



ANNUAL REPORT AND STATISTICS ON THE ACCESS TO INFORMATION ACT, 2018-19

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, 2018-19

The attached statistical report has been completed and according to it, the NBC hasn't received any request under the *Access to information Act* during the reference period of April 1st 2018 to March 31st 2019.

The table of new exemptions that is attached has also been completed though it indicates the absence of requests.



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
2018-2019	0	0
2017-2018	2	2
2016-2017	4	5
2015-2016	3	2
2014-2015	5	4

REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE SERVICE FEES ACT

No fee were collected for an access to information request resulting from the enabling authority under the *Access to information Act*, since the absence of request. The total revenue is of 0 \$. No fee were reimbursed for the financial exercise from 2018 to 2019. The functioning cost of the program is null for this financial exercise.

TRAINING AND AWARENESS

No training or awareness activity were conducted during the reporting period.

POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

The NBC hasn't implemented any new access to information directives, guidelines or policies during the reporting period.

SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

In the context in which the NBC did not receive any complaints, nor was subject to audits or examinations during the reporting period, no particular issues were raised.

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. For the reporting period of 2018-19, no monitoring activity were conducted, considering the absence of requests.