

CANADA-NOVA SCOTIA  
OFFSHORE PETROLEUM BOARD

**Canada-Nova Scotia Offshore Petroleum Board**

**Access to Information Act  
2022-2023 Annual Report to Parliament**

**April 1, 2022 to March 31, 2023**

## **ACCESS TO INFORMATION ACT 2022-2023 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* within the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) during the CNSOPB's financial year ending March 31, 2023, 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 the reporting period, the Board received one request.

### **The CNSOPB**

The CNSOPB was constituted in 1990 under the federal *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act*, S.C. 1988, c.28 (the "Accord Act"), and the provincial *Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation (Nova Scotia) Act*, S.N.S. 1987, c.3, to regulate oil and gas exploration, development, and production in the Nova Scotia offshore area. The CNSOPB's mandate is the:

- 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 and industrial benefits;
- issuance of licences for offshore exploration and development, and
- resource evaluation, data collection, curation, and distribution.

The CNSOPB reports to the federal Minister of Energy and Natural Resources in Ottawa, Ontario, and the provincial Minister of Natural Resources and Renewables 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 are appointed by the Nova Scotia provincial government. There are no vacancies on the Board of Directors. The CNSOPB currently has a staff of 18 employees, located at the CNSOPB office in Dartmouth, Nova Scotia, and working remotely. The CNSOPB is designated as a "government institution" in Schedule I of the *Access to Information Act*.

## **Disclosure of Information**

Operators conducting exploratory or development activities are required to file reports, and provide specified information and samples to the Board, as a condition of receiving approval for proposed activities. Section 122 of the *Accord Act* provides that, in general, information or documentation provided for the purpose of Part II or Part III of the *Accord Act* is privileged and may not be disclosed without the written consent of the person who provided it. This does not apply to the disclosure of particular classes of information after the expiry of specified confidentiality periods. It is the CNSOPB's policy to make such information available to the public in accordance with established administrative practice. The CNSOPB has published a listing of all such information available for release, which is updated monthly.

The CNSOPB maintains a statutory registry of licences, referred to in the *Accord Act* as "interests", and instruments affecting them. The registry system is maintained by an employee designated as the Registrar, who prepares abstracts of interests and registered instruments, and responds to requests for copies of registered documents and provides other derivative information. Requests for registry information and requests to the CNSOPB for technical information and access to samples constitute most requests for information received and these requests are routinely handled without recourse as informal requests.

The CNSOPB also receives requests from the public and media for general information related to offshore petroleum activities. Many of these requests are made informally and the CNSOPB is usually able to provide such information. The remainder of the requests received are handled formally in accordance with the *Access to Information Act*. One Access to Information Coordinator handles all access to information requests, with assistance from General Counsel.

## **Board Structure**

The CNSOPB's office is staffed by 18 full-time employees: five directors and 13 support staff. Of this, one employee is 100% located at the CNSOPB office and seven employees work 50% remotely and 50% at the CNSOPB office. Ten employees work 100% remotely. Our staff is comprised of health and safety, environment, geoscience and conservation specialists that provide direction and regulation to oil and gas 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 Analyst, Finance is responsible for posting the CNSOPB's Chief Executive Officer and Board of Directors' travel and hospitality expenses on the CNSOPB's website: <https://www.cnsopb.ns.ca/what-we-do/information-management/corporate-disclosure>.

These proactive publication reports are published monthly on the final day of each respective month, in compliance with Bill C-58 and are created in accordance with Section 10 – Pro-active Publication of Travel and Hospitality Expenses of the Board Member Compensation and Expenses Policy and Procedure.

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 CNSOPB's Chief Executive Officer; Analyst, Information Management; 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 CNSOPB does not have any services agreements under Section 96 of the *Access to Information Act*.

### **Policies, Procedures and Training**

The CNSOPB has developed a formal policy and procedure for responding to requests for access to information. In this reporting period, no new policies or procedures were implemented, updated, or revised. Formal requests for information are referred to the CNSOPB's ATIP Coordinator.

Informal, on-going training is provided for all staff as needed. Each new hire is given a Records and Information Management orientation, and as part of this orientation they are provided with training related to Access to Information and Privacy (ATIP) requirements. Throughout the year during staff meetings, the ATIP Coordinator will update the statistical data related to applications, complaints, and changes or challenges in processing ATIP requests. The ATIP Coordinator also works with subject specialists to provide them with guidance and help them understand the exemptions, exceptions, and requirements of the *Access to Information Act* in general. During this reporting period, one new staff member participated in an orientation session provided by the ATIP Coordinator fully covering the topics of the *Access to Information Act*, the *Privacy Act*, and CNSOPB's internal policies. This is one more than the previous reporting period. During this reporting period no formal or informal training was provided to any other staff members. The ATIP Coordinator attended multiple Access to Information and Privacy community meetings virtually.

## Statistical Reporting

There was one formal request received during the 2022-2023 reporting period. This is up by one compared to the 2021-2022 reporting year when no requests were received. The number of pages reviewed has remained the same as the previous year due to no records related to the request. The continued decrease in requests received could be attributed to a decrease in offshore activity. No extensions were required, and 100% of requests received were responded to within 15 days. There are no open requests for the end of the 2022-2023 reporting period.

Nine informal requests were received, with 712 pages released, or rereleased and responded to within 15 days. COVID-19 has not impacted the CNSOPB's ability to process requests during the 2022-2023 reporting year. Three third-party consultations were received, and one third-party consultation related to the provincial *Freedom of Information and Protection of Privacy (FOIPOP) Act* were received and 100% were closed within 15 days during 2022-2023.

Source	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Media	1	0	0	0	0
Academia	0	0	0	0	0
Business (private sector)	0	1	0	0	0
Organization	0	1	0	0	0
Public	0	0	1	0	1
Decline to ID	0	0	0	0	0
Total	1	2	1	0	0

## Issues Raised as a Result of Access to Information

No new complaints were received during this reporting period. This is consistent with 2021-2022, 2020-2021, 2019-2020 and 2018-2019. One complaint from 2012 was closed, and there are currently no open complaints with the Office of the Information Commissioner.

## Monitoring

No formal monitoring is conducted as the ATIP Coordinator is responsible for tracking access to information requests, time extensions and consulting with subject specialists as well as clarifying, as needed, with requestors. A tracking sheet is used for this purpose.

## **Statistical Report**

The statistical report for the year ending March 31, 2023 is attached. This report reflects the formal requests received or handled during the reporting period.

### **STATISTICAL REPORT – INTERPRETATION AND EXPLANATION**

The following is an interpretation and explanation of the information contained in the Annual Statistical Report shown on the previous pages.

#### **I: Requests under the *Access to Information Act***

The CNSOPB received one new request during the 2022-2023 reporting period.

#### **II: Disposition of Requests Completed**

One request was received during the 2022-2023 reporting period and responded to within 15 days. No records were found relating to the request.

#### **III and IV: Exemptions Invoked and Exclusions Cited**

Exemptions invoked: none.

#### **V and VI: Completion Time and Extensions**

During the 2022-2023 reporting period, no time extensions were requested, and the request received was responded to within 15 days.

#### **VII: Translations**

No translation was required during the 2022-2023 reporting period to respond to requests.

#### **VIII: Method of Access**

One request was received from the ATIP Online Request Portal.

#### **IX: Fees**

The *Access to Information Act* authorizes fees activities related to the processing of formal requests under the *Act*. A \$5 fee per request under the *Access to Information Act* is to be submitted with the request application. The current fee structure is specified in the *Access to Information Regulations*. No fees are imposed for reviewing records, overhead or shipping costs.

The *Access to Information Act* permits the waiving of fees when deemed to be in the public interest.

The CNSOPB collected a total of \$5 in application fees for one request during the 2022-2023 reporting period.

**X: Costs**

During the 2022-2023 reporting period, the direct cost of administering the *Access to Information Act* was \$1,037 in salary costs. These costs are related to responding to three third-party consultations, one access to information request, completion of monthly statistic reports, and the 2022-2023 Annual Report to Parliament.



## Statistical Report on the Access to Information Act

Name of institution: Canada-Nova Scotia Offshore Petroleum Board

Reporting period: 2022-04-01 to 2023-03-31

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		1
Closed during reporting period		1
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
<b>Total</b>	1

#### 1.3 Channels of requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	1

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	



<b>Total</b>	9
Closed during reporting period	9
Carried over to next reporting period	0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	9
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	9

## 2.3 Completion time of informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
9	0	0	0	0	0	0	9

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
6	41		0	1	661	0	0	0	0

## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
2	10	0	0	0	0	0	0	0	0

### Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

### Section 4: Requests Closed During the Reporting Period

#### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	1

## 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

## 4.5 Complexity

### 4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

**4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**4.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests**

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

#### 4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

#### 4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	0	0

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	0	0

### 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	1	\$5.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	1	\$5.00	0	\$0.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	3	39	1	11
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	3	39	1	11
Closed during the reporting period	3	39	1	11
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

### 7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	3	0	0	0	0	0	0	3

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	1



## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

## Section 10: Court Action

### 10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**10.2 Court actions on third party notifications under paragraph 28(1)(b)**

<b>Section 44 - under paragraph 28(1)(b)</b>
0

**Section 11: Resources Related to the Access to Information Act**

**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$1,037
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$1,037</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.010
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.010</b>

**Note:** Enter values to three decimal places.

**Supplemental Statistical Report on the Access to Information Act and the Privacy Act**

Name of institution: Office Canada-Nouvelle-Ecosse des Hydrocarbures Extracoti

Reporting period: 2022-04-01 to 2023-03-31

**Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act**

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

**Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act**

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

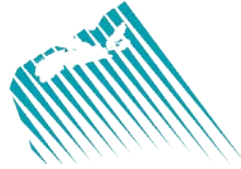
**Section 5: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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**Section 6: Universal Access under the Privacy Act**

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*



CANADA-NOVA SCOTIA  
OFFSHORE PETROLEUM BOARD

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

The Chairperson, Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) 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 CNSOPB 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

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Barbara Pike, Chairperson  
Canada-Nova Scotia Offshore Petroleum Board

August 18, 2023

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Date