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**ACCESS TO INFORMATION
AND
PRIVACY**

ANNUAL REPORT 1987-1988

Canada

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1987/88

COMMUNICATIONS CANADA
REPORT ON ACCESS TO INFORMATION AND PRIVACY
1987-1988



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INTRODUCTION

The Department welcomed the response of the Government to the Report of the Standing Committee on Justice and the Solicitor General, as presented in "The Steps Ahead". In particular, the increased emphasis on the protection of personal information resulted in a focus on personal information in our annual information reporting exercise, which is done in the context of the Access Register and the Index to Personal Information.

The commitment to further training and support for ATIP Coordinators and public servants is most welcome. There is a key role for the central agencies to play in the development of a corps of access professionals, given the complexity of the legislation and the small size of access units in departments. Staff turnover can make it extremely difficult to meet the legislated time deadlines, since those recruited for the ATIP function must either come from the existing pool of ATIP professionals, or be trained from within the Department. In such a case, the individual faces a learning curve of at least six months to be fully functional, because of the complexity of the task. The availability of a centrally developed training course will do much to alleviate this situation.

Education is vital in ATIP administration, both to enable the Department to get the job done, and to facilitate the fundamental change in attitudes which is necessary in public servants, if this important legislation is to have the desired impact. The Department has started a comprehensive program of briefing sessions to employees for 1988-89, with a view to fostering greater cooperation in response to requests, and more understanding of the fundamental principles underlying the laws. While the negative reactions to ATIP have often been commented upon, few have remarked upon the genuine feelings of pride which many public servants feel in participating in the implementation of the program. We hope to engender that feeling of pride in each and every employee, because they as public servants must take their share of the credit for the greater openness in government which we see beginning to emerge.

The number of access requests has not increased significantly during the past year, but the number of complaints to the Information Commissioner has risen sharply. This increase in complaints was not unexpected, given the trend toward more complex and sensitive requests which demand thorough review and greater use of exemptions and time extensions. Unfortunately, the net result of the increase in complaints is a further slow-down in production, since officers are tied up in the investigative process.



REPORT ON ACCESS
TO INFORMATION



A) STATISTICS

1987-88 STATISTICS



Government of Canada / Gouvernement du Canada

REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution Communications Canada	Reporting period / Période visée par le rapport April 1, '87 - March 31, '88
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Source →	Media / Médias 8	Academa / Secteur universitaire 5	Business / Secteur commerciale 31	Organization / Organisme 31	Public 9
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I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information

Received during reporting period / Reçues pendant la période visée par le rapport	84
Outstanding from previous period / En susseins depuis la période antérieure	14
TOTAL	98
Completed during reporting period / Traitées pendant la période visée par le rapport	84
Carried forward / Reportées	14

II Disposition of requests completed / Dispositions prises à l'égard des demandes traitées

1. All disclosed / Communication totale	41	6. Unable to process / Traitement impossible	3
2. Disclosed in part / Communication partielle	20	7. Abandoned by applicant / Abandon de la demande	7
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	7*	8. Treated informally / Traitement non officiel	7
4. Nothing disclosed (exempt) / Aucune communication (exemption)	2	TOTAL	84
5. Transferred / Transmision	4		

III Exemptions invoked / Exceptions invoquées

S. Art. 13 (1) (a)	S. Art. 16 (1) (a)	S. Art. 16 (b)	S. Art. 16 (c)	S. Art. 16 (d)	S. Art. 19 (1) Par.	S. Art. 20 (1) (a)	S. Art. 21 (1) (a)
(b)	(b)	(c)	(d)				9
(c)	(c)	(d)					4
(d)	(d)				2		8
					4		1
S. Art. 14	S. Par. 16 (2)	S. Art. 20 (1) (a)			2	S. Art. 22	
S. Art. 15 (1) International rel. / Relations inter.	S. Par. 16 (3)	(b)			12	S. Art. 23	3
Defence / Défense	S. Art. 17	(c)			13	S. Art. 24	1
Subversive activities / Activités subversives	S. Art. 18 (a)	(d)			7	S. Art. 26	

*** Exclusion & disclosed in part / Exclusion et communication partielle**

IV Exclusions cited / Exclusions citées

S. Art. 68 (a)	S. Art. 69 (1) (c)	4
(b)	(d)	5
(c)	(e)	3
S. Art. 69 (1) (a)	(f)	1
(b)	(g)	7

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	66
31 to 60 days / De 31 à 60 jours	2
61 to 120 days / De 61 à 120 jours	8
121 days or over / 121 jours ou plus	8

VI Extensions / Prorogations

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		
Consultation		14
Third party / Tiers		4
TOTAL		18

VII Translations / Traductions

Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
	French to English / Du français à l'anglais

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	66
Examination / Examen de l'original	
Copies and examination / Copies et examen	1

IX Fees / Frais

Net fees collected / Frais net perçus		
Application fees / Frais de demande	355.	Preparation / Préparation
Reproduction	164.	Computer processing / Traitement informatique
Searching / Recherche		TOTAL
		2931.75
Fees waived / Frais auxquels on renonce		No. of times / Nombre de fois
\$25.00 or under / 25.00\$ ou moins	15	\$ 116.82
Over \$25.00 / De plus de 25.00\$	2	\$ 149.-

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 135,219
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 32,841
TOTAL	\$ 168,060
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal form) / Années-personnes (nombre décimal)	3.60

TBS/SCT 350-82 (Rev. 88/02)

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
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Source

Media	16	Academics	0	Business	34	Organization	17	Public	16
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I Requests under the Access to Information Act

Received during reporting period	87
Outstanding from previous period	11
TOTAL	98
Completed during reporting period	83
Carried forward	14

II Disposition of requests completed

1. All disclosed	42	6. Unable to process	0
2. Disclosed in part	17	7. Insufficient information	0
3. Nothing disclosed (excluded)	2 *	8. Abandoned	11
4. Nothing disclosed (exempt)	3	9. Does not exist	0
5. Transferred	0	10. Treated informally	10
TOTAL			85

III Exemptions invoked

S. 13(1) (a)	2	S. 16(1) (d)	1	S. 20(1) (c)	11
(b)	1	S. 16(2)	1	(d)	3
(c)	1	S. 16(3)	1	S. 21(1) (a)	1
(d)	1	S. 17	1	(b)	1
S. 14	0	S. 18 (a)	0	(c)	2
S. 15(1) Internat. rel.	2	(b)	0	(d)	0
Defence	1	(c)	0	S. 22	0
Subversive activities	1	(d)	0	S. 23	1
S. 16(1) (a)	1	S. 19(1)	11	S. 24	1
(b)	1	S. 20(1) (a)	0	S. 25	16
(c)	2	(b)	10	S. 26	1

IV Exclusions cited

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

V Completion time

30 days or under	65
31 to 60 days	2
61 to 120 days	13
121 days or over	3

VI Extensions

	30 days or under	31 days or over
Searching	0	3
Consultation	1	14
Third party	0	2
TOTAL	1	17

VII Translations

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

VIII Method of access

Copies given	70
Examination	0
Copies and examination	1

IX Fees

Net fees collected		
Application fees		405.00
Reproduction		113.00
Searching		0.00
Preparation		0.00
Computer processing		3953.48
TOTAL		4471.48
Fees waived	No. of times	\$
\$25.00 or under	17	\$93.27
Over \$25.00	3	\$600.00

X Costs

Financial (all reasons)	
Salary	\$107706
Administration (O and M)	\$ 35395
TOTAL	\$143101
Person year utilization (all reasons)	
Person year (decimal format)	3.01

XI Complaints to info. commissioner

Complaints activity	
Outstanding from previous period	0
No. initiated during reporting period	4
Number completed during period	2
Number carried forward	2

Complaints to information commissioner (con't)

Reasons for complaints	
Non-disclosure	2
Fees	1
Extension	1
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	1
Concurrence with institution	0
No finding	1
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

TBC 350-62 (Rev. 85/2) *Exclusion and disclosed in part Français au verso

TABLE 1

DISPOSITION OF REQUESTS COMPLETED

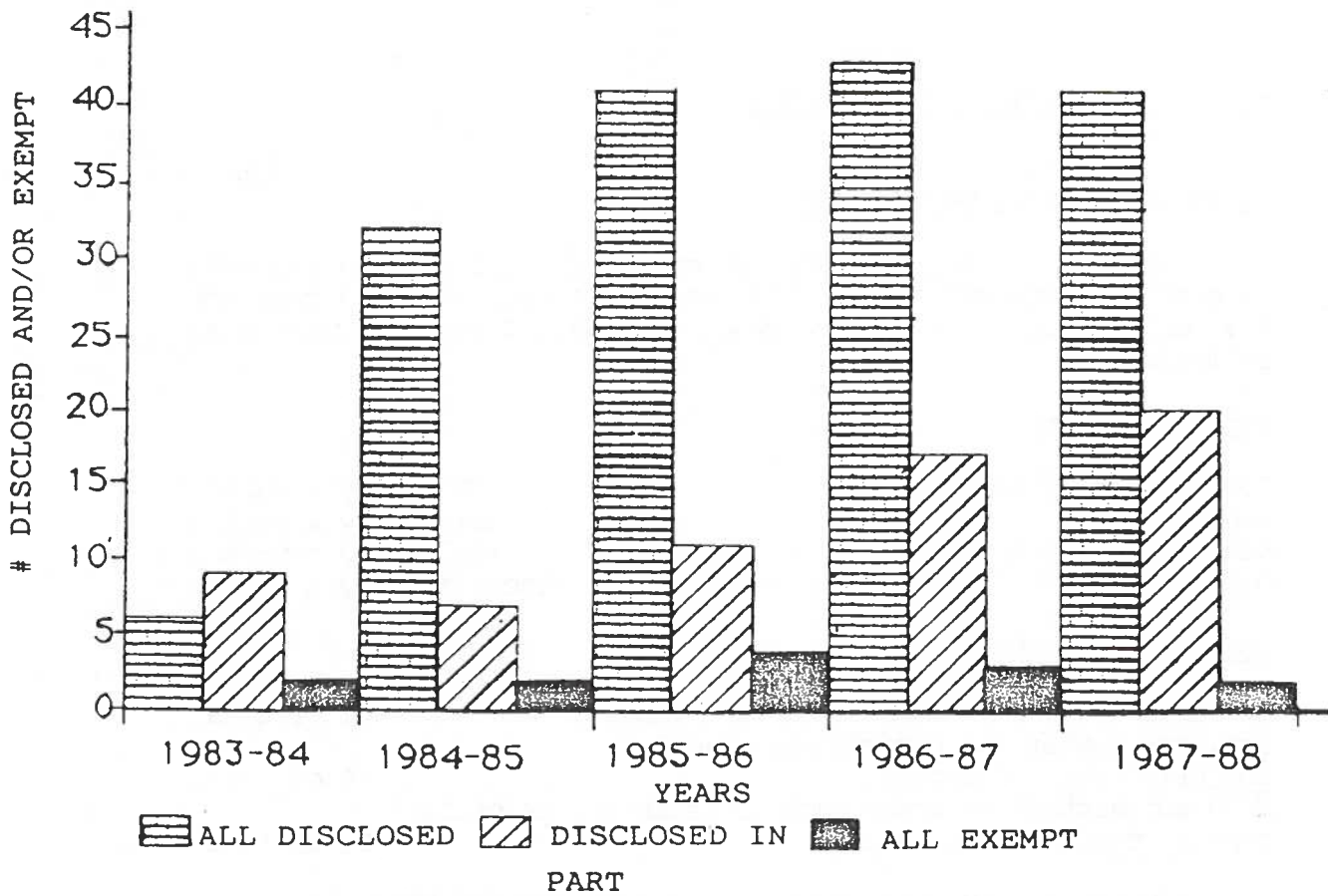
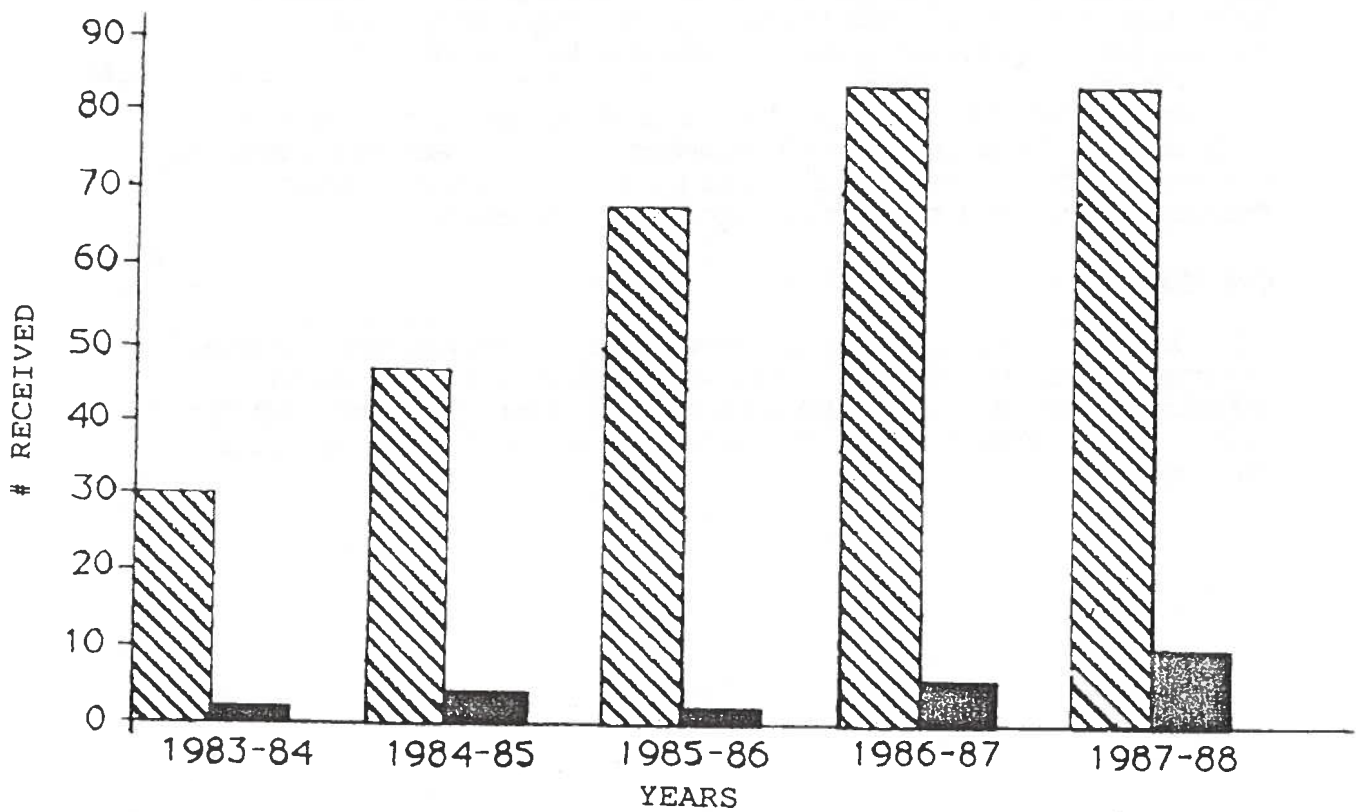


TABLE 2

REQUESTS VS COMPLAINTS RECEIVED



B) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

The ATIP Secretariat handles both access and privacy requests, so costs are divided between the two functions, 75% for access and 25% for privacy. Total costs shown of \$168,060 were calculated as follows:

Personnel Costs

Coordinator of Secretariat	75% x 1 py x salary
Senior Advisor	75% x 1 py x salary
Administrative Assistant	75% x 1 py x salary
Other personnel, on a case by case basis	fraction of py x salary

Operational Costs

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

Systems are in place 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 other activities such as policy formulation, management of personal information banks, advising third parties on the protection of their information, attending ATIP meetings and briefings, and so on. The costs of providing photocopies, microfiches, tapes, and other records are tabulated.

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

Fee Policy

Our fee policy remains as described in previous years' Annual Reports. This year we have often waived fees when we were in default of our deadlines. We have also sent out fee estimates for search costs, when a search of several thousand files would have been necessary.

Time Extensions Over 60 Days

Table 3 below shows the circumstances of 17 of the 18 requests for which time extensions were necessary. One other request, for which we cited a 120 day extension for consultation purposes, remained open for 562 days, and exemplifies the kinds of difficulties which we encounter in trying to meet the strict time deadlines when extensive consultation is required.

The request was for all studies and analysis on the subject of Canada-U.S. trade. All readily available documents were located and sent for review as quickly as possible, and the first documents were released on day 65. On day 88 another report was available, but other studies were held up in review at another Department. Documents more tangential to the request were still being retrieved within our Department, so by the time these had been reviewed both internally and externally, a year had passed. The applicant had already received quite a few records, so when the last ones were ready to be examined, he had lost interest. We kept the file open for several months awaiting a response, then closed it on day 562.

TABLE 3 TIME EXTENSIONS OVER 60 DAYS

LENGTH OF EXTENSION	INFORMATION RELEASED ON DAY	COMPLETED DAY	# OF PARTIES CONSULTED
60	30, 54, 80	80	4
60	26, 88	88	2
60	28, 62, 99	92	2
60	29, 49	49	1
60	77	146	2
60	1, 183	183	2
60	107	107	2
60	9, 166, 320	320	4
90	120, 151	120	2
90	161	225	4
90		88	2
90	1, 289	289	3
90	194	194	3
120	109	109	3
120	167	167	PREPARATION TIME NO CONSULTATION
120	15, 336	336	3
120	9, 246	246	5

Some of these requests carried on for a very long time, because it has been our practice to try to negotiate the release of documents which are contentious, rather than to slam the door on the requestor with the citing of an exemption. We always try to get as many documents to the requestor as soon as possible, leaving the more sensitive ones for the last. Negotiations over the severance of documents can take a long time, and while the statistics tend to make the Department appear to be dragging its feet, these efforts are much more in keeping with the spirit of the Act than a timely response of "No".

Table 1 on page 4 indicates the disposition of requests received by the department since the implementation of the legislation.

Abandoned Enquiries

There were seven abandoned enquiries this year, mostly in cases where substantial processing fees were assessed. A few cases were dropped when it was explained to the requestor that the particular information they were seeking would be exempt.

Source of Requests

While we do not ask requestors to identify themselves or explain their reasons for requesting information, we do attempt to categorize them into the five groups stipulated by Treasury Board, based on the information that we have. The percentage breakdown is as follows:

- 9.6% media
- 6.0% academia
- 36.1% business
- 37.4% other organizations
- 10.9% 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, who reports 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 senior advisor, and one full time assistant.

A Corporate Review Panel (CRP) coordinates all ATIP activity in the sectors. Each sector is normally represented by a sector coordinator or executive assistant to the Assistant Deputy Minister.

We find that it is not possible to simply send the request out to the responsibility centres 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 documents and suggesting exemptions. Consequently, the ATIP Secretariat provides a great deal of guidance to the sectors in the review of documents.

With detailed requests involving many records, it is now our practice to prepare a document list once it is established which files are within the ambit of the request. Providing a list to the requestor, from which he or she can select documents, often eliminates unnecessary consultation and copying, hence delay and cost to the requestor. 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.

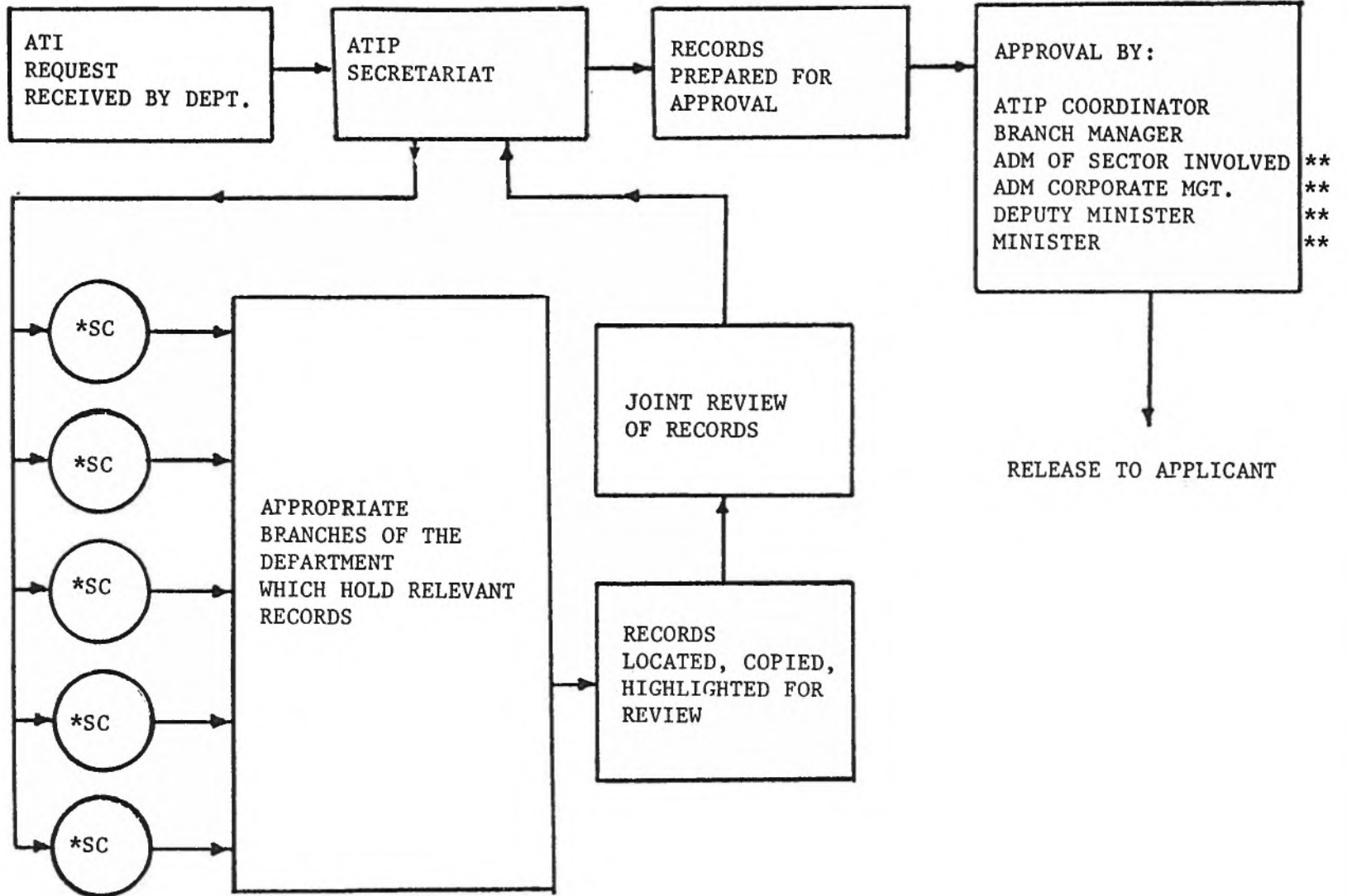
Formal and Informal Inquiries

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 requested may be sensitive. The Secretariat in turn always tries to handle requests informally when there is no concern about the protection of the information. Once we have received a few ATIP requests for a certain type of report or information, which we know is not exempt, we try to set up informal systems of release.

ADMINISTRATION OF ACCESS TO INFORMATION REQUESTS

6

REQUEST SENT TO SECTOR COORDINATOR OF APPROPRIATE SECTOR



* SC: SECTOR COORDINATOR
 ** REGARDING COMPLEX REQUESTS

D) INSTITUTIONAL POLICIES

Policies on the handling of requests, the activities of the Corporate Review Panel, and fee assessment, have all been thoroughly discussed in previous Annual Reports. Copies of previous reports are still available from the ATIP Secretariat Office, 300 Slater Street, Ottawa, Ontario, K1A 0C8. (telephone 613-990-4131)

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. In 1987 the Assistant Deputy Minister, Corporate Management was added, giving him responsibility for all sections of the Act. The Coordinator of the Access to Information Secretariat has responsibility for sections 7, (only when it has been determined that access will be given) 8(1), 9, 11(5), 28(1), 28(4), 28(5), 28(8), 29(1), 33, 43(1) and 44(2) of the Act.

The organization of the ATIP Secretariat and the roles and responsibilities of both the ATIP Coordinator and the ATIP Secretariat have been full described on page 5. Since the Coordinator only spends 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. Because of the direct reporting relationship, there is no delay in obtaining approval for release, so the chain of authority is functioning smoothly and efficiently.

F) INVESTIGATIONS

The Department received notice of 10 complaints to the Access to Information Commissioner this year, bringing the number of ongoing investigations to 12. The salient points of each of these investigations are outlined in table 4 on the following page. Although the numbers are up substantially from previous years, the majority of the complaints centre around the length of time taken to process requests.

Table 2 on page 4 indicates the number of complaints received by the department in relation to requests received since the implementation of the legislation.

TABLE 4

DISPOSITION OF COMPLAINTS

	DATE	REASON FOR COMPLAINT	RESOLUTION & COMMENTS
1	6/10/86	fees: copying microfiche	no action on investigation until 7/7/87, no resolution yet
2	10/12/86	exemptions 16, 19, 21 & 23	review of large volume of records complete, no resolution
3	14/5/87	deemed refusal	complex & voluminous request took 8 months; well-founded
4	15/6/87	delay, incomplete retrieval	complained 16/10/86, no notice for 6 months; delay well-founded retrieval dismissed
5	15/9/87	deemed refusal	release in 181 days, well-founded
6	15/9/87	deemed refusal	release in 318 days, well-founded
7*	4/11/87	extension	release with exemptions in 223 days; supportable but abandoned
	2/11/87	exemptions 14, 20, 21, 23 & 69	review of documents complete, no resolution yet
8*	7/1/88	extension	extension justified; dismissed
	9/3/88	deemed refusal	failed to meet new deadline; client selecting records from large list; well-founded
	18/1/88	fee waiver was patronizing	COM waived fees for 191 pages photocopying (routine policy), dismissed
9	14/3/88	120 day extension	extension realistic but indefensible; well-founded
10	31/3/88	non-disclosure	no investigation yet

* indicates multiple complaints on one request

G) TOPICS OF ACCESS INQUIRIES AND DEPARTMENTAL RESPONSE, 1987/88

- * 1. SUBJECT For each EG position, a) the classification level under the former EG classification standard which expired December 21, 1987, and b) the point rating by factor under the new EG classification standard which went into effect December 22, 1987.
- ** 2. SUBJECT UHF/VHF Prediction Program and Topographic database.
RESPONSE All disclosed
FORMAT Copies given, tapes and paper
FEES \$60.53
3. SUBJECT Technical information, frequencies ranging from 956 to 960 MHz, including frequency, coordinates, and name of transmission and reception site, anticipated power of transmission to antenna, signal power at receiver end, etc.
RESPONSE All disclosed
FORMAT Copies given, 6 pages
FEES \$5.00
4. SUBJECT Please send me the microfiche of report No. 3, region 2. Please advise of any fees.
RESPONSE Treated informally
FORMAT Copies given, microfiche
FEES \$0.00
5. SUBJECT A copy of all call-ups processed by the department in the NOC region under the terms of the Master Standing Offer for Informatics Professional Services during the month of January 1988.
RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
FORMAT Copies given, 18 pages
FEES \$5.00
6. SUBJECT Would you please send us a printout of VHF and UHF frequencies and locations for Vancouver Island.
RESPONSE Treated informally
FORMAT Copies given, microfiche
FEES \$0.00
- * outstanding
- ** 7 other similar requests were received and completed in the same manner

7. SUBJECT All records relating to the expense accounts charged to Telefilm Canada by Telefilm Canada Chairman, Jean Sirois. This includes all restaurant bills and all travel expenses, including flight tickets and hotel bills. This also includes all credit card statements and receipts charged to Sirois and paid by Telefilm.
- RESPONSE Transferred
 FORMAT
 FEES \$5.00
8. SUBJECT We have a computerized database dating from 1985 and covering part of the spectrum, from 890 to 15350 MHz. We need an update of this database.
- RESPONSE All disclosed
 FORMAT Copies given, tapes
 FEES \$46.50
9. SUBJECT Does a certain individual have a contract with the Department? When is it terminated? Has he been remunerated for it? Is he still under contract with DOC? If so, what is the duration of the current contract, and when will he be remunerated? If possible can you give me the name, number, or official designation of his contract?
- RESPONSE All disclosed
 FORMAT Copies given, 14 pages
 FEES \$5.00
10. SUBJECT Ban on tobacco advertising on three items identified in earlier request: 1. Briefing package prepared for for the Hon. Jake Epp; 5. Suggested question - response prepared for a media interview; 11. Information package from Canadian Embassy Washington....
- RESPONSE All disclosed
 FORMAT Copies given, 115 pages
 FEES \$5.00
11. SUBJECT Licensee list, alphabetical, report No. 85, Region 1, Pacific.
- RESPONSE All disclosed
 FORMAT Copies given, tape
 FEES \$86.25

12. SUBJECT Policy on security of electronic communications - equipment related to security of electronic communications - assistance related to security of electronic communications.
- RESPONSE Treated informally
- FORMAT
- FEES \$0.00
13. SUBJECT National listing of licensed Canadian radio amateurs including name, address, call sign and postal code in postal code order.
- RESPONSE Nothing disclosed (exempt), 19(1)
- FORMAT
- FEES \$5.00
14. SUBJECT The number of UHF/VHF fixed and portable land mobile radios licensed for use/sale in the greater Vancouver Regional District in the last 3 years (January 1985 - present), detailed on a monthly basis. The number of two way marine radios and CB radio licences issued in the greater Vancouver Regional District over the last 3 years (January 1985 - present) detailed on a monthly basis.
- RESPONSE All disclosed
- FORMAT Copies given, 8 pages
- FEES \$5.00
15. SUBJECT Documentation which will enable me to know the budget allocations throughout the department, the collator number and the projects to which the budget has been allocated and the names of the officials responsible for these budgets for the current fiscal year.
- RESPONSE All disclosed
- FORMAT Copies given, 50 pages
- FEES \$5.00
16. SUBJECT Wish to purchase license data tape with 1987 current license statistics in the same format as in previous years 1985, 1986.
- RESPONSE All disclosed
- FORMAT Copies given, tape
- FEES \$1040.00

17. SUBJECT I would like to see all information prepared since March 1987 on federal government involvement with the International Telecommunications Discovery Centre in Brantford, Ontario.
- RESPONSE Disclosed in part, 25, 14, 21(1)(b)
 FORMAT Copies given, 114 pages
 FEES \$5.00
18. SUBJECT Copies of all call-ups processed by the department under the terms of the Master Standing Offer for temporary help services and the Master Standing Offer for professional and technical services during the month of August 1987.
- RESPONSE All disclosed
 FORMAT Copies given, 56 pages
 FEES \$5.00
19. SUBJECT Copies of DOC contracts awarded in the 1985-86, 1986-87 and 1987-88 period similar to the earlier one released in 1985.
- RESPONSE All disclosed
 FORMAT Copies given, 40 pages
 FEES \$5.00
20. SUBJECT All documents produced for and by interdepartmental task force on transborder data flows, especially those pertaining to sovereignty.
- RESPONSE All disclosed
 FORMAT
 FEES \$0.00
21. SUBJECT Any studies undertaken by the department since 1984 regarding free trade between Canada and the U.S. pertaining to the following: book publishing, periodical publishing, Bill C-58, film industry, recording industry, broadcasting, retransmission, Canadian U.S. immigration policies relating to cultural sector and film distribution.
- RESPONSE All disclosed
 FORMAT Copies given, 695 pages
 FEES \$0.00
22. SUBJECT Names of recipients of grants or contributions through the Cultural Initiatives Program for the current fiscal year 1987-1988 to date; 1986-87 and 1985-86.
- RESPONSE All disclosed

	FORMAT	Copies given, 22 pages
	FEES	\$5.00
23.	SUBJECT	Any studies initiated by the department since 1984 regarding retransmission rights; the payment of cable and satellite retransmission rights to the U.S.; the impact of paying retransmission rights upon cable and satellite companies; and U.S. payment of retransmission rights to Canada.
	RESPONSE	All disclosed
	FORMAT	Copies given, 81 pages
	FEES	\$5.00
24.	SUBJECT	Requesting an updated computer tape of the Technical and Administrative Frequency List.
	RESPONSE	Disclosed in part, 25, 19(1), 20(1)(b), 20(1)(c), 20(1)(d)
	FORMAT	Copies given, tape
	FEES	\$143.00
25.	SUBJECT	I would like a copy of all call-ups processed by the department in the National Capital Region under the terms of the Master Standing Offer for Informatics Professional Services during the month of October 1987.
	RESPONSE	Disclosed in part, 25, 20(1)(b), 20(1)(c)
	FORMAT	Copies given, 8 pages
	FEES	\$5.00
26.	SUBJECT	Would like to receive a computer magnetic tape containing the same info as the DFL Report No. 2 and see attached cheque of \$71.50.
	RESPONSE	All disclosed
	FORMAT	Copies given, tape
	FEES	\$71.50
27.	SUBJECT	I am interested in yearly expenditures on each program for each province for the period 1975/76 to 1985/86. If data is not available for these years on all programs, I would appreciate any information you may be able to provide us.
	RESPONSE	Treated informally
	FORMAT	Copies given, 23 pages
	FEES	\$0.00

28. SUBJECT List, description and correspondence related to investment projects submitted and/or received, during the last 12 months from individuals, companies, organizations, governments and public bodies (including all projects under ERDA) and which are to be implemented in the National Capital Region.
- RESPONSE Abandoned
 FORMAT
 FEES \$5.00
29. SUBJECT All records which will enable me to know the total amount of legal fees and disbursements billed by individual non-government lawyers and law firms to DOC during its 1986 and 1987 fiscal period. This request is only for those lawyers and law firms that were hired by DOC and were not reported to Justice Canada or hired through Justice Canada. I request the records be made available in such a form as to enable me to easily determine: - the name of the private sector lawyer conducting the legal matter on your department's or agency's behalf - their law firm - the date the billing was received and/or processed - the type of legal service and/or the subject of the legal matter and - the amount billed for that legal matter (1) during the fiscal period and (2) the total billed for that legal matter for the 1986-87 fiscal period and any other period.
- RESPONSE Disclosed in part, 19, 20(1)(b), 20(1)(c), 25
 FORMAT Copies given, 159 pages
 FEES \$5.00
30. SUBJECT All documents relating to the conditions under which the Director General of Telefilm Canada, Mr. Peter Pearson, left his employment, including separation pay, pensions (if applicable), job promises and subsequent employment, etc.
- RESPONSE Transferred
 FORMAT
 FEES \$5.00
31. SUBJECT A copy of the "Canadian Independent Film Distribution and Exhibition: The State of Things", by Brian Lewis.
- RESPONSE All disclosed
 FORMAT Copies and examination
 FEES \$5.00

32. SUBJECT Requesting an updated version of DFL Report No. 2 with the following parameters: Canada-wide coverage, frequency bands 3,500-4,200 MHz and 5,925-7,075 MHz.
- RESPONSE All disclosed
 FORMAT Copies given, tape
 FEES \$42.50
33. SUBJECT Copy of the Department of Communications report entitled: "Technical and Administrative Frequency List". The report should include all radio stations operating in Canada at frequencies above 890 MHz, with the exception of those operated by the companies listed in the attached list.
- RESPONSE Treated informally
 FORMAT Copies given, 2 tapes and paper
 FEES \$5.00
34. SUBJECT I would like to obtain copies of the original. Please notify of the cost prior to making copies. All callups processed by the department in the National Capital Region during the month of September 1987 under the terms of the Master Standing Offer for Informatics Professional Services.
- RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c)
 FORMAT Copies given, 7 pages
 FEES \$5.00
35. SUBJECT I wish to study the submissions made to the Task Force on the role and mandate of the National Arts Centre (in particular 14 firms as stated on revised request).
- RESPONSE All disclosed
 FORMAT Copies given, 115 pages
 FEES \$5.00
36. SUBJECT I request access to all records with respect to the meetings and discussions referred to in the first paragraph of the July 14, 1987 attached letter to Mr. A.J. de Grandpré from the Minister of Communications.
- RESPONSE Disclosed in part, 25, 20(1)(a), 20(1)(c),
 21(1)(a), 21(1)(c), 23
 FORMAT Copies given
 FEES \$5.00

37. SUBJECT

I wish to have records under the ATI Act that will enable me to know the following: (1) the dates of all meetings since July 1986 of Flora MacDonald with senior officials of Bell Canada Enterprises or any of its subsidiaries; the purpose of such meetings; any notes kept on such meetings; any briefing or debriefing notes prepared for the minister for such meetings. (this request for records includes the December 23, 1986 meeting referred to below) (2) with reference to the December 23, 1986 meeting between Miss MacDonald and Mr. A.J. De Grandpré please provide records of others present and any letters or brief preliminary meetings of officials preparing for this meeting, also agenda items. (3) records on the several discussions between BCE and BCI executives and the Dept of Communications officials on the BCI compensation to Bell for temporary transfer of employees referred to in Miss MacDonald's July 14, 1987 letter to Mr. de Grandpré. When these discussions took place, who was present and the summary and/or notes of discussion, or follow-up notes. (4) analysis or briefings to the DM or Minister on the letter from the press conference as cited on this subject and held on September 8, 1987 by the Public Interest Advocacy Centre, the Consumer Association of Canada, the Canadian Business Telecommunications Alliance, and the Association of Competitive Telecommunications Suppliers, the resulting media stories of September 9 and 10, 1987, and the letter the four groups named above sent to the Minister on September 4, 1987. (5) any correspondence of the Minister with the CRTC explaining her stand in the July 14, 1987 letter to Mr. de Grandpré or conveying her views on the specific subject at hand. (6) departmental analyses of any correspondence on the 1987 Touche Ross & Co. report on the BCI-Bell compensation issue. (7) correspondence since July 1986 to the present between Miss MacDonald and Mr. de Grandpré. (8) records on the current Minister's proper role in commenting on matters subject to future planned CRTC hearings, such as the issue at hand, how this process effects the independence of the CRTC or the appeal process to herself and cabinet colleagues. (9) records that the Minister or her officials have that the October 1986 CRTC decision on the BCI-Bell compensation matter may indeed be inappropriate, (July 14, 1987 letter); or records that suggest that if BCE submits new audited figures in the matter of this cost transfer that their case will

be likelier to succeed in a planned October 1987 CRTC revenue requirement hearing. (10) any analysis her officials or consultants to Communications Canada have prepared on what would be the fair Compensation BCI should pay Bell for the temporary transfer of employees.

RESPONSE Disclosed in part, 25, 20(1)(a), 20(1)(c),
21(1)(a), 21(1)(c), 23
FORMAT Copies given, 58 pages
FEES \$5.00

38. SUBJECT Please provide under the ATI Act records that your department has on the proposed federal telecommunications sales tax, that include: (1) background papers that explore the adoption or options for such a sales tax and the implications of such a tax for the public, consumer, corporate interests. (2) correspondence with the Dept. of Finance, the CRTC or other bodies on the proposed sales tax to begin January 1, 1988. (3) any documents that assess or describe how the reform proposed for a telecommunications sales tax fits into telecommunications policies and what implications the tax has for such policies.

RESPONSE Disclosed in part, 25, 69(1)(d), 69(1)(e),
69(1)(g), 18(d), 21(1)(a), 21(1)(b)
FORMAT Copies given, 20 pages
FEES \$5.00

39. SUBJECT How many contracts has this department had with Mediacom since September 1984? I would like to see copies of these contracts. Also has the department been pleased with the work Mediacom has done? I would like to see any correspondence the government has had with Mediacom concerning problems with the services Mediacom has been providing.

RESPONSE Does not exist
FORMAT
FEES \$0.00

40. SUBJECT Interested in receiving copies of the minutes of the last few meetings and all future meetings of the Telecommunications Advisory Committee.

RESPONSE All disclosed
FORMAT Copies given, 64 pages
FEES \$5.00

41. SUBJECT Would like to obtain copies of the following: Under Appendix B, the Schedule of Written Submissions to the Task Force on Broadcasting Policy. (1) Canadian Coalition Against Media Pornography-Ontario (this group appeared at the Sept. 16 public hearing in Toronto). (2) Canadian Association for Free Expression Inc.- Ontario (also appeared at the Sept. 16 public hearing in Toronto). (3) Satellite Television Association of Canada- Alberta. Would also like a copy of any records, presentation or brief submitted by the Citizens Coalition Versus Pornography on August 27, 1985 in St. John's. Finally, would like to obtain a copy of transcripts, briefs on a presentation submitted in Toronto on September 26 by the Committee Against Pornography.
- RESPONSE All disclosed
 FORMAT Copies given, 10 pages
 FEES \$5.00
42. SUBJECT Copy of the following document: Engineering Brief to the Dept of Communications in support of an application for a Technical Construction and Operating Certificate for a new FM radio station in Montreal. This engineering brief was submitted to DOC and prepared in support of an FM radio application to the CRTC submitted by Publication Les Affaires Inc. to operate on a frequency of 95.1 MHz with an effective radiated power of 50,000 watts.
- RESPONSE Nothing disclosed (exempt), 20(1)(b), 20(1)(c),
 20(1)(d)
 FORMAT \$5.00
43. SUBJECT A list of RCC operators, to canvas for spare frequencies they may wish to sell to a client. Area is the province of Quebec, Ottawa, and Belleville
- RESPONSE Abandoned
 FORMAT
 FEES \$0.00
44. SUBJECT I would like to obtain access to a report prepared by Coopers-Lybrand Management Consultants on Telefilm Canada.
- RESPONSE Transferred
 FORMAT
 FEES \$5.00

45. SUBJECT Wishing to obtain information on a certain
employee who worked as a communications expert with
the Department of Communications (then probably the
Department of Transport). He was stationed in
Ottawa in the 1952/53 period.
- RESPONSE Transferred
FORMAT
FEES \$0.00
46. SUBJECT Wish to secure information on a contract employee
who was injured in an automobile accident on
March 10, 1986. This is a contract employee in
writing and revision and the current contract runs
April 1, 1987 to March 31, 1988. The employee had
similar contracts in previous years. I would like
to know the dates that the employee worked since
the accident to the present time and earnings and
also any assignments the contractor may not have
been able to do during the same period, due to the
injuries sustained in this accident.
- RESPONSE All disclosed
FORMAT Copies given, 58 pages
FEES \$0.00
47. SUBJECT What is the predicted demand for the Conroute
Service over the period ending July 31, 1988? How
many new subscriber connections will be installed
during this time? What line speeds will be most
common (19.2 Kbps, 56 Kbps)? Who is responsible for
advising new subscribers about the cost and
availability of support equipment (eg. modems,
multiplexers)? What criteria are used for
recommending equipment selection (e.g. cost
reduction, technical features, Canadian content,
etc.)? How is this information communicated to
client departments?
- RESPONSE All disclosed
FORMAT Copies given, 16 pages
FEES \$0.00
48. SUBJECT I am working on a proposal for an employment
database that could be accessed across the country.
I am interested in the proposal made by Infomart to
the federal government to operate the now
discontinued database, CANTEL.
- RESPONSE Does not exist
FORMAT
FEES \$0.00

49. SUBJECT Applying for records previously released on the postal subsidies issues.
 RESPONSE Disclosed in part, 25, 21(1)(a), 21(1)(c) excluded, 69(1)(d), 69(1)(g)
 FORMAT Copies given, 135 pages
 FEES \$5.00
50. SUBJECT Requesting names, addresses, postal codes in alphabetical order and SIC codes of all companies listed in the frequency range of 30 to 470 MHz and 806 to 890 MHz.
 RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$104.54
51. SUBJECT DOC/ACP-041 Extension of Services and Special Audiences Policy - I would like to see all memoranda, reports and discussion papers prepared since 1981 on the policy, costs and evaluation of closed-captioned television for the hearing impaired. Mostly, I am interested in information on the policy of DOC towards closed-captioning, evaluations on the availability and effectiveness of closed-captioning and legal analysis of the issues involved in closed-captioning.
 RESPONSE Does not exist
 FORMAT Copies given, 30 pages
 FEES \$5.00
52. SUBJECT Documentation and correspondence or studies relating to the effects of a ban on tobacco advertising on the advertising industry and the media.
 RESPONSE Abandoned
 FORMAT
 FEES \$5.00
53. SUBJECT I wish to have all documents released in connection with the earlier application on the Prentice-Hall Canada Limited takeover by Gulf & Western Industries.
 RESPONSE Disclosed in part, 25, 15(1) International, 20(1)(b), 20(1)(c), 21(1)(a), 21(1)(c)
 FORMAT Copies given, 108 pages
 FEES \$5.00

54. SUBJECT I wish to obtain a printout with the names and addresses of all Canadian commercial repeater licences sorted by province and postal code.
- RESPONSE All disclosed
 FORMAT Copies given, printout
 FEES \$35.25
55. SUBJECT Report showing the location, geographical coordinates and the number of channels licensed in the frequency range of 851-866 MHz for the "09" company code series.
- RESPONSE All disclosed
 FORMAT Copies given, printouts
 FEES \$195.00
56. SUBJECT A copy of the following contract documentation for 36180-5-000 or 0002. A contract issued by the Department of Supply and Services to CNCP on behalf of GTA in response to an RFP for a shared X25 Network. (a) The contract or contracts issued (b) The evaluation of the contract proposal or contract proposals (c) The winning proposal in each case. On June 4th the requestor amended his request as follows: (1) A clear description of what the government bought. In particular, he would like detailed technical specifications; and (2) A list of records relating to this request.
- RESPONSE Abandoned
 FORMAT Copies given
 FEES \$5.00
57. SUBJECT Request that your department review the Contractual Appendix to Cantel's original application to operate a national cellular service. Wish to confirm your advice to us regarding the fact that any information, documents or other materials released in relation to the Cantel file to any other applicant shall be similarly released to us. Would appreciate it if you would contact our offices when and if these documents are available for our review.
- RESPONSE Disclosed in part, 25, 20(1)(b), 20(1)(c), 20(1)(d)
 FORMAT Copies given, 16 pages
 FEES \$5.00

58. SUBJECT What are current yearly Public Packet-switched network expenditures for all federal departments? Identify major nodes in the department's Public Packet-switched network.
- RESPONSE All disclosed
 FORMAT Copies given, 1 page
 FEES \$5.00
59. SUBJECT Request list of users of our radio frequency 5490 and also a list of users of frequency 4040. We need this information in order to be able to advise users of frequency 5490, to free it and to use instead frequency 4040 for land to land communications.
- RESPONSE Treated informally
 FORMAT
 FEES \$0.00
60. SUBJECT List of licences and owners of radio stations using the telecommunications tower erected on lot 131 of St. Joseph du Lac, registration division of Deux Montagnes, province of Quebec. The requestor is the owner of lot 131. We may request information from an official at the Montreal District Office. I have attached to this request a topographical map of the region.
- RESPONSE All disclosed
 FORMAT Copies given
 FEES \$53.25
61. SUBJECT The parameters for the information required and the magnetic tape are as follows: Canada-wide coverage - frequency bands 3500-4200MHz and 5925-7075 MHz - 9 track half-inch tape - 1600 BPI - prefer no label - ASCII or EBDIC - - up to 2400 feet reels - a written description of the layout of the information.
- RESPONSE All disclosed
 FORMAT Copies given, tape
 FEES \$71.50
62. SUBJECT List of all VHF/UHF and 800 MHz community repeater(RCC) or trunking (smr) operators in Vancouver Lower Mainland and/or the province of B.C. Specifically company name and city, and total number of frequencies assigned to each company. Actual frequencies are not required.
- RESPONSE All disclosed

	FORMAT FEES	Copies given, printout \$60.00
63.	SUBJECT	I request an impact study conducted on behalf of the department by a private consultant on the impact of international competition on the Canadian telecommunications industry and its users. I understand the study was done in 1986 and was completed by D.A. Ford & Associates of Ottawa.
	RESPONSE FORMAT FEES	Treated informally Copies given, 106 pages \$0.00
64.	SUBJECT	I would like to see copies of contracts this department has had with Michel K. & Associates and Ottawa Personnel Consultants since September.
	RESPONSE FORMAT FEES	Disclosed in part, 25, 19(1) Copies given, 11 pages \$5.00
65.	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.
	RESPONSE FORMAT FEES	All disclosed Copies given, 65 pages \$5.00
66.	SUBJECT	I would like to see all information since 1984 on federal government involvement with the International Telecommunications Discovery Centre in Brantford, Ontario.
	RESPONSE	Disclosed in part, 14, 20(1)(b), 20(1)(d), 21(1)(a), 21(1)(c), 25, 23
	FORMAT FEES	Excluded, 69(1)(a), 69(1)(c), 69(1)(d), 69(1)(g) Copies given, 170 pages \$5.00
67.	SUBJECT	All contracts, standing offers of other employment since September 1984 until the present with Roger Nantel, Nantel and Associates Ltd and Synchrocom Communications Group and Media Canada Inc. (2) Where available, any evaluation reports about the above companies where the contract was won by competitive bidding, the companies on the short list, the amounts each company bid. (3) Where available, when the contracts to these 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) The results, reports or products submitted by the consultants. If data on this subject has been already released, please provide this data immediately.

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|----------|-------------------------|
| RESPONSE | All disclosed |
| FORMAT | Copies given, 204 pages |
| FEES | \$5.00 |
68. SUBJECT The licence, together with all conditions pertaining thereto, granted by DOC to Cantel Inc. to operate a cellular radio-telephone service.
- | | |
|----------|---|
| RESPONSE | Disclosed in part, 25, 20(1)(b), 20(1)(c), 20(1)(d) |
| FORMAT | Copies given, 16 pages |
| FEES | \$5.00 |
69. SUBJECT One copy of the Information Technology Systems Plan for your department for 1986-87 (hard copy and electronic form copy of the 1987-1988 ITSP)
- | | |
|----------|---|
| RESPONSE | Disclosed in part, 25, 69(1)(a), 69(1)(c), 69(1)(e), 69(1)(g) |
| FORMAT | Copies given, 91 pages |
| FEES | \$0.00 |
70. 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 30-50 MHz, 138-174 MHz, 406-470 MHz and 800 MHz cellular. Please give estimate of cost.
- | | |
|----------|------------------------|
| RESPONSE | All disclosed |
| FORMAT | Copies given, printout |
| FEES | \$95.22 |
71. SUBJECT Request for proposal 36180-5-0002, the Government Shared Data Network, would like a copy of the contract between the Crown and CNCP.
- | | |
|----------|-----------|
| RESPONSE | Abandoned |
| FORMAT | |
| FEES | \$0.00 |

72. SUBJECT Would like a copy of the Newfoundland and Labrador
Dedicated Communications Study.
RESPONSE Abandoned
FORMAT
FEES \$0.00
73. 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 projected
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 to 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.
RESPONSE Disclosed in part, 25, 19, 20(1)(c), 20(1)(b),
20(1)(d), 21(1)(a), 21(1)(b), 21(1)(c)
Excluded, 69(1)(a), 69(1)c, 69(1)(d), 69(1)(e),
69(1)(g)
FORMAT Copies given, 364 pages
FEES \$5.00
74. SUBJECT Access to 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.

RESPONSE Disclosed in part, 25, 15(1) International, 21(1)(a), 21(1)(c)
Excluded, 69(1)(c), 69(1)(d), 69(1)(f), 69(1)(g)

FORMAT Copies given, 1000 pages

FEES \$5.00

75. 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.

RESPONSE Abandoned

FORMAT

FEES \$0.00

76. 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 of the Prime Minister on June 30, 1986. 2. An index, log or list or 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 or 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.

RESPONSE Disclosed in part, 25, 14, 15(1) International, 18(d), 19(1), 20(1)(b), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), 21(1)(c), 21(1)(d), 24

FORMAT Copies given, 224 pages

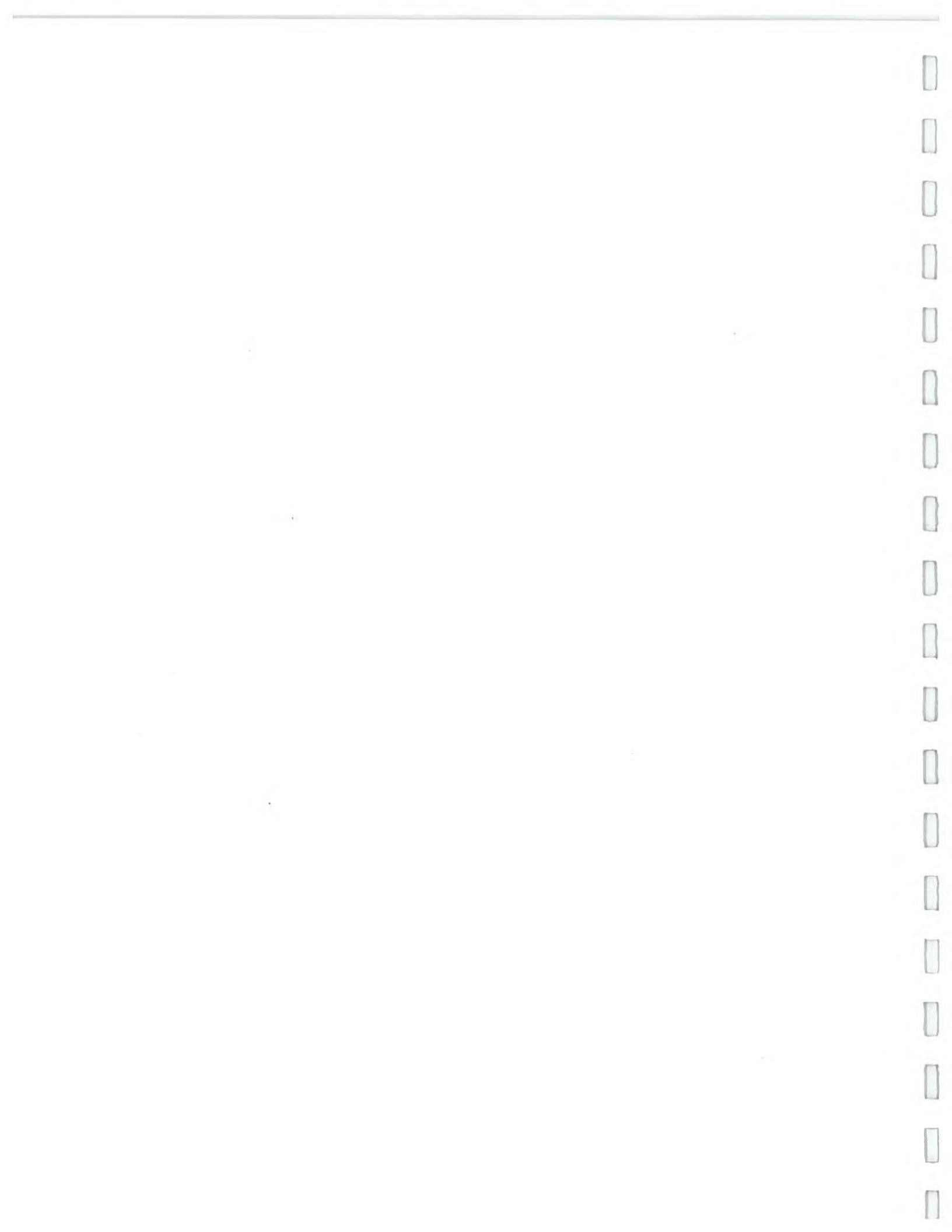
FEES \$5.00

77. 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, 15(1), 25
Excluded 69(1)(a)
FORMAT Copies given, 244 pages
FEES \$60.00

N.B. With the 77 requests mentioned above as well as the 7 UHF/VHF
requests noted in #2, our Department received a total of 84
requests during the 1987-88 reporting period.



REPORT ON PRIVACY



A) STATISTICS

1987-88 STATISTICS



Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT
RAPPORT CONCERNANT LA LOI SUR LA PROTECTION
DES RENSEIGNEMENTS PERSONNELS

Institution Communications Canada	Reporting period / Période visée par le rapport April 1, '86 - March 31, '87
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels

Received during reporting period / Reçues pendant la période visée par le rapport	15
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	15
Completed during reporting period / Traitées pendant la période visée par le rapport	13
Carried forward / Reportées	2

II Disposition of requests completed / Dispositions prises à l'égard des demandes traitées

1. All disclosed / Communication totale	9
2. Disclosed in part / Communication partielle	3
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (exempt) / Aucune communication (exemption)	
5. Unable to process / Traitement impossible	1
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmission	
TOTAL	13

III Exemptions invoked / Exceptions invoquées

S. Par. 18 (2)	
S. Art. 19 (1) (a)	
(b)	
(c)	
(d)	
S. Art. 20	
S. Art. 21	
S. Art. 22 (1) (a)	
(b)	1
(c)	
S. Par. 22 (2)	
S. Art. 23 (a)	
(b)	
S. Art. 24	
S. Art. 25	
S. Art. 26	3
S. Art. 27	
S. Art. 28	

IV Exclusions cited / Exclusions citées

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

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	12
31 to 60 days / De 31 à 60 jours	1
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations		
Consultation	2	
Translation / Traduction		
TOTAL	2	

VII Translations / Traductions

Translations requested / Traductions demandées		
Translations prepared / Traductions préparées	English to French / De l'anglais au français	
	French to English / Du français à l'anglais	

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	11
Examination / Examen de l'original	
Copies and examination / Copies et examen	1

IX Corrections and notation / Corrections et mention

Corrections requested / Corrections demandées	
Corrections made / Corrections effectuées	
Notation attached / Mention annexée	

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Travaux	\$ 39183
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 9491
TOTAL	\$48674
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	1.04

1986-87 STATISTICS

 Government of Canada / Gouvernement du Canada

REPORT ON THE PRIVACY ACT

Institution Department of Communications	Reporting period April 1, '86 - March 31, '87
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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	Interference with operations	0	Translation requested	0	Copies given	9	
31 to 60 days	2	Consultation	1	Translation prepared	English to French	0	Examination	0
61 to 120 days	0	Translations	0		French to English	0	Copies and examination	1
121 days or over	0	TOTAL	1					

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

X Costs		XI Complaints to privacy commissioner		Complaints to privacy commissioner (con't)	
Financial (all reasons)		Complaints activity		Disposition of complaints	
Salary	\$ 33666	Outstanding from previous period	0	Complaint unjustified	1
Administrative (O and M)	\$ 11066	Number initiated during period	3	Concurrence with Institution	0
TOTAL	\$ 44732	Number completed during period	1	No finding	0
Person year utilization (all reasons)		Number carried forward	2	Recommendation accepted	0
Person year (decimal format)	.94	Reasons for complaints		Recommendation rejected	0
		Use and disclosure	0		
		Non disclosure	2	Number of new exempt banks	
		Extension	0		
		Publication	0		
		Denial of translation	0		
		Time to prepare translation	0		
		Other	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

B) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

The number of requests for personal information is up only slightly again this year, from 13 to 15. We assume that this is because our employees are becoming more aware of their rights under the 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. Their advice is frequently sought in connection with the implementation of the security policy. We have continued to show 25% of their time as spent on privacy issues, although the requests themselves do not compare in complexity to the access requests which we receive.

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 of \$48,674 are calculated as follows:

Coordinator of Secretariat	25% x 1 py x salary
Senior Advisor	25% x 1 py x salary
Administrative Assistant	25% x 1 py x salary
Other personnel, on a case by case basis	fraction of py X salary

Operational Costs

Materials cost for response to each enquiry	100% of total
Computer system for records management and ATIP tracking system	25% of total
ATIP administrative costs such as training, printing, travel, publications, etc.	25% of total

C) PRACTICES AND PROCEDURES

Organization of Privacy Activities

The organization of the ATIP Secretariat was fully described on page 10. The Director, Sector Management and Departmental

Coordination is also the Privacy Coordinator for the Department. 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 Deputy Minister on privacy matters. In situations where the Deputy Minister must become involved, the Assistant Deputy Minister raises the matter at senior management meetings.

The coordinator is also responsible for the oversight of all data collection within the Department, and acts as the liaison with Statscan and with the Department of Supply and Services concerning data collection and opinion polls.

D) INSTITUTIONAL POLICIES

The Department is currently reviewing its policies concerning the protection of radio licensing information as personal information. The issue of the applicability of paragraph 3(1) of the definition of personal information to radio licensing information has not been satisfactorily resolved, although the matter has been raised to the Standing Committee on Justice and the Solicitor General, and to the Department of Justice. A complaint to the Privacy Commissioner this year concerning release of lists of amateur radio operators has focussed attention on this issue.

The Department responded to this complaint, on the recommendation of the investigator from the Privacy Commissioner's Office, by ceasing distribution of the lists of licensed amateurs, which we had hitherto made available to amateur clubs and associations to facilitate their activities. This prompted a flood of complaints, including one to the Information Commissioner about the exemption of the information under section 19 of the Access to Information Act. The Department feels it is a matter of public policy that those who are licensed to use the radio spectrum, a scarce natural resource, should be publicly accountable, so we are hoping to resume our practice of public release as soon as possible.

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 this authority is delegated to the Privacy Coordinator, and to the Assistant Deputy Minister of Corporate Management, to whom he reports. The Coordinator of the ATIP Secretariat has authority for sections 8(5) and 14, only when it is determined that access shall be given, and for section 15.

F) INVESTIGATIONS

The Department received 1 complaint this year, concerning our established practice of releasing lists of amateur radio licensees. This was not resolved by the end of the fiscal year, but two outstanding complaints from previous years were resolved. In both instances, the Privacy Commissioner found the complaints well-founded.

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

The Department received 5 requests for disclosure under 8(2)(e) of the Act. Authority for disclosure to investigative bodies is not delegated below the Privacy Coordinator.

H) EXEMPT BANKS

The Department has no exempt banks.

I) USE AND DISCLOSURE

In keeping with the emphasis that the Government has put on the protection of privacy in its response to the report of the Justice Standing Committee which reviewed the implementation of the Access to Information and Privacy legislation, the importance of the protection of personal information will be stressed in a series of briefing sessions to be held in 1988-89.

