

Special Event Waste Management Planning Tool

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. Please review the City's Sustainable Events policy, available on the City website at portmoody.ca/specialevents.

The City of Port Moody's Solid Waste Division has developed this Special Event Waste Management Planning Tool to assist event organizers with:

- understanding the important aspects of successful waste diversion;
- how to complete a Solid Waste Management Plan from start to finish;
- how to make waste-wise decisions at the purchasing stage;
- how to engage and direct your Waste Ambassadors; and
- how to manage costs by:
 - planning your event with sustainability as a priority;
 - reducing the amount of waste generated;
 - diverting waste to keep organic and recyclable waste from going to the landfill;
 - recognizing opportunities to implement best practices; and
 - planning waste management to be the first-on-last-off service.

Waste Management Plan

A comprehensive waste management plan will include the following key elements:

- name, date, time, and location of event;
- site plan that includes location(s) of waste station(s);
- brief description of event and activities;
- anticipated crowd size;
- types of waste and materials that will be generated at the event;
- how waste generated by your vendors will be collected and sorted (i.e., food prep and packaging);
- contact list of event organizers and staff;
- waste management company contact information;
- vehicle access for the delivery/removal and service of the bins (must be approved by the City);
- waste diversion method (sorting stations, waste ambassadors, etc);
- list of waste ambassadors who will be attending the waste stations; and
- list of signage that will be used at each waste station.

As each event is different, your waste management plan may include details in addition to those noted above.

Sustainable Event Purchasing

Responsible waste management starts with making sustainable choices around the products and services that will influence the waste at your event. Take the time early on to research sustainable options for your event that include:

- choose vendors and service providers that share your commitment;
- require that your vendors use sustainable options, avoiding single-use items and non-recyclable items (see Port Moody's Sustainable Events Policy);
- research the materials and products that are going to be at your event to understand their environmental impact - remember, memorable "experiences" are the goal;
- choose a waste hauler that is committed to managing waste responsibly;
- use signage, passes, tickets, name badges, food service-wares that are re-useable or recyclable (i.e., make signs with changeable dates rather than single use);
- promote your event using digital options such as use social media;
- buy local and only what is needed and what can be reused for your next event. This will save you money!

You'll conserve money and the environment when keeping garbage volumes at a minimum.

Managing Waste at Your Event

To ensure your waste reduction goals are met, assign appropriate resources that specialize in waste reduction to provide the waste reduction service best suited to your event to ensure that contamination is minimized and that attendees are assisted and educated. Waste Ambassadors may be volunteer or paid personnel.

Waste Ambassadors

Waste Ambassadors are a valuable asset to your sustainable waste management strategy. Here are some tips to help assist you in setting-up your waste ambassadors for success:

- ask Ambassadors to read through this planning tool and the Sustainable Events Policy;
- be clear about the objectives and that success requires everyone's commitment;
- consider having your staff or volunteers sign-off that they understand the objective you've laid out under your waste management plan;
- Waste Ambassadors should be friendly and engaging toward event attendees;
- choose individuals who have a passion for the environment and waste reduction;
- provide a list of what items go into which bin in an easy-to-read format for quick reference (request a list of acceptable items for each stream of waste from your waste hauler);
- check in on your ambassadors throughout their shift to ensure things are going well and provide any additional direction required;
- remind your Waste Ambassadors to have fun; and
- thank them for their efforts!

Sorting Stations

Sorting stations are strategically located in areas where the public and vendors can bring their waste and leave it on a table. Waste Ambassadors then sort through the waste and place it into the appropriate bins. In this set-up the public has no direct access to the bins. With proper training and direction for Ambassadors, this set-up provides the highest opportunity for success and is recommended for larger events.

Waste Diversion Stations

Waste diversion stations, with the aid of Waste Ambassadors, are a good option for small to medium sized events. In this configuration waste diversion stations are strategically placed around the event site and have at least one Waste Ambassador attending at all times. Proper signage will allow the public to select the correct bin as they sort their own waste and the Waste Ambassador can provide direction and education to the public, as needed, to ensure that items go into the proper bins.

The Three Stages



1. Waste management planning- waste reduction is top of mind.
2. Set achievable goals- communicate with vendors and stakeholders.
3. Delegate roles - gain commitment.
4. Locate waste stations close to areas where waste is generated.



1. Set up according to plan and go over team expectations.
2. Make your waste stations easy to find and easy to use, with clear signage.
3. Waste Ambassadors should have ID or a T-shirt to identify who they are.
4. Monitor, evaluate and adjust as required.



1. Clean-up the site.
2. Don't abandon the stations until your clean-up is complete.
3. Remember to obtain scale tickets from your hauler to measure final volumes.
4. One final check to ensure nothing is left behind.
5. Assess and record your success!

Running a sustainable event is something that you can be proud of, so don't be shy, promote your efforts before, during, and after your event! Celebrate the green choices you've made and the environmentally responsible direction you've taken.

Other Ways to Run a Sustainable Event

There are many ways to make your event green and sustainable. Here are a few other ways that you can make a difference:

- 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;
- advertise the location of the nearest vehicle charging station;
- avoid bottle water;
- provide a water bottle filling station and promote "bring your own refillable bottle";
- 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;
- ban the use of straws by your vendors;
- choose food vendors that cook to order so that food is not wasted; and
- avoid the use of generators and use bio-fuels when they are available.

Questions?

If you have any questions about the Special Event Waste Management Planning Tool or about product considerations at your event, please contact:

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