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**ACCESS TO INFORMATION  
AND  
PRIVACY**

**ANNUAL REPORT 1989-1990**

**Canada**

COMMUNICATIONS CANADA  
ANNUAL REPORT ON ACCESS TO INFORMATION AND PRIVACY  
1989-1990



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REPORT ON ACCESS  
TO INFORMATION



A) INTRODUCTION/HIGHLIGHTS

This year the Department of Communications had a significant increase in formal requests over last year. As is the case with most policy oriented departments such as our own, the Access to Information and Privacy Secretariat received several all-encompassing and complex requests again this year which taxed its resources to the limit.

Consistent with the recent Communications Policy, the Access to Information and Privacy Secretariat has continued to encourage the informal release of information whenever possible. In particular, we have worked with our Spectrum Management and Regional Operations sector in developing informal release mechanisms which, if implemented, should lead to a significant decrease in formal requests processed by the Secretariat.

Briefing sessions to departmental employees have remained a priority again this year, however some of the themes have changed. In addition to the usual primer on access to information and privacy, the Secretariat focussed on recent Treasury Board policy initiatives such as the Management of Government Information Holdings and Data Matching.





B) STATISTICAL REPORT

1989-90 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 <b>COMMUNICATIONS CANADA</b>	Reporting period / Période visée par le rapport <b>April 1, 1989 to March 31, 1990</b>
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Source →	Media / Médias <b>19</b>	Academia / Secteur universitaire <b>4</b>	Business / Secteur commercial <b>35</b>	Organization / Organisme <b>14</b>	Public <b>29</b>
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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	<b>104</b>
Outstanding from previous period / En suspens depuis la période antérieure	<b>15</b>
<b>TOTAL</b>	<b>119</b>
Completed during reporting period / Traitées pendant la période visée par le rapport	<b>101</b>
Carried forward / Reportées	<b>18</b>

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

1. All disclosed / Communication totale	<b>41</b>	6. Unable to process / Traitement impossible	<b>1 + 11 = 12</b>
2. Disclosed in part / Communication partielle	<b>22</b>	7. Abandoned by applicant / Abandon de la demande	<b>10</b>
3. Nothing disclosed (exclusion) / Aucune communication (exclusion)		8. Treated informally / Traitement non officiel	<b>11</b>
4. Nothing disclosed (exempt) / Aucune communication (exemption)		<b>TOTAL</b>	<b>101</b>
5. Transferred / Transmission	<b>5</b>		

III Exemptions invoked / Exceptions invoquées

\* Does not exist

S. Art. 13 (1) (a)	<b>1</b>	S. Art. 10 (1) (a)		S. Art. 18 (b)		S. Art. 21 (1) (a)	<b>7</b>
(b)		(b)		(b)		(b)	<b>2</b>
(c)		(c)		(c)		(c)	<b>3</b>
(d)		(d)		S. Art. 10 (1)	<b>13</b>	(d)	
S. A. 14	<b>1</b>	S. Par. 10 (2)		S. Art. 20 (1) (a)		S. A. 22	
S. 16 (1) International rel. / A. Relations inter.	<b>1</b>	S. 16 (2) Par.		(b)	<b>7</b>	S. A. 23	<b>1</b>
Defence / Défense		S. 17 A.		(c)	<b>6</b>	S. A. 24	
Subversive activities / Activités subversives		S. 18 (a) Art.		(d)	<b>4</b>	S. A. 25	

IV Exclusions cited / Exclusions citées

S. Art. 68 (a)		S. Art. 69 (1) (a)	<b>1</b>
(b)		(b)	<b>1</b>
(c)		(c)	<b>1</b>
S. Art. 69 (1) (a)	<b>2</b>	(b)	<b>1</b>
(b)		(a)	<b>2</b>

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	<b>58</b>
31 to 60 days / De 31 à 60 jours	<b>18</b>
61 to 120 days / De 61 à 120 jours	<b>13</b>
121 days or over / 121 jours ou plus	<b>12</b>

VI Extensions / Prolongations

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		<b>1</b>
Consultation	<b>8</b>	<b>21</b>
Third party / Tiers		<b>4</b>
<b>TOTAL</b>	<b>8</b>	<b>26</b>

VII Translations / Traductions

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

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	<b>72</b>
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Fees / Frais

Net fees collected / Frais net perçus		
Application fees / Frais de demande	<b>390.-</b>	Preparation / Préparation
Reproduction	<b>105.20</b>	Computer processing / Traitement informatique
Searching / Recherche	<b>---</b>	<b>TOTAL</b>
		<b>6077.14</b>
Fees waived / Frais auxquels on renonce		
\$25.00 or under / 25.00\$ ou moins	<b>24</b>	<b>\$ 152.84</b>
Over \$25.00 / De plus de 25.00\$	<b>1</b>	<b>\$ 60.25</b>

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	<b>\$ 145,272.</b>
Administration (O and M) / Administration (fonctionnement et maintien)	<b>\$ 33,036.</b>
<b>TOTAL</b>	<b>\$ 178,308.</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	<b>3.57</b>

1988-89 STATISTICS

**Government of Canada / Gouvernement du Canada**  
**REPORT ON THE ACCESS TO INFORMATION ACT / RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION**  
**COMMUNICATIONS CANADA** Reporting period / Période visée par le rapport: April 1, 1988 to March 31, 1989

Media / Médias: 2	Academy / Sector universitaire: 7	Business / Sector commercial: 31	Organizations / Organismes: 15	Pubs: 14
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**I Requests under the Access to Information Act / Demanda en vertu de la Loi sur l'accès à l'information**

Received during reporting period / Reçus pendant la période visée par le rapport	70
Outstanding from previous period / En suspens depuis la période antérieure	14
<b>TOTAL</b>	<b>84</b>
Completed during reporting period / Traités pendant la période visée par le rapport	69
Carried forward / Reportés	15

**II Disposition of requests completed / Disposition prise à l'égard des demandes traitées**

1. All obtained / Communications obtenues	38	6. Unable to process / Traitement impossible	2*
2. Obtained in part / Communications partielles	10	7. Abandoned by applicant / Abandon de la demande	11
3. Nothing obtained (refused) - Aucune communication (refusé)		8. Treaties attorney / Traitement non ordonné	4
4. Nothing obtained (served) - Aucune communication (saisie)	2	<b>TOTAL</b>	<b>69</b>
5. Transferred / Transférés	2		

**III Categories involved / Catégories impliquées** \* Information did not exist

S. 13 (1) (a)		S. 13 (1) (a)	2	S. 13 (b)		S. 21 (1)(a)	1
(b)		(b)		(b)		(b)	1
(c)		(c)	2	(c)		(c)	
(d)		(d)	2	S. 10 (1) / Par.	2	(d)	2
S. 16 / A.	1	S. 16 (2) / Pol.	2	S. Art. 20 (1) (a)		S. 28 / A.	
S. 16 (1) Information rel. Relations ext.	4	S. 16 (2) / Pol.	2	(b)	3	S. 28 / A.	1
Defence / Défense	3	S. 17 / A.	2	(b)	3	S. 26 / A.	1
Subversion activities / Activités subversives	3	S. 18 (a) / Art.		(b)	1	S. 28 / A.	

**IV Categories and / Catégories et**

S. Art. 68 (a)		S. Art. 68 (1) (a)	
(b)		(b)	1
(c)		(c)	
S. Art. 68 (1) (a)	2	(b)	
(b)		(b)	1

**V Categories and / Catégories et**

30 days or under / 30 jours ou moins	48
31 to 60 days / De 31 à 60 jours	7
61 to 120 days / De 61 à 120 jours	7
121 days or over / 121 jours de plus	7

**VI Expenses / Dépenses**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours de plus
Searching / Recherche	1*	
Consultation	4*	15
Third party / Tiers		
<b>TOTAL</b>	<b>4</b>	<b>15</b>

**VII Translations / Traductions**

Translations requested / Traductions demandées	
Translations provided / Traductions fournies	English to French / De l'anglais au français
Translations provided / Traductions fournies	French to English / De français à l'anglais

**VIII Method of access / Méthode de consultation**

Copies given / Copies de l'organe	53
Examination / Examen de l'organe	
Copies and examination / Copies et examen	

\* 30 days for consultation and 30 days for searching for same request

**IX Fees / Frais**

Not fees collected / Frais non payés		
Application fees / Frais de demande	300.	Preparation / Préparation: ---
Reproduction	299.	Computer processing / Traitement informatisé: 11,326
Searching / Recherche	---	<b>TOTAL</b> : 11,925
Fees collected / Frais collectés en espèces		
\$25.00 or under / 25.00\$ ou moins	10	\$ 54.29
Over \$25.00 / De plus de 25.00\$	1	\$ 162.50

**X Costs / Coûts**

Financed (all requests) / Financés (toutes les demandes)	
Salary / Traitement	\$131,995
Administration (O and M) / Administration (entretien et matériel)	\$ 42,308
<b>TOTAL</b>	<b>\$174,303</b>
Person year utilization (all requests) / Années-personnelles utilisées (toutes les demandes)	
Person year (normal format) / Années-personnelles (nombre de pages)	3.50

C) INTERPRETATION OF STATISTICAL REPORT

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 \$178,308 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
Secretary	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 track 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 annual reports to Treasury Board and to Parliament.

Time Extensions Over 60 Days

There were 26 requests for which time extensions over 60 days were necessary. Again this year, several of these requests were for all records related to a given broad topic, and involved large volumes of sensitive files. Some were held open for lengthy

periods, even though the requestors had lost interest and eventually abandoned them. This type of research exercise is very demanding of departmental resources, and tends to drag on for long periods.

#### Abandoned Enquiries

There were ten abandoned enquiries this year, 80% of which were for our Spectrum Management and Regional Operations Sector. Most cases were dropped when processing fees were assessed.

#### 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:

- 18.8% media
- 3.9% academia
- 34.7% business
- 13.8% other organizations
- 28.8% public

#### D) 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 officer, and one full time assistant.

Since December 1989 one full time secretary has been added to the ATIP Secretariat. In November of this year, we also saw the departure of the Secretariat's Coordinator, Ms. Stephanie Perrin. The Senior Advisor is currently acting in that capacity.

A Corporate Review Panel (CRP) is in place to coordinate 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 requestor wants.

#### 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 obviously 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.

#### E) INSTITUTIONAL POLICIES

Our fee policies have been outlined in our 1988-89 Annual Report which is still available from our ATIP Secretariat at 300 Slater Street, Room 404, Ottawa, Ontario, K1A 0C8, telephone (613) 990-6015.

We have found it necessary this year, when faced with voluminous requests which would adversely impact on the functioning of the ATIP Secretariat, to require a deposit before processing the request. Regrettably, the use of fee estimates is the only way of ensuring that the requestor is serious in making his request. Too often in the past, the Secretariat has done the work only to find that the requestor has abandoned his request.

F) DELEGATION OF AUTHORITY

On May 5, 1989, the Coordinator of the Access to Information and Privacy Secretariat was added to the list of the Deputy Minister, the Assistant Deputy Minister, Corporate Management, the ATIP Coordinator as having delegation of authority for all sections of the Act. These designations were also extended to any person holding any of the above positions in an acting or temporary capacity.

G) EDUCATION AND TRAINING

This year, nine briefing sessions were given with over 160 departmental employees in attendance. Among the subjects discussed at these briefing sessions were Treasury Board policies on the Management of Government Information Holdings and Data Matching.

We have found that usually the responsibility centre manager requires assistance in preparing the documents and suggesting exemptions. As a result, a great deal of time is spent by ATIP personnel in the initial review of records. In an attempt to remedy this situation, two of our six sector coordinators attended a five day course given by the Treasury Board Secretariat. It is hoped that the skills and knowledge acquired will assist them in carrying out their functions more effectively and have a trickle down effect to all employees.

The ATIP Secretariat also gave briefing sessions to a number of program managers regarding information collections and public opinion surveys. A total of fifteen information collections or public opinion surveys were processed through the ATIP Secretariat.

The Administrative and Control Officer as well as the Secretary of the ATIP Secretariat attended training sessions provided by the Treasury Board Secretariat on the use of the CAIR System. The prime objective of this automated system is the coordination of requests for information under the Access to Information Act.

H) COMPLAINTS & INVESTIGATIONS

The department received notice of 6 complaints to the Access to Information Commissioner this year which, when added to the two ongoing complaints from previous years, brings the total number of investigations to eight. The salient points of each of these investigations are outlined in the following table.

TABLE OF COMPLAINTS & INVESTIGATIONS

#	DATE REC'D	REASON FOR COMPLAINT	RESOLUTION & COMMENTS
1	15/12/86	non disclosure	no resolution
2	16/03/89	deemed refusal	well-founded, additional information released
3	04/06/89	exemptions 20(1)	no resolution
4	29/06/89	exemptions 13, 14, 15, 19, 21 & 23	no resolution
5	26/07/89	extension	well founded
6	24/10/89	extension	unjustified
7	24/10/89	extension	well-founded
8	05/02/90	exemptions, 21(1)	additional information released

I) APPEALS TO THE FEDERAL COURT

An application pursuant to section 44 of the Access to Information Act was filed with the Federal Court in December 1988 by a third party for a review of the department's decision to release portions of a record. No date has been set as yet for the hearing.





J) TOPICS OF ACCESS INQUIRIES RECEIVED IN 1989/90  
AND DEPARTMENTAL RESPONSE

- \* 1. SUBJECT Copies of all licences and frequencies for the radio position devices of the Cornwall Police force 340, Pitt Street, Cornwall, Ontario. Any other information regarding radar speed meters for the city of Cornwall.
  
- 2. SUBJECT Request for a proposal submitted by DPA Group Inc. concerning the economic implications of Value Network.  
RESPONSE Transferred  
FEES \$5.00
  
- \* 3. SUBJECT Request for a listing of all the currently licensed portable mobile and base station users excluding cellular phones and AMTS or Autotel Mobile Telephone Service for the Vancouver Island Area. It would be greatly appreciated if the information could be sorted by postal codes. I believe all of these licences would be processed through the local Department of Communications, 816 Government Street, Victoria, B.C.
  
- 4. SUBJECT Request for the following: Radio licences for AI or East Way Taxi Company, Ottawa, Vanier and Gloucester; Blue Line Taxi Company, Ottawa and Gloucester; Capital Taxi Company, Ottawa and Gloucester; Blondeau Taxi Company, Ottawa, Vanier and Gloucester. Copies of licence applications for all of the above.  
RESPONSE All disclosed  
FORMAT Copies given, 61 pages  
FEES \$5.00
  
- \* not yet complete

5. SUBJECT Request for current job descriptions for the following positions in Pacific Region: D.O.C. PRO 6960, PRO 1856, PRO 2490, PRO 1933. Organization charts for GTA Operations in Moncton, Montreal, Ottawa, Toronto and Winnipeg. Job descriptions for ARO 6093B, ARO 6097, ARO 6001B, ARO 0292, ARO 0763 (all Atlantic D.O.C.) PRO 9924 (Pacific).  
RESPONSE All disclosed  
FORMAT Copies given, 63 pages  
FEES \$5.00
6. SUBJECT Request information with respect to licences in Canada (all services - frequencies, experimental, private and public, commercial, radio, telephone, ships, monitoring) operating between (2-30 MHz) on a national basis.  
RESPONSE All disclosed  
FORMAT Copies given, microfiches and documents  
FEES \$5.00
7. SUBJECT UHF/VHF Prediction Program and Topographic Database  
RESPONSE All disclosed  
FORMAT Copies given, diskettes and instructions  
FEES \$60.53
- N.B. Nine other requests were received and completed in the same manner.
8. SUBJECT Request for a 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 806 MHz, with the exception of those operated by the companies listed in the attached list.  
RESPONSE Abandoned  
FEES \$0.00
- \* 9. SUBJECT Request location, tower height, licence holders for all non-broadcast towers and beacons in Alberta.

\* not yet complete

10. SUBJECT Request the entire BBM Survey for radio broadcasting that was paid for in part by the Canadian Broadcasting Corporation, Whitehorse, Yukon. The survey was released to both the C.B.C. and the Klondike Broadcasting Company Ltd., sometime during the month of January 1990.
- RESPONSE Does not exist  
FEES \$0.00
11. SUBJECT Request all records, including briefing notes for the Minister on the C.B.C. Newsworld Report, February 18, about the Minister's personal memoirs.
- RESPONSE Does not exist  
FEES \$5.00
- \* 12. SUBJECT Request for a list containing the names of all businesses that utilize radio communications in the Quebec territory.
13. SUBJECT Request for frequency radio numbers for Simcoe County, etc.
- RESPONSE All disclosed  
FORMAT Copies given, microfiches and documents  
FEES \$5.00
- \* 14. SUBJECT Please refer to your file 5210-3(668) concerning all records that deal with targeted subsidy programs, etc. and your January 18, 1990, response to my previous request of October 23, 1989. The response includes certain pages from a report, Impact of Rate Rebalancing and Competition on the General Public and Businesses, March 1989, by Suzanne Latrémouille, Industry Structure and Services, Telecommunications Policy Branch. I request a copy of the entire report. I also request a copy of other reports and records prepared since January 1, 1987, that deal with the restructuring of local and long distance telephone rates (rate rebalancing) and long distance telephone competition. (2) Your response also included certain pages from a document, Telecommunications Briefing Book, DGIP Working Group, November 23, 1989. I request a copy of the entire book. I also request a copy of other telecommunications briefing books prepared since January 1, 1987.
- \* not yet complete

15. SUBJECT Request all 1989 studies and reports by or for the department on radio and/or television in Canada  
RESPONSE All disclosed  
FORMAT Copies given, list provided  
FEES \$5.00
- \* 16. SUBJECT Request for the Technical Administrative Frequency List
17. SUBJECT Records concerning the Copyright Agreement.  
RESPONSE Transferred  
FEES \$0.00
18. SUBJECT Request for licence of police radar MUNI Qui T.3, Serial No. 55156, Cornwall Police. Would like photographs of the radar, electronic data, operating instructions, frequency stabilities, emission limitations, calibrating procedures and other esoteric information related to this radar, as well as a copy of the licensing.  
RESPONSE Unable to process  
FEES \$5.00
19. SUBJECT Request for microfiches for Report No. 3 for the East Coast Maritimes (Region 6).  
RESPONSE Treated informally  
FORMAT Copies given, microfiches  
FEES \$0.00
- \* 20. SUBJECT Request for background information on the 1983 Cultural Property Export and Import Act concerning U.S. import restrictions on Canadian Archeological and Ethnographic materials.
21. SUBJECT Request for the Domestic Frequency List (DFL) Reports No. 3 (Atlantic Region) and No. 7 (place name order MHz). Both of these reports have a frequency range of 27.2350 to 24.1500 GHz.  
RESPONSE All disclosed  
FORMAT Copies given, 2 sets of microfiches  
FEES \$5.00

\* not yet complete

22. SUBJECT Request for the UHF/VHF Frequency Data on microfiche for Report No. 3, which includes frequency, call sign, licensee and location for the Atlantic Region.
- RESPONSE Treated informally  
FORMAT Copies given, microfiches  
FEES \$0.00
23. SUBJECT Request for a list of licensees in alphabetical order for the Pacific region No. 1, Report No. 85.
- RESPONSE All disclosed  
FORMAT Copies given, cartridge and documents  
FEES \$5.00
24. SUBJECT Requesting (1) a copy of the technical brief for a radio station proposed for 96.7 MHz and or near Essex, Windsor, Amherstburg or Tecumseh, Ontario filed by Bea-Ver Communications (Ontario) Inc. (2) All technical assessments, evaluations, done by D.O.C. staff or consultants, all correspondence between D.O.C. and the C.R.T.C. and the applicant in respect of the application for 96.7 MHz. (3) Any evaluation of the application for 96.7 MHz in respect to potential interference to Canadian broadcasting stations and broadcasting stations operating in the U.S. (4) Any other documents pertaining to the application for 96.7 MHz by Bea-Ver Communications (Ontario) Inc.
- RESPONSE All disclosed  
FORMAT Copies given, 22 pages  
FEES \$5.00
25. SUBJECT Request for the total number of radio channels licensed by D.O.C. for the provision of cellular communications service in B.C. This should represent all cellular channels licensed in the frequency band 825-890 MHz. If possible, could the information be provided by district, i.e. Vancouver, Victoria and interior B.C., etc.
- RESPONSE All disclosed  
FORMAT Copies given, computer printout  
FEES \$5.00

26. SUBJECT Request for a copy of Bill C-40 on  
Broadcasting  
RESPONSE Treated informally  
FORMAT Copies given, 50 pages  
FEES \$5.00
27. SUBJECT Request for a copy of the Domestic  
Frequency List (DFL) Report, listing all  
the frequencies in Ontario except those  
pertaining to government agencies and  
departments that do not wish their  
information released. The frequency  
range covered in this report is 26.2350  
MHz to 24.1500 GHz. Also requesting a  
printout of the names and addresses of FM  
(two way radio stations) in North Bay.  
RESPONSE Abandoned  
FEES \$0.00
- \* 28. SUBJECT Request the briefing notes of an  
enlarged federal responsibility for  
telecommunications.
29. SUBJECT Request for Cultural Initiatives Grants.  
Allocation of funds since the program  
began, amounts, projects funded, location  
of projects.  
RESPONSE All disclosed  
FORMAT Copies given, 93 pages  
FEES \$5.00
30. SUBJECT Request microfiche of all radio frequencies  
in Canada, Report No. 3 for Region 1 in  
Vancouver and Report No. 7 for Canada Wide.  
RESPONSE Treated informally  
FORMAT Copies given, diskettes and documents  
FEES \$5.00

\* not yet complete

31. SUBJECT Request a copy of the contract awarded by C.B.C. (Montreal) following letter of June 3, 1987, to applicant. The letter was a call for tenders for a commercial air service to provide traffic reports. The contract was initially awarded to Air Dorval for a short time, and then was awarded to a second company. This is to request the following information: the name of the company, the length of the contract, the services required and the various clauses in the contract, the minimum requirements, the contract costs, and the names of the companies which submitted tenders.

RESPONSE Does not exist  
FEES \$0.00

32. SUBJECT Request access to all records which will enable me to know the content of all documents pertaining to the drafting of Bill C-314, its tabling in the House of Commons on October 15, 1974 for first reading, and all subsequent records related to this Bill which was a bill to amend the Broadcasting Act.

RESPONSE Does not exist  
FEES \$5.00

33. SUBJECT Request all records that would enable me to know the cost, the list of people attending, and hotel accommodations, transportation, rental of vehicles, meals or per diem rates and guests attending the opening of June 27, 1989 of the Museum of Civilization.

RESPONSE Disclosed in part, 19(1), 21(1)(a)  
FORMAT Copies given, 58 pages  
FEES \$5.00

34. SUBJECT Request for a copy of the Technical and Administrative Frequency List (TAFL) Report for licensed radio stations as follows: (1) 0-900 MHz within 1 km of 43 degrees 49' 56" N. Lat. (2) 900-23,000 MHz within 5 km of 79 degrees 19' 10" W. Long. The report will include frequency, coordinates, ERP, antenna height and main beam azimuth.

RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$42.58



35. SUBJECT Request for the following information:  
1990/1991 estimated expenditures for  
micro-computers, 1991/1992 estimated  
expenditures for micro-computers.  
RESPONSE Abandoned  
FEES \$0.00
36. SUBJECT Request a list of radio spectrum users in  
the greater Victoria area, such as name,  
address and postal code of companies only  
in the frequency ranges as follows: 136 to  
174 MHz, 403 to 430 MHz, 450 to 470 MHz.  
The reports are sorted alphabetically.  
RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$70.22
- \* 37. SUBJECT Request all records on ministerial travel  
since the reappointment of Marcel Masse as  
Communications Minister. Such records should  
include full travel and activity schedules,  
information on entourages and expenses among  
other things.
38. SUBJECT Request for information on receivers. Also,  
are there books for codes 155-500? If such  
books exist and are for sale, how much do  
they cost?  
RESPONSE Does not exist  
FEES \$0.00
39. SUBJECT Request all records on departmental or  
ministerial personal memoirs of  
Marcel Masse, including job descriptions  
of those involved in the department  
assigned full or part-time to the project;  
also correspondence on the matter and a list  
of what has been accumulated.  
RESPONSE All disclosed  
FORMAT Copies given, 24 pages  
FEES \$5.00

\* not yet complete

40. SUBJECT Request access to all records that deal with targeted subsidy programs (sometimes known as lifeline programs) to maintain universal telephone service and/or ease the financial hardship of basic telephone rates and/or installation rate on low income subscribers.
- RESPONSE Disclosed in part, 14, 19(1), 21(1)(a)(c)  
FORMAT Copies given, 304 pages  
FEES \$34.00
41. SUBJECT Request all travel claim forms submitted to the Department of Communications at the Halifax District Office from May 23, 1989 to October 18, 1989.
- RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 33 pages  
FEES \$5.00
42. SUBJECT Request access to any and all studies conducted by the department on the banning or censorship of printed material (i.e. novels or works of non-fiction) in Canada. Such a study may have been conducted during the government's 1987 attempt to write pornography legislation, or it might have been a separate attempt to look at broader issues. I would also like to see a list of all books banned or censored in Canada.
- RESPONSE Does not exist  
FEES \$5.00
43. SUBJECT Request all files relating to Bernard Hickey and/or Satellite TV Ltd. Also listed are file numbers.
- RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 81 pages  
FEES \$5.00
44. SUBJECT Request any and all information about a request or requests within the past year under the Access to Information and Privacy Acts, to your department regarding information concerning myself.
- RESPONSE Treated informally  
FORMAT Copies given, 2 pages  
FEES \$0.00

45. SUBJECT Request any policy papers or communiqués written within your department that directly involve the effects of the Free Trade Agreement of 1989 between the U.S. and Canada, on your mandate in light of the following extract from your Annual Report 1986-1987 in which you describe your mandate as having two main objectives:  
- to develop suitable policies, programs, and cooperative arrangements for achieving Canada's social and economic objectives for communications and culture; and - to foster the orderly development and operation of communications and culture for Canada, both domestically and internationally.

RESPONSE Treated informally  
FEES \$5.00

46. SUBJECT Request access to any and all records dated on or subsequent to March 1, 1989, which relate either directly or indirectly to the licensing, establishment, proposed establishment, funding and/or operation in Canada of a broadcast reading service, or other information service whether or not using radio, television, cable, satellite or any combination thereof, or other common carrier (such as telephone or telegraph). The purpose of such service is to allow blind, visually-impaired, and other "print-handicapped" persons access to such printed materials as magazines, newspapers and periodicals. In particular, I am interested in records dealing with the Canadian National Institute for the Blind, the Canadian Council of the Blind or the National Broadcast Reading Service Incorporated.

RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 174 pages and audio-tape  
FEES \$5.00

\* 47. SUBJECT Request access to the memoranda listed on the attached pages.

\* not yet complete

48. SUBJECT Request a list of frequencies and numbers for police, fire departments, taxis, planes, ambulance services, for scanner.
- RESPONSE Treated informally  
FORMAT Copies given, microfiche  
FEES \$0.00
49. SUBJECT Request all records, including correspondence, letters, notes, memoranda, briefing papers, discussion papers, briefing notes for the Minister and interest groups and any other records prepared by or for the Minister's Office, the Technology Research and Telecommunications Branch, the Cultural Affairs and Broadcasting Sector and any other branch of the department pertaining to the rationale and background to the policy review entitled "Local Distribution Telecommunications Networks" published in the Canada Gazette, Part 1, September 2, 1989, Notice DGTP-09-89.
- RESPONSE All disclosed  
FORMAT Copies given, 41 pages  
FEES \$5.00
50. SUBJECT Request responses to the following questions: (1) How many licenses are allocated by your department yearly in Canada and in Quebec for telemetry purposes i.e. radio frequency modems used for remote control, radio frequency transmission of computer data for remote monitoring and so on. (2) The most used frequency bandwidths for telemetry purposes. We understand that this task is quite cumbersome and difficult but we will be satisfied with an accuracy of data of plus or minus 30% or what is physically obtainable from your computer.
- RESPONSE Treated informally  
FEES \$0.00

51. SUBJECT Request all records pertaining to costs incurred by the department in relation to the gala opening of the Canadian Embassy in Washington on May 3, 1989. The Department of External Affairs (see attached letter) says that D.O.C. budgetted \$20,000 for the gala. I would like a tally of actual expenses incurred by D.O.C., including records such as receipts and requisitions which detail all expenses.
- RESPONSE Disclosed in part, 21(1)(a)(b), 20(1)(b)(c)  
FORMAT Copies given, 47 pages  
FEES \$5.00
52. SUBJECT Request files related to Satellite TV Limited held at the D.O.C. Moncton Office. File numbers 6203-1940, 6206, 558-1 Vol 1 and 2, 6206-610-1, 6206-6301, 6202-629-1, 6206-607-1, 6206-616-1, 6206-628-1, 6206-627-1, 6206-624-1.
- RESPONSE Disclosed in part, 19(1), 21(1)(a)  
FORMAT Copies given, 143 pages  
FEES \$5.00
53. SUBJECT Request access to a list of all requests received under the Access to Information Act by the department since January 1, 1987. This should include the date and subject of the request and a description of how the request was eventually disposed of.
- RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, printout  
FEES \$5.00
- \* 54. SUBJECT Request access to a list of all memoranda sent to the Minister from January 1, 1988 to September 5, 1989.
55. SUBJECT Request access to all records that will enable me to know about any polling or public opinion sampling performed by or on behalf of the department since July 1, 1988. I am not looking for the result of such polling but merely a list of the polls, the cost of each poll, the date it was carried out and the company or individuals carrying it out. Interested in outside polling only.

\* not yet complete

RESPONSE All disclosed  
FORMAT Copies given, 2 pages  
FEES \$5.00

56. SUBJECT Request access to a list of all private consultants' reports, studies and service contracts commissioned or let by the department since January 1, 1988. The list should include the individual or company involved, a brief description of the report, study or contract, the cost and date issued.

RESPONSE Abandoned  
FEES \$5.00

57. SUBJECT Request for documentation on Bell Canada reorganization previously released.

RESPONSE Disclosed in part, 19(1), 21(1)(a)(b), 69(1)(f)(g)

FORMAT Copies given, 332 pages  
FEES \$5.00

58. SUBJECT Request for a cost estimate for an update of the two reports with these additional items (1) selection of mobile licences with codes comparable to the land station licences (codes C, E, F, G, I, J, K and L were initially selected) and (2) some reclassified information within the database. An additional issue that needs to be reviewed and clarified in the programming, is the fact that when the revised account level report was merged with the frequency level report. Not only did we find over 20,000 new account listings, but the mobile counts for some of the current listings had changed drastically.

RESPONSE All disclosed  
FORMAT Copies given, computer magnetic tape and documents  
FEES \$3,483.40

59. SUBJECT Request any and all information that would enable me to know about federal government grants issued to, distributed by or assigned to a given Manitoba M.P. The time period is September 1984 to present. I am interested in knowing the amount of the grants, expiration date, purpose of grants, conditions attached to grants, names of individuals or groups issued to.
- RESPONSE Does not exist  
FORMAT  
FEES \$0.00
60. SUBJECT Request a copy of a report done by Paul Audley and Associates of Toronto on the Cultural Industries Development Office. A joint federal-provincial agency set up by Canada-Manitoba Economic Regional Development Agreement, on film development policy in Manitoba. Possible title "Economic and Cultural Impact of the Canada-Manitoba Economic and Regional Development Agreement on Communications Study No. 3". The title and topic of any other studies on this area (communications) relating to Manitoba.
- RESPONSE All disclosed  
FORMAT Copies given, 162 pages  
FEES \$5.00
61. SUBJECT Request all reports, studies, field trial evaluations, surveys and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in the information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. I would like the material dating back to the start of 1988.
- RESPONSE All disclosed  
FORMAT Copies given, several publications  
FEES \$5.00
62. SUBJECT Request all radio frequencies for the following news organizations in Calgary, Alberta: CFCN-TV, CBC, CFAC television stations and several radio stations.
- RESPONSE All disclosed  
FORMAT Copies given, printout  
FEES \$65.50

63. SUBJECT With respect to the radio frequency allocation policy in Canada, we wish to have the breakdown of the different organizations which control radio base station (i.e. service providers) and what is their respective market share in each service area for mobile radio, radio paging and cellular telephone. Also which companies currently offer radio paging services in Canada? Where the information is available, how many subscribers does each service have, on which radio frequencies, over which coverage areas and what services are provided?

RESPONSE Treated informally  
FEES \$0.00

64. SUBJECT Request all file documents including licensing documents, applications for licence form 16-879 (Particulars of Proposed Site and Radio Antenna Structures), and form 16-16 (Application for Licence to Install and Operation of a Radio Station in Canada) filed by CANTEL for a licence to construct a tower approximately 90 metres in height and to operate a radio station at the coordinates of 82 degrees 33' 17" longitude and 42 degrees 00' 39" latitude in Essex County, south east of Leamington Ontario, Part Lot 13, Concession B, Mersea Township. I request a copy of the Technical Construction and Operating Certificates issued to CANTEL for said radio station located at the coordinates of 82 degrees 33' 17" longitude and 42 degrees 00' 39" latitude in Essex County. The exact location of the tower is marked on a reproduction of the 1:50,000 scale topographic (Essex) map published by the Department of Energy, Mines and Resources (attached). I also request any correspondence between the Department of Communications and Transport Canada, and correspondence between D.O.C. Headquarters, the London District Office and the Ontario Regional Office. I also request any correspondence between D.O.C. and CANTEL in respect of this matter.

RESPONSE Disclosed in part, 20(1)(b)(c)(d)  
FORMAT Copies given, 48 pages  
FEES \$5.00



65. SUBJECT Request access to a list of all memoranda prepared for the Minister between January 1, 1988 to the present.  
RESPONSE All disclosed  
FORMAT Copies given, 129 pages  
FEES \$0.00
66. SUBJECT We are preparing the 1989 Canadian Transmission Equipment Market Report which will focus on a variety of transmission products found in the public switched telephone network. I wish to receive the following information: (1) fibre optic terminal, (2) digital cross connects, (3) digital loop carriers, (4) D-4 channel banks, (5) T-1 multiplexers, (6) 45 MBPS multiplexers.  
RESPONSE Does not exist  
FEES \$0.00
67. SUBJECT Request files, notes, records, correspondence, records of telephone conversations, transcripts, tests, test results, records and documents associated with the preparation and conduct of appeal hearings, and all other documents and information pertaining to all phases of:  
- the review of staffing options, preparation of the staffing action, selection and approval of staffing board members, screening of applicants, conduct of the competition, correspondence with the Public Service Commission, and decisions of the staffing board members and the staffing officer, regarding the staffing of the position of Chief, Plant Engineering Services, CRC Competition No. 88-COM-CM-CCID-25. - and the preparation of the PSC appeal hearing resulting from the filing of an appeal by an individual No. 89-21-COM-1, selection of a departmental representative for the appeal hearing, conduct of the appeal hearing, reaction to the PSC appeal chairperson's decision and its possible impact on future staffing actions for this and other bilingual positions, considerations, discussions and decisions on whether or not to challenge the decision of the PSC appeal board chairperson, future plans to staff the position of Chief/Plant Engineering Services, CRC.

- RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 228 pages  
FEES \$5.00
68. SUBJECT Requesting the following records: home  
taping survey 1989 and any follow-ups,  
recent records from industry/consumers/  
government agencies concerning home  
taping issue, including briefing notes.  
RESPONSE Disclosed in part, 20(1)(b), 21(1)(a)  
FORMAT Copies given, 133 pages  
FEES \$5.00
69. SUBJECT Request all travel expenses for Minister  
Marcel Masse since he became Minister of  
Communications, February 2, 1989. Include  
all accommodations expenses and breakdowns  
per trip, domestic and foreign. As well  
as any hospitality expenses and purposes  
for all.  
RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 16 pages  
FEES \$5.00
70. SUBJECT Request copies of all documents relating to  
the granting of authority by D.O.C. under  
the Radio Act to T.M.I. to offer satellite-  
based mobile data services on a commercial  
basis beginning in June 1990. The service  
is described in notice No. DMSAT-001-89 in  
the June 24, 1989 edition of the Canada  
Gazette Part 1.  
RESPONSE Does not exist  
FEES \$5.00
71. SUBJECT Request all documents concerning the  
application for an antenna structure at  
3620 Ridgewood in Montreal, Quebec,  
including name of promoter, building  
owner's name, all approvals of federal  
departments, all technical information  
related to structure.  
RESPONSE All disclosed  
FORMAT Copies given, 12 pages  
FEES \$5.00

72. SUBJECT Request all applications, correspondence and documents relating to the approval of \$465,718.00 of Western Divesification funds to Northern Lights Big Game Corporation dated August 9, 1988, as well as any updated financial statements for the above stated corporation and \$583,867 Sask. Ltd.
- RESPONSE Transferred  
FEES \$5.00
73. SUBJECT Request a complete list of radio users in the lower Vancouver mainland and Vancouver Island that operate between 25 and 896 MHz. The applicant types are requested as follows: Corporation, Federal Government, Federal Crown, Municipal Government, Provincial Government, Provincial Crown, School Boards, Private Individuals (name only). Supply this information according to company name (alphabetical order), address and postal code.
- RESPONSE All disclosed  
FORMAT Copies given, magnetic tape  
FEES \$111.00
74. SUBJECT Request all records including terms of reference, membership, agenda, and minutes of the following DRTE committee: S-27/S-48 Command and Telemetry Compatibility. Please note Committee Chairman C.A. Franklin's files existed in 1963 perhaps earlier or later. Records should be held at DREO.
- RESPONSE Abandoned  
FEES \$5.00
75. SUBJECT Request microfiche containing our DFL Report No. 3 for the Atlantic Region.
- RESPONSE All disclosed  
FORMAT Copies given, microfiche  
FEES \$5.00
76. SUBJECT Request SMS Environment Search Software and radio tower data.
- RESPONSE Abandoned  
FEES \$5.00

77. SUBJECT Request copies of all documents relating to the granting of experimental and commercial licences to SATEL to operate a satellite-based radiopositioning service in Canada involving use of the U.S. satellite Goestar. SATEL is located at 2684 Fenton Road, Ottawa, Ontario, K1G 3N3.
- RESPONSE Disclosed in part, 20(1)(b)(c), 21(1)(a)(b)(c)
- FORMAT Copies given, 85 pages
- FEES \$5.00
78. SUBJECT Resquest response by the Canadian Broadcasting Corporation to directive given by the Department contained in "Building for the Future" with specific reference to "lease of C.B.C. facilities by independent producers".
- RESPONSE Disclosed in part, 69(1)(g)(c)
- FORMAT Copies given, 3 pages
- FEES \$5.00
79. SUBJECT Request a computer magnetic tape, a statistical update of the following elements contained in our licensing database: (a) Land licences, categories A, C, F, J and L, (b) Mobile licences, categories A, B, E and H, (c) 25 MHz to just below 890 MHz, with postal code, transmit frequency, receive frequency, power, bandwith and emission, type of operation, Standard Industrial Code (SIC), application date, number of mobiles associated to a base, equipment class, mobile to mobile.
- RESPONSE All disclosed
- FORMAT Copies given, two computer magnetic tapes
- FEES \$375.00
80. SUBJECT Request a printout with the name and address of each 800 MHz trunking radio service provider in Canada sorted by D.O.C. District Office. The number of channels licensed to each service provider. The total number of mobile trunking units licensed in each District Office. The total number of fixed base station trunking units licensed in each District Office.
- RESPONSE All disclosed
- FORMAT Copies given, printout
- FEES \$131.50

81. SUBJECT Request a copy of the file relating to a request for authorization to erect a transmission antenna. The only information we have to help you find the information we request is that the said antenna should be erected on the roof of a building at 3620 Ridgewood Street, Montreal, Quebec.
- RESPONSE All disclosed  
FORMAT Copies given, 10 pages  
FEES \$5.00
82. SUBJECT Request for a copy of 18 submissions missing from the material supplied in response to the first request submitted on July 13, 1988 concerning the Broadcasting Policy Group, and copies of the minutes of the public and private meetings.
- RESPONSE All disclosed  
FORMAT Copies given, 262 pages  
FEES \$52.40
83. SUBJECT Requesting publications and a listing of all grants and contributions made by the Department of Communications between 1985 and 1988.
- RESPONSE All disclosed  
FORMAT Copies given, 139 pages and publications  
FEES \$7.80
84. SUBJECT Request for the names of various radiocommunications-system users in the region, those that use very high frequencies and ultra high frequencies. Would it be possible to send a list of these users and indicate their operating frequencies for the Abitibi-Témiscamingue and northwestern Ontario areas?
- RESPONSE Abandoned  
FEES \$0.00
85. SUBJECT Request information on the amounts of grants awarded by the Department of Communications over the past five years for arts festivals and cultural festivals (for example, the Lanaudière Jazz Festival, the World Film Festival), by province.
- RESPONSE All disclosed  
FORMAT Copies given, 147 pages  
FEES \$5.00

86. SUBJECT Request research contract between a given person and the department for the Minister's Office. This contract would be for the period between January 1 and April 30, 1989.
- RESPONSE Does not exist  
FEES \$5.00
87. SUBJECT Request copies of the following documentation which is in the possession of the National Arts Centre Corporation: (a)(i) Armstrong Monitoring Corporation test report of the air quality tests made in the garage operation in 1984? (ii) Klein Engineering Limited test report of the garage air quality tests. (iii) BFH Shawinigan test report of the garage air quality tests. (b)(i) Copies of the garage operation weekly casual employees schedules (those with all the changes to the schedule effected on them) from April 1, 1987 to date. (ii) Copies of the garage operation daily employee attendance registers from April 1, 1987 to date. (iii) Copies of the garage operation bi-weekly payroll document from April 1, 1987 to date.
- RESPONSE Transferred  
FEES \$0.00
88. SUBJECT Request the name, address, postal code and number of fixed and mobile radio units for each licensee where applicant type is other than OC anx XG and the name only and number of fixed and mobile radio units for each licensee where applicant type is PI. The frequency range is to be 25 to 890 MHz and the output is to be sorted by province, Ontario and Quebec.
- RESPONSE All disclosed  
FORMAT Copies given, 3 printouts  
FEES \$87.50
89. SUBJECT Request all records including records under the official secrets acts pertaining to "Orbital Propulsion", U.S. patent number 4,087,064, including the records of the inventor and patent owner.
- RESPONSE Does not exist  
FEES \$0.00

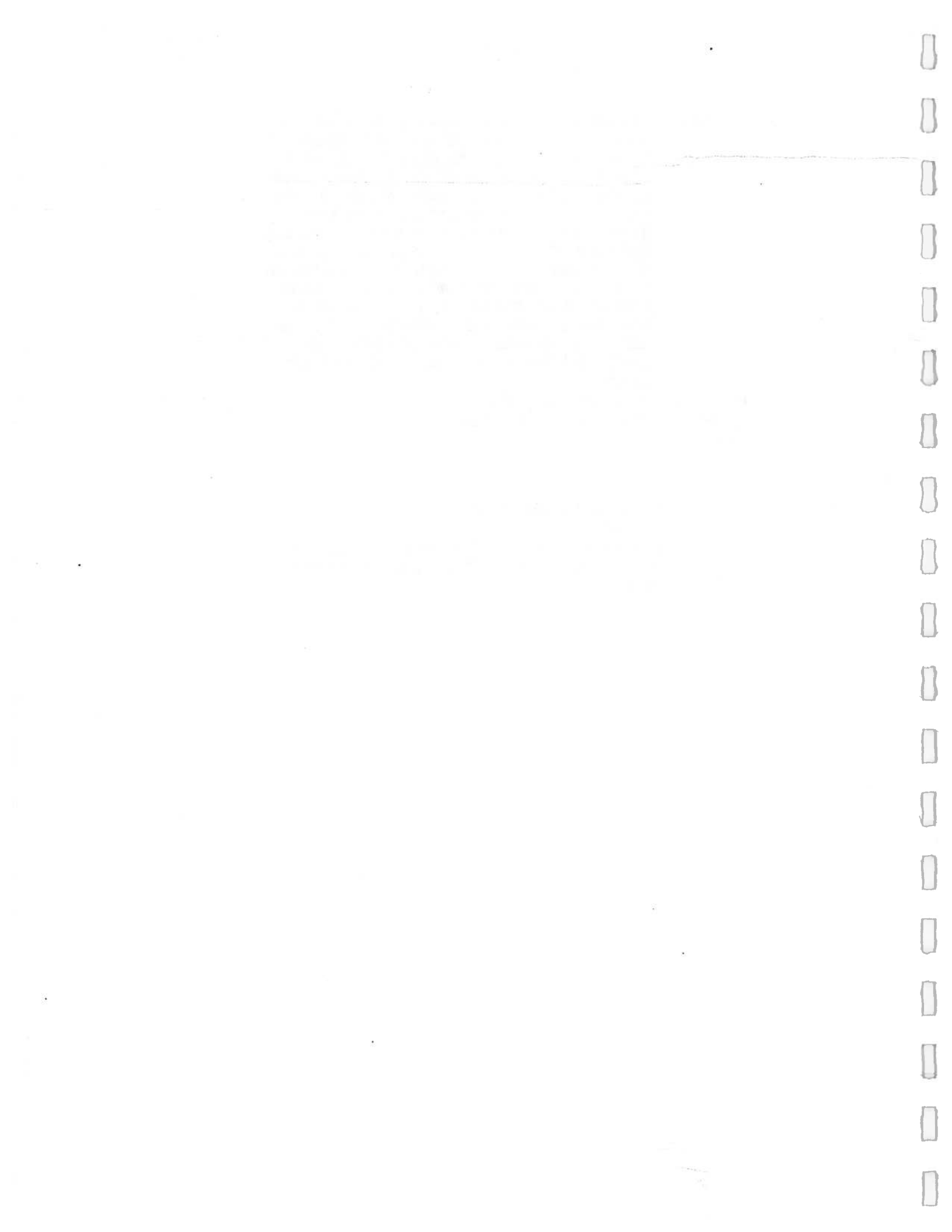
90. SUBJECT Request a list of all grants awarded to the Frontenac riding in Quebec by D.O.C. for the period of September 17, 1984 through June 30, 1986.  
RESPONSE All disclosed  
FORMAT Copies given, 4 pages  
FEES \$5.00
91. SUBJECT Request terms and conditions of licencing CANTEL as a cellular telephone services provider.  
RESPONSE Treated informally  
FORMAT Copies given, 40 pages  
FEES \$0.00
92. SUBJECT Request name and address of all licence holders of two-way radios for Ontario and Quebec.  
RESPONSE All disclosed  
FORMAT Copies given, printouts  
FEES \$626.50
93. SUBJECT Request any information such as a cost study or similar examination of the cost to the department, its agencies or the government, for the renewal of the word "National" from the French name of museums, such as the National Museum of Science and Technology. Any description of specifically what signage, literature, brochures, letterhead and other sites and instruments of designation of the name of the museums will be affected.  
RESPONSE Transferred  
FEES \$5.00
- \* 94. SUBJECT Request the following DRTE files, 1952 to 1969: (1) 100-4/10 Organization and establishment, ionospheric station alert (2) 100-22/0 DRT (3) 170-80/E6 (4) 0200-1 General and/or policy (5) 0200-5-1 Communications and Meteorological Satellite (6) 0200-5-4 (7) 0204-01-1 Instrumentation of a satellite for ionospheric sounding (8) 0204-01 General information (Alouette "A") (9) 350-22/0 DRTE (10) 2800-1 General (11) 2800-2 Proposed Projects (12) 2801-07 Radio Communication Research (13) 2801-14 Applications of information theory to telecommunications system (14) 9511-27 Satellite signal measurements.
- \* not yet complete

95. SUBJECT Request all records showing the names and positions or duties of all individuals who travelled at public expense to Hollywood for the presentation of the Honorary Oscar to the National Film Board, March 29, 1989 or who incurred any expense borne by the government related to that event or during the time of departure from Canada and the time of return, including, but not limited to all expenses for travel, entertainment, accommodation and meals, or any benefit provided at public expense claimed by the Minister, members of his delegation or unofficial companions, all supported by vouchers.

RESPONSE Disclosed in part, 19(1)  
FORMAT Copies given, 47 pages  
FEES \$5.00

NOTE: With the 95 requests mentioned above as well as the 9 UHF/VHF requests noted in #7, our Department received a total of 104 formal requests during the 1989-1990 reporting period. Many others are dealt with informally.





REPORT ON PRIVACY



B) STATISTICAL REPORT

1989-90 STATISTICS



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

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period Période visée par le rapport <b>April 1, 1989 to March 31, 1990</b>
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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 / Reçus pendant la période visée par le rapport	8
Outstanding from previous period / En suspens depuis la période antérieure	2
<b>TOTAL</b>	<b>10</b>
Completed during reporting period / Traités pendant la période visée par le rapport	10
Carried forward / Reportés	0

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

1. All disclosed / Communication totale	5
2. Disclosed in part / Communication partielle	5
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	
4. Nothing disclosed (exempt) / Aucune communication (exemption)	
5. Unable to process / Traitement impossible	
6. Abandoned by applicant / Abandon de la demande	
7. Transferred / Transmission	
<b>TOTAL</b>	<b>10</b>

**III Exemptions invoked / Exceptions invoquées**

s. 18 (2)	
s. Art. 19 (1) (a)	
(b)	
(c)	
(d)	
s. Art. 20	
s. Art. 21	
s. Art. 22 (1) (a)	1
(b)	
(c)	
s. Art. 22 (2)	
s. Art. 23 (a)	
(b)	
s. Art. 24	
s. Art. 25	
s. Art. 26	4
s. Art. 27	2
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	9
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 / Prolongations 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		
Translation / Traduction		
<b>TOTAL</b>		

**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	10
Examination / Examen de l'original	
Copies and examination / Copies et examen	

**IX Corrections and notation / Corrections et mention**

Corrections requested / Corrections demandées	2
Corrections made / Corrections effectuées	2
Notation attached / Mention annexée	

**X Costs / Coûts**

Financial (all reasons) / Financière (raisons)	
Salary / Traitement	\$43,468
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 9,260
<b>TOTAL</b>	<b>\$52,728</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	1,03

1988-89 STATISTICS



Government of Canada

Gouvernement du Canada

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

Institution <b>COMMUNICATIONS CANADA</b>	Reporting period Période visée par le rapport <b>April 1, 1988 to March 31, 1989</b>
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**I Requests under the Privacy Act**  
Demandes en vertu de la Loi sur la protection des renseignements personnels

Requests during reporting period Demandes pendant la période visée par le rapport	15
Outstanding from previous period En attente depuis la période précédente	2
<b>TOTAL</b>	<b>17</b>
Completed during reporting period Traités pendant la période visée par le rapport	15
Cases referred Rapportés	2

**II Disposition of requests completed**  
Disposition des demandes traitées

1. All demands Communications traitées	5
2. Dismissed in part Communications partielles	8
3. Nothing disclosed (mislead) Aucune communication (mensonge)	
4. Nothing disclosed (misuse) Aucune communication (abus)	
5. Unable to process Traitement impossible	2*
6. Abandoned by applicant Abandonné de la demande	
7. Transferred Transféré	
<b>TOTAL</b>	<b>15</b>

**III Sections involved**  
Sections impliquées

S. Par. 18 (2)	
S. Art. 19 (1) (a)	
(b)	
(c)	
(d)	
S. Art. 20	
S. Art. 21	
S. Art. 22 (1) (a)	1
(b)	
(c)	
S. Par. 22 (2)	
S. Art. 23 (a)	
(b)	
S. Art. 24	
S. Art. 25	
S. Art. 26	8
S. Art. 27	
S. Art. 28	

**IV Sections cited**  
Sections citées

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

**V Categories and reasons**  
Catégories et motifs

30 days or under 30 jours ou moins	12
31 to 60 days De 31 à 60 jours	3
61 to 120 days De 61 à 120 jours	
121 days or over 121 jours ou plus	

**VI Sections provisions des articles**

	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Interference with operations Interférence des opérations		
Consent	3	
Transferee Transféré		
<b>TOTAL</b>	<b>3</b>	

**VII Translations**  
Traductions

Translations requested Traductions demandées	1
Translations prepared Traductions préparées	
English to French De l'anglais au français	
French to English Du français à l'anglais	X

**VIII Method of access**  
Méthode de consultation

Copies given Copies de l'original	13
Examination Examen de l'original	
Copies and examination Copies et examen	

**IX Categories and reasons**  
Catégories et motifs

Categories requested Catégories demandées	1
Categories made Catégories effectuées	1
Nothing stated Motif non précisé	

**X Case Costs**

Fees (all reasons) Frais (tous motifs)	
Salary Traitement	\$ 38,639
Administration (O and M) Administration (fonctionnement et maintien)	\$ 10,035
<b>TOTAL</b>	<b>\$ 48,674</b>
Person year utilization (all reasons) Années-personnes utilisées (tous motifs)	
Person year (actual format) Années-personnes (nombre actual)	0.97

\* Information did not exist

C) INTERPRETATION OF STATISTICS

Costs of the ATIP Secretariat

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 \$52,728 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
Secretary	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

D) PRACTICES AND PROCEDURES

Organization of Privacy Activities

The organization of the ATIP Secretariat was fully described on page 7. 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 ATIP 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.

E) INSTITUTIONAL POLICIES

Personal information requests are dealt with on a strictly confidential basis. Employees are encouraged to consult with the Access to Information and Privacy personnel to avoid the formal privacy process when they wish to access their personal information.

F) DELEGATION OF AUTHORITY

On May 5, 1989, the Coordinator of the Access to Information and Privacy Secretariat was added to the list of the Deputy Minister, the Assistant Deputy Minister, Corporate Management, and the ATIP Coordinator as having delegation of authority for all sections of the Act. These designations were also extended to any person holding any of the above positions in an acting or temporary capacity.

G) EDUCATION AND TRAINING

Two of our six sector coordinators attended Treasury Board training sessions which dealt, in part, with the Privacy Act. All ATIP briefing sessions to departmental employees touch on privacy issues. Finally, the ATIP Secretariat is invited to speak each year on privacy concerns at the department's annual human resources conference.

H) COMPLAINTS & INVESTIGATIONS

The Department received one complaint this year on denial of access. The Privacy Commissioner concluded that the complaint for denial of access was well-founded.

I) APPEALS TO FEDERAL COURT

We had no appeals to Federal Court under the Privacy Act this year.

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

The Department received 13 requests for disclosure under 8(2)(e) of the Act. This year authority for disclosure to investigative bodies has been delegated to the ATIP Secretariat Coordinator.

K) EXEMPT BANKS

The Department has no exempt banks.

L) USE AND DISCLOSURE

The importance of the protection of personal information as well as recent Treasury Board policies on the employee privacy code, data matching and the control of the social insurance number have been stressed in our ongoing series of briefing sessions given to departmental employees.



