



FORESTRY
FUTURES
TRUST
ONTARIO

September 25, 2025

SFL Forest Managers

The Forestry Futures Trust Committee has received direction from the Ministry of Natural Resources to provide an alternate process in its funding disbursement procedure to allow for silviculture project payments to go directly to contractors. This change takes effect immediately. This new alternative billing option came in response to recognition that forest managers were facing financial challenges and that these were hindering their ability to undertake work that was not legally required. At the same time, there was continued recognition of the value and benefits of having forest managers undertake silviculture projects funded by the FFT.

However, the previous procedure whereby an SFL was required to pay contractors first before requesting reimbursement from the FFTC will still be in effect for those that do not wish to change their billing practices.

A new template entitled Silviculture Project Funding Disbursement Request Sept 2025.doc is attached, is posted on our website, and should be used as the cover sheet for future claims. It looks similar to our previous reimbursement request form with the exception that the SFL or contractor is to be identified as the payee and that their contact information and HST number must be included.

If the contractor is new to the MNR system and does not have pre-authorized payment instructions already set up with Trust Claims, they must submit banking information to ensure timely payments. A Pre-Authorized Payment Form v2.pdf is attached for that purpose and its submission to trustclaims@ontario.ca is the responsibility of the SFL project manager.

All ongoing and new disbursement requests are to follow the scheduling and invoicing details approved in each project's current Project Authorization form (PAF). If changes to the PAF are required to include more frequent billing dates, contact the Program Coordinator by e-mail to begin the revision process.

Information regarding the submission of invoices is as follows:

- Invoices submitted for each individual contractor should be compiled and submitted under a single Disbursement Request cover sheet. For example, if Contractor A has three invoices, under the same FFT project, to submit for a date scheduled on the PAF, then the total of those invoices should appear on one cover sheet and copies of each invoice attached to it. As previously, the cover sheet is to be signed and stamped by the R.P.F. certifying that the work has been carried out according to the signed Terms of Project Agreement.

**Forestry Futures Trust
Committee**

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- If multiple contractors are submitting invoices within a pay period, then unique Disbursement Request cover sheets should be created that will each be signed and stamped by the R.P.F. managing the project. For example, if four contractors are submitting invoices for the scheduled payment date, then there will be four cover sheets, each supported by the associated contractor invoices.
- Disbursement requests should be numbered similarly to the past, with the exception that when there are multiple contractors the requests will be identified as a, b, c, etc. For example, if FFT project 2050-1-R61 Disbursement Request #1 scheduled for May 15, 2026 contains invoices for only one contractor (and, hence, has only one cover sheet), it will be identified as 2050-1-R61 Disbursement #1. If there are three contractors, the cover sheets will be identified as 2050-1-R61 Disbursement #1a, 2050-1-R61 Disbursement #1b, and 2050-1-R61 Disbursement #1c.
- Contractor invoices must show contact information, HST number, an invoice number, the nature of the silviculture activity conducted, number of units completed and rate per unit. In recognition that these invoices reflect accurate, complete work, the R.P.F. will stamp each of these as well. Contractor invoices that contain expenses for more than one project number or show expenses that will be billed to both FFT and FRT will require an FFT/FRT/Other Invoice Clarification Summary sheet. It is preferable for a contractor invoice to contain expenses for only one project and solely for the FFT portion of those costs.

This alternative payment procedure option will not change the legal agreements that exist between the FFTC and the SFL.

Please do not hesitate to contact me through our office (807) 343-8010 ext 8503, if you have any questions.

Sincerely,

RA Riley, R.P.F. (Hon)
FFTC Chair