



Info Source

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Accessibility

The CIB is committed to creating a barrier-free experience for all employees, job-seekers, clients, suppliers and other stakeholders. For any questions about accessibility or to request any accommodations, please contact your CIB representative or email accessible@cib-bic.ca.

Introduction to Info Source

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and a [List of Institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

The Treasury Board of Canada Secretariat (TBS) has created personal information banks (PIBs) which are descriptions of personal information under the control of a government institution that is organized and retrievable by an individual's name or by a number, symbol or other element that identifies that individual. The personal information described in a PIB has been used, is being used or is available for an administrative purpose. The PIB describes how personal information is collected, used, disclosed, retained and/or disposed of in the administration of a government institution's program or activity.

There are three types of PIBs: central, institution-specific and standard. They describe information about members of the public as well as current and former federal employees contained in records created, collected and maintained by most government institutions in support of common internal services. These include personal information relating to human resources management, travel, corporate communications and other administrative services.

To support its internal operations for these internal service functions, the CIB has adopted the TBS standard PIBs described herein.

Background

The Canada Infrastructure Bank (the “**CIB**”) was established in June 2017 as a federal Crown corporation accountable to Parliament. The CIB reports to Parliament through the Minister of Housing and Infrastructure.

The CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector.

Budget 2025 announced the government's intention to increase the CIB's statutory capital envelope from \$35 billion to \$45 billion and to enable the CIB to make investments in any nation-building projects that have been referred to the Major Projects Office, regardless of sector or asset class, as long as they fall within the CIB's legal mandate. In executing its statutory authorities, the CIB has significant flexibility in structuring transactions by using a wide breadth of financial instruments, including loans, equity investments, and where appropriate, loan guarantees to share in investment risks and fill in financing gaps, unlocking and accelerating infrastructure projects.

While independent in its operations, the CIB is accountable to the Government of Canada and Canadians. The Government sets high-level priorities through mechanisms such as budgets and policy documents. The Minister issues a Statement of Priorities and Accountabilities (SPA), which outlines the Government of Canada's priorities and expectations for the CIB. More information on the CIB's mandate, its corporate governance structure and accountabilities is available on the CIB's website: www.cib-bic.ca.

Responsibilities

The *Canada Infrastructure Bank Act* sets out the CIB's purpose as follows:

The purpose of the Bank is to invest, and seek to attract investment from private sector investors and institutional investors, in infrastructure projects in Canada or partly in Canada that will generate revenue and that will be in the public interest by, for example, supporting conditions that foster economic growth or by contributing to the sustainability of infrastructure in Canada.

The CIB is authorized to perform the following functions:

- Act as a centre of expertise;
- Provide advice to all levels of governments;
- Structure proposals and negotiate agreements;
- Invest in infrastructure projects;
- Receive unsolicited proposals;
- Collect and disseminate data; and
- Foster evidence-based decision making.

To mobilise private investments, a variety of financial instruments is available to the CIB including various forms of loans, equity investments, and where appropriate, loan guarantees. The CIB is focused on making investments, attracting private and institutional capital, and working with private partners to achieve outcomes through new infrastructure projects that benefit Canadians. In this context, all of the CIB's activities, comprising investment development, advisory services, and knowledge and research functions, are aligned to support the CIB's ability to make investments that will achieve public outcomes. To attract private-sector and institutional investment, support may be provided at below-market rates or on a subordinated basis.

Institutional functions, programs and activities

A. Institutional functions, programs and activities at Canada Infrastructure Bank

The CIB executes its mandate through its core responsibilities in advisory services, investment, and knowledge and research to advance infrastructure investment in Canada.

Advisory

The CIB engages regularly with all levels of government to both inform potential public partners about the CIB and its role, and to understand what those partners' priorities are and where investment gaps may exist. A key function of the Advisory role is to work with potential proponents to analyze whether a proposed project might be appropriate for the CIB's investment. This could include discussing steps the potential public partner would need to take to have a potentially financeable project – such as identifying requirements for the development of a business case and possible scenarios regarding revenue-generation. Collaboration in the early stages of a project on an Advisory basis can help proponents advance a proposal to the stage where it is ready for more detailed analysis and potential consideration for investment by the CIB and private and institutional investors. The CIB also engages in project development, with the objective to expedite studies, technical reports and analysis required to shorten critical paths to investment. Project development also encompasses project acceleration which includes

spend on early construction works in order to accelerate high impact infrastructure projects in which the CIB expects to make a long-term investment. The CIB can assist informally in an Advisory capacity, or it can formalize its Advisory work with advisory engagements or memoranda of understanding.

Investment

The CIB's Investment role aims to invest, and seek to attract investment from private sector investors and institutional investors, in infrastructure projects that are in the public interest. The Investment role seeks to:

- Work with project sponsors, including governments across Canada, and private sector investors to customize investment solutions that attracts and leverages private sector and institutional investment in revenue-generating infrastructure projects that are in the public interest;
- Advance business models which transfer more of the commercial risks of infrastructure projects to private sector partners, including long term operational, maintenance, usage and revenue risks;
- Implement new and innovative approaches to project finance and delivery by investing the CIB's capital in a way which creates viable and timely infrastructure projects, minimizes overall federal government support and maximizes private sector and institutional debt and equity investment.

The *Canada Infrastructure Bank Act* provides the CIB this authority to execute a wide breadth of financial instruments, including loans, equity investments, and where appropriate, loan guarantees to projects that will mobilize private investment where otherwise no investment would occur. The decision on the use of different types of financial instruments will depend on a transaction's unique characteristics. The CIB model is aimed at mobilizing and leveraging private sector and institutional investment and attaching its returns to the usage and revenue risk of infrastructure projects. To crowd-in private sector and institutional investment, support may be provided at below market rates, with more flexible terms or on a subordinated basis.

Knowledge and research

The CIB's Knowledge and Research initiative is an additional way to have a meaningful impact on the evolution of infrastructure investment in Canada. High quality research supports the development of good projects by the CIB and its public and private sector partners and can lead to better informed policy and investment choices. Knowledge and research activities are complementary to and interconnected with advisory and investment responsibilities. Knowledge and research activities take place across a spectrum, ranging from commercially oriented activities that can yield insights on markets and opportunities for the CIB's investment, to more publicly oriented work that can inform governments, sectors, and sponsors of infrastructure more broadly as to the nature of issues, challenges and solutions in the infrastructure space. The CIB deliberately places an emphasis on research initiatives that shape our internal investment strategy and catalyze or accelerate projects in the CIB's priority sectors for investment. Depending on the nature of the research undertaken, it may result in publication or be retained internally.

B. Internal services at Canada Infrastructure Bank

Internal services constitute groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. Internal services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

The CIB has adopted the following standard PIBs:

B.1. Acquisitions

Acquisition services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- [Procurement and contracting class of record](#)
 - [Professional services contracts personal information bank](#)

B.2. Communications services

Communications services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well-coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications class of record](#)
 - [Internal communications personal information bank](#)
 - [Public communications personal information bank](#)

B.3. Financial management

Financial management services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- [Financial management class of record](#)
 - [Accounts payable personal information bank](#)
 - [Accounts receivable personal information bank](#)
 - [Acquisition cards personal information bank](#)

B.4. Human resources management

Human resources management services involve activities undertaken to determine strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Awards \(pride and recognition\) class of record](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of positions class of record](#)
 - [Staffing personal information bank](#)
- [Compensation and benefits class of record](#)
 - [Attendance and leave personal information bank](#)
 - [Pay and benefits personal information bank](#)
- [Employment equity and diversity class of record](#)

- [Employment equity and diversity personal information bank](#)
- [Hospitality class of record](#)
 - [Hospitality personal information bank](#)
- [Human resources planning class of record](#)
 - [Human resources planning personal information bank](#)
- [Labour relations class of record](#)
 - [Canadian Human Rights Act – complaints personal information bank](#)
 - [Discipline personal information bank](#)
 - [Grievances personal information bank](#)
 - [Harassment personal information bank](#)
 - [Disclosure of wrongdoing in the workplace personal Information Bank](#)
 - [Values and Ethics Codes for the Public Sector and organizational code\(s\) of conduct personal information bank](#)
- [Occupational health and safety class of record](#)
 - [Employee assistance personal information bank](#)
 - [Harassment and violence personal information bank](#)
 - [Occupational health and safety personal information bank](#)
- [Official languages class of record](#)
- [Official languages personal information bank](#)
- [Performance management reviews class of record](#)
 - [Discipline personal information bank](#)
 - [Employee performance management program personal information bank](#)
- [Recruitment and staffing class of record](#)
 - [Applications for employment personal information bank](#)
 - [Employee personnel record personal information bank](#)
 - [EX talent management personal information bank](#)
 - [Personnel security screening personal information bank](#)
 - [Staffing personal information bank](#)
 - [Values and Ethics Codes for the Public Sector and organizational code\(s\) of conduct personal information bank](#)
- [Relocation class of record](#)
 - [Relocation personal information bank](#)
- [Training and development class of record](#)
 - [Training and development personal information bank](#)

C. Information management

Information management services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- [Access to information and privacy class of record](#)
 - [Access to Information Act and Privacy Act requests personal information bank](#)

D. Information technology

Information technology services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- [Information technology class of record](#)
 - [Electronic network monitoring personal information bank](#)

E. Legal services

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- [Legal services class of record](#)

F. Management and oversight services

Management and oversight services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- [Cooperation and liaison class of record](#)
 - [Outreach activities personal information bank](#)
- [Executive services class of record](#)
 - [Executive correspondence personal information bank](#)
- [Internal audit and evaluation class of record](#)
 - [Evaluation personal information bank](#)
 - [Internal audit personal information bank](#)

G. Travel and other administrative services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- [Boards, committees and council class of record](#)
 - [Governor in Council appointments personal information bank](#)
 - [Members of boards, committees and councils personal information bank](#)
- [Business continuity planning class of record](#)
 - [Business continuity planning personal information bank](#)
- [Disclosure to investigative bodies class of record](#)
 - [Disclosure to investigative bodies personal information bank](#)
- [Proactive disclosure class of record](#)
 - [Hospitality personal information bank](#)
 - [Travel personal information bank](#)

- [Security class of record](#)
 - [Physical access controls personal information bank](#)
 - [Disclosure of wrongdoing in the workplace personal information bank](#)
 - [Personnel security screening personal information bank](#)
 - [Security incidents and privacy breaches personal information bank](#)
- [Travel class of record](#)
 - [Travel personal information bank](#)

Other classes of personal information

In the course of conducting the programs and activities of the CIB, categories of personal information may be accumulated which are not contained in the specific information banks described above. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the CIB and the name of the person to whom it was addressed. The retention periods for these types of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Code of Conduct for Employees
- Information Management Policy
- Information Security Policy
- Information Management Procedure
- Access to Information Procedure
- Privacy Protection Procedure

Additional information

How to make an Access to Information Act request

To make a request under the *Access to Information Act* for information held by the CIB, you may use the [Government of Canada's online request service](#), complete the [Access to Information Request Form](#) or send a letter mentioning the Act and describing the records you are seeking to the [ATIP Coordinator](#). Please include details that will enable us to search for relevant records.

An application fee of \$5 applies. You may send the application fee in the form [of a cheque or money order](#) made payable to: Canada Infrastructure Bank, or pay it directly through the Government of Canada's [online request service](#). We work to ensure that every reasonable effort is made to help requesters receive complete, accurate and timely responses to their requests and without regard to the requesters' identities.

To access your personal information held by the CIB

To access your own personal information held by the CIB, you may complete the [Personal Information Request Form](#), or submit your request through [the Government of Canada's online request service](#), or send a letter mentioning the Act and describing the information you are seeking to the [ATIP Coordinator](#). Please include

details that will enable us to search for relevant records. There are no fees associated with making a request under the *Privacy Act*. If you need to contact us for advice on how to complete a *Privacy Act* request, contact us at the address below.

How to make an informal request outside the ATIP process

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the CIB's completed Access to Information requests through the [Open Government](#) website.

To make an informal request or for additional information about the programs and activities of the Canada Infrastructure Bank, please contact:

Access to information and privacy coordinator

Canada Infrastructure Bank 150 King Street West
Suite 2309, P.O. Box 15 Toronto, Ontario
M5H 1J9
Telephone: 1-833-551-5245 Email: atip-aiprp@cib-bic.ca

Reading room

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should you wish to review materials on site. The address is:

Canada Infrastructure Bank 150 King Street West
Suite 2309, P.O. Box 15 Toronto, Ontario
M5H 1J9

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