



2017–2018 ACCESS TO INFORMATION ACT ANNUAL REPORT AND STATISTICS

INTRODUCTION

The purpose of the *Access to Information Act* is to facilitate Canadians' access to government records, subject to limited and specific exceptions.

The National Battlefields Commission (NBC) is an institution subject to the *Access to Information Act* and, pursuant to section 72 of the Act, it is required to submit to Parliament an annual report on the administration of this Act within the institution.

The NBC takes its mandate from the *Act respecting the National Battlefields at Québec*, 7-8 Edward VII, c. 57, passed on March 17, 1908, and its amendments.

The NBC is responsible for the administration, management, conservation and promotion of National Battlefields Park (located in the city of Québec) and manages funds allocated for this purpose.

ORGANIZATIONAL STRUCTURE

Access to information requests are sent directly to the NBC's Secretary-Director General, who sees to it that they are processed as quickly as possible.

DELEGATION ORDER

The President, Secretary-Director General, Director of Institutional Affairs and Director of Administration all hold full authority for the purposes of administering the *Access to Information Act*, as per the signed copy of the delegation order attached to this report.

HIGHLIGHTS OF THE STATISTICAL REPORT 2017-18

Two new requests were received during the reference period and have been processed during the reference period 2017-2018. Each one (100% of the requests) was closed during that period.

Among the new requests, the first came from the media and the second from another institution or organization of the government of Canada.

The request from the media was subject to full disclosure. For this last, the less-than-30-days-time-limit requirement was met.

The other request was a consultation from another institution or organization and didn't require any response from the NBC.



The table below presents the multi-year trends concerning the access to information received and processed requests.

Period	Number of requests received during the period	Number of requests processed during the period
2017-2018	2	2
2016-2017	4	5
2015-2016	3	2
2014-2015	5	6
2013-2014	5	4

TRAINING

No employee participated in the training during the reference period.

POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

No new or revised access to information directives, guidelines or policies were implemented during the reference period.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

During the period covered by the report, the NBC did not receive any complaints.

MONITORING COMPLIANCE

The time required to process requests is monitored by the Director of Institutional Affairs on a weekly basis when requests are being processed. The Secretary-Director General is kept informed of request monitoring and follow-ups.

National Battlefields Commission
390 de Bernières Avenue
Quebec City, Quebec G1R 2L7
Telephone: (418) 648-3506
Fax: (418) 648-3638