

# EVENT NAME – EVENT DATES

## Event Waste Management Plan <sup>[1]</sup>

[1] This is a sample of a simple waste management plan that provides basic information for a small to medium sized event. A more comprehensive waste management plan may be required depending on the type, size, and location of your event. Please contact the Film & Events Department (events@squamish.ca) to confirm what is required for your event.

Location of Event: \_\_\_\_\_ Estimated # of event attendees: \_\_\_\_\_

Event Organizer's Name: \_\_\_\_\_ Ph (during event): \_\_\_\_\_

Email Address: \_\_\_\_\_

Waste Management contracted services provided by:

Garbage Dumpsters/Totes/Bins:

Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

Porta Potties:  Check box if same contractor as above

Company: \_\_\_\_\_ Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

### 1. Waste Management Commitment

- Every effort will be made to encourage waste diversion through the provision of an adequate number<sup>[2]</sup> 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 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 event<sup>[3]</sup>.
- 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.

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

[3] Vancouver Coastal Health recommends at least 1 washroom per 100 people.

### 2. Waste Management Goals

- a. Achieve 100% diversion of recyclables
- b. Reduce general waste by 50%
- c. Return the event site to its original (or better) condition within 12 hours of the event

### 3. Garbage, Recyclables & Compost

Waste receptacles provided for the event are as follows:

- Garbage Dumpsters
- Garbage Totes
- Garbage Bins
- Recycling Dumpsters
- Recycling Totes
- Recycling Bins
- Compost Totes
- Compost Bins

All food services will provide compostable and/or recyclable plates, drinking vessels, and eating utensils.

The following staff/volunteers will be on-site during and after the event to provide oversight for waste management (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

### 4. Washrooms

The following number of washrooms will be provided at the event:

- Washrooms (washroom facilities located on-site at event, e.g. public washrooms in park)
- Washrooms (washroom facilities located within one city block of the event site, e.g. public washrooms at nearby park or commercial building)
- Porta Potties (located on-site)

### 5. Water

Water required for drinking, food safety service, and event installations (e.g. pools) will be provided by the event and/or event vendors per Vancouver Coastal Health safety requirements that will be approved prior to the event.

### 6. Event Site Map

Refer to the attached site map for the placement of all waste receptacles and washrooms at the event.

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This Event Waste Management Plan will be implemented by:

\_\_\_\_\_  
Event Organizer Signature

DD / MM / YYYY

Date Signed

**Event Site Map**

Insert site map here

SAMPLE