

QUEEN
KE
4422
.C3
1986/87

IC

Gouvernement du Canada
Ministère des Communications

ACCESS TO INFORMATION AND PRIVACY

ANNUAL REPORT 1986-1987

Canada

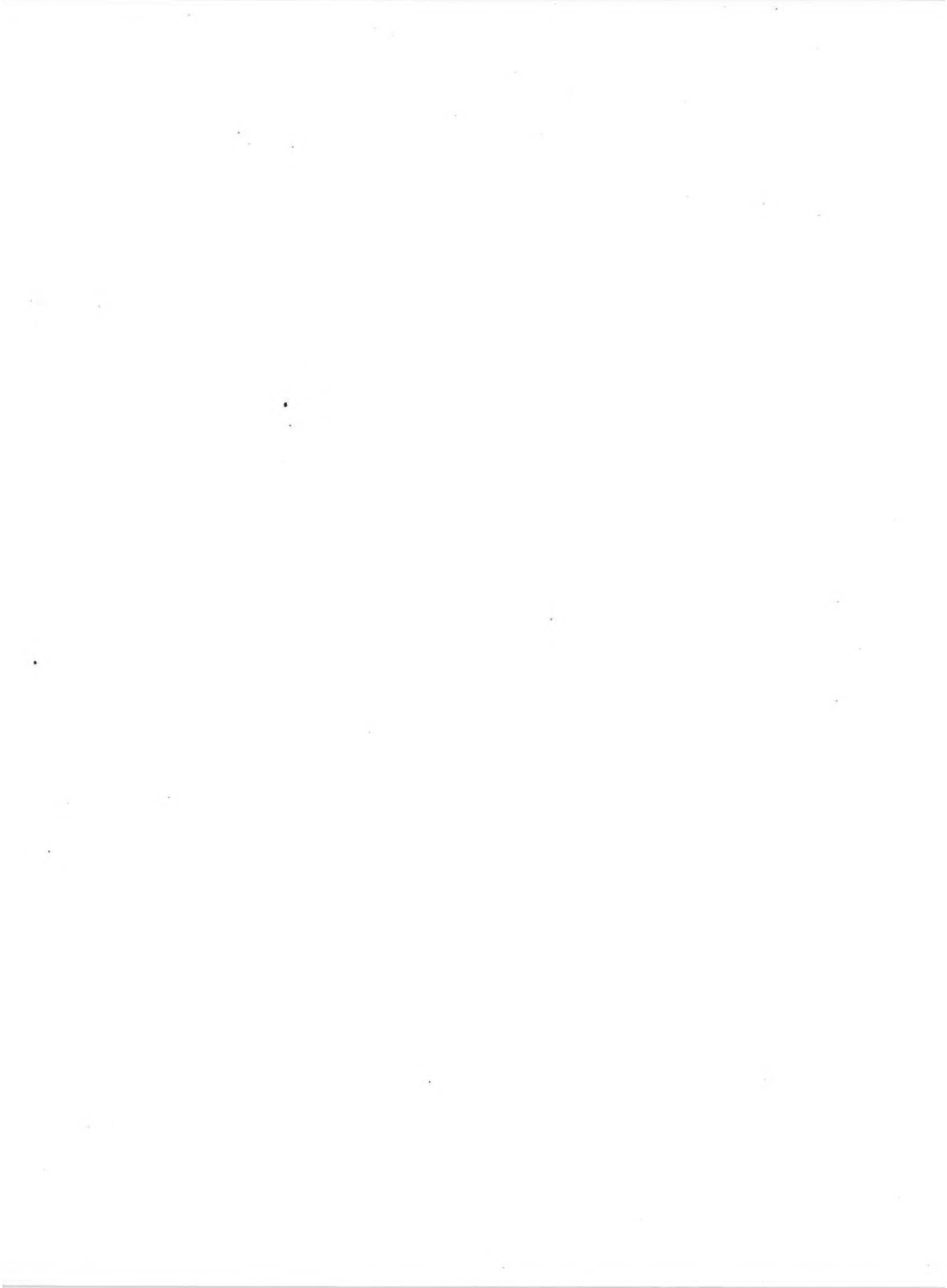
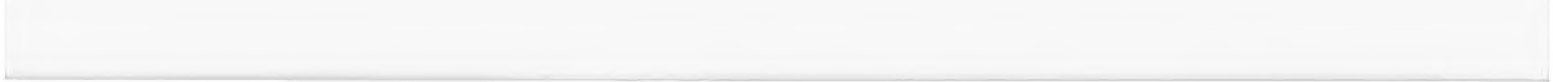
Queen
KE
4422
.C3
1986/87



**REPORT ON ACCESS TO INFORMATION
1986-87**

TABLE OF CONTENTS

<u>REPORT ON ACCESS TO INFORMATION</u>	<u>PAGE</u>
Introduction: Highlights of 1986-87	1
A) Statistics	2
B) Interpretation of statistics	3
C) Practices and Procedures	8
D) Institutional Policies	11
E) Delegation Instrument	11
F) Investigations	11
Appendix A: Statistics from previous years	12
Appendix B: Topics of Access Inquiries	15
 <u>REPORT ON PRIVACY</u>	
Introduction: Highlights of 1986-87	37
A) Statistics	38
B) Interpretation of statistics	39
C) Practices and Procedures	39
D) Institutional Policies	40
E) Delegation Instrument	40
F) Investigations	41
G) Disclosure under 8(2)(e) of the <u>Privacy Act</u>	41
H) Exempt Banks	41
I) Use and Disclosure	41
Appendix A: Statistics from previous years	42



INTRODUCTION

Although the increase in the number of access to information requests received this year is not as great as was anticipated, the number of complex requests touching large numbers of documents is definitely increasing. Time extensions for such requests appear to be inevitable, since they almost invariably involve external consultation. They also place a heavy burden on staff time for review and consultation, so when several requests of this nature fall on a given sector in succession, the individuals involved in the review of the documents rapidly reach the point where their responsibilities in terms of access to information requests are interfering with their program responsibilities.

Typically, such requests are framed in the following manner: "All documents, memos, analysis, and reports on the subject of X", where X is a large program, national policy, or very broad activity of the department, usually of a sensitive or controversial nature. This is a problem shared by many departments, and one to which there are no easy solutions. In the coming year, we will be endeavouring to negotiate the scope of such requests, perhaps breaking them into more manageable topic areas and spreading the requests over a period of time. This year we have adopted the policy of not holding up the shorter enquiries while we work on the lengthy, involved requests, because we feel it is simply not fair that our very limited staff should be diverted to processing the involved cases, at the expense of the more straight-forward and concise requests. The result, inevitably, is that some of the omnibus requests seem to drag on interminably. Several of these have required lengthy time extensions which were not always sufficient.

Since the major burden in processing requests is review of the documents, we have attempted to provide more assistance in the ATIP Secretariat with the review of files. A diagram indicating the present method of handling complex requests can be found at page ten.

A) 1986-87 STATISTICS

 **Government of Canada** / **Gouvernement du Canada**

REPORT ON THE ACCESS TO INFORMATION ACT

Institution Department of Communications	Reporting period April 1, '86 - March 31, '87
--	---

Source	Media ▶ 16	Academia ▶ 0	Business ▶ 34	Organization ▶ 17	Public ▶ 16
---------------	-------------------	---------------------	----------------------	--------------------------	--------------------

I Requests under the Access to Information Act		II Disposition of requests completed			
Received during reporting period	87	1. All disclosed	42	6. Unable to process	0
Outstanding from previous period	11	2. Disclosed in part	17	7. Insufficient information	0
TOTAL	98	3. Nothing disclosed (excluded)	2 *	8. Abandoned	11
Completed during reporting period	83	4. Nothing disclosed (exempt)	3	9. Does not exist	0
Carried forward	14	5. Transferred	0	10. Treated informally	10
		TOTAL			85

III Exemptions invoked						IV Exclusions cited	
S. 13(1) (a)	2	S. 16(1) (d)	1	S. 20(1) (c)	11	S. 68 (a)	0
(b)	1	S. 16(2)	1	(d)	3	(b)	0
(c)	1	S. 16(3)	1	S. 21(1) (a)	1	(c)	0
(d)	1	S. 17	1	(b)	1	(d)	0
S. 14	0	S. 18 (a)	0	(c)	2	S. 69(1) (a)	0
S. 15(1) internet. ref.	2	(b)	0	(d)	0	(b)	0
Defence	1	(c)	0	S. 22	0	(c)	0
Subversive activities	1	(d)	0	S. 23	1	(d)	1
S. 16(1) (a)	1	S. 19(1)	11	S. 24	1	(e)	0
(b)	1	S. 20(1) (a)	0	S. 25	16	(f)	0
(c)	2	(b)	10	S. 26	1	(g)	2

V Completion time		VI Extensions			VII Translations		VIII Method of access	
30 days or under	65		30 days or under	31 days or over	Translation requested	0	Copies given	70
31 to 60 days	2	Searching	0	3	English to French	0	Examination	0
61 to 120 days	13	Consultation	1	14	French to English	0	Copies and examination	1
121 days or over	3	Third party	0	2				
		TOTAL	1	17				

IX Fees			X Costs		Complaints to Information commissioner (con't)		Complaints to Information commissioner (con't)	
Net fees collected			Financial (all reasons)		Reasons for complaints		Disposition of complaints	
Application fees		405.00	Salary	\$107706	Non-disclosure	2	Complaint unjustified	1
Reproduction		113.00	Administration (O and M)	\$ 35395	Fees	1	Concurrence with institution	0
Searching		0.00	TOTAL	\$143101	Extension	1	No finding	1
Preparation		0.00	Person year utilization (all reasons)		Publication	0	Recommendation accepted	0
Computer processing		3953.48	Person year (decimal format)	3.01	Denial of translation	0	Recommendation rejected	0
TOTAL		4471.48	XI Complaints to Info. commissioner		Time to prepare translation	0	XII Appeals to Federal Court	
Fees waived	No. of times	\$	Complaints activity		Other	0	Outstanding from previous period	0
\$25.00 or under	17	\$93.27	Outstanding from previous period	0	Certificates produced	0	Number initiated during period	0
Over \$25.00	3	\$600.-	No. initiated during reporting period	4			Number completed during period	0
			Number completed during period	2			Number carried forward	0
			Number carried forward	2				

* Exclusion and disclosed in part

B) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

The ATIP Secretariat has been established to handle both access and privacy requests. Although the vast majority of requests during the reporting period were for access, as in the previous year, 25% of the Secretariat costs have been applied to implementation of the Privacy Act. Total costs of \$107,706 were calculated as follows:

Personnel Costs

Coordinator of Secretariat (1 officer)	75% of 1.0 py X salary
Administrative Assistant (1 support position)	75% of 1.0 py X salary
Officer (new position effective 6 months)	75% of 0.5 py X salary
Other personnel, on a case by case basis as	% of py X salary

Operational Costs

Materials cost for response to each enquiry	100% of total
Computer system costs, for records database and ATIP tracking system	75% of total
ATIP administrative costs such as training, publications, travel, etc.	75% of total

The Department maintains a decentralized records system, with minimal records staff, and it was decided prior to the coming into force of Bill C-43 that it would be very difficult to comply with the 30 day deadline required by the Act without automated search mechanisms. Records Management and the ATIP Secretariat initiated the implementation of a fully automated records index, accessible by key word search. The Department has a contract with a service provider using the Basis system for this records database, and for the ATIP enquiry tracking system. The full costs for this system are shown under operational costs.

Since the second year of implementation, systems have been in place in the ATIP Secretariat to fully account for the time and resources expended in carrying out ATIP responsibilities. Departmental personnel report the time spent on each request, and report quarterly on the time spent on other activities such as policy formulation, management of personal information banks, advising outside agencies on the protection of third party information, attending ATIP meetings and briefings, and so on. The costs of providing photocopies, microfiches, tapes, and so on are included. A new tracking form was developed last year to simplify this process.

An automated tracking system is used to keep a record of all activity on access and privacy requests, and this system has been programmed to collate all of the statistics which are needed for the quarterly reports to Treasury Board and the Annual Report to Parliament.

Fee Policy

Although the Department adheres generally to Treasury Board Guidelines in the assessment of fees, the following outline provides details of how this policy is applied.

Application Fees

Application fees are never waived. We do, however, return the fee if the request is for material which is normally publicly available, and we treat the request informally. If we know before commencing work on a request that we will not be able to provide the information, we also return the fee.

Deposits

When processing a request we prepare an estimate of all charges applicable. We ask for a deposit to cover the full charges assessed for processing the request before we proceed, and we always advise the clients of what they may expect to get in the event that severance or exemption is necessary. When the actual costs are lower, we issue a refund or if actual costs are higher, we request an additional payment, unless of course the extra expense is due to our error.

Photocopying fees

During the period under review, the rate for photocopying was 20¢ per page. The first \$25.00 was waived, so fees were calculated after the first hundred and twenty-five pages per request. We do not charge for copies which are already available or superfluous, such as extra copies of contractor's reports, or unnecessary duplicates of internal documents. We have also occasionally waived photocopying fees in instances when we were in default of the time deadlines.

Search fees

We have not assessed or charged fees for searching, although we would if a particularly burdensome search was necessary.

Preparation time

Similarly, we have not charged for preparation time, although we have given estimates of preparation fees in instances where individuals have requested that lengthy computer printouts be severed, rather than that they pay to have a special computer run printed. Fees assessed in these instances would not be for the review and severance, of course, but only for the time taken to prepare and recopy the document.

Computer fees

We do not charge for computer time for personal and small business computers, since they are usually much slower than mainframe computers and much cheaper to operate. If we were to receive a request requiring a great deal of work on a micro-computer, we would assess preparation fees at \$10.00 per hour.

We do charge for work on central processors, at the rate stipulated in the Access Regulations. Fees for special programming are assessed at \$20.00 per hour. We also assess computer printing fees at \$2.00 per 1000 lines, which is the standard fee charged by computer service providers with whom we deal. There is no rate stipulated in the Treasury Board guidelines for computer printouts, unless you consider the printer as a peripheral and charge at \$16.50 per minute. We believe this would not be as favorable to the client as the rate at which we charge.

In the event that an individual wishes output on magnetic tape or disc, he or she may purchase the tape or disc or simply borrow it. There is no charge if it is returned within thirty days.

Fee Waivers

Each request for a fee waiver is examined on its own merit, but there is no policy per se on the issue. Every effort is made to permit examination of the documents in lieu of photocopying, and we will ship documents for examination to any of our five regional and 49 district offices, barring exceptional circumstances. We do not usually send fee assessments for less than \$10.00, since it costs us more to process the cheque.

Time extensions over 60 days

Fifteen time extensions greater than 60 days were requested during the last year, for the purposes of searching and consultation. Details of these requests are given below.

1. A request was received for a contract report which was jointly funded with one of the provinces. Consultation was a lengthy process, although the report was finally released in 85 days.
2. A request was received for all public opinion polls conducted by or on behalf of the Department, with costs. After discussion with the applicant, this was expanded to include the several task forces which the Minister had established that year. Reviewing the documents and preparing cost totals took a great deal of time, but the file was completed in 57 days despite the fact that we had requested a 60 day extension.

3. A request was received for a great deal of technical information relating to radio licence holders in the microwave bands, much of which would qualify for exemption as third party information. Since the requestor wished the information for the purposes of frequency coordination, there was a great deal of discussion as to whether the information could be released informally, since its release would be consistent with Departmental activities in spectrum management. The requestor abandoned his request, prior to consultation with the many companies and individuals whose information was involved.
4. A request was received for the program evaluation study of postal subsidies completed in January 1986, together with any working notes, papers, correspondence etc. Searching for and reviewing the background documentation was a lengthy process; the request was completed in 133 days with the caveat that the requestor could return later for further information of a specific nature.
5. A request was received for contract information, requiring consultation with another department. The other department took over 60 days to reply to the consultation.
6. We received a request for an opinion poll which had not yet been completed. We provided the questionnaire immediately, and followed with the draft interim report once it had been received, minus two pages which had been sent for consultation with External Affairs. This was done within 60 days; the final version including the two severed sections was made available on day 106.
7. We received a request for overtime statistics for DOC in the last fiscal year. We had no comprehensive data available, but we did provide whatever printouts were available. We ran into delays in providing cost estimates for the creation of new printouts which would give all the information requested. The data base is operated by a central agency, and operators were unfamiliar with providing such estimates in response to ATIP requests. The request was completed in 90 days.
8. A request was received for a large volume of highly sensitive and personal documents. The review process was lengthy and complex, involving consultation with other departments. The request was completed in 112 days, but no documents were released. The applicant had been advised at an early stage that no documents could be expected.
9. A request was received for travel expenses which necessitated consultation with another department. This was a lengthy procedure; the request was completed in 117 days.

10. A request was received for a joint federal-provincial study which was still not yet completed. The request was accepted, but there was considerable delay until such time as agreement was reached on the final format of the report and its releasability. The request was completed in 90 days, with all disclosed.
11. A request was received for a quantity of research related material, including the minutes of an interdepartmental committee. Searching for appropriate documents and consulting members of the interdepartmental committee required additional time. The request was completed in 78 days.
12. A request was received for a large quantity of information relating to the granting of contracts to a number of firms and consortiums. Although the requestor was willing to negotiate concerning the breadth of his request, and to limit the consultation with firms involved where it was obvious that they were within their rights to refuse disclosure, the searching and review process was nonetheless a lengthy and complex one. The request was completed in 64 days, although an extension of 60 days had been requested.
13. A request was received for a contract report which was being prepared for distribution. The copy was prepared for disclosure when it was received, but the request was abandoned.
14. A request was received for information related to a proposed Canada-U.S. agreement. Available material was shipped to the applicant immediately, but consultation was necessary with the U.S. government on the release of the agreement. There were additional delays because the applicant moved during the request and some documents went astray.
15. A large quantity of information was requested concerning an application for a broadcast licence. Since the granting of the licence was being contested and discussed with the CRTC, there was a great deal of consultation necessary in determining information to be released. Technical data was shipped to the applicant immediately while other confidential information was reviewed and made available to the applicant with exemptions noted. However, the case was resolved through CRTC channels and the applicant never examined the final package of documents shipped for his convenience to our Toronto Regional Office.

Abandoned enquiries

There were eleven enquiries abandoned this year. Generally-speaking, a review of these requests revealed that requestors either abandoned because of high fee estimates or because they simply did not wish to pursue their requests.

Source of requests

While we do not ask requestors to indicate their reasons for requesting information, we do attempt to categorize them into the stipulated groups. The percentage breakdown is as follows:

19.3 % media
0.0 % academia
41.0 % business
20.4 % other organizations
19.3 % public

C) PRACTICES AND PROCEDURES

Organization of ATIP activities

The Coordinator of Access to Information in the Department of Communications is the Director, Sector Management and Departmental Coordination, reporting to the Assistant Deputy Minister of Corporate Management. An independent Secretariat has been established to administer and coordinate all ATIP enquiries, consisting of one full time manager (the ATIP Secretariat Coordinator), one full time officer, and one full time assistant.

A Corporate Review Panel (CRP) reviews any potentially sensitive or exempt material and coordinates all ATIP activity in the sectors. Each sector is normally represented by a sector coordinator or executive assistant to the Assistant Deputy Ministers.

We find that it is not possible to simply send the request out to the responsibility centre, and rely on them to interpret the request, find the appropriate exemptions which may apply, and return completed documents to the ATIP Secretariat. When a request is received, it is

routed through the sector coordinator to the responsibility centre, and at this point usually the ATIP Secretariat is contacted for advice in tracking down the documents and determining what the client wants. A diagram indicating the present method of handling complex requests can be found on the following page.

Despite the fact that manuals and briefing sessions have been made available to departmental personnel, we have found that usually the responsibility centre manager requires quite a bit of coaching in preparing the request and suggesting exemptions. Consequently, the ATIP Secretariat has attempted to provide more assistance to the sectors in this area than in the past.

With detailed requests involving many records, it is now the ATIP Secretariat's custom to prepare a document list once it is determined which files are within the ambit of the request. Subsets of the list can then easily be prepared and sent with notification to third parties, with requests for consultation sent to other agencies, and with fee estimates or notices of exemption sent to the client. Having the information on a system greatly simplifies the chore of following up on required action for each document.

All consultation with other institutions is coordinated through the ATIP Secretariat.

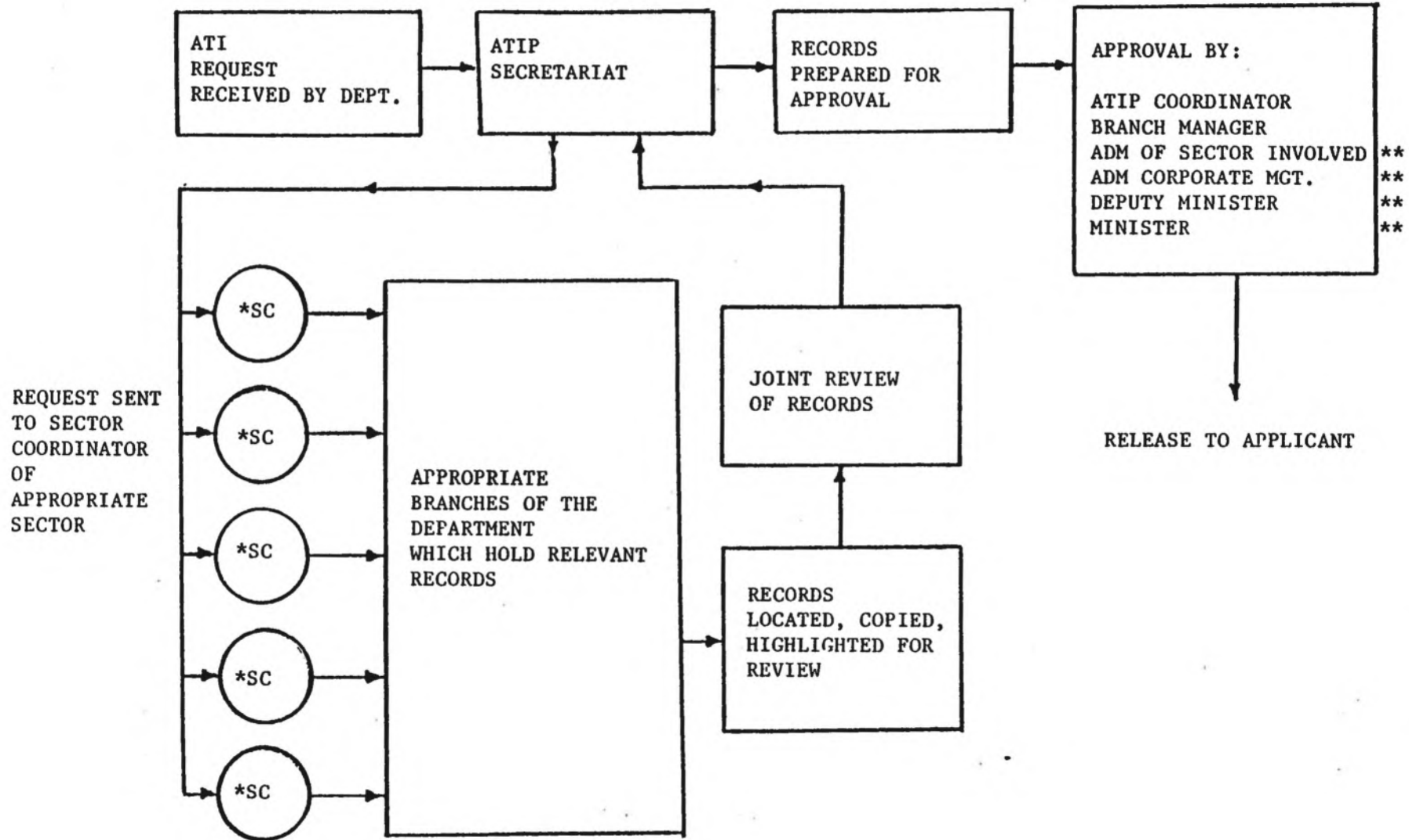
The rate of enquiry is still increasing, and we find that the type of request is becoming more sophisticated and complex. At the close of this reporting period, 18 enquiries were carried over.

Formal and Informal Inquiries

Informal mechanisms of information release continue to work well, and account for the vast majority of information requests handled by the Department. Staff are urged to refer the public to the ATIP Secretariat only when they believe the information may be sensitive. The Secretariat in turn always tries to handle requests informally when there is obviously no concern about the protection of the information.

This year, the ATIP Secretariat has made an effort to document the type and the volume of information which is being released informally. One area of concern is contract reports, which are very much in demand by the public and which are sometimes released informally, sometimes through ATIP. Efforts have been made to put a better system in place whereby the Secretariat is kept informed about the existence of new reports, so that they may be reviewed and prepared for public informal distribution whenever possible.

ADMINISTRATION OF ACCESS TO INFORMATION REQUESTS



* SC: SECTOR COORDINATOR
 ** REGARDING COMPLEX REQUESTS

D) INSTITUTIONAL POLICIES

Policies on the handling of requests, the activities of the Corporate Review Panel, and the assessment of fees have been discussed in earlier sections of this report.

E) DELEGATION INSTRUMENT

The delegation of authority with respect to Access to Information became effective July 1, 1983, and was intended to retain decision making at the senior level. The Deputy Minister and Departmental Access to Information and Privacy Coordinator have been delegated responsibility for all sections of the Act. The Coordinator of the Access to Information Secretariat has responsibility for sections 7, 8(1), 9, 11(5), 28(1), 28(4), 28(5), 28(8), 29(1), 33, 43(1) and 44(2) of the Act, only when it has been determined that access shall be given.

The organization of the ATIP Secretariat and the roles and responsibilities of both the ATIP Coordinator and the ATIP Secretariat Coordinator have been fully described on page 8. Since the Coordinator spends only about 10% of his time on ATIP, a lot of the decision making is delegated to the Secretariat Coordinator although the signing authority is not. Since the Coordinator of the Secretariat now reports directly to the Coordinator, there is no delay in obtaining approval for release, and the chain of authority is functioning smoothly.

F) INVESTIGATIONS

The Department received notice of four complaints to the Information Commissioner during the reporting period. Of these, two are carried forward and two have been resolved during the year.

REPORT ON THE ACCESS TO INFORMATION ACT

Institution Department of Communications	Reporting period April 1, '85 - March 31, '86
---	--

Media	10	Academia	8	Business	19	Organization	13	Public	12
-------	----	----------	---	----------	----	--------------	----	--------	----

I Requests under the Access to Information Act

Received during reporting period	68
Outstanding from previous period	3
TOTAL	71
Completed during reporting period	62
Carried forward	10

II Disposition of requests completed

1. All disclosed	41	6. Unable to process	0
2. Disclosed in part	11	7. Insufficient information	0
3. Nothing disclosed (excluded)	0	8. Abandoned	3
4. Nothing disclosed (exempt)	4	9. Does not exist	0
5. Transferred	1	10. Treated informally	2
TOTAL			62

III Exemptions invoked

S. 13(1) (a)	4	S. 16(1) (d)	3	S. 20(1) (c)	4
(b)	3	S. 16(2)	5	(d)	4
(c)	6	S. 16(3)	3	S. 21(1) (a)	1
(d)	4	S. 17	5	(b)	0
S. 14	2	S. 18 (a)	0	(c)	0
S. 15(1) Internat. rel.	1	(b)	0	(d)	0
Defence	4	(c)	0	S. 22	0
Subversive activities	3	(d)	7	S. 23	0
S. 16(1) (a)	1	S. 19(1)	0	S. 24	
(b)	4	S. 20(1) (a)	7	S. 25	0
(c)		(b)		S. 26	

IV Exclusions cited

S. 68 (a)	0
(b)	0
(c)	0
(d)	0
S. 69(1) (a)	1
(b)	1
(c)	1
(d)	1
(e)	0
(f)	2
(g)	

V Completion time

30 days or under	52
31 to 60 days	2
61 to 120 days	7
121 days or over	1

VI Extensions

	30 days or under	31 days or over
Searching	1	5
Consultation	1	2
Third party	0	1
TOTAL	2	8

VII Translations

Translation requested	0
Translation prepared	0
English to French	0
French to English	0

VIII Method of access

Copies given	46
Examination	1
Copies and examination	7

IX Fees

Net fees collected		
Application fees		290.00
Reproduction		620.74
Searching		0.00
Preparation		0.00
Computer processing		2450.02
TOTAL		3360.76
Fees waived	No. of times	\$
\$25.00 or under	13	\$52.51
Over \$25.00	3	\$88.63

X Costs

Financial (all reasons)	
Salary	\$64,217
Administration (O and M)	\$31,901
TOTAL	\$96,118
Person year utilization (all reasons)	
Person year (decimal format)	1.79
XI Complaints to info. commissioner	
Complaints activity	
Outstanding from previous period	2
No. initiated during reporting period	1
Number completed during period	3
Number carried forward	(1)

Complaints to information commissioner (con't)

Reasons for complaints	
Non-disclosure	1
Fees	0
Extension	0
Publication	0
Denial of translation	0
Time to prepare translation	0
Other	0
Certificates produced	
	0

Complaints to information commissioner (con't)

Disposition of complaints	
Complaint unjustified	0
Concurrence with institution	1
No finding	0
Recommendation accepted	1
Recommendation rejected	1
XII Appeals to Federal Court	
Outstanding from previous period	0
Number initiated during period	0
Number completed during period	0
Number carried forward	0

1984-85 STATISTICS

APPENDIX A

Government of Canada / Gouvernement du Canada

REPORT ON ACCESS TO INFORMATION

Institution Department of Communications	Reporting period April 1, '84 - March 31, '85
---	--

I Requests under the Access to Information Act		II Disposition of requests completed			
Received during reporting period	47	1. All disclosed	32	6. Unable to process	0
Outstanding from previous period	3	2. Disclosed in part	7	7. Insufficient information	0
TOTAL	50	3. Excluded	0	8. Abandoned	6
Completed during reporting period	47	4. Exempt	2	9. Does not exist	0
Carried forward	3	5. Transferred	2	TOTAL	49

III Exemptions invoked			
S. 13(1) (a)	1	S. 16(1) (d)	
(b)		S. 16(2)	1
(c)		S. 16(3)	
(d)		S. 17	1
S. 14	1	S. 18 (a)	
S. 15(1) Internat. rel.	1	(b)	
Defence	1	(c)	
Subversive activities	1	(d)	
S. 16(1) (a)		S. 19(1)	6
(b)		S. 20(1) (a)	2
(c)		(b)	3
		S. 20(1) (c)	1
		(d)	1
		S. 21(1) (a)	2
		(b)	2
		(c)	
		(d)	1
		S. 22	
		S. 23	1
		S. 24	1
		S. 25	2
		S. 26	

IV Exclusions cited	
S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	
S. 69(1) (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time	
Under 30 days	39
31 to 60 days	4
60 to 120 days	4
Over 120 days	

VI Extensions		
	Under 30 days	Over 30 days
Searching	3	3
Consultation	1	1*
Third party	0	1
TOTAL	4	5

VII Translations	
Translation requested	0
Translation prepared	0
English to French	
French to English	
Average time to prepare translations	

VIII Method of access	
Copies given	38
Examination	0
Copies and Examination	3

IX Fees	
Fees collected	
Application fees	225.-
Reproduction	739.62
Searching	--
Preparation	456.-
Computer processing	1,799.17
TOTAL	3,219.79

X Costs	
Personnel	
Officer	\$43,490
Support staff	\$34,233
Other	\$42,972
TOTAL	\$120,695
Officer (PY)	1,019
Support staff (PY)	1,289
TOTAL	2,308

XI Appeals to info. commissioner	
Reasons	
Non disclosure	1
Fees	1
Extension	1
Publications	
Denial of translation	
Time to prepare trans.	
Other	
No. initiated during reporting period	3
No. completed during reporting period	2
No. carried forward	2
Average time of resol. (for those compl) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court	
Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl) (days)	
No. initiated during reporting period	
No. completed during reporting period	
No. carried forward	
Disclosure ordered	
Non-disclosure ordered	
Other	

TBC 350-62 (83/2)

* This extension was also for Third Party / Français au verso

1983-84 STATISTICS

APPENDIX A



Government of Canada / Gouvernement du Canada

REPORT ON ACCESS TO INFORMATION

Institution DEPARTMENT OF COMMUNICATIONS	Reporting period JULY 1, 1983 - MARCH 31, 1984
--	--

I Requests under the Access to Information Act

Received during reporting period	30
Outstanding from previous period	0
TOTAL	30
Completed during reporting period	27
Carried forward	3

II Disposition of requests completed

1. All disclosed	6	6. Unable to process	0
2. Disclosed in part	9	7. Insufficient information	1
3. Excluded	0	8. Abandoned	4
4. Exempt	2	9. Does not exist	5
5. Transferred	0	TOTAL	27

III Exemptions invoked

S. 13(1) (a)	1	S. 16(1) (d)		S. 20(1) (c)	2
(b)	1	S. 16(2)	1	(d)	2
(c)	2	S. 16(3)		S. 21(1) (a)	4
(d)		S. 17		(b)	2
S. 14		S. 18 (a)		(c)	2
S. 15(1) Internat. rel.	*	(b)		(d)	1
Defence	*	(c)		S. 22	
Subversive activities	*	(d)		S. 23	2
S. 16(1) (a)		S. 19(1)	3	S. 24	
(b)		S. 20(1) (a)	1	S. 25	7
(c)	1	(b)	5	S. 26	2

IV Exclusions cited

S. 68 (a)	
(b)	
(c)	
(d)	
S. 69(1)	3
S. 69(1) (a)	
(b)	2
(c)	
(d)	
(e)	
(f)	
(g)	

V Completion time

Under 30 days	16
31 to 60 days	6
60 to 120 days	2
Over 120 days	3

VI Extensions

	Under 30 days	Over 30 days
Searching	1	**
Consultation	2	**
Third party		1**
TOTAL	3	3**

VII Translations

Translation requested	0
Translation prepared	0
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	12
Examination	1
Copies and Examination	2

IX Fees

Fees collected	
Application fees	125.00
Reproduction	316.50
Searching	--
Preparation	25.00
Computer processing	718.61
TOTAL	1,185.11
Fees waived over \$25.00	\$ --
Fees waived (no. of times)	0

X Costs

Personnel	
Officer	\$ 58,450
Support staff	\$ 45,450
Other	\$ 8,300
TOTAL	\$ 112,200
Officer (PY)	1.350
Support staff (PY)	1.600
TOTAL	2.950

XI Appeals to info. commissioner

Reasons	
Non disclosure	1
Fees	
Extension	
Publications	
Denial of translation	
Time to prepare trans.	
Other	
No. initiated during reporting period	1
No. completed during reporting period	0
No. carried forward	1
Average time of resol. (for those compl.) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Third party	
Information commissioner	
Average time of resol. (for those compl.) (days)	
No. initiated during reporting period	0
No. completed during reporting period	
No. carried forward	0
Disclosure ordered	
Non-disclosure ordered	
Other	

TBC 350-62 (83/2)

* See attached note.

** Two inquiries had identical extensions of 60 days for all three purposes.

Francais au verso

TOPICS OF ACCESS INQUIRIES

- * 1) SUBJECT The Expenditure on consulting fees for DOC for the last government fiscal year - A list of contracts awarded to external consulting firms and who they were awarded to.

- * 2) SUBJECT I would like to see all information since 1984 on federal government involvement with the International Telecommunications Discovery Centre in Brantford Ontario.

- * 3) SUBJECT Any documents pertaining to evolving telecommunications policy, briefing notes, background paper, contracted research and analysis.

- * 4) SUBJECT All contracts since September 1984 until the present with Nantel & Associates and Synchrocom Communications Group and any employment in any capacity of an identified individual or his services contractually. (2) Any evaluation reports about these two companies where the contract was won by competitive bidding, the companies on the short list, the amounts each company bid. (3) When the contracts to these two companies were awarded on a single source or preferred basis, the rationale for doing this, any correspondence or briefings to the Minister on awarding such contracts. (4) Please provide me first with records of contracts, their amounts, the main purpose of the awards to these two companies or employment of an identified individual's services.

- ** 5) SUBJECT The CRC VHF/UHF Propagation Prediction Program and its associated topographical database.
 RESPONSE All disclosed
 TOTAL FEES \$60.53
 METHOD OF ACCESS Copies given, tapes and paper

- * Outstanding

- ** 8 other similar requests were received and completed in the same manner.

- * 6) SUBJECT The licence, together with all conditions pertaining thereto, granted by DOC to Cantel Inc. to operate a cellular radio-telephone service.

- * 7) SUBJECT One copy of the Information Technology Strategy Plan for your department for 1986-87 (hard copy and electronic form copy of the 1987-1988).

- * 8) SUBJECT Require a listing of all private and public commercial radio licensees in Vancouver and Langley Regions (Metropolitan Vancouver and Fraser Valley). If possible list should be made up of: Licensee - name and address, frequency and number of units (or licensed radios). If list presently contains other information such as license number, company code station locations, etc. this is acceptable. Listing should contain all mobile and fixed stations from 30-50 MHz, 138-174 MHz, 406-470 MHz and 800 MHz cellular. Please give estimate of cost.

- 9) SUBJECT List of VHF/UHF radiocommunication users of the following frequencies: 30-50 MHz, 138-144 MHz, 148-174 MHz, 400-520 MHz, 800-1300 MHz. Québec region, north and south shores, approximately defined by the federal county limits of Québec-Est, Langelier, Louis-Hébert, Charlesbourg, Portneuf, Montmorency-Orléans and Lévis (25 mile radius from Quebec city). As agreed, list of users with addresses (except in the case of individuals). Copy on diskette 5 ½ inches, IBM PC, TEXT DOS file, computer printout of office consultation.

AGENCY	All disclosed
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, microfiche and paper

- * 10) SUBJECT Request for proposal 36180-5-0002, the Government Shared Data Network, would like a copy of the contract between the Crown and CNCP.

* Outstanding

- * 11) SUBJECT Would like a copy of the Newfoundland and Labrador Dedicated Communications Study.
- 12) SUBJECT Copies of present users of base stations and mobile radio users in the Prairie and Pacific regions of Canada.
RESPONSE All disclosed
TOTAL FEES \$554.18
METHOD OF ACCESS Copies given, printouts
- 13) SUBJECT One copy of the National Capital and one copy of all regional telephone lists on electronic media, in the following technical format 1600 BPI in ASC II format.
RESPONSE All disclosed
TOTAL FEES \$365.00\$
METHOD OF ACCESS Copies given, tape and diskette
- 14) SUBJECT Printout of ship radio station licence, information in alphabetical order by name of vessel as per sample below. Gummed self adhesive address labels of licenced owners in B.C. in postal code order.
RESPONSE All disclosed
TOTAL FEES \$616.00
METHOD OF ACCESS Copies given, printout and gummed labels
- 15) SUBJECT I would like to see copies of any contracts this department has with Nantel and Associates and also with Synchrocom Communications group from September 1984 until the present.
RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 10 pages

* Outstanding

* 16) SUBJECT

Records on the construction of the National Museum of Civilization being built in Hull and the National Art Gallery in Ottawa - costs to date (January 20, 1987) of construction and protected costs of construction to completion of the building structure and original construction costs projected, all by major categories for construction, with an annual fiscal year breakdown of costs. - projected timetable for staged completion of the building and its operational use. - consultant reports on construction cost overruns and delays that have occurred. - internal reports on construction cost overruns and delays that have occurred. - reports from contracting agencies, architects on construction cost overruns and delays from their original estimations. - the actual contracts, contract amendments or extensions for construction of the National Museum of Civilization and the Art Gallery. - briefing notes of the Deputy Minister or Minister on the construction progress at these museums since January 1982 until January 20, 1987 - executive management meeting minutes on this subject. I am interested in records that are under DOC's control and that will not result in lengthy consultations and time delays. Please release records now that are considered immediately disclosable.

17) SUBJECT

We need to know for a study the number of new radiocommunications facilities set up in Canada in 1984 and 1985, as well as the height and coordinates of the antennas mentioned in all new licence applications or renewals in 1984-1985.

RESPONSE
TOTAL FEES

Abandoned
\$0.00

18) SUBJECT

Final reports relating to the following studies:
1) Military Satellite Communications Subsystem Review. Spar Aerospace Ltd., Ste-Anne de Bellevue Québec, September 1981. DSS No. 15ST/36100-1-0223. 2) Study to Determine the Requirement for and Areas of Technological Development of EHF Satellite Communication Systems in Canada. Canadian Astronautics Ltd., Ottawa, Aug 1982. DSS NO. 12ST/36100-2-4065.

* Outstanding

3) Relevance of the U. S. Satellite Environment to the Canadian Scene. J. C. Strick, Windsor. Early 1983. DSS No. 25SV/ 36100-2-4291. 4) Study to determine technology and future usage of microwave radio in the frequency range of 30 GHz to 275 GHz. A. T. Schindler and Associates Inc. Ottawa. September 1983. DSS No. 03SU/36100-3-0162. 5) Phase I of a study on Laser MILSATCOM. MPB Technologies Inc., Ste-Anne de Bellevue, Québec December 1981. DSS No. 21SU/36001-1-1976.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, microfiche, books

19) SUBJECT Could you please provide me with an estimate of the cost of a computer magnetic tape containing the same information as DFL Report No. 2.

RESPONSE Abandoned
TOTAL FEES \$0.00

20) SUBJECT I request all records which will enable me to know, for the period of April 1, 1985 to December 31, 1986 for the following information by month, agency and dollar value concerning the hiring of temporary help within DOC in the Ottawa/Hull region.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 4 pages

21) SUBJECT An extract on computer magnetic tape of certain information pertaining to license fees for Imperial Oil Limited licenses under the attached company codes.

RESPONSE Treated informally
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, computer magnetic tape

22) SUBJECT For the regions or districts of Toronto, Hamilton, London and Kitchener, we are requesting the following: names and addresses of companies which are licensed by DOC to use radio communications frequency in commercial ranges.

RESPONSE All disclosed
TOTAL FEES \$80.50
METHOD OF ACCESS Copies given, printout

23) SUBJECT Access to the final report of the study conducted for the Department by the Newfoundland Telephone Company Limited on the subject of a "Newfoundland and Labrador Dedicated Communications Network" (contract awarded by Supply and Services, contract no. OST85-00299, file reference no. 37ST 36001-4-2731)

RESPONSE All disclosed
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, paper

* 24) SUBJECT Access for the following records associated with the department's emergency planning responsibilities. (1) any working papers, concept plans or other records that elaborate on the National Emergency Agency for Telecommunications originally created by PC 1981-1305 (1981). (2) Any elaboration in the records on the four functions under PC 1981-1305 (1981) re. the Telecommunications Agency including draft regulations or working documents. (3) Records that describe emergency broadcasting services or plans for such, including the siren system, the crisis home alerting techniques or alternative communication emergency methods. The latest available documentation would be preferred.

25) SUBJECT Please provide copy of Classification Grievance Review Board report for position ASB-03103. The grievance was heard on September 30, 1986.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 17 pages

* Outstanding

- 26) SUBJECT A copy of the GTA report entitled "Monthly Service Order Productivity Report" for each month during the period April 1, 1986 to date.
- RESPONSE All disclosed
- TOTAL FEES \$5.00
- METHOD OF ACCESS Copies given, paper, 8 pages
- * 27) SUBJECT A breakdown of the number of radio paging systems allocated to the 30-50 MHz, 138-174 MHz, 405-520 MHz and 928-932 MHz frequency band. Indication of the type of emissions allocated to each system and subsequently requested names and addresses.
- TOTAL FEES \$425.50
- N.B. The requestor is to advise us of the format he wishes.
- 28) SUBJECT I request access to the poll and/or report referred to in the attached October 21, 1986 article from the Ottawa Citizen. The poll/report was conducted by Decima Research Ltd. and deals with Canadian attitudes towards cultural identity.
- RESPONSE Treated informally
- TOTAL FEES \$5.00
- METHOD OF ACCESS Copies given, report
- 29) SUBJECT I request access to the following study: Moss, Roberts & Associates Inc. "An Economic Profile of the Canadian Cable Industry", prepared for the Task Force on Broadcasting Policy.
- RESPONSE Treated informally
- TOTAL FEES \$0.00
- METHOD OF ACCESS Copies given, report
- 30) SUBJECT I request access to a June 26, 1986 report by Nordicity, Final Report: Use of Common Fibre Optics Distribution Facilities for Telecommunications and Broadcasting.
- RESPONSE Treated informally
- TOTAL FEES \$0.00
- METHOD OF ACCESS Copies given, paper

* Outstanding

- 31) SUBJECT Table of contents and full texts of the following research reports prepared by the Task Force on Broadcasting Policy.
RESPONSE Treated informally
TOTAL FEES \$25.00
METHOD OF ACCESS Copies given, reports
- 32) SUBJECT From the DOC assigned frequency database, sorted by DOC region for every province and territory.
(1) The coordinates for every fixed radio transmitter operating in the bands 454.025 - 454.650 MHz and 459.025 - 459.650 MHz (see attached). (2) The authorized transmit frequencies at that location. (3) The authorized transmit power (Watts) at that location. (4) The authorized antenna height at that location.
RESPONSE Treated informally
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, microfiche Report No. 3
- 33) SUBJECT I would like to see a list of all confidential public opinion polls commissioned by the Communications department since September 1984. Specifically, I would like the list of polls, the name of the firm(s) hired to do the poll and the cost of each poll.
RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 3 pages
- 34) SUBJECT Wish to obtain a mailing list copy of holders of a General Radio Service Licence, interested in a list of the holders of Model Control Station (Aircraft and other licences).
RESPONSE Abandoned
TOTAL FEES \$5.00

- 35) SUBJECT We need information for the update of our MICS database and for precise interference studies. Except for the following - Bell Canada, CNCP, Hydro-Québec, Telesat, Québec Téléphone and Telebec - please give (a) name of company, (b) location, latitude, longitude, ground elevation, tower height, licence number, call sign, (c) name, coordinates and ground elevation of adjacent station, (d) transmitting and receiving frequency, type of equipment (TX, RX), type of traffic, capacity, type of antenna, transmitting power, losses, height of antenna.
- RESPONSE Abandoned
TOTAL FEES \$5.00
- 36) SUBJECT I would like to request the program evaluation study of postal subsidies completed in January 1986 or thereabouts, together with any working notes, working papers, submissions, correspondence or other documents filed in the preparation of the program evaluation study, and any memoranda, correspondence or other documents indicating the department's response to the recommendations and observations contained in the program evaluation study.
- RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c), 69(1)(d), 69(1)(g)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 204 pages
- 37) SUBJECT An accounting of the leading ten law firms in the most recently completed fiscal year, in terms of billings to the agency. The payments to private-sector lawyers may include matters of civil or administrative law. We would further request a description be provided of the legal work handled by the firms, in terms of particular cases or standing agent relationships. We would like to know what the firms did to earn their money. We further ask that names of particular lawyers at these firms be provided when possible.
- RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 15 pages

- 38) SUBJECT An itemized accounting of all public monies spent by the Caplan-Sauvageau Task Force on Broadcasting.
RESPONSE All disclosed
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, printout of 17 pages
- * 39) SUBJECT (1) Any briefing material or binders prepared by officials for your new Minister as a result of the portfolio changes in Ministries announced by the Office or the Prime Minister on June 30, 1986.
(2) An index, log or list of record if available that would provide me with the subject headings of all ministerial briefing notes prepared by agency officials since January 1, 1986 until the present, their dates and file numbers. (3) An index, log, list or record if available that would provide me with the subject headings of all anticipated oral parliamentary questions prepared by agency officials since January 1, 1986 until the present, their dates and file numbers.
- 40) SUBJECT Provide a cost estimate to produce a hard copy of the Licence Distribution by SIC Code Report by District Office.
RESPONSE Abandoned
TOTAL FEES \$5.00
- 41) SUBJECT In the last two years, did the DOC grant one or more contracts to an identified individual? Other relevant information is requested. What were the costs? What kind of work was undertaken (description)? What was the material produced used for? How much did the departmental information services spend for photos in 1984-1985, 1985-1986?
RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
TOTAL FEES \$27.60
METHOD OF ACCESS Copies given, paper, 238 pages

* Outstanding

- 42) SUBJECT Requesting a hard copy of report number 3 in the form of a printed report. In addition, I would like to obtain the report for eastern Canada, also in printed form.
RESPONSE Abandoned
TOTAL FEES \$0.00
- 43) SUBJECT Refer to the bottom of page 91 of the document: "Status of the Artist, Task Force Report", published in August 1986. I request a copy of the letter of agreement (except the terms and conditions), of any other contract relating to same services and of the bill of Les Traductions Translex for such services.
RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 30 pages
- 44) SUBJECT Robert E. Babe Associates, estimated value of new rights proposed by House of Commons Subcommittee on The Revision of Copyright of the Standing Committee Communications and Culture in the sub-committee's report "A Charter of Rights for Creators" prepared by Mr. A.A. Keyes, DOC, Jan. 1986
RESPONSE Treated informally
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, paper, 14 pages
- 45) SUBJECT Requesting an update of information received in 1985.
RESPONSE All disclosed
TOTAL FEES \$781.00
METHOD OF ACCESS Copies given, tape and paper
- 46) SUBJECT Request for information concerning cellular radio subscribers and those who have applied for licenses. Corporations or companies which have applied, individuals who have applied and government departments which have applied.

RESPONSE	Disclosed in part, 25, 19(1), 20(1)(c)
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, paper, 3 pages
47) SUBJECT	A copy of the report listing area radio users and their frequencies.
RESPONSE	Disclosed in part, 25, 19(1)
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, printout
48) SUBJECT	We would like a record of who is using the different radio frequencies in Winnipeg and what they are for: (1) Paging companies and all private paging systems. (2) Hospitals. (3) Radio. (4) Television. (5) Mobile communications. (6) All other possible users.
RESPONSE	Abandoned
TOTAL FEES	\$5.00
49) SUBJECT	I seek a copy of the following departmental report: Canadian Sovereignty and Cultural Industries 1986 by Decima Ressearch. Also a copy of the questionnaire.
RESPONSE	All disclosed
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, paper, 37 pages
50) SUBJECT	Name and address and assigned radio frequencies of companies assigned radio frequencies and operating base stations associated with base to mobile operations in Alberta, Saskatchewan and Manitoba.
RESPONSE	All disclosed, topic negotiated
TOTAL FEES	\$141.40
METHOD OF ACCESS	Copies given, printout
51) SUBJECT	Information on General Radio Service Licensing System; interference - complaints and suppression; prosecutions - unauthorized installations. Information may appear in TRC.

RESPONSE Treated informally
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, paper

* 52) SUBJECT I request access to all studies on the subject of Canada - U.S. trade prepared by or for the department in connection with the current trade talks with the United States.

RESPONSE Disclosed in part, 25, 15(1), 69(1)(a)
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given

53) SUBJECT Overtime statistics total hours overtime worked in DOC in the last fiscal year 85/86. Total hours O. T. by region, by sector within HQ. Total dollar compensation paid, broken down by region and by sector in HQ. How much O. T. was worked in 1½ time, how much at double time. How much O. T. compensation taken in cash, how much in compensatory time.

RESPONSE Disclosed in part, 25, 19(1)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 71 pages

54) SUBJECT Statistics on sick leave use in the dept. for fiscal years 83/84, 84/85, 85/86. I would like to know the average number of sick leave days used by employees for the dept. as a whole, the regions, 300 Slater Street and Shirley Bay for the three year period stated above. Please separate by fiscal year, for instance the average number of days off sick for an employee in the Pacific region for 83/84, for 84/85 and for 85/86.

RESPONSE Abandoned (due to the cost estimate to completely answer the request)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 26 pages

55) SUBJECT An accounting by departmental region of all expenditures by the department on entrance tickets to cultural, artistic or sporting events from Jan 1/86 to the present date. This would include tickets purchased by the department for entry to plays, opera, symphony, concerts, etc.

* Outstanding

RESPONSE	Disclosed in part, 25, 19(1)
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, paper, 67 pages
56) SUBJECT	All records, documents, memoranda and correspondence relating to the suspension and later re-instatement of an employee of the Department of Communications. I would also like all records dealing with the out-of-court settlement reached in the Federal Court and Ontario Supreme Court lawsuits between the employee and other departmental officials.
RESPONSE	Exempt, 16(1)(b), 16(1)(c), 19(1), 21(1)(b), 21(1)(c), 23
TOTAL FEES	\$5.00
57) SUBJECT	A copy of your 1985-1986 Information Technology and Systems Plan both the inventory and EDP sections or a similar document giving a breakdown of computer hardware including mainframes, minis, micros, CPC's and CRT's. Also include a copy of any plans for additional computer hardware and a list of software uses and needs.
RESPONSE	All disclosed
TOTAL FEES	\$5.00
METHOD OF ACCESS	Copies given, paper, 155 pages
58) SUBJECT	We are interested in a list of all licensees in each of the major metropolitan areas in Canada that are licensed for fifteen or more mobiles (including portables). The major Canadian centres of interest are: Toronto, Montreal, Vancouver, Winnipeg, Edmonton, Calgary, Halifax, St. John, N.B.
RESPONSE	All disclosed
TOTAL FEES	\$608.00
METHOD OF ACCESS	Copies given, printout
59) SUBJECT	The name and classification of all departmental employees who have gone to Vancouver from Ottawa on official government business from April 30, 1986 to the present date. Also a brief description of the purpose of the visit. Please include the job title of each employee along with the classification.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 3 pages

60) SUBJECT All contracts entered into between Gondolin Consulting and the federal government on behalf of the Department of Communications. These contracts would probably be for work done in the Pacific Region, such as consulting or coordination for the International Symposium for Ministers of Communications Conference in Vancouver on June 9-11, 1986. I would like copies of all contracts for the last three year period, from Jan 1, 1984 to the present.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 15 pages

61) SUBJECT Would you send me copies of all documents relating to the communication license issued to the Ingenika Band, located at Vanderhoof, north of Prince George, B.C. together with documents indicating the type of equipment, cost of the equipment and particulars of any grants that were made available for the installation through the federal or provincial governments.

AGENCY RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 8 pages

62) SUBJECT I request access to all records that will enable me to know the costs associated with or arising from the Minister of Communications, Mr. Marcel Masse's visit to Vancouver in May 1986, during which visit he attended Expo 86 or any of the festivities associated with the opening of the fair.

RESPONSE Disclosed in part, 25, 19(1)
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 100 pages

63) SUBJECT Job descriptions for the following positions (with point ratings): COM-ORO-4139 (Toronto), COM-ORO-1793 (Toronto), PRO 0780 (Vancouver), PRO 0503 (Vancouver), QUE-3996 (Montréal), QUE-6290T (Montréal), ARO-1848 (Moncton), ARO-1519 (Moncton), CRO-1791 (Winnipeg), CRO-1551 (Winnipeg).

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 56 pages

64) SUBJECT I would like to receive information on the technical certification for the granting of broadcast licences by the CRTC, technical standards for broadcasting equipment, development and implementation of radio frequency plans, and frequency assignment criteria and certification procedures. Information on technical construction and operating certificates and how a person may go about setting up an independent shortwave station. It is the shortwave information that I'm most interested in. Is there a separate policy regarding the technical standards for broadcasting on the shortwave frequencies? Has anyone ever applied for an independent shortwave station licence before?

RESPONSE Treated informally
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given

65) SUBJECT (1) I request access to all records that will enable me to know the costs associated with and arising from the Canadian government participation in the 1986 Cannes Film Festival. Without restricting the generality of the request, I especially want to know about requisitions for payment, receipts, hotel bills, car rentals and hospitality. (2) I request access to all records that will enable me to know of costs associated with and arising from the Canadian government participation in the 1985 Cannes Film Festival. Without restricting the generality of the request, I especially want to know about requisitions for payment, receipts, hotel bills, car rentals and hospitality. (3) I request access to all records that will enable me to know the names, titles,

responsibilities and functions of all persons whose participation in the 1985 Cannes Film Festival was paid for by the Canadian government. This includes all public servants, NFB employees, as well as temporary personnel hired in Canada or France. (5) I request access to all records that will enable me to know of all cars, equipment and other services supplied free of charge to the Canadian delegation at the 1986 Cannes Film Festival by individuals or commercial enterprises. (6) I request access to all records that will enable me to know of all cars, equipment and other services supplied free-of-charge to the Canadian delegation at the 1985 Cannes Film Festival, by individuals or commercial enterprises. (7) I request access to the names of the following persons who attended the 1986 Cannes Film Festival: all federal and provincial ministers, all deputy ministers, crown agency heads, film producers who were assisted in their business transactions by the Canadian delegation, journalists (print, radio or television) who received financial assistance of any kind from the Canadian delegation or the federal government. (8) I request access to the names of the following persons who attended the 1985 Cannes Film Festival: all federal and provincial ministers, all deputy ministers, crown agency heads, film producers who were assisted in their business transactions by the Canadian delegation, journalists (print, radio or television) who received financial assistance of any kind from the Canadian delegation or the federal government.

RESPONSE Disclosed in part, 25, 19(1)
TOTAL FEES \$40.00
METHOD OF ACCESS Copies given, paper, 53 pages

66) SUBJECT

Seeking information on the locations of satellite uplinks and TVRO's for Long Distance Access Corporation, also known as LDAC and occasionally as Unicorn.

RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 6 pages

- 67) SUBJECT A copy of the following consultants reports:
Brian Lewis, Canadian Independent Film
Distribution and Exhibition the State of Things,
and Stratavision, Structure and Performance of the
Canadian Film and Video Distribution Sector 1985.
I am also interested in any related documentation
such as memos, draft reports, correspondence
related to these reports.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 397 pages
- 68) SUBJECT Would like to have the following information on a
contract between CRC and Miller Communications for
the services of an identified individual supplied
to another identified individual on May 1986 under
an RMO. Contract value, number of days, per diem
rate, date of contract issue, originator, date of
the requisition originated, date of work
commenced. See attached copy of standing offer.
- RESPONSE Disclosed in part, 25, 19(1), 20(1)(b), 20(1)(c),
20(1)(d),
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 10 pages
- 69) SUBJECT I request all records, including reports, studies,
correspondence and memorandum in connection with
the appointment of Mr. André Bureau as Chairman of
the CRTC. In particular, I request any
evaluation, assessment or other clearance
procedures undertaken by the government and any
statements or undertakings made by Mr. Bureau,
especially regarding his previous involvement in
the broadcast industry.
- RESPONSE Treated informally
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, paper, 25 pages
- 70) SUBJECT The most recent organizational charts for the
Regional offices of DOC Toronto, Montreal,
Moncton, Winnipeg and Vancouver.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 69 pages

- 71) SUBJECT Research report conducted by D. A. Ford Associates, Ottawa in late fall 1985/early 1986, on the Impact of International Competition on Canadian Telecom, first reporting deadline was March 31, 1986. This is a jointly funded study with several provincial governments. Conducted for the Telecom Policy Branch, c/o Vince Hill, DG.
- RESPONSE All disclosed
TOTAL FEES \$0.00
METHOD OF ACCESS Copies given, paper, 105 pages
- 72) SUBJECT Names and addresses of licence applicants pursuant to RSP 114, issue 4 effective April 11, 1986 which both applied for and/or received licences, or who have applications currently before the Department. I am interested in those licence application which have "experimental" and/or commercial uses. DOC/PLT-050.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 20 pages
- 73) SUBJECT My request consists of a copy of the "System Specification Test" performed by the manufacturer on behalf of the City of Vancouver, RCMP on equipment known as the Muniquip Radar, Model No. MDR-1, Serial No. 11369 and/or 13004.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 1 page
- 74) SUBJECT List of all GRS licenses in my region.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, paper, 54 pages
- 75) SUBJECT Occupied frequency band 138-144 MHz. I want to know allocated frequencies in this band. Location of transmitters, power in watts, type of service and program authorized.
- RESPONSE All disclosed
TOTAL FEES \$5.00
METHOD OF ACCESS Copies given, microfiche

76) SUBJECT I request access to all records which will enable me to know who holds valid licenses for radio operations in the VHF and UHF radio band. Records I am requesting should show the identity of the individual or group or agency, the frequency or frequencies assigned, the location of the base or area for mobile operation, mode of transmission AM, FM or SSB. I am requesting records for the provinces of B.C. and Alberta.

RESPONSE All exempted, 13(1)(a), 13(1)(b), 13(1)(c), 13(1)(d), 15(1) International rel., 15(1) Defence, 15(1) Subversive activities, 16(1)(a), 16(1)(c), 16(1)(d), 16(2), 16(3), 17, 19(1), 20(1)(b), 20(1)(c), 20(1)(d)

TOTAL FEES \$5.00

METHOD OF ACCESS Public information provided on microfiche

77) SUBJECT Would like to obtain access to all documents, files, memoranda, internal documents of any other records, including outside consultants reports, relating to the take over of Prentice-Hall Canada Inc., and Ginn & Co. by Gulf and Western Industries Inc. I would also like to know what discussion papers, which originated in your department, are subject to the provisions of the ATI Act. Because the Investment Canada decisions on Prentice-Hall Canada Inc. and Ginn & Co. have already been made public, I am referring specifically to section 69 of the Act.

RESPONSE Disclosed in part, 25, 13(1)(a), 15(1), 15(1)(g), 20(1)(b)(c), 21(1)(a)(c), 24(1)

TOTAL FEES \$0.00

78) SUBJECT Copy of official correspondence. I request information for our files on the revision of the Copyright Act. I would like to receive, as soon as possible, a copy of correspondence exchanged between the Broadcasters Association of Canada and the Minister of Communications, Mr. Marcel Masse, since the submission of "A Charter of Rights for Creators" in the fall of 1985.

RESPONSE All disclosed

TOTAL FEES \$0.00

METHOD OF ACCESS Copies given (paper)

79) SUBJECT

A copy of the table of contents of the following research reports prepared by the Task Force on Broadcasting Policy and an estimate of the cost of copying these reports. A copy of four research reports indicated by an asterisk on the attached list.

RESPONSE
TOTAL FEES

Exempt, 26 released informally when published
\$5.00

Note on abandoned requests:

Eleven abandoned requests are listed in the 1986-87 Statistics. Eight of these occurred this year while three are from last year.

N.B. With the 79 requests mentioned above as well as the 8 UHF/VHF requests noted in #5, our Department received a total of 87 requests during the 1986-87 reporting period.

**REPORT ON PRIVACY
1986-87**

INTRODUCTION

The number of requests has increased slightly from the previous year, and the source of requests continues to be departmental employees or former employees. Since many of the requests are for information from staff relations' files, efforts are being made to coordinate with the Staff Relations Branch to improve awareness of informal methods of access to such material.

The Department has received a complaint concerning the non-disclosure of information received in confidence during an administrative investigation. The possibility of this situation arising was described in our submission to the Standing Committee responsible for the review of the Privacy Act, and it was stressed that disclosure of accounts of such investigations would be likely to have a chilling effect on the candour of witnesses and other persons interviewed.

A) 1986-87 STATISTICS



REPORT ON THE PRIVACY ACT

Institution Department of Communications	Reporting period April 1, '86 - March 31, '87
--	---

I Requests under the Privacy Act		II Disposition of requests completed			
Received during reporting period	11	1. All disclosed	4	6. Insufficient information	0
Outstanding from previous period	2	2. Disclosed in part	6	7. Abandoned	0
TOTAL	13	3. Nothing disclosed (excluded)	0	8. Does not exist	2
Completed during reporting period	13	4. Nothing disclosed (exempt)	0	9. Transferred	0
Carried forward	0	5. Unable to process	1	TOTAL	13

III Exemptions invoked						IV Exclusions cited	
S. 18 (2)	0	S. 21	0	S. 23 (b)	0	S. 69 (1) (a)	0
S. 19 (1) (a)	0	S. 22 (1) (a)	0	S. 24	0	(b)	0
(b)	0	(b)	1	S. 25	0	S. 70 (1) (a)	0
(c)	0	(c)	0	S. 26	6	(b)	0
(d)	0	S. 22 (2)	0	S. 27	0	(c)	0
S. 20	0	S. 23 (a)	0	S. 28	0	(d)	0
						(e)	0
						(f)	0

V Completion time		VI Extensions			VII Translations			VIII Method of access	
30 days or under	11		30 days or under	31 days or over	Translation requested		Copies given	9	
31 to 60 days	2	Interference with operations	0	0	0		Examination	0	
61 to 120 days	0	Consultation	1	0	Translation prepared	English to French	0	Copies and examination	1
121 days or over	0	Translations	0	0		French to English	0		
		TOTAL	1	0					

IX Correction and notation					
Corrections requested	2	Corrections made	0	Notation attached	2

X Costs	
Financial (all reasons)	
Salary	\$ 33666
Administrative (O and M)	\$ 11046
TOTAL	\$ 44711
Person year utilization (all reasons)	
Person year (decimal format)	94

XI Complaints to privacy commissioner	
Complaints activity	
Outstanding from previous period	0
Number initiated during period	3
Number completed during period	1
Number carried forward	2
Reasons for complaints	
Use and disclosure	0
Non disclosure	2
Extension	0
Publication	0
Denial of translation	0
Time to prepare translation	0
Other	1

Complaints to privacy commissioner (con't)	
Disposition of complaints	
Complaint unjustified	1
Concurrence with institution	0
No finding	0
Recommendation accepted	0
Recommendation rejected	0

XII Appeals to Federal Court	
Outstanding from previous period	0
Number initiated during period	0
Number completed during period	0
Number carried forward	0

B) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

During the first two years of implementation of the Privacy Act, the Department only received 6 relatively simple requests for personal information. However, this year we received 11 requests. We assume that this is because very gradually, our employees are becoming more aware of their rights under the new legislation, particularly in the area of staff relations records.

The staff of the ATIP Secretariat continue to spend a significant portion of their time addressing the issues of retention, protection, and disclosure of personal information. In 1983/84, only 10% of the ATIP Secretariat costs were attributed to implementation of the Privacy Act, but this figure was raised to 25% in the second quarter of 1984/85 in order to more accurately reflect this activity. We have continued to use this ratio this year.

Personnel Costs

A system has been developed to track the time spent by other departmental personnel on each request, and on other activities such as briefing sessions, policy development, and activities related to the Index of Personal Information. Salary costs are reported quarterly, and the total costs are calculated as shown below:

Coordinator of Secretariat (1 officer)	25% of 1.0 py X salary
Administrative Assistant (1 support position)	25% of 1.0 py X salary
Officer (new position effective 6 months)	25% of 0.5 py X salary
Other personnel, on a case by case basis as	% of py X salary

Operational Costs

Materials cost for response to each enquiry	100% of total
Access Inquiry database costs	25% of total
Other administrative costs such as photocopying, publications, travel, etc.	25% of total

C) PRACTICES AND PROCEDURES

Organization of Privacy Activities

Privacy requests are routed to the ATIP Secretariat which was set up by the ATIP Coordinator to handle both access and privacy requests. The routing of documents has been explained in detail in section C of the Access to Information Report.

Records Management have undertaken a review of all retention schedules, to ensure that they are in accordance with the Act. Staff was briefed on the requirements of the Privacy Act in terms of reporting and protecting all personal information.

The Department has a decentralized file system in which each responsibility centre maintains a records system for its own programs. There are more than 80 such systems in operation within the Department. Records Management and the Access to Information and Privacy Secretariat maintain a centrally-managed database of Departmental file holdings, including EDP records, which lists all personal information. The database does not duplicate the personal information holdings, but provides finding aids to assist in locating the records requested. These finding aids include file numbers, responsibility centres, and the retention and disposal schedules for the documents. Cross references to the class of documents as recorded in the Access Register and the Index to Personal Information are included.

D) INSTITUTIONAL POLICIES

The Department is currently reviewing its policies concerning the protection of radio licensing information as personal information. Specifically, the issue of the applicability of paragraph 3(1) of the definition of personal information to radio licensing information has not really been satisfactorily resolved. Last year, the Department submitted a detailed brief on the subject to the Department of Justice, and to the Standing Committee on Justice and Solicitor General, who are currently conducting a review of the Access to Information Act and the Privacy Act. Our brief was reprinted in last years annual report. It is hoped that this most important issue will be resolved by an amendment to the Privacy Act.

E) DELEGATION INSTRUMENT

The Department put in effect on July 1, 1983, a delegation order which retains authority to release information under the Act at senior levels. The Deputy Minister is responsible for decisions regarding all sections of the Act and the Departmental ATIP Coordinator is also responsible for decisions regarding all sections. The Coordinator of the ATIP Secretariat is responsible for sections 8(5) and 14 only when it is determined that access shall be given, and for section 15.

The Privacy Coordinator in the Department of Communications is the Director of Sector Management and Departmental Coordination for the Corporate Management Sector. He reports to the Assistant Deputy Minister, Corporate Management, who has responsibility, among other areas, for Records Management and Personnel, two key areas in the implementation of the privacy legislation. Assisted by the staff of the ATIP Secretariat who implement policy and coordinate access and personal information requests, the Coordinator is responsible for advising the

Assistant Deputy Minister on privacy matters. In situations where the Deputy Minister or Minister must become involved, the Assistant Deputy Minister raises the matter at senior management meetings.

The Coordinator chairs the Corporate Review Panel, responds to requests for access, reports to Treasury Board on privacy activities, and formulates policy concerning privacy matters.

F) INVESTIGATIONS

The Department received three complaints under the Privacy Act this year. One of these concerns the non-disclosure of information received in confidence during an administrative investigation. As mentioned earlier in our introduction to this report, it is feared that the disclosure of accounts of such investigations will have a chilling effect on the candour of witnesses and other persons interviewed.

G) DISCLOSURES UNDER 8(2)(E) OF THE PRIVACY ACT

The Department received six requests pursuant to section 8(2)(e) of the Privacy Act during the current responding period.

The Privacy Coordinator is the only responsible official with delegated authority for this section of the Act.

H) EXEMPT BANKS

The Department has no exempt bank.

I) USE AND DISCLOSURE

Efforts have been made to ensure that all personal information is being used only for purposes consistent with those for which it was gathered. Our practices in this area are still being reviewed as a result of the Treasury Board Circular number 1986-19, concerning the collection of information.



REPORT ON THE PRIVACY ACT

Institution Department of Communications	Reporting period April 1, '85 - March 31, '86
---	--

I Requests under the Privacy Act

Received during reporting period	9
Outstanding from previous period	0
TOTAL	9
Completed during reporting period	6
Carried forward	3

II Disposition of requests completed

1. All disclosed	4	6. Insufficient information	0
2. Disclosed in part	2	7. Abandoned	0
3. Nothing disclosed (excluded)	0	8. Does not exist	0
4. Nothing disclosed (exempt)	0	9. Transferred	0
5. Unable to process	0	TOTAL	6

III Exemptions invoked

S. 18 (2)	0	S. 21	0	S. 23 (b)	0
S. 19 (1) (a)	0	S. 22 (1) (a)	0	S. 24	0
(b)	0	(b)	0	S. 25	1
(c)	0	(c)	0	S. 26	1
(d)	0	S. 22 (2)	0	S. 27	0
S. 20	0	S. 23 (a)	0	S. 28	0

IV Exclusions cited

S. 69 (1) (a)	0
(b)	0
S. 70 (1) (a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time

30 days or under	6
31 to 60 days	0
61 to 120 days	0
121 days or over	0

VI Extensions

	30 days or under	31 days or over
Interference with operations	0	0
Consultation	0	0
Translations	0	0
TOTAL	0	0

VII Translations

Translation requested	0
Translation prepared	0
English to French	0
French to English	0

VIII Method of access

Copies given	3
Examination	0
Copies and examination	3

IX Correction and notation

Corrections requested	1*	Corrections made	0	Notation attached	0
-----------------------	----	------------------	---	-------------------	---

X Costs

Financial (all reasons)	
Salary	\$ 23,448
Administrative (O and M)	\$ 10,413
TOTAL	\$ 33,861
Person year utilization (all reasons)	
Person year (decimal format)	0.61

XI Complaints to privacy commissioner

Complaints activity	
Outstanding from previous period	0
Number initiated during period	1
Number completed during period	1
Number carried forward	0
Reasons for complaints	
Use and disclosure	0
Non disclosure	1
Extension	0
Publication	0
Denial of translation	0
Time to prepare translation	0
Other	0

Complaints to privacy commissioner (con't)

Disposition of complaints	
Complaint unjustified	0
Concurrence with institution	1
No finding	0
Recommendation accepted	0
Recommendation rejected	0
Number of new exempt banks	
XII Appeals to Federal Court	
Outstanding from previous period	0
Number initiated during period	0
Number completed during period	0
Number carried forward	0



Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT

Institution Department of Communications	Reporting period April 1, '84 - March 31, '85
---	--

I Requests under the Privacy Act

Received during reporting period	3
Outstanding from previous period	0
TOTAL	3
Completed during reporting period	3
Carried forward	0

II Disposition of requests completed

1. All disclosed	1	6. Insufficient information	0
2. Disclosed in part	1	7. Abandoned	0
3. Excluded	0	8. Does not exist	1
4. Exempt	0	TOTAL	3
5. Unable to process	0		

III Exemptions invoked

S. 18(2)		S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	1
S. 20		S. 23(a)		S. 28	

IV Exclusions cited

S. 69(1) (a)	
(b)	
S. 70(1)	
(a)	1
(b)	
(c)	
(d)	
(e)	
(f)	

V Completion time

Under 30 days	2
31 to 60 days	1
60 to 120 days	
Over 120 days	

VI Extensions

	Under 30 days	Over 30 days
Interference with operations		
Consultation	1	
Translations		
TOTAL	1	0

VII Translations

Translation requested	0
Translation provided	0
English to French	
French to English	
Average time to prepare translations	

VIII Method of access

Copies given	2
Examination	
Copies and examination	

IX Correction and notation

Corrections requested > 0	Corrections made > 0	Notation attached > 0
---------------------------	----------------------	-----------------------

X Costs

Personnel	\$	PV
Officer	\$ 14,558	0.376
Support staff	\$ 15,389	0.596
Other	\$ 14,025	--
TOTAL	\$43,972	0.972

XI Appeals to privacy commissioner

Reasons	
Use and disclosure	
Non disclosure	
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	0
No. completed during reporting period	
No. carried forward	0
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court

Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	0
No. completed during reporting period	
No. carried forward	0
Disclosure ordered	
Non-disclosure ordered	
Other	

REPORT ON THE PRIVACY ACT

Institution DEPARTMENT OF COMMUNICATIONS	Reporting period JULY 1, 1983 - MARCH 31, 1984
--	--

I Requests under the Privacy Act		II Disposition of requests completed			
Received during reporting period	3	1. All disclosed	2	6. Insufficient information	
Outstanding from previous period	0	2. Disclosed in part		7. Abandoned	
TOTAL	3	3. Excluded		8. Does not exist	1
Completed during reporting period	3	4. Exempt		TOTAL	3
Carried forward	0	5. Unable to process			

III Exemptions invoked				IV Exclusions cited	
S. 18(2)		S. 21		S. 23(b)	
S. 19(1) (a)		S. 22(1) (a)		S. 24	
(b)		(b)		S. 25	
(c)		(c)		S. 26	
(d)		S. 22(2)		S. 27	
S. 20		S. 23(a)		S. 28	
				S. 69(1) (a)	
				(b)	
				S. 70(1)	
				(a)	
				(b)	
				(c)	
				(d)	
				(e)	
				(f)	

V Completion time		VI Extensions		VII Translations		VIII Method of access	
Under 30 days	3			Translation requested	0	Copies given	1
31 to 60 days		Interference with operations		Translation provided	0	Examination	1
60 to 120 days		Consultation		English to French		Copies and examination	
Over 120 days		Translations		French to English			
		TOTAL	0	Average time to prepare translations			

IX Correction and notation	Corrections requested ▶ 0	Corrections made ▶ 0	Notation attached ▶ 0
----------------------------	---------------------------	----------------------	-----------------------

X Costs		
Personnel	\$	PV
Officer	\$ 6,250	0.140
Support staff	\$ 4,800	0.175
Other	\$ 650	--
TOTAL	\$ 11,700	0.315

XI Appeals to privacy commissioner	
Reasons	
Use and disclosure	
Non disclosure	
Extension	
Publications	
Denial of translation	
Time to prepare a translation	
Other	
No. initiated during reporting period	0
No. completed during reporting period	
No. carried forward	0
Average time of resolution (for those completed) (days)	
Commissioner's recommendation accepted	
Commissioner's recommendation rejected	

XII Appeals to Federal Court	
Appeal by	
Applicant	
Privacy commissioner	
Average time of resolution (for those completed) (days)	
No. initiated during reporting period	0
No. completed during reporting period	
No. carried forward	0
Disclosure ordered	
Non-disclosure ordered	
Other	

