

2019

Managed Forest Plan Approver (MFPA Stewardship Portal Guide)

Ministry of Natural Resources and
Forestry (MNR)

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First Time Signing In

1. Follow the link - (<https://www.sps.mnr.gov.on.ca/>). This will take you to the following screen:

The screenshot shows the Ontario Stewardship Portal website. At the top, there is the Ontario logo, a search bar, and links for 'français', 'Register', and 'Sign In'. Below the navigation bar, the main heading is 'Stewardship Portal'. The main content area is divided into two columns. The left column has a heading 'Welcome to the Stewardship Portal!' and a sub-heading 'The Stewardship portal hosts the Ministry of Natural Resources & Forestry granting and tax incentive programs:'. It lists two types of programs: 'Granting programs' and 'Tax incentive programs'. A 'LEARN MORE' button is at the bottom of this section. The right column has a heading 'What Can I Do?' with a gear icon. It explains that users can apply to programs online and access project information. It also states that users must register and create an account before logging in. A 'Send Access Request' link is provided at the bottom of this section. Below these two columns, there are four program cards: 'Species At Risk Stewardship Fund', 'Managed Forest Tax Incentive Program', 'Conservation Lands Tax Incentive Program', and 'Land Stewardship & Habitat Restoration Program'. Each card has a leaf icon and a brief description of the program.

Welcome to the Stewardship Portal!
The Stewardship portal hosts the Ministry of Natural Resources & Forestry granting and tax incentive programs:

- **Granting programs** operate principally by transferring funding to an external partners
- **Tax incentive programs** provide municipal property tax relief to landowners who voluntarily agree to protect or sustain manage natural heritage lands in Ontario. The tax incentive programs continue to grow as landowners become aware of the benefits that these programs offer to assist them in achieving their stewardship goals.

[LEARN MORE](#)

What Can I Do?

Through this Stewardship Portal website you can apply to select programs online and access your project information at your convenience.

You must register and create an account before you will be able to login to the Stewardship Portal. [Login](#) or [sign-up](#) for an account.

Once logged in, you can request access to the programs listed below. [Send Access Request](#)

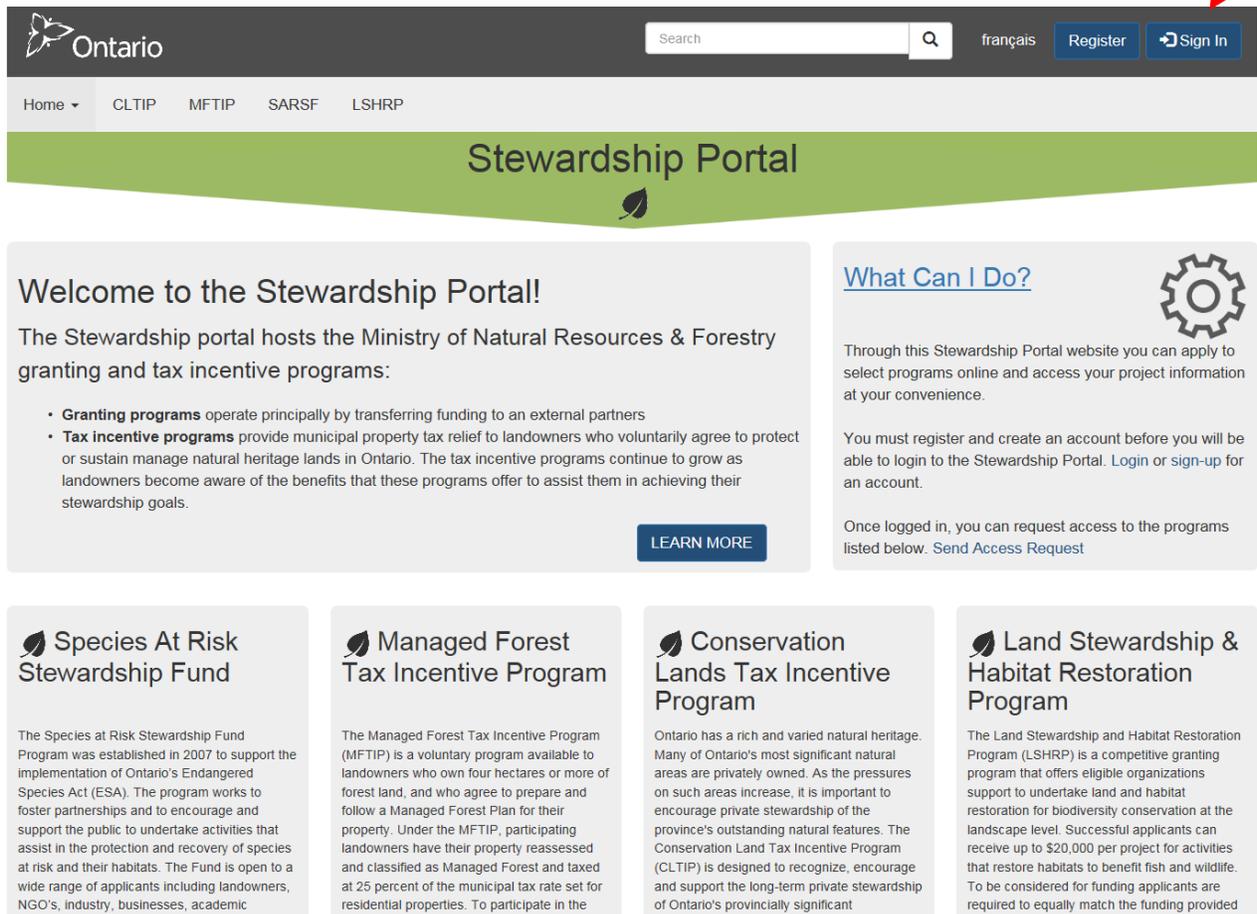
Species At Risk Stewardship Fund
The Species at Risk Stewardship Fund Program was established in 2007 to support the implementation of Ontario's Endangered Species Act (ESA). The program works to foster partnerships and to encourage and support the public to undertake activities that assist in the protection and recovery of species at risk and their habitats. The Fund is open to a wide range of applicants including landowners, NGO's, industry, businesses, academic

Managed Forest Tax Incentive Program
The Managed Forest Tax Incentive Program (MFTIP) is a voluntary program available to landowners who own four hectares or more of forest land, and who agree to prepare and follow a Managed Forest Plan for their property. Under the MFTIP, participating landowners have their property reassessed and classified as Managed Forest and taxed at 25 percent of the municipal tax rate set for residential properties. To participate in the

Conservation Lands Tax Incentive Program
Ontario has a rich and varied natural heritage. Many of Ontario's most significant natural areas are privately owned. As the pressures on such areas increase, it is important to encourage private stewardship of the province's outstanding natural features. The Conservation Land Tax Incentive Program (CLTIP) is designed to recognize, encourage and support the long-term private stewardship of Ontario's provincially significant

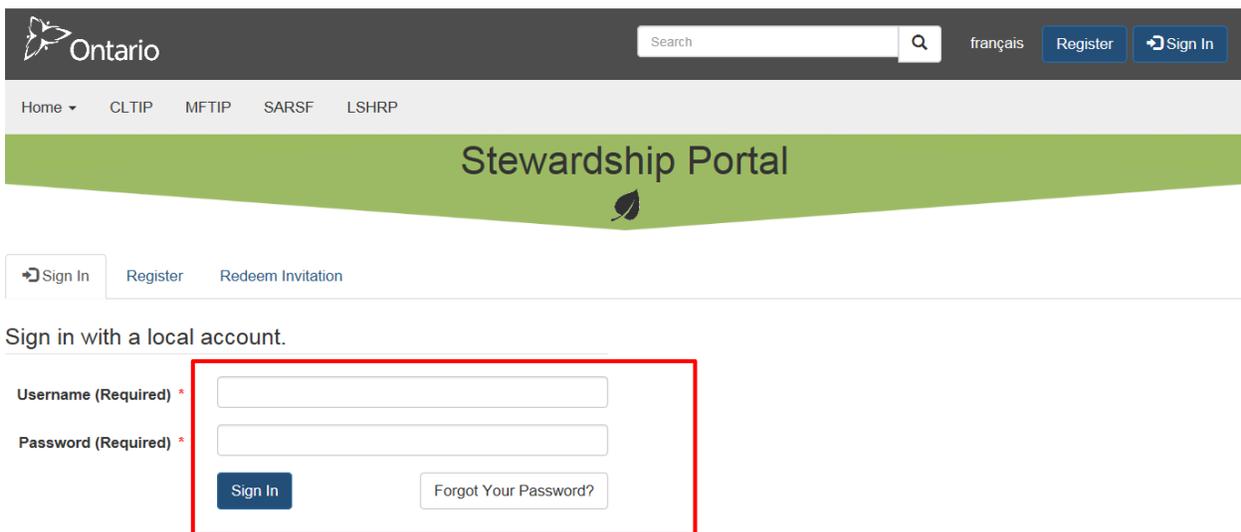
Land Stewardship & Habitat Restoration Program
The Land Stewardship and Habitat Restoration Program (LSHRP) is a competitive granting program that offers eligible organizations support to undertake land and habitat restoration for biodiversity conservation at the landscape level. Successful applicants can receive up to \$20,000 per project for activities that restore habitats to benefit fish and wildlife. To be considered for funding applicants are required to equally match the funding provided

2. Left- click on 'Sign In' at the top right corner.



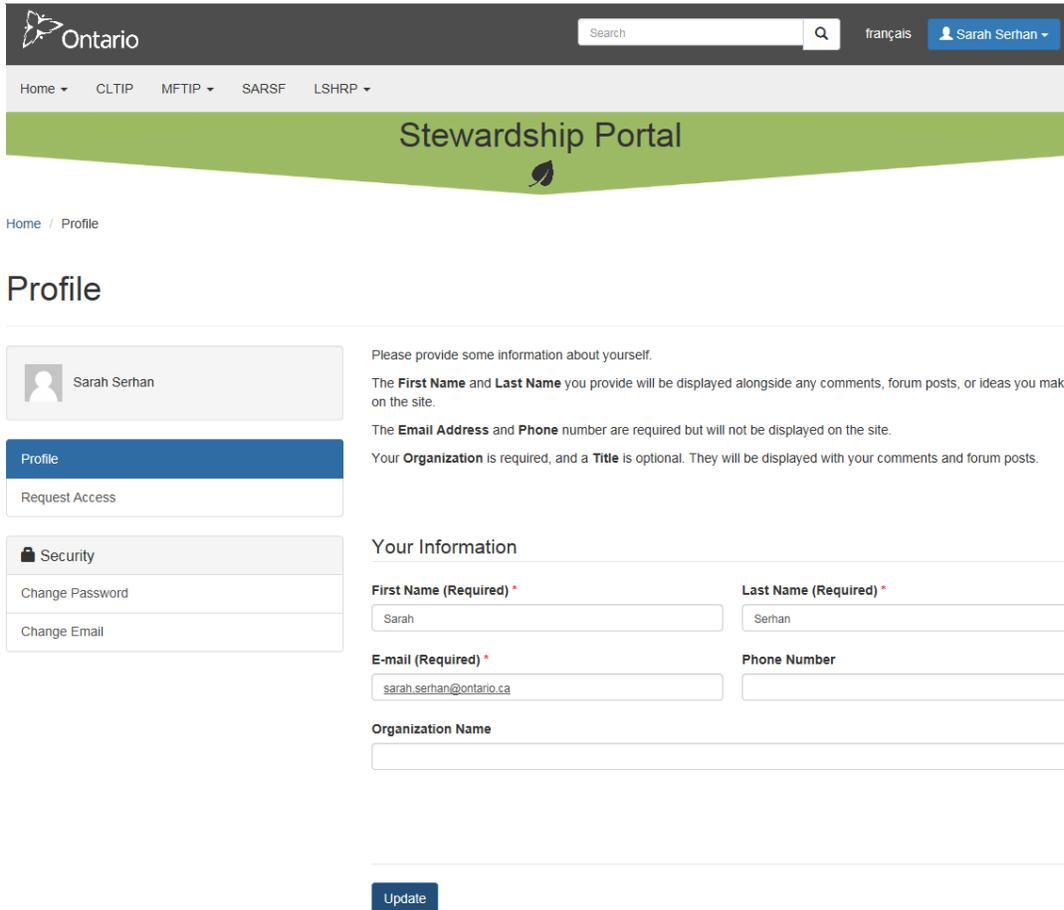
The screenshot shows the Ontario Stewardship Portal homepage. At the top right, there is a navigation bar with a search box, a 'français' link, and buttons for 'Register' and 'Sign In'. A red arrow points to the 'Sign In' button. Below the navigation bar is a green banner with the text 'Stewardship Portal'. The main content area is divided into several sections. On the left, there is a 'Welcome to the Stewardship Portal!' section with a list of bullet points: 'Granting programs' and 'Tax incentive programs'. To the right of this is a 'What Can I Do?' section with a gear icon and text explaining that users must register and create an account. Below these are four program cards: 'Species At Risk Stewardship Fund', 'Managed Forest Tax Incentive Program', 'Conservation Lands Tax Incentive Program', and 'Land Stewardship & Habitat Restoration Program'. Each card has a brief description of the program.

3. Enter the username and password credentials you were provided (if you do not remember your credentials, send a request to MFTIP@ontario.ca). Click Sign In.



The screenshot shows the Ontario Stewardship Portal sign-in page. At the top, there is a navigation bar with a search box, a 'français' link, and buttons for 'Register' and 'Sign In'. Below the navigation bar is a green banner with the text 'Stewardship Portal'. The main content area is divided into several sections. On the left, there is a 'Sign in with a local account.' section with a form. The form has two input fields: 'Username (Required)' and 'Password (Required)'. Below the input fields are two buttons: 'Sign In' and 'Forgot Your Password?'. The entire sign-in form is highlighted with a red box.

4. You are now on your Profile Page. This page can be edited and updated at any time. Simply fill in your information and click 'Update.'



The screenshot shows the Stewardship Portal interface. At the top, there is a navigation bar with the Ontario logo, a search bar, and a user profile for Sarah Serhan. Below this is a secondary navigation bar with links for Home, CLTIP, MFTIP, SARSF, and LSHRP. A large green banner with the text "Stewardship Portal" and a leaf icon is positioned below the navigation. The main content area is titled "Profile" and includes a user profile card for Sarah Serhan, a "Request Access" button, and a "Security" section with options to change password and email. The "Your Information" section contains form fields for First Name (Sarah), Last Name (Serhan), E-mail (sarah.serhan@ontario.ca), Phone Number, and Organization Name. An "Update" button is located at the bottom of the form.

Home / Profile

Profile

 Sarah Serhan

Profile

Request Access

 Security

Change Password

Change Email

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Your Information

First Name (Required) *

Last Name (Required) *

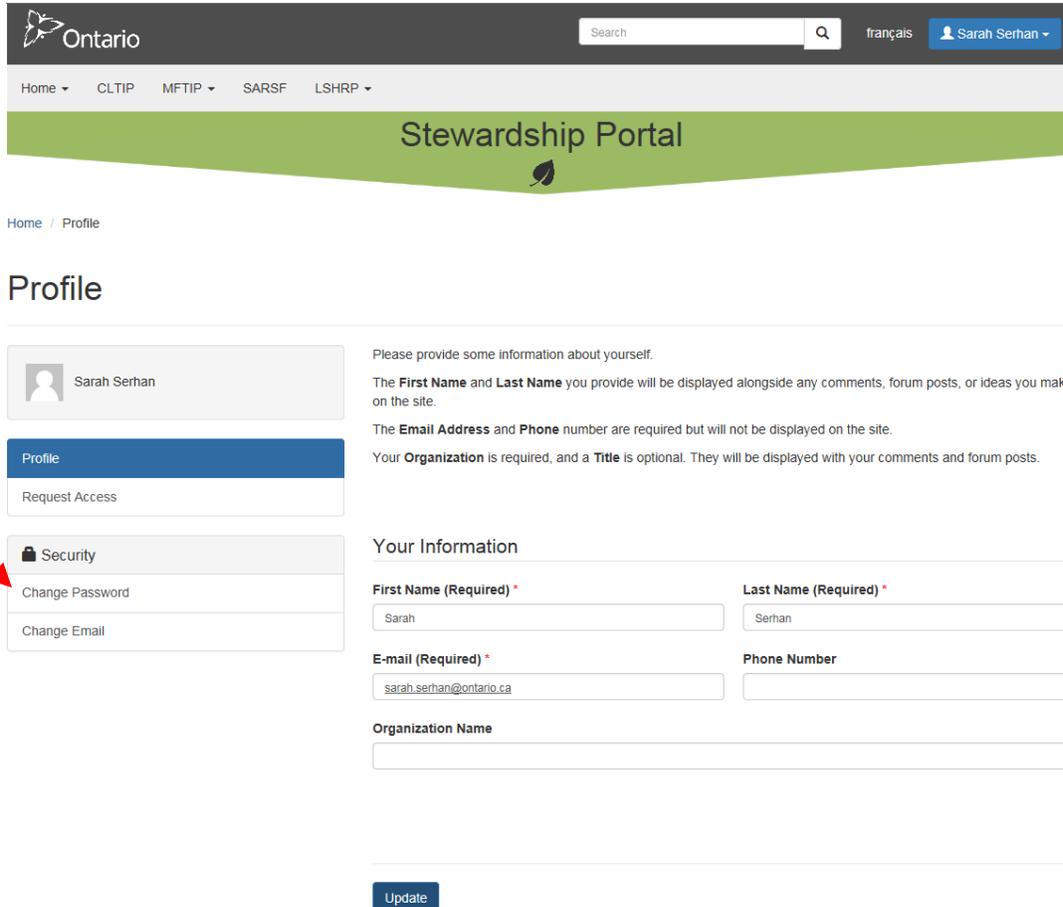
E-mail (Required) *

Phone Number

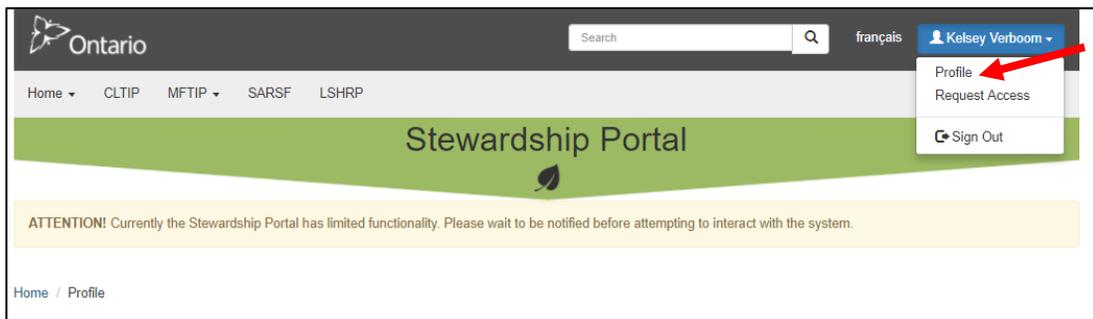
Organization Name

Resetting Your Password

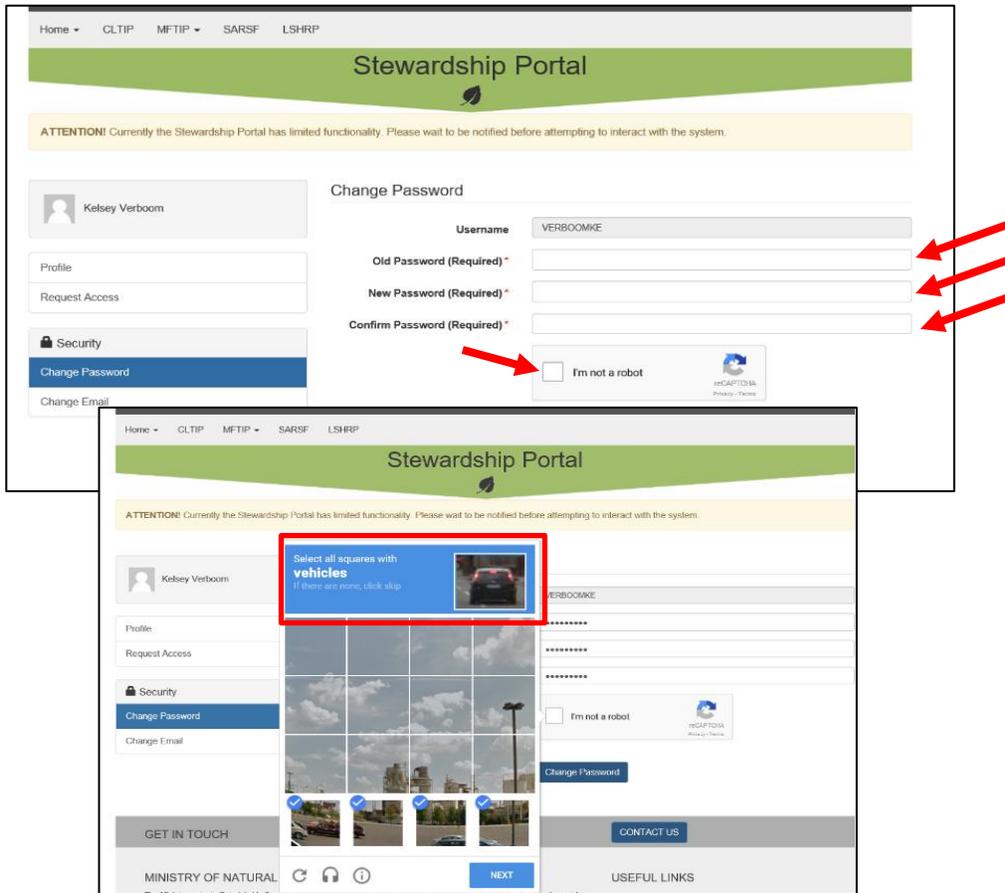
1. For MFPAs new to the portal, the password given to you to access the portal for the **first time** was a temporary password and **must be changed**. Once you have logged in, click on 'change password'.



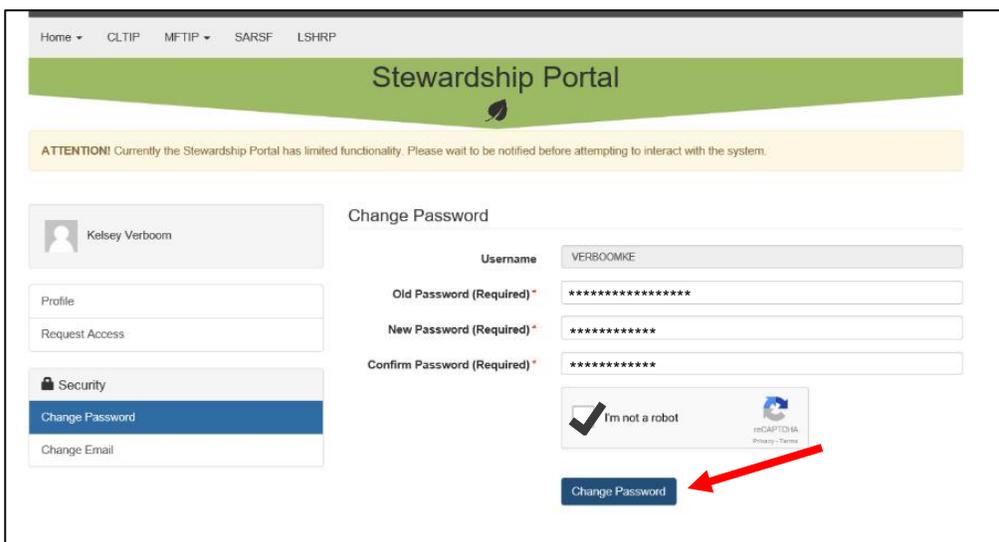
*If you need to change your password at a later date, click on your name at the top right of the page and select 'Profile' which will take you to the same page as above where you can click 'Change Password'.



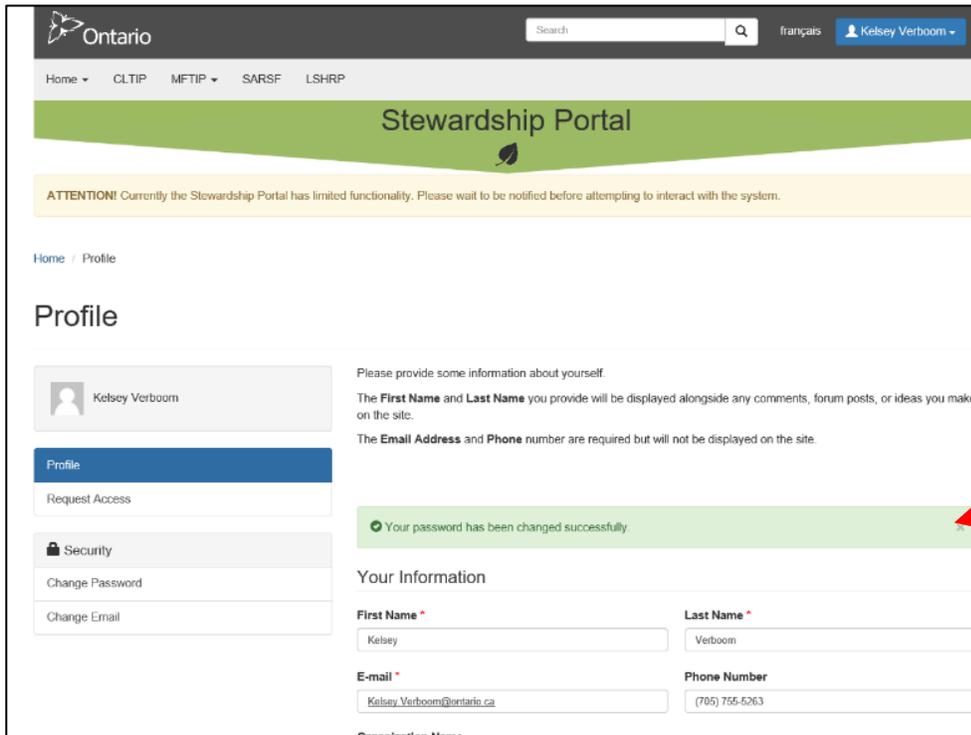
2. Enter in the temporary password you were provided in the 'Old Password' box. Type in a new password under 'New Password' and 'Confirm Password'. Click the box next to 'I'm not a robot'. Complete the little picture quiz to prove you are not a robot (not all quizzes are the same).



3. Once the quiz is completed, a green checkmark will appear next to 'I'm not a robot'. Click 'Change Password'.



4. A green bar will appear above your profile information stating that your password has been successfully changed.



The screenshot shows the Stewardship Portal interface. At the top, there is a navigation bar with the Ontario logo, a search bar, and a user profile for Kelsey Verboom. Below this is a green banner with the text "Stewardship Portal". A yellow attention box contains the message: "ATTENTION! Currently the Stewardship Portal has limited functionality. Please wait to be notified before attempting to interact with the system."

The main content area is titled "Profile" and includes a sidebar with options: Profile (selected), Request Access, Security, Change Password, and Change Email. The main profile section contains a user profile card for Kelsey Verboom and a message: "Please provide some information about yourself. The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site. The **Email Address** and **Phone** number are required but will not be displayed on the site."

A green notification bar with a checkmark icon and the text "Your password has been changed successfully" is displayed above the "Your Information" section. A red arrow points to this notification bar. The "Your Information" section contains form fields for First Name (Kelsey), Last Name (Verboom), E-mail (Kelsey.Verboom@ontario.ca), and Phone Number (705) 755-5263.

Regular Sign In

Forgot Your Password?

Contact MFTIP@ontario.ca to have someone reset your password for you.

Changing Information Available to the Public

1. Under your Profile, complete/update all sections (1A, 2A, 3A). Information in these fields will appear on the MFPA website listing. In step 2 below, you will be asked to check off information that you wish to appear on the MFPA website listing. Select 'Update' once all information is correct.

[Update](#) [Manage Counties](#)

Section 1A: GENERAL INFORMATION

First Name * Last Name *

Position Organization or Business

Website

Section 2A: CONTACT INFORMATION

Telephone * Other Phone
(Area code) 999-9999 x9999 (Area code) 999-9999 x9999

Fax Email *

Section 3A: CIVIC ADDRESS

Address * City/Town *
Street #, Street Name, Unit #

Province * Country *
Ontario Canada

Postal Code *
Ex: A9A 9A9

2. In Section 4A: Privacy Statement, you can check off the information that you want present on the MFPA website listing. Once you have decided, scroll to the top of the page to select 'Update'.

Section 4A: PRIVACY STATEMENT

Please specify what information you would like to display on the public MNRF website:
<https://stage.sps.mnr.gov.on.ca/MFPAListing/>

The MNRF is collecting information on this form, under the authority Section 9 of Ontario Regulation 282/98 of the Assessment Act, for the purposes of administering the MFTIP and the MFPA program. Any personal information you provide will be protected in accordance with the Freedom of Information and Protection of Privacy Act. Questions regarding the use of your personal information should be directed to the MFTIP Administrator, Integration Branch, 5th Floor South, 300 Water Street, Peterborough ON. K9J 8M5. (855) 866-3847

Display on Public Listing Display Address Display City Display Main Phone
 Display Other Phone Display Email Display Website Display Fax

3. Click on 'Manage Counties' above Section 1A to see which counties you are currently advertising in and make any necessary changes.

Ontario Search français Example MFPA

Home CL TIP MFTIP SARSF LSHRP

Stewardship Portal

Home / Profile

Profile

Example MFPA
Forester

Please provide some information about yourself.
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.
The **Email Address** and **Phone** number are required but will not be displayed on the site.
Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Update Manage Counties

Section 1A: GENERAL INFORMATION

First Name (Required) * Last Name (Required) *

4. Click 'Add' to add any counties to your listing. To remove counties, click on the downward arrow at the right of every line item to select delete. Once complete, click 'Close'.

Home CL TIP MFTIP SARSF LSHRP

Stewardship Portal

Home / MFWA PERMIT PROFILE - COUNTIES

MFWA PERMIT PROFILE - COUNTIES

Example MFPA

Counties
You are allowed to conduct approvals in four counties. To ensure good customer service select only the municipalities to which you are willing to travel. Please note you are able to approve plans in any municipality.

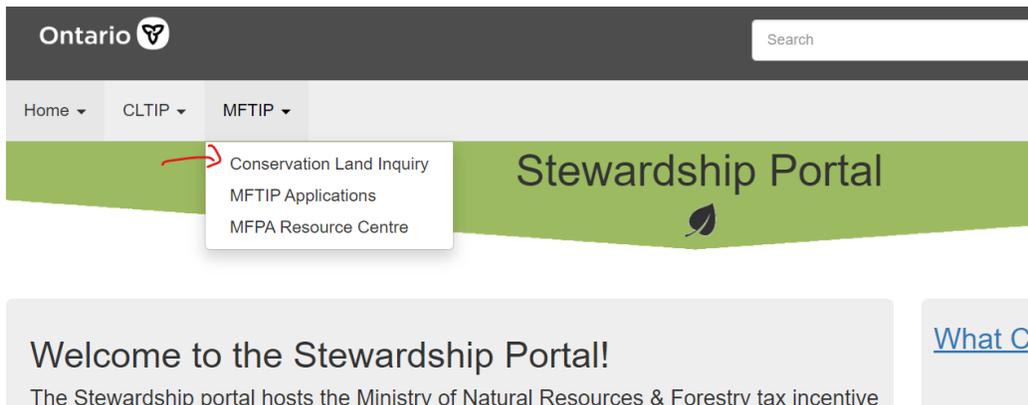
Add Close

County ↑	Permit
02-PRESCOTT AND RUSSELL	Example MFPA
06-OTTAWA	

5. You will be returned back to your original Profile Page. Select 'Update' to keep all the changes made. You can now leave your Profile by clicking 'MFTIP'. You can select either 'Create MFTIP External Application' or 'Conservation Land Inquiry.' Alternatively, click 'Home' to return to the main page or click on your name to select 'Sign Out' if you wish to sign out of the portal.

Conservation Land Inquiries

1. Click on 'MFTIP' and select 'Conservation Land Inquiry'.



2. Enter in the Assessment Roll Number and click 'Search'.

The screenshot shows the 'Managed Forest Tax Incentive Program' page. The page title is 'Managed Forest Tax Incentive Program'. Below the title, there is a section for 'Conservation Land Inquiry'. The instructions state: 'Please enter the Assessment Roll Number and press "Search" to submit your CL Inquiry.' A note specifies: 'Note: This CL Inquiry is performed for the 2019 taxation year. A CL Inquiry must be performed for each Roll being entered into the MFTIP.' The form includes a label 'Assessment Roll Number (Required) *' and an example 'Ex: 0000-000-000-00000'. There are four input fields for the roll number, with a red arrow pointing to the first field. Below the input fields are 'Search' and 'Cancel' buttons, with a red arrow pointing to the 'Search' button.

3. You will be taken to the results page of the CL Inquiry and provided with a CL Confirmation Number. Record the Confirmation # and include it in the Managed Forest Plan for that property. If there is CL on the property, be sure to check where it is using the online Make a Natural Heritage Map tool (see Mapping Guide) or CLTIP Eligible Feature Viewer:

<https://www.lioapplications.lrc.gov.on.ca/CLTIP/index.html?viewer=CLTIP.CLTIP&locale=en-CA>

Make sure you discuss any CLTIP eligible area with the landowner, and record in the plan the landowner's decision about CLTIP participation during the term of their plan.

The screenshot shows the 'Managed Forest Tax Incentive Program' website. At the top, there is a breadcrumb 'Home / Managed Forest Tax Incentive Program' and a title 'Managed Forest Tax Incentive Program'. On the right, there are two buttons: 'New CL Inquiry' and 'Exit'. The main content area is titled 'Inquiry Results' and contains a red-bordered box with the following text: 'Confirmation #', '18-0011N', and '(Please keep this number for your records)'. Below this is a 'Summary' section with a table:

Year	Parcel:	Status
2018	0000000000000000	Not Eligible

Below the table, there is a note: 'Please be informed that the parcel # 0000000000000000 currently has NO eligible CLTIP lands for the 2018 taxation year.' At the bottom, there is a disclaimer: 'Please discuss the with the landowner and make the necessary provisions in the forest management plan, and on the Area Verification and Approval forms to reflect this resource feature and that the landowner's intentions regarding their future participation in the CLTIP is noted.'

4. Note: If a property is listed as "Not eligible" but shows an eligible area, this means applications for that property have been suspended. Contact CLTIP@ontario.ca to find out the reason for the suspension and to have applications reinstated if the landowner wants to participate in CLTIP again.

Preparing a MFTIP Plan Application

Before you start a plan application

- Read the instructions at the top of the application page
- Have your CL Confirmation Numbers
- Have your attachments scanned and ready to attach
- Save the form on a regular basis to avoid losing work
- Complete all required (*) fields

Tips

- 'Save' after completing each part (Part A, Part B, Part C, etc.) of the application.
 - Every time you click Save, green text will appear beside the Save button confirming a successful save, providing the date and time.



- Clicking on the downward arrow available at the far right of any line item will provide options to edit or delete that item.

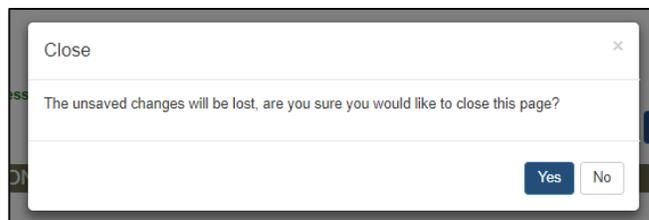
PART C: PROPERTY INFORMATION

Note: at least one Property should be created in this section. The Applicant you created above will become the Primary Landowner for each Property.

Create Property

ARN	Municipality	County	MNR Total Area	Net Eligible Forest Area (D)	Total Open Area (E)	Total Open Area No trees (F)	Total Elig. Forest Area (G)	Total Conservation Lands (H)	Other Lands (I)	Modified On
4321000000000000	ESSA TOWNSHIP	43-SIMCOE	100.00	20.00	2.00	5.00	27.00	0.00	73.00	April/24/2018 12:33 PM

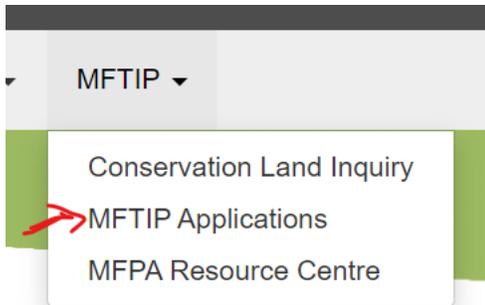
- If you leave an application or page by clicking 'Close' and the following pop-up appears, something on the page is not saved. Click 'No', then Save and try closing again.



- Do not use special characters (~ # % & * { } \ : < > ? / | ") in the Project Title/Property Name of an application, in any of the compartment names, or in the file name of attachments.

Start a MFTIP Application

1. Click on MFTIP at the top left of the screen and go to the “MFTIP Applications”. There, select ‘Create Application’.



MFTIP External Application List



2. This is the starting point for data entry. Fill out the 4 fields under ‘Plan Information’. This information can be changed later if necessary. Once all information is completed, click ‘Create’.

A screenshot of the 'PLAN INFORMATION' form. The form has a dark header with the text 'PLAN INFORMATION'. Below the header, there are four fields: 'Property Name (Required) *', 'Plan Type (Required) *', 'Start Date Year (1/1/YYYY)', and 'This plan is prepared by: (Required) *'. The 'Plan Type' dropdown menu is open, showing 'MFTIP New Plan'. A red circle highlights the 'Create' button at the top right. Red arrows point to the 'Property Name', 'Start Date Year', and 'This plan is prepared by' fields.

Property Name: This is what you want the plan to be called to help you identify each client’s plan that you are working on (Example: Jones Property, Smith Plan)

Plan Type: Choose the appropriate category from the drop-down menu.

- Select “MFTIP New Plan”- if you are submitting a plan that is new to MFTIP.

- Select “MFTIP New Plan- Ownership Change 90 days” if it is an ownership change within 90 days. You will need to include transfer documents as proof that the plan was submitted within the 90-day period. If it is after the 90-day period, the plan must be submitted as a “New Plan”.
- Select “MFTIP Plan Renewal” if the plan is being renewed at the 10-year mark.

Start Date Year: As stated in your plan.

This plan is prepared by: There is an option of landowner or MFPA. Select the one that reflects who the plan was prepared by.

Part A: Plan Information

- Part A: Plan Information will load with information containing further details based on what you entered under the ‘Plan Information’. Confirm all the information is correct. Change any information as required. Once complete, click ‘Save.’



PART A: PLAN INFORMATION

Property Name: (Required) *
Please provide a descriptive title of the proposed plan. Ex: property name

Plan Type: (Required) *
Specify why you are submitting this package:

Plan Approver Name and Number:
Your MFPA Name and number will appear here...

Plan Start Date Year:

Plan Start Date: (Required) *
This Managed Forest Plan is for the 10-year period commencing:

Plan End Date:

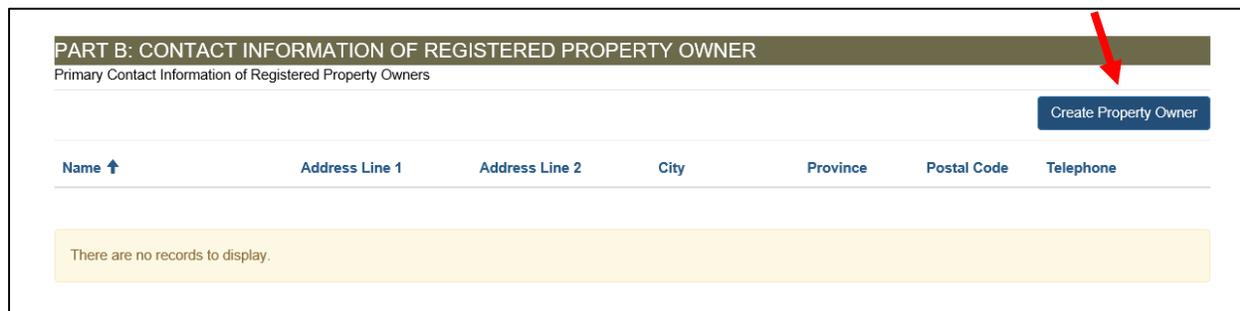
Five-year Progress Report Due:

Renewal Date:

This plan is prepared by: (Required) *

Part B: Contact Information of Registered Property Owner

4. Scroll to Part B. Click on 'Create Property Owner.'

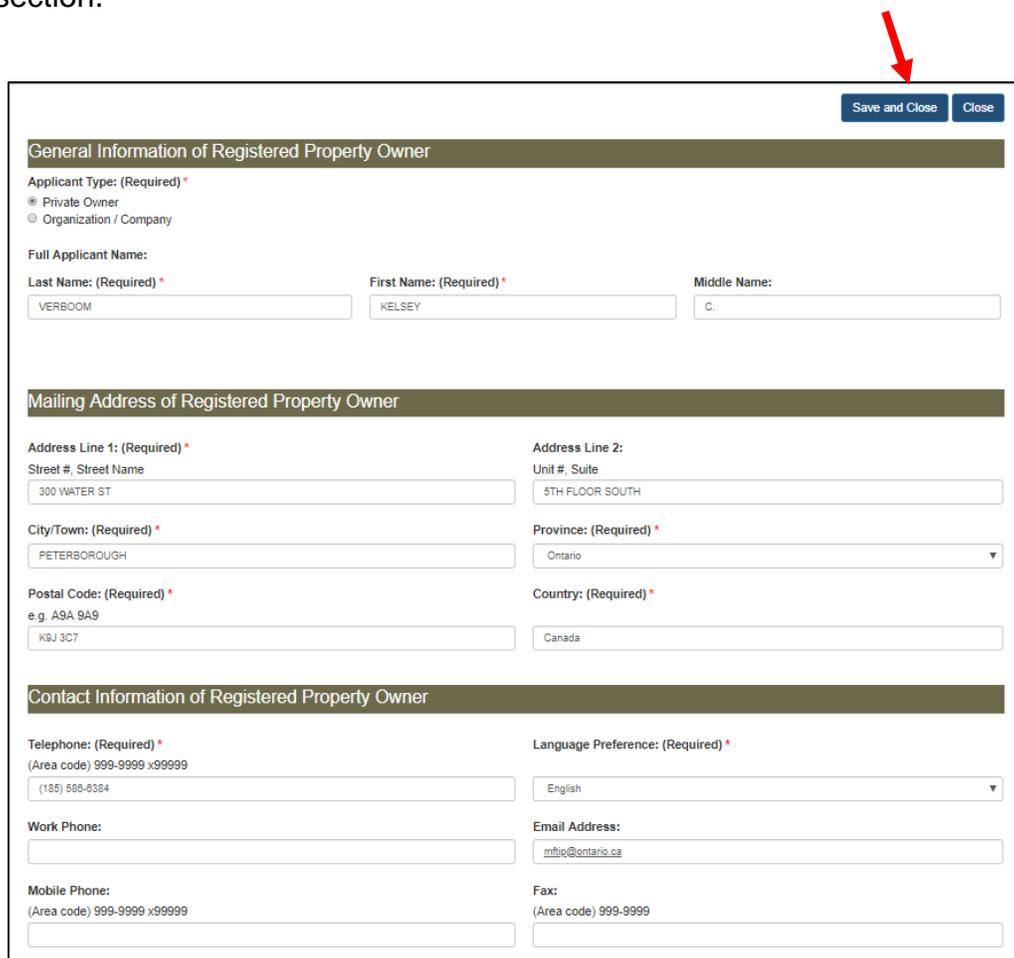


PART B: CONTACT INFORMATION OF REGISTERED PROPERTY OWNER
Primary Contact Information of Registered Property Owners

Create Property Owner

Name ↑	Address Line 1	Address Line 2	City	Province	Postal Code	Telephone
There are no records to display.						

5. Complete the General Information, Mailing Address and Contact Information of the Registered Property Owner. Once all information has been completed, select 'Save & Close'. See below for some more information to assist in completing this section.



Save and Close Close

General Information of Registered Property Owner

Applicant Type: (Required) *

Private Owner
 Organization / Company

Full Applicant Name:

Last Name: (Required) * First Name: (Required) * Middle Name:

VERBOOM KELSEY C.

Mailing Address of Registered Property Owner

Address Line 1: (Required) * Address Line 2:

Street #, Street Name Unit #, Suite

300 WATER ST 5TH FLOOR SOUTH

City/Town: (Required) * Province: (Required) *

PETERBOROUGH Ontario

Postal Code: (Required) * Country: (Required) *

e.g. A9A 9A9 Canada

K9J 3C7

Contact Information of Registered Property Owner

Telephone: (Required) * Language Preference: (Required) *

(Area code) 999-9999 x99999 English

(185) 586-8384

Work Phone: Email Address:

mftio@ontario.ca

Mobile Phone: Fax:

(Area code) 999-9999 x99999 (Area code) 999-9999

Applicant Type: Private owner (i.e. John Doe) OR Organization/ Company (i.e. 123456 Ontario Inc.)

Full Applicant Name: The name that appears on the Municipal Property Assessment from MPAC. The name of the registered owner, business or Conservation Area that is on the MPAC statement is the name of the applicant.

- More than one registered owner for the properties in the plan? Choose the primary contact that is also a registered owner of the property(ies).

Mailing Address of Registered Property Owner: The current mailing address of the property owner as it appears on the MPAC statement.

Clients need to inform MFTIP staff of any address changes throughout the term of their plan.

Contact Information of Registered Property Owner: Use the current telephone number of the property owner. This would be on the MFTIP Application Form that the landowner filled out and signed.

6. Once you have clicked 'Save and Close', it will return you to the main application page. A summary of the information you entered will show in Part B. Scroll to the top and click 'Save.'

PART B: CONTACT INFORMATION OF REGISTERED PROPERTY OWNER						
Primary Contact Information of Registered Property Owners						
						Create Property Owner
Name ↑	Address Line 1	Address Line 2	City	Province	Postal Code	Telephone
KELSEY VERBOOM	300 WATER ST	5TH FLOOR SOUTH	PETERBOROUGH	Ontario	K9J 3C7	(185) 586-6384

Part C: Property Information

7. Scroll to Part C. Click on 'Create Property.'

PART C: PROPERTY INFORMATION										
Note: at least one Property should be created in this section. The Applicant you created above will become the Primary Landowner for each Property.										
										Create Property
ARN	Municipality	County	MNR Total Area	Net Eligible Forest Area (D)	Total Open Area (E)	Total Open Area No trees (F)	Total Elig. Forest Area (G)	Total Conservation Lands (H)	Other Lands (I)	Modified On ↑
There are no records to display.										

- Complete the required information under 'Property General Information.' Fill in the first 15 digits of the assessment roll number as it appears on the MPAC notice of assessment, total acres on the property & enter your CL Confirmation Number from your CL Inquiry. Once completed, click 'Save'.



Property General Information

General Information

Assessment Roll Number: (Required) *
 Ex. XXXX XXX XXX XXXXX
 * * * * *

Total Area in Acres: (Required) *
 from MPAC Property Assessment Notice:

The Assessment Roll Number you entered is located in:
 Municipality:
 County:

CL Status Check
 Note: To get a CL Confirmation Number, please go to [SPS Online Portal / CL Inquiry](#) page.

CL Confirmation Number: (Required) *



Assessment Roll Number: From the Notice of Property Assessment from MPAC. The first two numbers are for the County and the second two numbers are for the Municipality. Entering these numbers will auto-generate the county name and municipality under the heading "The Assessment Roll Number you entered is located in"

Total Area in Acres: From the Notice of Property Assessment (sometimes located on page 2 of the assessment).

Remembered to do the CL Inquiry before starting the application? Great! Skip step 9. If you forgot, continue reading.

- If you forgot to do the CL Inquiry before starting the application, click on 'SPS Online Portal/ CL Inquiry'.

Create MFTIP Property

Property General Information

General Information

Assessment Roll Number: (Required) *
 Ex. XXXX XXX XXX XXXXX
 * * * * *

Total Area in Acres: (Required) *
 from MPAC Property Assessment Notice:

The Assessment Roll Number you entered is located in:
 Municipality:
 County:

CL Status Check
 Note: To get a CL Confirmation Number, please go to [SPS Online Portal / CL Inquiry](#) page.

CL Confirmation Number: (Required) *



A pop-up will appear with the roll number already filled in. Click on 'Search' to receive the CL Inquiry result and copy/paste the Confirmation Number into the MFTIP Property page. Do not click the word 'Exit' from the CL Inquiry page- this will take you out of the application and will not keep unsaved changes. Simply select the 'X' in the top right corner of the pop-up to close the window. Once you have entered the CL Confirmation # under the 'Property General Information' section, click 'Save'.

10. After clicking 'Save' the MFTIP Property form extends with more fields to complete for the property.

Registered Owner 1 will be auto-populated with the name that was provided under the plan's Registered Property Owner section. If necessary, you can add registered landowners 2 and 3 to the property. Complete all required fields.

If there are more than 3 registered landowners on the property, only include the first 3 names. MNRFP will see from the Property Assessment that you attach to the application who all of the other registered owners are for the property. All owners will also need to sign an application form. You may attach multiple 10-year Application Forms to capture all the signatures of the owners.

Registered Landowners of this property

Registered Owner (1):
Type: (Required) *
F-Female
Last Name: (Required) * VERBOOM
First Name: (Required) * KELSEY
Middle Name: C.
Citizenship: (Required) * C-Canadian

Registered Owner (2):
Type: (Required) *
M-Male
Last Name: (Required) * SPENCE
First Name: (Required) * ROBERT
Middle Name:
Citizenship: (Required) *

Registered Owner (3):
Type: (Required) *
F-Female
Last Name: (Required) * DOUAIRE
First Name: (Required) * TWYLA
Middle Name:
Citizenship: (Required) *

11. The Mailing Address for the property will have auto-populated from the mailing address of the Registered Property owner from the main application in Part B. You can change it if required for the property- this will not change the information in Part B.

Mailing Address (from MPAC Property Assessment Notice)

Address: (Required) *
Street #, Street Name, Unit #
300 WATER ST

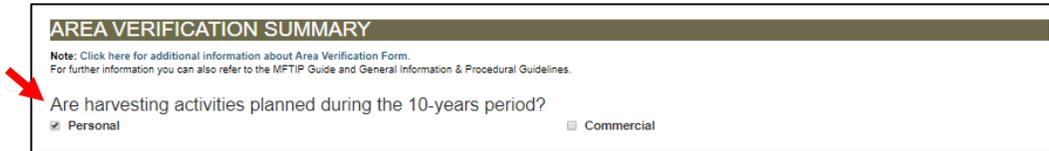
Address Line 2:
Street #, Street Name, Unit #
6TH FLOOR SOUTH

City: (Required) * PETERBOROUGH
Province: (Required) * Ontario

Postal Code: (Required) * K9J 3C7
Country: (Required) * Canada

Area Verification Summary

12. Answer the first question under this section. You can click both boxes if the landowners are planning for personal and commercial harvesting or leave unchecked if they are not planning any harvesting.



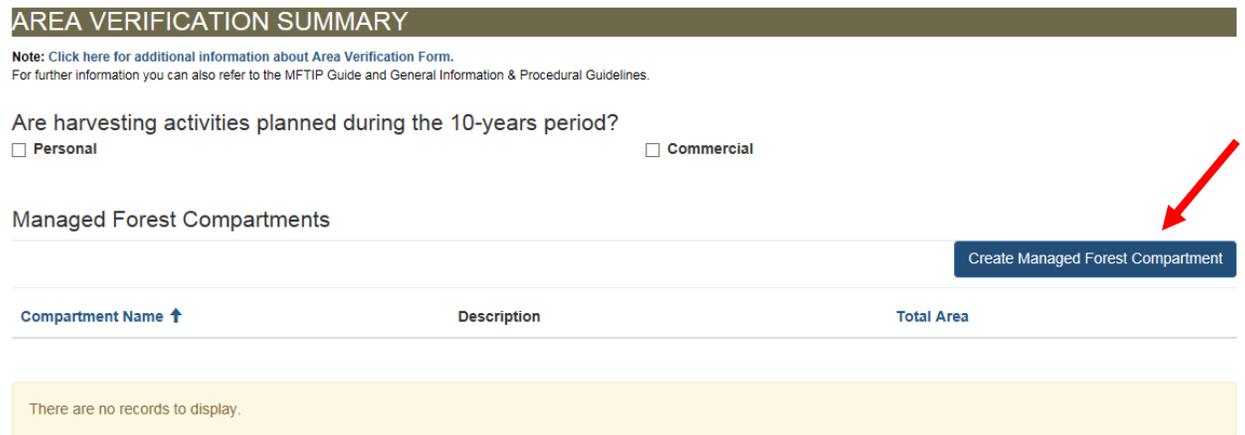
AREA VERIFICATION SUMMARY

Note: Click here for additional information about Area Verification Form.
For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

Are harvesting activities planned during the 10-years period?

Personal Commercial

13. Scroll to the top of the MFTIP Property page and click 'Save.' If you do not save all information that was previously filled out, it will not be saved when you move on to 'Create Managed Forest Compartments'.



AREA VERIFICATION SUMMARY

Note: Click here for additional information about Area Verification Form.
For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

Are harvesting activities planned during the 10-years period?

Personal Commercial

Managed Forest Compartments

Create Managed Forest Compartment

Compartment Name ↑	Description	Total Area
There are no records to display.		

14. Each section of the Area Verification Summary (Managed Forest Compartment, Open area that can support trees, open area that cannot support trees) is consistent with the hard copy green Area Verification Form which was previously used for hard copy applications. Equations automatically calculate the eligible Managed Forest acres and Other Land Classes once all compartments have been created.

To create a compartment for a section, click on the dark blue 'Create...' button for that section. Once clicked, a new page will appear to fill out information about that compartment. Click 'Create Compartment' to save and add the information to the property. It will return you to the Area Verification Summary and display a summary of the information that you have just added. You can add multiple compartments for each section. See below for examples.

Create Managed Forest Compartments

15. Click 'Create Managed Forest Compartment.'

AREA VERIFICATION SUMMARY

Note: Click here for additional information about Area Verification Form.
For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

Are harvesting activities planned during the 10-years period?
 Personal Commercial

Managed Forest Compartments

Create Managed Forest Compartment

Compartment Name ↑	Description	Total Area
--------------------	-------------	------------

16. Enter information about the compartment and click 'Create Compartment.'

Managed Forest Compartment

For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

Create Compartment **Close**

Compartment Information

Compartment Name: (Required) * Parcel Year Participation:
1-MIXED HARDWOOD 4321000000000000 [2019] [MFT]

Area (Acres): (Required) *
20.00

Description:
MAPLES, BEECH, OAK

17. Information is summarized under the Area Verification Summary section. If required, you can add another Managed Forest Compartment by clicking 'Create Managed Forest Compartment.'

Managed Forest Compartments

Create Managed Forest Compartment

Compartment Name ↑	Description	Total Area
1-MIXED HARDWOOD	MAPLES, BEECH, OAK	20.00

Gross managed forest compartment area (B): 20.00

Residence deduction (C): 0.00

Are there areas within managed forest compartments being used for residential or other purposes? The minimum deduction is 1 acre per residence.

Net eligible managed forest compartment area (D): 20.00
Line B minus line C

Total area for the Managed Forest Compartments is auto-calculated in the Net eligible managed forest compartment area (D).

18. You can enter any residential acreage deduction in Box C (Residence deduction) or it will automatically be included in the Other Land Classes in Box I if all of the acres on the property are not accounted for in the other compartments. Make sure that the residence deduction is a true representation of the actual residential area.

Managed Forest Compartments

[Create Managed Forest Compartment](#)

Compartment Name ↑	Description	Total Area
1-MIXED HARDWOOD	MAPLES, BEECH, OAK	20.00

Gross managed forest compartment area (B):

Residence deduction (C):

Are there areas within managed forest compartments being used for residential or other purposes? The minimum deduction is 1 acre per residence.

Net eligible managed forest compartment area (D):

Line B minus line C

Create Compartment that can Support Trees

19. Click 'Create Compartment than can Support Trees.'

Eligible open area compartments that could support trees



Compartment Name ↑	Description	Total Area
--------------------	-------------	------------

20. Enter information about the Compartment and click 'Create Compartment.'

Eligible open area compartment that could support trees

For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

[Create Compartment](#) [Close](#)

Compartment Information

Compartment Name: (Required) * Parcel Year Participation: 432100000000000 [2019] [MFT]

Area (Acres): (Required) *

Description:

21. Information will be summarized in the Area Verification Summary section. If required, you can create another compartment that can support trees by clicking 'Create Compartment that can Support Trees.'

Eligible open area compartments that could support trees

[Create Compartment that can Support Trees](#)

Compartment Name ↑	Description	Total Area
Meadow	Great future tree planting site	10.00

Create Compartments that cannot Support Trees

22. Click 'Create Compartment that cannot Support Trees.'

Eligible open area compartments that could not support trees

[Create Compartment that cannot Support Trees](#)

Compartment Name ↑	Description	Total Area
--------------------	-------------	------------

23. Enter information about the Compartment and click 'Create Compartment.'

Eligible open area compartment that could not support trees

For further information you can also refer to the MFTIP Guide and General Information & Procedural Guidelines.

[Create Compartment](#) [Close](#)

Compartment Information

Compartment Name: (Required) * Parcel Year Participation: 4321000000000000 [2019] [MFT]

Area (Acres): (Required) *

Description:

24. Information is summarized on the Area Verification Summary section. If required, you can create another compartment that cannot support trees by clicking 'Create Compartment that cannot Support Trees.'

Eligible open area compartments that could not support trees

[Create Compartment that cannot Support Trees](#)

Compartment Name ↑	Description	Total Area
Marsh	Great duck habitat	5.00

25. Once all compartments are added to the Area Verification Summary, enter how many acres (if any) are participating in the Conservation Land Tax Incentive Program (CLTIP).

Eligible managed forest area (G): 27.00
Line D plus line E plus line F

Other land classifications and areas on the Notice of Property Assessment

Conservation Land (H): 0.00
(if participating in CLTIP)

Other Land Classes (I): 73.00
Includes area in other property classes including land used for residential or other purposes

Total area of other land classifications (J): 73.00

Summary to ensure that all land is accounted for, this value should equal zero. (K): 0.00
Line A minus line G minus line J

26. A summary of the eligible managed forest area (Box G) and total area of other land classifications (Box J) will be automatically calculated at the bottom of the section. Ensure these numbers are accurate with your calculations and that Box K equals zero. These numbers will update as changes are made to the property.

Eligible managed forest area (G): 27.00
Line D plus line E plus line F

Other land classifications and areas on the Notice of Property Assessment

Conservation Land (H): 0.00
(if participating in CLTIP)

Other Land Classes (I): 73.00
Includes area in other property classes including land used for residential or other purposes

Total area of other land classifications (J): 73.00

Summary to ensure that all land is accounted for, this value should equal zero. (K): 0.00
Line A minus line G minus line J

27. When you are done entering all information about the property, scroll to the Top of the MFTIP Property page and click 'Save.' Wait for the successful save notification to show. Then click 'Close.'

Edit MFTIP Property

2 MFTIP Property record has been saved successfully.

1 Save Delete Close 3

Property General Information

28. You will be returned to the main application page. A summary of the property information will be available for you to review under Part C: Property Information. If there is another property to add into the application, select 'Create Property' and repeat steps 8-13. Once you are done Part C, scroll to the top of the application and click 'Save.'

You can click on the roll number or the arrow to open the property and review that data to ensure everything is correct and make any necessary changes.

PART C: PROPERTY INFORMATION										
Note: at least one Property should be created in this section. The Applicant you created above will become the Primary Landowner for each Property.										
										Create Property
ARN	Municipality	County	MNR Total Area	Net Eligible Forest Area (D)	Total Open Area (E)	Total Open Area No trees (F)	Total Elig. Forest Area (G)	Total Conservation Lands (H)	Other Lands (I)	Modified On ↑
432100000000000	ESSA TOWNSHIP	43-SIMCOE	100.00	20.00	2.00	5.00	27.00	0.00	73.00	April/24/2018 12:33 PM 

Part D: Managed Forest Plan Approval Form

29. All property(ies) information will be summarized in Part D which resembles the blue Managed Forest Plan Approval Form formerly provided in hard copy. Confirm all information in this section is correct. If there are any necessary changes, return to Part C to correct the information about the specific property.

Part D: MANAGED FOREST PLAN APPROVAL FORM						
Before proceeding, please review the summarized information below:						
Assessment Roll Number: 432100000000000			Municipality: ESSA TOWNSHIP			
County: 43-SIMCOE						
Summary Information (from Area Verification form):						
Total Area on Notice of Property Assessment (Line A):	Net Forested Compartments (Line D):	Open Area Compartments (Line E):	Open Area that could not support trees (Line F):	Eligible Managed Forest Area (Line G):	Conservation Land - Participating (Line H):	Other Land Classes (Line I):
100.00	20.00	2.00	5.00	27.00	0.00	73.00

30. A checklist is present to ensure you have met all of the requirements for a MFTIP application. Check off the box indicating that you have reviewed the entire Managed Forest Plan.

Plan Approver Checklist

Attachments All documents as required by program guidelines are included.

Section 1 The name(s) on the plan is/are consistent with the name(s) on the Notice(s) of Property Assessment and the MFTIP application form and the information is complete.

Section 2 The Assessment Roll Numbers and area figures are entered and correct.

Section 3 The plan indicates a knowledge of why the property is important at the local and landscape level.

Section 4 The map shows the location of all properties being applied for and is of sufficient detail to allow for the property to be located by someone who is not familiar with it. The map is complete and shows property features and Assessment Roll Numbers. Eligible and ineligible areas are identified as well as Conservation Land (CL) – if relevant.

Section 5 The objectives in the plan are consistent with the objectives of the MFTIP.

Section 6 The compartments are delineated on the map. Open areas (greater than 1 ha) are drawn on the map and are designated as compartments.

Section 7 The compartments are distinct management areas, a description has been prepared for each one.

Section 7.4 The compartment inventories are complete, accurate and appropriate for the objectives.

Section 7.6 & 8 Management activities are appropriate and are consistent with good forestry practices.

Section 9 & 10 You have informed the landowner of the importance of completing the Report of Activities.

(Required) *
I have reviewed all the sections of the Managed Forest Plan listed above.

31. Complete the site inspection information. Clicking on the icon next to the Date of Inspection box will open a Calendar to easily select the date. Once completed, scroll to the top of the application and click 'Save.'

Site Inspection

Site Inspection: 

Date of Inspection: (Required) * 

Comments:

Part E: Attachments

32. Scroll to Part E: Attachments. Click 'Add Files' to attach .pdf or .jpeg documents required for the plan.

Ensure all information listed as required is included as an attachment. This includes:

- ✓ A copy of your complete Managed Forest Plan
- ✓ MPAC Property assessment notice or other combination of supporting documents that show the MPAC Total Area, roll number and ownership
- ✓ Application form(s) signed by all landowners
- ✓ Maps, if not included in the Managed Forest Plan
- ✓ Self-assessment form, if this is one of the first 5 plans you have submitted.

Each file you attach needs a description. Please list what the document is (e.g. "Managed Forest Plan for E.D. Smith", "MPAC Property Assessment Notice for 010100100100001", "Signed application form", etc.

PART E: ATTACHMENTS

All required documents can be submitted a single attachment, or as individual attachments. Please provide a brief description of the attachment to state what it contains (e.g. "Managed Forest Plan", "MPAC notice", "All documents"). The following documents are required:

- A copy of the signed MFTIP 10-Year Application form with signatures for each landowner who owns a property included in the plan;
- Managed Forest Plan;
- Maps (if not included in Managed Forest Plan);
- Detailed property map (if not included in Managed Forest Plan);
- A copy of the most recent MPAC Property Assessment Notice for each roll number included in the plan;
- Other supporting documentation as needed.

The total file size for all attachments should not exceed 30 MB.

Note Text

There are no file attachments to be displayed



Add Attachment

Attachments

Description Managed Forest Plan for Smith

Attach a file Choose File Smith MFP.pdf

Add Close

Be sure to include a description. If there is no description, you won't be able to add the attachment.

33. Once all attachments are added, check off that you certify and agree with the Managed Forest Plan and documentation provided meets all listed requirements.

SIGNATURE
 (Required) *

I certify and agree with the Managed Forest Plan and documentation:

- The plan is consistent with all applicable program guidelines and standards;
- Management activities outlined in the plan are in accordance with "good forestry practices" as defined in the Forestry Act;
- Area Verification and Approval Forms are accurate and complete; and
- I have attached all documents as required by program guidelines.

Plan Approver Name: _____

MFPA #: Your MFPA Information will appear here...

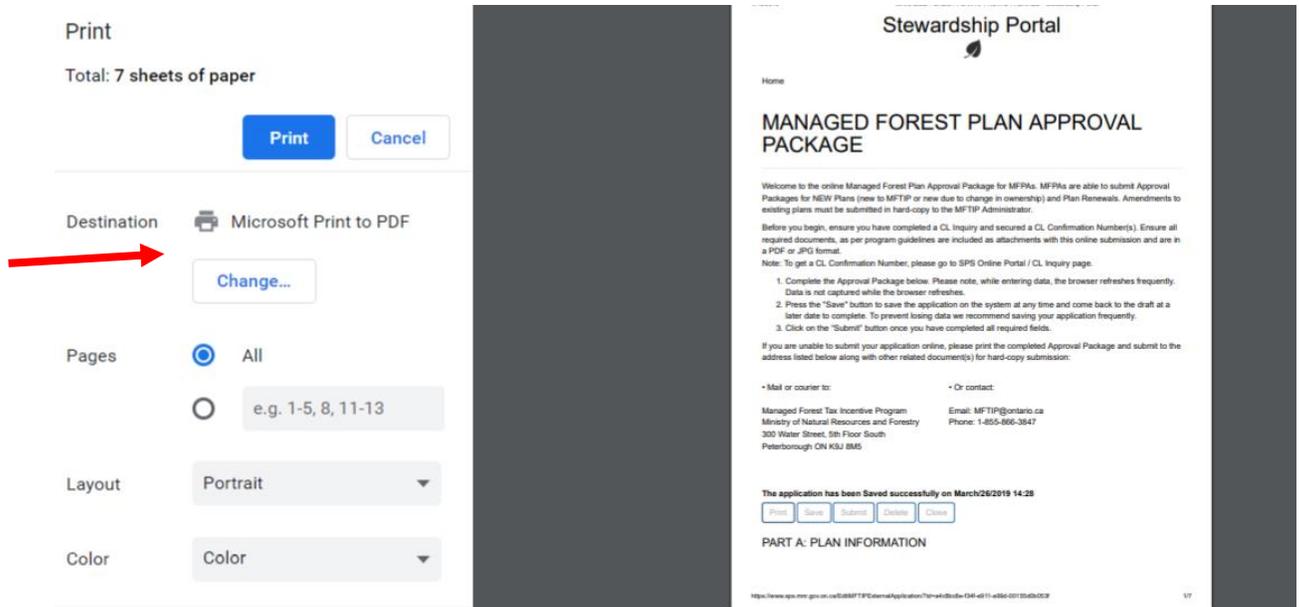
Contact Phone: _____

Date (Required): 24/04/2018

34. If you want to print or save a copy of the application for your records, click 'Print'. You will not be able to view the application again once it has been submitted.



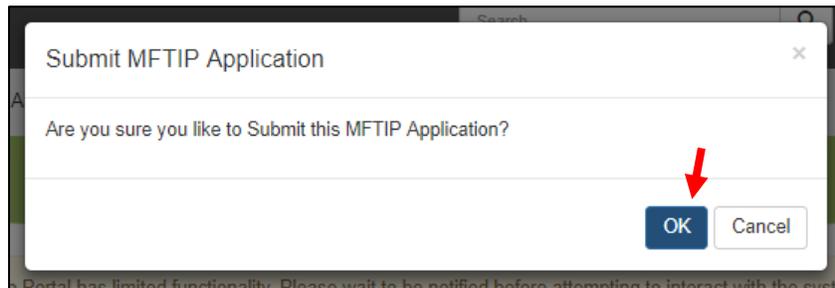
To save a PDF of the application, click 'Print' and, in the print dialog box that comes up, select 'Print to PDF' or similar as the printer or destination. This option will vary depending on your browser and operating system.



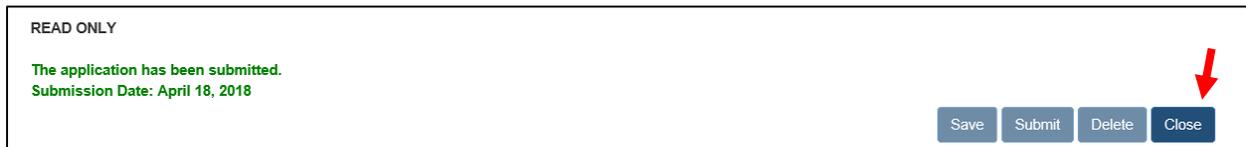
35. If you are ready to Submit, click 'Submit.' If you are not ready to Submit, click 'Save' and then 'Close' to exit the application after saving.



36. If you are ready to Submit and there are no errors, the following box will appear. Clicking 'OK' will submit the application.

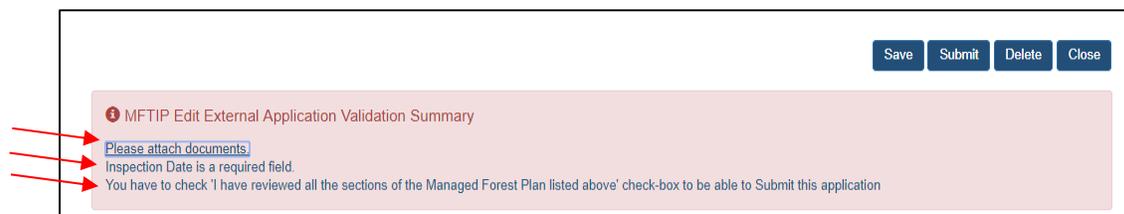


37. Once submitted, the following will appear. Click 'Close.'



➤ What if errors appear when I try to submit?

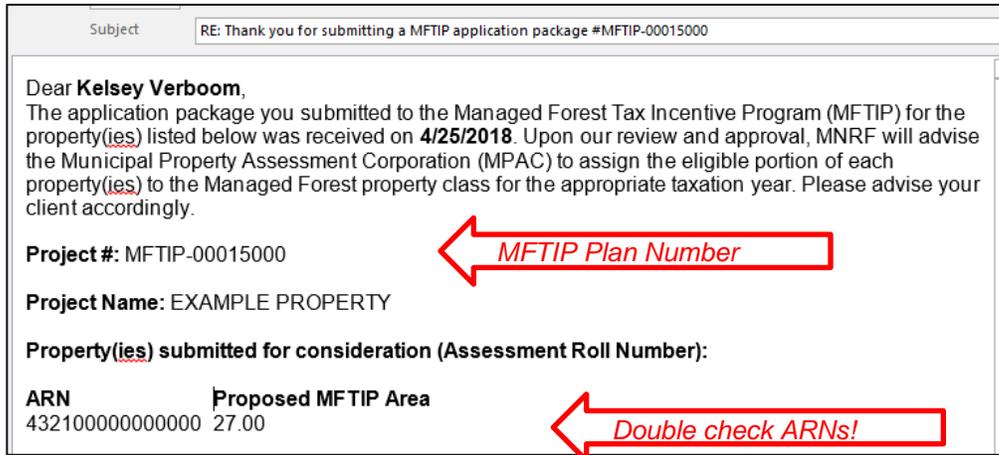
If there are errors anywhere in the form, they will appear when you try to submit the application. You can click on each line item in the error box and it will take you to the area of the form that needs correction.



Correct the problems, and try submitting again.

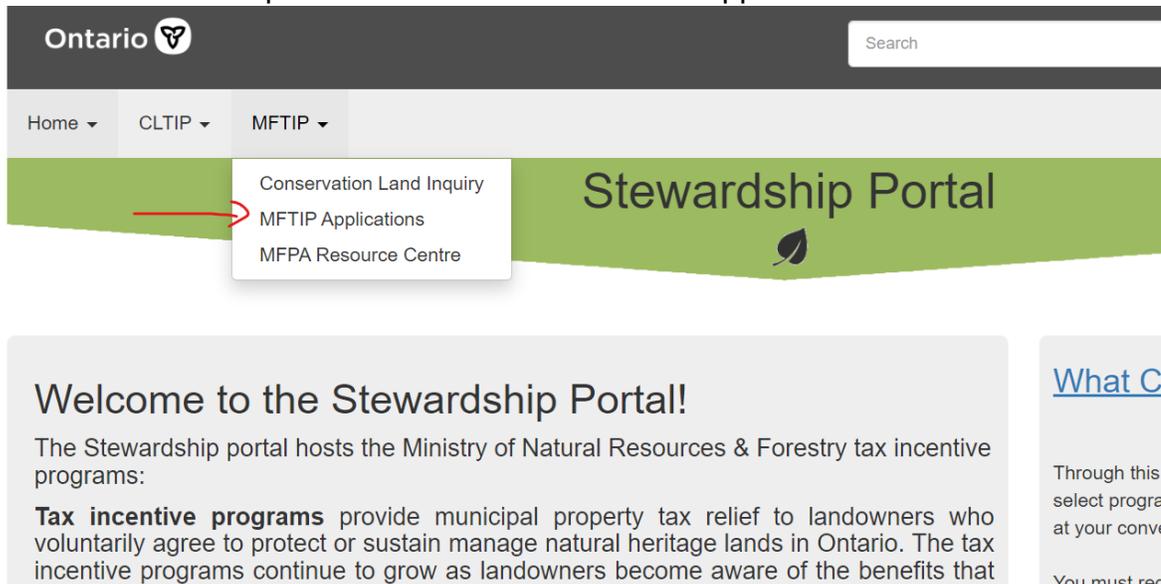
38. If your plan is successfully submitted, you will receive an auto-generated e-mail confirming submission of the application plan to MFTIP. Double check that the assessment roll numbers and MFTIP areas are correct. If there is a mistake, please contact MFTIP staff and reference the assessment roll number.

- a. In this example, 15000 is the new plan number assigned to the plan that was submitted.
- b. This e-mail can be forwarded to your clients. Please let your clients know what their plan number is.



How to See a List of Applications in Progress or Submitted

39. To see a list of applications you have submitted or are currently working on, click on MFTIP at the top left corner and select MFTIP Applications.



40. You can see the status of your applications in the 'Project Status' column. If they are Drafts, you can click on the Project Name of the Application to open and edit it. Once they are submitted, the Project Status will change to Submitted, the new plan number will appear under 'Project No', and the date it was submitted will

appear under 'Submitted On.' You will no longer be able to open them.

Project Name	Project No	Project Type	Project Status	Program	Submitted On ↑
Sarah_Test		MFTIP New Plan	Draft	MFTIP - Managed Forest Tax Incentive Program	
Sarah TEST		MFTIP New Plan - Ownership change 90 days	Draft	MFTIP - Managed Forest Tax Incentive Program	
TESTES		MFTIP New Plan - Ownership change 90 days	Draft	MFTIP - Managed Forest Tax Incentive Program	
EXAMPLE PROPERTY		MFTIP New Plan	Draft	MFTIP - Managed Forest Tax Incentive Program	

41. If you have no further plans to submit, you can click on your name in the top right corner and select 'Sign Out.'

Frequently asked questions

Q: What if I forgot to attach a document, or need to make a correction?

- Contact MFTIP@ontario.ca. Staff there can set the plan back to 'draft' so you can edit it and re-submit it, or can attach a document or make a minor correction for you.

Q: I didn't get a confirmation email. What do I do?

- Check in the MFTIP Applications list to see whether the application says 'submitted', or still says 'draft'.
 - If it says 'submitted', give it some time – it can sometimes take a day to send a confirmation email. If you still haven't received one after 24 hours contact [MFTIP@ontario](mailto:MFTIP@ontario.ca) to have it re-sent.

- If it says 'draft', then the application has run into an error that is preventing it from submitting. Correct any errors and try again. Possible errors are:
 - You added an attachment note, but didn't attach any files to it
 - You have a special character in the project name, compartment name or compartment descriptions. Check for these characters: ~ # % & * { } \ : < > ? / | "
 - You have a compartment description that exceeds 2000 characters.
 - You created the application before the deadline, with correct start date for submission before the deadline, but the deadline has now passed and the start date needs to be adjusted 1 year later.

If you have any questions, please e-mail MFTIP at mftip@ontario.ca.