

Environment & Conservation Division  
P.O. Box 1500  
Yellowknife, NT, X1A 2R3

15 LA.  
March 13, 2001

Your file / Votre référence

Our file / Notre référence

Mackenzie Valley Environmental Impact  
Review Board  
P.O. Box 938  
Yellowknife, NT, X1A 2N7

Attention: Mr. Louie Azzolini:

**RE: Information request - Information Request: Canadian Zinc Corporation**

Thank you for sending us a copy of the letter from Peter Campbell, VP Project Affairs, Canadian Zinc Corporation, dated March 8/01, suggesting a way for providing access to the report: "Rehabilitation Site Restoration Model for Prairie Creek Mine", prepared by this department. We agree with the approach suggested by Canadian Zinc.

If you agree with the approach suggested in the letter from Canadian Zinc, we would be happy to accommodate the Parks Canada review of the document.

In the release of information, we are guided by the federal *Access to Information Act*. We have explained that we cannot release this report as it contains financial information of a protected nature that may jeopardize a company's ability to access funds from financial institutions for their project. However, should you wish to submit an application under the *Access to Information Act*, I am enclosing an Access to Information Request Form and a brochure describing the process.

Please submit your application to Diane Leroux, Access to Information Coordinator, 10 Wellington Street, Hull, P. Q. K1A 0H4.

I trust this information is helpful.

Sincerely,

Mary Tapsell  
Regional Manager

RslCanZinCo\IR-fo-Bd5.Mr1  
YEL-N 7392-7-A2-5

119



Government  
of Canada

Gouvernement  
du Canada

# Info Source

Canada

## Info Source - the book and computer database

Just about all sources of government information can be found in the *Info Source* book and computer database, which are available in English and French. Designed to make it easy to locate departments, programs and phone numbers of people who can help, they also provide easy-to-read descriptions of all information records. In addition, update bulletins will be sent to each location twice a year.

*Info Source* contains information such as:

- an outline of the organization of each government department or agency, including its history, legislative responsibilities and programs
- descriptions of program records and personal information banks held by the government
- a list of phone numbers of people who can help
- how to make a formal request under the *Access to Information Act*

All locations that have the database, an experienced person will be available to help you with your search.

## Guide to Sources of Federal Information

Along with the *Info Source* book or database, all locations have a helpful director the *Guide to Sources of Federal Information*, that lists public enquiries points, departmental libraries and other relevant offices in the federal government where information is available.

The *Access to Information Act* entitles you to examine or obtain the information contained in federal government records. For guidance on how to obtain information of a personal nature, please see the brochure on the *Privacy Act*.

## The Access to Information Act

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to information in federal government records. The *Act* ensures that you can ask for information and, if it is not exempt or excluded, the federal government must let you see it or give you a copy.

However, because much of the information the Canadian government has in its files is accessible, *Info Source* may be a much simpler way to find what you want, without making a formal written request under the *Act*.

## Info Source - a starting point

*Info Source (Sources of Federal Government Information)* is an easy-to-use book and computer database that makes it easier than ever to locate information held by the federal government and tells you how to obtain it - no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data.

The *Info Source* system has replaced the *Index to Personal Information* and the *Access Register*, two publications you might have seen or used before.

**More than 7,500 locations - *Info Source*** is available across Canada in many convenient locations including most major public and academic libraries, constituency offices of Members of Parliament and Canada Employment and Immigration Commission offices.

## Using the Access to Information Act

The new *Info Source* system will provide a guide to most of the information you are seeking.

However, although *Info Source* is an easy way to locate information, you have the right to apply formally for information under the *Access to Information Act*.

Some information may be exempt or excluded under the *Access to Information Act*.  
**Exemptions:** Exemptions protect certain kinds of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.

**Exclusions:** The Act does not apply to information that is already available publicly, such as publications or material in libraries and museums. Cabinet documents are also excluded. Furthermore, the Act cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations like banks and credit bureaus.

**An Access Co-ordinator's office can help**  
 – Each federal government department or agency has an Access Co-ordinator whose office can help you identify the records you wish to see. All Access Co-ordinators' offices are listed in *Info Source*.

## How to apply

Once you have decided to make a formal request under the Act, there are certain simple procedures to follow.

1. Decide which department or agency is most likely to have the information you want.
2. Send either a signed letter saying you are requesting information under the *Access to Information Act* or a completed *Access to Information Request* form to the federal department or agency you think has the information you want. The forms can be picked up wherever *Info Source* is available.

3. Include an application fee of \$5 (subject to change) for each request. Additional costs may be charged. You will be notified *in advance* of additional costs and you may be asked to make a deposit.

**Turnaround time** – Government departments must acknowledge your request within 30 days. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you can complain to the Information Commissioner.

**Reading rooms** – For your convenience, all federal government departments and agencies and their offices across the country have a room set aside where you can examine the records you requested. Of course, if you prefer, copies of the records will be sent to you.

## The Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act* about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, the *Info Source* book and computer database and other matters that relate to requesting or obtaining access to records.

If the Information Commissioner recommends that you be given access and the department or agency still refuses, an appeal may be made to the Federal Court.

The Information Commissioner is located at:

Tower B, Place de Ville  
 3rd Floor, 112 Kent Street  
 Ottawa, Ontario  
 K1A 1H3

Telephone: 995-2410 (Ottawa-Hull)  
 1-800-267-0441 (national toll free)

If you would like a copy of the *Info Source* book or brochure, or the *Privacy Act* brochure, please contact:

Treasury Board Distribution Centre  
 (613) 995-2855

For information on subscribing to the *Info Source* database, please call:

Treasury Board of Canada  
 Information Management Practices  
 (613) 957-2486 or 957-2456

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If you would like to know more about the *Access to Information Act* or **Info Source**, please contact:

Communications Division  
Treasury Board of Canada  
9th Floor, L'Esplanade Laurier  
East Tower, 140 O'Connor Street  
Ottawa, Ontario  
K1A 0R5  
Telephone: (613) 957-2400

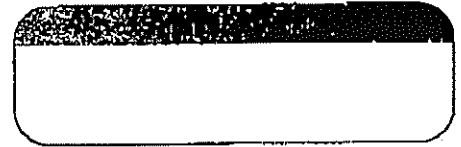


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# S Info Source

## Access to Information Act

# Access to Information Request Form



### Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, federal government offices, such as Canada Employment and Immigration Centres, and constituency offices of federal Members of Parliament.

### Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of program records held by the institution or contact its Access to Information Coordinator.

### Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the 'Introduction' to *Info Source*. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

### Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Provide details regarding the information being sought

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, permanent resident or another individual present in Canada, or

a corporation present in Canada

Signature

Date



Government of Canada

Gouvernement du Canada

Français au verso

# Canada