



Gouvernement du Canada

Government of Canada

Commission des champs
de bataille nationaux

The National Battlefields
Commission

ANNUAL REPORT ON THE ACCESS TO INFORMATION ACT, 2020-21

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 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 to the NBC's ATIP box and are followed up by the staff of the Institutional Affairs Branch, who inform the Secretary-Director General. The Director of Institutional Affairs ensures that they are processed within the limits prescribed by the *Act*. 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, 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 2020-2021

As shown in the attached statistical report, the NBC received three requests under the *Access to Information Act* and one informal request for the reference period from April 1, 2020 to March 31, 2021. 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 the same amount of formal requests as in 2019-2020.

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
2020-2021	3	3
2019-2020	3	3
2018-2019	0	0
2017-2018	2	2
2016-2017	4	5

33% of requests where the disposition of records was "partial disclosure" versus 67% of requests where the disposition of records was "full disclosure".

No institution has requested consultation with the NBC.

Despite the challenges presented by the COVID-19 pandemic, the NBC managed to adequately process the requests received. 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.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with section 20 of the *Service Fees Act*.



During the 2020-2021 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 2020 to 2021.

The cost of operating the program is \$40,875 for the same period.

TRAINING AND AWARENESS

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

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

In the context where the NBC did not receive any complaints 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 Secretary Director General is kept informed of the follow-up given to requests. For the 2020-2021 reporting period, diligent monitoring was carried out.