



Information Resources Handbook

New Full-Time Academic Staff (2022-2023)

Adapted from Western University's
Information Resources for Full-Time Academic Staff 2020-2021

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Land Acknowledgement

King's University College is situated on the traditional territories of the Anishinaabeg, Haudenosaunee, Lunaapeewak and Chonnonton peoples, who have longstanding relationships to the land and region of southwestern Ontario and the City of London. The local First Nation communities of this area include Chippewas of the Thames First Nation, Oneida Nation of the Thames, and Munsee Delaware Nation. In the region, there are eleven First nation communities and a growing Indigenous urban population.

King's University College values the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America).

Introduction

King's Office of the Vice-President and Academic Dean (VPAD), in collaboration with the Human Resources Team, assists new academic staff and their family with their transition to King's and to the Community of London, Ontario.

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

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

For further information on the services provided by the Office of the Academic Dean and the Human Resources Department, please contact:

[Samantha Pearson](#)
Manager of Administrative Affairs
Office of the Vice-President and Academic Dean

[Erin Wilson](#)
Human Resources Coordinator
Department of Human Resources

Section 1: Moving to London

You will have been given information about your moving allowance, if applicable, in your offer letter. This allowance may be used toward the following types of expenses:

- a. The full cost of one-way transportation, normally economy air fare or equivalent, for the appointee and members of your immediate family to London, Ontario.
- b. Any quarantine accommodation, and associated costs, required at the time of your entry to Canada.
- c. The cost of meals and accommodation required in transit and up to one week while awaiting permanent accommodation in London, Ontario, subject to the requirements set out in the King's [Travel and Accommodation Policy](#).
- d. Cost of moving normal household effects to London, Ontario.

Moving Companies

Before contracting with a moving company please provide the [ADO](#) with three quotes for review and approval for moving your household belonging from your place of residence (normally the last place of full-time employment) to London, Ontario by the most direct route.

Reimbursement

Requests for reimbursement should be made using the King's [Employee Reimbursement Form](#), and submitted to Samantha.Pearson@kings.uwo.ca, together with scanned copies of receipts (original receipts should be retained and available upon request by King's Finance Department. All requests for reimbursement related to moving should be submitted by October 1st.

Housing

Sites for rental properties:

- [Western Off- campus housing](#)
- AcademicHomes.com - Sabbatical homes for rent, for sale, for exchange, or for sitting.
- SabbaticalHomes.com - Academic Home Rental Exchange Sitting – est. 2000
- [Canada Apartments and Houses for Rent. Apartment Rental Listings on The Rent Board of Canada](#)
- [House | Apartments & Condos for Sale or Rent in London | Kijiji Classifieds](#)
- [Meds Housing: Housing](#)

Resources for Initial Home Setup

The following information provides a broad overview of essential services necessary to set up your home.

Electricity

[London Hydro](#)

Heat

[Enbridge Gas](#)

Water Heater Sales/Rentals

[Reliance Home Comfort](#)

Phone Connection, Cell, Cable & High-Speed Internet

[Bell Canada](#)

[Rogers Canada](#)

[Tek Savvy](#)

[Start.ca](#)

Local Newspaper

[London Free Press](#)

Garbage/Recycling Collection

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

Driving in Ontario

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

The Ministry of Transportation Driving Licensing website is located at: [Ministry of Transportation](#)

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

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

[MTO Exchange](#)

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

Pets

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

Within London [Off-Leash Parks](#)

Transportation Services

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

Airlines

[London International Airport](#)

Bus Services

[Greyhound Bus Terminal](#)

[Robert Q's Airbus](#)

Provides transportation to the Toronto Airport/ YYZ or Detroit Airport

Train Services

[Ontario | VIA Rail](#)

Local Transportation

London Transit Commission (LTC)

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

[London Transit Commission](#) - public buses (519) 451-1347

Taxi Services

About town: (519) 432-2222

Checker Limousine and Airport Services: (519) 659-0400

[Uber](#)

U-NEED-A-CAB: (519) 438-2121

Yellow London Taxi: (519) 657-1111

Bicycle Paths

The City of London supports bicycling as an active way to enjoy the many special features London has to offer either as a recreational pastime or as an alternative means of transportation.

[City of London Bike Paths](#)

Financial Information

Please contact Payroll Manager Kate.Maars@kings.uwo.ca for issues related to payroll, benefits or pensions.

[Canadian and Ontario Taxes \(HST\)](#)
[Canada Revenue Agency](#)

Health Care

Family Clinic for Faculty/Staff at Western

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

Staff and faculty are asked to register for the Clinic at [Family Practice Clinic - Health & Wellness - Western University \(uwo.ca\)](#).

London Health Sciences Centre

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

Walk-in Medical Clinics

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

The following link contains most, if not all, walk in medical clinics in London along with contact information and hours of operation: [Medical Clinics Listing](#)

Family Care

Schools

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

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

The school that your child/ren attends will depend on the school zone determined by your home address.

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

[Before and After School Care](#)

[The Ontario Ministry of Education](#)

[Thames Valley District School Board](#)

Catholic School Board

[London District Catholic School Board](#) [Catholic French First Language School Board](#)

Private Schools

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

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

Blyth Academy

[Byron Woods Montessori School](#)

[Christian Academy of Western Ontario](#)

[Faith Community Christian School](#)

[Gibbons Park Montessori School](#)

[London Community Hebrew Day School](#)

[London Christian High School](#)

[London Islamic School](#)

[London Waldorf School](#)

[Matthews Hall](#)

[Montessori House of Children](#)

Vocational and Adult Education

[Fanshawe College Continuing Education](#)
[Western Continuing Education](#)

Program Activities for your Children

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

Spectrum

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

Sport Western

Sport Western is a sports day camp that offers an introduction to basic skill technique and fundamentals in a variety of sports for students between the ages of 4 to 18. Programs include art, basketball, music, rowing, science zone, smorgasbord, soccer, tennis, track & field, and volleyball.

More information can be found at the following websites:

[Sports Western](#)
[Discovery Western Engineering Camp](#)
[Girls Lead](#)
[STEM camp](#)

Childcare

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

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

[Ontario Ministry of Community and Social Services](#) - Southwest Region London

[Ministry Children and Youth Services](#) - Southwest Region London (519) 438-5111

[Middlesex-London Health Unit](#)

Monitors health and safety conditions in child care facilities

Child Care / Early Childhood Education Programs in London

(Babies, Toddlers, Preschoolers)

[Ontario Early Years Centers Information](#)

[University Child Care](#)

Western offers a full program daycare with priority spaces provided to children of faculty

members. This daycare is operated by the YMCA.

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

London and Surrounding Area Entertainment

[Downtown London](#)

[Covent Garden Market](#)

130 King Street

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

[Budweiser Gardens](#)

99 Dundas Street

This facility is home to the London Knights and hosts many sporting and entertainment events (including Broadway Musicals, David Bowie, Rod Stewart, Tom Jones, Harlem Globetrotters and Diana Krall to name a few!)

[Centennial Hall](#)

Box office: 550 Wellington St., London (519) 672-1967 or (519) 672-1968

[Grand Theatre](#)

471 Richmond Street

London's Grand Theatre is nationally renowned and presents plays from October to May. The company also hosts occasional outside arts attractions such as the National Ballet of Canada. Located at 471 Richmond Street Box Office.

Museums and Art Galleries

London houses many museums including the following:

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

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

[Fanshawe Pioneer Village](#)

A living history museum that specializes in fun for children of all ages. Experience London's past and see weavers, printmakers, blacksmiths and farmers demonstrate their trades of the past. Located at 2609 Fanshawe Park Road East.

[London Arts](#)

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

[London Tourism](#)

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

[London Public Library](#)

[Ontario Parks](#)

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

[Storybook Gardens](#)

Located inside Springbank Park

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

[Stratford Festival of Canada](#)

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

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

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

Additional Resources – London

[City of London](#)

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

Additional Resources – Ontario and Canada

[Ontario Government](#)

[Government of Canada](#)

Section 2:

Information for Foreign Nationals & Returning Canadians

This section includes broad information on the immigration process for foreign nationals moving to Canada including information on labour market impact assessments, work permits and work permit extensions. This section is not meant to be exhaustive as each immigration case is unique to the individual and circumstances may differ. The information below only highlights some key elements.

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

 King's cannot provide immigration advice. Refer to [Immigration, Refugees and Citizenship Canada](#) for up to date and accurate information.

Labour Market Impact Assessment

For foreign nationals accepting limited term, probationary or tenured appointments, the Office of the Academic Dean (ADO) will initiate the process of obtaining a work permit for you to legally work in Canada. The first step of this process is for King's to obtain a Positive Labour Market Impact Assessment (LMIA) on behalf of the employer.

This LMIA, once granted by Service Canada/Employment and Social Development Canada (ESDC), will be sent to you with further instructions on how to obtain the work permit (see below). The LMIA provides Immigration, Refugees and Citizenship Canada (IRCC) with the authority to issue a work permit at the port of entry or to issue a confirmation letter from the appropriate Canadian Consulate.

Work Permits

Foreign nationals must have either a work permit or permanent residence status to work in Canada.

Once you have the work permit, please provide a copy to the ADO and HR at your earliest convenience.

Family Members of OHIP- Eligible Foreign Workers

Family members of OHIP-eligible temporary foreign workers may be eligible for OHIP coverage (this includes family members of OHIP-eligible open work permit holders and OHIP-eligible restricted work permit holders) provided they are legally entitled to stay in Canada. Family members must provide the following:

OHIP-eligible Foreign Worker's Work Permit and one of the following:

- The eligible foreign worker's Canadian Immigration document identifying the accompanying family member(s); or
- The individual family member's immigration document as issued by CIC; or
- Family member's passport with an admission stamp cross-referenced to the foreign worker's work permit.

Renewal of Work Permits

In accordance with Canadian law, academic staff employed at Kings on a work permit must renew their work permit if their appointment continues past the expiration date of the work permit. Academic staff who do not hold valid work permits will not be paid.

Work permits obtained with an LMIA are temporary means of maintaining employment status in Canada. It is advised that Foreign Nationals intending on maintaining employment at King's University College apply for Permanent Residence at their earliest opportunity.

Spouses/Partner & Employment

Non-Canadian spouses of Federal Skilled Workers may qualify for a restricted open work permit in Canada without the need for a positive LMIA from Service Canada. More information can be found at: [Who can apply for an open work permit? \(cic.gc.ca\)](http://Who can apply for an open work permit? (cic.gc.ca))

CIC has implemented an open work permit holder fee which is payable at the same time as the work permit fee

Spouses include those individuals who are married to; are the common-law spouse of; or are the same sex partner of a foreign national.

The spouse of the academic may apply for an “open” work permit that will allow them to accept any job, in a non-restricted occupation. An open work permit only applies to occupations which do NOT require mandatory licensure, certification or registration. For professions in the health care sector, childcare and teaching at the elementary and secondary school level, your spouse will be required to undergo a medical conducted by a panel physician in order to have this restriction lifted. More information can be found at the IRCC website.

The work permit of your spouse will be valid for the same period as the primary work permit holder’s authorization to work in Canada (as long as it does not surpass the validity of the passport). Open permits for Foreign Nationals who do not require a temporary resident visa (TRV) for entry into Canada can be obtained at the port of entry when the primary worker is obtaining his/her work permit. If the open work permit was not issued at the point of entry with the Federal Skilled Worker, an online application may be made through the IRCC website.

Spouses & Study

Should your spouse wish to study in Canada, they must obtain an authorization to study in Canada by changing the conditions of his/her immigration document.

Applications to change conditions and additional information can be found at IRCC website.

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

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

Social Insurance Number

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

Applications can also be obtained in person at the London Service Canada Centre located at 457 Richmond St, (519) 645-5944 Mondays to Fridays 8:30 – 4:00 pm.

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

If you are a temporary foreign worker (on a work permit) and apply for permanent residence status, you must reapply for a permanent SIN. A SIN is required for payroll, benefits and health insurance. Please provide this number to Kate.Maars@kings.uwo.ca in Payroll.

Health Care

The provincial government sponsors basic health care under the Ontario Health Insurance Plan (OHIP), paid through income taxes. Information on [OHIP](#).

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

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

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

You must bring three pieces of valid identification that show:

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

More information on [OHIP](#).

 If the individual has a full-time position longer than 6 months, they are eligible for OHIP the day that the appointment/position starts. **The normal three-month waiting period for OHHIP has been waived due to COVID.** The individual should have insurance to cover them when they first enter Canada, to cover them during any self-isolation or quarantine period, and until their employment begins.

<https://news.ontario.ca/en/release/56401/ontario-expands-coverage-for-care>

<https://www.health.gov.on.ca/en/pro/programs/ohip/bulletins/redux/bul201107.aspx>

https://www.health.gov.on.ca/en/public/publications/ohip/temp_foreign.aspx

This information is correct as of June 23, 2022. For current information, please check:
https://www.health.gov.on.ca/en/public/publications/pub_ohip.aspx

There is a mandatory three-month “waiting period” after you have registered for OHIP before this coverage begins (with the exception of newborn babies born in Canada and living in Ontario); however, you may apply immediately upon entering Canada. For individuals who are not covered by OHIP, coverage must be obtained for you and your family through **The University Health Insurance Plan (UHIP) until the end of your three-month waiting period.** For more information on UHIP and rates for coverage, please visit the [UHIP site](#).

Canadians returning to Canada after living abroad must reapply for OHIP coverage and will need to apply for UHIP coverage for the three-month waiting period. The enrolment and costs associated with UHIP will be provided by Human Resources upon application.

For Canadians who previously resided in another province, your previous provincial insurance should cover you until the Ontario health coverage begins without the need to purchase additional coverage. If you were a resident of Quebec, it is advised that you apply for UHIP for the initial three-month coverage Non-Canadian spouses and children of Canadian academic staff will also need to sign up for UHIP coverage. According to the Ontario Ministry of Health & Long-Term Care website, non-Canadian spouses and child/ren are eligible for OHIP only when the following documentation can be produced:

- You have submitted *Application for Permanent Residence* or an *Application for Landing* and have been confirmed by Citizenship and Immigration Canada as having satisfied the medical requirements for landing
- You are a foreign worker who holds a valid work permit or employment authorization which names a Canadian employer situated in Ontario and your prospective occupation and is valid for at least six months

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

Out of Country Drivers

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

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

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

Complete information on this program can be found at [Ministry of Transportation](#)

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

This may lower your insurance rates if previous driving experience is not considered by insurance providers. It may also prevent frustration for those required to take driving exams in order obtain an Ontario license and the test is not passed the first time.

Importing Vehicles to Canada

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

Further information on importing your vehicle can be found at: [Importing a vehicle \(canada.ca\)](#)
For more information, please see the [Canadian Border Services Agency \(CBSA\)](#) document on importing a car to Canada.

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

Required Documentation

- Proof of registration
- Odometer reading
- Month and year of production
- VIN number

- Recall Notices
- You will be given a Vehicle Import Form – Form 1. This document is required to license your vehicle in Ontario.

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

Vehicle Registration

Vehicle Registration

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

- Proof of automobile insurance
- Proof of Ontario insurance
- Ontario driver's license
- Application fee
- Title to your car
- A K-22 customs card (Form 1) if you brought your vehicle to Canada from another country

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

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

Importing Pets to Canada

The National Animal Health Program is responsible for establishing import requirements for animals and animal products coming into Canada, including pets. The [Canadian Food Inspection Agency](#) has prepared basic guidelines for frequently imported pets.

Section 3: Campus Resources and Information

IMPORTANT: Information is conveyed to faculty through their UWO email addresses so please check your email regularly (daily) while employed at the College.

New Faculty To-Do List (First Weeks of July):

Activate your Email Account

If you are new to King's or Western, you will need to activate your UWO email account. Contact Western Human Resources directly at 519-661-3800 – option 1 then option 2 for UWO email activation.

Mandatory Training Modules

All new employees to the College are required to complete mandatory training modules.

You will receive information by email to sign up for HR Downloads, King's platform for training modules. Please forward your certificates of completion to the [Human Resources Department](#) no later than **July 31**.

UWO ZOOM Account

All King's employees have access to university sponsored [ZOOM Accounts](#). It can be incorporated into your OWL course sites.

Mailbox

- Faculty with offices in the Wemple Building are assigned mailboxes that are located in Central Services in the Wemple Building.
- Social Work faculty mailboxes are located in the Social Work Office on the Second Floor of Labatt Hall.
- MEM faculty mailboxes are located in the School of MEM administrative area on the ground floor of Dante Lenardon Hall.
- All other faculty mailboxes are on the second floor of Dante Lenardon Hall. If you require an accessible office and mailbox, please notify [Samantha Pearson](#).

Employee Identification Card

Employees are required to carry their Employee Identification Card while on campus – you will be required to present this card to pick-up exams, access library services, and access your office building after hours. Apply [online](#) and follow the steps including instructions on uploading a photo.

Parking Application and Emergency Response Information

Check your UWO email for information from Debbie.Obrien@kings.uwo.ca for information including an application for parking permit (no charge, but it is a taxable benefit) and information about emergency response systems.

Meet with Your Academic Department Assistant

You are encouraged to acquaint yourself with your Academic Department Assistant as they are assigned to support members of your Department.

Locate Your Office

For assistance with locating your office, please see section '[Finding A Room](#)' in this handbook.

Review the Faculty Resource OWL Site.

All faculty at King's have access to the [Faculty Resource OWL Site](#). This site houses resources and instruction guides that provide clear instruction on matters/processes that will arise as you administer your course(s). The site is used to centralize the distribution of important process-based information that faculty need to be aware of as the term progresses.

Administrative Support

Administrative assistance to faculty includes:

- help with room/event bookings, course outline formatting;
- initial OWL support if you are new to the system;
- supporting departments with external reviews and hiring; and
- updating and maintenance of department webpages (under the direction of King's Web Team).

Academic Department Assistants and School Administrators

Primary function is to provide administrative support to Directors/Chairs/Coordinators and programs, as well as assistance to faculty. Assistance to faculty can include help with room/event bookings, course outline formatting, and initial OWL support - if you are new to using OWL, please book an appointment with your School Administrator/Academic Department Assistant to do this.

They will be your “go-to” person for daily operations and questions.

Contact via Email as on-campus access is currently limited.

Discipline	Assistant Name	Extension	Office Location
Actuarial Sciences	Estelle VanWinckle	4577	DL111
Analytics and Decision Sciences	Estelle VanWinckle	4577	DL111
Business	Estelle VanWinckle	4577	DL111
Calculus	Estelle VanWinckle	4577	DL111
Childhood and Youth Studies	Melissa Jones	4777	DL210
Disability Studies	Melissa Jones	4777	DL210
Economics	Estelle VanWinckle	4577	DL111
English	Melissa Jones	4777	DL210
Film Studies	Melissa Jones	4777	DL210
French	Melissa Jones	4777	DL210
Geography	Natalie Spruce	4368	DL210
History	Natalie Spruce	4368	DL210
History of Science	Natalie Spruce	4368	DL210
Human Rights Studies	Natalie Spruce	4368	DL210
Interdisciplinary Studies	Natalie Spruce	4368	DL210
Mathematics	Estelle VanWinckle	4577	DL111
MOS	Estelle VanWinckle	4577	DL111
Philosophy	Samantha Hurren	4716	DL210
Political Science	Colleen Sousa	4342	DL210
Psychology	Natalie Spruce	4368	DL210
Religious Studies	Samantha Hurren	4716	DL210

SJPS	Melissa Jones	4777	DL210
Social Work	Julie Sivers	4445	LH216
Sociology	Colleen Sousa	4342	DL210
Spanish	Melissa Jones	4777	DL210
Statistical Sciences	Estelle VanWinckle	4577	DL111
Thanatology	Natalie Spruce	4368	DL210
Women's Studies	Melissa Jones	4777	DL210
Writing	Melissa Jones	4777	DL210
WTC	Melissa Jones	4777	DL210

Additional Information on Administrative Support

Class Cancellation Notice	Send notification to classes@kings.uwo.ca to ensure the cancellation is duly posted. Also post to your course OWL site and email your Director/Chair to let them know.
Office Supplies	Please contact your Academic Department Assistant or School Administrator
Photocopying	For 10 copies or less: seek assistance at office (DL210) or (LH216) For more than 10 copies: Send documents to Central Services (W002) in hard copy or electronically to printing@kings.uwo.ca . This email does not accept exam printing.
Shredding of Confidential Materials	Complete a ' Physical Plant Request form ' for box/es for shredding and/or shredding to be picked up from your office. Box labels and packing tape are available at offices (DL210), (DL111) and (LH216).

ACADEMIC SUPPORT AND INFORMATION

This section is intended to serve as a reference guide as you progress through the coming academic year. The webpages that this memo directs you to are actively maintained to ensure you have access to the most current information.

Your main sources of information will be the [Faculty Resource OWL](#) and the [King's Extranet](#).

King's is returning to on-campus delivery of courses, always in accordance with health and safety guidelines as laid out by the Middlesex-London Health Unit.

If you have questions about course administration processes please contact your Director, Chair, or Program Coordinator.

Course Administration Processes:

1. Accessing Class List and Student Photos:

Class lists and photos are available via the [Western Extranet](#). You will need to have activated your UWO email account to access this.

If you find you do not have the appropriate access, please complete the [Extranet Request Form](#).

2. Library Services:

The Cardinal Carter Library automatically places your course materials on reserve in the library. For further information on the services the library offers, please refer to their [Faculty Support Page](#).

Course reserve questions can be directed to kuclibreserves@uwo.ca and questions about the Library's services can be directed to the [Circulation Desk](#).

3. OWL Site Set-Up:

King's uses [OWL](#) – Western's course management system. Please refer to the following instruction guides for direction on how to set-up your OWL Site.

- A. [Getting Started](#)
- B. [Create A Course Site](#)

Your [Administrative Assistant](#) is trained to provide assistance with initial course site set-up. For more advanced technical support, please contact King's [ITS Department](#) or visit their [Help Desk](#).

4. Managing Student Grades (While the Course is in Progress):

OWL's Gradebook feature is the University's official means of managing student grades while courses are in progress. This tool enables you to store, calculate, and securely release

grades to students. Please refer to the following instruction guides for direction on how to set-up your Gradebook.

- A. [Gradebook Overview](#)
- B. [Gradebook Set-Up](#)

As OWL is the official means of communicating grades with students, instructors are not to post grades in public places (e.g., a spreadsheet on OWL, on an office door, etc.). Instructors are advised not to send student grades via email.

Your School Administrator/Academic Department Assistant is trained to provide assistance with the Gradebook. For more advanced technical support, please contact King's [ITS Department](#) or visit their [Help Desk](#).

5. Accommodated Exams:

For faculty who have students that write accommodated exams, please refer to the [Accessibility Services Faculty Handbook](#) for further direction.

Completed tests/exams will be placed in your mailbox for collection and grading.

6. Student Assignment Submission/Return:

Student assignments must be submitted directly to the instructor electronically (e.g., through OWL). Assignments should be returned to students by the instructor, either in person or electronically.

Your School Administrator/Academic Department Assistant is not able to take responsibility for returning assignments to students.

7. Submitting Final Grades:

Final grades are not to be released to students by the instructor – they are to be submitted through [OWL](#) for review and approval by your Department/School Chair/Director and the Associate Academic Dean. Once your grades are approved, they will be posted for your students to access through their [Student Center](#).

Please see the [Final Grade Submission Instruction Guide](#) for instructions on how to submit your final grades through [OWL](#). Your School Administrator/Academic Department Assistant is trained and able to provide assistance with this process.

8. Retention of Graded Materials:

All papers (final examination and otherwise) that have not been returned to the student and for which a mark has been assigned shall be retained for a period of twelve months from the date of last use by Enrolment Services.

For assistance with this, please contact [Jackie Patton](#) in Enrolment Services.

Academic Support

The Academic Dean's Office is responsible for the provision of Academic Counselling to students registered in King's programs as well as for the provision of short-term academic considerations.

Support for Instructors:

Instructors are welcome to seek the advice of the Academic Dean's Office on matters related to academic policy, academic consideration requests, etc. To do this, please contact an Academic Information Assistant, follow-up with the [Academic Counsellor](#) you have been corresponding with, or stop by DL 104 for assistance.

Self-Reported Absences:

The policy for student absences for the coming year is currently under review; faculty will be advised up updated policies and processes as soon as they become available. This information will be posted to the Faculty Resource OWL.

Academic Consideration Requests:

The policy for requests for academic consideration is also under review for the coming year. For details related to the appropriate grounds and process for students to request short-term academic considerations, please see the Academic Dean's Office's [Academic Consideration Requests](#) page.

You will be notified by email (to your UWO account) when a student's request for academic consideration has been granted. It is imperative that instructors promptly respond to the request by approving the request on [Western's Extranet](#).

Academic Counselling Support for Students:

Students seeking academic counselling support can be directed to the following webpage: www.kings.uwo.ca/ADO/

Student Support Services:

There are an array of support services available to King's students. For a comprehensive listing of these services, please refer to the [Student Affairs](#) webpage.

Accessibility Services

For faculty who have students that are registered with [Accessibility Services](#), please refer to the [Accessibility Services Faculty Handbook](#) for further direction.

Personal Counselling:

Should you have a student that is experiencing difficulties, King's offers on-campus [Personal Counselling Services](#). The [After Hours Assistance Page](#) includes a comprehensive list of after-hours resources too.

If you have a student that you are concerned about, you can notify atrisk@kings.uwo.ca.

King's Research Office

Information about the King's Research Office and faculty supports for research can be found here: <https://www.kings.uwo.ca/research/kings-research-office/>

Contact [Trevor Bieber](#), the King's Research Facilitator for additional information on the resources available.

Centre for Teaching and Learning

As King's Faculty you are encouraged to become familiar with and use the supports available at [Western's Centre for Teaching and Learning](#). The Centre supports instructors in creating high quality student-centred learning experiences through orientation, training, mentorship, research, and innovation opportunities.

Recently introduced are academic-development modules to support instructors in decolonizing their curriculum. Further information about these modules may be found here <https://news.westernu.ca/2021/06/moving-toward-decolonizing-the-curriculum/>

Faculty Relations

Faculty have a number of supports available to them with respect to the employment here at King's.

Collective Agreement

The [Collective Agreement](#) between King's University College and the King's University College Faculty Association outlines the terms of your employment. If you have questions, contact [Dr. Rick Csiernik](#), Chair, King's University College Faculty Association (KUCFA).

If you have questions about your probationary status, sabbatical eligibility, course load, you may also contact [Samantha Pearson](#), Manager of Administrative Affairs in the Office of the Vice-President and Academic Dean.

College Governance and Committees

King's operates under a bicameral governance system. Full-time members of faculty are members of Faculty Council and College Council, both of which meet on Wednesday afternoons through the academic year. Your names will have been added to OWL sites set up for each of these bodies. If you do not find them on your list of available OWL courses, please contact either Andrew.Jardine@kings.uwo.ca for College Council, or Samantha.Pearson@kings.uwo.ca for Faculty Council.

Services from Non-Academic Departments

Campus Security

If you forget your office key or the building to your office is locked, and for any on-campus emergencies, call (519) 521-6215. Security can also be reached via email: security@kings.uwo.ca

Should you use your office outside of normal working hours or on weekends, please advise security that you are onsite and how long you will be.

Campus Ministry

Responsible for facilitating the parish life of the Roman Catholic community at King's. [Campus Ministry](#) hosts the *Veritas Series for Faith and Culture* that is open to all. Schedule for the lectures and registration is available [online](#).

[King's University College Chamber Choir](#) is the proud recipient of the 2021 Forest City London Music Award for best classical choir. Contact [Janet Loo](#) (Campus Minister/Director of KUC Chamber Choir) for auditions.

Central Services

The printing, mailing and receiving hub of the College is located at W002. Check the [website](#) for full list of services offered and opening hours.

Conference Services

King's offers a unique full-service conference, meeting and event centre that is ideal for everything from small meetings to large conferences in a post-secondary setting. Refer to the website for upcoming conference or event inquiries or contact Amanda Finlayson (Conference Services Coordinator) at conferenceservices@kings.uwo.ca or at ext. 4452.

Communications & Media

Stay current and connect via your favourite social media platform to the [various King's faculty and departments](#). The Communications department also generates the *Things@King's* e-newsletter (weekly in the fall and winter; bi-weekly through spring and summer) which is emailed to faculty and staff. Contributions to the e-newsletter are to be sent to the Communications team at communications@kings.uwo.ca

Branding information and King's presentation templates including Zoom backgrounds are available on the [Communications website](#).

Finance

The Finance newsletter [General Ledger](#) is released three times a year – September, December and April – and provides important deadlines and year-end information regarding Accounts Payable, Accounts Receivable, Payroll, and Research Grants.

Accounts Payable

Located within the Finance Department, this unit is responsible for the administration and processing of invoices and payments to internal (employees) and external vendors. Refer first to the [website](#) for applicable forms and instructions to submit expense claims. Contact Angela Brodt (Accounts Payable Coordinator) at kucap@kings.uwo.ca or at ext. 4311 if you have further questions.

Research Grants Accounting

The Finance department reimburses funds to individuals that have been awarded both internal and external research grants. Visit the website for further information on the reimbursement process and related forms. For additional assistance, contact Vishal Kothari (Manager, Financial Analysis & Reporting) at Researchfinance@kings.uwo.ca or at ext. 4375.

Other Financial Services for Academic Employees

This [link](#) lists financial forms from benefit claim forms, travel, purchasing etc. applicable to faculty.

Food Services | Aramark

Dining services and catering on campus are provided by [Aramark](#). Café 54 is located on the ground floor of the Student Life Centre and *Thames Market* can be found in the basement of Wemple Building.

Gym

Use your King's ID card to gain access to the onsite gym located in the basement of the Student Life Centre. Submit an [ITS work request ticket](#) if access to the gym has not been activated on your ID card.

Human Resources

Offices of the [HR team](#) are located in the lower level of the Wemple Building. Email hr@kings.uwo.ca to schedule an appointment for your HR needs/questions.

Information Technology Services

- [Western Account](#) - Activating your Western Identity
- [Identity.uwo.ca](#) - Western account security configuration (Identity Manager)
- [Myoffice.uwo.ca](#) - Access to your email, Microsoft Office software, storage space, etc.
- [westernuniversity.zoom.us](#) - Log onto your Western Zoom account
- [MyKings.ca](#) - King's community portal, common links, access to other King's sites

If further assistance is required to get set-up, reach out to [King's Information Technology Services](#) (ITS) at (519)-518-0526 or (1800) 265-4406 ext. 7100. Should ITS staff be unavailable when you call please leave a voice message for a prompt response.

Physical Plant

The Physical Plant (PP) Department encompasses administration, custodial and housekeeping, maintenance, grounds, reception and security. The following services are provided by PP:

Emergency Response and Communications

Please read Appendix 1 on *Emergency Response and Communications* over carefully to be aware of measures to be taken in the event of an emergency.

If you require general assistance, contact Campus Security at (519) 521-6215.

If there is an emergency, contact 911 first followed by Campus Security to advise them as well. Campus Security under the Physical Plant department has a system in place where team members will mobilize check points to ensure there is no lost time in an emergency.

Exiting plan and fire procedures are posted on the wall by the doors in all offices. Please observe these notices so that you know where to exit if an emergency should arise.

Keys

King's employees are responsible for the security of office keys issued for their use as outlined in the [Key Management Procedure](#) document

A [Key Sign Out Form](#) has to be completed before a key can be issued to an employee.

Parking

Transponders are required to access a [designated King's parking lot](#). Contact Debbie O'Brien (Administrative Coordinator for Physical Plant) at Debbie.OBrien@kings.uwo.ca or at ext. 4386 to obtain a transponder. Note that transponders are a taxable benefit. To find out associated costs, contact the Payroll office at payroll@kings.uwo.ca

Complimentary parking is available for guests or events. A [fillable parking request form](#) should be completed in advance. Forms can be found on the King's website under the [Physical Plant department](#). This allows us to inform our parking attendants so that your guest can easily access the parking lot when they arrive. Any guests should be advised to park in lot P1 which is on the north side of Epworth. Last minute requests can be made by contacting Reception at ext. 4662.

Work Orders

For office repairs and/or needs such as plumbing, electrical or carpentry, please submit a Physical Plant work order request. This form can be found on the *MyKings* website under the 'General Tab' -> 'Physical Plant Work Request'. Once you submit the online ticket a confirmation will be sent to your email address and again when your request is completed. If a situation arises where you require immediate attention, please contact Reception ext. 4662 who will contact the appropriate area to address your concern.

Payroll & Benefits

Located at room W135 or you can reach the team at payroll@kings.uwo.ca

The [Payroll & Benefits website](#) also provides detailed information on pay schedules, annual pension statements, life insurance, how to complete a timesheet contract etc.

To access your pay stubs, expense claims, visit [Employee Web App](#). If you have trouble logging in, please contact Phyllis Fidler (Manager, Accounting and Financial Systems) at phyllis.fidler@kings.uwo.ca or at ext. 4318.

Shuttle Service

The shuttle service that runs between the King's and Brescia campuses are available for both students and employees of both campuses. Check the [website](#) for shuttle schedules and route maps. Follow the [Shuttle Service Twitter account](#) for service interruption information.

Finding a Room

List of acronyms used in room designations:

- BH** - Broughdale Hall
- CCL** - Cardinal Carter Library
- DL** - Dane Lenardon Hall
- FB** - Faculty Building
- KC** - Darryl J. King Student Life Centre (also referred to as the “SLC”)
- LH** - Elizabeth A. “Bessie” Labatt Hall
- SA** - South Annex
- W** - Monsignor Wemple Hall

 The first number in the room code indicates what floor the room is on.

1st example: Room KC003

- The room is situated in the Darryl J. King Student Life Centre (SLC).
- The first zero (0) means it is located on the basement floor.
- This same room may also be referred to as SLC003.

2nd example: Room DL112

- The room is situated in Dante Lenardon Hall.
- The first one (1) means it is located on the ground floor.

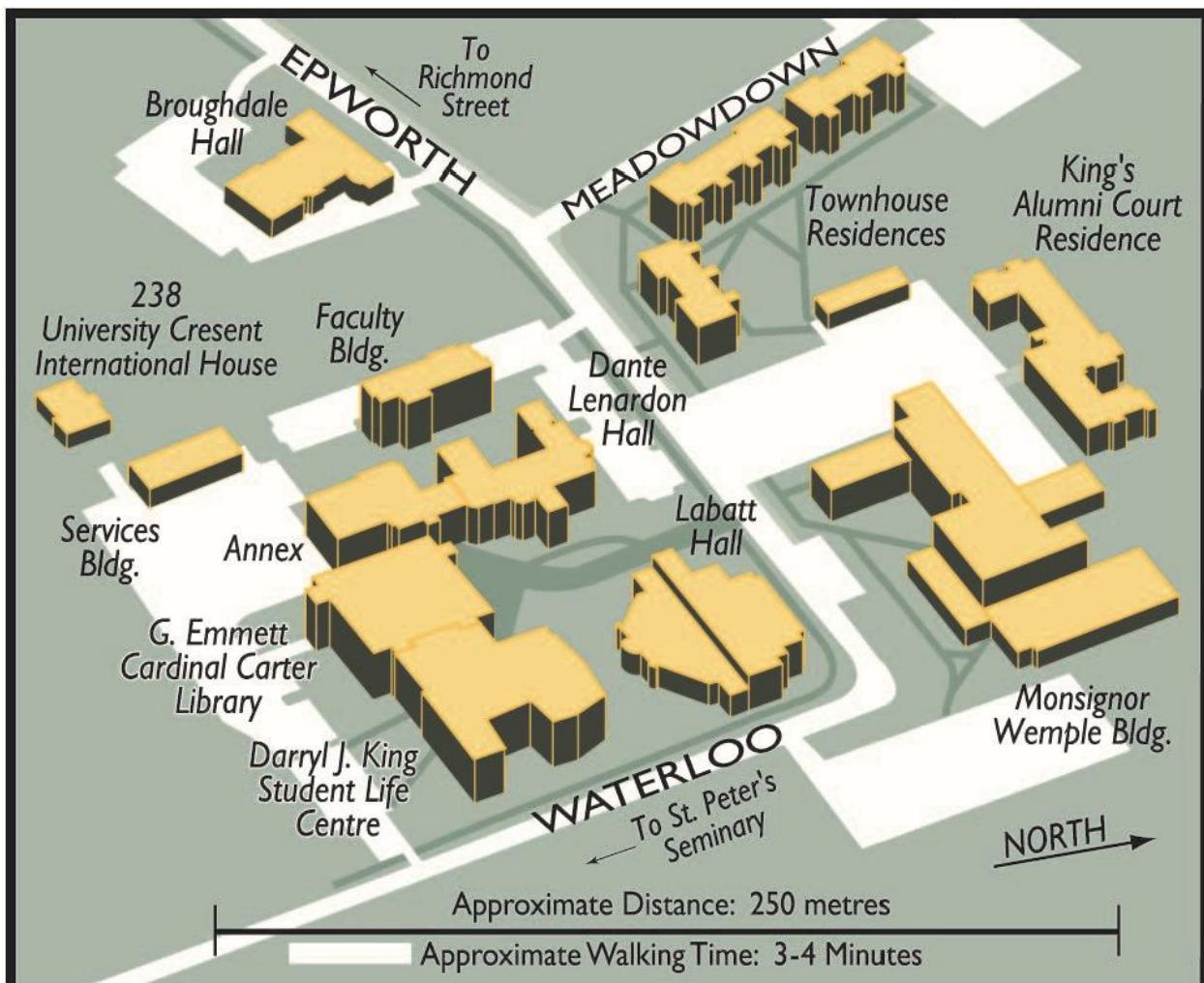
Reception Office

Staff at the Reception Office (W131) located on the main level in the Monsignor Wemple Hall - also known as “Wemple” - can assist you with finding a location. W131 can be found on the left just inside the main doors of the Wemple lobby.

The Reception Office provides general information for callers, visitors, students and employees.

Campus Map

An overview map of King's campus (see picture below).



Both [Building Maps](#) and [Parking Lots Maps](#) can be found online for download.

APPENDICES

Appendix 1 – Emergency Response and Communications

Fire Procedures

IF YOU SMELL SMOKE, SEE FLAMES OR ARE ALERTED TO A FIRE

- Vacate the fire area and close doors on the way out.
- Pull the closest wall mounted fire alarm.
- Do not attempt to fight a fire unless you have been trained to use fire extinguishing equipment and it is safe to do so!
- Call 911 from a safe location or meet emergency response personnel outside – give them as much information as possible.
- Report all fires! (Even those that appear to be out.)

WHEN THE ALARM SOUNDS

Stop What You Are Doing and Leave the Building Immediately!

- Evacuate the building quickly even when you suspect a false alarm.
- If it is safe to do so, close windows and fire doors, turn off lights. Take your wallet, required medications, keys and coat, close your door and proceed quickly to the nearest exit.
- Do not use elevators during an alarm.
- Move away from the exits to clear the area for emergency personnel. Do not re-enter the building, even if the alarm stops ringing. Wait for permission to re-enter from UWO Police or emergency services personnel.
- If you are unable to leave due to smoke, fire conditions or due to a physical disability, call 911 and give your location. Keep the doors closed. Seal vents and cracks with tape, towels or sheets to keep smoke out.

Police

In the event of a personal safety concern, the police should be contacted immediately. Call 911 to contact London City Police. King's Security (519-521-6215) is in radio contact with Campus Police.

Theft

Do not leave valuables sitting out in your office. Put them out of sight, preferably in a locked drawer or filing cabinet. Make sure that your laptop computer is secured by a cable to an anchor point. Any theft or suspicious activity must be reported immediately to King's Security (519-521-6215) or in an emergency by calling 911.

First Aid +

For serious incidents dial 911 for assistance and then contact Security (519-521-6215).

Obscene Telephone Calls

Report any obscene or harassing telephone calls to the Main Reception Office.

Security

519-521-6215

Members of the King's Community must notify Security when they are on campus late at night or on weekends. Security can be contacted to escort individuals to their office or to their vehicles. Our campus is also patrolled by Campus Police who can be reached at 519-661-3300.

Emergency Communications

Any time you dial 911 it is important to

- remain calm
- give your name
- state that you are calling from King's University College
- give the building name
- the room number, if possible
- indicate the nature of the emergency
- state which services are required

Stay on the line as long as possible to make sure that the information has been clearly communicated. The Fire Department will be automatically dispatched in the event of a fire alarm. It is still important that you call 911 in the event of any fire you discover.

Non-Emergency Situations

King's Security 519-521-6215 (*They are in radio contact with Campus Police.*)

King's Main Reception Dial Reception (Main) within Max UC (*They are in radio contact with Campus Police and King's Security.*)

City Police 519-661-5670

Campus Police 519-661-3300