



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: April 30, 2019

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-10-00/Vol 01

Re: Update on Sustainable Food Service at City Facilities and Events

Staff Recommendation

That the staff report titled "Update on Sustainable Food Service at City Facilities and Events," dated April 30, 2019, from the Director, Recreation and Sport Services be received for information.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Major Events & Filming	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Water Works	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At June 13, 2016, Parks, Recreation and Cultural Services Committee Meeting, staff received the following referral:

(1) That the Sustainable Food Service Quick Guide, provided as Attachment 1, as detailed in the staff report titled "Sustainable Food Service at City Facilities and Events," dated May 3, 2016, from the Senior Manager, Parks, be endorsed as a tool to promote the use of sustainable food service items in City facilities and on City-owned land;

(2) That staff examine options for incremental restrictions on the use of plastic and styrofoam materials and report back.

The purpose of this report is to respond to the above referral and detail the steps staff have taken to eliminate plastic and Styrofoam materials from City events and facilities.

Analysis

Background

The report titled "Single-Use Packaging," dated April 25, 2019, from the Director, Public Works and Operations provided Council with a comprehensive environmental scan related to the legislation and best practices used in other municipalities.

Further to the "Single-Use Packaging," report scope, this report will detail the programs and initiatives staff have implemented to minimize the use of single use plastics while making various City produced events and programs more environmentally and socially sustainable.

Sustainable Food Service Quick Guide

In 2016, Council endorsed the Sustainable Food Service Quick Guide as a tool to promote and educate event organizers on sustainable food service practices in City facilities and parks (Attachment 1). At that time, staff were asked to examine incremental restrictions on the use of plastic food utensils and foam containers related to City of Richmond facilities and events.

Since 2016, the Sustainable Food Service Quick Guide has been used to help events, groups and individuals make environmentally friendly decisions regarding bags, dishware, cutlery, stir sticks, napkins/table cloths, take-out containers and water bottles at events. The guide has provided clear examples of preferred options and least sustainable options.

The following highlights the educational tools and programs that focus on addressing environmental and social sustainability in relation to City of Richmond events and facilities.

Sustainable Event Toolkit and 7 Step Quick Guide

Along with the Sustainable Food Service Quick Guide, staff have developed the Sustainable Event Toolkit (the “Toolkit”) as provided in Attachment 2. An abbreviated version of the Toolkit, titled Richmond Sustainable Event 7 Step Quick Guide (Attachment 3), was also developed by staff.

7 Step Quick Guide

The 7 Step Quick Guide focuses on the following seven steps to make events more environmentally and socially sustainable with practical suggestions for each of the seven categories listed below:

1. Create a Commitment Statement;
2. Reduce Waste and Recycle;
3. Make Smart Water Choices;
4. Establish a Positive Local Impact;
5. Promote Public and Clean Transportation;
6. Make Smart Food Choices; and
7. Support Sustainable Accommodations.

The 7 Step Quick Guide has been applied to City produced events, including World Festival, Maritime Festival, Farm Fest, Public Works Open House, Cherry Blossom Festival, Children’s Art Festival and the Steveston Salmon Festival along with other community events.

Sustainable Program Supports

The following programs have been developed and/or utilized by staff to make events more sustainable:

- **Green Ambassadors** – The Environmental Programs Department organizes the Green Ambassadors which is a team of youths who volunteer their time at events. The Green Ambassadors work to educate and assist the public with sorting and separating recyclables at various special events that have multiple food vendors. In 2018, the Green Ambassadors supported 24 events and generated over 2,200 volunteer hours.
- **Recycling and Waste Management Plan** – As part of the Richmond Event Approval Coordination Team (REACT) application, event organizers are required to cooperate with the Environmental Programs Department to ensure the appropriate recycling and waste receptacles are available at their events.
- **Water Stations** – The Water Department has four portable water fountain stations. This includes water bottle fill taps that are deployed to various events throughout the year. In 2018, the portable water stations were set up at 33 events and provided over 26,000 litres of drinking water to event participants.

- **Wheel Watch** – The Community Services Department organizes the Wheel Watch program which provides secure parking for bicycles and strollers at City of Richmond events. In 2018, Wheel Watch attended 12 events and provided secured parking for 1,200 bikes and strollers.
- **iCanhelp** – The City uses the iCanhelp software program to recruit and manage volunteers. In 2018, over 80,000 hours of volunteer time was recorded with a portion of these hours being attributed to volunteers at various events.
- **Compostable Food Service Pilot Program** – Starting in 2018, staff have been working with food truck vendors to educate them on acceptable single use food service materials. As part of this program, samples of acceptable food service products (i.e., wooden cutlery and paper straws) were distributed at 17 events. All food trucks operating at City produced festivals are required to use serviceware (e.g., containers, packaging, cutlery, etc.) that complies with current compostable requirements.
- **The Richmond Event Approval Coordination Team (REACT)** – REACT approves the outdoor events that take place in City of Richmond park spaces. As part of the online application, event organizers must agree to the following statement or include their own sustainability statement: “Our event is committed to fostering positive environmental, social and economic impacts for the current and future generations within the local community.”

Sustainable Event and Meeting Guide

The Sustainable Event and Meeting Guide was developed by staff and is forwarded to event organizers and staff to help smaller events make sustainable choices when organizing a meeting or function (Attachment 4).

Copies of the Sustainable Food Service Quick Guide, Sustainable Event Toolkit, 7 Step Quick Guide and Sustainable Event and Meeting Guide, along with other materials related to making events more sustainable can be found at:

<https://www.richmondsustainableevent.ca>

Food Service Materials at City Facilities

Staff have recently completed a survey of City Facilities food services. This survey included both city and commercial vendors that operate out of City of Richmond facilities.

The day-to-day operations varied between facilities as it relates to events, programs and services offered to the public, along with the type of food that is served. Staff found that the various facilities and vendors are all working to adopt more sustainable food service practices at their particular facility. This includes the usage of reusable serveware, such as ceramic plates, mugs

and metal cutlery; along with paper plates, wooden cutlery and paper straws for take away. Staff will continue to work with both City and commercial vendors to educate them on appropriate food service materials with the goal of eliminating single use plastics and foam products by the end of 2019.

Public Awareness and Education

Public education remains a primary focus for staff. The combination of the Sustainable Food Service Quick Guide, Sustainable Sport and Event Toolkit, 7 Step Quick Guide, Sustainable Event and Meeting Guide, compostable food services program and the REACT online event application process each contribute to ensuring events and facilities are making appropriate sustainable decisions. Staff will continue to educate and support staff, event organizers and facilities to find more sustainable practices that eliminate waste through environmentally and socially sustainable choices.

Financial Impact

None

Conclusion

Staff will continue using a variety of educational materials, programs and tools that have been developed to educate external event organizers and staff on making events and facilities more sustainable. This continued education and awareness has contributed to the elimination of single use plastics and foam products at City produced events and City facilities with the goal of helping Richmond reach its goal of diverting 80 per cent of consumer waste by 2020.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)

- Att. 1: Food Service Quick Guide
- 2: Sustainable Event Toolkit
- 3: 7 Step Quick Guide
- 4: Sustainable Event and Meeting Guide











SUSTAINABLE
FOOD SERVICE
**QUICK
GUIDE**



SUSTAINABLE FOOD SERVICE QUICK GUIDE

Use this chart to help make choices that are good for the community and the environment – reusable, recycled, and/or compostable is the way to go!

I NEED TO USE...	MOST SUSTAINABLE	ALTERNATIVE GOOD PRACTICE	LEAST SUSTAINABLE
 BAG	Encourage people to use their own bags OR	Compostable paper bags	Plastic bags
 DISHWARE		Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 CUTLERY		Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STIR STICKS		Compostable wooden sticks	Plastic stir sticks
 WATER BOTTLE	Encourage people to bring their own water bottle		Single use water bottles
 STRAWS		Paper straws	Plastic straws
 NAPKINS, TABLECLOTHS	Reusable cloth OR	Recycled and compostable paper	Made from unrecycled materials
 TAKE-OUT CONTAINERS		Use compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers

Richmond
SUSTAINABLE
EVENT
TOOLKIT

www.richmondsustainableevent.ca



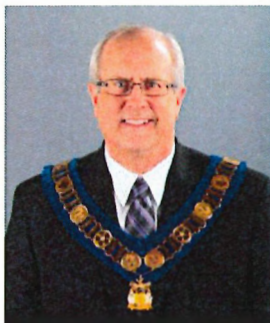


City of
Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

A MESSAGE FROM THE MAYOR:



Events such as festivals, concerts, conventions, and sporting tournaments achieve positive outcomes like community building, skill development, and entertainment. Furthermore, events provide an excellent opportunity to showcase more environmentally and socially responsible management strategies, and can contribute to a healthier planet and a more enriched community.

Globally, there is a distinct trend towards implementing events in a more environmentally, socially, and economically responsible way to manage adverse impacts and foster positive legacies. Sustainability has gained popularity and is increasingly a topic of discussion, with event participants becoming more interested in sustainable products, ideas and services.

The City of Richmond is committed to being a municipal leader in sustainable practices. To support event organizers in planning sustainable events, the City of Richmond has developed the 7 Step Quick Guide as well as this more detailed Resource Kit. Both are designed to help event organizers plan successful and responsible events. Using the available resources will benefit your event through the planning cycle, as well as improve the environmental, social and economic impacts your event has on our surrounding community.

On behalf of the City of Richmond, I wish you a fun, fulfilling, and sustainable event!

A handwritten signature in blue ink that reads "Malcolm D. Brodie".

Malcolm D. Brodie
Mayor

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HOW TO USE THIS TOOLKIT

Sustainability is about more than just “being green”. It is about doing things efficiently and effectively, being innovative and creating a positive impact, achieving excellence and leaving lasting legacies.

This Toolkit provides event organizers with guidance and resources to improve the environmental, social, and economic impacts associated with their event.

Let's get started! Use this Toolkit to:



1. INFORM YOURSELF

This Toolkit provides details on 7 key steps to making your event more sustainable.

Learn:

- Why is this recommendation important?
- What questions do I need to ask?
- How can I implement the recommendation?
- What resources are available for help?



2. TRACK YOUR PROGRESS

Use the self-assessment sections to visualize and keep track of your sustainability progress.



3. REPORT ON YOUR PROGRESS

Once your event is over complete the City of Richmond's Sustainable Event Survey.



4. BECOME A CHAMPION!

After reviewing your event sustainability actions reported in the survey, the City may recognize your event as a Sustainable Event Champion. Sustainable Event Champions gain access to the City of Richmond Sustainable Event Champion logo for promotional use.



5. EXPLORE FURTHER

Under each of the seven headings in the Toolkit you will see a reference to the relevant sections within the AISTS Sustainable Sport Event Toolkit (SSET). See page 15 to learn more about the City of Richmond's partnership with AISTS and for more information on hosting sustainable events visit the AISTS SSET webpage (<http://www.aists.org/sset>).



COMMITMENT STATEMENT

Having a commitment statement is a key component of hosting a sustainable event. By promoting your commitment statement you generate awareness about your sustainable intentions and initiatives. Endorsing sustainability also reflects the values of your event and how you plan to benefit your local community and environment.

AISTS SSET Section: 1.1, 1.2, 1.3, 8.2, 8.3, 8.5

Questions to Ask

- How might your event and its activities impact the surrounding environment, people, and economy?
- What components of your event do you have the most control or influence over?
- Which areas can you focus your sustainability efforts in order to generate the greatest results?
- Who are your key stakeholders?

Ways to Implement

- Develop a commitment statement that outlines how your event will enhance sustainability. You can use the City of Richmond’s commitment statement provided in the section below, or develop your own!
- Share the commitment statement with staff, volunteers, and event participants. Post the statement online and include it on your advertisements, letting others to know that you intend to host a sustainable event!
- Identify the components of the event where you have control or significant influence and prioritize your sustainability efforts on these areas to generate maximum impact.

Need Help?

- The City of Richmond provides the following sample Sustainability Commitment Statement for event planners:

“Our event is committed to fostering positive environmental, social, and economic impacts for current and future generations within the local community.”

Self Assessment		Comments
Created a commitment statement on convening a sustainable event	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Promotion of the statement through website, advertisements, and other social media outlets 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REDUCE WASTE AND RECYCLE

Organizers often have influence over waste management at their events. Planning for efficient and effective waste management is a great way to minimize the ecological footprint of your event, and help Richmond achieve its goal of 80% waste diversion by 2020.



AISTS SSET Section: 2.7, 3.9, 4.2, 4.6

Questions to Ask

- How is the site going to stay litter free? Does the venue have on-site waste and recycling bins, waste management staff, contractors and/or volunteers? Will more garbage and recycling bins be required? What is the litter management plan once the event has finished?
- Is your event acting in accordance with Metro Vancouver's disposal ban on organics? What about discarded food scraps? Should you be acquiring food scrap bins?
- What are some ways to minimize the use of paper?

Ways to Implement

- Place recycling bins, food scrap bins and garbage bins in locations that make it as easy as possible for event participants to properly separate their recyclables and dispose of their waste. For example, place waste stations near the food vendors as well as event entrances and exits. Train your staff and volunteers to educate event participants on how to appropriately dispose of their waste e.g. demonstrate the difference between food scrap organics and garbage.
- Go paperless by communicating with staff and volunteers via email or text, and promote your event through social media instead of flyers or banners. When you must use paper remember to print double sided and to use FSC certified paper. Exclude dates while designing signs and banners so they can be used for future years
- Prepare beforehand for post-event restoration and try to pack out what you pack in. If you're using a contractor for litter management, inquire about their sustainable policies and procedures.

Need Help?

- Connect with the City of Richmond about [waste management responsibilities and solutions](#).
- Learn more about [FSC Paper](#).
- More information on the [Food Scraps Disposal Ban](#).

Self Assessment		Comments
Event remained litter free	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
• Use of recycle bins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Use of organics bins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Use of garbage bins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Made an effort to go paperless	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Prepared a site-restoration plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Bottled water is
1000x
more expensive
than tap water



MAKE SMART WATER CHOICES

Whether it is drinking, cooling, cleaning, flushing, or irrigation, water will be used at your event, and most likely in more than just one of these ways. Implementing sustainable water practices is a simple way to decrease the negative environmental impact of your event.

AISTS SSET Section: 3.4, 4.5

Questions to Ask

- Where is the drinking water supply for your event coming from?
- How will water be used at your event?
- Will the water need to be treated before it is reintroduced back into the environment?
- Can bulk water sources replace plastic water bottles? If plastic bottles are unavoidable will they be recycled properly?

Ways to Implement

- Make use of the City of Richmond's on-site tap water stations so the event can provide participants with a sustainable source of potable water.
- Encourage event participants to engage in sustainable water practices, e.g. bring a refillable water bottle instead of buying bottled water.
- Ensure guests are able to easily recycle their plastic water bottles.
- Collaborate with venue staff and available resources and establish a sustainable water management plan.

Need Help?

- [Click here](#) to rent Tap Water Stations.
- [Click here](#) for more information regarding water saving tips.

Self Assessment		Comments
Practiced sustainable water management	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Use of City of Richmond tap water station • Encouraged guest to bring refillable water bottles • Treatment of used water before releasing back into the environment 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

ESTABLISH A POSITIVE LOCAL IMPACT

Your event is going to have an impact on the surrounding community. Try to foster a positive impact by getting the local community involved and excited about your event.



AISTS SSET Section: 3.3, 5.2, 5.5, 5.6

Questions to Ask

- How does sourcing locally mitigate the ecological footprint of the event and benefit the local economy? How will engaging the local community affect support for your future events? Can local groups or organizations be contacted to recruit volunteers and staff? What are the local options available for goods and services procurement?
- Can the event be made more socially inclusive? How can it best accommodate people with disabilities, or those who speak other languages?
- What will happen to the remaining clothing, gear and equipment after your event? Can these goods be donated to local groups and organizations?

Ways to Implement

- Use local, “green” contractors and service providers when possible, and reach out to local groups and organizations when searching for volunteers and staff.
- Ensure the venue is accessible (barrier-free) to all peoples, including those of physical disability.
- If hosting a sporting event, promote the donation of used and older equipment and have a donation bin at your event. This collected gear can be donated to local sport organizations and community associations.
- If you have clothing and/or equipment remaining after your event, communicate with local organizations and organize a drop-off or pick-up.

Need Help?

- [Click here](#) to connect with Volunteer Richmond.
- Email volunteerhelpdesk@richmond.ca to find out how your volunteer opportunities can be promoted on <https://icanhelp.richmond.ca/>
- [Search the Richmond Community Services Directory](#) for local groups to engage.

Self Assessment		Comments
Engaged the local community	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Recruited locally for staff and volunteers • Procurement of good from local providers • Donated remaining goods and clothing to community 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

1 CITY BUS

means 40 less vehicles at your event parking



PROMOTE PUBLIC AND CLEAN TRANSPORTION

A large portion of your event’s carbon footprint will be a result of participants and attendees commuting to the venue. Aside from mitigating CO2 emissions, promoting environmentally friendly transit options can also help solve traffic and parking issues.

AISTS SSET Section: 6.1, 6.2, 6.4, 6.5

Questions to Ask

- How will people be commuting to your event?
- How can your event communicate to attendees about opportunities for walking, biking, transit and/or carpooling?
- Will there be a place to safely secure bicycles for participants who cycle?
- Is it possible to use green shuttle services or suggest participants carpool?
- What will be the traffic and parking complications?

Ways to Implement

- Visit the Translink webpage to find trip planning advice (transit options, bike routes and carpooling), and inquire if your event is eligible for a sponsored bike valet, bus shuttles or transit passes. Provide event participants and attendees with information on clean commuting options on your event webpage.
- Consider using a designated bicycle storage area as a safe way to store bicycles at events and to encourage cycling.
- Consider finding a way to reward participants who do commute using environmentally friendly transportation, such as a free food or drink ticket, or better parking locations for carpoolers.
- When possible, use low emission or electric shuttle vehicles, bicycles, hybrid cars, etc.

Need Help?

- Learn about transportation alternatives with [Translink](#).
- See which transit options are available for your location using [transit maps](#).
- Explore bicycle storage - [BEST Bicycle Valet](#).
- Find Electric [vehicles charging stations](#) in Richmond.

Self Assessment		Comments
Encouraged clean and public transit	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Educated event participants on public transit options • Encouraged carpooling and/or cycling 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

MAKE SMART FOOD CHOICES

Food is an area where small changes can have big impact. Smart planning can provide healthier choices, support local food economies, and improve the social and environmental impacts of food.

AISTS SSET Section: 5.6, 7.1, 7.2, 7.3, 7.4, 7.5

Questions to Ask

- Is healthy, in-season, local food offered at your event? Are different dietary needs of event participants being considered? What about those with vegetarian diets or nut allergies? Is it possible to cook to order? What are the benefits of cooking to order?
- How can you reduce the environmental impacts of plates, cups, and utensils?
- If food vendors will serve at the event, what are their sustainable policies and practices? Do they offer healthy, locally sourced options? Do they employ locally?
- What will happen to the remaining food once your event has finished?

Ways to Implement

- When purchasing food or selecting vendors, seek food that is fair-trade, seasonal, and/or local. Inquire about food vendors' sustainable practices and communicate how sustainability is a priority for your event.
- Ensure a wide range of healthy food options are available at your event. Give participants a variety of choice to meet dietary needs such as, vegan, vegetarian, nut-free, etc.
- Cook to order as much as possible to save in terms of cost and food waste. Buy in bulk to minimize packaging.
- Encourage participants to bring their own reusable plates, cups and utensils. If using disposables, consider options that can be composted within Richmond.
- If food is remaining at the end of the event see if it can be donated to the Richmond Food Bank. If vendors are being used, ask beforehand what will happen to the remaining food.

Need Help?

- [Connect](#) with Richmond Food Bank.
- [Harvest Power Richmond](#) provides a list of compostable products.
- Get information about the legalities of [food donation](#).

Self Assessment		Comments
Practiced sustainable food management	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Provided healthy food choices • Bought food in bulk • Cooked to order • Used eco-friendly dinnerware / utensils • Used sustainable food vendors • Donated remaining food to Food Bank 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



SUPPORT SUSTAINABLE ACCOMMODATION

Will participants be spending the night in Richmond? As an event organizer you have the capability to recommend hotels that have existing sustainable practices and policies, further reducing the carbon and ecological footprint of your event.

AISTS SSET Section: 6.3

Questions to Ask

- How can your accommodation recommendations mitigate the ecological footprint of your event?
- Of all the sustainable accommodations options, which are located near your venue? Which options have easy access to public transportation?
- Is your event providing multiple sustainable accommodation options to account for different price preferences?

Ways to Implement

- Seek accommodation providers with green certifications – consider the Green Key program, LEED, and other standards. Accommodations can also differentiate themselves through their social performance (benefits, living wage, equitable and respectful workplace policies, etc.), community benefits, and other commitments.
- Use Tourism Richmond website as a guide to find sustainable accommodation options in Richmond.
- Promote accommodation that is located near the event venue.

Need Help?

- For cultural events, find sustainable hotel choices through [Tourism Richmond](#).
- For sporting events, find sustainable hotel choices through [Richmond Sport Hosting](#).
- [Green Key Global](#) offers advice on how to be smart traveller and many hotels in Richmond participate in the Green Key Eco-Rating Program.

Self Assessment		Comments
Recommended sustainable accommodation	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
<ul style="list-style-type: none"> • Accounted for proximity to venue • Accounted for proximity to public transit 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REPORT ON YOUR PROGRESS

Once your event is over please complete the City of Richmond's Sustainable Event Survey.

The feedback we receive allows the City of Richmond to evaluate the practicality and effectiveness of our current resources available to event organizers. The more feedback we receive from organizers the further we can increase our ability to help hosts plan sustainable events in the future.

To report on your sustainable event, visit

www.richmondsustainableevent.ca



BECOME A CHAMPION

Completing the City of Richmond’s Sustainable Event Survey will allow the City of Richmond to identify the sustainable features of your event. If your event has taken steps to become more sustainable in at least five of the seven areas covered in this toolkit, our staff may recognize your event as 2015 Sustainable Event Champion!

Once recognized as a 2015 Sustainable Event Champion, you will be given access and permission to use the Sustainable Event Champion logo. You can use this logo for promoting your future events.

RESOURCE COMPILATION

Action	Resource
Example Commitment Statement	“Our event is committed to fostering positive environmental, social, and economic impacts for current and future generations within the local community.”
Reduce Waste and Recycle	<ul style="list-style-type: none"> • Recycling at community events • Food Scraps Disposal Ban • FSC Paper
Make Smart Water Choices	<ul style="list-style-type: none"> • Renting the City of Richmond’s tap water station • Sustainable water management tips
Establish a Positive Local Impact	<ul style="list-style-type: none"> • Volunteer Richmond • Richmond Community Services Directory • Volunteer Opportunities in Richmond and volunteerhelpdesk@richmond.ca
Promote Public and Clean Transportation	<ul style="list-style-type: none"> • Translink • Translink Transit Map • The Bicycle Valet • Electric Vehicle charging stations
Make Smart Food Choices	<ul style="list-style-type: none"> • Richmond Food Bank • Harvest Power Richmond • Food Donor Encouragement Act
Support Sustainable Accommodation	<ul style="list-style-type: none"> • Tourism Richmond – Hotels • Green Key Program
Report on your Sustainable Event	<ul style="list-style-type: none"> • www.richmondsustainableevent.ca
AISTS Sustainable Sport Event Toolkit	<ul style="list-style-type: none"> • AISTS SSE Webpage • AISTS SSE Quick Start Guide

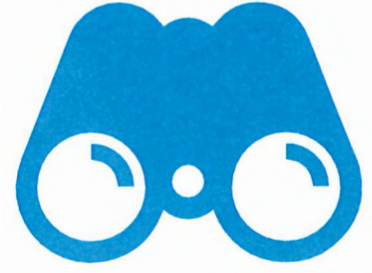
EXPLORE FURTHER - RICHMOND'S PARTNERSHIP WITH AISTS

The Richmond Sustainable Event 7 Step Quick Guide and Toolkit are initiatives of the City of Richmond and the Richmond Olympic Oval in partnership with the International Academy of Sport Science Technology/Académie Internationale des Sciences et Techniques du Sport (AISTS) in Lausanne, Switzerland.

The information presented in the 7 Step Quick Guide and Toolkit originates from a larger and more comprehensive AISTS Sustainable Sport and Event Toolkit (SSET). The AISTS SSET is designed to help event organizers plan sustainable international events. The AISTS SSET was originally developed for organizers of the Vancouver 2010 Olympic and Paralympic Winter Games.

AISTS offer their own Sustainable Sport and Events Quick Start Guide which can be downloaded from their website. The information in the AISTS Sustainable Sport and Events Quick Start Guide can be used to supplement the information provided by the City of Richmond, and also to further your understanding of event-specific sustainable practices.

For those seeking more information on hosting sustainable events or how to further implement sustainable practices visit <http://www.aists.org/sset>



Richmond Sustainable Event

7 STEP QUICK GUIDE

Follow these 7 steps and host a sustainable event that will benefit the local community, economy, and environment.

- 1 CREATE A COMMITMENT STATEMENT**
 - Create a commitment statement addressing your initiative to host a sustainable event. Feel free to make your own statement or you can use the example statement provided in the Resource Kit
 - Post your commitment statement online and on promotional advertising
 - Communicate your sustainability plan with staff, volunteers and guests



90% of people would recycle more if it was easier
LET'S MAKE IT EASIER

PRCS - 49

5 PROMOTE PUBLIC AND CLEAN TRANSPORTATION

- Advertise eco-friendly transportation options on your webpage
- Suggest participant and attendees take public transportation, carpool, cycle or walk to your event
- Find ways to encourage eco-friendly transportation e.g. better parking for carpools or secure bike lockup area



Carpooling on average saves **15lbs** of greenhouse gas emissions per day

1 CITY BUS means **40** less vehicles at your event parking

2 REDUCE WASTE AND RECYCLE

- Develop a recycling and waste management plan with your staff, volunteers and clean-up contractor
- Place recycling, organics and garbage bins in effective locations
- Go Paperless! Communicate with staff and volunteers via e-mail or text
- Promote your event through social media instead of flyers and banners
- If you need to use paper, print double sided and use FSC paper

80% diversion of waste from the landfill is Richmond's 2020 goal



COMPOSTING can reduce waste by up to **40%**

3 MAKE SMART WATER CHOICES

- Encourage event participants and attendees to bring refillable water bottles instead of plastic bottled water
- Book the City of Richmond's portable tap water station
- Take the necessary treatment precautions before releasing used water back into the environment



Out of **50 BILLION** bottles of water bought annually **80% LANDFILL**

Bottled water is **1000x** more expensive than tap water

7 SUPPORT SUSTAINABLE ACCOMMODATION

- Use Tourism Richmond to find sustainable hotel choices within Richmond
- Recommend accommodation close to your venue, near public transit options, and has existing sustainable policies and practices
- Include a variety of accommodation options in terms of price range

2000+ hotel rooms in Richmond are sustainable choices



Hotels with **SUSTAINABLE** practices can save **1800L** of WATER per room each year

4 ESTABLISH A POSITIVE LOCAL IMPACT

- Recruit locally for your staff and volunteers
- Prefer local services with sustainable practices and policies while procuring goods
- Donate remaining gear, equipment, and clothing to local charities and organizations
- Ensure the venue is accessible to all people, including those with physical disabilities

There are over **9000** volunteers registered in the City volunteer system

Over **85,500** total volunteer hours logged annually by the City of Richmond and its partners

Richmond Sustainable Event TOOLKIT

If you would like to make your event more sustainable but do not know where to begin, the City of Richmond has developed a **Sustainable Event Toolkit**.

This Kit contains resources offered by the City and other sources to help event planners host more sustainable events.

To access the Sustainable Event Toolkit, please visit:
www.richmondsustainableevent.ca

SUSTAINABLE FOOD SERVICE QUICK GUIDE

Use this chart to help make choices for your event that are good for the community and the environment – reusable, recycled, and/or compostable is the way to go!

NEED TO USE...	SUSTAINABLE	LEAST SUSTAINABLE
BAG	Compostable paper bags	Plastic bags
DISHWARE	Compostable paper or plant fibre dishware	Plastic and bio-plastic and Styrofoam dishware
PILLS	Compostable wooden cutlery	Plastic and bio-plastic cutlery
STRAWS	Compostable wooden straws	Plastic straws
WATER BOTTLE	Encourages people to bring their own water bottle(s)	Single use water bottles
STRAWS	Paper straws	Plastic straws
NAPKINS	Recycled and compostable paper	Made from unrecycled materials
TAKE-OUT CONTAINERS	Use compostable paper or fibre containers	Plastic, bio-plastic and Styrofoam containers

SUSTAINABLE EVENT AND MEETING GUIDE QUICK TIPS

- Consider using serving ware, reusable or paper products when possible.
- Instead of packs of soda with a plastic rings, go with larger 2L bottles.
- Use jugs of tap water instead of bottled water.
- Reusable cutlery is best or single use wooden utensils that are compostable with food scraps. Serving finger foods? Consider providing NAPKINS instead of utensils.
- Buy or rent materials that have MULTIPLE uses like fabric table cloths.
- Ensure WASTE, RECYCLING & GREEN BINS are placed prominently.
- Choose gifts with minimal waste. Think EXPERIENCE not MATERIAL.
- Balloons are harmful to the environment. PAPER POME creative ideas for COLOUR.
- Remember! What works for a birthday party is likely useful for a picnic or a block party.

To learn more about how you can host a "green" party or event, visit: www.richmondsustainableevents.ca

SUSTAINABLE EVENTS CONSIDER:

People – Provide a healthy and safe environment, respect human rights, respect diversity, be culturally sensitive and encourage community involvement.

Planet – Practice waste reduction, reuse and recycle, be water and energy efficient, use eco-friendly transportation.

Profit - Save money through increased efficiency, use responsible procurement, invest in the local economy, and boost innovation.

PEOPLE, PLANET, PROFIT

The Importance of Hosting a Sustainable Event

Sustainability is more than just "being green". A truly sustainable event balances environmental, social, and economic responsibilities.

ACKNOWLEDGEMENTS

The City of Richmond Sustainable Event Toolkit and 7 Step Quick Guide have been developed with the Richmond Olympic Oval and in close partnership with the AISTS (International Academy of Sports Science and Technology), in Lausanne, Switzerland.

Using the Sustainable Sport and Events Toolkit originally developed by the AISTS and the Vancouver 2010 Olympic and Paralympic Winter Games as a framework, Richmond developed this guide to help event organisers plan for sustainable community events.



Richmond Sustainable Event 7 STEP QUICK GUIDE



SUSTAINABLE EVENT AND MEETING GUIDE

QUICK TIPS



Instead of packs of soda with a plastic rings, go with larger **2L bottles**



Consider using **serving ware**, reusable or **paper products** when possible.

Reusable cutlery is best or **single use wooden utensils** that are **compostable** with food scraps

Use jugs of **tap water** instead of bottled water



Serving finger foods? Consider providing **NAPKINS** instead of utensils.



Buy or rent materials that have **MULTIPLE** uses like **fabric table cloths**



Ensure **WASTE, RECYCLING & GREEN BINS** are placed prominently



Choose gifts with **minimal waste**. Think **EXPERIENCE** not **MATERIAL**

Balloons are harmful to the environment. **PAPER POMPOMS** are creative ideas for colour



Remember! What works **for a birthday party** is likely useful for a picnic or a **block party**



To learn more about how you can host a "green" party **PROS - 51:** www.richmondsustainableevents.ca

