



Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

Parole Board of Canada

Annual Report on Travel, Hospitality and Conference Expenditures 2017-18



As required by the Treasury Board's [Directive on Travel, Hospitality, Conference and Event Expenditures](#), this report provides information on travel, hospitality and conference expenditures for the Parole Board of Canada (PBC) for the fiscal year ending March 31, 2018, except for information withheld under the [Access to Information Act](#) or the [Privacy Act](#).

Travel, hospitality and conference expenditures incurred by a federal department or agency relate to activities that support the department or agency's mandate and the government's priorities.

The PBC's travel, hospitality and conference expenditures support the delivery of the following core programs and services to Canadians:

- The PBC 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 PBC also makes record suspension decisions, and recommendations for clemency through the [Royal Prerogative of Mercy](#).

Travel is required as part of the delivery of the PBC's mandate. The most significant component is travel by Board members and staff to correctional institutions to conduct conditional release hearings. Travel is also required for internal governance, as the department has a total of six regional offices distributed across five provinces. Another main reason for travel at the PBC is travel required for training. The importance of national consistency in conditional release decision-making requires that staff and Board members attend the same department-wide training. The PBC endeavours to minimize travel costs to the extent possible by encouraging options, such as teleconferencing and videoconferencing.

The PBC endeavors to minimize hospitality expenses to the extent possible. Expenses are primarily incurred by the PBC as a result of the requirement for employees to work through normal break or meal periods due to operations or business meetings. On an exceptional basis, the PBC will offer hospitality as part of an activity such as Board Member training.

The PBC conference expenses generally represent conference registration fees where a PBC employee has participated as an official representative of the organization, or has presented on a subject relevant to the department's mandate. As per the Treasury Board Secretariat's reporting requirements, expenditures to attend conferences where the primary purpose is to enable participants to maintain or acquire skills or knowledge are not reported as conference expenses but rather as training.

Travel, Hospitality and Conference Expenditures

Parole Board of Canada

Year ended March 31, 2018

Expenditure category	Expenditures for year ended March 31, 2018 (in thousands of dollars)	Expenditures for year ended March 31, 2017 (in thousands of dollars)	Variance (in thousands of dollars)
Travel			
Operational activities	\$885	\$847	\$38
Key stakeholders	\$43	\$61	(\$18)
Internal governance	\$288	\$250	\$38
Training	\$621	\$430	\$191
Other	\$7	\$2	\$5
Total Travel	\$1,844	\$1,590	\$254
Hospitality	\$12	\$10	\$2
Conference fees	\$13	\$12	\$1
TOTAL	\$1,869	\$1,612	\$257
International travel by minister and the minister's staff (included in Travel)	\$0	\$0	\$0

Significant Variances Compared With the Previous Fiscal Year

Travel:

Departmental travel expenditures increased in 2017-18 by \$254K compared to 2016-17. This increase is primarily attributed to increased travel for training. In 2017-18, thirty seven (37) new Board members were appointed to the PBC, representing 50% of its existing complement. In 2017-18, the PBC provided seven two-week orientation sessions at its national office, and a

further three weeks training to new Board members in the regions. In a typical year, the PBC would usually deliver two to four orientation sessions. Additionally, the department held training for hearing officers and for case review officers in 2017-18 to reinforce national consistency.

Hospitality:

Typically, spending on hospitality expenditures is minimal; as a result, a single event can present a significant percentage variance between years. Departmental hospitality expenditures increased in 2017-18 by \$2K compared to 2016-17.

Conference Fees:

Typically, spending on conference expenditures is minimal; as a result, a single event can present a significant percentage variance between years. Departmental conferences fees increased by \$1K in 2017-18.