

Info Source

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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.

Background

The Canada Infrastructure Bank (“**CIB**”) was established in June 2017 to address a gap in the market between government-funded infrastructure, procured traditionally or as a public-private partnership, and projects that are privately funded. Its mission is to work with federal, provincial, territorial and municipal governments and Indigenous communities to identify projects that meet its mandate, and advise government partners on projects where private sector investors are making significant investments in revenue-generating infrastructure projects.

Parliament has authorized \$35 billion over 11 years (to fiscal year-end 2027-28), and the requisite authorities to participate in complex infrastructure deals in new and innovative ways. The CIB focuses on priority sectors for investment including the initial transit, green and trade and transportation sectors, the broadband sector added in Budget 2019, and the clean power sector added to the 2019 mandate of the Minister of Infrastructure and Communities. Together, these five sectors serve as the focal point for the CIB’s work. The CIB can also invest in other areas of infrastructure if they are supported by government policy and pursue investments in projects across the country.

The CIB is governed by its enabling legislation, the *Canada Infrastructure Bank Act* and federal legislation and policies that apply generally to Crown corporations including the *Financial Administration Act*. The CIB is governed by an independent board of directors and operates at arm’s length from government, ensuring that transactions are executed with commercial due diligence and discipline and high levels of expertise. While independent in its operations, the CIB reports to Parliament through the Minister of Infrastructure and Communities, the designated Minister for the purposes of the *Canada Infrastructure Bank Act*.

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 CIB including various forms of loans, equity investments, and where appropriate, loan guarantees. 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 convening and leveraging private sector and institutional investment and the expansion of usage and/or revenue risk transfer over time. 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 investment, advisory services and knowledge and research to advance infrastructure investment in Canada.

Advisory

The Advisory role serves to bring greater awareness of the CIB model and can support project sponsors and proponents with advice at the project development stage. Advisory work can involve reviewing government capital plans, turning public infrastructure strategies into defined projects, and helping to progress projects from concept to early stage feasibility work, commercial structuring, financial analysis and more. Collaboration in the early stages of a project on an Advisory basis can help public sponsors 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 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 CIB capital in a way which creates viable and timely infrastructure projects, minimizes overall federal government support and maximises private sector and institutional debt and equity investment.

Knowledge and Research

The CIB's Knowledge and Research role, previously described as the Data and Information function, is complementary to and interconnected with Advisory and Investment responsibilities. The CIB's approach seeks to develop and distribute leading research that is relevant to the CIB's priorities for infrastructure development in priority sectors across Canada. The CIB's objectives seek to:

- Promote the understanding of infrastructure development, project financing and innovative solutions within Canada by identifying and filling gaps in existing knowledge; and
- Collaborate with all orders of government and third-party organizations on producing and sharing targeted infrastructure research, thought leadership, data and information.

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.

B.1 Acquisition Services

Acquisition Services involve activities undertaken to acquire a good or service to fulfill 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 Communication 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 Services

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](#)

B.4 Human Resources Management Services

Human Resources Management services involve activities undertaken for determining 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 Records](#)
 - [Recognition Program Personal Information Bank](#)
- [Classification of Positions Class of Records](#)
 - [Staffing Personal Information Bank](#)
- [Compensation and Benefits Class of Records](#)
 - [Attendance and Leave Personal Information Bank](#)
 - [Pay and Benefits Personal Information Bank](#)
- [Employment Equity and Diversity Class of Records](#)
 - [Employment Equity and Diversity Personal Information Bank](#)
- [Hospitality Class of Records](#)
 - [Hospitality Personal Information Bank](#)
- [Human Resources Planning Class of Records](#)
 - [Human Resources Planning Personal Information Bank](#)
- [Labour Relations Class of Records](#)
 - [Discipline Personal Information Bank](#)
 - [Harassment Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
- [Occupational Health and Safety Class of Records](#)
 - [Employee Assistance Personal Information Bank](#)
 - [Harassment 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 Records](#)
 - [Discipline Personal Information Bank](#)
 - [Employee Performance Management Program Personal Information Bank](#)
- [Recruitment and Staffing Class of Records](#)
 - [Applications for Employment Personal Information Bank](#)
 - [Employee Personnel Record Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Staffing Personal Information Bank](#)
- [Relocation Class of Records](#)
 - [Relocation Personal Information Bank](#)
- [Training and Development Class of Records](#)
 - [Training and Development Personal Information Bank](#)

B.5 Information Management Services

Information Management Services involve activities undertaken to achieve efficient and effective information management to support 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](#)
- [Information Management Class of Record](#)

B.6 Information Technology Services

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](#)

B.7 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](#)

B.8 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 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](#)
 - [Internal Audit Personal Information Bank](#)
- [Planning and Reporting Class of Record](#)

B.9 Materiel Services

Materiel Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- [Materiel Management Class of Record](#)

B.10 Real Property Services

Real Property Services involve activities undertaken to ensure that real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- [Real Property Management Class of Record](#)
 - [Real Property Management Personal Information Bank](#)

B.11 Travel and Other Administrative Services

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

- [Administrative Services Class of Records](#)
- [Boards, Committees and Councils Class of Records](#)
 - [Governor in Council Appointments Personal Information Bank](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Records](#)
 - [Business Continuity Planning Personal Information Bank](#)

- [Disclosure to Investigative Bodies Class of Records](#)
 - [Disclosure to Investigative Bodies Personal Information Bank](#)
- [Proactive Disclosure Class of Record](#)
 - [Hospitality Personal Information Bank](#)
 - [Travel Personal Information Bank](#)
- [Security Class of Records](#)
 - [Identification and Building-Pass Cards Personal Information Bank](#)
 - [Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
 - [Personnel Security Screening Personal Information Bank](#)
 - [Security Incidents and Privacy Breach Personal Information Bank](#)
 - [Security Video Surveillance and Temporary Visitor Access Control Logs and Access Badges Personal Information Bank](#)
- [Travel Class of Records](#)
 - [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
- Personal Information and 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, 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. 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 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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