



POLICY AND PROCEDURE
NAME: MEMORIAL TREE POLICY

CITY OF MARTENSVILLE
NUMBER: 116/23

1. PURPOSE:

To implement a memorial tree program, where individuals or groups can purchase a tree to be planted in memorial or commemorative honour of a person or event.

To beautify and enhance the City of Martensville through the addition of trees to parks and open spaces.

2. LOCATION OF PLANTING:

- a) Trees shall be planted only in the designated areas as noted below:
 - a) City Parks and Pathways
 - b) Sports Field Areas
 - c) Veterans Square
 - d) Martensville Dog Park
- a) The individual or group purchasing the tree will be allowed to choose the designated area in which the tree will be planted. The City of Martensville shall decide where the tree will be planted within the designated area.
- b) Trees shall be planted in locations that will not interfere with usage of the facility or impede the visibility of important intersections.

3. TREE PLANTING/MAINTENANCE:

- a) The City of Martensville shall provide a list of tree species that will be available for planting.
- b) Trees that are being planted shall be a minimum of 6'(six feet) in height.
- c) Tree plantings will include a mulch ring.
- d) The City of Martensville shall be responsible for the planting and ongoing maintenance of the trees.



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4. PLAQUE MARKING:

- a) Each tree planted shall be marked with a plaque as designated by the City.
- b) The plaque shall be scripted with name and date of the event or person the tree is being planted in honour.
- c) To preserve the public park setting, the placement of additional plaques, markers, ornaments, rocks, fences or any other commemorative personal items are not permitted, and these items will be removed and discarded without notice.
- d) The temporary placement of flowers within the mulch ring shall be allowed. The City reserves the right to remove and dispose of any dead or unsightly flowers without notice.

5. TREE/PLAQUE REPLACEMENT:

All trees will be replaced if they become unhealthy. Any trees or plaques that are damaged or vandalized will also be replaced.

6. MAINTENANCE

The City of Martensville shall be responsible for all ongoing maintenance costs.

7. COST OF PURCHASE:

The cost of the tree will be sourced and determined at the time of the request. All associated expenses will be the responsibility of the individual(s) submitting the request.

COUNCIL ADOPTING RESOLUTION:

151/06202023
204/09022025

June 20, 2023
September 2, 2025



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TREE PLANTING PROGRAM REQUEST FORM

Please return this form to City Hall

Your Name: _____ Phone #: _____

1) Please pick one of the following locations in which you would like your tree planted:

City Parks and Pathways

Kinsmen Park

Lions Park

North Hills Park

Dallas Martens Park

Lake Vista Park

Rose Leaf Park

Neighborhood Park (Please specify) _____

Linear Park/Pathway (Please specify) _____

Sports Fields

Mocon Fields

Slo-pitch Diamonds

Chrome Dome Fields

Veterans Square

Dog Park

2) Please provide us with the inscription you would like on the plaque. Name and date of the event or person is required. (4 lines).

