

# **Welcome To Ontario!**

Resource Kit



# Ontario

**SHERIDAN COLLEGE**  
Human Resources

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## INTRODUCTION

Welcome to Canada! Sheridan is one of Canada's leading post-secondary institutions dedicated to exceptional applied learning and graduate success. Sheridan offers an environment of innovation and creativity that inspires people to explore new ways of thinking.

Sheridan is distinguished by our Creative Campus philosophy – a purposeful, cross-curricular approach that challenges students to use creativity and creative thinking to re-imagine ideas, experiment, collaborate, take risks and build a resourceful, resilient and flexible mind.

Through our 50 years, we've kept the best of our roots: small class sizes, experiential learning and faculty with strong industry experience. We've integrated elements of traditional colleges and universities, offering pathways that service our students, the businesses where they work and the communities we're proud to call home.

We offer our employees a stimulating environment that encourages innovation, values the diversity of individuals and ideas and promotes individual professional development. We rely on the talent and contributions of our staff by attracting and retaining the best talent to realize Sheridan's strategic goals.

Sheridan would like to ensure you have a smooth transition immigrating to Ontario. We have prepared this guide to provide you with an understanding of the steps involved in relocating to Ontario. In addition to the usual activities surrounding relocation, moving to Ontario from another province in Canada, you will need to obtain and/or advise additional government agencies.

The information that will be covered includes:

- Sheridan background information
- Obtaining your Ontario Health Insurance Plan Card (OHIP)
- Banking and personal finance information
- Child care and schooling information
- Finding accommodations/housing
- Transportation
- General information
- Checklist of things to accomplish within your first few months in Ontario
- Relevant acronyms
- Quick resource guide with links to websites of interest

## WELCOME TO SHERIDAN!

Founded in 1967, Sheridan has been moving undergraduate education ahead - way ahead! With our Creative Campus approach and deep program offerings, we offer an amazing learning experience that prepares students for work and life.

Sheridan has grown from a local college of 400 students to one of Ontario's leading post-secondary institutions, educating approximately 23,000 full-time and 18,500 continuing and part-time students every year on three campuses in three Ontario cities – Oakville, Brampton and Mississauga.

As an award-winning institution, Sheridan attracts students from across Canada and around the world. Sheridan's 170,000 alumni play a critical role in shaping the future of our society in the fields of arts, business, community service, health technology and the skilled trades.

We have 6 Academic Faculties including:

- Faculty of Animation, Arts & Design
- Faculty of Applied Health & Community Studies
- Faculty of Applied Science & Technology
- Pilon School of Business
- Faculty of Humanities & Social Sciences
- Faculty of Continuing & Professional Studies

Sheridan offers over 120 programs across 5 Faculties, including 25 degree programs, and over 200 programs and courses through our Faculty of Continuing & Professional Studies.

### **Sheridan has the following campus locations in the Halton and Peel Regions:**

Trafalgar Road Campus – located in Oakville, Ontario  
William G. Davis Campus – located in Brampton, Ontario  
Hazel McCallion Campus – located in Mississauga, Ontario

## HEALTH INSURANCE: OBTAINING AN OHIP CARD

The [Ontario Health Insurance Plan \(OHIP\)](#) is the government administered health care plan for the province of Ontario. Residents of Ontario are entitled to free access to emergency and preventive medical care under OHIP. As a resident of Ontario, you must have a health card as proof you are covered by OHIP. It is important to carry it with you at all times as you will be required to present it every time you see a doctor, visit an emergency room, have a medical test or go for surgery.

OHIP covers many health services you may need, such as appointments with your family doctor, visits to walk-in clinics and some other health care providers, visits to an emergency room, medical tests and surgeries. To be covered by OHIP, you must have a medical reason to receive a service or treatment. Cosmetic surgery, for example, is not covered.

Learn more about OHIP covered [services and products](#).

Most of your Ontario health benefits are covered across Canada. The province or territory you are visiting will usually bill the Ontario Ministry of Health and Long-Term Care directly for hospital and physician services.

To qualify for OHIP, you must meet all of the following minimum qualifications:

- Be physically in Ontario for 153 days in any 12-month period
- Be physically in Ontario for at least 153 days of the first 183 days immediately after you began living in the province
- Make Ontario your primary home

You must also meet at least one of the following additional requirements:

- Be a Canadian citizen
- Be an Indigenous person (registered under the federal Indian Act)
- Be a permanent resident (formerly called a “landed immigrant”)
- Have applied for permanent residence, and *Immigration, Refugees and Citizenship Canada* has confirmed that you meet the eligibility requirements to apply and that you have not yet been denied
- Be in Ontario on a valid work permit and working full-time in Ontario, for an Ontario employer, for at least six months (your spouse and any dependents also qualify if you do)
- Be in Ontario on a valid work permit under the federal [Live-in Caregiver Program](#)
- Be a convention refugee or other protected person (as defined by Immigration and Refugee Board of Canada)
- Have a Temporary Resident Permit (only certain case types, e.g. 86 through 95)

- Be a clergy member who can legally stay in Canada and is ministering full-time in Ontario for at least six months (your spouse and any dependents also qualify if you do)

NOTE: It is important to buy private health insurance to cover you until your Ontario health insurance coverage becomes effective. You will need an OHIP number to be eligible for employee extended health benefits.

To apply for an OHIP card, go in person to your nearest Health Card Services – OHIP office and complete a Registration form for Ontario Health coverage. Additional information on applying for an OHIP card can be found at: [Government of Ontario](#) website.

## BANKING AND PERSONAL FINANCE

Your financial institution will be able to assist you with transferring your funds to a local branch. If your current financial institution does not maintain a physical presence in the local area, you may consider opening an account with a different institution in the area.

Links to the five major Canadian banking institutions are listed below:

[Canadian Imperial Bank of Commerce \(CIBC\)](#)

[Scotiabank](#)

[Bank of Montreal \(BMO\)](#)

[TD Canada Trust](#)

[Royal Bank of Canada \(RBC\)](#)

### **Harmonized Sales Tax (HST)**

HST is a combined Government of Canada and Provincial sales tax of 13% added to the price of goods and services.

### **Applying for the HST Credit**

The HST is a tax that you pay on most goods and services sold or provided in Canada. The HST credit helps individuals and families with low or modest incomes off-set all or part of the HST they pay. It is administered by the [Canada Revenue Agency \(CRA\)](#).

You are eligible for this credit if, you are a resident of Canada for income tax purposes in the month prior to and at the beginning of the month in which the HST credit is issued and at least one of the following applies:

- You are 19 years of age or older before the month in which the CRA issues a quarterly payment
- You have (or previously had) a spouse or common-law partner
- You are (or previously were) a parent and live (or previously lived) with your child

For more information on the HST credit, and how to apply, [click here](#).

## CHILD CARE, CHILDREN'S SERVICES AND SCHOOLS

### Child Care

There are two basic kinds of child care in Ontario; licensed and unlicensed. Daycare centers are licensed, while home-based daycares can either be licensed or unlicensed. Being licensed means that the provider is subject to oversight, which does not necessarily guarantee better care than in an unlicensed daycare.

Daycare centers are regulated and licensed by the [Ministry of Education](#), which means they must meet clearly defined government standards. Regulations include: specific qualifications for staff, having a fire escape plan, a menu plan that meets nutrition guidelines, adequate space for play, sleeping, and eating, safety requirements for baby-proofing, a plan for outdoor activity and mandatory visits from a Ministry of Education staff member.

Click here to view the [Ontario Child Care and Early Years Act](#).

There is limited availability of licensed childcare spaces and waitlists are common.

Further information regarding child care legislation and options can be found on the [Ministry of Children and Youth Services](#) site.

Programs and services for children are also provided by the regional governments of Halton (Oakville, Burlington, Milton and Halton Hills) and Peel (Brampton, Mississauga and Caledon). Information about child care, child care subsidies, programs, daycare licensing and programs for children with special needs is available at each of the regional government offices.

#### [Halton Region](#)

1151 Bronte Road  
Oakville, Ontario, L6M 3L1

**Phone:** 905-825-6000

**Toll Free:** 1-866-442-5866

**Email:** [access@halton.ca](mailto:access@halton.ca)

Business Hours: Monday - Friday 8 a.m. to 5 p.m.

#### [Peel Region](#)

10 Peel Centre Drive, Suite A and B  
Brampton, ON L6T 4B9

**Phone:** 905-791-7800

**Toll-free:** 1-888-919-7800

**E-mail:** [Info @ Peel](mailto:Info@Peel)

Business Hours: Monday - Friday 8 a.m. to 5 p.m.

Specific information regarding children's services can be found at: [Municipality of Halton](#) and [Region of Peel](#).

Sheridan owns and operates child care centres at the Trafalgar Campus in Oakville and the Mississauga Civic Centre. Sheridan's Early Childhood Centres are committed to providing excellence in the care and education of young children. Our programs provide opportunities for the optimal growth of children in all areas of social, emotional, physical and intellectual development. Please visit [Sheridan Early Childhood Centres](#) for more information.

### **Children's Services**

The [Ontario Ministry of Children and Youth Services](#) works with the government and community partners to develop and implement policies, programs and a service system to give children the best possible start in life, prepare youth to become productive adults and make it easier for families to access the services they need at all stages of a child's development.

### **Schools**

There are four publicly-funded school systems in Ontario.

The Ontario Ministry of Education administers the system of publicly funded elementary and secondary school education in Ontario. Publicly funded schools include:

- English Public
- English Catholic
- French language Public
- French language Catholic

For more information, including schools in your area, please visit the [Ontario Ministry of Education](#).

Private or independent schools also offer elementary and secondary education. These schools are not publicly funded and students are usually required to pay tuition in order to attend. Private schools may center on religion, language or specific approaches to teaching.

## HOUSING

Prior to settling in Ontario you may require short term accommodations. There are several kinds of short-term housing options available. This can be a good option if you plan to rent or buy a home but need some time to look around first.

### Short-term housing options:

[Bed and Breakfast](#) – is usually operated out of a large single-family home. Usually, you have a private bedroom, with or without your own bathroom. You do not have access to kitchen facilities.

[Sheridan Residence](#) – suite style at the Trafalgar (Oakville) and Davis (Brampton) campuses.

[Airbnb](#) - a company which operates an online marketplace and hospitality service for people to lease or rent short-term lodging including holiday cottages, apartments, homestays, hostel beds, or hotel rooms.

Hotels also offer short-term accommodations that you may wish to consider.

### Long-Term Housing Options:

#### **Renting a Room, Apartment or Condominium (Condo)**

Rental costs vary across cities, however, costs are typically lower outside large cities. You can expect to pay between approximately \$500 per month for a room to \$2,800 per month for a luxury condo. While some housing can be rented by the month, most rental arrangements require a full year lease. Always read the lease agreement over carefully before signing. Ask someone in your community or someone from an immigrant-serving organization for information about housing. They will be able to also explain the legal terms used in leases.

#### **Buying a House**

To purchase a house, you will likely need to get a mortgage, which is a long-term loan provided by banks and other financial institutions. The institution will request information related to your income, assets/debts, credit rating, etc. to determine if you can be approved for the loan. You will likely be required to pay a certain percentage of the cost of the house from your own money.

In addition to your mortgage payments, you will also be required to pay property taxes and household insurance. If you plan to purchase a condo, you will also need to consider maintenance fees. There are also other hidden costs which you must be aware of and these may include the following: agent fees, lawyer or notary fees, registration fees, various home buyer taxes, cost

of maintaining heat, hydro, water, sewer, and so on. Make sure you know what your costs will be prior to making a purchase.

For more information on mortgages, [click here](#).

## TRANSPORTATION

There are a vast amount of options for transportation in the Greater Toronto Area (GTA).

### Public Transportation

There are several different options for public transportation listed below. The hours of operation and cost for public transit vary. Check the schedule of your local public transit for exact times and for information about where buses, trains and subways can take you.

- Buses: [Oakville Transit](#)
- Buses: [Brampton Transit](#)
- Trains – [Via Rail](#) and/or [Go Transit](#)
- Local Taxi
- Airport Taxi/Limousine
- Airport Shuttles
- Subway - [Toronto Transit Commission \(TTC\)](#)

### Out-of-Town Airport Shuttle Services

Toronto Pearson Airport supports an extensive list of out-of-town bus and shuttle operators. Visit an information counter at the airport to attain specific information.

#### [Airways Transit](#)

**Areas Served:** To/from Lester B. Pearson International Airport (YYZ), Hamilton International Airport (YHM) and Region of Waterloo International Airport (YKF): Greater Hamilton-Wentworth Region (including Ancaster, Hamilton, Dundas, Stoney Creek, Flamborough and surrounding areas), Burlington, Oakville and Milton.

#### Coach Canada

Please refer to the [Coach Canada](#) website for destinations served.

#### Greyhound Canada

Please refer to the [Greyhound Canada](#) website for destinations served.

#### Taxis, Limousines and Car Rentals

The Greater Toronto Airport Authority (GTAA) licenses taxis and limousines to serve Toronto Pearson, ensuring that vehicles meet specific safety requirements

and that passengers are guaranteed fair and consistent rates. Rates are pre-determined based on the time and distance to your destination within the Greater Toronto Area (GTA). For current rates and information on ground transportation, visit the [Toronto Pearson Airport](#) website.

Pre-booking is not required for passengers leaving the airport. Taxis and limos are always available at the Arrivals Level of each terminal.

The GTAA offers a convenient waiting area for passengers requiring special assistance.

### **Buying or Leasing a Car**

You can either buy or lease a vehicle. Make sure you consider all of the costs before you decide to buy or lease a car. When you own a car you will have to pay for the car's maintenance, gas, monthly loan payments, registration and insurance. When you lease a car you will sign a contract to have the car for a set period of time and costs will be similar to those associated with owning a car.

### **Licensing Vehicles Registered Out-of-Province**

You must provide proof of identity (name, date of birth and signature) when you register a vehicle for the first time using your driver's licence number or registrant identification number.

Most vehicles that are purchased privately in another Canadian province will be charged retail sales tax (RST) or harmonized sales tax (HST) at 13% when you register in Ontario.

If you are becoming an Ontario resident, you may declare an exemption when you register the vehicle instead of paying the retail sales tax.

For further information visit the [Ministry of Transportation](#) (MTO).

### **Exchanging an Out-of-Province Driver's Licence**

When you move to Ontario, you can use a valid licence from another province, state or country for 60 days. After 60 days, you need to switch to an Ontario driver's licence.

To get a full licence, you need to meet certain requirements. The process depends on:

- how long you have been driving
- where you were licensed before

Visit the [MTO](#) website for more detailed information on exchanging your out-of-province licence.

## **Safety Laws**

It is the law in Canada for drivers and passengers to wear seatbelts at all times. You can be fined for not wearing a seatbelt. In some areas, the fine will affect your driving record and possibly increase your insurance costs.

By law, drivers are responsible for ensuring passengers less than 16 years of age are secured properly. It is mandatory for anyone transporting children to make sure they are properly secured in a child car seat, booster seat or seatbelt.

In addition, drivers are prohibited from operating any hand-held devices while driving.

For more safety information, [click here](#).

## GENERAL INFORMATION

We have provided general information to assist with your relocation to Ontario. This information will be valuable in ensuring a smooth transition.

### **Documents you may need in Ontario include:**

- Birth certificates and baptismal certificates
- Marriage certificates
- Adoption, separation or divorce papers
- School records, diplomas or degrees for each family member traveling with you
- Trade or professional certificates and licenses
- Letters of reference from former employers
- A list of your educational and professional qualifications and job experience (for your resume)
- Immunization, vaccination, dental and other health records for each family member
- Driver's License and a reference from your auto insurance company
- Photocopies of all essential and important documents, in case the originals get lost (be sure to keep the photocopies in a separate place from the originals)
- Car registration documents (if you are bringing a vehicle into Ontario)

## CHECKLIST

### **Upon arriving to Ontario:**

- Complete the form to attain your Health Insurance card
- Find temporary accommodation
- Have some identification (ID) with you
- Apply for private Health Insurance
- Get a map of the area and find out about transportation

### **In your first few months:**

- Find permanent housing
- Register your children in school
- Register your vehicle and transfer your driver's licence to Ontario
- Find a family doctor/dentist
- Open a bank account (if necessary)
- Get a telephone installed
- Apply for the HST Credit

## ACRONYMS

**CRA:** Canada Revenue Agency

**GTA:** Greater Toronto Area

**GTAA:** Greater Toronto Airport Authority

**HST:** Harmonized Sales Tax

**OHIP:** Ontario Health Insurance Plan

**MTO:** Ministry of Transportation

**RST:** Retail Sales Tax

## QUICK GENERAL RESOURCE GUIDE

Please refer to the following list of online resources to assist you with relocating to the Halton/Peel Region from outside of Ontario.

### HealthCare

[Obtain an OHIP Card](#)

[Community Health Services](#)

[Find a Doctor](#)

[Telehealth Ontario](#)

To receive general health information and advice from a Registered Nurse, call 1-866-797-0000

[Find a Dentist](#)

### Financial/Banking Institutions

[Canada Revenue Agency](#)

[Canadian Imperial Bank of Commerce \(CIBC\)](#)

[Scotiabank](#)

[Bank of Montreal \(BMO\)](#)

[TD Canada Trust](#)

[Royal Bank of Canada \(RBC\)](#)

### Services for Spouses, Children and Families

[Halton Health: Children's Services](#)

[Peel Health: Child Care Subsidy and Early Years Support](#)

### Housing/Lodging

[The Canadian Real Estate Association - Real Estate openings](#)

[Canada Mortgage and Housing Corporation](#)

Rental Information

<http://www.rentershotline.ca>

<http://www.rentersnews.ca>

[Bed and Breakfast](#)

[Sheridan Residence](#)

## **Transportation**

[Oakville Transit](#)

[Brampton Transit](#)

Trains

[VIA Rail](#)

[Go Transit](#)

Subway

[Toronto Transit Commission \(TTC\)](#)

[Ministry of Transportation](#)

[Safe and Secure MTO Travel](#)

## **Sheridan College Information**

[Sheridan College](#)

[About Human Resources](#)

[Sheridan Athletics and Recreation](#)

[Library Services](#)