



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: May 3, 2016

From: Mike Redpath
Senior Manager, Parks

File: 11-7000-01/2015-Vol
01

Re: **Sustainable Food Service at City Facilities and Events**

Staff Recommendation:

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.

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Major Events & Filming	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

At the October 22, 2014 Public Works and Transportation Committee meeting, staff received the following referral:

That the City of Richmond examine banning plastic cups, plastic plates, plastic utensils, and plastic bags in all City parks, community centres, City facilities, at public events held on land owned by the City, and from City-licensed food carts and report back.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

4.1. Continued implementation of the sustainability framework.

4.2. Innovative projects and initiatives to advance sustainability.

This report outlines the rationale for the development of the *Sustainable Food Service Quick Guide* (Attachment 1) and summarizes the recommendations found in the guide.

Analysis

Sustainable Purchasing

The intent of sustainable purchasing is to shift spending away from goods and services that negatively impact the environment or social conditions, and towards products that are environmentally sound and socially beneficial. Every buying decision has environmental and social consequences that include consumption of raw materials, energy used in production and transportation, waste, labour standards, health and safety issues.

Key benefits to encouraging a sustainable approach to the use of dinnerware in City facilities and on City property include:

- Avoiding generation of waste;
- Using raw materials more efficiently;
- Supporting innovation and companies with strong environmental commitments;
- Providing safer and healthier products;
- Demonstrating commitment to sustainability; and
- Potential cost savings.

The City of Richmond's Procurement Policy (Policy 3104), as amended September 28, 2015 supports but does not require sustainable and ethical purchasing.

11.0 Sustainable and Ethical Purchasing

- 11.1 Sustainable and ethical purchasing practice will align City's approach to purchasing with the objectives relating to people, the environment and prosperity as referenced in the City's Sustainability Policy 1400.*
- 11.2 The City will encourage all suppliers within the purchasing process to demonstrate excellence and innovative leadership in sustainability, environmental stewardship and fair labour practices; and where practical will take these factors into consideration during the evaluation process.*
- 11.3 The City will work collaboratively with suppliers to advance environmentally friendly products and services.*
- 11.4 The City will select suppliers based on best value, including, but not limited to, the economic attributes of the supplier's products and services.*
- 11.5 In order to increase the development and awareness of environmentally-sound products and services, City staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.*
- 11.6 The City will endeavor to increase its use of products and services that are more responsible to the environment in the way that they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.*
- 11.7 The operators and caterers of City-run facilities are requested to use only certified organic, free-range or free-run whole (shell) chicken eggs.*

Waste Reduction Initiatives in Richmond

The City of Richmond has set a goal to be a *Recycling Smart City* and to divert 80 per cent of waste from the landfill by 2020. To achieve these goals, the City currently delivers a wide range of services for residents to ensure that waste is managed effectively and efficiently and adheres to sustainability principles.

These programs and services include:

- Blue Box, Blue Cart, and Green Cart weekly curbside collection for recycling paper and newsprint, glass, plastic, tin, food scraps, and yard trimmings;
- Recycling Depot drop-off service;
- GO!Recycle Public Spaces bins in the community;
- Special event recycling supported by the Green Ambassadors Program;
- Biweekly Garbage Cart Program;
- WeRecycle at City facilities for recycling of food scraps, mixed containers and paper; and
- *Richmond Sustainable Event Toolkit* (Attachment 2) and *Richmond Sustainable Event 7 Step Quick Guide* (Attachment 3).

In addition to these corporate initiatives, many community centres and privately organized events are independently taking steps towards reducing the use of disposable dinnerware. For example, the community centres and Minoru Place Activity Centre have reusable dinnerware that is used whenever possible and the license agreement for the City Hall Cafeteria stipulates the use of biodegradable takeout containers.

While the recently implemented *Richmond Sustainable Event Toolkit* (Attachment 2) and *Richmond Sustainable Event 7 Step Quick Guide* (Attachment 3) provide direction and incentives for the use of sustainable dinnerware in order to produce sustainable events in the City, until the development of the *Sustainable Food Service Quick Guide* there has not been a guideline to do the same at City facilities for daily operations and regular use.

Within City facilities and at events on City-owned land, a variety of disposable items are used on a regular basis including cups, plates, utensils and occasionally, bags. In most cases, the optimal solution from an environmental sustainability perspective is a shift towards reusable items. Reusable items may be provided onsite, or consumers may be encouraged to bring their own reusable item. Providing consumers with new reusable items is not environmentally desirable, as most consumers have a sufficient number of reusable items already. However, given the wide variety of events, programs and activities carried out within the City, the use of disposable items is and will continue to be difficult to avoid.

Current Reality and Best Practices

Best practices research indicates that there are a variety of tools available to meet waste reduction goals. However, what materials offer the most sustainable choice is complex.

Other organizations and local governments have taken steps to minimize the negative impacts of disposable dinnerware through the development and implementation of guidelines to help staff and others make informed and responsible decisions.

Examples of this approach include:

- *UBC Sustainable Purchasing Guide* which promotes:
 - Non-disposable cutlery, mugs, glasses and dishes when possible;
 - Avoiding Styrofoam or plastic;
 - The use of paper or compostable dishes, containers and utensils;
 - The use of linen napkins and tablecloths when possible;
 - Choosing chlorine and dye-free paper napkins that have the highest post-consumer waste content possible;
 - Ensuring that food is served in a way that minimizes waste;
 - Aiding special event and program attendees with proper waste disposal; and
 - Ensuring adequate signage.
- *City of Calgary Sustainable Environmental and Ethical Procurement Policy* which states that the City of Calgary will:
 - Purchase goods and services that meet the highest possible environmental and ethical standards where practical;
 - Promote the use of sustainable products and services by examining the environmental, ethical and financial impacts of products and services procured; and
 - Work cooperatively with suppliers and other key stakeholders to advance corporate social responsibility in the business community by promoting the policy and encouraging suppliers and subcontractors to work towards the sustainability objectives of the policy.
- *City of Vancouver Green Events Planning Guide* which encourages event producers and vendors to:
 - Offer single-use containers that are recyclable or compostable;
 - Discourage the use of unnecessary disposable items (e.g., Straws and stir sticks);
 - Use items that are made from recycled content (e.g., plates and napkins), or better yet, use reusable dinnerware, flatware, and/or linens;
 - Use large containers for condiments and beverages instead of individual packets, cans, or bottles; and
 - For small events, like block parties and picnics, bring your own utensils, cups, and plates.
- The City of Richmond has adopted a similar approach in its recently implemented *Richmond Sustainable Event Toolkit* which:
 - Advises participants to buy in bulk and cook to order to minimize packaging and waste; and
 - Encourages participants to bring their own reusable plates, cups and utensils. If using disposables, consider options that can be composted within Richmond.

In addition to actions taken by large organizations and local governments, non-profits and businesses are also taking steps to increase sustainability voluntarily. For example, in the spring of 2016 over 20 local businesses in Tofino agreed to go straw free as part of the “Straws Suck” campaign, an initiative of the Pacific Rim chapter of the Surfrider Foundation. The Tofino Chamber of Commerce has also contributed to the local initiative to reduce the use of plastic disposables through a bulk purchasing program which helps to reduce the costs to local businesses of purchasing compostable items.

While some local governments have implemented outright bans, this approach has been limited and restricted to very specific items. For example, in 2014, the City of San Francisco became the first U.S. city to introduce legislation to phase out the sale and distribution of bottled water on City property. This legislation applies only to newly issued leases and permits, not to existing lease and permit holders and does not extend past bottled water.

Analysis and Options

Option 1 – Pursue the development and implementation of a new bylaw, or bylaws, to ban the use of plastic cups, plates, utensils, and bags on all City-owned land, in all City facilities, and from City licensed food trucks. **(Not Recommended)**

The ability of Council to prohibit or regulate plastics on City land will vary with how such a prohibition or regulation is characterized in order to avoid the issues associated with concurrent regulatory authority with the Province. For example, if an overarching bylaw banning plastics on City lands were characterized as being in respect of the protection of the natural environment under section 8.3(j) of the *Community Charter*, Council would require ministerial approval of the bylaw.

A prohibition, by bylaw, on bringing plastics onto all City lands (including facilities) may be overly broad, may be impractical to enforce, may cause discontent with the public and may open the City to lawsuits from industry groups. Toronto, San Francisco and New York have all been sued by industry-backed coalitions when pursuing limited bans on particular plastic items like styrofoam, single use plastic bags, and water bottles. Though these cities were trying to implement City wide bans on specific items, a ban affecting all City lands and facilities may also attract the attention of lobby groups and industry coalitions.

Section 8(3)(b) of the *Community Charter* permits Council to, by bylaw, regulate, prohibit and impose requirements in respect to public places, such as roads, parks, public squares and other spaces of such a public nature. Thus Council could, by an amendment to the *Public Parks and School Grounds Regulation Bylaw No. 8771*, prohibit certain activities in parks, be that leaving plastics in parks (please note that depositing garbage, recyclable materials or food waste in parks other than in a waste receptacle is already prohibited under Bylaw 8771), or some other prohibition. Section 8(3)(a) of the *Community Charter* permits Council to, by bylaw, regulate, prohibit and impose requirements in respect of municipal services, which would encompass City facilities such as City Hall, community centres, pools, arenas, parks, etc, but not all City land.

Though Council may, by bylaw, create prohibitions with respect to such facilities, many of the food vendors are City sub-contractors with contracts and/or licences with the City. Such a ban

would only be able to apply to new or renewed contracts/licences, and not be able to vary the terms of existing and ongoing contracts/licences. Additionally, there are many functional issues both in the development of such bylaws and in the enforcement of such bylaws.

With respect to food trucks licenced by the City, under the *Community Charter*, Council may only regulate business (s.8(6)) by bylaw through a licensing regime (s.15) and not prohibit certain activities. Thus Council would not be able to create a ban on the use of plastics by food trucks by bylaw. Instead the use of some alternate food service items could be added to licence conditions and/or the agreement with the City required under paragraph 16.3.1(a) of *Bylaw No. 7538*. As with food vendors at City facilities, any such changes would only apply to new or renewed licences and agreements, and not to existing licences and agreements, and may be difficult to enforce.

Option 1 is not recommended, due to:

- Challenges related to enforcement. Use of plastic bags in public spaces is prevalent among many community members (e.g. picnickers, dog-owners, etc.). Enforcing a ban would involve substantially greater demands on limited bylaw enforcement resources, and could result in negative public perceptions;
- Resources required to consult with user groups, the public, and the business community on the impacts of an outright ban. An outright ban would necessitate a substantial public consultation and education initiative;
- Inconsistency with current best practice. Such a ban is not being considered by other jurisdictions; and
- Resources required to develop and implement a new bylaw and/or bylaw amendments.

Rather than enacting a ban by bylaw with respect to City lands, it may be more practical to issue a policy that informs the terms and conditions of food vendor contracts and leases with the City (see option 2 below regarding *Procurement Policy 3104* and the *Sustainable Food Service Quick Guide*).

Option 2 – Endorse the *Sustainable Food Service Quick Guide* (Attachment 1) as a tool to promote the use of sustainable food service items in City facilities and on City land. **(Recommended)**

The *Sustainable Food Service Quick Guide* (Attachment 1) was developed by City staff in consultation with community associations and contractors to help make informed, sustainable choices when delivering services and events.

The recommendations found in this guide were developed with a sustainable *Zero Waste* approach that aims to:

- Eliminate the consumption of detrimental or unnecessary items;
- Reduce consumption by prolonging goods life and engaging in sharing;
- Reuse goods;
- Recycle and compost materials before they enter the waste stream; and

- Minimize disposal of garbage bound for the landfill or incineration.

Highlights of the recommendations found in the *Sustainable Food Service Quick Guide* include:

- Avoiding the use of disposables whenever possible;
- Choosing compostable products over those that must be disposed in the landfill; and
- Choosing products made from recycled materials.

Taking the same approach as the recently adopted *Procurement Policy (Policy 3104)*, which encourages “*all suppliers within the purchasing process to demonstrate excellence and innovative leadership in sustainability, environmental stewardship and fair labour practices; and where practical will take these factors into consideration during the evaluation process,*” staff will review existing policies, procedures, and agreements to reflect this shift towards sustainable purchasing. This can be achieved through the business terms in agreements as well as education around and promotion of the *Sustainable Food Service Quick Guide*.

Starting in 2016, private event organizers will be required to agree to a Sustainability Commitment Statement through the Richmond Event Approval Coordination Team (REACT) application. The *Sustainable Food Service Quick Guide* is part of the *Sustainable Event Toolkit*.

Implementation

Staff will promote the *Sustainable Food Service Quick Guide* through a number of channels.

1. Special Events

The *Sustainable Food Service Quick Guide* will be included and promoted as part of the *Richmond Sustainable Event Toolkit* for both private and City events. Mobile food vendors at City events will be required to use compostable take away containers.

2. City Facilities

Community Services staff, with the technical support from Sustainability staff, will ensure that the *Sustainable Food Service Quick Guide* is circulated through Area Coordinators to all City facilities and partner groups.

3. Other

Staff responsible for agreements with private vendors in City facilities and on City property will be encouraged to use the guidelines outlined in the *Sustainable Food Service Quick Guide* in contracts and agreements whenever possible.

Staff will monitor new initiatives as a result of the program and report back in early 2018.

Financial Impact

None.

Conclusion

Council endorsement of the *Sustainable Food Service Quick Guide* will advance the City towards its waste reduction goals by working to change the culture around the use of disposable food service items in a steady, but measured pace. Educating staff, community organizations, event organizers, and private vendors on the benefits of using reusable and recycled and /or compostable disposable food service items will contribute towards the significant cultural shift that is already underway.

Based on the outcomes of the pilot, other regulatory tools can be considered when staff report back in early 2018.



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- Att. 1: *Sustainable Food Service Quick Guide*
- 2: *Richmond Sustainable Event Toolkit*
- 3: *Richmond Sustainable Event 7 Step Quick 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	Compostable paper bags	Plastic bags
 DISHWARE	Reusable dishware	Compostable paper or plant fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 CUTLERY	Reusable cutlery	Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STIR STICKS	Reusable spoons	Compostable wooden sticks	Plastic stir sticks
 NAPKINS, TABLECLOTHS	Reusable cloth	Recycled and compostable paper	Made from unrecycled materials
 TAKE-OUT CONTAINERS	Encourage people to bring their own containers	Compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers
 WATER BOTTLE	Encourage people to bring their own water bottle		Single use water bottles

Richmond
SUSTAINABLE
EVENT
TOOLKIT

www.richmondsustainableevent.ca



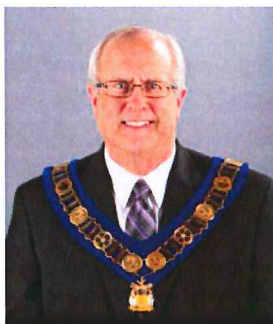


City of
Richmond

Malcolm D. Brodie
Mayor

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A MESSAGE FROM THE MAYOR:

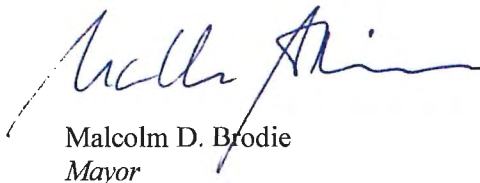


Events such as festivals, concerts, conventions, and sporting tournaments achieve positive outcomes like community building, skill development, and entertainment. Furthermore, events provide an excellent opportunity to showcase more environmentally and socially responsible management strategies, and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



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	
<ul style="list-style-type: none"> • Use of recycle bins • Use of organics bins • Use of garbage bins • Made an effort to go paperless • Prepared a site-restoration plan 	<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	

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

Self Assessment		Comments
Practiced sustainable water management	<input type="checkbox"/> Completed <input type="checkbox"/> Mostly <input type="checkbox"/> Not Applicable	
• Use of City of Richmond tap water station	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Encouraged guest to bring refillable water bottles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
• Treatment of used water before releasing back into the environment	<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 TRANSPORTATION

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

<i>Action</i>	<i>Resource</i>
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"> • <u>Recycling at community events</u> • <u>Food Scraps Disposal Ban</u> • <u>FSC Paper</u>
Make Smart Water Choices	<ul style="list-style-type: none"> • <u>Renting the City of Richmond's tap water station</u> • <u>Sustainable water management tips</u>
Establish a Positive Local Impact	<ul style="list-style-type: none"> • <u>Volunteer Richmond</u> • <u>Richmond Community Services Directory</u> • <u>Volunteer Opportunities in Richmond</u> and <u>volunteerhelpdesk@richmond.ca</u>
Promote Public and Clean Transportation	<ul style="list-style-type: none"> • <u>Translink</u> • <u>Translink Transit Map</u> • <u>The Bicycle Valet</u> • <u>Electric Vehicle charging stations</u>
Make Smart Food Choices	<ul style="list-style-type: none"> • <u>Richmond Food Bank</u> • <u>Harvest Power Richmond</u> • <u>Food Donor Encouragement Act</u>
Support Sustainable Accommodation	<ul style="list-style-type: none"> • <u>Tourism Richmond – Hotels</u> • <u>Green Key Program</u>
Report on your Sustainable Event	<ul style="list-style-type: none"> • <u>www.richmondsustainableevent.ca</u>
AISTS Sustainable Sport Event Toolkit	<ul style="list-style-type: none"> • <u>AISTS SSE Webpage</u> • <u>AISTS SSE Quick Start Guide</u>

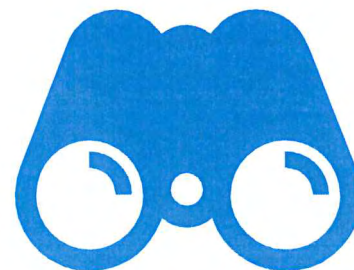
EXPLORE FURTHER - RICHMOND'S PARTNERSHIP WITH AISTS

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.

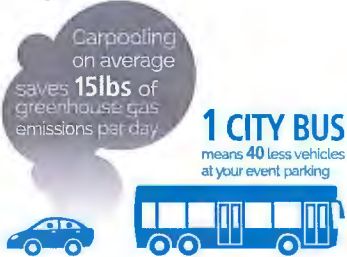
1 CREATE A COMMITMENT STATEMENT

- 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



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 carpoolers or secure bike lockup area



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



6 MAKE SMART FOOD CHOICES

- Buy in bulk and cook to order to minimize packaging and waste
- Consider recyclable or compostable plates, cups, and utensils
- Offer a range of healthy food choices that satisfy different dietary requirements
- Donate remaining food to the Richmond Food Bank

Richmond Food Bank prepares

1500 meals every week



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



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



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

There are over 9000 volunteers registered in the City volunteer system

Over 85,500 total volunteer hours were logged in 2014

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

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.

www.richmondsustainableevent.ca
events@richmond.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.

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 organizers plan for sustainable small and medium community sized events.

REMEMBER TO REPORT ON YOUR SUSTAINABLE EVENT!

Completing the Sustainable Event survey allows the City of Richmond to evaluate the practicality and effectiveness of our current resources intended to help event organizers host sustainable events. Through the feedback we receive, the City of Richmond will improve and refine our resources, empowering event organizers to further incorporate sustainable features within their events.

Visit our webpage and complete the survey to become eligible for the City's *Sustainable Event Champion Recognition Program!*



Complete the survey for your chance to be recognized as a City of Richmond Sustainable Event. With the City's endorsement your event will gain access to the Sustainable Event Champion logo for promotional use for the following year.



Richmond Sustainable Event 7 STEP QUICK GUIDE

*Better your event,
Better the community*

a development partner with

aists
MASTERING SPORT