



**CNSOER**

CANADA - NOVA SCOTIA OFFSHORE ENERGY REGULATOR

## **ACCESS TO INFORMATION ACT 2024-2025 ANNUAL REPORT TO PARLIAMENT**

### **Introduction**

The *Access to Information Act* gives citizens, permanent residents, or any person or corporation present in Canada a right to access information contained in government records. Ministers and heads of agencies are responsible for ensuring that their organizations comply with access to information legislation.

This is the annual report to Parliament on the administration of the *Access to Information Act* for the Canada-Nova Scotia Offshore Energy Regulator (CNSOER) during the financial year ending March 31, 2025, prepared in accordance with Section 94 of the *Access to Information Act* and is tabled in Parliament as required by Section 94 of the Act. During this reporting period, no requests were received. The CNSOER does not have any non-operational subsidiaries.

### **The CNSOER**

Established in 1990, the Canada-Nova Scotia Offshore Energy Regulator (CNSOER), formerly the Canada-Nova Scotia Offshore Petroleum Board, is an independent joint agency created by the Governments of Canada and Nova Scotia pursuant to the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Renewable Energy Management Act, S.C. 1988, c.28*, and the *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Renewable Energy Management (Nova Scotia) Act, S.N.S. 1987, c.3 (Accord Acts)*. On January 31, 2025, the *Accord Acts* were expanded to include offshore renewable energy.

The CNSOER is the lead and lifecycle offshore energy regulator, responsible for regulating renewable energy and petroleum exploration and development activities that take place in the Canada-Nova Scotia offshore area. We apply our extensive expertise to ensure that operators take all reasonable precautions to protect the health and safety of workers and the environment. Our regulatory responsibilities include:

- Health and safety of offshore workers
- Protection of the environment
- Administration of land tenure processes and management of licences
- Geoscience evaluation, data collection, curation and distribution
- Management and conservation of offshore petroleum resources and
- Canada-Nova Scotia employment and industrial benefits for petroleum related activities.

The CNSOER reports to the federal Minister of Energy and Natural Resources in Ottawa, Ontario, and the provincial Minister of Natural Resources in Halifax, Nova Scotia. The Board of Directors is composed of five members and two alternate

members; the Chair is appointed jointly by the federal and provincial governments; two members and an alternate member are appointed by the federal government and two members, and an alternate member are appointed by the Nova Scotia provincial government. There are no vacancies on the Board of Directors.

### **CNSOER Organizational Structure**

At the end of the 2024-25 reporting period, the CNSOER had a staff of 23 employees. Our staff is comprised of health and safety, environment, geoscience and conservation specialists that provide direction and regulation to offshore energy companies in the Canada-Nova Scotia offshore area. The remainder of the staff provide technical and administrative support. The Information Services staff handles archived data submitted by offshore operators as required by the authorization process and samples submitted from offshore exploration.

The Chair of the Board was designated as the “head” of the Board of Directors within the meaning of Section 3.2(2) of the *Access to Information Act* by an amendment dated August 12, 2021 (SI/2021-52) of the *Access to Information Act Heads of Government Institutions Designation Order, P.C. 1983-1835*. The Chair of the Board has designated the CNSOER’s Chief Executive Officer; Analyst, Regulatory Policy; General Counsel; and Director, Information Services to exercise or perform any of the powers, duties, or functions of the Chair of the Board under the *Access to Information Act* in accordance with Section 95(2) of the *Access to Information Act*. (A copy of the Delegation Order is attached).

The Analyst, Regulatory Policy acts as Coordinator with assistance of the General Counsel, Director, Information Services and the CEO as needed. The CNSOER does not have any service agreements under section 96 of the *Access to Information Act*.

### **Performance**

No formal requests were received during the 2024-25 reporting period. This is consistent with the 2023-24 & 2021-22 reporting periods and down from one request received in the 2022-23 reporting period.

Two third-party consultations were received during the 2024-25 reporting period and 100% were closed within 15 days. One consult was from Natural Resources Canada, and one from Transportation Canada. Sixty-one pages were reviewed and all disclosed. This is down from three third-party consultations in the 2023-24 and 2022-23 reporting periods and consistent with the 2021-22 reporting period. The CNSOER does not have any services agreements under Section 96 of the *Access to Information Act*.

There are currently no open *Access to Information* requests, nor have any complaints been received during the 2024-25 reporting period. The CNSOER has no open complaints with the Information Commissioner’s Office.

A total of \$704 in salaries was allocated to responses of two third party consultations, updating monthly ATI statistics on our website and the Open Government Portal as well as the 2023-24 Access to Information Annual Report.

### **Training and Awareness**

The Access to Information Coordinator provided an overview of the Access to Information Act and the CNSOER's duties under the Act to all staff during a lunch and learn event in person in September 2024.

An orientation to records and Access to Information & Privacy are provided to new hires at the CNSOER. During this period two new employees received such training.

The Access to Information coordinator attends ATI Coordinator meetings virtually as well as information sessions provided by the Treasury Board of Canada Secretariat to keep up to date on changes in the Act and processes.

### **Policies, Guidelines and Procedures**

No new policies, guidelines or procedures were developed during the 2024-25 reporting period.

### **Initiatives and Projects to Improve Access to Information**

No initiatives or projects to improve access to information have taken place during the 2024-25 reporting period

### **Monitoring Compliance**

The CNSOER has no formal monitoring for Access to Information requests due to limited requests received yearly. Staff are asked to track time spent searching for records for request, review or consult. The Access to Information Coordinator tracks requests received date, scope, extension (if required), pages reviewed, pages released, and date responded to with a spreadsheet.

### **Proactive Publication**

Monthly proactive publication reports are prepared by the Executive Assistant then sent to the Analyst, Finance for review. The CEO, Director of Information Services, and the Advisor, Communications receive the reports next for another review, as well as the Board Member(s) who accrued expenses. Once approved, the reports are finalized and posted monthly on the final day of each respective month, in accordance with Section 82 and 83 of the Access to Information Act and Section 10 - Pro-active Publication of Travel and Hospitality Expenses of the CNSOER's *Board Member Compensation and Expenses Policy and Procedure*. One hundred percent of proactive publication requirements have been posted within 30 days after the end of the month. Travel and hospitality expenses for the Chief Executive Officer and Board Members are posted on the [CNSOER website](#).

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirements apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publications published within legislated timelines*	Link to web page where published**
<b>Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	y	Executive Assistant; Analyst, Corporate Finance; CEO; Director, Information Services and Advisor, Communications	100	<a href="https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure">https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure</a>
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	y	Executive Assistant; Analyst, Corporate Finance; CEO; Director, Information Services and Advisor, Communications	100	<a href="https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure">https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure</a>
Reports tabled in Parliament	84	Within 30 days after tabling	y	Executive Assistant; Analyst, Corporate Finance; CEO; Director, Information Services and Advisor, Communications	100	<a href="https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure">https://cnsoer.ca/about-cnsoer/what-we-do/information-management/corporate-disclosure</a>
<b>Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>						

Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	n	n/a	n/a	n/a
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	n	n/a	n/a	n/a
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	n	n/a	n/a	n/a
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	n	n/a	n/a	n/a
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	n	n/a	n/a	n/a
<b>Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>						
Reclassification of positions	85	Within 30 days after the quarter	n	n/a	n/a	n/a
<b>Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)</b>						
Packages of briefing materials prepared by a	74(a)	Within 120 days after appointment	n	n/a	n/a	n/a

government institution for new or incoming ministers						
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	n	n/a	n/a	n/a
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	n	n/a	n/a	n/a
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	n	n/a	n/a	n/a
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	n	n/a	n/a	n/a
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	n	n/a	n/a	n/a

Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	n	n/a	n/a	n/a
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	n	n/a	n/a	n/a



## Delegation Under the Access to Information Act & Privacy Act

The Chairperson, Canada-Nova Scotia Offshore Energy Regulator (CNSOER), pursuant to section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of Chairperson as the head of CNSOER under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule		
Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Chief Executive Officer	Full authority	Full authority
General Counsel	Full authority	Full authority
Director, Information Services	Full authority	Full authority
Access to Information & Privacy Coordinator	Full authority	Full authority

September 4, 2025

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Barbara B. Pike, Chair of the Board  
Canada-Nova Scotia Offshore Energy Regulator

Date