Parole Board of Canada | Commission des libérations conditionnelles du Canada

PAROLE BOARD OF CANADA
ANNUAL REPORT TO PARLIAMENT ON THE ACCESS TO INFORMATION ACT

2025-2026

Canada

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PAROLE BOARD OF CANADA

Introduction

In accordance with section 94 of the *Access to Information* (ATI) *Act*, an annual report to Parliament on the administration of the ATI Act is prepared each fiscal year and tabled in Parliament. This report covers the period from April 1, 2025, to March 31, 2026.

The Parole Board of Canada (PBC) did not have any wholly owned subsidiaries at any time during the reporting period.

Purpose of the *Access to Information Act*

The *Access to Information Act* allows Canadian citizens, permanent residents and any other individual or corporation present in Canada the right of access to information under the control of a federal government institution. This right of access is subject to limited and specific exceptions. Decisions on the disclosure of information are reviewed independently of government. This *Act* complements existing procedures for obtaining government information and does not limit in any way the type of information that is normally available to the public under informal access to government records.

The Parole Board of Canada (PBC/Board) recognizes the right of access to information under the control of government institutions as an essential element of democracy, openness and transparency. The PBC respects the spirit and requirements of the *Access to Information Act*, *Access to Information Regulations,* guidelines and related policy instruments.

Mandate of the Parole Board of Canada

The Parole Board of Canada (PBC) is an independent administrative tribunal. The PBC is headed by a Chairperson who reports to Parliament through the Minister of Public Safety.

The PBC, as part of the criminal justice system, contributes to the protection of society by facilitating, as appropriate, the timely reintegration of offenders and the sustained rehabilitation of individuals into society as law-abiding citizens. The Board makes independent, quality conditional release, record suspension and expungement decisions, as well as clemency recommendations, in a transparent and accountable manner, while respecting diversity and the rights of offenders and victims.

The PBC has exclusive authority under the *Corrections and Conditional Release Act* (CCRA) to grant, deny, cancel, terminate or revoke day parole and full parole. The Board may order certain offenders to be detained in prison until the end of their sentence. The Board makes conditional release decisions for federal offenders as well as for provincial offenders in provinces and territories that do not have their own provincial boards. The provinces of Ontario, Quebec and Alberta have their own parole boards.

The PBC is responsible for making decisions to order, refuse to order and revoke record suspensions (pardons) under the *Criminal Records Act* (CRA) and the *Criminal Code*. A record suspension is a formal attempt to remove the stigma of a criminal record for people who, having been convicted of an offence, have satisfied the sentence and remained crime-free for a prescribed number of years. The PBC also has legislated responsibility to order or refuse to order

expungement of a conviction under the *Expungement of Historically Unjust Convictions Act* (*Expungement Act*). The Board also makes recommendations for the exercise of clemency through the *Royal Prerogative of Mercy.*

The PBC is comprised of full-time employees as well as Board members appointed by the Governor-in-Council. The PBC's National Office is in Ottawa and there are six regional offices located in: Moncton (Atlantic), Montreal (Quebec), Kingston (Ontario), Saskatoon and Edmonton (Prairies), and Abbotsford (Pacific). The Appeal Division of the Board is in Ottawa.

Organizational Structure of the PBC to Fulfill its *Access to Information Act* Responsibilities

The Access to Information and Privacy (ATIP) Unit is led by the Director of Public Affairs and Partnerships, who reports to the Deputy Chairperson of the PBC. ATIP is responsible for:

- processing and responding to all formal requests under the *Access to Information Act*;
- responding to interdepartmental consultations;
- handling complaints from the Office of the Information Commissioner;
- advising senior officials and employees on ATIP-related issues;
- producing the Annual Report to Parliament;
- updating Info Source;
- training employees;
- replying to informal inquiries; and
- coordinating and implementing policies, guidelines and procedures to ensure compliance with the *Access to Information Act*.

The Director of Public Affairs and Partnerships is responsible for administering the legislation and signing exemptions within his delegated authority. In 2025-2026, ATIP staff consisted of the Director, one ATIP Manager, one Senior ATIP Analyst, one ATIP Analyst and one ATIP Clerk.

Requests are processed as follows:

- the completeness of the request is determined;
- the request is acknowledged;
- search for relevant records is conducted;
- records are analysed under the provisions of the legislation;
- other agencies/ministries are consulted, where appropriate;
- any necessary exemptions are applied; and,
- the applicant is provided with non-exempted material.

A tracking system is used to log all actions taken. Consultations with other agencies/ministries take place in most cases when other institutions' information is found in the PBC’s files, and their recommendations are normally followed.

As part of the Parole Board of Canada’s migration to Canada.ca, our proactive disclosure reports are now available through the Open Government portal. All *Access to Information* summaries are posted on a monthly basis.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section “Proactive Publication under Part 2 of the ATIA”.

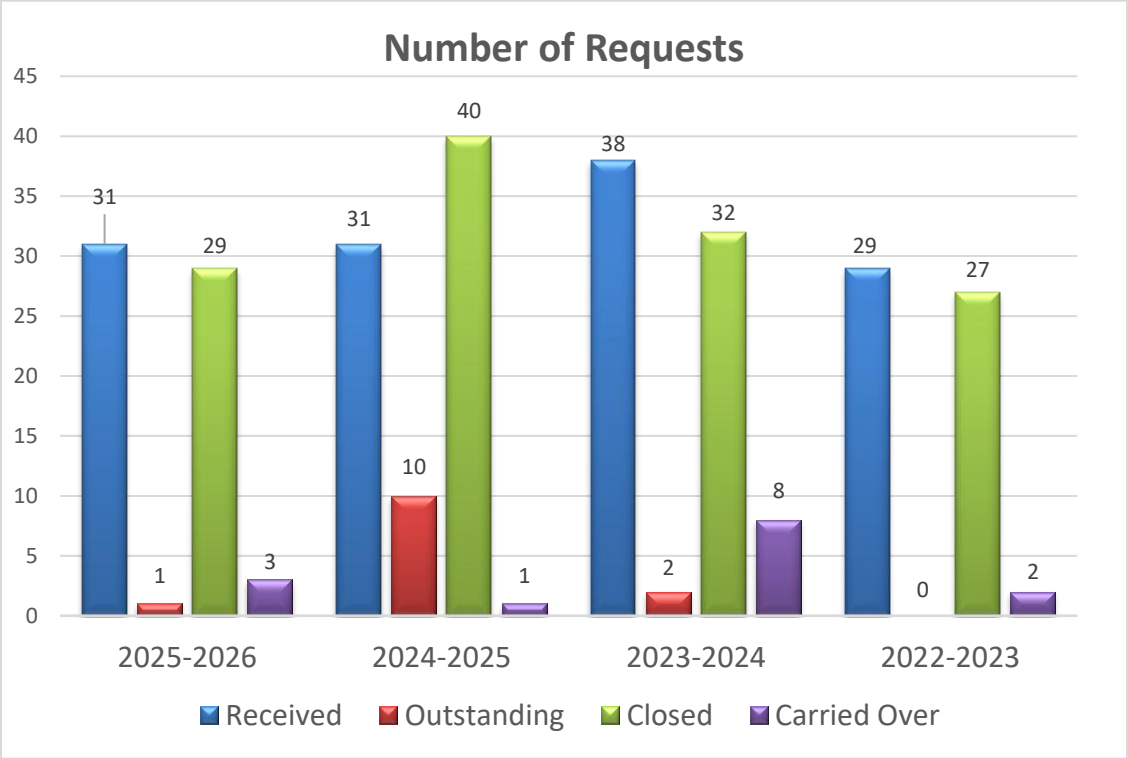
Delegation Order

Some powers, duties, and functions for the administration of the *Access to Information Act* have been delegated to the Executive Vice-Chairperson, Deputy Chairperson, Director of Public Affairs and Partnerships, and the ATIP Manager. For a copy of the signed delegation order, please refer to Annex A.

PART 1 – Requests under the Access to Information Act

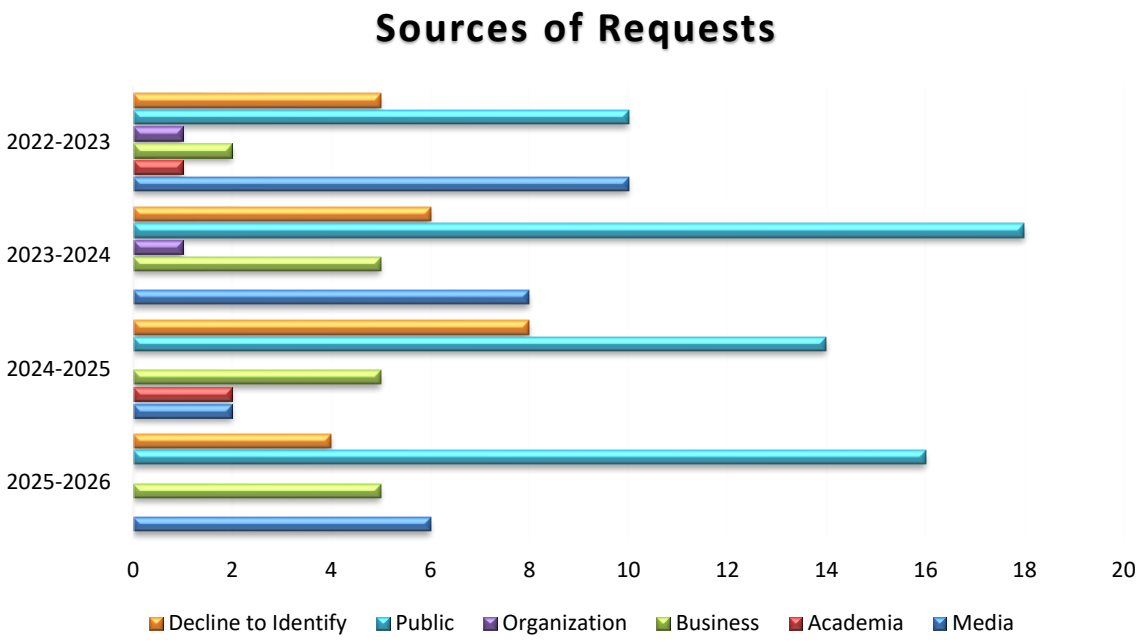
1.1 Number of Requests

Thirty-one (31) requests were received under the *Access to Information Act* during the current reporting period. One (1) request was carried forward from last fiscal year (2024-2025) and three (3) requests were carried forward into next fiscal year (2026-2027). Comparisons for the past four fiscal years are found on the following graph.



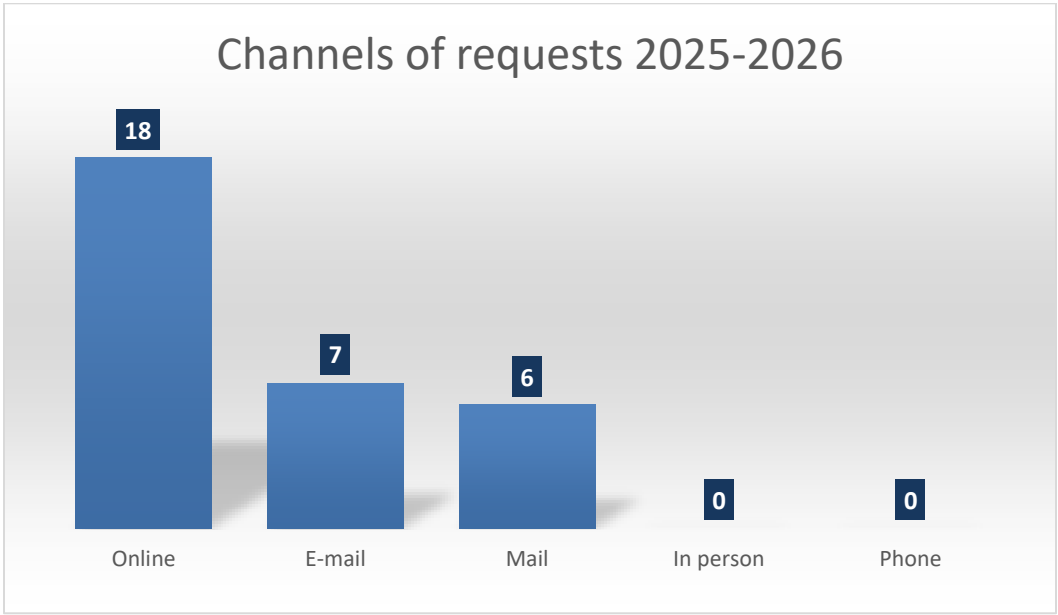
1.2 Sources of Requests

In 2025-2026, the majority of requests came from the public and media. A comparison of the source of the requester, by percentage of total requests received, can be found in the graph below.



1.3 Channels of requests

Of the thirty-one (31) requests received, 58% were submitted online, 23% by e-mail and 19% by mail.



PART 2 – Informal Requests[1]

2.1 Number of Informal Requests

In 2025-2026, eight (8) informal requests were received.

2.2 Completion time of informal requests

Seven (7) informal requests were completed between 0-15 days and one (1) was completed within 16 to 30 days.

2.3 Pages released and re-released informally

A total of 3,711 pages were released for the eight (8) informal requests. No pages were re-released during this reporting period.

PART 3 – Applications to the Information Commissioner on declining to Act on Request

ATIP did not have any requests that related to this during this reporting period.

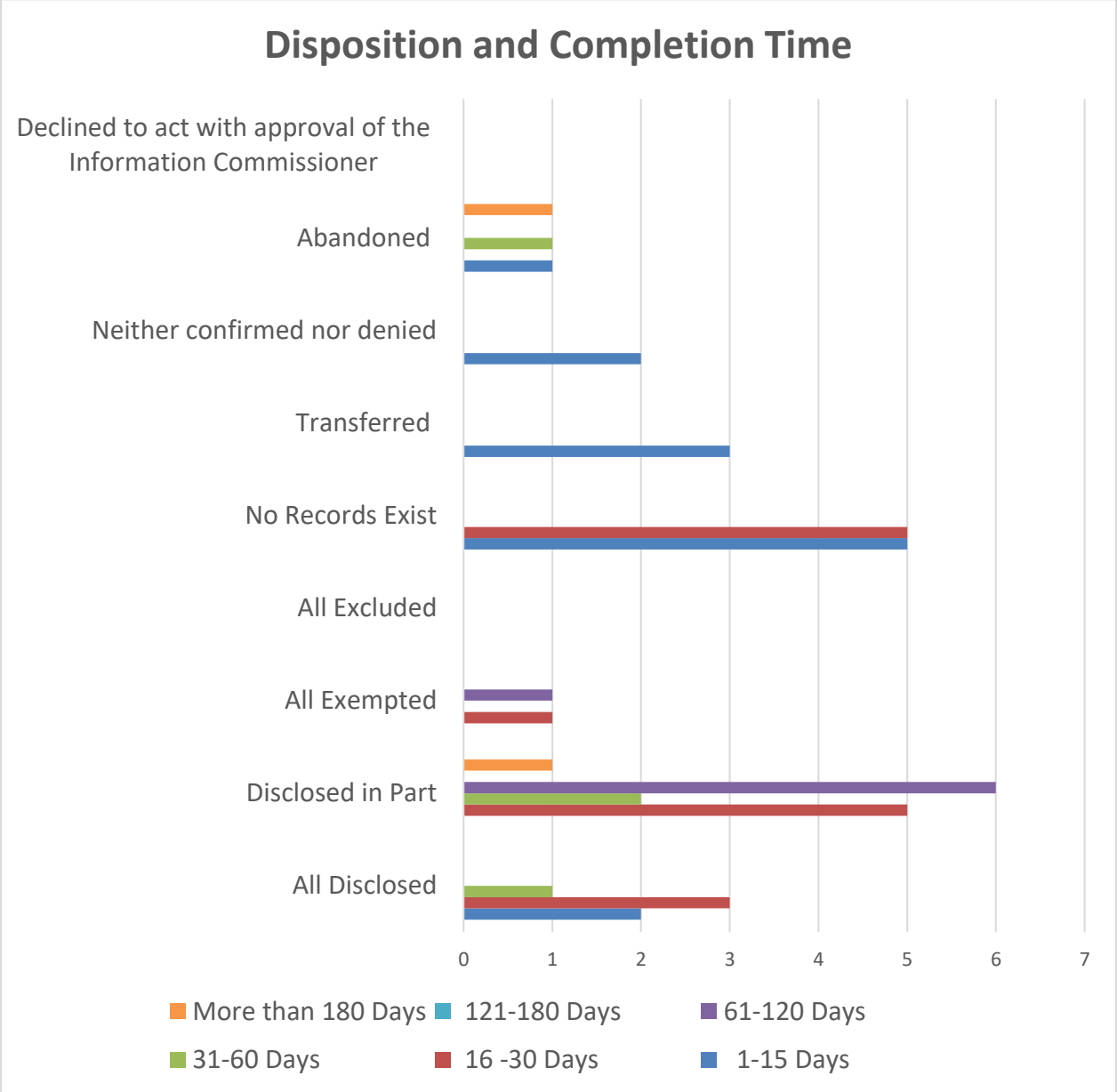
[1] *Informal request: a request for records that were previously disclosed through a formal ATI request.*

PART 4 – Requests Closed During the Reporting Period

4.1 Disposition and Completion Time

Sixty-nine percent (69%) of the requests were completed within 15 days, twenty-one percent (21%) were completed within 30 days, three percent (3%) were completed within 31-60 days, three percent (3%) were completed within 61-120 days and three percent (3%) were completed within 121-180 days.

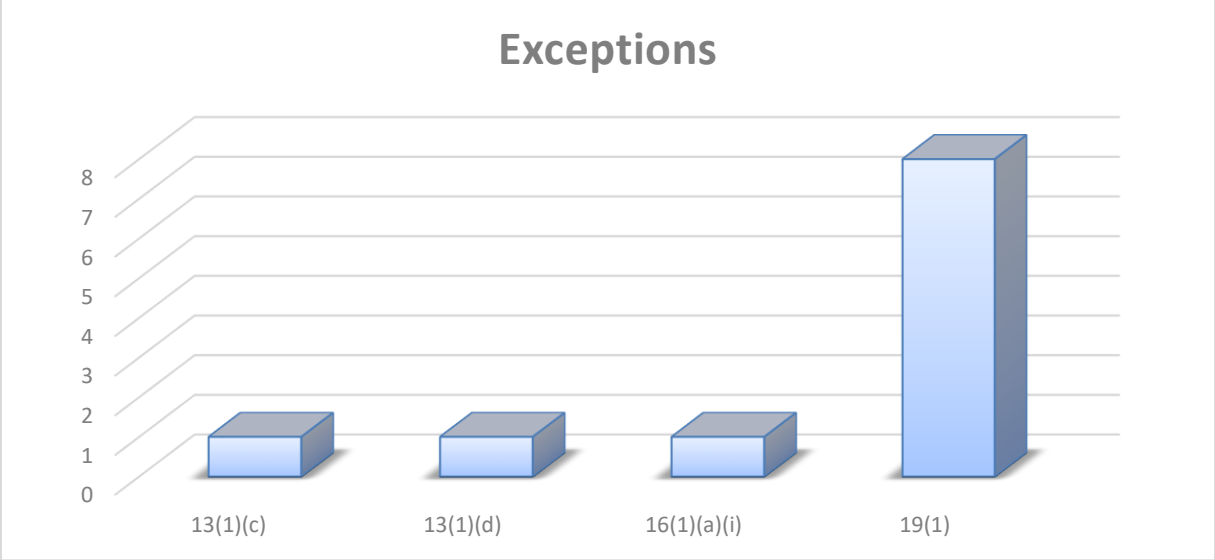
A graph of the disposition of requests and completion time for 2025-2026 is shown below. Of the 29 requests processed, 28% were fully disclosed and 17% were partially disclosed.



Neither confirmed nor denied: records that the PBC can neither confirm nor deny the existence of, pursuant to Section 10(2) of the Access to Information Act (e.g., whether someone has a pardon/record suspension).

4.2 Exemptions

During fiscal year 2025-2026, 19(1) (Personal Information) was the exemption invoked the most. Sections 13(1)(c), 13(1)(d) (Information obtained in confidence) and 16(1)(a)(i) (Law enforcement and investigations) were also used this fiscal year. The exemptions invoked varied from file-to-file.



4.3 Exclusions

There were no exclusions applied this fiscal year.

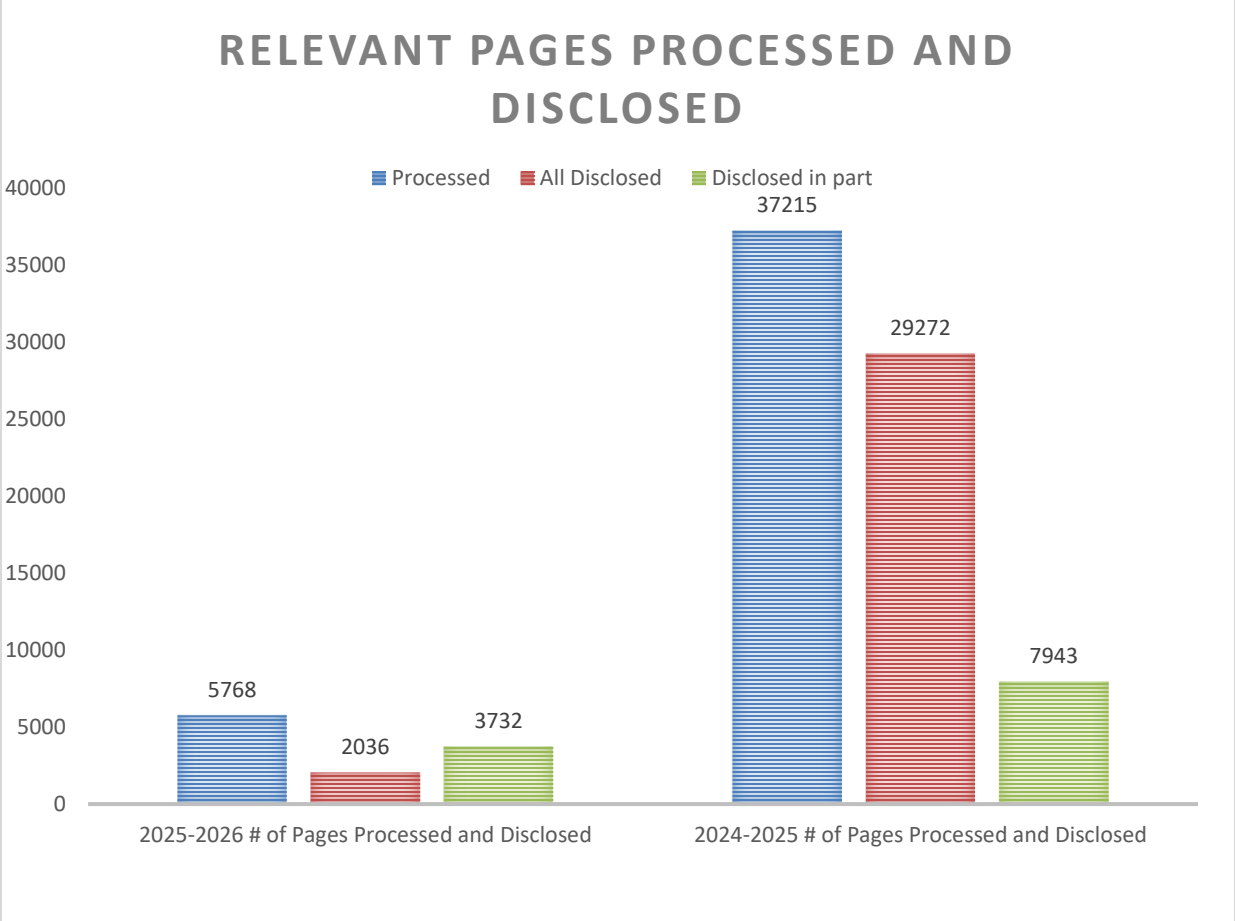
4.4 Format of Information Released

Information was predominantly released in electronic format, with twelve (12) requests disclosed electronically and one (1) disclosed in paper format.

4.5 Complexity

4.5.1 Relevant Pages Processed and Disclosed for paper and e-record

Overall, 5,768 pages were processed this past fiscal year from 24 requests and, of these, 2,036 were disclosed in full and 3,732 were disclosed in part.



All disclosed: pages disclosed in full
Disclosed in part: pages partially disclosed (with exemptions)

4.5.2 Relevant Pages Processed and Disclosed for paper and e-record by size of request

Eighty-three percent (83%) of requests processed this past fiscal year had less than 500 pages and four (4) requests had less than 10,000 pages.

4.5.3 Relevant minutes processed and disclosed for audio and video formats

There were no requests for audio and video.

4.5.4 Relevant minutes processed per request disposition for audio and video formats

There were no requests for audio and video.

4.5.5 Other Complexities

In fiscal year 2025-2026, the complexities were all based on consultations required.

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Of the twenty-nine (29) requests closed in 2025-2026, 100% of the requests were closed within the legislated timeframes.

4.7 Deemed Refusals

4.7.1 Reason for not meeting legislated timeframes

In fiscal year 2025-2026, there were no requests that were closed beyond the statutory deadline.

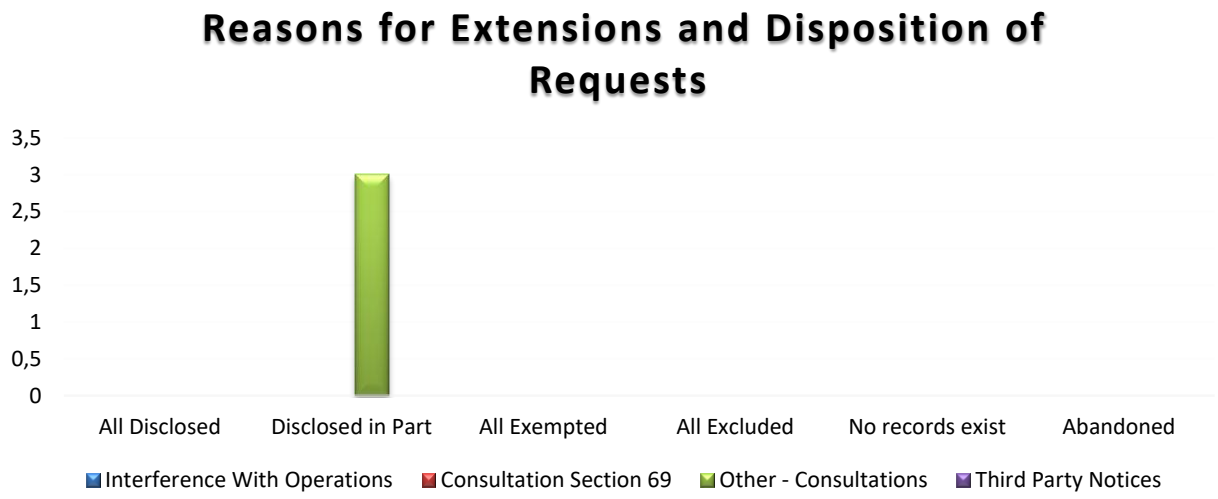
4.7.2 Requests closed beyond legislation timelines (including any extension taken)

There were no deemed refusals during this reporting period.

PART 5 – Extensions

5.1 Reasons for Extensions and Disposition of Requests

In fiscal year 2025-2026, there were three (3) extensions taken.



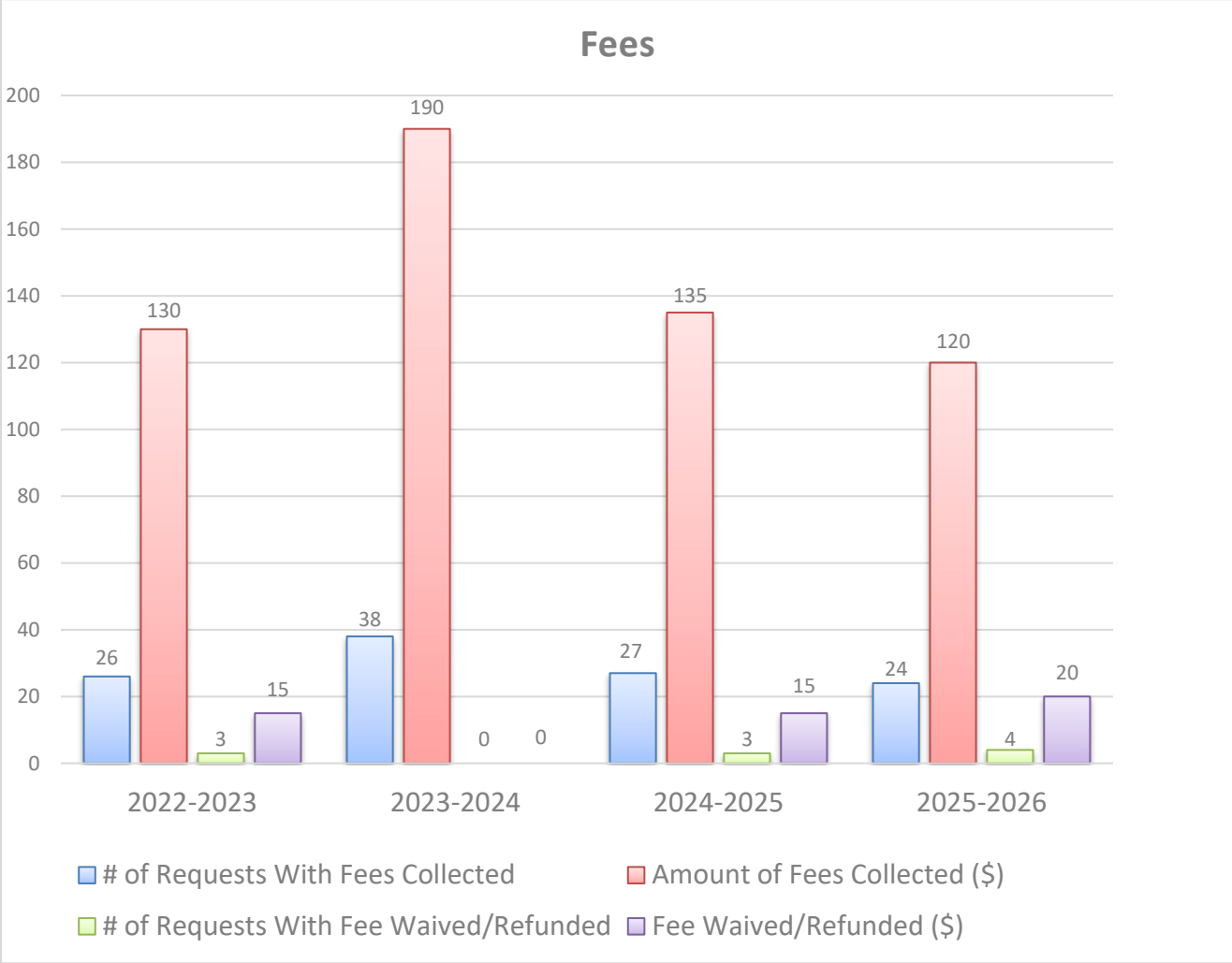
5.2 Length of extensions

One (1) extension taken was for between 31 to 60 days and two (2) extensions taken were for between 61 to 120 days.

PART 6 – Fees

During the fiscal year 2025-2026, under the *Access to Information Act* our institution has collected the following fees:

- Enabling authority: *Access to Information Act*
- Fee payable: $5 application fee is the only fee charged for an ATI request
- Total revenue: $120
- Fees waived: $20
  In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, the Parole Board of Canada waives all fees prescribed by the Act and Regulations, other than the $5 application fee set out in paragraph 7(1)(a) of the Regulations.
- Cost of operating the program: $53,655



PART 7 – Consultations Received from other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and organizations

Twelve (12) consultations were received from other government institutions, and no consultations were received from other organizations this fiscal year.

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Ten (10) consultations were responded to within 0 to 15 days, and one (1) consultation was responded to within 31 to 60 days. The recommendations for nine (9) consultations were *Disclose entirely* and for one (1) consultation was *Disclose in part*.

7.3 Recommendations and completion time for consultations received from other

organizations outside Government of Canada

No consultations were received from other organizations. This is consistent with past trends at the PBC.

PART 8 – Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

There was no consultation on Cabinet Confidences with Legal Services this past fiscal year.

8.2 Requests with Privy Council Office

There was no consultation on Cabinet Confidences with the Privy Council Office this past fiscal year.

PART 9 – Investigations and Reports of finding

9.1 Investigations

There were two (2) complaints received in 2025-2026.

9.2 Investigations and Reports of finding

There were two (2) initial reports received from the Information Commissioner for the reporting period.

PART 10 – Court Action

10.1 Court actions on complaints

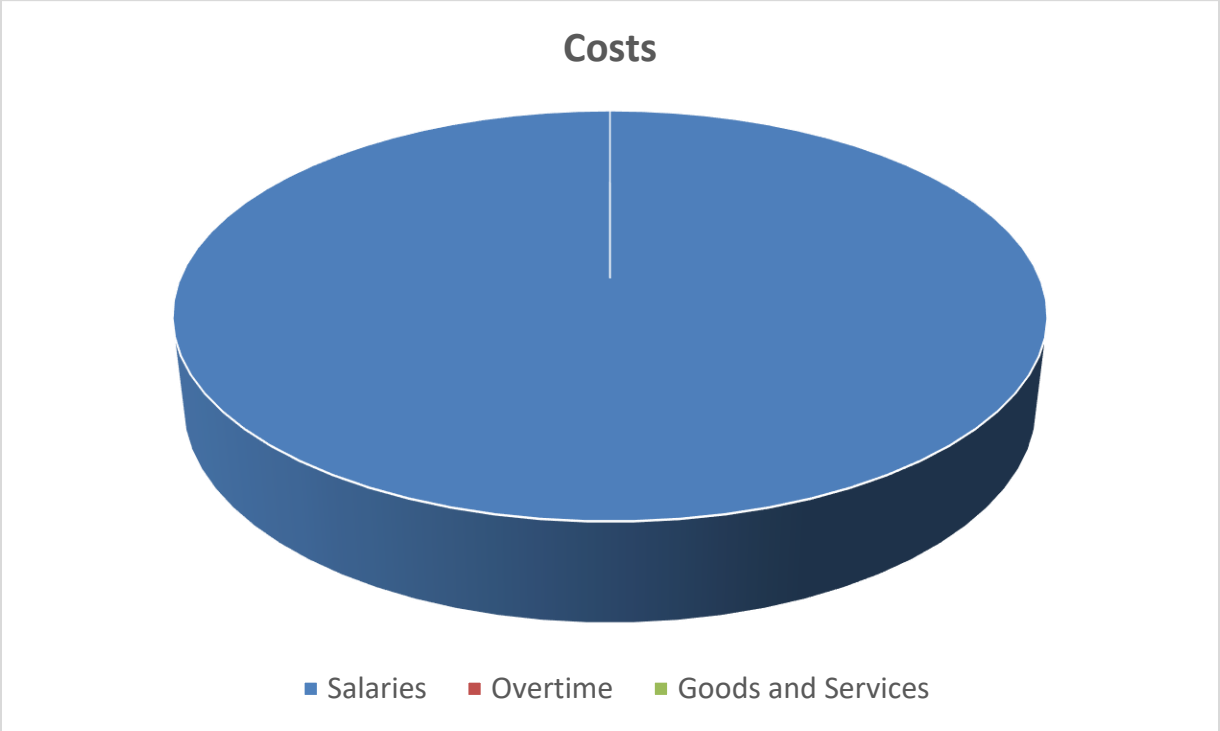
There are no active court actions on complaints.

10.2 Court actions on third party notifications under paragraph 28(1)(b)

There are no active court actions on third party notifications under paragraph 28(1)(b).

PART 11 – Resources Related to the Access to Information Act

Total salary costs associated with the *Access to Information Act* activities were $53,655 for 2025-2026. The associated full-time equivalency (FTE) human resources were 0.60. Salary costs attributable to ATIP are the costs accountable for the administration of the *Act.* These are the salary costs of individuals working on ATIP activities such as processing ATIP requests, assisting the Office of the Information Commissioner in complaint investigations, processing consultation requests from other government institutions, preparing reports, maintaining statistics and training employees on the *Access to Information Act*. Similar to previous fiscal years, the vast majority of salary costs in the ATIP office were associated with *Privacy Act* activities. A chart of the costs associated with the *Access to Information Act* is shown as a percentage of expenditures in the chart below.



Formal/Informal Interface

As reported in previous annual reports, the PBC continues to manage a large number of requests informally through its Public Affairs and Partnerships Division and regional offices. The availability of corporate publications and the PBC website on Canada.ca greatly facilitate access to information about the PBC and its programs. As well, the *Corrections and Conditional Release Act* (CCRA) directs the PBC to maintain a registry of its written decisions, which are available to members of the public upon written request. This allows Canadian citizens greater access to information about specific decisions related to the conditional release of offenders. The CCRA provides for:

1. A Decision Registry containing all conditional release decisions made by the Board since November 1992, and which is accessible by written request to anyone who demonstrates an interest in a specific case or group of cases.

2. Access by victims to some offender-related information, and.

3. Members of the public to attend PBC hearings.

This law has an important impact on the disclosure of offender-related information to third parties.

Training Activities

The PBC requires all its public service staff to complete the online course “Access to Information and Privacy Fundamentals” as part of their Collective Learning Roadmap. During the 2025-2026 exercise, there were no training session on ATIP delivered.

Revised PBC-related Policies, Guidelines and Procedures

In keeping with Treasury Board’s policies, guidelines, and procedures regarding the *Access to Information Act,* the PBC has an ATIP procedural manual to ensure consistency while processing requests under the *Access to Information Act*. In addition, updated information geared towards assisting applicants in obtaining information from the PBC is posted on its external website. This includes information on how to make an access to information request, the time limit for responding to access requests, the principles for assisting applicants, completed access to information requests, Info source, Access to Information and Privacy Annual Reports, Frequently Asked Questions, and related links.

Initiatives and Projects to Improve Access to Information

To improve the access to information held within the PBC, we have been working on implementing the following activities:

- Improvements to modernize the delivery of services by promoting the ATIP Online Service to requesters.
- Updating our current ATIP digital software to ATIPXpress.
- Improvements for responding to requests for copies of previously released ATI requests.

Key Issues and Actions Taken on Complaints

Two (2) complaints were received for this reporting period. One complaint received stated that the PBC improperly withheld information under subsection 19(1) and the other complaint stated the

PBC improperly prevented the complainant from submitting the access request though the ATIP online portal. No complaints were concluded during the reporting period.

Proactive Publication under Part 2 of the ATIA

The PBC is a government institution listed under Schedule I.1 and 4 of the *Financial Administration Act*, for the purposes of Part 2 of the ATIA. In line with its obligations under Part 2 of the ATIA, the PBC proactively publishes the following information:

- Travel and hospitality expenses
- Contracts over $10,000
- Publications and Reports
- Reclassification of positions
- Grants and contributions over $25,000 (Note: The PBC does not award any grants or contributions)
- Titles and reference numbers of memoranda prepared for a deputy head
- Packages of briefing materials prepared for a new or incoming deputy head
- Packages of briefing materials prepared for a deputy head for appearance before a committee of Parliament

All mandated proactive disclosure requirements were met. Information that would normally be withheld under the *Access to Information Act* or the *Privacy Act* is redacted from these materials.

Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the *Access to Information Act*			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*			
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter / Q4: Within 60 days after the quarter	Yes
Grants & Contributions over $25,000	87	Within 30 days after the quarter	Yes
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Yes
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Yes

Government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e., government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	Yes
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	No
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No

Monitoring the Time to Process Access to Information Requests

The PBC monitors the time to process all Access to Information requests using a computerized tracking system. Monitoring is done by the Manager, ATIP. As the PBC is 100% compliant with the legislated timelines set out in the Act, no additional monitoring is required.

ANNEX A: Delegation - Access to information

DELEGATION / DÉLÉGATION
ACCESS TO INFORMATION ACT
/ LOI SUR L'ACCÈS À
L'INFORMATION

Access to Information Act Delegation Order

By this order made pursuant to section 95(1) of the *Access to Information Act*, I hereby authorize those officers and employees of the Parole Board of Canada occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties or functions specified therein.

This delegation replaces and repeals all previous orders.

Dated at the City of _____, this day of March 2025.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

Par le présent arrêté pris en vertu de l'article 95(1) sur la *Loi sur l'accès à l'information*, j'autorise les agents et les employés de la Commission des libérations conditionnelles du Canada occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Daté, en la ville de _Ottawa_____

, ce _31 jour de mars 2025.

_____

Joanne Blanchard

Chairperson /

Présidente

Parole Board of Canada / Commission des libérations conditionnelles du Canada

Delegation Order - Access to Information Act

Powers, Duties or Functions	Section	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
Reasonable effort to assist, respond accurately and completely and provide timely access in the format requested	4(2.1)	Yes	Yes	Yes	Yes	Yes
To give notice to applicant that access will be given	7(a)	Yes	Yes	Yes	Yes	No
To give access to the record	7(b)	Yes	Yes	Yes	Yes	No
To transfer to another institution or to accept a transfer from another institution and to give notice to the applicant	8(1)	Yes	Yes	Yes	Yes	No
To extend time limit and give notice	9	Yes	Yes	Yes	Yes	No
Where access is refused	10	Yes	Yes	Yes	No	No
To require payment of additional fees	11(2)	Yes	Yes	Yes	Yes	No
To require payment for machine readable record	11(3)	Yes	Yes	Yes	Yes	No
To require payment of a deposit	11(4)	Yes	Yes	Yes	Yes	No
To give notice of amount owing	11(5)	Yes	Yes	Yes	Yes	No
To waive the requirement to pay fee	11(6)	Yes	Yes	Yes	Yes	No
To determine whether a record should be translated	12(2)(b)	Yes	Yes	Yes	Yes	No
To determine whether a record should be provided in an alternative format	12(3)(b)	Yes	Yes	Yes	Yes	No
Information obtained in confidence	13	Yes	Yes	Yes	Yes	No
Federal-provincial affairs	14	Yes	No	No	No	No
International affairs and defence	15	Yes	Yes	Yes	No	No
Law enforcement and investigations	16	Yes	Yes	Yes	Yes	No
Public Servants Disclosures Protection Act	16.5	Yes	Yes	Yes	No	No
Safety of individuals	17	Yes	Yes	Yes	No	No
Economic interest of Canada	18	Yes	Yes	Yes	No	No
Economic interests of certain government institutions	18.1	Yes	Yes	Yes	No	No

Powers, Duties or Functions	Section	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
Personal information	19	Yes	Yes	Yes	Yes	No
Third party information	20	Yes	Yes	Yes	Yes	No
Operations of Government	21	Yes	Yes	Yes	No	No
Testing procedures, tests and audits	22	Yes	Yes	Yes	Yes	No
Internal audits	22.1	Yes	Yes	Yes	No	No
Solicitation-client privilege	23	Yes	Yes	Yes	No	No
Statutory prohibitions	24	Yes	Yes	Yes	No	No
Severability	25	Yes	Yes	Yes	Yes	No
Refusal of access where information is to be published	26	Yes	Yes	Yes	No	No
To give to third party notice of intent to disclose	27(1)	Yes	Yes	Yes	No	No
To extend time limits set out in 27(1)	27(4)	Yes	Yes	Yes	Yes	No
To decide on disclosure after third party representation and to give notice of decision to third party	28(1)(b)	Yes	Yes	Yes	No	No
To waive requirement for written representations	28(2)	Yes	Yes	Yes	No	No
To give access unless review of decision is requested	28(4)	Yes	Yes	Yes	No	No
To give notice to applicant and to third party	29(1)	Yes	Yes	Yes	No	No
To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification	33	Yes	Yes	Yes	No	No
To make representations to the Information Commissioner	35(2)(b)	Yes	Yes	Yes	Yes	No
Notice of actions to implement recommendations of Commissioner	37(1)	Yes	Yes	Yes	No	No
To give notice to the Information Commissioner that access to a record will be given	37(4)	Yes	Yes	Yes	No	No
To give notice to a third party of application for Court review	43(1)	Yes	Yes	Yes	No	No

Powers, Duties or Functions	Section	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
To give notice to applicant that third party has applied for Court review	44(2)	Yes	Yes	Yes	No	No
To request hearing in the National Capital Region	52(2)(b)	Yes	Yes	Yes	No	No
To request opportunity to make representations *ex parte*	52(3)	Yes	Yes	Yes	No	No
To refuse to disclose Cabinet confidences	69	Yes	Yes	Yes	No	No
To provide facilities where manuals may be inspected by public	71(1)	Yes	Yes	Yes	No	No
To prepare annual report for submission to Parliament	72	Yes	Yes	Yes	Yes	Yes

Delegation Order – Access to Information Regulations

Powers, Duties or Functions	Section	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
Transfer of request	6(1)	Yes	Yes	Yes	Yes	Yes
Search and preparation fees	7(2)	Yes	Yes	Yes	Yes	No
Productions and programming	7(3)	Yes	Yes	Yes	Yes	No
Method of access	8	Yes	Yes	Yes	Yes	No
Limitations in respect of format	8.1	Yes	Yes	Yes	Yes	No