



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

# Coastal Planning Support Program Application Guide



**The program will accept applications until 11:59 PM on February 11, 2026.**

## Introduction

---

The Coastal Planning Support Program provides eligible municipalities with a defined amount of approved coastal planning consulting services delivered by preselected subcontracted consultants.

**Funding for the Coastal Planning Support Program is provided by the Government of Nova Scotia under *The Future of Nova Scotia's Coastline: A plan to protect people, homes and nature from climate change* ([link](#)).**

## Eligible Municipalities

---

Only coastal municipalities are eligible to apply. Each municipality may only submit one application, either on its own or jointly with other coastal municipalities.

## Defined Amount

---

At this time, each coastal municipality is eligible to receive approved consultant services capped at \$20,000.

The program is designed to encourage municipal collaboration to receive consulting services while funding permits:

- If two coastal municipalities collaborate, they are eligible to receive approved consulting services capped at the total of their individual caps plus 10% (\$44,000)

- If three coastal municipalities collaborate, they are eligible to receive approved consulting services capped at the total of their individual caps plus 20% (\$72,000)

- If four or more coastal municipalities collaborate, they are eligible to receive approved consulting services capped at the total of their individual caps plus 30%

## Types of Consulting Services

---

The program will approve a defined amount of the following types of consulting services:

### 1. Education, awareness and tools in support of adoption of example text for planning strategies and bylaws

Objective: Municipalities to gain awareness of example text and supports.

- Equip municipalities with support, knowledge and information so they are aware of example by law text and consider adoption.
- Equip municipalities to engage with their communities.
- Support collaboration between municipalities as they consider the example bylaw text.
- Provide support and tools to enable consideration of coastal erosion in the adoption of example bylaw text.

### 2. Adopting example text into municipal planning strategies and bylaws

Objective: Assist municipalities in integrating coastal protection into their strategies and bylaws.

- Provide support (including technical) to municipalities to help them tailor the example planning strategy and bylaw text for their own particular circumstances.
- Develop a plain language guide explaining how to determine the municipality's risk profile, the coastal hazards to be addressed, the different climate data sources, and how to select a climate change projection to match the hazards and risk profile of the municipality.
- Support municipalities in navigating and interpreting coastal and climate data to support them in developing horizontal and vertical setbacks from the coast while also providing for safe development.
- Offer decision-making support as they decide what risks to manage.
- Create a step-by-step guide and/or checklist to navigate the bylaw development process and support municipal decision-making in relation to the consideration of example bylaw text and other municipal tools that relate to coastal protection.
- Support coordinated action by municipalities in adopting text into municipal planning strategies and bylaws

### 3. Implementation and Public Communication

Objective: Support municipalities in effectively implementing their coastal planning strategies and bylaws.

- Facilitate knowledge sharing between municipalities by sharing case studies and best practices.
- Support public meetings to inform and engage community stakeholders.
- Develop communication materials to support implementation of the example text for planning strategies and bylaws.
- Provide guidance on addressing public concerns and building community support.
- Support coordinated implementation by municipalities.

## Application and Submission

---

Applications can be downloaded from the program website: <https://nsfm.ca/coastal-planning-support-program.html>

Applications must be received by 11:59 PM on February 11, 2026.

Once your application is submitted, you will receive a confirmation of receipt within 10 business days. If you do not receive confirmation within this timeframe, please contact us.

## Review and Approval Process

---

Applications from small and medium municipalities as defined by Statistics Canada will be reviewed first.

Approval of a defined amount of consultant services is at the sole discretion of NSFM. NSFM reserves the right to adjust the program as necessary.

Municipalities will be required to sign a Memorandum of Understanding with the NSFM prior to contacting any consultants on the standing offer list to complete work under this program.

## Selection and Payment of Consultants

---

Once the coastal municipality's application has been approved and the Memorandum of Understanding has been signed, the coastal municipality will select their individual consultant from the list of preselected consultants (see Appendix A). Once a selection has been made, the municipality is responsible for contacting the consultant to confirm that they will complete the work. The selected consultant will then contact the NSFM to confirm that they will perform the consulting services. The NSFM will then verify that the coastal municipality is approved to receive consulting services under the program, confirm the scope of work, and confirm the maximum payment that the consultant will receive for the work.

Upon completion of the services, the consultant will invoice NSFM. NSFM will confirm with the coastal municipality that the services have been completed before issuing payment to the consultant.

## Consultant Services Completion

---

All consultant services must be completed by **December 31, 2026**. Services not completed by this date will be withdrawn from the coastal municipality.

## For More Information

---

Coastal Planning Support Program  
Nova Scotia Federation of Municipalities (NSFM)  
Suite 1500, 1809 Barrington Street  
Halifax, NS B3J 3K8

(902) 333-7134  
[coastal@nsfm.ca](mailto:coastal@nsfm.ca)

## Appendix A - List of Preselected Consultants

---

Company	Name	Email	Phone
C+D Community Design	Caroline Robertson	<a href="mailto:caroline@cdcommunitydesign.ca">caroline@cdcommunitydesign.ca</a>	(902) 742-5300
CBCL	Vincent Leys	<a href="mailto:vincentl@cbcl.ca">vincentl@cbcl.ca</a>	(902) 237-9244
Dillon	Stephen Stone	<a href="mailto:ssone@dillon.ca">ssone@dillon.ca</a>	(506) 343-2537
OSO	Kieran Stepan	<a href="mailto:kieran@osoplan.com">kieran@osoplan.com</a>	(902) 292-9940
Upland	Ian Watson	<a href="mailto:ian@uplandstudio.ca">ian@uplandstudio.ca</a>	(902) 423-0649 x102
WE6	Elaine Mitchell	<a href="mailto:elaine@we6planning.com">elaine@we6planning.com</a>	(709) 765-2871
WSP	Courtney Laurence	<a href="mailto:courtney.laurence@wsp.com">courtney.laurence@wsp.com</a>	(902) 536-9162