



# CANADA-NOVA SCOTIA OFFSHORE PETROLEUM BOARD

## **Info Source**

Sources of Federal Government and Employee Information – Canada Nova Scotia Offshore  
Petroleum Board

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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 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 Petroleum Board (CNSOPB) is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of 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 Board 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 Board's mandate is to provide the efficient, fair and competent regulation of exploration and production activities, enabling safe and responsible development of Nova Scotia's offshore petroleum resources.

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

## RESPONSIBILITIES:

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

Briefly, 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
- issuance of licences for offshore exploration and development, and
- 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 petroleum activities. The Board ensures that petroleum activities 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 Board Review. A component of this submission is the Operator 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 Board continuously reviews operator's management system frameworks and safety plans.

The Board is responsible for providing recommendations regarding the approval of plans, programs and specific activities related to 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 petroleum 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: Paper and electronic  
Record Number: CNSOPB 030

### Monitoring, Compliance and Enforcement

The CNSOPB monitors and evaluates operator compliance with healthy, safety and environment regulatory requirements while conducting authorized petroleum 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 environment compliance issues. The Board 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. CNSOPB 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: Paper and electronic  
Record Number: CNSOPB 032

## ENVIRONMENTAL PROTECTION:

The Board has in place an effective monitoring program to evaluate compliance with environmental regulatory requirements while conducting authorized petroleum 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: Paper and Electronic  
Record Number: CNSOPB 035

## CANADA-NOVA SCOTIA INDUSTRIAL BENEFITS:

The Accord Acts require an 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 Board 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. Board 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: Paper and Electronic  
Record Number: CNSOPB 025

### **ISSUANCE OF OFFSHORE LICENSES:**

The Board's lands management activities include issuing and managing offshore licenses and ensuring resource conservation. The Board manages the issuance of exploration rights through a call for bids; and administers exploration, significant discovery and production licenses. All bids for exploration licenses are evaluated and based on total work expenditures or, in other words, the amount of money proposed for exploration on the land parcel during period one of the term of the license. The Board maintains a public registry of documents relating to license 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; license documents, financial security and insurance documents required from operators

Format: Paper and Electronic  
Record Number: CNSOPB 045

### **MANAGEMENT AND CONSERVATION OF PETROLEUM RESOURCES :**

The management and conservation of offshore petroleum resources is a primary responsibility of the Board. 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 Board uses a number of 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 Board's Geoscience Research Centre.

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

Format: Paper, electronic, Mylar and microfilm

Record Number: CNSOPB 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 PIB](#)

## **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 taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- [Communications Class of Record](#)
  - [Internal Communications](#)
  - [Public Communications](#)

## **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](#)
  - [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.

- [Class 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](#)
- [Reward & Recognition Class of Record](#)
  - [Recognition Program Personal Information Bank](#)
- [Training and Development Class of Record](#)
  - [Training and Development Personal Information Bank](#)

## **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, 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](#)
  - [Access to Information Act and Privacy Act Requests](#)
  - [Information Management](#)

## **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](#)



## 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](#)

## 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](#)
- [Planning and Reporting](#)
- [Proactive Disclosure](#)

## 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](#)

## 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](#)
- [Boards, Committees and Councils](#)
  - [Members of Boards, Committees and Councils](#)
- [Business Continuity Planning](#)
- [Security](#)
  - [Identification Cards and Access Badges](#)
  - [Security Video Surveillance and Temporary Visitor Access Control Logs and Building passes](#)
- [Travel](#)
- [Boards, Committees and Council Class of Record](#)
  - [Members of Boards, Committees and Councils Personal Information Bank](#)

## ADDITIONAL INFORMATION

### MANUALS

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

- Atlantic Canada Standby Vessel Guidelines
- Canada-Nova Scotia Benefits Plan Guidelines
- Compensation Guidelines Respecting Damage Relating to Offshore Petroleum Activity
- Conflict of Interest Guidelines for Members of the CNSOPB
- Cost Recovery Guidelines
- Data Acquisition and Reporting Guidelines
- Drilling and Production Guidelines
- Environmental Protection Plan Guidelines
- Geophysical and Geological Programs in the Nova Scotia Offshore Area-Guidelines for Work Programs, Authorizations and Reports
- Guidelines on Plans and Authorizations Required for Development Projects
- Guidelines on the Issuance of Exploration Licences – applies to Call for Bids NS12-1 and Forward
- Guidelines Regarding Application for Significant or Commercial Discovery Declarations and Amendments
- Guidelines Respecting Financial Requirements
- Incident Reporting and Investigation Guidelines
- Land Division Guideline-Grid Areas
- Measurement Guidelines
- Offshore Chemical Selection Guidelines for Drilling and Production Activities on Frontier Lands
- Offshore Physical Environmental Guidelines
- Offshore Waste Treatment Guidelines
- Safety Plan Guidelines

### Access to Information and Privacy

Please see the [Instructions](#) provided by the Treasury Board Secretariat for information on formal Access to Information 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

##### Kenda Landry

Canada-Nova Scotia Offshore Petroleum Board  
 27-201 Brownlow Avenue, Dartmouth, NS, B3B 1W2  
 Telephone 902-397-4650  
 Facsimile: 902-422-1799  
 Email: [atip@cnsopb.ns.ca](mailto:atip@cnsopb.ns.ca)

Please note: Each request made to The Canada-Nova Scotia Offshore Petroleum Board 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 Petroleum Board's completed [Access to Information and Privacy Summaries](#)

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

Director, Communications  
Canada-Nova Scotia Offshore Petroleum Board  
27-201 Brownlow Avenue, Dartmouth, NS, B3B 1W2  
Telephone: 902-422-5588  
Internet: [www.cnsopb.ns.ca](http://www.cnsopb.ns.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.

To make arrangements to view materials on site please contact Kenda Landry: 902-397-4650,  
Email: [atip@cnsopb.ns.ca](mailto:atip@cnsopb.ns.ca)  
The address is:

Canada-Nova Scotia Offshore Petroleum Board  
27-201 Brownlow Avenue  
Dartmouth, NS  
B3B 1W2