

<b>Subject:</b> Green Event Policy	<b>Effective Date:</b> March 1, 2020
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## **Green Event Policy**

### ***Purpose:***

To establish a policy to support event organizers to make sustainable choices so that events produce as little waste and greenhouse gas emissions as possible.

### ***Scope:***

This policy will be applied to all Township organized corporate events including:

- small-scale meetings and open houses
- volunteer/staff events
- large-scale festivals and events open to the public.

This policy will also be shared with other stakeholders and organizations that host meetings and events as a best practice guideline.

### ***Objectives:***

- Improve diversion rates of recyclable materials
- Proper sorting of recycling
- Reduce food waste
- Reduce/eliminate the use of single-use plastics and non-recyclable materials
- Promote post-consumer recycled content in plastic bags
- Promote active and public transportation
- Use renewable energy

### ***Applicable Legislation/Policy:***

The Township of Selwyn endorsed the Greater Peterborough Area Climate Change Action Plan in 2016. The Township's corporate commitments are outlined in Chapter 9 of the Plan and the Green Event Policy aligns with the goal to address "solid waste" reduction initiatives.

## ***Procedures:***

### **General**

When planning events the following key considerations should be reviewed and implemented where appropriate:

- **Venue:** sustainable catering services, energy performance of the building, environmental practices of venue operator, and protection of sensitive natural environments.
- **Transportation:** distance from local accommodations and vendors, walkability, public transit options, bike infrastructure, and carpooling opportunities.
- **Equipment and materials:** equipment and materials that are as sustainably and locally sourced as possible, minimally reliant or non-reliant on fossil fuels to operate, and emit as few greenhouse gas emissions as possible.
- **Food:** minimizing the potential for wasted food through portion control and using or donating leftovers, reducing the amount of plastic packaging of purchased food, and sustainably diverting food waste through composting and a digester.
- **Water & other drinks:** avoiding plastic bottled water and other drinks at all costs, having potable water stations and glass bottles and tin cans for other drinks accessible and encouraging the use of reusable drink receptacles.
- **Dishware & cutlery:** avoiding the use of plastic and non-recyclable dishware and cutlery and advocating for the use of compostable, biodegradable or reusable dishware.
- **Waste diversion:** providing opportunities to sustainably divert recyclable materials (fibres, containers and compost) and minimizing the amount of waste ending up in landfill.
- **Power generation:** taking advantage of opportunities to use renewable energy as a power source, i.e. solar-powered cell phone charging stations.
- **Education and awareness:** ensure the attendees are made well-aware of how they can prepare for and support the event's green initiatives, i.e. provide public transit schedules, provide clear signage for waste and recycling bins, etc.
- **Incentives for waste-free behaviour:** consider hosting contests or offering prizes to people who walk, bike or bus to an event or bring their own reusable water bottle, dishware or cutlery, etc.

- **Volunteers/staff training:** ensure hosts, volunteers and staff is trained on how to manage the green initiatives, i.e. managing sorting stations or bike racks, and consistency in messaging behind the benefits of the green initiatives.
- **Advertising and Marketing:** use electronic notifications to minimize paper waste, strategically order printed materials to minimize paper waste, use electronic systems for ticket generation.

## **Specific**

The following are some specific suggestions that can be implemented:

- **Water Refilling Stations:** reduce/ban plastic water bottles and provide water refilling stations. Peterborough Utilities Company can provide a water refilling station for a small fee.
- **Reusable Mugs/Glassware:** use mugs and glassware instead of disposable items.
- **Less wasteful dishware, cutlery and napkins:** encourage food vendors/suppliers to use less waste when serving food (i.e. packaging) or using compostable dishware, cutlery and napkins (as opposed to Styrofoam or plastics) to reduce the amount of food-related waste ending up in the landfill. For large scale events, consider using a dishwashing station.
- **Bike Racks:** ensure that bike racks are available to encourage people to use active transportation and reduce the amount of single occupancy vehicles on the road emitting pollutants and the amount of space needed for parking. B!KE is a community bike shop located in Peterborough that may be a suitable partner.
- **Public transportation:** source public transportation options to operate shuttle services for large-scale events e.g. include the The Link pilot service or private bus charter services.
- **Sorting Stations:** for garbage/landfill, recycling and compostables.

## ***Related Documents:***

- Greater Peterborough Area Climate Change Action Plan
- Selwyn Township's Green Purchasing Policy (under development)