



Canada-Nova Scotia Offshore Energy Regulator

**Participant Funding Program Guide for
Offshore Wind Call for Information NS25-1R**

Valid from October 16, 2025, until January 13, 2026

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Disclosure: The Participant Funding Program Guide for Offshore Wind Call for Information NS25-1R has been developed to provide participants with the ability to review information and provide written comments on the CNSOER's offshore wind Call for Information NS25-1R.

1. Canada-Nova Scotia Offshore Energy Regulator's Regulatory Role

The Canada-Nova Scotia Offshore Energy Regulator (CNSOER), established jointly by the Governments of Canada and Nova Scotia, is responsible for the regulation of offshore renewable energy and petroleum-related activities in the Canada-Nova Scotia offshore area. The CNSOER was established through the passing of the [Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Energy Management Act](#), and the [Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Energy Management \(Nova Scotia\) Act](#), which are commonly referred to as the *Accord Acts*.

The CNSOER is the lead and lifecycle offshore energy regulator. Our core regulatory responsibilities span the full lifecycle of offshore energy activities, ranging from land tenure, geoscience and resource management studies, resource assessments, exploration, development, and production through to decommissioning and abandonment. In fulfilling our regulatory mandate, it is paramount that any activities conducted in our offshore area be completed in a safe, secure and environmentally conscious manner.

The CNSOER's 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
- Canada-Nova Scotia employment and industrial benefits for petroleum-related activities

2. Overview of the CNSOER's Introductory Participant Funding Program

On January 31, 2025, the *Accord Acts* were amended to include the regulation of offshore renewable energy. One of the amendments to the *Accord Acts* included a section related to possible establishment of a Participant Funding Program (PFP). Section 142.022¹ of the *Accord Acts* states:

The Regulator may establish a participant funding program to facilitate the participation of the public and any Indigenous peoples of Canada in consultations concerning any matter respecting the offshore area.

The CNSOER recognizes and understands the importance of engaging with Indigenous communities, the fishing sector, the public, and other stakeholders as we believe each group has specific and unique insights that should be taken into consideration prior to making decisions. This allows us to gain a better understanding of the perspectives and concerns of the many communities, businesses, and organizations throughout Nova Scotia and Canada and helps us make informed decisions.

¹ Federal version of the *Accord Acts* [Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation and Offshore Renewable Energy Management Act](#)

The CNSOER is actively preparing a PFP for some of its regulatory processes. As this larger PFP is developed, the CNSOER recognizes it is important to offer an introductory PFP for the offshore wind Call for Information NS25-1R process.

As part of the offshore wind Call for Information NS25-1R, the CNSOER will be seeking additional feedback on what the CNSOER should include in a future larger PFP. The CNSOER encourages all those who are interested to provide their written feedback for review and consideration.

3. Offshore Wind Call for Information Process

The offshore wind Call for Information process is a public engagement process carried out by the CNSOER to seek feedback and collect information from Indigenous groups and rights holders, the fishing sector, the public, industry, government departments, and other stakeholders, with the purpose of administering an informed offshore wind Call for Bids.

During the offshore wind Call for Information process, the CNSOER will engage on some or all of these aspects including:

- Location(s) of potential parcel(s) within governments identified Wind Energy Areas;
- The draft terms and conditions for a submerged land licence;
- Proposed criteria and assessment approach used in future offshore wind Call for Bids.

Once all feedback is collected and taken into consideration through the offshore wind Call for Information process, the CNSOER will make offshore renewable energy recommendations to the Ministers to make an offshore wind Call for Bids and the terms and conditions of subsequent submerged land licences. These recommendations will outline the details of the Call for Bids, including bidding criteria and how it will be assessed, terms and conditions for a submerged land licence, and location(s) of parcel(s) that may be available for bid.

3.1. PFP for Offshore Wind Call for Information NS25-1R

The PFP for offshore wind Call for Information NS25-1R provides limited financial assistance to Indigenous groups and rights holders, the fishing sector, the public, and other stakeholders to support participation in the Call for Information process. The program is administered by the CNSOER.

4. Eligibility Criteria

4.1. Eligible Funding Applicants

Eligible Funding Applicants are Indigenous groups and rights holders, the fishing sector, the public, and other stakeholders who plan to provide written feedback as part of the offshore wind Call for Information NS25-1R.

4.2. Ineligible Funding Applicants

Some groups are not eligible to receive funding through the PFP for offshore wind Call for Information NS25-1R. The following groups cannot apply for participant funding:

- Energy industry associations;
- Industry; and
- Government departments.

4.3. Eligible Costs

As this is CNSOER's introductory PFP, participant funding is only available for certain costs as deemed appropriate by the CNSOER. Only eligible expenses incurred can be reimbursed.

At this time, funding will only be provided for specific expenditures as described in the following categories of eligible costs:

- (a) **Travel:** Reasonable travel costs including transportation, hotel and meals to attend meetings with the CNSOER related to the offshore wind Call for Information NS25-1R. *Note – travel costs must meet federal guidelines, available on the [National Joint Council website](#)*
- (b) **Honoraria to attend meetings:** Expenses related to the costs for honoraria and ceremonial offerings for Elders to provide Indigenous traditional knowledge relevant to the offshore wind Call for Information NS25-1R. The Elder cannot be in receipt of any other salary or direct income for the activity for which an honorarium is claimed.
- (c) **Translation:** Costs to translate information related to the written submission for the offshore wind Call for Information NS25-1R.

Funding Applicants must attest in their expense application that they have not received funding for the eligible costs from any other source(s) for the same activities and/or costs for which they have requested PFP funding from the CNSOER.

5. How to Apply for Payment of Eligible Costs

5.1 Application, Supporting Documentation and Deadline

The CNSOER shall reimburse the Funding Applicants for approved eligible costs that the Funding Applicant incurred. Payments will be made following the Funding Recipient's request for payment, as deemed acceptable to the CNSOER, for approved eligible costs paid by the Funding Applicant.

The Funding Applicant must submit a request for final payment to the CNSOER by thirty (30) days after the closing of the offshore wind Call for Information NS25-1R process. Applications and supporting documentation are to be submitted to the CNSOER by email to finance@cnsouer.ca.

To request a final payment, the Funding Applicant must submit the following documents:

- A completed PFP Financial Report (Annex A)
- Original or copies of receipts to support the PFP Financial Report; and
- A completed Direct Deposit Form (Annex B).

5.2 Disclosure of Conflict of Interest

As part of PFP Financial Report, Funding Applicants must disclose if they had or have any involvement, personal, family or business relationship with the CNSOER, CNSOER staff or any other government department or agency also involved in this matter.

Stating a conflict of interest will not necessarily eliminate the Funding Applicant's application from consideration. However, non-disclosure of a conflict could eliminate the Funding Applicant's application from consideration.

6. Privacy Notice

All information obtained by the CNSOER will be treated in accordance with the federal *Access to Information Act* and the *Privacy Act*.

7. Questions

Any questions about the PFP for offshore wind Call for Information NS25-1R can be sent to info@cnsouer.ca. Additional information about the offshore wind land tenure process can be found at www.cnsouer.ca.

8. Annexes

- [Annex A – Participant Funding Program Financial Report](#)
- [Annex B – Participant Funding Program Direct Deposit Enrollment Form](#)

Annex A – Participant Funding Program Financial Report



PARTICIPANT FUNDING PROGRAM FINANCIAL REPORT

Please complete all sections of this form to apply for reimbursement of eligible expenses under the Canada-Nova Scotia Offshore Energy Regulator's (CNSOER's) Participant Funding Program (PFP) for offshore wind Call for Information NS25-1R. The CNSOER shall only reimburse the PFP Applicant for the eligible costs that were incurred with an original or copy of the receipts.

1. Funding Applicant Information

Name of Individual, Group or Organization
Legal Name (if different from above)
Type of Applicant: ☐ Indigenous Groups and Rights Holders ☐ Fishing Sector ☐ Public ☐ Other, please indicate:
Mailing Address
City, Town
Province
Postal Code
(Area Code) Telephone Number
Email Address
Website (if applicable)

2. Funding Recipient's Itemized Statement

Please fill out the form below with receipt information. Be sure to label the receipts (i.e. 1, 2, 3, etc.). If you need additional rows, please add rows as required to each section.

Funding Applicants are strongly encouraged to retain a copy of all receipts for at least three (3) years, in the event of an audit.

A. Travel Expenses

Travel: Reasonable travel costs including transportation, hotel and meals to attend meetings with the CNSOER related to the offshore wind Call for Information NS25-1R. *Note – travel costs must meet federal guidelines, available on the [National Joint Council website](#).*

- **Transportation** – If a personal vehicle is used to attend meetings with the CNSOER related to the offshore wind Call for Information NS25-1R, the Funding Applicant may be reimbursed the mileage (kilometric rate by the number of kilometers from point A to point B) and reasonable parking expenses. No receipt is necessary for parking or toll expenses in the amount of ten dollars (\$10 CAD) and under. The Funding Applicant must include details about the “to” and “from” points and the number of kilometres travelled. The kilometric rates payable for personal vehicles driven are prescribed in the [National Joint Council Travel Directive – Appendix B “Kilometric Rates”](#). Other modes of transportation including taxis and Uber must be safe, economical and practical. Actual expenses, including moderate gratuities, will be reimbursed with a detailed receipt.
- **Hotels** – Accommodations are to be licensed hotels. The standard for hotel room rental is three or four-star accommodation (moderately priced) single room with private bath, in a safe environment, conveniently located and comfortably equipped. A Funding Applicant, who stays in private, non-commercial accommodations, may be reimbursed for the private non-commercial accommodation allowance specified in the [National Joint Council Travel Directive. Appendix C](#) provides the allowances for Canada.
- **Meals** – Meals incurred during travel to and from meetings with the CNSOER for offshore wind Call for Information NS25-1R will be reimbursed as per diems noted under the [National Joint Council Travel Directive for Meal Allowances Appendix C](#). Please note the meal being claimed (i.e. breakfast, lunch and/or dinner) and the amount of the per diem.

Receipt #	Date	Description of Expenditures	Amount

B. Honoraria to attend meetings

Honoraria to attend meetings: Expenses related to the costs for honoraria and ceremonial offerings for Elders to provide Indigenous traditional knowledge relevant to the offshore wind Call for Information NS25-1R. The Elder cannot be in receipt of any other salary or direct income for the activity for which an honorarium is claimed.

Receipt #	Date	Description of Expenditures	Amount

C. Translation

Translation: Costs to translate information related to the written submission for the offshore wind Call for Information NS25-1R.

Receipt #	Date	Name of Translation Company or Individual	Description of Expenditures (number of days, hours, rate, etc.)	Amount

3. Funding Applicant's Claim Breakdown

Costs (from each claim category)	Amount Requested
Travel costs (Total from claim category A)	
Honoraria to attend meetings (Total from claim category B)	
Translation (Total from claim category C)	
Total Claims	\$

4. Disclosure of Conflict of Interest

Does the Funding Applicant have (or has had in the past) any involvement, personal, family or business relationship with the CNSOER, CNSOER staff or any other government department or agency also involved in this matter? If yes, please provide details including name, relationship, government position and department.

☐ Yes

☐ No

Explain:

5. Other Funding Sources

Has the Funding Applicant applied for or received funds from any other source(s) to for the eligible costs that are being applied for?

☐ Yes

☐ No

If yes, please disclose the source(s) and amount(s) of funding that was received or will be received by the PFP Funding Applicant:

Source(s) of funding (name of funding provider and amount):

6. Certification and Consent

I certify to the CNSOER that the information in this application is accurate to the best of my knowledge.

I certify that the financial information provided to the CNSOER reflects the true cost of the expenditures incurred by the Funding Applicant as per the Participant Funding Program for the offshore wind Call for Information NS25-1R.

I understand that the information you collect from me will be subject to the *Access to Information Act* and the *Privacy Act*.

I, *insert name*, on behalf of *myself or name of organization or corporation*, declare I am duly authorized to submit this application to the CNSOER for participant funding related to the offshore wind Call for Information NS25-1R.

Name of Funding Applicant:

Date:

Signature of Funding Applicant:

Annex B – Direct Deposit Enrollment Form



DIRECT DEPOSIT ENROLLMENT FORM

Participant Funding Program for Offshore Wind Call for Information NS25-1R

PRIVACY NOTICE – All information obtained by the Canada-Nova Scotia Offshore Energy Regulator will be treated in accordance with the federal Access to Information Act and the Privacy Act.

Please print or type clearly and in block letters. Please keep the CNSOER informed of any changes to your mailing address. Should the CNSOER require clarification on the data you have provided, they will contact you.

Recipient Name and Address

Recipient Name			
Address			
		Province	
City, Town		Postal Code	

Authorized Representative's Name	
Email Address	
Telephone	

Bank Account Information (Obtain Financial Institution Stamp or provide a void cheque)*

*See next page of form for instructions on how to complete this section

Branch No.	
Institution No.	
Account No.	

Name of Account Holder(s)

Financial Institution's Stamp Here

Signature of Authorized Representative

I, as an authorized representative of this business, grant the Canada-Nova Scotia Offshore Energy Regulator the right to deposit future payment(s) directly into the bank account specified until further notice.

Date (YYYY/MM/DD)

Signature of Authorized Representative

Please email completed form to finance@cnsoer.ca

How to complete bank account information

See example below

1. Cheque number – not required
2. Branch number – 5 digits
3. Institution number – 3 digits
4. Account number – as shown on your cheque

Example / Exemple			
Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	Cheque No. N° de cheque 0000000		
Pay to the order of Payez à l'ordre de	\$		
Dollars			
Signature			
999 : 999999 999 : 999 999 9			
1	2	3	4

Instead of completing the Bank Account Information section, you can attach a blank cheque for your bank account with "VOID" written on it or provide an official document from your bank.