

Parole Board of Canada

2017-18

Fees Report

The Honourable Ralph Goodale, P.C., M.P.
Minister of Public Safety and Emergency Preparedness

2017-18 Fees Report (Parole Board of Canada)

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ISSN 2562-119X

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Chairperson's Message

On behalf of the Parole Board of Canada (PBC), I am pleased to present the 2017-18 Report on Fees.

On June 22, 2017, the [Service Fees Act](#) received royal assent, thereby repealing the [User Fees Act](#). The Service Fees Act introduces a modern legislative framework that enables cost-effective delivery of services and, through enhanced reporting to Parliament, improved transparency and oversight. The act provides for:

- a streamlined approach to consultation and the approval of new or modified fees;
- a requirement for services to have service standards and reporting against these standards, along with a policy to remit fees to fee payers when standards are not met;
- an automatic annual fee adjustment by the Consumer Price Index (CPI) to ensure that fees keep pace with inflation; and
- annual detailed reporting to Parliament in order to increase transparency.

This 2017-18 Fees Report is the first report to be prepared under the Service Fees Act. The report includes new information such as a detailed listing of all fees. Additional fee information will be included starting next fiscal year, once the PBC fully transitions to the Service Fees Act regime.

I welcome the increased transparency and oversight that the Service Fees Act's reporting regime embodies, and I am committed to transitioning the Parole Board of Canada to this modern framework.

Jennifer Oades
Chairperson, Parole Board of Canada

General fees information

The tables that follow provide information on each category of fees, including:

- the name of the fee category;
- the date that the fee (or fee category) was introduced and last amended (if applicable);
- service standards;
- performance results against these standards; and
- financial information regarding total costs, total revenues and remissions

In addition to the information presented by fee category, there is a summary of the financial information for all fees as well as a listing of fees under the department's authority. This listing includes the existing fee dollar amounts and the adjusted dollar fee amount for a future year, as applicable.

General and financial information by fee category- Record Suspension

General information

Fee category	Record Suspension Fee
Fee-setting authority	Order in Council 1995-698
Year introduced	1995
Year last amended	2012
Service standard	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.

Performance results	<p>In 2017-18, the PBC received a total of 14,661 record suspension/pardon applications and accepted 10,958 for processing. The accepted applications were successfully processed within the established standards at 99.95 %.</p> <p>Average processing time for record suspension application:</p> <ul style="list-style-type: none"> • Containing offences tried summarily; 162 days; • Containing offences tried by indictment; 351 days; and • Where the PBC refused to order a record suspension; 490 days. <p>Average processing time for pardon application:</p> <ul style="list-style-type: none"> • For pardon issued: 20 days; and • For pardon granted: 121.5 days.
Other information	<p>For more information on the record suspension program, please refer to the PBC's 2017-18 Departmental Results Report.</p>

Financial information (dollars)

2016-17 Revenue	2017-18 Revenue	2017-18 Cost*	2017-18 Remissions†
3,856,820	5,122,530	5,199,437**	Not applicable

* The amount includes direct and indirect costs, where such costs are identifiable and material.

† A remission is a partial or full return of a fee paid. Under the Service Fees Act, departments are required to develop policies that determine when fees will be remitted to fee payers should service standards not be met. The requirement for departments to remit is anticipated to come into effect on March 31, 2020. This effective date allows departments time to develop remissions policies and adjust service standard tracking and remittance systems. During fiscal year 2017-18, some departments may have issued remissions, in accordance with the authority of their enabling legislation or regulation, as opposed to the authority given by the Service Fees Act. It is remissions issued under enabling legislations or regulations that are shown above.

** Revenue reported includes only the portion of the fee that is available to the PBC for responding (i.e. \$470). The difference between the fee charged of \$631 and the \$470 retained by the PBC is deposited to the Consolidated Revenue Fund, to offset other government costs such as employee benefit plans, charges for accommodations, etc.

General and financial information by fee category- Access to Information

General information

Fee category	Fees charged for the processing of access requests filed under the Access to Information Act
Fee-setting authority	Access to Information Act
Year introduced	1983
Year last amended	1992
Service standard	Response provided within 30 days following receipt of request; the response time may be extended pursuant to section 9 of the ATIA. Notice of extension to be sent within 30 days after receipt of request. The ATIA provides fuller details.
Performance results	<p>Response times 100% within Performance Standard (ATIA): Total 24 requests within 30 days = 22 requests; 31-60 days = 2 requests; 61-120 days = 0 requests; over 121 days = 0 requests</p> <p>Response times 100% within Performance Standard (Privacy Act): Total 356 requests: within 30 days = 260 requests; 31-60 days = 96 requests; 61-120 days = 0 requests; over 121 days = 0 requests.</p>
Other information	

Financial information (dollars)

2016-17 Revenue	2017-18 Revenue	2017-18 Cost*	2017-18 Remissions†
120	100	339,000	Not applicable

* The amount includes direct and indirect costs, where such costs are identifiable and material.

† A remission is a partial or full return of a fee paid. Under the Service Fees Act departments are required to develop policies that determine when fees will be remitted to fee payers should service standards not be met. The requirement for departments to remit is anticipated to come into effect on March 31, 2020. This effective date allows departments time to develop remissions policies and adjust service standard tracking and remittance systems. During fiscal year 2017-18, some departments may have issued remissions, in accordance with their authority of their enabling legislation or regulation, as opposed to the authority given by the Service Fees Act. It is remissions issued under enabling legislations or regulations that are shown above.

Financial totals for all fee categories

Total revenues, cost and remissions (dollars)

2016-17 Total revenue	2017-18 Total revenue	2017-18 Total cost	2017-18 Total remissions
3,856,940	5,122,630	5,538,437	Not applicable

Note: the totals are the sums of the revenues, costs and remissions reported for all fee categories in the "Financial information" tables.

Fees under the department's authority

Fee amounts for 2017-18, 2019-20, and a future fiscal year, as applicable (dollars)

Name of fee	2017-18 Fee amount	2019-20 Adjusted fee amount*	Future fee amount and fiscal year†
Record suspension	\$631	\$644	Not applicable

* Fees are adjusted annually in one of two ways: (1) Under the Service Fees Act, fees are adjusted in each fiscal year by the percentage change over 12 months in the April All-Items Consumer Price Index for Canada, as published by Statistics Canada for the previous fiscal year. The Consumer Price Index rate for this report is 2.2%. (2) The fee is subject to a periodic adjustment at a predetermined rate, in accordance with another authority in legislation or regulation. Note that the projected adjusted fee amount may not come into effect in 2019-20 as a result of fee changes, new legislation, regulations and/or other factors.

† The "Future fee amount and fiscal year" is the new amount of the fee, in a future fiscal year other than 2019-20, adjusted by a predetermined rate, in accordance with the authority in legislation or regulation.