



Eligible Activities List & Labour Rates

Conservation Lands Operations and Management

Please refer to this list to ensure that any activities you may be considering are within the scope of this funding. Note that the day rates, labour rates, and position definitions are in the process of being updated for the 2025-2028 cycle.

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 Province.

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.

Professional/Technical Support

- Data collection, mapping and documentation-related support required for identified O&M projects (which cannot be readily provided by the Province);
- Baseline inventory summaries and/or analysis required for identified O&M projects (which cannot be readily provided by the Province);
- Review of sub-leases/licences/management agreements; and,
- Knowledge Keeper and/or Traditional Knowledge expertise and consulting.

Operations

Those activities on defined and listed properties, aka eligible sites 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, including collaborative agreements with First Nations (FN), 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, FN traditional and cultural practices that support conservation, 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/FN partner 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;
- Developing strategies that minimize organization, HCTF and provincial public liabilities in relation to conservation and related public use outcomes; and,
- Engagement activities, including providing and receiving input, feedback and direct involvement in the operations and management of a site, that will result in better management of the site and/or increase capacity to manage the site.

Management

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.).

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 the Daily Rates & Positions 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.

¹ "Regular" government salary costs are ineligible

Daily Rates & Positions

Position Types (defined below)	Day Rate
Land Manager	\$574
Field Operations Lead & Major Project Coordinator	\$455
Field Operations Coordinator & Professional/Technical	\$360
Crew Member	\$262

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

Field Operations Lead & Major Projects Coordinator: Regional conservation land management staff reporting to the Land Manager; secondary regional contact. Duties include project management of larger-scale projects, as well as management of full-time permanent staff

Field Operations Coordinator & Professional and Technical Staff: Not management staff. Staff providing operational, professional, or technical support to the region, e.g. GIS support, project-specific support

Crew Member: 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
- Control of native wildlife species (euthanasia)
- Training courses, conferences and workshops for project personnel
- Engagement that is general in nature, that does not involve the operation or management of the site, or for purposes beyond conservation land management.
- First Nations consultation as legally required by the Province of BC when seeking input on a proposed change that has potential physical and strategic impacts to Aboriginal rights recognized and affirmed in Section 35 of the Constitution Act, 1982.