



February 20, 2026

Dear Regional Council Candidate,

**RE: Region of Durham Long Term Care Homes, Committee of Management Appointments**

---

**The Regional  
Municipality of  
Durham**

Legislative Services

605 Rossland Rd. E.  
Level 1  
PO Box 623  
Whitby, ON L1N 6A3  
Canada

905-668-7711 x 2100  
1-800-372-1102

durham.ca

**Alexander Harras**  
Regional Clerk &  
Director of Legislative  
Services

Thank you for expressing your interest in seeking election to a position on Regional Council for the Regional Municipality of Durham. As an upper-tier municipality, the Region provides several functions and services that are not provided by the lower tier municipalities in Durham, one of which is the operation of Long-Term Care (LTC) homes. In accordance with provincial legislation, a municipality that operates one or more LTCs must have a Committee of Management comprised of elected members of Regional Council. The Region of Durham currently operates four LTCs, for which all members of Regional Council form the Committee of Management.

In April of 2022, the Province of Ontario passed the *Fixing Long-Term Care Act* and its associated Regulation 246/22. [Section 256](#) of the Regulation describes mandatory screening measures that members of an LTC Committee of Management must complete. Therefore, all elected members of Durham Regional Council are required to complete the screening measures mandated by the provincial government. Failure to complete and pass the screening will result in an elected member being unable to participate or vote on any operational matters that come before Regional Council related to the Region's Long-Term Care homes, as they will not be an eligible member of the Committee of Management.

The new screening measures mandated by the Province of Ontario include:

1. A criminal record check, completed by the elected member no earlier than six months prior to the date the member is sworn into office and no later than one month after the member is sworn into office; and
2. A signed declaration concerning certain charges and convictions and findings of professional misconduct (attached).

All individuals elected to Regional Council in the 2026 municipal elections will be required to provide the above noted police record check and signed declaration prior to being eligible to sit as a member of the Committee of Management for the Region's Long-Term Care homes.

If you require this information in an accessible format, please contact Kaitlin Smith at 1-800-372-1102 ext. 2102.

Should you be successful in election to a position on Regional Council, please provide the required declaration and completed police record check to the Regional Clerk. A police record check may be requested online from the Durham Regional Police Service at the following link:

<https://www.drps.ca/online-services/police-records/police-record-checks/>

Fees associated with the required police record check may be recovered as an eligible expense for elected members of Regional Council if submitted to the Regional Clerk for reimbursement along with a copy of the receipt for payment. Please keep a copy of all paperwork, invoices, and receipts associated with the police record check.

Sincerely,

A handwritten signature in blue ink, appearing to be 'AH', with a long horizontal stroke extending to the right.

Alexander Harras  
Regional Clerk & Director of Legislative Services  
T: 905-668-7711 ext. 2100  
M: 289-927-4806  
E: [alexander.harras@durham.ca](mailto:alexander.harras@durham.ca)



**Long Term Care and Services for Seniors  
OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021

Regional Councillors are to complete a declaration concerning certain charges and convictions and findings of professional misconduct.

Please print:

Surname:	First Name:
Position/Municipality:	

**I hereby declare that:**

- I am a registered professional with \_\_\_\_\_  
(Governing Body). I have completed both **Parts A and B** below.

**OR**

- I am not a registered professional. I have completed only **Part B** below.

**PART A – PROFESSIONAL MISCONDUCT**

**1. Professional Misconduct - Commencement of Proceedings**

- In the last 5 years, no proceedings have been commenced against me that could lead to a finding of guilt of an act of misconduct, including:
- a. An act of misconduct as a member of a health profession as defined in the *Regulated Health Professions Act, 1991*;
  - b. An act of misconduct as a member of a regulated profession as defined in the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*; or
  - c. An act of misconduct under any other scheme governing a profession, occupation or commercial activity, including a scheme a person is not required to participate in in order to practice or engage in the profession, occupation or activity.

**OR**

- In the last 5 years, proceedings have been commenced against me that could lead to a finding of guilt of an act of misconduct, as described above, as follows (**Note:** All proceedings must be disclosed, except those which ended before April 11, 2017):

**Long Term Care and Services for Seniors  
OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

*Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021*

List of Proceedings:

1.	Nature of the Proceedings:	
	Decision Status:	
	Date Proceedings Commenced:	
2.	Nature of the Proceedings:	
	Decision Status:	
	Date Proceedings Commenced:	
3.	Nature of the Proceedings:	
	Decision Status:	
	Date Proceedings Commenced:	

**2. Professional Misconduct - Findings of Guilt**

- In the last 5 years, no findings of guilt of an act of misconduct have been made against me, including:
- a. An act of misconduct as a member of a health profession as defined in the *Regulated Health Professions Act, 1991*;
  - b. An act of misconduct as a member of a regulated profession as defined in the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006*; or
  - c. An act of misconduct under any other scheme governing a profession, occupation or commercial activity, including a scheme a person is not required to participate in in order to practice or engage in the profession, occupation or activity.

**OR**

- In the last 5 years, a finding(s) of guilt of an act of misconduct have been made against me, as described above, as follows (**Note:** All findings of guilt must be disclosed unless: (i) the finding of guilt resulted in a suspension and the suspension ended before April 11, 2017; or (ii) a finding of guilt did not result in a suspension and the finding of guilt occurred before April 11, 2017):

**Long Term Care and Services for Seniors  
OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

*Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021*

List of Findings of Guilt:

1.	Nature of Misconduct:	
	Governing Body:	
	Date of Finding of Guilt:	
2.	Nature of Misconduct:	
	Governing Body:	
	Date of Finding of Guilt:	
3.	Nature of Misconduct:	
	Governing Body:	
	Date of Finding of Guilt:	

**Long Term Care and Services for Seniors  
OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

*Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021*

**PART B – CHARGES, CONVICTIONS & ORDERS RELATING TO OFFENCES**

- I have been charged or convicted with one or more of the offences listed below, or a judge or justice of the peace has made an order against me (including a peace bond, probation order, prohibition order or warrant to arrest) in respect of one or more of these offences:
- a. Any offence under the *Fixing Long-Term Care Act, 2021*, the *Long-Term Care Homes Act, 2007*, the *Nursing Homes Act*, the *Charitable Institutions Act* or the *Homes for the Aged and Rest Homes Act*;
  - b. Any offence referenced at section 742.1 of the *Criminal Code* (Canada) (See attached Appendix “A”);
  - c. Any offence under the *Cannabis Act* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada);
  - d. Any other provincial or federal offence if the offence involved:
    - i. improper or incompetent treatment or care of a vulnerable person that resulted in harm or a risk of harm of any kind to the vulnerable person, including but not limited to physical, emotional, psychological or financial harm,
    - ii. abuse or neglect of a vulnerable person that resulted in harm or risk of harm of any kind to the vulnerable person, including but not limited to physical, emotional, psychological or financial harm,
    - iii. unlawful conduct that intentionally resulted in harm or a risk of harm of any kind to a vulnerable person, including but not limited to physical, emotional, psychological or financial harm, or
    - iv. misuse or misappropriation of a vulnerable person’s money.

\* “Vulnerable person” means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, (a) is in a position of dependency on others, or (b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them

**Long Term Care and Services for Seniors  
OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

*Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021*

List of Offences:

1.	Charges:	
	Conviction Status:	
	Court Location:	
	Date of Conviction:	
2.	Charges:	
	Conviction Status:	
	Court Location:	
	Date of Conviction:	
3.	Charges:	
	Conviction Status:	
	Court Location:	
	Date of Conviction:	

**OR**

- I have not been charged, convicted, or have had an order made against me as set out in Part B.

Should I become aware of any changes to the information related to me as set out in this Declaration, I will immediately provide notice, in writing, to the Regional Municipality Durham, to the Regional Clerk.

I acknowledge and agree that I have had an opportunity to ask questions about this Declaration. I further acknowledge and agree that I fully understand the contents of this Declaration.

I hereby certify that all of the above information provided is complete and correct and that any misrepresentation of facts made by me on this declaration form shall result in my inability to serve as a member of the Committee of Management for the Region of Durham's Long Term Care Homes.

Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

**Long Term Care and Services for Seniors**  
**OFFENCE DECLARATION FORM**

To be Used by All Regional Council Members

*Made Pursuant to s.253(3) of Regulation 246/22 under the Fixing Long-Term Care Act, 2021*

**APPENDIX “A”:**

**Offences Referenced at Section 742.1 of the *Criminal Code* (Canada)**

- an offence punishable by a minimum term of imprisonment;
- an offence, prosecuted by way of indictment, for which the maximum term of imprisonment is 14 years or life;
- a terrorism offence, or a criminal organization offence, prosecuted by way of indictment, for which the maximum term of imprisonment is 10 years or more;
- an offence, prosecuted by way of indictment, for which the maximum term of imprisonment is 10 years, that
  - o resulted in bodily harm,
  - o involved the import, export, trafficking or production of drugs, or
  - o involved the use of a weapon; and
- an offence, prosecuted by way of indictment, under any of the following provisions:
  - o section 144 (prison breach),
  - o section 264 (criminal harassment),
  - o section 271 (sexual assault),
  - o section 279 (kidnapping),
  - o section 279.02 (trafficking in persons — material benefit),
  - o section 281 (abduction of person under fourteen),
  - o section 333.1 (motor vehicle theft),
  - o paragraph 334(a) (theft over \$5000),
  - o paragraph 348(1)(e) (breaking and entering a place other than a dwelling-house),
  - o section 349 (being unlawfully in a dwelling-house), and
  - o section 435 (arson for fraudulent purpose).