



## Pacific Region Monitoring Form – Page 1 Answer Guide

Prior to going into the field complete the **Project Info** section of the form and clearly determine what elements or phase of the project will be assessed. Multiple compliance monitoring forms can be completed for each action being monitored.

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| <p>1. Were photos taken?<br/>Indicate the drive where photos will be stored. This should be a shared drive unless occurrence related.</p>   |
| <p>2. Was the work or undertaking completed as proposed <u>or</u> were the conditions of the OS / BMP met?<br/>For the purposes of this question, the work or undertaking refers to the key aspects of the project that have the potential to effect fish and fish habitat. The main aspects to consider are: location, footprint, timing, construction materials, and design. To answer this question compare the physical works completed to what was proposed.</p> <p>Yes – the key aspects of the project affecting fish/fish habitat were adhered to; no significant departure from proposed</p> <p>No – key aspects affecting fish/fish habitat were not adhered to or significant departure from proposed (use professional judgement)</p> <p>Partial – some project elements are as proposed and some are not (used clean rip rap but no root wads).</p> <p>Unknown – can't tell based on lack of description or unable to accurately assess.</p> <p>N/A – work or undertaking is assessable, but there was no attempt made to assess it; or the work is not complete; or in cases where the works relates to an operation, the operations have not commenced.</p>  |
| <p>3. Authorization only: Was the HADD as described in the Authorization?<br/>Compare the actual HADD to what is outlined in the authorization. The aspects to consider are: the type of habitat affected, magnitude (area), intensity (destroyed vs modified) and duration (temporary vs permanent).</p> <p>Yes – the key aspects of the project affecting fish/fish habitat were adhered to; no significant departure from proposed</p> <p>No – key aspects affecting fish/fish habitat were not adhered to or significant departure from proposed (use professional judgement)</p> <p>Partial – some HADD elements are as proposed and some are not (area correct but duration longer)</p> <p>Unknown – can't tell based on lack of description or unable to accurately assess.</p> <p>N/A – HADD is assessable, but there was no attempt made to assess it; or the work is not complete; or in cases where the HADD relates to an operation, the operations have not commenced.</p>   |
| <p>4. Authorization only: Were the compensation requirements implemented as described?<br/>To answer this question compare the compensation as described in the authorization to that which was actually built. Specifically, it is important to confirm the compensation is the correct size, was built within the identified timeframe, is situated in the correct location, and provides the desired type of habitat (e.g. rocky reef, complex stream channel).</p> <p>Yes – key elements of the compensation were adhered to; no significant departure from proposed</p> <p>No – key elements of compensation not adhered to or significant departure from proposed (use professional judgement)</p> <p>Partial – some elements are as proposed and some are not (area correct but materials different)</p> <p>Unknown – can't tell based on lack of description or unable to accurately assess.</p> <p>N/A – the compensation is assessable, but was not assessed; no compensation was required; or compensation is not required to be constructed yet</p>   |
| <p>5. Were the mitigation measures provided conformed with?<br/>Only assess the mitigation measures that should have been in place at the date of the site visit (e.g. If a site visit is occurring in August the following mitigation measure wouldn't be expected; "Avoid handling equipment covered with herring spawn through to hatch of herring eggs (Feb to May)") Mitigation measures are not limited to measures used to avoid a HADD and include those used to prevent other impacts to fish and fish habitat such as timing windows and spill kits etc.</p> <p>Yes – 100% as proposed (all expected mitigation as prescribed)</p> <p>No – 0% as proposed (no expected mitigation used)</p> <p>Partial – some mitigation as prescribed and some missing or not installed as prescribed.</p> <p>Unknown – can't tell based on lack of description or unable to accurately assess.</p> <p>N/A – no mitigation was required, mitigation were not assessed, or no mitigation was expected at the time of the site visit</p> <p>Make note of: Total / Expected / Actual<br/>Total Mitigation Measures (total no. of mitigation measures required by DFO); Expected (no. of mitigation measures that should be observable based on stage of project); Actual (no. of mitigation measures observed while on site that have been conformed with/functioning as intended).</p> |





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6. Were the mitigation measures effective in preventing negative impacts to fish habitat?

Note that even if the mitigation measures included in the terms and conditions were applied as stated, if a HADD or other impact to fish occurred; the answer to this question may be “no.” Only assess the mitigation measures that are applicable (i.e. in place and correctly installed) at the time of the site visit. If a proponent did not conform to the mitigation measure then it is not appropriate to assess if the mitigation measure was effective.

Limit assessment to HADDs that can be directly attributed to specific mitigation measures. (e.g. observed sediment wedge and existing sediment and erosion control measures would suggest a failure)

Yes – all expected mitigation installed correctly and no HADD

No – expected mitigation installed correctly and attributable HADD observed

Partial – some reduction of HADD due to observed mitigation.

Unknown – can't tell based on lack of description or unable to accurately assess.

N/A – no mitigation was required or mitigation was not assessed

7. Are there additional remedial measures or additional mitigation measures required that were not originally included?

If remedial measures were required, list in Additional Notes section or attach a piece of paper. This does NOT include compliance or effectiveness of prescribed mitigation.

Yes – remedial or additional mitigation measures are required

No – no remedial or additional mitigation measures are required

Unknown – need confirmation from assessor to make determination

N/A – project has not started

8. If required, were the additional remedial measures or mitigation measures implemented and/or conformed with?

As per Question 5. If this is not a follow-up site visit, answer N/A

9. Is there a compliance issue with the *Fisheries Act*?

This must be answered following the Habitat Compliance Decision Framework. If there is a known, or possible, compliance issue, forward the information to the appropriate person(s) to apply the Habitat Compliance Decision Framework.

Yes – observable impacts on fish or fish habitat (details need to be provided) (this indicates an occurrence)

No – no observable impacts on fish or fish habitat other than what has been approved or Authorized.

Unknown – need confirmation from assessor to make determination

10. If there is a compliance issue with the *Fisheries Act*, is further compliance action required?

Compliance action includes any action taken pursuant to the Habitat Compliance Decision Framework such as: advice, education awareness provided; warning letter; inspector's direction; investigation; etc.

Yes – action required or recommended - provide type of action taken (if known)

No – no action required – explain why

N/A – there was no compliance issue with the *Fisheries Act* \*\*At this time you must input No in PATH since N/A is not yet an option for inputting.

11. Is a follow up site visit required? If yes provide DATE:

This follow up relates directly to this monitoring visit, it does not include a monitoring visit required during a different phase of the project.

12. Is habitat monitoring now complete on this action?

Yes – only check this if the all phases of monitoring are complete or no further monitoring is expected.

No – can include follow-up on this visit or an additional monitoring visit during a different phase of the project.





## Pacific Region Monitoring Form – Page 2 Answer Guide

Page 2 is mandatory for any works that are completed, but optional for works that are in progress or not started. Only information obtained for completed works will be accepted for entry into the database.

### Type of Species/Habitat Present:

Indicate general category of key species and habitat.

Resident - only provincially managed species present in system.

Anadromous – federally managed species present; provincially managed species may or may not be present.

Spawning, Rearing, Migratory – indicate species for each (may be the same or different).

Food and Nutrient – no fish present, food and/or nutrient production areas.

Intertidal/subtidal/estuarine – general category(s) of habitat and/or species present.

### List Key Species:

List known fish species that inhabit the area that are likely to be affected by the works, and were considered in the assessment. Info can be sourced from project file documents, on-line, personal knowledge, from colleagues, etc. Make note if SARA species are present).

### Habitat Category (Freshwater):

Riverine In-channel – describe all fish habitat occurring within the bankfull width of a stream or river channel.

Riverine Off-channel – describe all fish habitat occurring within water bodies, such as side-channels, ponds, sloughs, and oxbows, that are not part of the active channel, yet reside within the floodplain.

Lacustrine – describe all fish habitat situated within permanently flooded lakes, dammed river channels (e.g., reservoir), intermittent lakes, and tidal lakes with ocean-derived salinities below 0.5 parts per thousand.

Wetland – describe all fish habitat occurring within land areas where the soils are saturated with water, such as marshes, bogs and swamps, which are within the floodplain and not part of the active channel.

### Habitat Category (Marine):

Intertidal Estuarine – describe all fish habitat occurring in the area between high tide and low tide within an estuarine area (lower course of a river where it flows into the sea & experiences tidal flows and is a changing mixture of fresh and salt water.)

Intertidal Marine – describe all fish habitat occurring in the area between high and low tide within the marine area

Subtidal Estuarine – describe all fish habitat occurring below low tide in the estuarine area

Subtidal Marine – describe all fish habitat occurring below low tide in the marine area

**Amount Actually Impacted** – in the field, measure (with an appropriate measuring device) the actual disturbed project footprint within the Habitat Category and record in  $m^2$ . Do not include the project area outside of the Habitat Category.

**Habitat Quality Description** – briefly describe the quality of the habitat within the Habitat Category including info on substrate, LWD, vegetation, depths, flow, etc.

### Riparian Zone

Record in  $m^2$  the surface area of the entire riparian zone, which includes: the 15-meter (or use applicable setback stds) “horizontal” setback from the top of bank (this “horizontal” setback may require a greater than 15-m slope distance setback if the slope is significant) and any areas offshore of the top of bank that may be above highwater and thus function as riparian habitat. A description of the riparian zone should be included in the space provided, noting areas of significant vegetation, unvegetated areas, encroachments, anthropogenically modified areas and description (i.e. break water, retaining wall, etc.)

### Vegetated Area within Riparian Zone

All vegetated areas within the riparian zone should be measured and recorded (in  $m^2$ ). This may involve measuring multiple areas, particularly if the value or type of vegetation is significantly different. The “Description” field should be used to record the quality of the vegetated areas, including species, canopy, density of cover, invasive species etc.

### Project Footprint within Riparian Zone

As for the other Habitat Categories, the surface area of the project footprint within the Riparian Zone should be measured and recorded (in  $m^2$ ). The “Description” field can be used to describe what project footprints are found in the riparian zone (such as, access, construction and residual footprints). Other details, like evidence that the project footprint was located in pre-existing disturbed area, or conversely, in productive riparian habitat, should be recorded.

### Riparian Zone Sketch

A basic sketch that outlines the length of the project site, top of bank, horizontal riparian zone setback, riparian area offshore of top of bank, high water mark, vegetated areas and project footprint, along with all measures, should be included.

### Additional Notes

Any additional notes relevant to the site inspection can be added here. If additional space is required, please utilize a field book and attach a copy of all notes to the form for inclusion in the file.

### Key Findings

Note all key findings and issues that require additional actions such as mitigation that needs to be fixed or complied with, remedial measures that may be required, follow-up inspections required, etc.