



Request for Proposals: Host the 2026 Canadian Urban Forest Conference

Tree Canada is seeking proposals by municipalities to host the 16th [Canadian Urban Forest Conference](#) in 2026.

About Tree Canada

Tree Canada is the only national non-profit organization dedicated to planting and nurturing trees in rural and urban environments, in every province across the country. We help to grow Canada's tree canopy through our programs, research, and engagement efforts and by offering grants to communities and schools. We collaborate with a network of industry experts, academics, and other non-profits to deepen community knowledge and help municipalities plan and sustain local canopy.

About the Canadian Urban Forest Conference (CUFC)

The [CUFC](#) brings together leading experts from across the country to discuss and learn about innovative strategies, policies, technologies, research, and best management practices in urban forestry. Held every two years, the CUFC is a forum for professionals, municipalities, and community groups to share their experiences and novel approaches to the stewardship of Canada's urban forests. Past topics of the conference have included urban forest and community health, tree survival and resilience, sustainable design, and most recently ecological and social equity. The CUFC is jointly coordinated by the host City and Tree Canada.

What You Can Expect:

- Benefits to host City:
 - o Showcase your municipality's greenspaces and approaches to urban forestry to forestry specialists from across Canada.
 - o Increased travel and tourism with approximately 350 conference participants spending 3-4 days in your City and contributing to the local economy.
 - o Position your City as a municipal leader in urban greening, contributing to the fight against climate change and its impact on communities.
- Host City's commitment:
 - o Co-Chair the CUFC Organizing Committee with Tree Canada and participate on various sub-committees to plan, deliver and evaluate the conference.
 - o Assume all costs relating to the conference; retain all revenues generated.
 - o Plan and coordinate all local field tours for conference participants.
 - o Promote the conference to urban forestry professionals and related practitioners at the local and regional levels.
 - o Secure sponsors and trade show exhibitors in collaboration with Tree Canada.
- Tree Canada's commitment:
 - o Co-Chair the Organizing Committee with the host City and participate in sub-committees to plan, deliver and evaluate the conference.
 - o Lead the curation and development of the conference program and speaker selection.



- Host the CUFC 2026 website and other communications channels.
- Promote the conference to urban forestry professionals and related practitioners at the national level.
- Secure sponsors and trade show exhibitors in collaboration with the host City.
- Source and manage the main Event Planner in consultation with the host City.

How to Apply:

- Notice of Intent to apply should be communicated by **December 20th, 2023**, [online here](#).
- Applications are due by **May 1st, 2024**, and must consist of the following:
 1. Municipal urban forest program history and commitment: Share any historical or current urban forestry programming, policies, and commitments in which your City is engaged.
 2. Timeline identifying planned activity milestones – Provide a detailed timeline of what your event plan would look like if your City was chosen.
 3. Preliminary budget – Include budget for the event, as well as field tours.
 4. Accessibility to airports, accommodations, and public transportation – Provide options and distances that delegates will have to travel to and from airports, hotels, and venues.
 5. Potential venues, catering, staging and AV options – Provide options
 6. Proof of support from Council and staff – Provide an official letter from Council and staff supporting your commitment to the event.
 7. List of potential and secured collaborators – Provide a list of partners that would contribute to the event’s success.
 8. Suggestions for field tours and community activities – Provide options for field tours, why each site was chosen and distances from potential venues.

Proposals should be submitted as one PDF file with a cover page. The 2026 host city will be announced at the upcoming Canadian Urban Forest Conference in Winnipeg, Manitoba, on October 17, 2024.

Timelines:

Action	Date
Submission of Notice of Intent	December 20, 2023
Selection by Tree Canada of candidates to continue process	January 15, 2024
Submission of full application	May 1, 2024
Selection committee decision	June 20, 2024
Successful candidate notification	July 1, 2024
Agreement signed between host City and Tree Canada	October 1, 2024
Announcement of successful host City	October 17, 2024

To submit your complete proposal, or for more information, please contact:

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