

Special Events Waste Management Plan



SIGNAGE, COLLECTION SETUP & TRAINING

1. Where will waste collection stations be located throughout your event site?
Can you provide a plan? Yes No
2. Are you committed to separating organics, recyclables, and landfill waste and to sourcing appropriate waste containers for the event? Yes No
3. Please indicate how many of each waste receptacle will be provided for the event.
 - Garbage Dumpsters
 - Garbage Totes
 - Garbage Bins
 - Recycling Dumpsters
 - Recycling Totes
 - Recycling Bins
 - Compost Totes
 - Compost Bins
4. All food services will provide compostable and/or recyclable plates, drinking vessels, and eating utensils. Yes No

SIGNAGE, COLLECTION SETUP & TRAINING (continued)

5. What staff/volunteers will be on-site during and after the event to provide waste oversight? (e.g. removing full receptacles, encouraging event attendees to use the correct receptacles, responding to any enquiries regarding waste management from the public or District of Squamish, etc.):
- Event Staff/Volunteers – responsible for assisting with waste management during the event
 - Event Staff/Volunteers – responsible for clean-up after the event
 - External Waste Management Support (if applicable) – in some cases, event organizers may choose to hire a third-party contractor to support or lead waste management and education efforts at the event
6. What steps will you take to prevent contamination (e.g., clear signage, volunteers monitoring bins, bin lids with specific openings)?
7. Are you committing to providing sufficient signage to educate staff and vendors about waste diversion requirements? Yes No — If no, what support do you need?
8. Are you using an existing waste room, temporary waste corral, or offsite solution? If you do not have enough space to store your waste, what is your plan?

REUSABLES

9. Are you planning to use reusable items (e.g., dishware, cutlery, cups, signage, décor, etc.) at your event?
 Yes No
10. If you use reusable dishware, will you use a dishwashing station on-site, or are you working with an external reusables service provider? Dish washing station on site Service Provider
11. How will you prevent loss or improper disposal of reusable items?
12. Do your vendors or partners need support in shifting to reusables?
 No Yes — If yes, what support or resources would be helpful?
13. How will you communicate the reusable system to attendees so they understand how to participate (e.g., signage, social media, emcee announcements)?

WASHROOM FACILITIES

14. What kinds of washroom facilities will be available at the event?
15. Will the provided items (e.g., paper towels, soap, toilet paper) be sustainably sourced, refillable, or compostable? Yes No

WASTE MANAGEMENT COMMITMENT

- Every effort will be made to encourage waste diversion through the provision of an adequate number¹ of clearly labeled receptacles for garbage, recyclables, and compost waste on each event day. Furthermore, the event will ensure that all requirements outlined in the District of Squamish Wildlife Attractant Bylaw are adhered to including ensuring all receptacles are emptied into wildlife resistant containers by midnight on each day of the event, or removed same-day by the contracted provider.
- All event vendors (e.g. food trucks, farmers markets, and stalls) will be notified of our waste management plan, specifically that they are expected to support the waste diversion efforts including the safe disposal of grey water and cooking oils.
- All waste brought on-site will be removed following the event (on the last day of the event), including a thorough site clean to ensure all waste is removed from the event grounds as well as the immediate surrounding area (i.e. approx. 100 feet radius surrounding the event site).
- There will be a sufficient number of washrooms to ensure there is a minimum of one washroom (e.g. porta potty) for every 100 people attending the event².
- The event will ensure safe potable and/or bottled drinking water is provided at the event, that water is not drawn from un-permitted water receptacles (e.g. public taps located on-site or near-by), and ensure all Vancouver Coastal Health (VCH) safety requirements are met for water and food services.

¹ Vancouver Coastal Health recommends at least 1x95 gallon tote per 200 people for general waste, recyclables and compost

² Vancouver Coastal Health recommends at least 1 washroom per 100 people..

EVENT SITE MAP

Please provide a site map for all waste receptacles and washrooms for the event.

[Insert Map Here]

RESOURCES

- [Single-use and Plastic Waste Prevention](#)
- [BC Federal and Municipal Plastic Regulations](#)
- [Victoria Sustainable Take Out Guide](#)
- [Organics Bin: What can go in?](#)
- [Waste Wizard: What goes where?](#)

AGREEMENT

I agree to the above terms and confirm that I have completed this questionnaire to the best of my knowledge and understanding of the proposed event.

This Event Waste Management Plan will be implemented by:

Event Organizer Signature _____

Date Signed _____

Please contact zerowaste@squamish.ca if you need assistance creating your waste management event plan.