



## **Introduction to the Managed Forest Tax Incentive Program for Managed Forest Plan Approvers**

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# Topics

- MFTIP overview
- Business Practices
- Recordkeeping Practices
- Working with landowners
- Determining eligibility
- Stewardship Portal Solution
- Mapping tools
- Program updates/reminders

# MFTIP governance

- MFTIP is governed by Ontario Regulation 282/98 (available at <https://www.ontario.ca/laws/regulation/980282#BK10>)
- Plans must be in accordance with MFTIP Guide
- Detailed plan standards in Standards and Review Criteria
  - Update of ‘S&R Criteria – General Information and Procedural Guidelines’ in progress
- MFPAAs must follow Code of Ethics
- A Guide to Stewardship Planning for Natural Areas provides a template but is not MFTIP-specific, no legal status for MFTIP
- Standards and Review Criteria (inc Code of Ethics) provided to MFPAAs only. All other documents at [Ontario.ca/MFTIP](https://www.ontario.ca/MFTIP)



# MFTIP governance - MFPA role

- MFPAs have authority to approve MF plans under regulation
- Approving means verifying it was prepared in accordance with MFTIP Guide (e.g., eligible area is accurate, meets all requirements, follows good forestry practices)
- MNRF has authority to approve applications, including eligible area, and designate MFPAs
- MNRF counts on MFPAs as the program's front line interacting with landowners

# MFTIP overview

## Eligibility:

- Property is owned by a Canadian citizen, business or conservation authority – full description on application form
- Properties must have a minimum of 9.88 acres (4 hectares) of eligible area on one assessment roll number
- Eligible areas include open areas and forested areas
- Forested areas must meet minimum tree density requirements (See MFTIP Guide)
- Minimum 1 acre is removed for residential areas, including residence or other permanent structures and landscaped areas (paved driveways, mowed areas, gardens, garages, etc.)
- Forestry outbuildings (structures used specifically for forestry purposes) are permitted – provide evidence in plan
  - E.g. Sugar shack, outbuilding for storing forestry equipment

# MFTIP Overview

## Deadlines:

- New plans (property is not currently in MF): June 30<sup>th</sup>
- Renewal plans: July 31<sup>st</sup>
  - Start date for new and renewals is Jan 1<sup>st</sup> of the following year
- Ownership changes – within 90 days of date of sale
  - Start date is Jan 1<sup>st</sup> of the year after the date of sale
- Amendments – anytime or June 30<sup>th</sup> if adding new property to an existing plan
  - Effective the following year
- Landowners must submit a 5-year progress report by July 31<sup>st</sup> of their 5<sup>th</sup> year or they will be removed from the program

# MFTIP Overview

## Tax benefit:

- Only the portion of the property enrolled in the MFTIP sees the tax benefit. Any ineligible portions (house, farm etc.) are taxed at their regular rates.
- Properties in the MFTIP are re-assessed by MPAC. MPAC determines how much of the value pertains to the MFTIP portion, then reassesses that portion according to chart in regulation
- MF portion taxed at 25% of residential rate
- Landowner will see change on next year's mid-year or final tax bill (usually around June).
- Landowners can find out more at [AboutMyProperty.ca](http://AboutMyProperty.ca) once enrolled

# Business Practices

## Code of Ethics

- MFPAs owe duties to the MFTIP, the public, clients and other approvers and shall act in accordance with the MFPA Code of Ethics
- Be professional; provide good customer service, respond to inquiries in a timely way
- Maintain your MFPA contact listing – any other advertising is at your discretion
- MFPAs shall refrain from the use of unethical competitive practices between approvers

## Fees

- As an independent contractor, you or your business determine your own rates
- MFPAs shall charge fair and reasonable fees for work, commensurate with the amount and complexity of the work required
- Be transparent about your fee structure with your clients
- Fee structures vary, from tiered flat fees to hourly fees
- Consider site visit cost and travel time, time to correspond with landowner as well as plan preparation



# Record Keeping Practices

- MFPA's play a key role in protecting the personal information that is collected from clients
- Ensure you maintain these records responsibly and do not share them with any third parties unless authorized
  - E.g., an executor or power of attorney for original landowner
- Keep plans on file so you can assist landowners if needed and in case landowners lose plans
- Maintaining good records of plans that have been submitted allows you to continue to provide professional services to your clients over the term of their plan
  - MFPA's are encouraged to provide reminders to their clients when their 5 yr. progress reports or renewals come due. This is also a great tip for repeat business!

# Preparing MF Plans – Working with landowners

- Determine who will be writing the plan (MFPA or landowner)
- Start with a discussion with the landowner to understand goals and develop compartment level objectives and planned activities
- If the landowner is preparing the plan, you must still ensure all plan and program requirements are met, including:
  - Eligible area and forest inventory is accurate (site visit must be conducted by MFPA)
  - Good quality, accurate maps are provided, showing eligible and ineligible areas
  - Overall plan contains accurate, useful information, following good forestry practices
- Discuss plan preparation with the landowner before they begin to be sure they understand what is required – you may need to assist with some components depending on landowner's expertise/ability
- Online submission is completed by the MFPA, regardless of who prepares the plan

# Preparing MF Plans – working with landowners

- Review plan with landowner to get their final OK before submitting
- Ensure the landowner understands their goals and plan appropriate activities for the property
- Make sure landowner understands the actions in the plan and how to follow the plan, and progress report and renewal dates
- Make sure landowner is aware that by participating, they agree to follow the plan and good forestry practices (for example, no high-grading or diameter limit harvest) and can be removed if they do not
- Use stewardship plan template at [Ontario.ca/MFTIP](http://Ontario.ca/MFTIP) or your own template that includes same sections
- See Guide to Preparing Managed Forest Plans

# Determining Eligibility – Forested Areas

- Two main factors to consider to determine if an area of land can be included in the forested area of a managed forest plan
  1. Does it meet minimum tree density requirements?
  2. Is it managed in accordance with good forestry practices?
- Some areas may meet tree density requirements but are not managed in accordance with good forestry practices – not eligible
  - E.g., hydro corridors, orchards
- Some areas may be managed in accordance with good forestry practices but not meet the tree density requirements. These may be included within the open area provisions
  - E.g. regenerating areas, rocky areas
- What is a tree is determined by Trees in Canada – look at both tree definition and species description

# Determining Eligibility – Open Areas

- Two types of eligible open area allowances:
  - Natural areas, such as forest openings or abandoned farm fields (max area 10% of forested area); and
  - Natural areas that **could not support trees** through normal forest management activities because of **natural constraints** (max area 25% of eligible area excluding natural areas).
- Besides whether or not the area can reasonably be considered a “natural area”, there are two criteria that must be met for an open area to be eligible:
  1. It must contribute to the objectives of the managed forest plan
  2. It must be managed in accordance with good forestry practices



# Eligibility – Important Consideration

- Natural areas that cannot support trees because of non-natural constraints, such as herbicide application or mowing, are not eligible for the second category.
- They may be eligible for the first category only if they follow good forestry practices and contribute to the objectives of the plan
  - E.g., land being pastured or hydro corridors being maintained with herbicide are not eligible, as they are developed rather than natural areas and do not follow good forestry practices
  - However, land where prescribed burning is taking place for a time to manage invasive species may be eligible
- If you are unsure, contact MFTIP staff for assistance or confirmation

# Determining eligibility - Conservation Land

- Lands eligible for CLTIP are PSW, ANSI, Escarpment Natural Area
- Use the CL Inquiry tool on the portal to check if there is eligible area
- Use MNRF Make a Natural Heritage Map tool to see where the eligible area is (<https://www.ontario.ca/page/make-natural-heritage-area-map>)
- If there is eligible CL area which is also eligible for the MFTIP, discuss with the landowner which one they want that area to participate in. The remainder of the property can still participate in MFTIP if there is enough area.
- Make a note of the landowner's choice in the plan and be sure they know that they cannot apply for CLTIP if they enroll the area in MFTIP
- If the landowner changes their mind during the term of the plan, the plan will need to be amended

# Requests for Reconsideration

- If a landowner misses the deadline to submit a plan or a progress report and there are mitigating circumstances explaining why they missed the deadline, they can submit a Request for Reconsideration
- The Administrator will review and determine if there are mitigating circumstances, and approve or decline the request
- If a request is approved, the plan will be accepted as though it had met the deadline – we will change the start date in the portal
- If a request is declined, the plan will be accepted for the next year
- When preparing plans with an RfR, prepare the plan dates as though the request is approved
- Deadline for RfR is the March 31<sup>st</sup> after the missed deadline (i.e. March 31<sup>st</sup>, 2023 for RfRs for 2023 plan start date)
- The plan should be submitted first, then RfR sent by email to MFTIP@Ontario.ca

# Submitting Plans

- New plans, ownership change plans, and renewal plans can be submitted online through the Stewardship Portal
  - [sps.mnr.gov.on.ca](https://sps.mnr.gov.on.ca)
- All info is submitted by the MFPA - the landowner must sign the agreement on the application form allowing you to submit their personal information on their behalf

I authorize a certified Managed Forest Plan Approver to submit my personal information to the Ministry of Natural Resources on my behalf.

- Remember you are responsible for keeping people's personal information safe.

# About the Stewardship Portal

- Connects directly to MFTIP's database
- A selection of plans is reviewed each year, but not all. MNRF relies on MFPAs for accuracy in submitting
- **Ensuring roll number is correct is critical!**
- Plan is submitted as an attachment in the portal – PDF
- Data submitted through the portal (not in the attachment) is searchable by MFTIP staff.
- Include email address
- Include key natural heritage info (descriptions, compartment names) to help us target communications to landowners



# Attachments

- JPG or PDF
- Attach Managed Forest Plan, signed application form, and MPAC Property Assessment Notice
- Attach maps if not embedded in plan
- May use combination of other documents showing ownership and total area instead of Property Assessment Notice if not available
- Landowner can also get their Property Assessment Notice at [AboutMyProperty.ca](https://www.aboutmyproperty.ca)
- You may use photos for scanned documents (application form and Notice of Assessment) as long as they are clear and legible – suggest a scanning app (e.g., CamScanner)
- No file size limit

# Tips/Reminders

- Have your CL Confirmation Numbers
- Have your attachments scanned and ready to attach
- Save the form on a regular basis to avoid losing work
- Save before adding new properties, owners or compartments
- Complete all required (\*) fields
- The portal will not accept applications that have special characters in the Project Title/Property name or file name of any attachments (~ # % & \* { } \ : < > ? / | " .)
- Roll number and Total Area must match MPAC Property Assessment Notice – If they don't have their notice, they can contact MPAC, or get it at [AboutMyProperty.ca](http://AboutMyProperty.ca)
- **Don't wait until the last minute to submit!** The portal may be slow due to the volume of submissions before the deadline.

# Accessing the Stewardship Portal

Enter the link below into your Internet browser.

[www.sps.mnr.gov.on.ca](http://www.sps.mnr.gov.on.ca)

# Click on 'Sign In'.



Ontario  français Register [Sign In](#)

Home ▾ CLTIP MFTIP SARSF LSHRP

## Stewardship Portal

### 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 institutes, Aboriginal groups, and other

#### 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 MFTIP, landowners must agree to certain

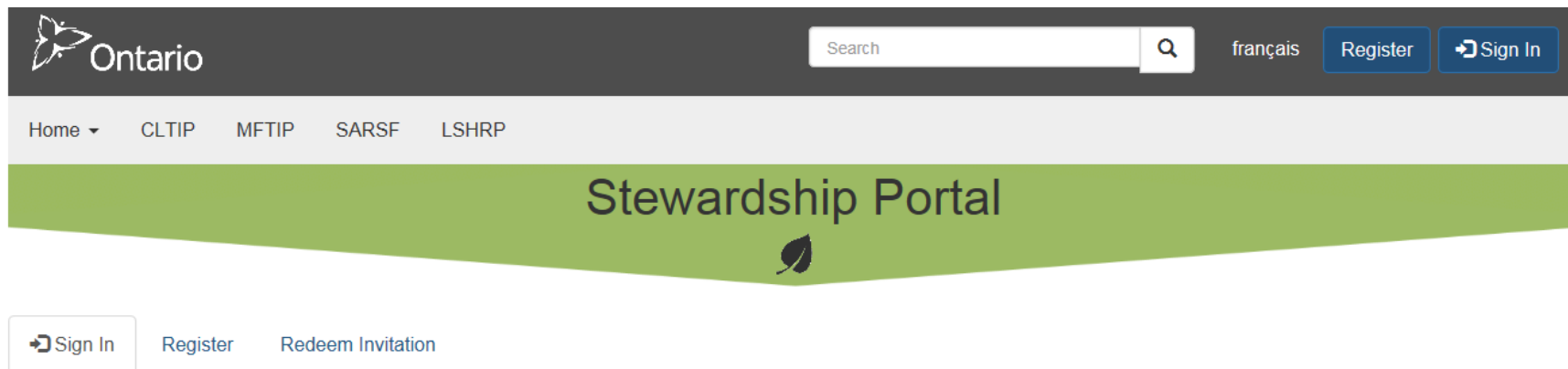
#### Conservation Lands Tax Incentive Program

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 conservation lands by providing property tax

#### 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 through the LSHRP. This portal provides

Enter your username and password. Click Sign In.



The screenshot shows the top navigation bar of the Ontario Stewardship Portal. It includes the Ontario logo, a search bar, a language selector for 'français', and buttons for 'Register' and 'Sign In'. Below the navigation bar is a menu with 'Home', 'CLTIP', 'MFTIP', 'SARSF', and 'LSHRP'. A large green banner with the text 'Stewardship Portal' and a leaf icon is centered. Below the banner are buttons for 'Sign In', 'Register', and 'Redeem Invitation'.

Sign in with a local account.

Username (Required) \*

Password (Required) \*

Sign In

Forgot Your Password?

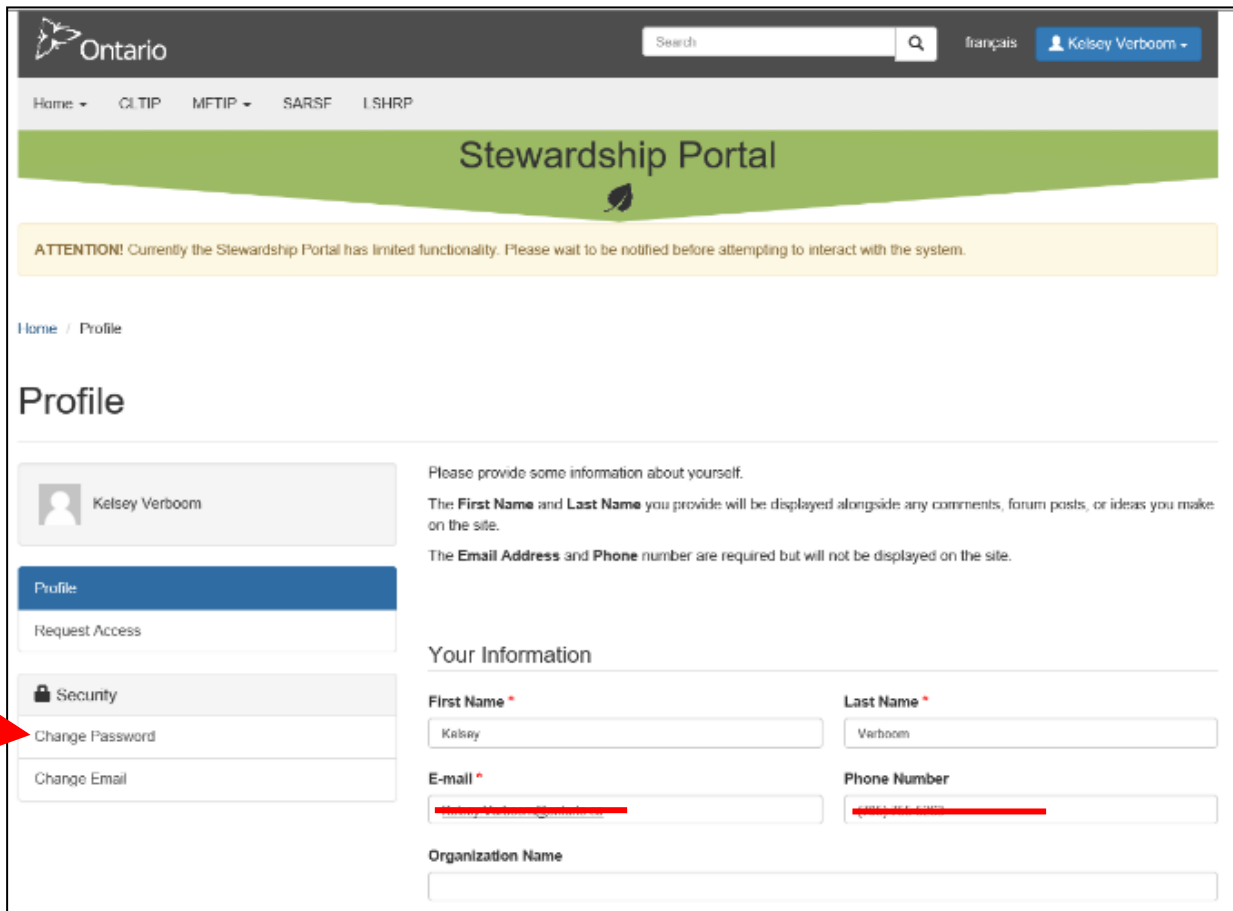
Username example:  
verboomke#999

Password: P@ssw0rd1



# Signing in for New MFPAs

Your first sign-in will be with a temporary password. You need to reset the password. Click Change Password.



The screenshot shows the Ontario Stewardship Portal user profile page. At the top, there is a navigation bar with the Ontario logo, a search bar, a language selector for 'français', and a user profile for 'Kelsey Verboom'. Below the navigation bar is a green banner with the text 'Stewardship Portal'. A yellow warning box states: '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 user profile card for 'Kelsey Verboom'. A sidebar on the left contains a menu with 'Profile' (selected), 'Request Access', 'Security', and 'Change Email'. A red arrow points to the 'Change Password' link under the 'Security' section. The main content area contains instructions: '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.' Below this is a 'Your Information' section with form fields for 'First Name' (Kelsey), 'Last Name' (Verboom), 'E-mail' (kelsey.verboom@ontario.ca), 'Phone Number', and 'Organization Name'. The 'E-mail' and 'Phone Number' fields are redacted with red lines.

Enter temporary password in 'Old Password'.  
Type in new password in 'New Password' and 'Confirm Password'. Check off that you are not a robot.

Home ▾ CLTIP MFTIP ▾ SARSF LSHRP

## Stewardship Portal

**ATTENTION!** Currently the Stewardship Portal has limited functionality. Please wait to be notified before attempting to interact with the system.

**Kelsey Verboom**

Profile

Request Access

**Security**

Change Password

Change Email

### Change Password

Username: VERBOOMKE #999

Old Password (Required) \*

New Password (Required) \*

Confirm Password (Required) \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Change Password

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

The screenshot shows the Ontario Stewardship Portal interface. At the top, there is a navigation bar with the Ontario logo, a search box, a language selector set to 'français', and a user profile for 'Kelsey Verboom'. Below this is a secondary navigation bar with links for 'Home', 'CLTIP', 'MFTIP', 'SARF', and 'LSHRP'. A large green banner reads 'Stewardship Portal'. A yellow attention box states: '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 breadcrumb 'Home / Profile'. On the left, there is a user profile card for 'Kelsey Verboom' with a 'Profile' tab selected and options for 'Request Access', 'Security', 'Change Password', and 'Change Email'. The main profile area contains instructions: '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 prominent 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', and 'Phone Number', with the latter two fields redacted with red bars.

Section 1A: GENERAL INFORMATION

First Name \*

Last Name \*

Position

Organization or Business

Website

Section 2A: CONTACT INFORMATION

Telephone \*   
(Area code) 999-9999 x9999

Other Phone   
(Area code) 999-9999 x9999

Fax

Email \*

Section 3A: CIVIC ADDRESS

Address \*   
Street #, Street Name, Unit #

City/Town \*

Province \*

Country \*

Postal Code \*   
Ex: A9A 9A9

- On your profile page, you can:
- Update and edit your contact information and address.
  - Edit what information is to be displayed on the MFPA listing.
  - Edit what counties to advertise in.

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

# How to change/add counties that you advertise in




Home ▾ CLTIP MFTIP ▾ SARSF LSHRP

## Stewardship Portal

Home / MFPA PERMIT PROFILE - COUNTIES

### MFPA PERMIT PROFILE - COUNTIES

 Example MFPA

- Profile
- Request Access
- Security**
- Change Password
- Change Email

#### 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		▼

# Submitting plans and doing Conservation Land Inquiries

# Mapping options

- MFPAAs may use any mapping tools with satellite imagery and the ability to mark up plans – e.g. Google MyMaps, Scribble Maps, ArcGIS
- Recommended tools which include parcel boundaries and natural heritage information:
- Make a Natural Heritage Area Map

[www.ontario.ca/page/make-natural-heritage-area-map](http://www.ontario.ca/page/make-natural-heritage-area-map)

- AgMaps

[www.omafra.gov.on.ca/english/landuse/gis/portal.htm](http://www.omafra.gov.on.ca/english/landuse/gis/portal.htm)

- CLTIP eligible features map

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

# Program updates/reminders

- A 'Best Plan Award' awarded each year. Nominate a plan you want considered as not all plans are reviewed. All plans which are reviewed will be considered.
  - This process being reviewed as part of S&R Criteria update
- Technical Advisory Group of four MFPAs provides advice and peer review in cases of disputes.
  - Terms of Reference being reviewed as part of S&R Criteria update
- MNRF will send bulletins and conduct periodic training in future



**Good luck! We look forward to working with you to help promote and foster good stewardship of private forest lands!**

**If you have any questions, please e-mail MFTIP at [mftip@ontario.ca](mailto:mftip@ontario.ca).**