



# Annual reports 2023-24

*ON ACCESS TO INFORMATION ACT*

National Battlefields Commission | July 2024 |



## **ANNUAL REPORT ON THE ACCESS TO INFORMATION ACT, 2023-24**

### **INTRODUCTION**

The purpose of the *Access to Information Act* is to increase the transparency and accountability of government institutions, notably by making federal government documents accessible to Canadian citizens, subject to specific and limited exceptions set out in the Act.

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, submit to Parliament an annual report on the administration of this Act within the institution. Similarly, the annual report is prepared and filed in compliance with section 20 of the *Service Fees Act*.

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

The NBC has no non-operational subsidiaries.

The NBC's annual report and statistical report are submitted annually to Parliament.

### **ORGANIZATIONAL STRUCTURE**

Requests concerning the *Access to Information Act* are generally forwarded via the online system or by e-mail to the Access to Information Coordinator in the case of informal requests and are followed up within the branch by the staff of the Institutional Affairs Branch, who inform the Secretary-Director General. The Assistant Director of Institutional Affairs ensures that these requests are processed within the time limits prescribed by the Act. There is no Access to Information and Privacy (ATIP) Office, as 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*.



In the case of completed requests for access to information, the Institutional Affairs Branch is responsible for coordinating publication, with the support of the Marketing and Development Department for online publication.

The Chief Financial Officer is responsible for the proactive publication aspects of Part 2 of the Act, ensuring that this is done in compliance with the requirements of the Act.

### DELEGATION ORDER

The Secretary-Director General, who is the Access to Information and Privacy Coordinator, has full powers 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 2022-24

As described in the attached statistical report, the NBC received only one formal request under the *Access to Information Act* and one informal request for the reference period of April 1, 2023 to March 31, 2024. The formal request included seven questions that required several stages of processing. A total of 6668 pages were processed. Some of the questions contained in the request were answered within the prescribed timeframe, while for others, an extension was required, without which the NBC's operations would have been seriously compromised, notably due to the research and consultations required for two of the seven questions. All requests were processed within 231 days for the reporting period. No requests or complaints are active or pending from previous reporting periods.

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

The NBC received the same number of official requests as in 2022-23.

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

<b>Period</b>	<b>Number of requests received during the period</b>	<b>Number of requests processed during the period</b>
2023-24	1	1
2022-23	1	1
2021-22	1	1
2020-21	3	3
2019-20	3	3



For the official request, the disposition of the documents was “disclosed in part” since the exceptions of sections 16 (2) c), 19 (1), 20 (1) b), c) and d), 21 (1) a) and c) were invoked.

No institution has requested consultation with the NBC.

### TRAINING AND AWARENESS

In 2023-24, two training courses were taken by a single employee: “Access to Information in the Government of Canada” (COR503-FR) and the “Access to Information and Privacy Fundamentals (COR502-FR).

### POLICIES, GUIDELINES AND PROCEDURES

Other than a procedure for converting e-mails into PDF format for official request processing, the NBC has not developed any new policies, guidelines or other procedures during this reporting period.

### PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

The NBC is designated as a government institution in Schedule II of the *Financial Administration Act*.

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
<b>All Government Institutions as defined in section 3 of the Access to Information Act</b>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the Financial Administration Act</b>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes



Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N/A
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>			
Reclassification of positions	85	Within 30 days after the quarter	N/A
<b>Ministers</b>			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N/A



Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A

Here are the links to where the NBC publishes the proactive disclosure requirements:

For disclosure of travel and hospitality expenses:

<https://www.ccbn-nbc.gc.ca/en/proactive-disclosure/disclosure-travel-and-hospitality-expenses/>

<https://open.canada.ca/en/proactive-disclosure>

For annual travel, hospitality and conference expenses:

<https://www.ccbn-nbc.gc.ca/en/proactive-disclosure/annual-expenditures-travel-hospitality-and-conferences/>

<https://open.canada.ca/en/proactive-disclosure>

For government contracts:

<https://www.ccbn-nbc.gc.ca/en/proactive-disclosure/disclosure-contracts/>

<https://open.canada.ca/en/proactive-disclosure>

For completed access to information requests:

<https://www.ccbn-nbc.gc.ca/en/access-information-and-privacy/completed-access-information-requests/>

[https://open.canada.ca/en/search/ati?ati%5B0%5D=ati\\_organization\\_fr%3ACommission%20des%20champs%20de%20bataille%20nationaux](https://open.canada.ca/en/search/ati?ati%5B0%5D=ati_organization_fr%3ACommission%20des%20champs%20de%20bataille%20nationaux)

The NBC would like to greatly improve the current situation where the prescribed deadline has not been met for any of the proactive disclosure requirements. (0 %).



## INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

The NBC continues to use the system for processing requests for access to information to improve access to information.

## SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

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

## 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 2023-24 period, the NBC collected no amount from the *Access to Information Act's* enabling authority. This also corresponds to total revenues in this area.

There is no fee revenue and no fees have been reimbursed for the fiscal year 2023 to 2024.

The cost of operating the program is \$49,595 for the same period.

## MONITORING COMPLIANCE

Follow-up on the processing time of requests is usually carried out by the NBC's Assistant Director of Institutional Affairs, on a weekly basis, when a request is being processed. In this case, the Secretary-Director General is kept informed of the follow-up given to any request. For the 2023-24 reporting period, diligent monitoring was carried out.

No inter-institutional consultation was required. Likewise, the ad hoc and divergent nature of the requests received did not suggest any similarities that would enable the information requested to be grouped together for the purpose of being made available to the public by other means.

As for proactive disclosure under Part 2 of the *Access to Information Act*, this is the responsibility of the Chief Financial Officer, who ensures monthly monitoring of the completeness and accuracy of published information.

The National Battlefields Commission		Spending Authority																		Other Authorities														
Delegated Financial Signing Authorities Chart		Expenditure Initiation Section 32 FAA - Commitment Authority												Section 34 FAA Contract Performance																				
Position Title	Area Of Authority	Salaries & Other Personnel Costs	Recognition	Travel	Relocation	Isolated Posts	Training and Development	Hospitality	Conferences	Memberships	Standing Advances	Approval of Grants and Contributions	Approval of Grants and Contributions plus Amendments	Grant or Contribution arrangements	Refunds of Revenue	Claims by and against the Crown	EX Grata Payments	Other Goods and Services	Travel, Relocation and Hospitality Claims	Grants and Contributions	Salaries & Other Personnel Costs	Other Goods and Services	Section 33 FAA Payment Authority	Leases and Licences (Crown as Tenant)	Loan Agreement (Material/Articles/Objects)	Losses of Money	Approve Debt Write-Off	Request or Acceptance of Set-Offs	Write-Off Material	Interest & Admin Charges Waiver	Access to Information and Privacy	TB Submissions & other related Documents		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Chairman	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Secretary	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Assistant Secretary	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Financial Services Agent	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
Pay & Benefits Assistant	Commission																																	
Material Management Officer & Accountant Assistant	Commission																						F											
Surety Service Chief	Service																	2			F													
Maintenance Service Officer	Service																	2																
Green Environment Officer	Service																	2																
Cultural and Technical Services Officer	Service																	2																
Customer's Service Officer	Service																	2																
Communication Officer	Service																	2																
Executive Assistant	Service																	2																

RECOMMENDED BY:  
President of The National Battlefields Commission

APPROVED BY:  
Minister of Canadian Heritage, Status of Women and Official Languages

NOTES: *Cher Lemon*  
Chart must be read in conjunction with the Notes to the Delegated Financial Signing Authorities Chart and Appendix A, which defines terms/conditions and financial limitations to the Delegated Financial Signing Authorities Chart.

(F) means that the position has been delegated full authorities subject to specific authorities and dollar limitations as described in Appendix A for the corresponding column.

Amounts are specified e.g. 2 = \$2,000, these amounts cannot be exceeded. In addition, a blank cell means that no authority has been granted.





## Statistical Report on the Access to Information Act

Name of institution: National Battlefields Commission

Reporting period: 2023-04-01 to 2024-03-31

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>1</b>
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to identify	0
<b>Total</b>	<b>1</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>1</b>



## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
0	0	0	0	0	0	0	0	0	0

### Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

### Section 4: Requests Closed During the Reporting Period

#### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	1	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

#### 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

#### 4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
s8(a)	0	69(1)	0	69(1)(g) re (a)	0
s8(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
s8(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
s8.1	0	69(1)(c)	0	69(1)(g) re (d)	0
s8.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
s8.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

#### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	1	0	0	0	0

#### 4.5 Complexity

##### 4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6668	2986	1

##### 4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	1	6668
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6668</b>

##### 4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests**

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**4.5.5 Relevant minutes processed and disclosed for video formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

#### 4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	1	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
1	1	0	0	0

### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	0	1	1

## 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0



**Section 5: Extensions**

**5.1 Reasons for extensions and disposition of requests**

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

**5.2 Length of extensions**

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	1	0	1	1
365 days or more	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>

**Section 6: Fees**

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>

**Section 7: Consultations Received From Other Institutions and Organizations**

**7.1 Consultations received from other Government of Canada institutions and other organizations**

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0



**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**8.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Section 9: Investigations and Reports of finding**

**9.1 Investigations**

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

**9.2 Investigations and Reports of finding**

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

**Section 10: Court Action**

**10.1 Court actions on complaints**

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**10.2 Court actions on third party notifications under paragraph 28(1)(b)**

Section 44 - under paragraph 28(1)(b)
0

**Section 11: Resources Related to the Access to Information Act**

**11.1 Allocated Costs**

Expenditures	Amount
Salaries	\$34 595
Overtime	\$0
Goods and Services	\$15 000
- Professional services contracts	\$15 000
- Other	\$0
<b>Total</b>	<b>\$49 595</b>

## 11.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0,590
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,062
Students	0,000
<b>Total</b>	<b>0,652</b>

**Note:** Enter values to three decimal places.

## Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: National Battlefields Commission

Reporting period: 2023-04-01 to 2024-03-31

**Section 1: Open Requests and Complaints Under the Access to Information Act**

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0



2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 3: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	Yes
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**Section 4: Universal Access under the Privacy Act**

How many requests were received from foreign nationals outside of Canada in 2023-24?	0	Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the <i>Privacy Act</i>
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