

# Corporate Policy

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Section:	Cultural Services	18
Sub-Section:	Events	7810
Title:	Sustainable Events	2018-01

## Related Policies

Number	Title

## Approvals

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## Corporate Policy Manual

### Sustainable Events

## Policy

The City of Port Moody takes pride in being a leader in environment and sustainability. While special events and festivals are a key aspect of a healthy and vibrant community, taking a sustainable approach to the organization of these activities helps reduce the negative impacts on our environment and our community. This policy is written such that it provides requirements for event organizers to follow, as well as additional sustainable practices that organizers are encouraged to incorporate into their event planning.

## Definitions

**Black Water** – unclean waste water containing urine and/or fecal matter. Black water at an event is most likely limited to waste collected in portable toilets.

**Festival** – an organized set of special events, such as musical performances (from the online Cambridge Dictionary).

**Grey Water** – relatively clean waste water generated from washing hands, dishes, food, surfaces, etc. Grey water at an event is generated through hand wash stations, food preparation, water used in face painting, etc.

**Special Event** – a gathering of people for the purpose of celebrating, selling, performing, consuming, displaying, and sharing experiences. Examples include, but are not limited to, trade shows, musical performances, exhibits in public spaces, fitness events, and fun runs.

**Waste Diversion** – the act of diverting waste from landfills. This is achieved through the reduction of waste, re-using of materials, separate collection of organic waste, and proper recycling of materials.

## Required Procedures

The procedures listed in this section apply to all Special Events and Festivals.

### Food and Drink

- No open net farmed salmon may be served;
- Food must be served on/in a compostable paper-based container or plate;
- Utensils must be a recyclable plastic or compostable product;
- Drinkware must be a recyclable plastic or compostable product; and
- No styrofoam is permitted in serving any food or drink.

### Waste Management

- A waste management plan is required for all Special Events regardless of size;
- A waste management plan can take many forms; however, the desired end result is the same: to ensure that waste is collected and sorted by type, is free of contamination, and is disposed of appropriately;

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- The following approaches for Waste Diversion have proven successful and one of these approaches should be selected for your event:
  - Having trained volunteers at each Waste Diversion station directing attendees on which item goes into which bin;
  - Having a sorting table at each Waste Diversion station. Attendees bring their waste to the sorting table and volunteers then sort the waste and place it into the appropriate bins; and
  - Contracting a company that specializes in event Waste Management who will provide one or all of the above services;
- For events where limited waste is being generated, an unsupervised Waste Diversion station may be considered, with prior City approval, providing the following is in place:
  - Each bin must have signage that adequately represents the waste specifically being collected at the event;
  - Bins should be inspected periodically throughout the event and any waste found in an incorrect bin should be removed and placed into the correct bin; and
  - Consideration of food services where all materials can be placed in the organic waste bin;
- Waste Diversion stations will consist of the following four streams:
  - Recyclables (paper, plastic containers, beverage cups, cardboard, etc.);
  - Compostable/Organic materials (food waste, food stained paper products);
  - Refundable beverage containers (pop cans, water bottles); and
  - Garbage;
- Waste Diversion stations must be strategically located near food vendors and eating areas, and inside beverage gardens;
- Vendor-generated waste (food or otherwise) must also be considered in the waste management plan:
  - May be accommodated with either dedicated bins or through the same method established for attendees; and
  - Any styrofoam packaging and plastic overwrap brought on site (such as bulk packaged food products) must be collected and returned directly to a recycling centre by the organizer; and
- Any other waste not mentioned in this policy, such as grease, ash, hazardous or electronic waste, etc. must be removed by the event organizer and disposed of appropriately.

#### Grey Water

- Grey Water may not be drained onto the ground; and
- Grey Water must be collected, contained, and disposed of appropriately.

#### Black Water

- Black Water may not be drained onto the ground; and
- Black Water must remain contained and removed from the site through pumping into an approved tanker vehicle.

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#### Balloons

- Helium filled balloons are not permitted at Special Events and Festivals held outdoors. Foil “Air Walker” balloons that hover above the ground are permitted.

## **Encouraged Procedures**

These are other ways in which an event organizer can further reduce the environmental impact of a sustainable event. Although not required, organizers are encouraged to incorporate these suggestions, as well as their own ideas, into the planning of their events.

#### Promotion

- Promote the fact that you are organizing a sustainable event to your event partners and vendors. Encourage them to look for ways that they can contribute to making your event even more sustainable;
- Focus event promotion through social media and limit the number of print materials;
- Take pride and promote to the public that you are planning a sustainable event; and
- Encourage vendors to collect email addresses for newsletters rather than handing out flyers and rack cards.

#### Water

- Avoid the sale of bottled water;
- Plan to have a bottle filling station where attendees can fill their own water bottles for free; and
- Promote this service in advance so that attendees know to bring a refillable water bottle.

#### Food and Drink

- Encourage your food vendors to serve:
  - Seafoods sourced through programs such as Oceanwise and Sea Choice; and
  - Foods that are sourced locally or through Fair Trade;
- Straws are a significant source of unrecyclable plastic and end up in the landfill. Consider asking food vendors to not provide straws at your event; and
- Choose food vendors that cook to order so that food is not wasted.

#### Transportation

- Promote walking, cycling, and public transit for getting to and from your event;
- Provide a supervised bike compound, where bicycles can be locked up while attending the event; and
- Advertise the location of the nearest vehicle charging station.

#### Generators

- Avoid use of generators whenever possible.

#### Signage

- Print event signage and other materials so that they can be re-used. Avoid dates or use stickers to update signage.

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#### Packaging

- Avoid the use of plastic bags or non-recyclable packaging when providing takeaway or sales items to attendees. Make use of reusable cloth bags.

#### Giveaway and Promotional Items

- Think about the promotional and giveaway items at your event. Focus on items that attendees are likely to keep and make use of rather than those items that immediately become waste or soon become unwanted:
  - Please consider: reusable tote bags, pens, key chains, mugs, calendars, flash drives, etc.; and
  - Please avoid: single-use items such as temporary tattoos, stickers, and flyers; and limited life items such as cheap toys, beach balls, and other non-functional items.

## **Monitoring/Authority**

Monitoring of this policy is delegated to the Cultural Services Division.

The General Manager of Environment and Parks has discretionary authority to limit the number of Special Events at any one location when the frequency or nature of events poses a risk to the event grounds by not allowing sufficient time in between events for the site to recover.