



HABITAT  
CONSERVATION TRUST  
FOUNDATION

AUDITED FINANCIAL STATEMENTS

March 31st, 2024



Photo: Michelle Hoang



Baker Tilly Victoria Ltd  
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Accountants  
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## INDEPENDENT AUDITORS' REPORT

### To the Board of Directors of Habitat Conservation Trust Foundation

### Report on the Audit of the Consolidated Financial Statements

#### *Qualified Opinion*

We have audited the accompanying consolidated financial statements of Habitat Conservation Trust Foundation (the "Foundation") and the Habitat Conservation Trust (the "Trust"), which comprise the consolidated statement of financial position as at March 31, 2024, and the consolidated statements of operations and changes in fund balances and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Foundation as at March 31, 2024, and results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

#### *Basis for Qualified Opinion*

The following matters require us to qualify our opinion on these consolidated financial statements:

- The assets, liabilities, fund balances, revenues and expenses of the Foundation have been consolidated with the accounts of the Trust for which the Foundation acts as trustee. The fund balances presented on the consolidated statement of financial position are entirely the fund balances of the Trust. This presentation is a departure from Canadian accounting standards for not-for-profit organizations as the Foundation is not the beneficial owner of the fund balances of the Trust which should instead be presented as a trust liability in the consolidated financial statements.



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## INDEPENDENT AUDITORS' REPORT (continued)

- Certain revenues and deferred contributions could not be verified as the Foundation is not able to accurately confirm the amounts earned or owing. Consequently, our audit of the Foundation's income and deferred contributions from these sources was limited to a review of the amounts recorded in the financial statements, and, where appropriate, through confirmation with the government agency responsible for accounting for those amounts.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Foundation and Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation and/or Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the consolidated financial reporting process.



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## INDEPENDENT AUDITORS' REPORT (continued)

### *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



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## INDEPENDENT AUDITORS' REPORT (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we hereby confirm that the accounting principles applied for the year ended March 31, 2024 have been applied on a consistent basis with those of the preceding year.

*Baker Tilly Victoria Ltd.*

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, B.C.

September 26, 2024

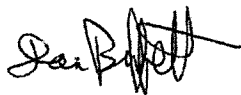
# Habitat Conservation Trust Foundation

## Statement of Management Responsibility

Management, in accordance with Canadian accounting standards for not-for-profit organizations, has prepared the consolidated financial statements of the *Habitat Conservation Trust Foundation*. Subject to the qualifications identified in the attached Independent Auditor's Report, these statements present fairly the financial position of the organization as at March 31, 2024 and results of its operations for the year ended March 31, 2024.

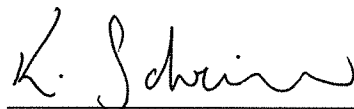
Management is responsible for the preparation, integrity and objectivity of the consolidated financial statements. Systems of internal control are developed and maintained by management to provide reasonable assurance that transactions are properly authorized, assets are safeguarded, and financial records are properly maintained to provide a reliable basis for preparation of the consolidated financial statements.

Baker Tilly Victoria Ltd. has performed an independent audit of the financial statements. The attached Independent Auditor's Report outlines the scope of their work on the financial statements of the *Habitat Conservation Trust Foundation*.



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Dan Buffett  
Chief Executive Officer, HCTF



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Katelynn Schriener  
Chief Financial Officer, HCTF

Victoria, British Columbia  
September 25, 2024

**HABITAT CONSERVATION TRUST FOUNDATION**  
**Consolidated Statement of Financial Position**  
**March 31, 2024**

	2024	2023
	(\$)	(\$)
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and short term investments (note 4)	50,529,680	48,474,848
Accounts receivable	825,717	1,280,566
Prepaid expenses	18,417	7,394
	<u>51,373,814</u>	<u>49,762,808</u>
<b>OTHER ASSETS</b>		
Inventory - educational publications	117,769	141,900
Tangible capital assets (note 5)	29,757	26,913
	<u>51,521,340</u>	<u>49,931,621</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	3,895,479	4,076,627
Leave liability	84,526	79,970
Deferred contributions (note 6)	19,917,599	22,262,779
	<u>23,897,604</u>	<u>26,419,376</u>
<b>FUND BALANCES (note 7 and schedule 1)</b>	<u>27,623,736</u>	<u>23,512,245</u>
	<u>51,521,340</u>	<u>49,931,621</u>

Commitments (note 12)

On behalf of the Board

DocuSigned by:  
*Greg Anderson*  
 407A3D5D281B451...  
 Signed by:  
*Scott Ellis*  
 6865C6B8FF664F5...

The accompanying notes are an integral part of these financial statements.

**HABITAT CONSERVATION TRUST FOUNDATION**  
**Consolidated Statement of Operations**  
**For the Year Ended March 31, 2024**

	<b>2024</b>	<b>2023</b>
	(\$)	(\$)
REVENUE (note 8)		
Surcharge revenue	6,563,322	6,099,975
Sales of educational material and educational contributions	12,590	23,892
General donations	2,145	32,183
Land management	180,164	104,027
Investment income (note 4)	5,153,479	496,090
Restricted contributions	3,910,226	6,968,994
Special Permits Auction	435,584	257,152
	<u>16,257,510</u>	<u>13,982,313</u>
EXPENSES		
Project expenses (schedule 1)	10,335,568	12,401,738
Administration (note 9)	1,810,451	2,003,672
	<u>12,146,019</u>	<u>14,405,410</u>
EXCESS / (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>4,111,491</u>	<u>(423,097)</u>
FUND BALANCES, BEGINNING	<u>23,512,245</u>	<u>23,935,342</u>
FUND BALANCES, ENDING	<u>27,623,736</u>	<u>23,512,245</u>

The accompanying notes are an integral part of these financial statements.



**HABITAT CONSERVATION TRUST FOUNDATION**  
**Consolidated Statement of Cash Flows**  
**For the Year Ended March 31, 2024**

	<b>2024</b>	<b>2023</b>
	(\$)	(\$)
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	4,111,491	(423,097)
Items not affecting cash:		
Amortization	15,976	27,919
Investment realized (gains) losses	9,435	(64,548)
Investment unrealized (gains) losses	(3,403,862)	879,419
	<u>733,040</u>	<u>419,693</u>
Changes in non-cash working capital:		
Accounts receivable	454,849	851,646
Prepaid expenses	(11,023)	5,454
Accounts payable and accrued liabilities	(181,148)	(1,715,156)
Leave liability	4,556	19,485
Deferred contributions - restricted general	(2,345,180)	(3,044,061)
	<u>(2,077,946)</u>	<u>(3,882,632)</u>
Cash from operating activities	<u>(1,344,906)</u>	<u>(3,462,939)</u>
<b>INVESTING ACTIVITIES</b>		
Increase in publications inventory (net)	24,131	3,371
Additions to tangible capital assets (net)	(18,820)	(14,920)
Proceeds from the disposition of investments	1,319,032	1,520,164
Purchase of investments	(1,157,639)	(1,200,480)
Cash from investing activities	<u>166,704</u>	<u>308,135</u>
<b>INCREASE IN CASH</b>	<b>(1,178,202)</b>	<b>(3,154,804)</b>
CASH - Beginning of year	<u>12,638,815</u>	<u>15,793,618</u>
CASH - End of year	<u>11,460,613</u>	<u>12,638,815</u>
<b>CASH AND SHORT TERM INVESTMENTS COMPRISED OF:</b>		
Cash	11,460,613	12,638,815
Short term investments	39,069,067	35,836,033
	<u>50,529,680</u>	<u>48,474,848</u>

The accompanying notes are an integral part of these financial statements.

**HABITAT CONSERVATION TRUST FOUNDATION**  
**Schedule 1 - Consolidated Statement of operations and changes in fund balances**  
**For the year ended March 31, 2024**  
**(\$)**

	<b>Surcharge Account</b>						<b>External Agency Account</b>	<b>Special Programs Account</b>	<b>Total</b>
	<i>Operating Fund</i>	<i>Surgeon Fund</i>	<i>Quality Waters (River Guardian)</i>	<i>Education Fund (Wild BC)</i>	<i>Conservation Land Management Account</i>	<i>Public Conservation Assistance Fund</i>			
<b>Revenue</b>									
Surcharge revenue	5,769,435	346,087	394,330	-	-	-	-	53,470	6,563,322
Sales of educational material and educational contributions	-	-	-	12,590	-	-	-	-	12,590
General donations	2,145	-	-	-	-	-	-	-	2,145
Land management	1,000	-	-	-	179,164	-	-	-	180,164
Investment income	982,916	-	-	-	2,553,337	210,285	1,313,798	93,143	5,153,479
Restricted contributions	161,621	-	-	-	-	-	3,704,005	44,600	3,910,226
Special permits auction	-	-	-	-	-	-	-	435,584	435,584
<b>Total Revenue</b>	<b>6,917,117</b>	<b>346,087</b>	<b>394,330</b>	<b>12,590</b>	<b>2,732,501</b>	<b>210,285</b>	<b>5,017,803</b>	<b>626,797</b>	<b>16,257,510</b>
<b>Expenses</b>									
Project expenses									
Fisheries	1,948,678	289,021	320,766	-	-	-	-	18,620	2,577,085
Wildlife	1,199,639	-	-	-	759,774	-	2,544,131	326,340	4,829,884
Information / Education / Stewardship	738,167	-	-	619,392	-	149,656	641,434	-	2,148,649
Land acquisitions	560,000	-	-	-	-	-	200,000	-	760,000
Court award bad debt expense	19,950	-	-	-	-	-	-	-	19,950
<b>Total Project Expenses</b>	<b>4,466,434</b>	<b>289,021</b>	<b>320,766</b>	<b>619,392</b>	<b>759,774</b>	<b>149,656</b>	<b>3,385,565</b>	<b>344,960</b>	<b>10,335,568</b>
Administration	1,245,106	25,957	19,717	-	179,767	10,698	318,441	10,765	1,810,451
<b>Total Expenses</b>	<b>5,711,540</b>	<b>314,978</b>	<b>340,483</b>	<b>619,392</b>	<b>939,541</b>	<b>160,354</b>	<b>3,704,006</b>	<b>355,725</b>	<b>12,146,019</b>
<b>Excess / (Deficiency) of revenues over expenses</b>	<b>1,205,577</b>	<b>31,109</b>	<b>53,847</b>	<b>(606,802)</b>	<b>1,792,960</b>	<b>49,931</b>	<b>1,313,797</b>	<b>271,072</b>	<b>4,111,491</b>
Fund balances, beginning (note 16)	5,174,102	480,946	420,607	179,873	5,714,161	402,699	779,001	1,360,856	14,512,245
Interfund transfers (note 15)	(1,057,509)	50,000	-	743,743	-	99,656	-	164,110	-
Fund balances, ending *	5,322,170	562,055	474,454	316,814	7,507,121	552,286	2,092,798	1,796,038	18,623,736
Endowments (note 7)	-	-	-	-	9,000,000	-	-	-	9,000,000
Fund balances including endowments	5,322,170	562,055	474,454	316,814	16,507,121	552,286	2,092,798	1,796,038	27,623,736

\* Fund balances consist of cash and non-cash items.

The accompanying notes are an integral part of these financial statements.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 1. Purpose of the Organization

The Habitat Conservation Trust Foundation (HCTF) is a Society, incorporated under the *BC Society Act* in April 2007. Its purpose is to act as trustee of the Habitat Conservation Trust (HCT), an entity established under amendments to the *Wildlife Act* in 2007 to replace the former Habitat Conservation Trust Fund, established by legislation in 1996. HCTF is registered as a not-for-profit organization for income tax purposes.

Consistent with the trust purposes set out in the *Wildlife Act*, HCTF implements a wide range of projects to benefit fish and wildlife populations and their habitats. Project proposals can be submitted by all levels of government, conservation organizations, private industry and members of the general public.

HCTF operates using a fund accounting model which is discussed in detail under Note 3(a).

Three restricted special accounts are consolidated in the organization's audited financial statements. The three funds are as follows: i) Special Permits Enhancement Fund; ii) the Highland Valley Enhancement Fund; and iii) the Arrow Lake Logging Trust.

### 2. Basis of Presentation

The consolidated financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

These consolidated financial statements include the assets, liabilities, fund balances, revenues and expenses of the HCTF and the HCT. All significant transactions and balances between the HCTF and HCT have been eliminated upon consolidation. All fund balances are solely those of the HCT. The only expenses of the HCTF are incurred in carrying out the administration of the HCT, which are offset by reimbursements from the HCT. Therefore the HCTF does not have an ending fund balance.

### 3. Significant Accounting Policies

These consolidated financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) using the following significant accounting policies:

#### a. Fund accounting

HCTF operations are divided into three parent funds: i) Surcharge Account; ii) External Agency Account; and iii) Special Programs Account.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### i) Surcharge Account

Within the Surcharge Account, there are several individual funds. Revenue and expenses related to general program delivery and administrative activities are reported in the Operating Fund. Revenues and expenses related to the Sturgeon Fund, the Quality Waters program, Education Fund (Wild BC), the Conservation Land Management Account (CLMA), and the Public Conservation Assistance Fund (PCAF) are reported in their own individual funds.

### ii) External Agency Account

Most revenue and expenses related to contributions received from public and private sector conservation partners are reported under the External Agency Account. Funds received under this account generally carry restrictions on how they can be spent.

### iii) Special Programs Account

The Special Programs Account is comprised of several long-term initiatives that are primarily funded from external sources. The revenue and expenses related to the Special Permits Enhancement Fund, the Highland Valley Enhancement Fund, and the Arrow Lake Logging Trust are consolidated under this account.

The activities carried out under the Special Programs Account are restricted to uses that are consistent with the governing documents that establish the individual initiatives.

### iv) Administration Fees Charged to Restricted Accounts

For certain restricted funds under management, HCTF charges an administration fee to offset some of the costs associated with administering these funds.

## **b. Revenue Recognition**

HCTF follows the deferral method of accounting for contributions. Restricted contributions, including all court awards, are set-up as deferred revenue and only recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions and all other revenue sources are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

## **c. Accounts Receivable**

Included in the accounts receivable are overdue court ordered payments relating to environmental prosecutions. HCTF considers it unlikely that it will collect on certain court ordered payments. To reflect this uncertainty, HCTF has established an allowance for doubtful accounts of 100% of all court ordered receivables that have not been received within two years of the due date, and 50% of those unpaid between one and two

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

years past the due date. At the balance sheet date, this allowance totalled \$230,095 (2023 - \$209,155).

### **d. Expense Recognition**

HCTF recognizes expenses using the accrual basis of accounting except for payments of conditional grants under which funds are charged to operating expenses when prescribed conditions have been met.

Most conditional grant agreements with project proponents include a holdback clause which is released upon receiving a final report. Payment holdbacks are recorded and tracked as future year commitments when prescribed conditions have not been met by March 31<sup>st</sup>.

In 2024, a number of grant recipients were unable to complete their final reports by the deadline due to factors beyond their control. Hence, there is an increase in future year commitments and a decrease in project expenses because those holdback payments were not released until the 2025 fiscal year.

### **e. Tangible Capital Assets**

Tangible capital assets purchased for the purpose of administering the affairs of HCTF are recorded at cost and amortized on a straight-line basis using the following rates:

Computer hardware and software	3 years
Office furniture and equipment	5 years
Leasehold improvements	Lesser of 5 years or remaining lease term

Tangible capital assets purchased by project proponents are charged to operating expense in the year the expenditures are made.

### **f. Publication Inventory**

Publications are valued at the lower of cost and net realizable value.

### **g. Financial Instruments**

HCTF's financial instruments include cash and short term investments, accounts receivable and accounts payable, and accrued liabilities. HCTF initially measures its financial assets and liabilities at fair value. Transaction costs are expensed as incurred for all financial instruments. Financial assets and financial liabilities classified as held-for-trading are measured at fair value with changes in those fair values recognized in excess of revenues over expenses.

HCTF has classified all of its financial instruments as held-for-trading and accordingly they are presented on the consolidated statement of financial position at fair value.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

Changes in fair value are recognized in excess of revenues over expenses of the current period on the consolidated statement of operations.

### h. Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts and disclosure of assets and liabilities at the date of the financial statements. Specific accounts subject to estimates include allowance for doubtful accounts receivable, inventory valuations, amortization rates, accrued liabilities, and leave liability. Actual results could differ from these estimates.

### 4. Cash and Short Term Investments

During the year, HCTF utilized the banking services of Toronto Dominion Bank and its wholly owned subsidiaries for the management of cash. During the year, short term investments were managed by Genus Capital Management.

	2024 (\$)	2023 (\$)
Cash	11,460,613	12,638,815
Short Term Investments		
Equities	16,613,603	14,119,118
Fixed Income (including liquid investments)	22,455,464	21,716,915
Total Cash and Short Term Investments	<u>50,529,680</u>	<u>48,474,848</u>

Investment income is comprised of interest income of \$1,468,066 (2023 - \$1,051,722), dividend income of \$290,986 (2023 - \$259,239), other investment income of \$0 (2023 - \$0) and a valuation gain of \$3,394,427 comprised of a \$9,435 realized loss and \$3,403,862 unrealized gain (2023 loss of \$814,871 comprised of a \$64,548 realized gain and \$879,419 unrealized loss). Related investment management fees were paid in the amount of \$185,187 (2023 - \$179,429).

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 5. Tangible Capital Assets

	Cost (\$)	Accumulated Amortization (\$)	Net Book Value 2024 (\$)	Net Book Value 2023 (\$)
Office Furniture and Equipment	86,741	78,696	8,405	8,222
Computer Hardware	163,312	141,600	21,712	16,661
Computer Software	123,514	123,514	0	1,757
Leasehold Improvements	9,795	9,795	0	273
	<u>383,362</u>	<u>353,605</u>	<u>29,757</u>	<u>26,913</u>

### 6. Deferred Contributions

Deferred contributions relating to projects are as follows:

	2024 (\$)	2023 (\$)
Balance – Beginning of year	22,262,779	25,306,840
Summary of deferred contributions during the year		
Set up as deferred	1,565,046	3,924,933
Recognized as revenue	<u>(3,910,226)</u>	<u>(6,968,994)</u>
Balance – end of year	<u>19,917,599</u>	<u>22,262,779</u>

Deferred contributions are comprised of court awards \$419,542 (2023 - \$527,494), PCAF \$1,000,000 (2023 - \$1,000,000), CLMA \$3,500,000 (2023 - \$3,500,000), and other external agency contributions \$14,998,056 (2023 - \$17,235,285). In 2024, HCTF received several external agency contributions – including \$230,000 from the provincial Ministry of Water, Land, and Resource Stewardship for Together for Wildlife Scholarships and \$863,199 from the federal Ministry of Environment (Environment and Climate Change Canada) for Caribou Habitat Restoration.

The PCAF and CLMA restricted contributions totalling \$4.5 million do not have time restrictions and are currently invested to fund programs in a manner similar to endowments.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 7. Fund Balances

HCTF holds and administers a restricted endowment of \$9 million, of which the investment income is to be used for operating and management costs on conservation lands. The investment income earned on \$6 million is to be used for activities on lands jointly managed by the Nature Trust and the Province of BC. The investment income earned on \$3 million is to be used for activities on lands managed by other land conservation groups.

### 8. Revenue

- i. **Surcharge revenue** - The majority of HCTF's revenue arises from surcharges placed on hunting, angling, trapping and guide outfitting licences sold in British Columbia. Under the provisions of the *Wildlife Act*, these surcharges are assessed and collected by government acting as agent of HCTF. HCTF relies on the government to provide reporting on surcharge sales and to forward this revenue on a set schedule.

Changes in government accounting policies or application thereof in respect to surcharge revenue can result in a material impact on HCTF's financial statements. In 2024, government increased the price of angling licenses by 9.9%, hence the increase in surcharge revenue to HCTF.

- ii. **Sales of educational material and educational contributions** – HCTF sells educational resources including publications and workshop services. It also receives contributions from partners for education-based initiatives.
- iii. **Donations** – HCTF receives a small number of direct cash donations each year. Cash donations are recorded as revenue when received.
- iv. **Land management fees** – Under the provisions of the *Wildlife Act*, HCTF receives revenue derived from land owned or leased by the Crown and administered by the provincial government for the benefit of fish and wildlife. Examples of such revenue include grazing fees for cattle, and movie production fees for land rental. HCTF relies on the government to collect and report on land management fees and to forward this revenue on a set schedule.
- v. **Restricted contributions** – From time to time, conservation partners provide HCTF contributions to undertake specific fish, wildlife, stewardship or habitat projects. The amount of contributions varies each year. In addition, British Columbia courts occasionally direct a person or organization to pay remedial, rehabilitative or other monetary compensation to HCTF for different types of environmental reparations.
- vi. **Special Permits Auction** – HCTF is the recipient of revenue derived from the auction of one wild sheep hunting license per year.



# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 9. Administration Expenses

HCTF incurred the following administration expenses:

	2024	2023
	(\$)	(\$)
Amortization	15,530	25,994
Audit (Financial)	19,608	18,706
Board Compensation	39,025	45,100
Communications	58,487	31,553
Insurance	17,061	16,670
Investment / Banking Fees	194,495	183,798
Legal Services	2,190	2,135
Office and Miscellaneous	149,809	148,606
Office Space – Rent	145,933	148,712
Professional Services	202,300	178,970
Repairs and Maintenance	9,262	7,962
Salaries and Benefits	910,987	1,104,282
Training	4,387	15,888
Travel	41,377	75,296
Total Administration Expenses	<u>1,810,451</u>	<u>2,003,672</u>

Total administration expenses include those the HCTF incurred while acting as trustee for the HCT.

### 10. Management of Risks Arising From Financial Instruments

HCTF's financial instruments are exposed to varying degrees of interest rate risk, market risk, and credit risk due to their nature and the volatility inherent in the marketplace for financial instruments. HCTF employs strategies to manage the risks as follows:

#### *Interest rate risk*

HCTF carries a significant portion of its funds in cash invested with Toronto Dominion Bank. By their nature, these funds provide guaranteed interest income.

#### *Market risk*

Market changes are managed under a moderately conservative risk profile. HCTF has engaged the services of Genus Capital Management to manage the portfolio of assets it holds in short term investments. Short term fluctuations in the value of this portfolio are to be expected, as demonstrated by net investment income of \$5,153,479 in 2024 compared to net investment income of \$496,090 in 2023.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### *Credit risk*

Substantially all of HCTF's accounts receivable are due from the Province of British Columbia and relate to amounts payable under the provisions of the *Wildlife Act*. Management regards the potential for non-payment of these accounts as highly unlikely.

Other accounts receivable are due from individuals and organizations that have been ordered by British Columbia courts to pay amounts to HCTF under various creative sentencing provisions contained in legislative enactments. Provision has been made for those accounts to allow for potential uncollectible amounts - see Note 3(c).

### 11. Financial Dependence

Under the provisions of the *Wildlife Act*, HCTF is the designated trustee of the Habitat Conservation Trust (HCT). The HCT is the designated recipient of revenues arising from two primary sources: surcharges on licences and permits issued in the Province of British Columbia for hunting, angling, trapping and guide outfitting; and lands administered by the Minister of Forests, Lands, Natural Resource Operations and Rural Development for the benefit of fish or wildlife. Together, these revenues accounted for 41% of HCTF's total revenue during the 2024 fiscal year (2023 – 44%).

These revenue streams would only be discontinued by amending legislation to alter payments into the HCT. Management considers it unlikely that such amendments will be made in the foreseeable future.

### 12. Future Year Commitments

HCTF has commitments as follows:

	Project carry- overs including holdbacks	Project carry- overs from deferred contributions	Office space lease	Total Commitments
	(\$)	(\$)	(\$)	(\$)
2025	2,428,673	1,280,710	140,096	3,849,479
2026	-	-	141,454	141,454
2027	-	-	141,454	141,454
2028	-	-	141,454	141,454
2029	-	-	58,939	58,939

Note that commitment amounts do not account for future plans to internally restrict funds or re-allocate funds through inter-fund transfers.

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 13. Employee Future Benefits

#### Pension Plan

HCTF provides its employees access to a defined benefit plan providing pension and other retirement benefits to its employees. HCTF and its employees contribute to the BC Public Service Pension Plan in accordance with the *Public Sector Pension Plans Act*. The act established the British Columbia Pension Corporation (BCPC), which administers the BC Public Service Pension Plan, including payment of pension benefits to employees to whom the act applies. The BCPC operates on a not-for-profit basis under the provisions of the *Public Sector Pension Plans Act*, and administers many large pension plans in British Columbia.

The employer contribution rate to the Public Service Pension Plan at March 31, 2024 is 9.85% of the pensionable salary.

HCTF expenses contributions to the plan in the year in which payments are made. Contributions to the plan by HCTF during fiscal 2024 totaled \$112,979 (2023 - \$102,114).

#### Supplemental retirement benefit

As provided for under the collective agreement and terms of employment, all HCTF employees that work for the required number of years are also eligible for a pre-retirement allowance benefit. HCTF has established a retirement allowance to cover the potential payout of this benefit, and adjusts the balance in the account each year to reflect the years of service, the age of the employees, present value calculations and various statistical considerations. The following assumptions were used in calculating the 2024 estimated allowance:

Discount rate:	3.75%
General staff retention rate:	53%
Rate of compensation increase:	2%

As any potential differences in the calculation of the allowance fund balance are not considered material, no actuarial assessment has been undertaken to this point.

The retirement allowance at the end of year was \$25,198 (2023 - \$24,381).

#### Long term disability

HCTF contributes to a long-term disability multi-employer plan which provides disability income benefits after employment, but before retirement.

HCTF expenses contributions to the plan in the year in which payments are made. The contribution rate is 0.93% (2023 – 1.24%) of the employees' salaries. Contributions to the plan by HCTF during fiscal 2024 totalled \$9,014 (2023 – \$11,555).

# HABITAT CONSERVATION TRUST FOUNDATION

## Notes to Consolidated Financial Statements

### 14. Remuneration of Directors, Employees and Contractors

The following information has been prepared in accordance with section 36 of the Societies Act of BC, which came into effect on November 28, 2016.

- a. Total remuneration paid by HCTF to eight directors in this fiscal year was \$39,025
- b. Remuneration over \$75,000 was paid to six employees for a total of \$619,202.

### 15. Interfund Transfers

During the year ended March 31, 2024, HCTF made four interfund transfers:

Transferred From	Transferred To	Amount	Purpose
Operating Fund	Special Permits Sheep Fund (Sub-fund of the Special Programs Account)	164,110	To support projects/programs
Operating Fund	Education Fund	743,743	To support projects/programs
Operating Fund	Public Conservation Assistance Fund	99,656	To support projects/programs
Operating Fund	Sturgeon Fund	50,000	To support projects/programs

### 16. Comparative Financial Statements

In the prior year, bank interest on Schedule 1 was entirely presented under the Operating Fund. In the current year, interest is presented under the fund or parent fund to which it was allocated. Prior year bank interest in the beginning fund balances on Schedule 1 has been reallocated to the other funds to be consistent with the presentation adopted in the current year.