

National Energy  
Board



Office national  
de l'énergie

# **Annual Report Pursuant to Access to Information Act and Privacy Act**

**1 April 2003 - 31 March 2004**



**National Energy Board**

Annual Report  
Pursuant to the  
Access to Information Act  
and the Privacy Act

**1 April 2003 - 31 March 2004**

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2004

as represented by the National Energy Board

Cat. No. NE1-6/2004E  
ISBN 0-662-37303-0

This report is published separately in both official  
languages.

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représenté par l'office national de l'énergie

N° du cat. NE1-6/2004F  
ISBN 0-662-77059-5

Ce rapport est publié séparément dans les deux  
langues officielles.

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15 June 2004

The Honourable R. John Efford, P.C., M.P.  
Minister of Natural Resources  
580 Booth Street  
Ottawa, Ontario  
K1A 0E4

Dear Minister:

In accordance with the provisions of Sections 72 of the *Access to Information Act* and the *Privacy Act*, I am pleased to submit the Annual Report of the National Energy Board on the administration of these Acts for the period 1 April 2003 to 31 March 2004.

Yours truly,

A handwritten signature in cursive script, appearing to read "K. Vollman".

Kenneth W. Vollman  
Chairman

Attachment



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## **I ACCESS TO INFORMATION**



**PART A**

**STATISTICAL REPORT**

During the fiscal year 1 April 2003 to 31 March 2004, the National Energy Board received eleven requests for information under the *Access to Information Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Institution National Energy Board / Office national de l'énergie				Reporting period / Période visée par le rapport April / avril 2003 – March / mars 2004	
Source	Media / Médias 1	Academia / Secteur universitaire	Business / Secteur commercial 6	Organization / Organisme 2	Public 3

<b>I</b>	<b>Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information</b>
reporting period / la période visée par le rapport	11
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>11</b>
Completed during reporting period / Traités pendant la période visées par le rapport	9
Carried forward / Reportées	2

<b>II</b>	<b>Disposition of requests completed / Disposition à l'égard des demandes traitées</b>				
1.	All disclosed / Communication totale	4	6.	Unable to process / Traitement impossible	
2.	Disclosed in part / Communication partielle	2	7.	Abandoned by applicant / Abandon de la demande	3
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)		8.	Treated informally / Traitement non officiel	
4.	Nothing disclosed (exempt) / Aucune communication (exemption)		<b>TOTAL</b>		
5.	Transferred / Transmission				

<b>II</b>	<b>Exemptions invoked / Exceptions invoquées</b>		
S. Art. 13(1)(a)	S. Art. 16(1)(a)	S. Art. 18(b)	S. Art. 21(1)(a)
(b)	(b)	(c)	(b)
(c)	(c)	(d)	(c)
(d)	(d)	S. Art. 19(1)	(d)
S. Art. 14	S. Art. 16(2)	S. Art. 20(1)(a)	S. Art. 22
S. 15(1) International rel. / Relations intern.	S. Art. 16(3)	(b)	S. Art. 23
Defence / Défense	S. Art. 17	(c)	S. Art. 24
Subversive activities / Activités subversives	S. Art. 18(a)	(d)	S. Art. 26

<b>I</b>	<b>Exclusions cited / Exclusions citées</b>
S. Art. 68(a)	S. Art. 69(1)(c)
(b)	(d)
(c)	(e)
S. Art. 69(1)(a)	(f)
(b)	(g)

<b>V</b>	<b>Completion time / Délai de traitement</b>
30 days or under / 30 jours ou moins	3
31 to 60 days / De 31 à 60 jours	3
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

<b>V</b>	<b>Extensions / Prorogations des délais</b>	
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		
Consultation		
Third party / Tiers		
<b>TOTAL</b>		

<b>VI</b>	<b>Translations / Traduction</b>
Translations requested / Traductions demandées	
Translations prepared / Traductions préparées	English to French / De l'anglais au français
	French to English / Du français à l'anglais

<b>VIII</b>	<b>Method of access / Méthode de consultation</b>
Copies given / Copies de l'original	6
Examination / Examen de l'original	
Copies and examination / Copies et examen	

<b>I</b>	<b>Fees / Frais</b>	
Net fees collected / Frais net perçus		
Application fees / Frais de la demande	\$30.00	
Reproduction	Computer processing / Traitement informatique	
Searching / Recherche	<b>TOTAL</b>	
Fees waived / Dispense de frais	No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	6	\$ 30.00
Over \$25.00 / De plus de 25 \$		\$

<b>X</b>	<b>Costs / Coûts</b>
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 3,600
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 500
<b>TOTAL</b>	\$ 4,100
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.10



## **PART B**

### **INTERPRETATION/EXPLANATION**

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

#### **I Received During Reporting Period**

During the reporting period, the Board received eleven requests under the *Access to Information Act* and there were no requests outstanding from the previous reporting period.

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

For two of the requests completed during the reporting period, the Board disclosed only parts of the documents because the remainders were exempt under Sections 19(1) of the *Access to Information Act*. With respect to the remaining nine requests, for four requests all documents requested were disclosed, three were abandoned by applicant and two came in near year end and were carried forward to 2004/2005 fiscal year.

#### **V Completion Time**

Of the six requests completed during the reporting period, three were completed within the 30 days specified in the *Access to Information Act*, and for three requests a 30 days extension was sought.

#### **IX Fees**

A total of \$30.00 was received for the requests submitted during the reporting period.

#### **X Costs**

The costs incurred for handling the requests and administrative matters dealing with Access to Information totaled approximately \$4 100 for 150 hours.

The Board estimates that 150 hours equates to 0.10 person year.

## PART C

### SUPPORTING DOCUMENTATION

#### I General

The National Energy Board (the Board) is a regulatory tribunal and a court of record. All applications and other documents filed with the Board are public and are readily available for inspection. Since its inception, the Board has maintained its policy of providing information, a) wherever possible, b) on request, and c) promptly.

In addition to providing information on request, the Board has its own program of disseminating information on various aspects of its regulatory functions. This program includes the publication of 13 Information Bulletins to date but one is obsolete and will be replaced, 26 news releases during the reporting period, an Annual Report that covers calendar year 2003, an Internet site [www.neb-one.gc.ca](http://www.neb-one.gc.ca) and the Regulatory Agenda publication on a monthly basis.

The provision of information to the public is not new to the Board, and the Board encourages the public to request information informally rather than formally under official *Access to Information Act* requests. Although the proclamation of the *Access to Information Act* has had no impact on the standards that the Board has set for itself in its public relations, we have in place measures to administer the Act. These measures are described in the following sections.

#### II Organization of Access to Information Activities

Activities relating to the *Access to Information Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Project Coordinator. In addition, Board's Legal Counsels provide advice and employees contribute with technical information as required.

#### III Implementation of the Access to Information Act

As previously mentioned, the proclamation of the *Access to Information Act* has had little impact on the Board's public relations program or the Board's policy on information dissemination. The only impact has been of an administrative nature: procedures are in place to deal with requests received, staff and management are aware of the requirements of the Act and of the Board's procedures, and one reading room has been designated.

#### **IV Formal/Informal Interface**

The Board receives an average of 450 requests for information each month. Approximately 25 percent of these requests are of a complex nature, requiring research and co-ordination with other business units, and the average response time is five working days.

Neither the proclamation of the *Access to Information Act* nor the requests received under the Act has affected the number of informal requests received and disposed of by the Board.

#### **V Institutional Policies**

The Board formalized its administrative procedures in the form of a manual, which was undertaken in order to ensure requests are processed in accordance with the applicable delegation documents and legislative authorities.

#### **VI Delegation Instrument**

The Secretary has been designated to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act, except for the power to refuse access to a record requested based on a discretionary exemption under the *Access to Information Act*. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

A copy of the Designation Order and a Designation Replacement Order are attached as Appendix I and Appendix II, respectively.

NATIONAL ENERGY BOARD



OFFICE NATIONAL DE L'ÉNERGIE

ACCESS TO INFORMATION ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Access to Information Act\* hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested under the Act. Where the Secretary does not intend to give access to a record requested under the Act, he shall refer the request to the Standing Committee on Regulatory Process which Committee shall have the power to grant or refuse access to the record.

Dated at Ottawa this 16 day of March, 1983.

A handwritten signature in cursive script, appearing to read 'C.G. Edge', written over a horizontal line.

C.G. Edge  
Chairman

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\* S.C. 1980-81-82 c. 111



National Energy  
Board



Office national  
de l'énergie

### ACCESS TO INFORMATION ACT DESIGNATION REPLACEMENT ORDER

The Chairman of the National Energy Board (the Board), pursuant to Section 73 of the *Access to Information Act*, (the Act) hereby replaces the *Access to Information Act Designation Order* made on the 18<sup>th</sup> day of March 1983, at the City of Ottawa in the Province of Ontario, as modified by the *Access to Information Act designation Amendment Order* made on the 27<sup>th</sup> day of May 1998, at the City of Calgary, in the Province of Alberta by the following text.

The Chairman of the Board, pursuant to Section 73 of *the Access to Information Act*\* hereby designates the person holding the office of Secretary of the Board to exercise the powers and perform the duties and functions of the Chairman as head of a government institution under the Act save and except the power to refuse access to a record requested based on a discretionary exemption under the Act. Where the Secretary does not intend to give access to a record requested based on a discretionary exemption under the Act, he shall refer the request to the Executive Team which Team shall have the power to grant or refuse access to the record.

The Discretionary exemptions are introduced in the Act by the phrase "the head of a government institution **may** refuse to disclose..."

Dated at the City of Calgary, in the Province of Alberta, this 15<sup>th</sup> day of October 2002.

A handwritten signature in black ink, appearing to read "K. Vollman".

Kenneth W. Vollman  
Chairman

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\* S.C. 1980-81-82 c.111



## **II PRIVACY**



**PART A**

**STATISTICAL REPORT**

During the fiscal year 1 April 2003 to 31 March 2004, the National Energy Board (the Board) received two requests for information under the *Privacy Act*. Pertinent administrative information is provided in the Statistical Report on the next page.

Institution National Energy Board / Office national de l'énergi	Reporting period / Période visée par le rapport 2003/04
--------------------------------------------------------------------	------------------------------------------------------------

<b>I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels</b>		
	Received during reporting period / Reçues pendant la période visée par le rapport	2
	Outstanding from previous period / En suspens depuis la période antérieure	
<b>TOTAL</b>		<b>2</b>
	Completed during reporting period / Traitées pendant la période visées par le rapport	2
	Carried forward / Reportées	0

<b>II Disposition of request completed / Disposition à l'égard des demandes traitées</b>		
1.	All disclosed / Communication totale	1
2.	Disclosed in part / Communication partielle	
3.	Nothing disclosed (excluded) / Aucune communication (exclusion)	
4.	Nothing disclosed (exempt) / Aucune communication (exemption)	
5.	Unable to process / Traitement impossible	
6.	Abandoned by applicant / Abandon de la demande	
7.	Transferred / Transmission	1
<b>TOTAL</b>		<b>2</b>

<b>II I Exemptions invoked / Exceptions invoquées</b>		
S. Art. 18(2)		
S. Art. 19(1)(a)		
(b)		
(c)		
(d)		
S. Art. 20		
S. Art. 21		
S. Art. 22(1)(a)		
(b)		
(c)		
S. Art. 22(2)		
S. Art. 23 (a)		
(b)		
S. Art. 24		
S. Art. 25		
S. Art. 26		
S. Art. 27		
S. Art. 28		

<b>IV Exclusions cited / Exclusions citées</b>		
S. Art. 69(1)(a)		
(b)		
S. Art. 70(1)(a)		
(b)		
(c)		
(d)		
(e)		
(f)		

<b>V Completion time / Délai de traitement</b>		
30 days or under / 30 jours ou moins		1
31 to 60 days / De 31 à 60 jours		
61 to 120 days / De 61 à 120 jours		
121 days or over / 121 jours ou plus		

<b>VI Exentions / Prorogations des délais</b>			
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus	
Interference with operations / Interruption des opérations			
Consultation			
Translation / Traduction			
<b>TOTAL</b>			

<b>VI I Translations / Traductions</b>		
Translations requested / Traductions demandées		
Translations prepared /	English to French / De l'anglais au français	
Traductions préparées	French to English / Du français à l'anglais	

<b>VIII Method of access / Méthode de consultation</b>		
Copies given / Copies de l'original		1
Examination / Examen de l'original		
Copies and examination / Copies et examen		

<b>IX Corrections and notation / Corrections et mention</b>		
Corrections requested / Corrections demandées		
Corrections made / Corrections effectuées		
Notation attached / Mention annexée		

<b>X Costs / Coûts</b>	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 600
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 85
<b>TOTAL</b>	<b>\$ 685</b>
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.02



**PART B**

**INTERPRETATION/EXPLANATION**

This Part provides a narrative explanation of some of the figures appearing on the Statistical Report (Part A). The item numbers which follow correspond to the numbers on the Statistical Report.

**I Received During Reporting Period**

During the reporting period, the Board received two requests under the *Privacy Act* and there were no requests outstanding from the previous reporting period.

**II Disposition of Request Completed**

For one request the Board disclosed all documents requested. With respect to the remaining request, it was transferred to the department that had the documents requested.

**V Completion Time**

The request completed during the reporting period, was completed within the 30 days specified in the *Privacy Act*.

**X Costs**

The costs incurred for handling the requests and administrative matters dealing with Privacy totaled approximately \$685 for 24 hours.

The Board estimates that 24 hours equates to 0.02 person year.

**PART C**

**SUPPORTING DOCUMENTATION**

Activities relating to the *Privacy Act* are the responsibility of the Secretary of the Board, who has been designated as the Coordinator. He is assisted in his work by the Regulatory Project Coordinator. In addition, the Board's Legal Counsels and staff members of Personnel are available to provide advice, as required. All the individuals have other responsibilities in addition to those described above.

The Chairman of the Board also delegated to the Secretary the authority to exercise his powers and perform his duties and functions in relation to the *Privacy Act*. This procedure is cited in the Designation Order, a copy of which is attached as Appendix I.

The proclamation of the *Privacy Act* has required the Board to make the appropriate administrative arrangements to deal with requests received. The Board's staff is aware of the requirements of the *Privacy Act* and the procedures to follow in order to handle all requests appropriately.



NATIONAL ENERGY BOARD

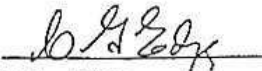


OFFICE NATIONAL DE L'ÉNERGIE

PRIVACY ACT DESIGNATION ORDER

The Chairman of the National Energy Board, pursuant to Section 73 of the Privacy Act\*, hereby designates the person holding the office of Secretary of the National Energy Board to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the Act.

Dated at Ottawa this 16 day of March, 1983.

  
C.G. Edge  
Chairman