



Gouvernement du Canada

Government of Canada

Commission des champs  
de bataille nationaux

The National Battlefields  
Commission

## **ANNUAL REPORT ON THE ACCESS TO INFORMATION ACT, 2019-20**

### **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 must, pursuant to section 94 of the said Act, it is required to submit to Parliament an annual a report on the administration of this *Act* within the institution.

The NBC is an agency of the Government of Canada and is part of the portfolio of the Minister of Canadian Heritage. Created in 1908 under the *Act respecting the National Battlefields at Quebec City*, SC 1908, c 57, the NBC, in accordance with its mandate, is responsible for the administration, management, conservation and promotion of Battlefields Park (located in Quebec City), and manages funds allocated for this purpose.

### **ORGANIZATIONAL STRUCTURE**

Requests concerning the Access to Information Act are sent directly to the Acting Secretary-Director General of the NBC, who ensures that they are processed as quickly as possible. There is no Access to Information and Privacy (ATIP) Office, since the NBC is a small organization.

The NBC has not entered into an agreement for the provision of services with another institution with respect to section 96 of the *Access to Information Act*.

### **DELEGATION ORDER**

The President, Acting 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.

### **PERFORMANCE FOR 2019-2020**

As shown in the attached statistical report, the NBC received three requests under the Access to Information Act for the reference period from April 1, 2019 to March 31, 2020. Each request was processed within a period of less than 30 days for the reporting period, and no extension requests were required.



The percentage of requests answered in the fiscal year is 100%.

The NBC received three more requests than in 2018-2019, when it had not received any.

The table below shows 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
2019-2020	3	3
2018-2019	0	0
2017-2018	2	2
2016-2017	4	5
2015-2016	3	2

No institution has requested consultation with the NBC.

Between the beginning of the pandemic context related to COVID-19 and March 31, 2020, the NBC received no new requests. As a result, no issues were raised with respect to access to information requests.

The Access to Information Act statistical report form is attached.

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

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

During the 2019-2020 period, the NBC collected \$15 from the *Access to Information Act's* enabling authority.

There is no fee revenue and no fees have been reimbursed for the fiscal year 2019 to 2020.

The cost of operating the program is \$8,175 for the same period.

**TRAINING AND AWARENESS**

No training or awareness activities related to access to information requests were provided during the reporting period



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## POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

The NBC did not develop any new policies, guidelines, procedures or initiatives during this reporting period.

## SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

In the context where the NBC did not receive any complaints or undergo any audits or investigations during the reporting period, no specific issues were raised.

## MONITORING COMPLIANCE

Follow-up on the processing time for requests is usually carried out by the NBC's Director of Institutional Affairs, on a weekly basis when there are requests in progress. In this case, the Acting Secretary Director General is kept informed of the follow-up given to requests. For the 2019-2020 reporting period, diligent monitoring was carried out.