefits coverage (e.g. marital status, birth of a child, change of a beneficiary, etc.).

The Benefits Coverage booklets for selected unions and associations are available in printable form from the following Web site:

www.yorku.ca/hr/services/employees/benefits.html.

For further information on York's Human Resources and Employee Relations Department, please refer to www.yorku.ca/hr.

Retirement Planning Centre

The Retirement Planning Centre provides support, education and counselling for all York employees and retirees, and enables them to make informed choices when planning for retirement. The Centre provides a variety of services and seminars on financial planning. For more information on the services provided (and related links) please refer to: www.yorku.ca/retire.

Recreation Facilities at York

Tait Mackenzie Centre is a fully staffed Fitness Centre with a variety of sports machines, cardio machines, free weights, dance and aerobic classes. There are gymnasiums, squash courts and a 25-metre swimming pool.

Toronto Track and Field Centre offers an indoor track, and a weight room (September through April) and an outdoor track during summer months.

The National Tennis Centre contains indoor courts that may be used by faculty, staff and York students at a reduced rate on weekdays at designated (daytime) hours during the winter term, from January through April. To register, please contact the National Tennis Centre at (416) 665-9777.

The Rexall Centre (operated by Tennis Canada) has 12 outdoor summer courts and 8 indoor winter courts. This facility hosts an annual stop on the professional circuit and thereby draws the world's best players and thousands of spectators to York each summer. The facility is used for the staging of inter-university competitions, varsity practices, and winter training. During the winter term (November through April), a discounted fee on indoor courts is offered to York students weekdays during daytime hours.

The Canlan Ice Sports Arena www.icesports.com/York_HomePage.ashx is a year-round recreation facility that has been the home of York hockey since 1968. Located on York's Keele campus, the facility is privately owned and operated. Skaters can enjoy five NHL-sized ice rinks and a feature ice rink, expandable to Olympic size. Various food outlets are also available.

For more information on recreation at York, please refer to: www.yorku.ca/sprtyork/index.asp. Membership enrolment must be conducted in person, as there is a medical questionnaire to complete and sign when you join.

Incentives

Numerous incentives open to both alumni and employees of York University can be found by reading about the 'Perks' program on the Alumni Web site at www.yorku.ca/alumni/perks/index.htm. A few examples are listed below:

- ❑ Home and Auto Insurance provided by TD Meloche Monnex. For more information, visit www.yorku.ca/alumni/perks/Meloche.html.
- ❑ Credit cards – for information on the York University MBNA Canada MasterCard, with the World Points option, go to www.yorku.ca/alumni/perks/MBNA.htm.
- ❑ Details of discounted ticket pricing on big game sporting events details can be found at www.yorku.ca/alumni/perks/torontoFC.htm.
- ❑ Tuition fee waiver - York encourages its employees to upgrade their knowledge and skills in order to remain productive and to ensure a workforce qualified to perform their current or future responsibilities. To this end, the University waives the tuition of most eligible programs for eligible employees and their dependents. For more information, please visit www.yorku.ca/hr/documents/Tuition_Fee_Waiver_Guideline.pdf. Please note: If not a Canadian citizen or permanent resident, applicants may be treated as International Students, and charged course fees accordingly.

GoSAFE Program

- ❑ Why walk alone? York's Security, Parking and Transportation Services' goSAFE program offers faculty, staff and students an evening safety service. Student Safety Officers will accompany you by request to your campus destination or bus stop. If you are working late or would feel safer if accompanied to your destination on the Keele or Glendon campus, call ext. 55454 and a York Student Safety Officer will walk you to the nearest [goSAFE](#) stop for pick up by the shuttle bus, or they'll walk you to your destination on campus. It is a complimentary service.
- ❑ At the Keele campus, the shuttle route (one on request only) runs approximately every 30 minutes from Vari Hall, between 7pm or 8pm and 2am. Its eight stops are considered goSAFE zones, have appropriate lighting and are closed-circuit television monitored with blue lights and emergency phones. Please visit www.yorku.ca/gosafe/YorkShuttle_Routes_Map.pdf for a list of stops and the goSAFE route maps.

- ❑ The service runs seven days per week. From September to April, the hours are 7pm to 2am. From May to August, the hours are 8pm to 2am. The shuttles run approximately every 30 minutes at the Keele campus only.
- ❑ For more information about the goSAFE program, call 416-736-5454 (or ext. 55454) or visit the goSAFE Web site.

Toastmasters at York University

The Toastmasters Club is a worldwide program in which members develop and improve their public speaking skills within the warm, supportive environment of fellow members. By participating in Toastmasters, members have the opportunity to develop communication and leadership skills, which in turn foster self confidence and business success.

The Schulich Toastmasters Club is open to all members of York University. Please visit <http://toastmasters.schulich.yorku.ca> for more information.

Learning and Development

The Learning and Development unit is part of HR Services and Organizational Development in the Department of Human Resources & Employee Relations.

York University employees are provided with a variety of training and development opportunities that support their present learning needs and career advancement.

For more information, please visit www.yorku.ca/hr/hrlearn.html.

Employee Well-Being Office

The Mission of York's Employee Well-Being Office is:

To minimize the impact of an impairment on the employee's capacity to participate in the work environment.

The purpose of the Employee Well-Being Office is to:

- Work with employees who are absent to ensure optimal care, knowledge of sick leave provisions, benefits and accommodation.
- Provide advice regarding medical documentation and review medical documentation to ensure adequacy.
- Work with the employee and the department to plan and effect a safe return to work.
- Administer the contracts with the Employee Assistance Provider, the Long Term Disability insurer and ensure compliance with WSIB legislation.

- Establish a trusting relationship as a confidential resource.
- For more information, please visit www.yorku.ca/hr/units/employeerelations.

Disability Services

The Counselling Disability Service homepage, found at www.yorku.ca/dshub, serves to organize links to a variety of resources and services at York University, including the Office for Persons with Disabilities, links to the ACCESS York Committee and its subcommittees, ABLE York, the Office of the Ombudsperson and the Centre for Human Rights, and the Ron Cope Gateway Resource Room. Please visit the site for more information.

ACCESS York

Access York is York University's Advisory Committee for Persons with Disabilities.

Purpose:

Access York is responsible for:

- 1) Advocacy on behalf of persons with disabilities who work and learn at York University;
- 2) Ensuring that the University fulfils its commitment to equity and access for persons with disabilities;
- 3) Advising the President and other policy makers with reference to persons with disabilities;
- 4) Referring policy and legislation to the President and to the Senate of York University;
- 5) Acting as a forum for new ideas and concepts which will help the University better fulfill its responsibilities to persons with disabilities;
- 6) Receiving any matters which arise in the fulfillment of policy and making recommendations to the appropriate bodies and authorities.

Issues:

Access York will:

- 1) Monitor the campus implementation of the Ontarians with Disabilities Act, The Charter of Rights and Freedoms, the Ontario Human Rights Code, the Federal Contractors Program for Employment Equity, and related laws and regulations;
- 2) Ensure the most appropriate level of accessibility, both physical and intellectual, that is possible at York by monitoring the various applicable University policies;

- 3) Foster the widest sensitivity and acceptance within the University community;
- 4) Enhance through education and training the service provided by staff and faculty of the University;
- 5) Monitor the implementation of accommodation in employment and academic matters;
- 6) Evaluate the effectiveness of University and Senate policy in these areas. As needed, Access York will suggest modifications to policies for submission to the appropriate Vice-President or the President for action and referral to the appropriate bodies;
- 7) Assist and offer its expertise in any other related areas that may arise from time to time.

Occupational Health and Safety

Under the Occupational Health and Safety Act and the University Occupational Health and Safety Policy, the University is committed to provide and maintain a healthy and safe workplace, by adhering to all relevant health and safety legislation. The Occupational Health and Safety Department at York University facilitates this function.

Its mission is to promote the highest standards of Occupational Health and Safety in the York community with professionalism and objectivity.

For information on their key functions, training programs and more, please visit www.yorku.ca/dohs.

York Lanes

York Lanes is the Retail Centre of the Keele campus, with a wide variety of services.

The complete Retailers Directory can be found at www.yorku.ca/commerce. Listed here, it includes:

- | | |
|----------------------------------|----------------|
| ❑ Aidia Fine Accessories | (416) 667-7676 |
| ❑ Alterna Savings (Credit Union) | (416) 252-5621 |
| ❑ Anders & Flynt Opticians Inc. | (416) 663-8887 |
| ❑ Aromatic Fumes | (416) 665 2360 |
| ❑ Baba Ji Jewelry | (416) 826-1800 |
| ❑ Bank of Montreal | (416) 665-4775 |
| ❑ Campus Cleaners (Dry Cleaners) | (416) 736-5960 |
| ❑ Campers Cove | (416) 736-5995 |
| ❑ Campus Photo & Printing | (416) 736-5520 |
| ❑ C.I.M.S. Pharmacy | (416) 736-5272 |
| ❑ Daisy Gift Shop | (416) 663-4411 |
| ❑ Data Integrity Computers | (416) 736-5993 |

- ❑ General Store (416) 661-8382
- ❑ Inkblotz/Canada Post (416) 736-5911
- ❑ Klik's Beauty Centre (416) 661-3150
- ❑ Senate Travel (416) 661-0661
- ❑ Telus Mobility 1-866-558-2273
- ❑ York Lanes Chiropractic Clinic (416) 736-5414
- ❑ York Lanes Dental Clinic (416) 736-5038
- ❑ York Lanes Health Centre (416) 736-5525
- ❑ York Shop (416) 736-5551
- ❑ York University Bookstore (416) 736-5024
- ❑ York University Student Copy Ctr. (416) 736-2100 ext. 70300

For information on retail hours, please refer to: www.yorku.ca/commerce/hours.htm.

Places to Eat

Central Square	York Lanes
<ul style="list-style-type: none"> ❑ Pizza Pizza ❑ La Vincita ❑ The Copper Pot ❑ Salad Bar ❑ Mr Sub ❑ Harvest Hill Bakery ❑ Tim Horton's Coffee Shop ❑ Central Jerk ❑ CSQ Café ❑ Vegetable Bowl ❑ Pasta Pronto ❑ Grill 155 	<ul style="list-style-type: none"> ❑ Indian Flavours ❑ Falafel Hut Village ❑ The Great Canadian Bagel ❑ Mangia Mangia Italian Eatery ❑ Blueberry Hill Restaurant ❑ Berries and Blooms Fruits ❑ Sakura Japanese Foods ❑ The Second Cup (Coffee Shop) ❑ Popeye's Chicken ❑ Taco Villa ❑ Tastes Healthy Foods ❑ Company's Coming Cafe

The Student Centre

- ❑ Pagoda Chinese Cuisine
- ❑ Jimmy the Greek
- ❑ Kentucky Fried Chicken and Taco Bell
- ❑ Treats Coffee Emporium
- ❑ Underground Restaurant/Club
- ❑ Wendy's
- ❑ Panzerotto & Pizza
- ❑ Yogenfruz

Technology Enhanced Learning (TEL) Building

- ❑ Tim Hortons
- ❑ Espresso's Coffee Company
- ❑ Pita Pit
- ❑ Grille Works
- ❑ Centre Stage
- ❑ Bene Pizza
- ❑ Salad Garden
- ❑ Kettle Classics
- ❑ Cool Tropics

Coffee Shop Locations on Keele Campus

Las Nubes

- ❑ Central Square, Ross Building
Las Nubes sustainable coffee is grown in the Las Nubes rainforest of Costa Rica. The rainforest was donated to York University in 1998, by Dr. Woody Fisher, a prominent Toronto physician, medical researcher and co-founder of the Canadian Liver Foundation.

Mother Parkers

- ❑ Canlan Ice Sports

Starbucks

- ❑ Central Square (regular coffee only)

The Second Cup

- ❑ York Lanes

Tim Hortons

- ❑ Technology Enhanced Learning (TEL) Building
- ❑ Central Square, Ross Building
- ❑ William Small Centre
- ❑ Seneca Building

Timothy's

- ❑ The Market Place, Schulich School of Business (also sells Las Nubes coffee)

Restaurants, Cafeterias and Pubs on Campus

Keele Campus

- ❑ Absinthe Coffee Shop and Pub, Winters College
- ❑ Atkinson Restaurant (Michelangelo's), Atkinson
- ❑ Central Square Cafeteria
- ❑ Cock and Bull Coffee Shop & Pub, Founders College
- ❑ Complex 1 Cafeteria, Winters College
- ❑ Complex 2 Cafeteria, Stong/Bethune
- ❑ Counter Culture, Lumbers Building
- ❑ Environmental Studies Lounge, Lumbers
- ❑ EOB Cafeteria, East Office Building
- ❑ Faculty Club, Ross
- ❑ JACS, Bethune College
- ❑ Kosher Restaurant, Winters
- ❑ On the Edge Pub & Coffee Shop, Calumet
- ❑ Open End Coffee Shop & Pub, Vanier
- ❑ Orange Snail Coffee Shop, Stong College
- ❑ Oscar's Well Coffee Shop & Pub, McLaughlin
- ❑ Osgoode Cafeteria, Osgoode Hall
- ❑ PRB Cafeteria
- ❑ Tait McKenzie Snackette, Tait McKenzie Centre
- ❑ TEL Café, Technology Enhanced Learning Building

Glendon Campus

- ❑ Café de la Terrasse
- ❑ Glendon Cafeteria
- ❑ The Sports Bar

Financial Institutions on Keele Campus

- ❑ TD Canada Trust (Automated Teller Machines) – Central Square
- ❑ Scotia Bank (ATM) – Student Centre
- ❑ Bank of Montreal (BMO) (ATMs and over the counter services) – York Lanes
- ❑ Royal Bank of Canada (RBC) (ATM) – Health, Nursing & Environmental Studies Building
- ❑ Alterna Savings Credit Union (ATM and over the counter service) – York Lanes

Miscellaneous

Canadian Currency/Slang Money Terms

Coins:

1 cent – Penny. There are a large number of U.S. pennies in circulation & they can be substituted and used as Canadian.

5 cents – Nickel. The term originates from the name of the metal the coin is minted from. The same term is used in the United States.

10 cents – Dime, originates from the French word décime. The same slang is used in the U.S.

25 cents – Quarter. Probably because it is a quarter of a dollar. The same slang is used in the U.S.

\$1.00 – Loonie. This is because it contains a picture of the North American bird, the Loon.

\$2.00 – Toonie (or `twonie'). It is a two-colour coin, and obviously double the value of a loonie.

Notes:

Canadian paper money comes in denominations of \$5, \$10, \$20, \$50 and \$100.

Please visit www.vancouver.hm/money.html for more information.¹¹¹

Please visit the Bank of Canada's Web site at www.bankofcanada.ca for more information, and for the security features of the bills/notes. For details of the coin features, go to the Royal Canadian Mint's site at www.mint.ca.

Telephone Numbers/Area Codes¹¹²

289: GTA suburbs and central southeastern Ontario (e.g. Halton, Hamilton-Wentworth, Niagara Peninsula, York, and southern Simcoe regions, excluding Toronto)

416: City of Toronto (includes the municipalities of York, East York, North York, Etobicoke, and Scarborough)

519: GTA (e.g. Peel, Dufferin, Guelph and Wellington regions)

613: Eastern Ontario (e.g. Belleville, Kingston and Ottawa)

647: Toronto

705: Northeastern Ontario and Central Ontario (e.g. Barrie, Collingwood, Orillia and North Bay)

905: GTA suburbs and central southeastern Ontario (e.g. Halton, York, Peel and Durham regions, excluding Toronto)

911: Nationwide emergency telephone number

Long distance prefix: **1**

Country telephone prefix: **1**

International telephone prefix: **011**

Local calls are 'free' (i.e. there are no additional costs to your residential line bill). If you are calling from a public payphone, rates start at 50 cents.

Dial '411' for an operator to aid with locating a number. Dialling '0' will get you an operator for general assistance (a fee may apply).

Telephone Calling Cards

Prepaid and long distance calling cards are convenient, cheaper options for making calls from Canada, rather than calling without a long distance plan or from a public payphone. They can be purchased at many retail outlets (including Ink Blotz on campus) and are available in various denominations, (e.g. \$5, \$10 and \$20 cards, etc.) and can be used from any phone, anytime.

Clothing and Shoe Size Conversion Charts

There are many Web sites you can visit for this information. A couple of examples are listed below for your convenience:

www.i18nguy.com/l10n/shoes.html

www.onlineconversion.com/clothing.htm.

Frequently Asked Questions

General Questions

1. I need help finding moving companies. Can York University offer any assistance?

Yes. The University has negotiated contracts with several major moving companies for domestic, cross-border and international moves. These preferred moving companies (CAUBO members) provide competitive rates. Ask either the Budget Officer or Finance Officer of your hiring faculty/department.

It is preferred that these movers are used, as it will assist to ensure adequate insurance coverage, controlled costs and a quality service. York University has a longstanding relationship with these companies and is billed directly for your move, settling the bill once you have accepted your goods. Faculty moving from outside of Canada are required by law to use the reimbursement method (the Canada Revenue Agency, CRA, allows individuals currently residing in Canada to access a relocation advance, if necessary).

You are entitled to use your own moving company, and to sign a private agreement with them, but the costs must be met in advance by you (with reimbursement of eligible amounts, upon submission of receipts to York University). In the case of a dispute regarding delivery, the University will not intercede in this private agreement.

2. If I want to use a mover that is not a preferred mover, what must I do?

You will need to obtain estimates from two or three different moving companies and submit them to your hiring department (usually the Budget Officer) for review. Approval must be given by the appropriate Dean, Vice-President or Assistant Vice-President. Once granted approval, you may contact the company directly and book the move. You will need to pay the mover in advance, and then be reimbursed for approved out-of-pocket expenses.

Q.3 Can I conduct the move myself?

Yes, however all costs must be estimated and submitted in advance for approval. Remember to keep your original receipts for submission with your reimbursement claim.

4. What are eligible moving expenses?

Eligible moving expenses include costs incurred to relocate you and your family within commuting distance of York University, up to your maximum approved amount. They typically include travel for you and your immediate family relocating with you (those who are a part of your usual household) and shipment of your household goods. All expenses, except for those incurred by using the preferred movers, require payment. The University reimburses for eligible amounts upon submission of original receipts and completed forms.

You cannot be reimbursed for some expenses, such as real estate commissions, legal fees and furniture storage. Although not reimbursable by the University, certain expenses are tax deductible. Please visit the Revenue Canada site for more details (<http://www.cra-arc.gc.ca/tx>).¹¹³

5. How long does it take to receive reimbursement?

You can expect to be reimbursed approximately 5-10 working days after your claim is received.

6. How do I go about negotiating laboratory space?

The Dean will contact you to provide details on laboratory space. For more information, please contact the department that hired you.

7. How do I transfer my research grant?

Transfers of research grants, contracts and salary awards are routinely administered among universities in Canada, and are easily managed among universities internationally. For more information, please contact David Phipps, Director of the Office of Research Services (ORS) at dhipps@yorku.ca, or telephone (416) 736-2100 ext. 55813.

Domestic Moves

8. How do I make payroll and pension/benefits arrangements when I arrive at York University?

Contact the Pension and Benefits Office in the Human Resources department to make an appointment to complete benefits and salary documentation, if you have not already completed and returned the documentation. If relocating from another Canadian province, you will also need to apply for the Ontario Health Insurance Plan (OHIP) as there is a mandatory three-month waiting period before you are eligible for OHIP. During this waiting period, you will continue to be covered by the health insurance of your previous province for up to three months.

Cross-border/International Moves

9. What else must I do upon arrival to Canada?

As a foreign national, it is imperative that within the first few days of arrival, you apply for your Social Insurance Number (SIN) and for the University Health Insurance Plan (UHIP), as you (and your family) will need health coverage during the three month OHIP waiting period.

10. My spouse/partner would like to work in Canada. Is this possible, and if so, what do they need to do?

Yes, this is usually possible. In the past, as the spouse/partner of the main applicant, they would have been 'attached' to your work permit initially and would enter as a visitor. Once here, they could apply for a work permit in their own right. Now, it is possible for the foreign partner of the foreign employee to be issued an Open Work Permit from the outset, allowing employment on and off campus.

11. I'm a returning Canadian national with a foreign partner/spouse. Will they be able to work in Canada, and if so what do they need?

Since you are a Canadian national, you have the right to work here without having to apply for a work permit. This means that unlike a foreign national, you do not have a permit for your spouse/partner to 'attach' to.

Your spouse/partner will have to apply for a work permit in their own right, which Immigration will grant once the written job offer is confirmed by Service Canada. Please feel free to speak with the Relocation Coordinator if this is your situation.

12. How long does it take to receive a work permit?

It takes approximately 2-3 months from the time a Labour Market Opinion application to hire a foreign worker is submitted until one can reasonably expect the foreign worker to obtain a work permit. The file is submitted after the signed offer letter is returned. The process is as follows: In order for our offer to you to become bona fide it requires Service Canada 'validation.' This is issued in the form of a 'Labour Market Opinion' which should be positive or neutral, i.e. the hiring of a foreign national does not adversely affect the Canadian workforce. To achieve this, York forwards Service Canada a file containing the details of the search, the advertisement, the number of domestic applicants, the reasons why the top three Canadians were deemed unqualified, and details of the successful foreign candidate. Once this is done and the LMO is issued, York is faxed notification of same, which is passed on to you. This notification contains a System File Number which allows the immigration authorities to access the LMO, and authorizes them to issue you the temporary work permit you need to enter the country.

13. What is an 'open' work permit?

An open work permit allows a foreign worker to work for any employer, i.e. the permit is not employer-specific.

14. Are a permanent resident and a landed immigrant the same?

Yes.

15. What is 'implied status'?

Implied Status refers to the foreign worker's status when they are continuing in their current position, have applied for an extension of their work permit (prior to their current permit expiring) and are awaiting a decision from the immigration authorities. Please note that the application for extension of the permit must be received by the Case Processing Centre in Vegreville, Alberta, Canada, prior to the expiry date on the permit.

16. Will my credit history and score count in Canada?

It may or may not. The use of world credit history is increasing, but the majority of lenders do not consider it. As a newcomer, be prepared to be considered as having 'no credit history' in Canada. Since you may wish to purchase goods or services on credit here, it is advisable to keep a credit card from your originating country to provide you with a stop-gap measure until you receive a new credit card.

17. I've approached various banks and lenders, but cannot get a mortgage. What can I do?

There are two considerations here: (1) immigration status and (2) credit rating status.

In terms of immigration status, most lenders will not approve a loan unless you are a permanent resident of Canada. To accept a full-time tenure/tenure-stream position, also requires that you demonstrate permanency, e.g. are 'landed.' However, we have found that if you can demonstrate that you are on the path to permanent residency, a lending institution should be willing to advance a mortgage to you, assuming you meet all the other usual criteria.

For financial assistance, you might seek the services of a mortgage broker. Any good broker knows the industry well and should be able to tell you about mortgages available specifically for those who are new to the country, even with 'zero' credit status. They will shop around to get you the best available rate. So, instead of an 'inquiry' being registered every time you approach a different lender (multiple enquiries within a short time frame may reduce your credit score), with the broker, only one is registered, regardless of the number of lenders they approach on your behalf. As a newcomer with no credit history you may be required to pay a 25 per cent to 35 per cent down payment in order to qualify for a loan. There are several incentives to buying a home. For example, the Homebuyer's Plan (HBP) allows you to 'borrow' up to \$20,000 from your registered retirement savings plan (RRSP) to buy or build your home if you are a first-time home buyer. You may borrow up to \$40,000 with your spouse or common-law partner.¹¹⁴

Another option is the York University Guaranteed Housing Loan Plan, which offers up to \$160,000 for those approved. It assists full-time continuing academic and administrative staff with the re-financing or renovation of a principal residence. You must still meet the institution's normal lending criteria to obtain a loan. If approved, the University will guarantee a loan by one of the banks or credit unions designated by the University and chosen by the employee. Please contact the University Treasurer, Laurie Lawson, who administers the program, for more information.

18. I have documents which Immigration has said must be notarized. Is there anywhere at York where this can be done?

Yes. The Office of the [University] Counsel may be contacted at (416) 736-5310 (ext. 55310 if calling internally). This service is provided free of charge to employees of York University. Please call first to book an appointment.

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Once again, welcome to York University.

A few years ago, I immigrated to Canada with my family. I personally understand the process and immigration paperwork involved; the economics, the waiting, and the mixture of emotions one goes through as you pick up your life, leave loved ones 'back home' and start afresh in a new country. From house-hunting, job-hunting, and finding schools for my children, there was so much to arrange in those early months. Yet through the ups and downs, I'll never forget the excitement, exhilaration and feelings of accomplishment I felt in moving and settling here. For me, the saying, "the world is your oyster" holds true. Canada is my new world.

Canada is yours for the taking, whatever your aspirations and whatever you want to make of it.

As you start your journey with us, I hope your time here will be a happy, successful and rewarding one. All the very best to you,

Claudia McPherson

Relocation Coordinator

Relocation Services: Contact Information

For any questions, or for more details on any of the materials listed in this handbook, please feel free to contact me. Consultations are free and confidential. I look forward to assisting you with this exciting transition.

Relocation Coordinator
Recruitment & Employment Equity
Human Resources & Employee Relations
East Office Building
4700 Keele Campus
Toronto, Ontario
M3J 1P3
relocate@yorku.ca
www.yorku.ca/relocate
416-736-2100, ext. 33434

Notes

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