

Memorandum to Council

Legal & Enforcement Services

Legal Services Division



To: Mayor and Members of Council
CC: N/A
From: Francesco Santaguida - Commissioner,
Legal and Enforcement Services/Town
Solicitor
Date: March 23, 2026
File #: LS-M-05-2026
Subject: Information re Municipal Participation and
Authority within Criminal Parole
Administration

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

Purpose

This Memorandum is to provide Council with a high-level overview of the parole process for incarcerated individuals, and any participation or authority that a municipality like the Town of Whitby may have in the parole process.

Executive Summary

The Correctional Service of Canada (“**CSC**”) and/or Ontario Ministry of Correctional Services administer the parole of incarcerated individuals in Ontario. Ontario Municipalities, like the Town of Whitby, do not have standing to attend or participate in parole hearings, have no direct role in parole administration (including setting policy, deciding whether or not parole will be granted, or who may supervise individuals under parole (a “**parolee**” or “**parolees**”).

The only indirect role an Ontario municipality may have in the parole process is the notification and cooperation with federal or provincial authorities through a local police service, i.e. Durham Regional Police Service (“**DRPS**”) or the Ontario Provincial Police (“**OPP**”). Under the existing legislation and directives of the Commissioner of the CSC, there is a requirement to notify all local police services where a parolee may reside, and where there is a “High Profile Offender”, the CSC must notify registered victims, police agencies, and in certain cases the federal Minister of Public Safety. There has been no formal requirement found in this research to suggest that it is mandatory to notify the municipality beyond the local police service.

Overview of Process

The following is a high-level overview of the parole process in Ontario.

The Parole Board of Canada is responsible for reviewing requests for parole from incarcerated individuals. An individual may request parole, at which point that request will be considered by the Parole Board of Canada. The Parole Board of Canada will decide whether or not to grant the individual parole, and if so whether conditions limiting the parole should be put in place.

The CSC then works with federal and provincial authorities to administer the parole, including notification of local police services. For parolees who are deemed to be “High Profile Offenders¹”, additional information sharing and notification may be required².

From the information available on the CSC website, the following individuals and agencies are to be notified regarding the release of a parolee into the public,

- Registered Victims³: the CSC contains procedures which allows victims of crime to register for information about a parolee.
- Local Law enforcement⁴: Police serving the community in which a parolee is planned to reside are informed of the release of the parolee.
- Other Authorities on a case-specific basis: The CSC may notify and coordinate with other agencies where the release may coincide with other administrative processes (e.g. deportation). CSC may also have a broader responsibility to notify individuals or provide information in the case of a “High Profile Offender”, including notification to other victim/witness support services, and enhanced response to media inquiries⁵.

A municipality does not have authority to become involved in the decision of the Parole Board of Canada in determining eligibility for parole, nor the administration of parole in Ontario.

While the CSC has authority to determine if a municipality should be directly notified of the release of a High Profile Offender, there is no publicly available document suggesting that there is an obligation to do so. Regardless, municipalities may be notified indirectly through the mandatory notification of the police services they administer.

¹ <https://www.canada.ca/en/correctional-service/corporate/acts-regulations-policy/commissioners-directives/712-4.html#2.6>

² <https://www.canada.ca/en/correctional-service/corporate/acts-regulations-policy/commissioners-directives/701.html#s1i>

³ <https://www.canada.ca/en/correctional-service/corporate/acts-regulations-policy/commissioners-directives/784.html>

⁴ <https://www.canada.ca/en/correctional-service/corporate/acts-regulations-policy/commissioners-directives/712-4.html#2.1>

⁵ <https://www.canada.ca/en/correctional-service/corporate/acts-regulations-policy/commissioners-directives/701.html#s1i>