



Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

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

2023-2024

Canada 

Title: Parole Board of Canada - Annual Report to Parliament on the *Access to Information Act* 2023-2024

This publication is available for download at www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy.html

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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, 2023 to March 31, 2024.

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

The Parole Board of Canada, 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 located 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 located 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 2023-2024, ATIP staff consisted of the Director, one ATIP Manager, one Senior ATIP Analyst, one ATIP Analyst and one ATIP Clerk. All ATIP staff are located at National Office, however most ATIP staff telework several times a week, in accordance with the PBC's Telework Policy.

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.

Reading rooms are available in each of the six regional offices of the Board as well as at National Office.

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, as per Part 2 of the Proactive Publications, are posted on a monthly basis on the Open Government Portal, <https://open.canada.ca/en/access-to-information>

Delegation Order

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

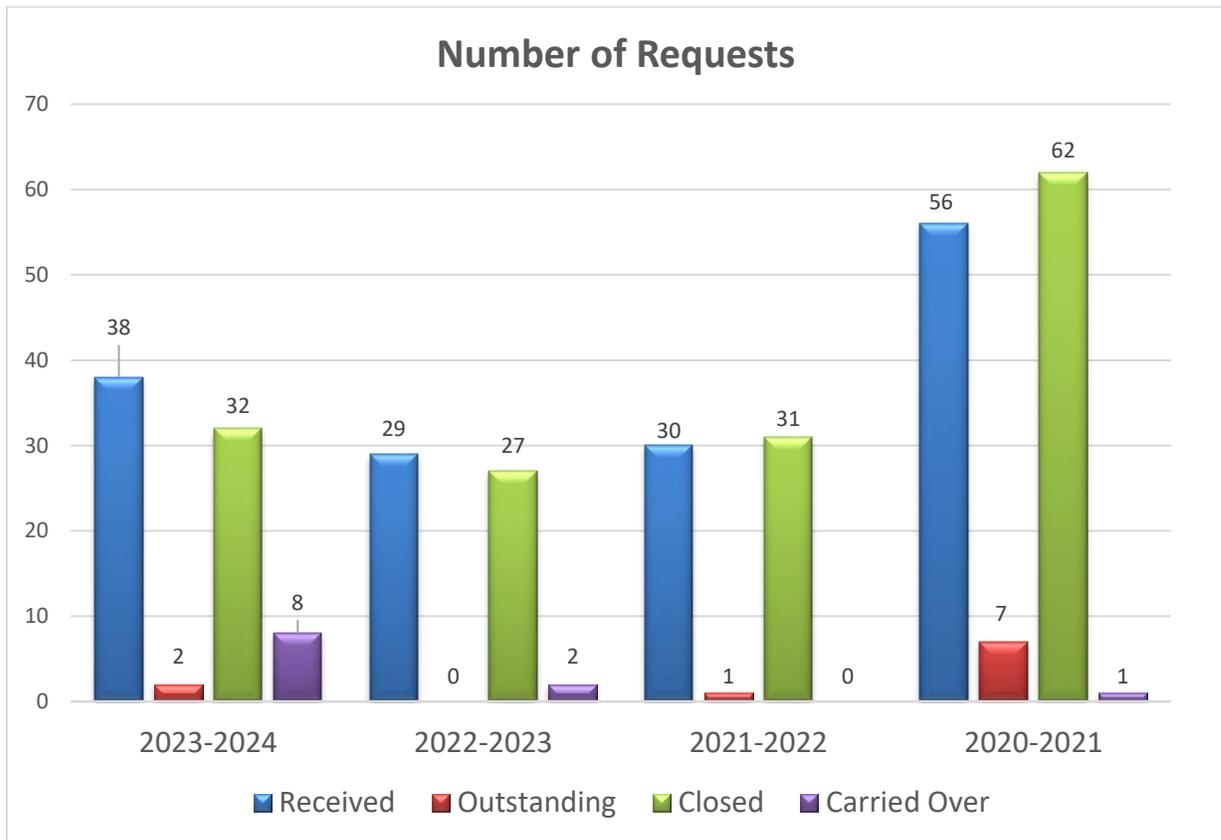
Interpretation of the Statistical Report for the 2023-2024 Reporting Period

For a copy of the Statistical Report, please refer to Annex B.

PART 1 – Requests under the Access to Information Act

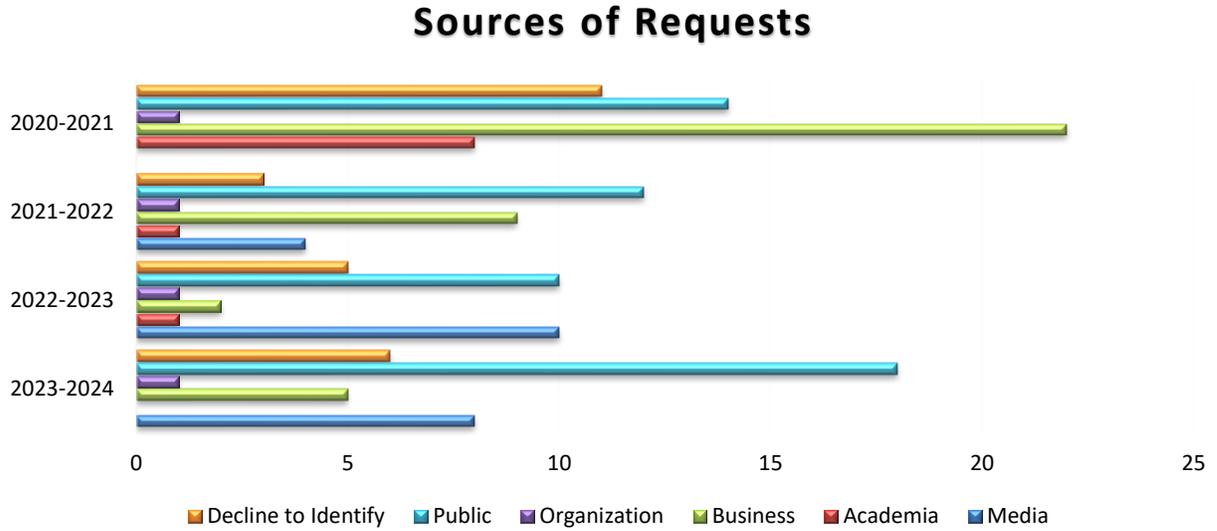
1.1 Number of Requests

Thirty-eight (38) requests were received under the *Access to Information Act* during the current reporting period. Two (2) requests were carried forward from last fiscal year (2022-2023) and eight (8) requests were carried forward into next fiscal year (2024-2025). Comparisons for the past four fiscal years are found on the following graph.



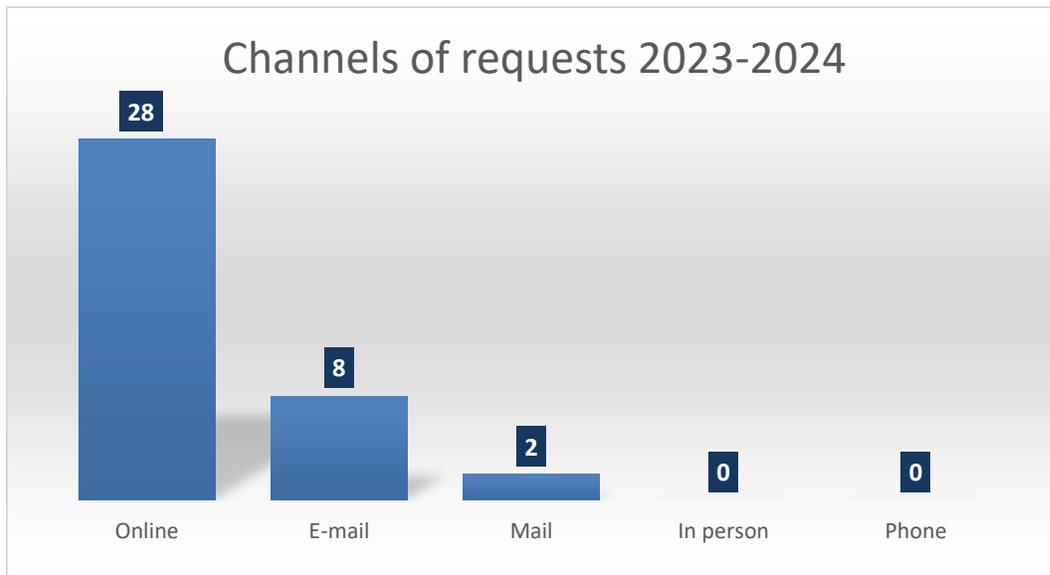
1.2 Sources of Requests

In 2023-2024, 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-eight (38) requests received, 74% were submitted online, 21% by e-mail and 5% by mail.



PART 2 – Informal Requests¹

2.1 Number of Informal Requests

In 2023-2024, thirty-nine (39) informal requests were submitted online.

2.2 Channels of requests

The thirty-nine (39) informal requests were submitted online.

2.3 Completion time of informal requests

Thirty-four (34) informal requests were completed between 0-15 days and five (5) were completed within 16 to 30 days.

2.4 Pages released informally

A total of 65,666 pages were released for the thirty-nine (39) informal requests.

2.5 Pages re-released informally

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.

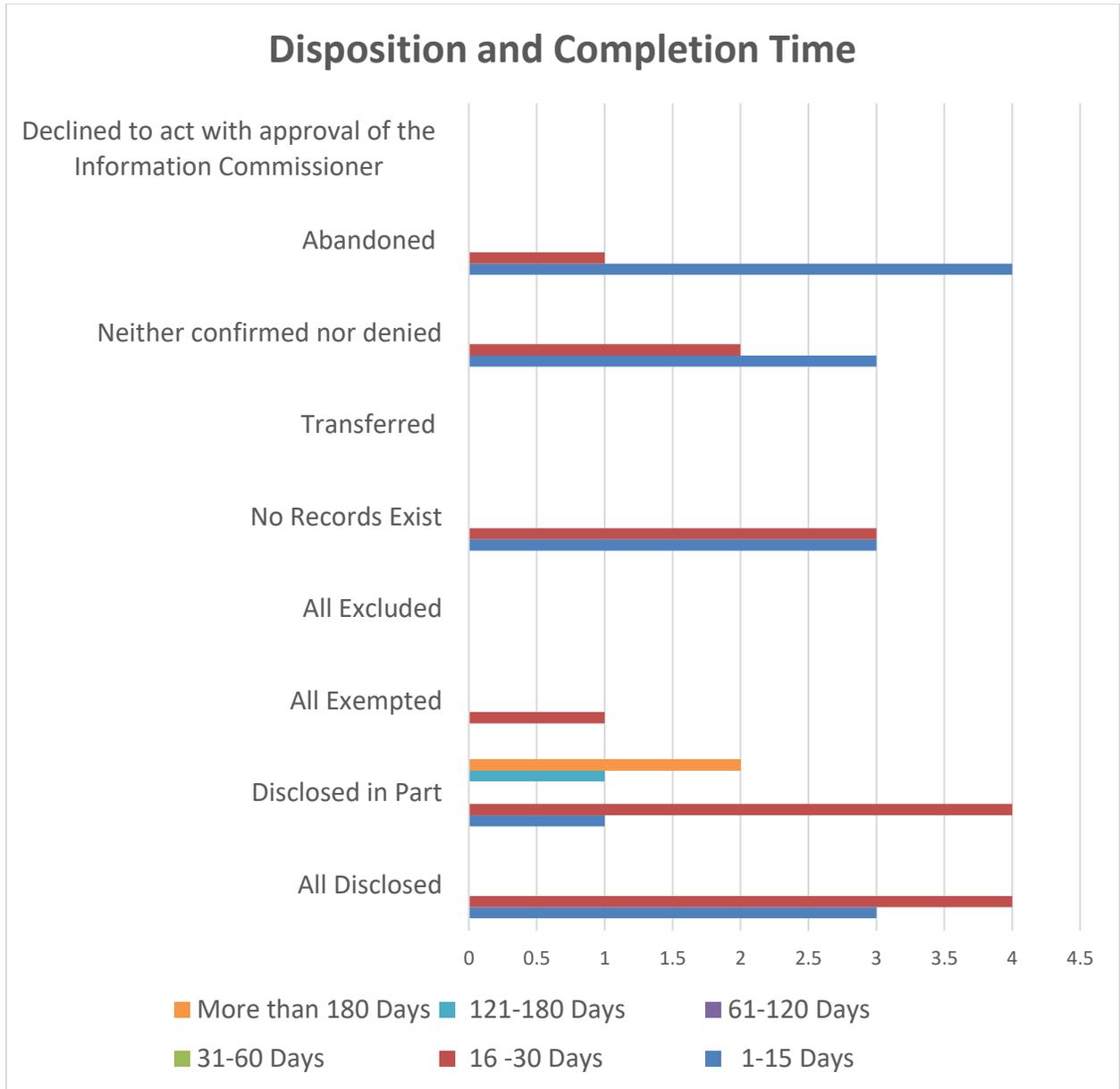
¹ *Informal request: a request for records that were previously disclosed through a formal ATI request.*

PART 4 – Requests Closed During the Reporting Period

4.1 Disposition and Completion Time

Forty-four percent (44%) of the requests were completed within 15 days, forty-seven percent (47%) were completed within 30 days, three percent (3%) were completed within 121-180 days and six percent (6%) were completed within 181-365 days.

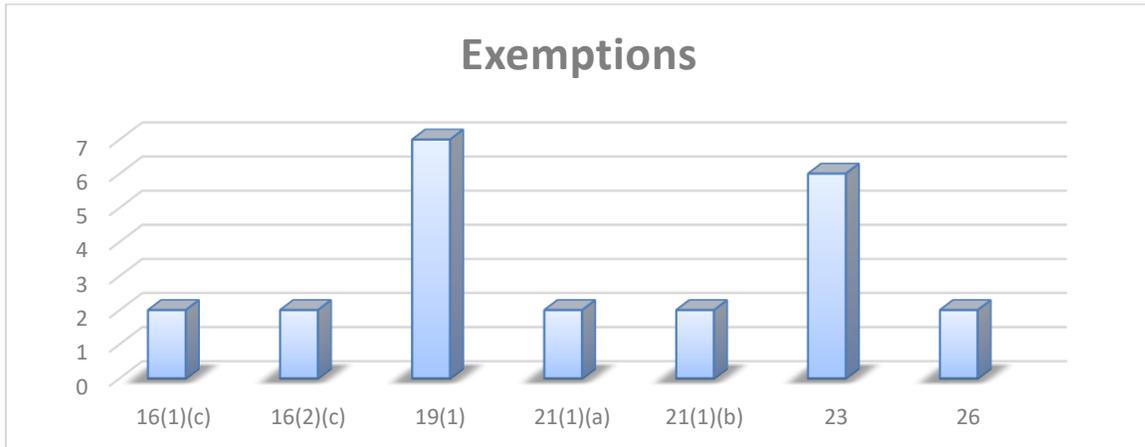
A graph of the disposition of requests and completion time for 2023-2024 is shown below. Of the 32 requests processed, 22% were fully disclosed and 25% were partially disclosed.



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 2023-2024, 19(1) (Personal Information) was the exemption invoked the most, followed closely by 23 (Protected information — solicitors, advocates and notaries). Sections 16(1)(c) (Law enforcement and investigations), 16(2)(c) (Security), 21(1)(a) and 21(1)(b) (Operations of Government) as well as section 26 (Refusal of Access) 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.

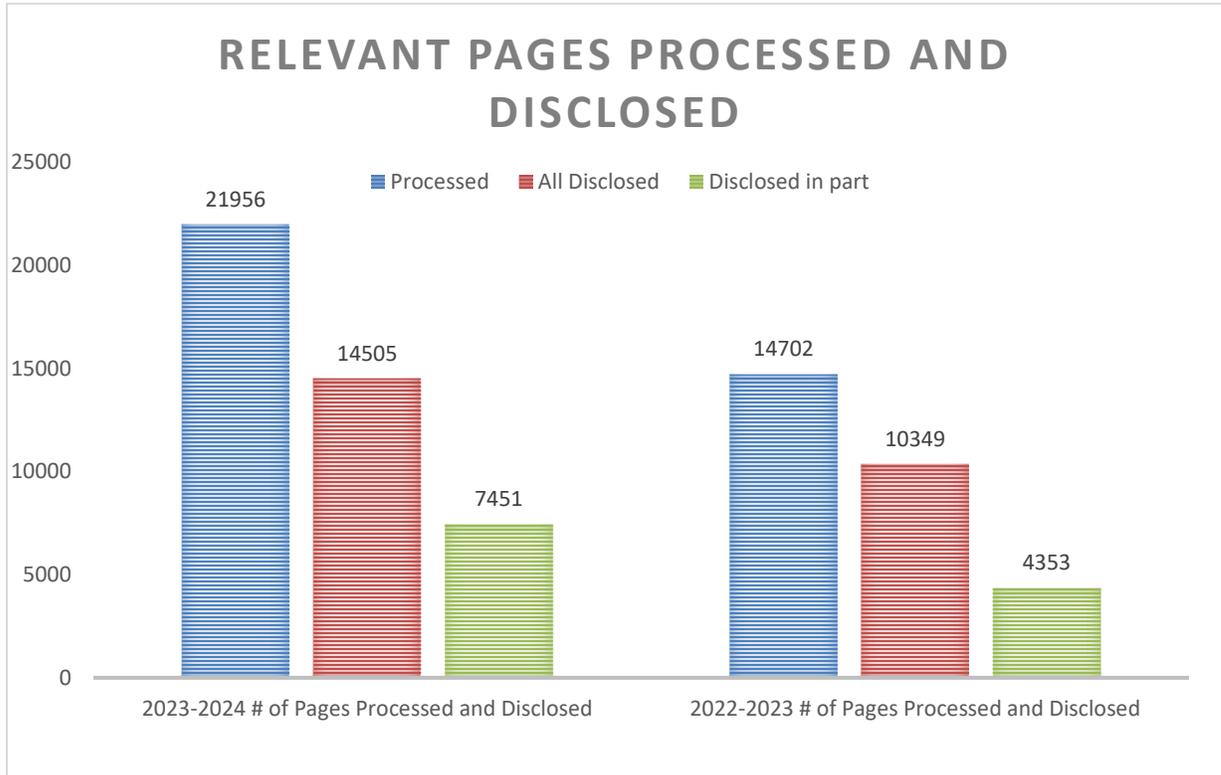
4.4 Format of Information Released

The format of information released was electronic for the majority of the requests (14), while one (1) request was disclosed in paper format.

4.5 Complexity

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

Overall, 21,956 pages were processed this past fiscal year from 26 requests and of these 14,505 were disclosed in full and 7,451 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

81% of requests processed this past fiscal year had less than 500 pages.

4.5.3 Relevant minutes processed and disclosed for audio formats

There were no requests for audio.

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

There were no requests for audio.

4.5.5 Relevant minutes processed and disclosed for video formats

There were no requests for videos.

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

There were no requests for videos.

4.5.7 Other Complexities

In fiscal year 2023-2024, the complexities were all based on consultations required.

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Of the thirty-one (31) requests closed in 2023-2024, 97% 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 2023-2024, there was one (1) request that was closed beyond the statutory deadline.

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

There was one (1) request closed, beyond legislative timelines, where no extension was taken.

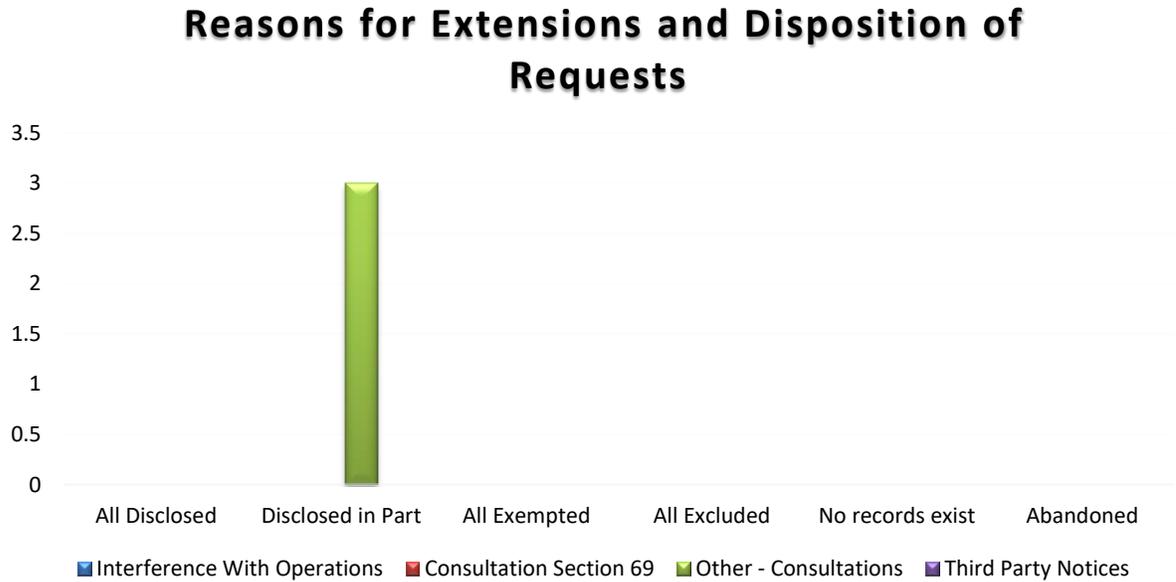
4.8 Requests for Translation

Consistent with past fiscal years, there were no requests for translations.

PART 5 – Extensions

5.1 Reasons for Extensions and Disposition of Requests

In fiscal year 2023-2024, there were three (3) extensions taken.



5.2 Length of extensions

One (1) extension taken was for between 121-180 days and two (2) were for between 181-365 days.

PART 6 – Fees

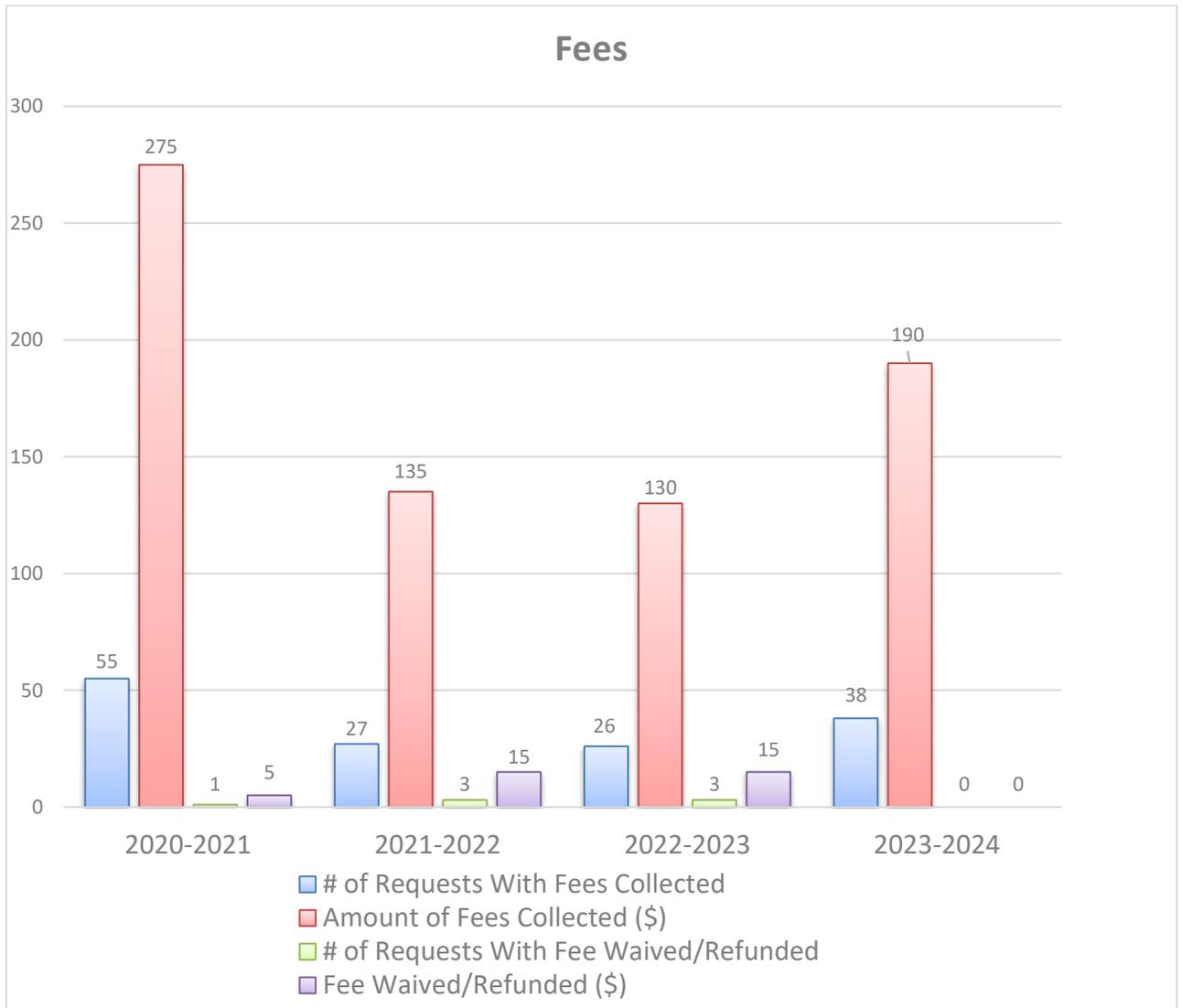
The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*
- Fee payable: \$5.00 application fee is the only fee charged for an ATI request
- Total revenue: \$190
- Fees waived: \$0

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: \$56,739



PART 7 – Consultations Received from other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and organizations

No consultations were received from other government institutions and organizations this fiscal year.

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

No consultations were received from other government institutions this fiscal year.

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 during 2023-2024.

9.2 Investigations and Reports of finding

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

PART 10 – Court Action

10.1 Court actions on complaints

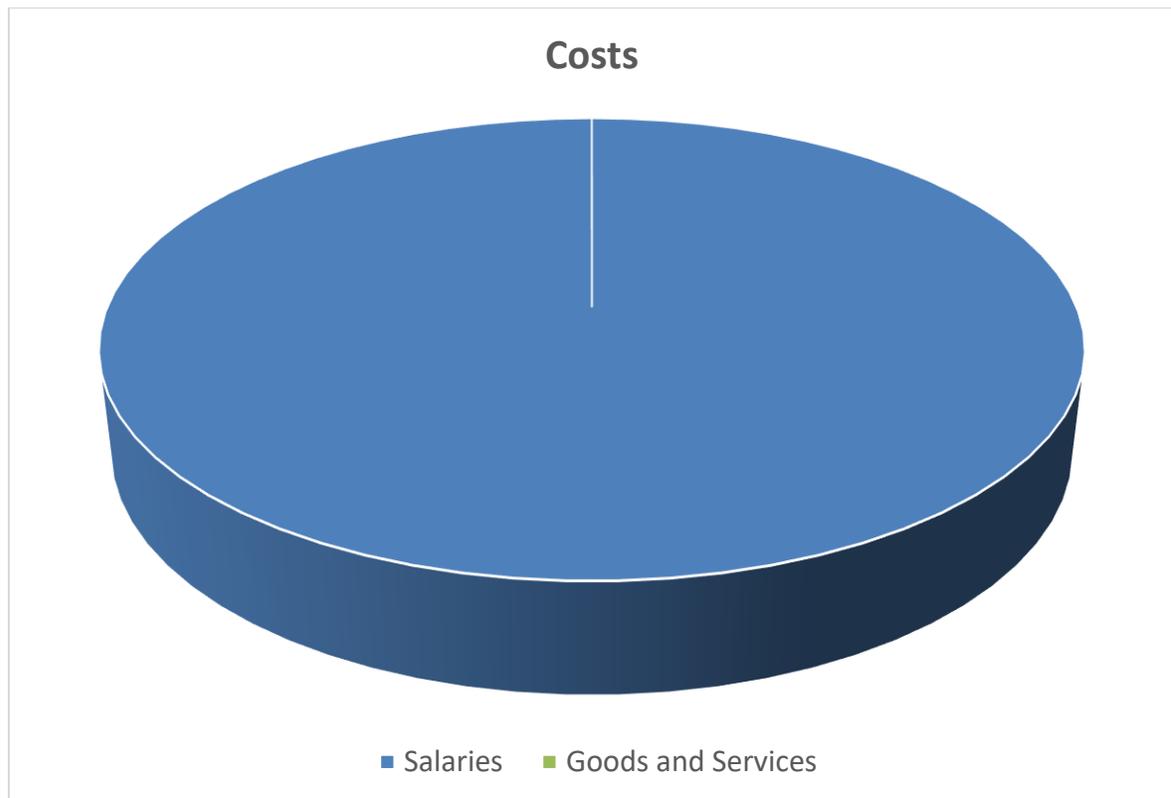
There are no active court actions on complaints.

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 \$56,736 for 2023-2024. Goods and services costs were \$4. The associated full-time equivalency (FTE) human resources were 0.50. 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 handle 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 of its public service staff to complete the online course “Access to Information and Privacy Fundamentals” as part of their Collective Learning Roadmap. One (1) training session on the *Access to Information and Privacy Act* was also delivered at the Regional Communication Officers annual training session by the Senior ATIP Analyst. Some examples of the types of information provided to employees this past fiscal year include information regarding the collection, correction, use and disclosure of personal information; and handling privacy breaches. This training session was given to approximately thirty-five (35) employees.

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 <i>Access to Information Act</i>			
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 <i>Financial Administration Act</i>			
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 <i>Financial Administration Act</i> 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 Commons 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

Initiatives and Projects to Improve Access to Information

In order to improve the access to information held within the Parole Board of Canada, we have been working on implementing the following activities:

- Looking at improvements to modernize the delivery of services by promoting the ATIP Online to requesters.
- Updating our current ATIP digital software.
- Instituting improvements for responding to requests for copies of previously released ATIP requests.

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 was posted on the external website. This included information on how to make an access to information request, the timeframe 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.

Key Issues and Actions Taken on Complaints

Two (2) complaints were received for this reporting period, and we are actively in communication with the Office of the Information Commissioner to resolve them.

Monitoring the Time to Process Access to Information Requests

The PBC monitors the time to process all Access to Information requests through the use of a computerized tracking system. Monitoring is done by the Manager, ATIP. As the PBC is 97% 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 Ottawa,
this 27 day of February, 2024

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 d'Ottawa,
ce 27 jour de février, 2024

Dominic LeBlanc M.P./ Dominic LeBlanc, C.P.

Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs
Ministre de la Sécurité publique, des Institutions démocratiques et des Affaires
intergouvernementales

Delegation Order - Access to Information Act

Powers, Duties or Functions	Section	Chairperson	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	Yes
To give notice to applicant that access will be given	7(a)	Yes	Yes	Yes	Yes	Yes	No
To give access to the record	7(b)	Yes	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	Yes	No
To extend time limit and give notice	9	Yes	Yes	Yes	Yes	Yes	No
Where access is refused	10	Yes	Yes	Yes	Yes	No	No
To require payment of additional fees	11(2)	Yes	Yes	Yes	Yes	Yes	No
To require payment for machine readable record	11(3)	Yes	Yes	Yes	Yes	Yes	No
To require payment of a deposit	11(4)	Yes	Yes	Yes	Yes	Yes	No
To give notice of amount owing	11(5)	Yes	Yes	Yes	Yes	Yes	No
To waive the requirement to pay fee	11(6)	Yes	Yes	Yes	Yes	Yes	No
To determine whether a record should be translated	12(2)(b)	Yes	Yes	Yes	Yes	Yes	No
To determine whether a record should be provided in an alternative format	12(3)(b)	Yes	Yes	Yes	Yes	Yes	No
Information obtained in confidence	13	Yes	Yes	Yes	Yes	Yes	No
Federal-provincial affairs	14	Yes	Yes	No	No	No	No
International affairs and defence	15	Yes	Yes	Yes	Yes	No	No
Law enforcement and investigations	16	Yes	Yes	Yes	Yes	Yes	No
<i>Public Servants Disclosures Protection Act</i>	16.5	Yes	Yes	Yes	Yes	No	No

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
Safety of individuals	17	Yes	Yes	Yes	Yes	No	No
Economic interest of Canada	18	Yes	Yes	Yes	Yes	No	No
Economic interests of certain government institutions	18.1	Yes	Yes	Yes	Yes	No	No
Personal information	19	Yes	Yes	Yes	Yes	Yes	No
Third party information	20	Yes	Yes	Yes	Yes	Yes	No
Operations of Government	21	Yes	Yes	Yes	Yes	No	No
Testing procedures, tests and audits	22	Yes	Yes	Yes	Yes	Yes	No
Internal audits	22.1	Yes	Yes	Yes	Yes	No	No
Solicitation-client privilege	23	Yes	Yes	Yes	Yes	No	No
Statutory prohibitions	24	Yes	Yes	Yes	Yes	No	No
Severability	25	Yes	Yes	Yes	Yes	Yes	No
Refusal of access where information is to be published	26	Yes	Yes	Yes	Yes	No	No
To give to third party notice of intent to disclose	27(1)	Yes	Yes	Yes	Yes	No	No
To extend time limits set out in 27(1)	27(4)	Yes	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	Yes	No	No
To waive requirement for written representations	28(2)	Yes	Yes	Yes	Yes	No	No
To give access unless review of decision is requested	28(4)	Yes	Yes	Yes	Yes	No	No
To give notice to applicant and to third party	29(1)	Yes	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	Yes	No	No

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Deputy Chairperson	Director, Public Affairs and Partnerships	Manager, Access to Information and Privacy	Senior Analyst, Access to Information and Privacy
To make representations to the Information Commissioner	35(2)(b)	Yes	Yes	Yes	Yes	Yes	No
Notice of actions to implement recommendations of Commissioner	37(1)	Yes	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	Yes	No	No
To give notice to a third party of application for Court review	43(1)	Yes	Yes	Yes	Yes	No	No
To give notice to applicant that third party has applied for Court review	44(2)	Yes	Yes	Yes	Yes	No	No
To request hearing in the National Capital Region	52(2)(b)	Yes	Yes	Yes	Yes	No	No
To request opportunity to make representations <i>ex parte</i>	52(3)	Yes	Yes	Yes	Yes	No	No
To refuse to disclose Cabinet confidences	69	Yes	Yes	Yes	Yes	No	No
To provide facilities where manuals may be inspected by public	71(1)	Yes	Yes	Yes	Yes	No	No
To prepare annual report for submission to Parliament	72	Yes	Yes	Yes	Yes	Yes	Yes

Delegation Order – Access to Information Regulations

Powers, Duties or Functions	Section	Chairperson	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	Yes
Search and preparation fees	7(2)	Yes	Yes	Yes	Yes	Yes	No
Productions and programming	7(3)	Yes	Yes	Yes	Yes	Yes	No
Method of access	8	Yes	Yes	Yes	Yes	Yes	No
Limitations in respect of format	8.1	Yes	Yes	Yes	Yes	Yes	No

ANNEX B: Statistical Report on the *Access to Information Act*

Name of Institution: Parole Board of Canada

Reporting period: 2023-04-01 to 2024-03-31

Part 1: Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	38
Outstanding from previous reporting period	2
Total	40
Closed during reporting period	32
Carried over to next reporting period	8

1.2 Source of requests

	Number of Requests
Media	8
Academia	0
Business (private sector)	5
Organization	1
Public	18
Decline to Identify	6
Total	38

1.3 Channels of requests

	Number of Requests
Online	28
E-mail	8
Mail	2
In person	0
Phone	0
Fax	0
Total	38

Part 2: Informal requests

2.1 Number of informal requests

	Number of Requests
Received during reporting period	39
Outstanding from previous reporting period	0
Total	39
Closed during reporting period	39
Carried over to next reporting period	0

2.2 Channels of informal requests

	Number of Requests
Online	39
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	39

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
34	5	0	0	0	0	0	39

2.4 Pages released informally

Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1001-5,000 Pages Processed		More Than 5,000 Pages Processed	
Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
22	312	7	1,902	0	0	3	11,141	7	52,311

2.5 Pages re-released informally

Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1001-5,000 Pages Processed		More Than 5,000 Pages Processed	
Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
0	0	0	0	0	0	0	0	0	0

Part 3: Decline to act on vexatious, made in bad faith or abuse of rights requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Part 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	3	4	0	0	0	0	0	7
Disclosed in part	1	4	0	0	1	2	0	8
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	3	3	0	0	0	0	0	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	4	1	0	0	0	0	0	5
Neither confirmed nor denied	3	2	0	0	0	0	0	5
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	14	15	0	0	1	2	0	32

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	7	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	6
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	2						
16(1)(d)	0						

4.3 Exclusions

Section	Number of Requests
68(a)	0
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	0
69(1)(e)	0
69(1)(f)	0
69(1)(g) re (a)	0
69(1)(g) re (b)	0
69(1)(g) re (c)	0
69(1)(g) re (d)	0
69(1)(g) re (e)	0
69(1)(g) re (f)	0
69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-Record	Data set	Video	Audio	
1	14	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
21,956	15,254	26

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	4	139	0	0	0	0	2	6,893	1	7,473
Disclosed in part	4	95	2	446	1	818	0	0	1	6,092
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	5	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	19	234	2	446	1	818	2	6,893	2	13,565

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per requests disposition for audio formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of Requests	Minutes processed	Number of Requests	Minutes processed	Number of Requests	Minutes processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per requests disposition for video formats by size of requests

Disposition	Less than 60 Minutes processed		60-120 Minutes processed		More than 120 Minutes processed	
	Number of Requests	Minutes processed	Number of Requests	Minutes processed	Number of Requests	Minutes processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	5	0	0	5
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	5	0	0	5

4.6 Closed requests

4.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	31
Percentage of requests closed within legislated timelines (%)	97

4.7 Deemed refusals

4.7.1 Reason for not meeting legislated timeframes

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

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

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	1	0	1
More than 365 days	0	0	0
Total	1	0	1

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0

Part 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	3	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	3	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	1	0
181 to 365 days	0	0	2	0
365 days or more	0	0	0	0
Total	0	0	3	0

Part 6 – Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	38	\$190	0	\$0	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
Total	38	\$190	0	\$0	0	\$0

Part 7 – Consultations received from other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

7.3 Recommendations and completion time for consultations received from other organizations outside Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 8 – Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 9: Complaints and Investigations

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
2	0	0

9.2 Investigations and Reports of finding

Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
2	0	0

Part 10: Court Action

10.1 Court Action on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notification un paragraph 28(1)(b)

Section 44 – under paragraph 28(1)(b)
0

Part 11: Resources Related to the *Access to Information Act*

11.1 Costs

Expenditures		Amount
Salaries		\$56,736
Overtime		\$0
Goods and Services		\$4
• Professional services contracts	\$0	
• Other	\$4	
Total		\$56,740

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

ANNEX C: Supplemental Statistical Report 2023-2024

Section 1: Open Requests and Complaints under the *Access to Information Act*

1.1 Number of open requests that are outstanding from previous reporting period

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-2024	7	1	8
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015 or earlier	0	0	0
Total	7	1	8

1.2 Number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting period

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-2024	2
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0

Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015 or earlier	0
Total	2

Section 2: Open Requests and Complaints under the *Privacy Act*

2.1 Number of open requests that are outstanding from previous reporting period

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-2024	39	1	40
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015 or earlier	0	0	0
Total	39	1	40

2.2 Number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting period

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-2024	0

Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015 or earlier	0
Total	0

Section 3: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2023-2024?	No
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Section 4: Universal Access under the *Privacy Act*

How many requests were received from confirmed foreign national outside of Canada in 2023-2024?	0
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