



Region of Waterloo

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**Notice of Police Record Check**  
**Required By The *Fixing Long Term Care Act, 2021***

The *Fixing Long-Term Care Act, 2021* and its regulations came into effect on Monday, April 11, 2022. Regional Council serves as the governing structure for Sunnyside Home.

As a result, the Act requires that where a person will become a member of the “governing structure as a result of their election under the *Municipal Elections Act, 1996*, the person must provide a police record check in accordance with this section that was conducted no earlier than six months prior to the date their term of office begins and no later than one month after their term of office begins.”

As a part of the Council orientation process, the Regional Clerk will be requesting a copy of a police record check from each of the **successful candidates**. The Police Record check **must be dated after May 15, 2026 and before December 15, 2026**.

Police Record Checks from the Waterloo Regional Police Service can be requested online at: <https://www.wrps.on.ca/en/services-reporting/background-or-record-checks.aspx>.

All record checks will be retained for at least seven years after the member ceases to serve on Regional Council. A copy of the record will be maintained by the Office of the Long Term Care Privacy Officer at Sunnyside Home and the Regional Clerk’s Office will maintain the official record according to Section 282 of the *Fixing Long-Term Care Act, 2021* and the Region’s Records Retention Schedule.

Questions regarding this collection should be forwarded to the Regional Clerk, at 519-575-4400 or by email at [regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca).