



Parole Board of Canada

Report on Annual Expenditures for Travel, Hospitality and Conferences for 2014-2015



As required by the Treasury Board [*Directive on Travel, Hospitality, Conference and Event Expenditures*](#), this report provides information on the total annual expenditures for each of travel, hospitality and conference fees for the Parole Board of Canada (PBC) for the fiscal year ending March 31, 2015. It also provides the variance explanations from the previous fiscal year in each of these areas.

This information is updated annually and does not contain information withheld under the [*Access to Information Act*](#) or the [*Privacy Act*](#).

Expenditures on travel, hospitality and conference fees incurred by federal departments and agencies are for the most part directly related to supporting departmental mandate(s) and the government's priorities.

The Parole Board of Canada is an independent administrative tribunal responsible for making decisions about the timing and conditions of release of offenders to the community on various forms of conditional release. The Board also makes record suspension decisions, and recommendations for clemency through the [*Royal Prerogative of Mercy*](#).

Legislation governing the Board includes the [*Corrections and Conditional Release Act*](#) (CCRA), the [*Criminal Records Act*](#) (CRA), and the [*Criminal Code*](#). The CCRA empowers the Board to make conditional release decisions for federal offenders and offenders in provinces and territories without their own parole boards. Provincial boards currently exist in Quebec and Ontario. The CRA entitles the Board to order, deny or revoke record suspensions for convictions under federal acts or regulations of Canada. The Governor General or the Governor in Council exercises authority regarding the use of the Royal Prerogative of Mercy for those convicted of a federal offence in all jurisdictions based on investigations by the Board and recommendations provided to the Minister of Public Safety.

The Board has one strategic outcome: conditional release and record suspension decisions and decision processes that safeguard Canadian communities. This strategic outcome is the cornerstone of the Board's public accountability and reporting of results.

For more information on the department's mandate and activities please refer to the Board's [*Departmental Performance Report*](#) (DPR).

Annual Expenditures for Travel, Hospitality and Conferences of PBC are summarized below:

Expenditure Category (in thousands of dollars)	Expenditures for the year ending March 31, 2015	Expenditures for the previous year ending March 31, 2014	Variance
	(a)	(b)	(a - b)
Travel – Public Servants	\$1,450	\$1,647	(\$197)
Travel – Non-Public Servants	\$80	\$30	\$50
International Travel by Minister and the Minister’s Staff	\$0	\$0	\$0
Total Travel	\$1,530	\$1,677	(\$147)
Hospitality	\$3	\$1	\$2
Conference Fees	\$16	\$5	\$11
TOTAL	\$1,549	\$1,683	(\$134)

Significant Variances Compared With the Previous Fiscal Year

Travel:

Departmental travel expenditures decreased in 2014-15 by \$147K compared to 2013-14.

Public Servants: Departmental travel expenditures for public servants decreased in 2014-15 by \$197K compared to 2013-14.

The most significant component of this category is travel by Board members and Hearing Officers to correctional institutions to conduct conditional release hearings. Travel of this type decreased in 2014-15 as a result of continued saving measures from Budget 2012, such as telework by Board members, reductions in quorum and number of hearings conducted, increased use of video-conferencing for hearings and a reduction in the number of hearings Hearing Officers must attend.

In addition, every year PBC holds the annual training on risk assessment (ATRA) as a form of continuous learning for all Board members and some of the staff. PBC alternates the location where ATRA is held every other year it is held in Ottawa and the alternate year in a region. In 2013-2014

ATRA was held in Edmonton where as in 2014-15 it was held in Ottawa which led to reduced travel costs.

Non-Public Servants: Departmental travel expenditures related to non-public servants increased in 2014-15 by \$50K or compared to 2013-14.

Travel for Non-Public Servants increased in 2014-15 partially as a result of changes to the coding to some of these types of transactions. In 2013-14 Travel for non-public servants was incorporated within the professional fees which was not the case in 2014-15.

International Travel by Minister and Minister's Staff: Not applicable.

Hospitality:

Departmental hospitality expenditures increased in 2014-15 by \$2K compared to 2013-14.

The Board has limited hospitality, offering it on an exceptional basis only. The Board has taken steps to minimize hospitality expenses, and as a result, hospitality is generally only offered at the ATRA in the form of coffee and tea during health breaks to minimize time spent away from the training. At the 2013-14 ATRA, refreshments were offered but the cost was combined with the cost of the meeting room rental. For 2014-15 and all future years, the cost of this hospitality will be coded separately to increase transparency.

Conference Fees:

Departmental conference fees expenditures increased in 2014-15 by \$11K compared to 2013-14.

The Board has a National Conference Committee to review and approve the participation of Board members and employees in regional, national and international conferences. In 2014-15, there were more conference participations approved than the previous year.