

Parole Board of Canada

Fees Report

Fiscal year 2018 to 2019

The Honourable Bill Blair, P.C, C.O.M., M.P.
Minister of Public Safety and Emergency Preparedness

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Chairperson's Message

On behalf of the Parole Board of Canada (PBC), I am pleased to present our report on fees for 2018 to 2019, the PBC's second annual report under the *Service Fees Act*.

The Act provides a modern legislative framework that enables cost-effective delivery of services and, through better reporting to Parliament, improves transparency and oversight.

Last year, a detailed listing of individual fees under the department's authority, along with anticipated increases, was added to the reporting requirements.

This year's report provides more detail on each fee, such as the type and rate of adjustment, the service standard and the performance result. This information provides additional context on each fee, in the spirit of open and transparent fee management.

I welcome the increased transparency and oversight that the *Service Fees Act* reporting regime embodies, and I am committed to establishing a framework that reflects these requirements.

Original signed by

Jennifer Oades
Chairperson, Parole Board of Canada

About this report

This report, which is tabled under section 20 of the [Service Fees Act](#) and section 4.2.8 of the [Directive on Charging and Special Financial Authorities](#), contains information about the fees that Parole Board of Canada had the authority to charge in 2018 to 2019.

This report contains information about all fees that are under Parole Board of Canada's authority, even if some or all of the fees are collected by another department.

The information reported includes fees that:

- fall under the [Service Fees Act](#); and
- are exempt from the [Service Fees Act](#).

The information covers fees set by:

- contract;
- market-base, auction or both; and
- Act, regulation or fees notice.

For fees set by the following mechanisms, the report provides totals only:

- contract; and
- market-base, auction or both.

For fees set by Act, regulation or fees notice, the report provides totals for fee groupings, as well as detailed information for each individual fee.

Although the fees charged by Parole Board of Canada under the [Access to Information Act](#) are subject to the [Service Fees Act](#), they are not included in this report. Information on Parole Board of Canada's access to information fees for 2018 to 2019 can be found in our access to information report, which is posted on the Parole Board of Canada's [Access to Information and Privacy](#) web page.

Remissions

A remission is a partial or full return of a fee to a fee payer who paid for a service for which a department deemed that the service standard was not met.

Under the [Service Fees Act](#), departments must develop policies for determining whether a service standard has been met and for determining how much of a fee will be remitted to a fee payer. This requirement does not take effect until April 1, 2020. This report therefore includes only those remissions issued under the Parole Board of Canada's enabling legislation. It does not include remissions issued under the [Service Fees Act](#).

Overall totals, by fee type

The following table presents the total revenue, cost and remissions for all fees that the Parole Board of Canada had the authority to charge in fiscal year 2018 to 2019, by fee type.

Overall totals for 2018 to 2019, by fee type

Fee type	Revenue (\$)	Cost (\$)	Remissions (\$)
Fees set by contract	0	0	Remissions do not apply to fees set by contract.
Fees set by market base, auction or both	0	0	Remissions do not apply to fees set by market base, auction or both.
Fees set by act, regulation or fees notice	4,961,148	5,762,301	0
Total	4,961,148 ¹	5,762,301 ²	0

Totals for fees set by Act, regulation or fees notice, by fee grouping

The following table presents, for each fee grouping, the total revenue, cost and remissions for all fees that Parole Board of Canada had the authority to charge in 2018-19 that are set by any of the following:

- Act;
- regulation; and
- fees notice.

A fee grouping is a grouping of all of the fees that a department has the authority to charge for activities relating to a single business line, directorate or program.

Records Suspension Fee: totals for 2018 to 2019

Fee grouping	Record Suspension Fee		
Revenue (\$)	Cost (\$)	Remissions (\$)	
4,961,148	5,762,301	0	

¹ 2018-19 actual revenues netted against expenditures.

² Revenue reported includes only the portion of the fee that is available to the PBC for respending (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

Details on each fee set by Act, regulation or fee notice

The table in this section provides detailed information on each fee that was under the Parole Board of Canada's authority in 2018 to 2019 and that was set by:

- Act;
- regulation; and
- fees notice.

Fee grouping	Record Suspension Fee
Fee	Record Suspension Fee
Fee-setting authority	Order in Council 1995-698
Year introduced	1995
Last year fee-setting authority was amended	2012
Fee type	Other Products and Services
Fee amount (\$)	631
Total fee revenue (\$)	4,961,148
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	2
2020-21 fee amount (\$)	657.77 ³
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	March 31, 2021
Fee-adjustment authority	Service Fees Act
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 refuse to order are processed within 24 months of application acceptance.
Performance result	In 2018 to 2019, the PBC received a total of 13,826 record suspension/pardon applications and accepted 10,660 for processing. The accepted applications were successfully processed within the established standards at 99.59%. Average processing time for record suspension application: - Containing offences tried summarily: 154 days; - Containing offences tried by indictment: 335 days; and

³ 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) 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 2020-21 as a result of fee changes, new legislation, regulations and/or other factors.

	<ul style="list-style-type: none">- Where the PBC refused to order a record suspension: 291 days. <p>Average processing time for pardon application:</p> <ul style="list-style-type: none">- For pardon issued: 7 days;- For pardon granted: 225 days; and- When the PBC denied a pardon: 330 days.
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