



HABITAT
CONSERVATION TRUST
FOUNDATION

Conservation Lands Operations and Management Funding Program Eligible Activities

1. Administration fee:

- As determined by HCTF to a max. of 12.5% for funds directed to the Nature Trust of BC or Ducks Unlimited Canada.
- As per HCTF policy, there will be no administrative fee for funds directed to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR).

2. HCTF Legislated Trust Purposes:

All HCTF funds must be used for one or more of the following purposes and for no other purpose ([section 122\(1\)\(a\)\(b\)\(c\) of the Wildlife Act](#)):

- the conservation or enhancement of biological diversity, fish, fish habitat, wildlife or wildlife habitat
- the acquisition and management of land for the conservation or enhancement of a population of a species of fish or wildlife and its habitat; and
- the furthering, stimulation and encouragement of knowledge and awareness of fish or wildlife and their habitat, or of the existence and purpose of the society, by way of promotional, educational or other materials, goods, programs or services.

3. Professional/Technical support:

- Data, mapping and documentation-related support required for identified O&M projects (which cannot be readily provided by FLNR);
- Baseline inventory summaries/analysis required for identified O&M projects (which cannot be readily provided by FLNR); and,
- Review of sub-leases/licences/management agreements

4. Operations: those land management activities on defined and listed properties that involve the management and administration of land and waters including:

- Mapping and boundary delineation;
- Management planning: i.e., specifically high priority management plans, resource conservation plans, enhancement or restoration plans for approved properties;

- Undertaking resource inventory and analysis;
- Developing and administering partner management agreements, licences and sub-leases associated with direct land management and maintenance activities (e.g., volunteer agreements, contractual agreements, or MOUs);
- Managing human activities on these lands including management activities associated with community education regarding the purpose of the lands and the value of the natural assets, and trespass management;
- Providing operational oversight of maintenance activities taking place on the lands;
- Monitoring the results of maintenance activities taking place on the lands;
- Developing maintenance programs, project plans, staff/volunteer plans for site management;
- Addressing immediate site issues and needs (e.g., public complaints, concerns). These responses will be coordinated between the partners to minimize time allocation; and,
- Developing strategies that minimize organization, HCTF and provincial public liabilities in relation to conservation and related public use outcomes.

5. **Maintenance**: those activities on defined and listed properties that involve maintenance, repair, restoration and control of land including:

- Site-specific restoration and maintenance of natural habitats such as planting eroded slopes and riparian zones (note: activities designed to enhance or restore landscapes beyond the site-specific level should be submitted through the regular HCTF project proposal process);
- Repairing and maintaining built assets (e.g., fences, shelters, dams, culverts) if they provide a conservation or related public use benefit;
- Building new assets or decommissioning existing assets required for conservation and related public use management (e.g., trails, exclusion zones, information shelters, new fencing);
- Invasive species removal; and,
- Implementing strategies that minimize organization, HCTF and provincial public liabilities in relation to conservation and related public use outcomes. For example, undertaking focused outreach activities to address a site-specific management issue (trespass, squatters, illegal structures, etc.).

6. Salary costs:

- A salary component can be applied to the work required to accomplish the specific activities on eligible lands identified in the regional proposals¹.
- Professional/technical support must be tied to specific projects in the proposal.
- Daily rates will vary according to who is identified to undertake the task as per Daily Rate and Position table below.
- Includes salary, benefits, travel and transportation costs (truck, insurance, fuel); does not include an administrative fee.
- Note that these rates apply to employees only, not contractors.

Daily Rates & Positions:

Position Types (defined below)	Day rate
Land Manager	\$475
Land Coordinator & Professional/Technical	\$340
Field Technician	\$225

Land Manager: Lead for conservation land management in the region; key regional contact

Land Coordinator: Regional conservation land management staff reporting to the Land Manager; secondary regional contact

Professional/Technical: Staff providing professional or technical support to the region, e.g. GIS support, project specific support

Field Technician: Seasonal staff carrying out conservation land management activities; may include crew supervisor, students or other field staff

Ineligible Activities or Expenses:

- Strategic/higher level land use planning or ecosystem planning
- Residential tenancy agreements/rentals (addressed by management agreement)
- General festivals/tours/events that do not directly pertain to O&M of the properties
- General lease administration (e.g., R/Ws, lease modifications, tax exemptions)
- Organizational fundraising
- Research activities. In certain instances research may be considered an eligible activity when a very strong rationale is provided for why the research is necessary for the management of the property.

¹ "Regular" government salary costs are ineligible

- Control of native wildlife species (euthanasia)
- Training courses for project personnel