



March 14, 2024

Request for Quotation

Preparing a SARA-compliant Fisheries Act Authorization Application and Accompanying Plans

1.0 Background

In 1987, the International Joint Commission (IJC) identified the Detroit River as one of the 43 Areas of Concern (AOC) in the Great Lakes Basin due, in part, to loss and degradation of fish and wildlife habitat from urban and industrial development along the river. A Remedial Action Plan (RAP) was developed to address the environmental degradation by implementing restorative actions to address specific impairments established for each Area of Concern. The Essex Region Conservation Authority, together with the Detroit River Canadian Cleanup (DRCC), province, and federal government, are working collaboratively to restore impairments, including the loss of fish and wildlife habitat.

The Detroit River AOC has four habitat restoration goals, one of which is focused on enhancing and creating coastal wetlands and is guided by several habitat restoration strategies and experts providing input via a Habitat Work Group. Over the past two decades, there has been significant progress in restoring and creating habitat within the Detroit River AOC. In 2023, the Habitat Work Group of the Detroit River determined that five wetland creation/enhancement/restoration projects were required on the Detroit River to consider the coastal wetland restoration goal complete. To date, 3 projects have been completed and 2 are being planned.

One of the planned projects includes the repair of a finger dyke that is currently compromised and is protecting the complex of wetlands that exists where River Canard flows into the Detroit River (known here as the Canard River Marsh Complex). This finger dyke effectively trains and re-directs the flow from the Fighting Island Channel around the wetland cells and associated shallow water areas. The finger dyke buffers the remainder of the wetlands and dykes from the brunt of riverine forces, shipping channel wash, and ice scour, as well as diverts sediments. The wetland cells that are protected by this dyke support some of the most abundant wild celery beds in the Detroit River, which is an important food source for many species of waterfowl. This project aims to repair the dyke so that the wetlands and associated habitat benefits are protected.

The proposed Canard Marsh Dyke Repair project involves 'in-water' works that have been deemed by the Department of Fisheries and Oceans Canada (DFO) to cause harmful alteration, disruption, and destruction (HADD) of existing fish habitat via the initial request for review that was submitted to DFO for this project. In addition, DFO identified that an authorization under the Species at Risk Act is also required for this project as it has impacts to aquatic Species at Risk. The Department of Fisheries and Oceans (DFO) Canada is responsible for administering and enforcing the fish and fish habitat protection provisions of the Fisheries Act (FA) and aquatic species under the Species at Risk Act (SARA). To be



compliant with the legislation, authorizations from DFO must be obtained through an application process prior to project implementation.

As part of DFO's decision-making process to grant FA and SARA authorizations, the DFO will advise of measures to reduce or minimize the adverse effects. When adverse effects cannot be avoided, as is the case for this project, the DFO will advise of required offset measures so an offset plan is required to accompany the FAA application. To submit a SARA-compliant FAA (Fisheries Act Authorization) application, the application must include SARA-related information such as mitigation to reduce potential impacts on listed aquatic species, such as Pugnose Minnow, Channel Darter, Spotted Sucker, and Northern Sunfish. These fish have been mapped by DFO to be in the project area. The project area is also in mapped critical habitat for the Pugnose Minnow. Since these fish were mapped in the area, measures to mitigate harmful impacts to these SAR need to be included in the application.

1.1 Objective

The Essex Region Conservation Authority requires the services of a Consultant with strong fisheries expertise and extensive experience with the Fisheries Act Authorizations to coordinate and prepare a SARA-compliant Fisheries Act Authorization (FAA) application package, including written plans that must accompany the FAA application (e.g., monitoring/mitigation plans and offset plans). The outcome of a successful SARA-compliant FAA application will be authorizations under the Fisheries Act and the Species at Risk Act by DFO to implement the Canard River Marsh Dyke Repair project.

Contractor tasks include:

- i) Project administration by managing and coordinating the initial kick-off meeting to discuss the scope, resources, and deliverables of the project and track progress.
- ii) Preparing a SARA-compliant Fisheries Act Authorization application package.
- iii) Supporting ERCA with the coordination of additional information needed to accompany the FAA application.
- iv) Providing ERCA with a final SARA-compliant FAA application package (plans and figures) in a format compatible with Microsoft.
- v) Supporting ERCA in responding to DFO questions and/or comments on the application package.

1.2 Reference Documents included

- Project Description – Request for Review
- 2007 Detroit River AOC Canadian Habitat Priorities Report
- 2010 Detroit River AOC Remedial Action Plan Stage 2 Report
- 2015 Detroit River Rehabilitation Site Survey (Section 3)
- 2016 Detroit River Habitat Feasibility Study
- Engineered drawings for Canard River Marsh Dyke Repair Project



- DFO Request for Review Form and Guidance
- DFO Request for Review Map
- www.dfo-mpo.gc.ca – projects near water

2.0 Scope

2.1 Proposed basis of payment and method of payment

- Full payment will be provided upon award of this contract. The Consultant will provide status updates upon request.

2.2 Proposed contract start and completion date

- 7 month contract. Tasks are to be completed within 7 months. Delays due to DFO not responding to requests or meetings will be taken into account.

2.3 Client Organization

Essex Region Conservation Authority
360 Fairview Ave W. Suite 311
Essex, ON N8M 1Y6
Attention: Kevin Money
Tel: 519-776-5209 Email: kmoney@erca.org

3.0 Tasks

Due by June 30, 2024

1. Project administration
 - Plan and coordinate a project start-up meeting to discuss the project, deliverables of the contract, the resources provided by ERCA, and a proposed regular meeting schedule.
2. Prepare a preliminary draft Fisheries Act Authorization Application for the project, identifying components of offset and monitoring plans.
 - Review the resources provided by ERCA and start the FAA and SARA on-line application on the Department of Fisheries and Oceans website.
 - Identify components to be included in each concept plan and note data gaps.

Due October 30, 2024

1. Project administration includes planning and coordinating monthly meetings, and writing and circulating meeting notes



- and track actions.
2. Finalize the SARA-compliant Fisheries Act Authorization Application package for the Canard River Marsh Dyke Repair project, including the plans to accompany the application (e.g. the offset plan and monitoring plan) and the Application for a Species at Risk Permit.
 3. Support ERCA in coordinating all additional information/forms to accompany the SARA-compliant FAA application.
 4. Provide ERCA with the complete SARA-compliant FAA application package, ensuring all files and figures are in a Microsoft compatible format (note: the DFO Application Form for the Issuance of an Authorization under Paragraphs 34.4(2)(b) and 35(2)(b) of the Fisheries Act (Non-Emergency Situations) is a PDF template and will be provided in an editable PDF for ERCA review and submission).
 5. Support ERCA in responding to DFO questions and/comments on the application package.

Phase 1		
Task	Description	Cost
1	Project administration - Initial meeting to discuss project tasks, ERCA provided resources, expected plans, and a meeting schedule.	
2	Prepare the draft SARA-compliant FAA application for the Canard River Marsh Dyke Repair project - Complete the FAA application form (using available data), and start drafting the plans to accompany the application and identify figures and data gaps needed for their completion.	
	Subtotal	
	HST	
	Total Phase 1	

Phase 2		
Task	Description	Cost
1	Project administration.	
2	Prepare the SARA-compliant FAA application package and plans.	
3	Support ERCA in coordinating all additional information/forms to accompany the SARA-compliant FAA application.	
4	Provide ERCA with the complete SARA-compliant FAA application package, ensuring all files and figures are in a Microsoft compatible format.	



5	Support ERCA in responding to DFO questions and/comments on the application package.	
	Subtotal	
	HST	
	Total Phase 2	

Summary of Costs			
Year	Subtotal	HST	Total
1			
2			
Subtotals			

Additional quotes can be provided for unanticipated expenses associated with this project at the request of the client.

Company Name:

Project administrator:

Address:

Contact Information:

4.0 Deliverable

- A final SARA-compliant FAA application package, including all plans to accompany the application for the Canard River Marsh Dyke Repair project.

6.0 Official Languages

- English.

7.0 Work Location:

- The work will be performed at the Contractor's own property using their own equipment.

8.0 Travel:

- Travel is not required to perform the Work.

9.0 Request For Quotation Due Date:



- March 25, 2024

