



Parole Board  
of Canada

Commission des libérations  
conditionnelles du Canada

# Parole Board of Canada

## Annual Report on Travel, Hospitality and Conference Expenditures 2019-20



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, 2020.

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 contributes to the Government of Canada's outcome of a safe and secure Canada by making timely conditional release, record suspension, and expungement decisions and clemency recommendations in an open and accountable manner, while respecting the rights and dignity of both offenders and victims, in accordance with its statutory responsibilities and authorities.

The PBC's travel, hospitality and conference expenditures support the delivery of the following core responsibilities:

- Conditional Release Decisions;
- Conditional Release Openness and Accountability;
- Record Suspension Decisions/Clemency Recommendations; and
- Internal Services.

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 PBC has a total of six regional offices in five provinces, plus the national office in Ottawa. 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 minimizes travel costs to the extent possible by encouraging options, such as teleconferencing and videoconferencing.

The PBC minimizes hospitality expenses to the extent possible. The Annual Training on Risk Assessment (ATRA) exercise is the largest hospitality expense at the PBC. This annual training activity provides both large-group plenary sessions as well as small group workshops and is held in off site venues on a rotational basis between our regions and national office. ATRA focuses specifically on risk assessment skills, decision writing, and hearing management among other topics, and provides Board members with the opportunity for hands-on, practical 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, 2020

<b>Expenditure category</b>	<b>Expenditures for year ended March 31, 2020</b> (in thousands of dollars)	<b>Expenditures for year ended March 31, 2019</b> (in thousands of dollars)	<b>Variance</b> (In thousands of dollars)
<b>Travel</b>			
Operational activities	\$1,072	\$1,071	\$1
Key stakeholders	\$84	\$94	(\$10)
Internal governance	\$181	\$116	\$65
Training	\$543	\$555	(\$12)
Other	\$5	\$5	-
<b>Total Travel</b>	<b>\$1,885</b>	<b>\$1,841</b>	<b>\$44</b>
<b>Hospitality</b>	<b>\$7</b>	<b>\$13</b>	<b>(\$6)</b>
<b>Conference fees</b>	<b>\$9</b>	<b>\$10</b>	<b>(\$1)</b>
<b>TOTAL</b>	<b>\$1,901</b>	<b>\$1,864</b>	<b>\$37</b>

### Significant variances compared with previous fiscal year

There were no significant variances compared with previous fiscal year.