



CNSOER

CANADA - NOVA SCOTIA OFFSHORE ENERGY REGULATOR

Info Source

Sources of Federal Government and Employee Information
Canada-Nova Scotia Offshore Energy Regulator

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INTRODUCTION TO 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 to [Info Source](#) and an [index 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-Nova Scotia Offshore Energy Regulator (CNSOER) is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of renewable energy and petroleum activities in the Nova Scotia Offshore Area. It was established in 1990 pursuant to the *Canada-Nova Scotia Offshore Petroleum Accord Implementation Acts* (Accord Acts). The [Accord Acts](#) were passed as mirror legislation by the Parliament of Canada (1988) and the Legislature of Nova Scotia (1987). The Accord Acts implement the 1986 Canada-Nova Scotia Offshore Petroleum Resources Accord.

The Accord Act was amended January 31, 2025, expanding the Regulator's mandate to include regulation of the lifecycle of Renewable Energy offshore Nova Scotia. Under the amended act, now titled *Canada-Nova Scotia Offshore Petroleum Accord Implementation and Offshore Renewable Energy Management Act*, the Canada-Nova Scotia Offshore Petroleum Board became the Canada-Nova Scotia Offshore Energy Regulator.

The Regulator reports to the federal Minister of Natural Resources Canada in Ottawa, Ontario, and the provincial Minister of Natural Resources & Renewables in Halifax, Nova Scotia. The Regulator's mandate is to provide efficient, fair and competent regulation of exploration and production activities, as well as offshore renewable energy activities, enabling safe and responsible development of Nova Scotia's offshore petroleum resources and renewable energy.

For more information, visit our [About Us](#) section of the [CNSOER](#) website.

RESPONSIBILITIES

Through its [mandate](#), the CNSOER facilitates the exploration for and development of hydrocarbon resources and renewable energy activities in the Nova Scotia Offshore Area.

These include but are not limited to:

- health and safety of offshore workers,
- protection of the environment,
- management and conservation of offshore petroleum resources,
- compliance with the provisions of the Accord Acts that deal with Canada-Nova Scotia employment, industrial benefits, and consultation with fisheries and indigenous
- issuance of licences for offshore exploration and development and renewable energy projects
- resource evaluation, data collection, curation and distribution.

Institutional Functions, Programs and Activities

HEALTH & SAFETY

The Accord Acts and regulations are designed to promote the safety of offshore energy project activities. The Regulator ensures that offshore energy projects are conducted in a manner in which hazards are properly identified, and the associated risks are assessed, then appropriately mitigated, and managed. Operators must submit safety-related policies and procedures for Regulator Review. A component of this submission is a Safety Plan, which highlights critical requirements for safety and security of operations in the offshore area. In most cases, a safety plan typically evolves as an integral component of a continuously improving management system framework. The Regulator continuously reviews the operators' management system frameworks and safety plans.

The Regulator is responsible for providing recommendations regarding the approval of plans, programs and specific activities related to site assessment, exploration, development or production; monitoring any conditions of approval; conducting audits, inspections and investigations related to procedures, training and equipment; reviewing operators' emergency response plans; and monitoring and providing status reports on offshore energy activities and administering regulations concerning production schemes.

Operations – Health & Safety

Description: Information relating to exploration, development and production activities including: operating licences, development plans, approvals of plans and programs, authorizations of specific activities, activity status reports, well files, certifying authorities and certificates of fitness, inspections and audits of operational procedures and equipment, directives, accident and incident reports, investigations, exercises and drills, and other matters relating to operations, occupational health and safety.

Document types: Memorandums of Understanding, policies, procedures, safety plans, operator management plans and manuals; correspondence, work plans, reports, applications, authorization approvals; emergency exercise documents; schedules; agendas; meeting minutes; incident/accident; audits; inspections; Regulatory Queries; Order/directives; safety training exemptions; scope of work; certifying authorities; health and safety annual reports.

Format: Electronic

Record Number: CNSOER 030

Monitoring, Compliance and Enforcement

The CNSOER monitors and evaluates operator compliance with healthy, safety and environment regulatory requirements while conducting authorized offshore energy project related work activities. Operators are required to submit operational status reports and other documentation detailing the status of drilling and production activities to demonstrate compliance with regulatory requirements.

Reports are reviewed to identify health, safety and environmental compliance issues. The Regulator reviews minutes from Joint Occupational Health & Safety (JOHS) Committee meetings held offshore to ensure that health and safety matters raised through this forum are dealt with appropriately by the operator. CNSOER also investigates health, safety and environment incidents that occur at offshore worksites, including investigations into worker complaints and work refusals.

Monitoring and Enforcement

Description: Information relating to accident/incident reports, inspections and audits, investigations and analysis; contingency plans resulting from explorations, development and production activities; safety committee meetings; and exercises and drills. General monitoring, safety issues & monitoring; certificates of fitness.

Document Types: Incident reports, investigation reports, audit and inspection forms and reports; plans, regulatory queries, certificates of fitness, minutes of safety meetings.

Format: Electronic

Record Number: CNSOER 032

ENVIRONMENTAL PROTECTION:

The Regulator has in place an effective monitoring program to evaluate compliance with environmental regulatory requirements while conducting authorized petroleum and renewable energy related work activities. Operators are required to submit reports detailing the status of their work programs on an on-going basis. Operators are also required to perform Environment Assessments as part of the approval process for proposed activities. Environment Effects Monitoring is required for all development plan projects. Operational status reports are provided on a daily or weekly basis depending on the activity being performed and used by staff to identify environmental compliance issues.

Environmental Protection and Assessment

Description: Includes information relating to the protection of the environment from physical environmental risks and on-going protection of the environment during exploration and development of offshore oil and gas activities. Including Environmental Assessments and reviews; environmental contingency plans; physical environmental data, environmental protection plans, marine pollution incidents, and environmental studies and research.

Document Types: Exercises, environmental assessments and plans; reports, stakeholder feedback; industry and governmental consultations, environment effects monitoring reports from operators, daily reports and incident/accident reporting. Spill response plans; exercise and drills related to environmental issues. Annual Environmental effects reports, physical environmental reports

Format: Electronic

Record Number: CNSOER 035

CANADA-NOVA SCOTIA INDUSTRIAL BENEFITS

The Accord Acts require a petroleum operator to have an approved Canada-Nova Scotia Benefits plan prior to the authorization or any work activity or the approval of any development plan. Industrial Benefits are the economic benefits and opportunities that arise from petroleum resource activities in the offshore area. The benefits plan submitted by an operator should document the operators' commitment to providing opportunities for residents of Canada, and particularly Nova Scotia. The Regulator ensures that specific requirements of the Accord Acts have been met by the benefits plan submitted by the operator. During development and production activities, staff monitor on-going benefits compliance by reviewing procurement activities, education & training and research & development plans, and industrial benefits reports. Regulator staff may also conduct formal audits of the operators' benefits processes.

Description: Information relating to statutory plans concerning industrial benefits and employment.

Document Types: Correspondence, plans, reports, presentations, memoranda, agendas, meeting minutes.

Format: Electronic

Record Number: CNSOER 025

ISSUANCE OF OFFSHORE LICENCES

The Regulator's lands management activities include issuing and managing offshore licences and ensuring resource conservation. The Regulator manages the issuance of exploration rights and submerged land licences through a call for bids; and administers, exploration, significant discovery, production and submerged land licences.

All bids for exploration licences are evaluated and based on total work expenditure or, in other words, the amount of money proposed for exploration on the land parcel during period one of the term of the licence. The Regulator maintains a public registry of documents relating to licence interests and related financial instruments.

Description: Information relating to the issuance and administration of licences for oil and gas exploration and production, including registry and title matters, land nominations, call for bids, work deposits, allowable expenditure, schedules, work expenditure reports, rental reports, and declarations of significant and commercial discoveries.

Document Types: Correspondence, schedules, surveys, reports, maps, work expenditure applications; licence documents, financial security and insurance documents required from operators

Format: Paper and Electronic

Record Number: CNSOER 045

MANAGEMENT AND CONSERVATION OF ENERGY RESOURCES:

The management and conservation of offshore energy resources is a primary responsibility of the Regulator. Resource conservation means that petroleum must be produced in accordance with good oil field practice, having proper regard for the efficient recovery of the resource and the prevention of waste. The Regulator uses several tools to ensure compliance with resource management principles, including reviews of approved Development Plan applications and Reservoir Management Plans; auditing activity authorization applications; and performing necessary studies and surveillance in order to develop and support an independent understanding of the resource. On-going evaluations of reservoir performance and productive capacity; production rate limitations and the acquisition of reservoir data.

Description: Information relating to the results of geophysical, geological and well site surveys and exploratory and development drilling; geological and geophysical studies; estimates of discovered and undiscovered oil and gas reserves; and the Regulator's Geoscience Research Centre.

Document Types: Correspondence, surveys, reports, maps, logs, evaluation criteria, reports; resource evaluation studies.

Format: Paper, electronic, physical, Mylar and microfilm

Record Number: CNSOER 040

INTERNAL SERVICES

Internal Services are groups of related activities and resources administered to support the needs of programs and other corporate obligations of an organization. These groups are: Acquisition Services; Communication Services; Financial Management Services; Human Resources Management Services; Information Management Services; Information Technology Services; Legal Services; Management and Oversight Services; Travel and Other Administrative Services.

Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

ACQUISITION SERVICES

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](#)

COMMUNICATIONS SERVICES

Communications Services involve activities undertaken to ensure that Government of Canada communications are managed effectively, sufficiently 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 considered 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](#)

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](#)

HUMAN RESOURCES MANAGEMENT

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.

- [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](#)
- [Human Resources Planning Class of Record](#)
 - [Human Resource Planning Personal Information Bank](#)
- [Occupations Health and Safety Class of Record](#)

- [Occupational Health and Safety Personal Information Bank](#)
- [Performance Management Reviews Class of Record](#)
 - [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](#)
 - [Values and Ethics Codes of Conduct Personal Information Bank](#)
- [Awards \(Pride and Recognition\) Class of Record](#)
 - [Recognition Program Personal Information Bank](#)
- [Training and Development Class of Record](#)
 - [Training and Development Personal Information Bank](#)

INFORMATION SERVICES

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, integrity, protection compliance, availability, retention and disposition of information assets to ensure access to 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](#)
- [Information Management Class of Record](#)

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](#)

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](#)

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.

- [Internal Audit and Evaluation Class of Record](#)
- [Planning and Reporting Class of Record](#)
- [Proactive Disclosure Class of Record](#)

MATERIAL

Includes records related to the sustainable and financially responsible management of an institution's movable assets (excluding money and records) such as furniture, furnishings, equipment, supplies,

vehicles, and other materiel used or acquired by the institution to facilitate the efficient delivery of institutional programs and services. May include information relating to planning, purchasing, maintenance, repair and disposal of materiel, and operating standards.

- [Material Management Class of Record](#)

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.

- [Administrative Services Class of Record](#)
- [Boards, Committees and Councils Class of Record](#)
 - [Members of Boards, Committees and Councils Personal Information Bank](#)
- [Business Continuity Planning Class of Record](#)
- [Security Class of Record](#)
 - [Physical Access Controls Personal Information Bank](#)
- [Travel Class of Records](#)

ADDITIONAL INFORMATION

MANUALS

A searchable directory of CNSOER [guidelines](#).

- Administrative Monetary Penalty Guidelines
- Canada-Nova Scotia Benefits Plan Guideline
- Compensation Guidelines Respecting Damage Relating to Offshore Petroleum Activity
- Conflict of Interest Guidelines for Members of the CNSOER
- Contingency Plan Guideline (DRAFT)
- Cost Recovery Guideline
- Data Acquisition and Reporting Guideline
- Environmental Protection Plan Guideline (DRAFT)
- Guideline for the Framework Regulations (DRAFT)
- Guideline for the Occupational Health and Safety Regulations
- Guidelines on Plans and Authorizations Required for Development Projects
- Guideline on the Issuance of Exploration Licences – applies to Call for Bids NS12-1 and Forward
- Guideline Regarding Application for Significant or Commercial Discovery Declarations and Amendments
- Guidelines Respecting Financial Requirements
- Incident Reporting and Investigation Guideline
- Land Division Guideline
- Measurement Guideline
- Offshore Chemical Selection Guideline
- Offshore Waste Treatment Guidelines
- Remotely Piloted Aircraft Systems Guideline
- Safety Plan Guideline (DRAFT)
- Standby Vessel Guideline

Access to Information and Privacy

Please see the [Instructions](#) provided by the Treasury Board Secretariat for information on formal Access to Information and Privacy procedures under the provisions of the *Access to Information Act* and the *Privacy Act*.

The following summarizes how to make a formal ATIP request:

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Access to Information and Privacy Coordinator

Canada-Nova Scotia Offshore Energy Regulator
27-201 Brownlow Avenue, Dartmouth, NS, B3B 1W2 Telephone
902-422-5588

Facsimile: 902-422-1799 Email: atip@cnsoer.ca

Please note: Each request made to the Canada-Nova Scotia Offshore Energy Regulator under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to the Receiver General for Canada.

The Government of Canada encourages the release of information through requests outside of the ATIP process. You may wish to consult the Canada-Nova Scotia Offshore Energy Regulator's completed [Access to Information and Privacy Summaries](#)

For additional information about the programs and activities of the Canada-Nova Scotia Offshore Energy Regulator, please contact:

Advisor, Communications
Canada-Nova Scotia Offshore Energy Regulator
27-201 Brownlow Avenue, Dartmouth, NS, B3B 1W2
Telephone: 902-422-5588
Website: <http://www.cnsoer.ca/>

READING ROOM

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises of this institution will be made available should the applicant wish to review materials on site.

For arrangements to view materials on site please contact the [Access to Information & Privacy Coordinator](#)