

**2016-17 Departmental Results Report:  
Supplementary Information Tables**

## Departmental Sustainable Development Strategy

### Green Procurement

As of April 1, 2014, the Government of Canada will continue to take action to embed environmental considerations into public procurement, in accordance with the federal Policy on Green Procurement.

During the 2016-17 reporting cycle, the Parole Board of Canada (PBC) considered the environmental effects of initiatives subject to the Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals, as part of its decision-making processes.

As the PBC did not develop any initiatives that required a strategic environmental assessment, no related public statements were produced.

### Performance Measurement

Expected Result: Environmentally responsible acquisition, use and disposal of goods and services.

Performance indicator	Performance level achieved
Departmental approach to further the implementation of the Policy on Green Procurement in place as of April 1, 2014.	April 1, 2015
Number and percentage of procurement and/or materiel management specialists who completed the Canada School of Public Service Green Procurement course (C215) or equivalent, in fiscal year 2016-17.	1 100%
Number and percentage of managers and functional heads of procurement and materiel whose performance evaluation includes support and contribution toward green procurement, in fiscal year 2016-17.	1 100%

Implementation strategy element or best practice	Performance level achieved
7.2.1.5. Leverage common-use procurement instruments where available and feasible.	Achieved
Best Practice 7.2.3. Train acquisition cardholders on green procurement.	Achieved
Best Practice 7.2.4. Increase awareness of the Policy on Green Procurement among Board members and employees.	Achieved
The PBC is committed to: <ul style="list-style-type: none"><li>• <b>Approach:</b> The PBC's approach to implementing green procurement is to continue to target the use of Public Services and Procurement Canada's (PSPC) procurement instruments into which</li></ul>	

environmental performance considerations are already integrated, to continue to provide continuous training on greening to personnel, and to continue to promote environmental considerations in our daily workplaces.

- **Management Processes and Controls:** The PBC uses PSPC procurement instruments as its primary procurement mechanism and leverages the environmental considerations incorporated into these standing offers/supply arrangements by PSPC. Furthermore, when there is no PSPC standing offer available, all other contracting documents include a clause addressing environmental considerations in the performance of the work required.
- **Specific Targets:** The PBC continues to encourage staff to use the recycling/shredder bins provided for paper and plastic, to reduce paper usage by using electronic alternatives, to encourage staff to minimize printing and copying, print double-sided and avoid printing in colour. With the implementation of the Electronic File (E-File), Board members are now able to access decision-making information electronically thus eliminating paper handling.
- **Green Procurement Training:** The PBC has only one Contracting Management Advisor and the employee completed the Canada School of Public Service online course C215 in May 2008. Training on green procurement will continue to be provided to key acquisition cardholders and managers involved with acquisitions on an ongoing basis.
- **Performance Evaluations:** In 2016-17, the PBC ensured that an objective to take environmental considerations into account for all procurement activities was included in the performance agreement of our Contracting Management Advisor.
- **Travel:** The PBC continues to increase video-conferencing usage where possible (e.g., parole hearings and meetings) which reduces travel for Board members and employees and encourages green procurement.

## Reporting on the User Fees Act

### General and financial information by fee

<b>Fee name</b>	Record Suspension User fee (\$631.00)
<b>Fee type</b>	Other Products and Services
<b>Fee-setting authority</b>	<a href="#">User Fees Act (UFA)</a>
<b>Year introduced</b>	2012
<b>Year last amended</b>	2012
<b>Performance standard</b>	Record suspension applications for summary convictions are processed within 6 months of application acceptance; record suspension applications for indictable offences are processed within 12 months of application acceptance; and, record suspension applications that the PBC is proposing to deny are processed within 24 months of application acceptance.
<b>Performance results</b>	<p>In 2016-17, the PBC received a total of 11,563 record suspension applications and accepted 8,191 for processing. The accepted applications were successfully processed within the established standards at 99.99%.</p> <p>Average processing time for files:</p> <ul style="list-style-type: none"> <li>- Containing offences tried summarily; 153 days;</li> <li>- Containing offences tried by indictment; 259 days; and</li> <li>- Where the PBC refused to order a record suspension; 273 days.</li> </ul>
<b>Other information</b>	<p>In February 2012, PBC moved to a full cost recovery model for record suspensions, which resulted in a further increase of the user fee to \$631. It is significant to note that the new fee structure imposed according to the User Fees Act requires new service standards for the processing of a record suspension application.</p> <p>PBC is currently resourced to manage all new applications received under the \$631 user fee in accordance with the new service standards. Consequently, the implementation of the new user fee required PBC to shift its focus to exclusively process applications received under the new user fee regime.</p>

The figures below represent the re-spendable revenue portion of the fee.

### Financial information, 2016-17 (dollars)

Forecast Revenue	Actual Revenue	Full Cost
4,230,000	3,856,820	5,113,125

### Financial Information, 2017-18, 2018-19 and 2019-20 (dollars)

Fiscal year	Forecast revenue	Estimated full cost
2017-18	4,230,000	4,759,000
2018-19	4,230,000	4,759,000
2019-20	4,230,000	4,759,000

### General and Financial Information by Fee

Fee name	Fees charged for the processing of access requests filed under the <a href="#">Access to Information Act (ATIA)</a>
Fee type	Regulatory Service
Fee-setting authority	<a href="#">Access to Information Act (ATIA)</a>
Year introduced	1983
Year last amended	1992
Performance standard	Response provided within 30 days following receipt of request; the response time may be extended pursuant to section 9 of the <a href="#">ATIA</a> . Notice of extension to be sent within 30 days after receipt of request. The <a href="#">ATIA</a> provides fuller details.
Performance results	<p>Response times 100% within Performance Standard (<a href="#">ATIA</a>):  Total 39 requests: within 30 days = 34 requests; 31-60 days = 4 requests; 61-120 days = 0 requests; over 121 days = 1 request.</p> <p>Response times 100% within Performance Standard (<a href="#">Privacy Act</a>):  Total 491 requests: within 30 days = 358 requests; 31-60 days = 133 requests; 61-120 days = 0 requests; over 121 days = 0 requests.</p>
Other information	

### Financial information, 2016-17 (dollars)

Forecast Revenue	Actual Revenue	Full Cost
200	120	331,399

### Financial Information, 2017-18, 2018-19 and 2019-20 (dollars)

Planning Years		
Fiscal year	Forecast revenue	Estimated full cost
2017-18	200	330,000
2018-19	200	330,000
2019-20	200	330,000

## Summary of Financial Information for All User Fees and Regulatory Charges

### Summary of Financial Information for All User Fees and Regulatory Charges, 2016-17 (dollars)

	Forecast revenue	Actual revenue	Full cost
Regulatory subtotal	200	120	331,399
Other products and services subtotal	4,230,000	3,856,820	5,113,125
Total, all fee types	4,230,200	3,856,940	5,444,524

### Summary of Financial Information for All User Fee Totals, 2017-18, 2018-19 and 2019-20 (dollars)

	Planning year	Forecast revenue	Estimated full cost
Regulatory subtotal	2017-18	200	330,000
	2018-19	200	330,000
	2019-20	200	330,000
Other products and services subtotal	2017-18	4,230,000	4,759,000
	2018-19	4,230,000	4,759,000
	2019-20	4,230,000	4,759,000
Total, all fee types	2017-18	4,230,000	5,089,000
	2018-19	4,230,000	5,089,000
	2019-20	4,230,000	5,089,000

# Reporting on the Policy on Service Standards for External Fees

## General Information by Fee

<b>External fee name</b>	Record Suspension Fee - \$631
<b>Service Standard</b>	Record suspension applications for summary convictions are processed within six months of application acceptance; record suspension applications for indictable offences are processed within 12 months of application acceptance; and, record suspension applications that the PBC is proposing to deny are processed within 24 months of acceptance.
<b>Performance Results</b>	<p>Average processing time for files:</p> <ul style="list-style-type: none"> <li>- containing offences tried summarily: 153 days;</li> <li>- containing offences tried by indictment: 259 days; and</li> <li>- where the PBC refused to order a record suspension: 273 days.</li> </ul> <p>The accepted applications were successfully processed within the established standards at 99.99%.</p>
<b>Stakeholder Consultation in 2016-17 or prior fiscal years</b>	<p>The service standard was established as a result of the requirements under the <a href="#">User Fees Act (UFA)</a>.</p> <p>The most recent consultation was in February 2011. This consisted of: an on-line public consultation; a meeting with other government departments; and a consultation meeting with external stakeholders.</p>
<b>Other information</b>	A re-examination of the original user fee costing assumptions from 2012 was undertaken to determine whether the current fee continues to be valid. The use of an independent contracted the firm was engaged to complete the costing review. The exercise included a review of the previously undertaken work to determine the current record suspension user fee. Additionally, an online consultation has been conducted with key stakeholders (i.e., general public, criminal justice system partners, individuals who have a criminal record, record suspension companies, offender advocacy groups, and Indigenous groups) to get their input on the record suspension user fee regime. Through this exercise potential modifications will be identified for the record suspension program as its associated user fee.