



YELLOWKNIFE SUSTAINABLE EVENT CHECKLIST

The how-to checklist to running a sustainable, zero waste, bottled water free, energy conscious event in Yellowknife!



DETACHABLE!

YELLOWKNIFE SUSTAINABLE EVENT CHECKLIST

PURPOSE OF THIS CHECKLIST

The Yellowknife Sustainable Event Checklist is designed to help event coordinators plan key activities reducing the environmental impact of the event such as waste reduction and diversion, energy consumption, transportation and provision of NWT water. Depending on the event, some initiatives might be more applicable than others, but you should strive to meet as many of these sustainability standards as possible.

STAKEHOLDER INVOLVEMENT & COMMUNICATIONS



- ☐ Provide information about sustainable practices before, during and after the event to all parties involved.
- ☐ Recruit volunteers interested in sustainability.
- ☐ Make sure volunteers know ahead the types of tasks they may be required to perform.
- ☐ Outline sustainability efforts when promoting your event.
- ☐ Minimize the amount of printed material by using electronic means, as much as possible.

ACCESSIBILITY, INCLUSION AND SAFETY



- ☐ Ensure that the event is accessible by ramp or elevators.
- ☐ Select a location with gender-neutral (unisex) bathrooms.
- ☐ Make sign language and translation services available.
- ☐ Consider childcare needs.
- ☐ Implement a safe space policy and provide relevant training to volunteers and staff prior to the event.

FOOD, BEVERAGES AND CATERING

FOOD



- ☐ Source food locally, as much as possible.
- ☐ Provide vegetarian/vegan options.
- ☐ Reduce food packaging (e.g., providing condiments in bulk, offering beverages in pitchers, etc.).



- ☐ Organize a contingency plan for unused food (e.g., donate to food rescue, the food bank, etc.).



- ☐ Ensure that food, condiments, and drinks are served in reusable, compostable, or recyclable containers.
- ☐ Station properly labelled garbage, recycling, and compost bins near food vendors and eating areas.

WATER



- ☐ Clearly proclaim that the event is a plastic bottle free event.
- ☐ Offer alternatives to single use plastic bottles (e.g., arrange the provision of tap water in bulk containers, distribute large refillable water jugs).



- ☐ Promote the use of reusable water bottles or cups.
- ☐ Signify the location of water fountains.



- ☐ Offer discounts to attendees bringing their own reusable water bottles or cups.

CATERING



- ☐ Offer reusable dishware, utensils and cups and/or encourage attendees to bring their own.



- ☐ Require that vendors use compostable and/or recyclable containers, cups and cutlery only.

**NO NEED TO
PURCHASE
DISPOSABLE
DISHWARE!**

Ecology North is pleased to provide a 'Rent-a-Plate' service. More information and a price list can be found at **ecologynorth.ca/rent-a-plate**

WASTE REDUCTION/DIVERSION

EVENT MATERIALS/SUPPLIES



- ☐ Identify potential sources of event waste and evaluate options to minimize it.
- ☐ Provide properly labelled and colour-coded compost, recycling and garbage bins (containers should be placed together).
- ☐ Plan for managing waste during the event. Arrange for bins to be emptied regularly or as needed.
- ☐ Create a Site Plan indicating the location of garbage, recycling and compost dumpsters.
- ☐ Contact Kavanaugh Waste Removal Services and arrange for garbage, recycling and compost dumpsters to be delivered if needed and emptied after the event. *Large Events*
- ☐ Require that vendors use only reusable or compostable dishes, cups, and cutlery and avoid non compostable items such as single use condiment packages and plastic straws.
- ☐ Distribute supplies (gloves, extra bags) to waste management volunteers.
- ☐ Select items with less packaging.

COMMUNICATIONS



- ☐ Ensure that facility staff, vendors, event volunteers, and attendees are informed of the waste management practices at the event.
- ☐ Have volunteers available to direct attendees to the appropriate bin and answer waste management questions as needed. *Large Events*
- ☐ Ensure there is clear signage next to each waste bin.
- ☐ Place site specific signs in places where there is a particular type of waste (i.e., paper towel in washrooms, foodscraps next to the food table, etc.).
- ☐ Distribute information using electronic methods instead of handouts as much as possible.

ENERGY AND GREENHOUSE GAS EMISSIONS

THE VENUE



- ☐ Choose a venue that is easily accessible, on the ground level whenever possible, efficiently insulated and has natural light.
- ☐ For indoor events, choose a venue that allows for control of indoor temperature.

TRANSPORTATION



- ☐ Ensure bicycle parking is available at the event.
- ☐ Implement a no idling policy.
- ☐ Organize a shuttle service. *Large Events*.



- ☐ Plan a Bike Rally to the event.
- ☐ Encourage carpooling.

EVENT MATERIALS/SUPPLIES



- ☐ Support local businesses as much as possible.
- ☐ Use environmentally friendly cleaning products or choose a venue/cleaning service that uses environmentally responsible practices.
- ☐ Distribute information using electronic means and avoid handouts.



EVERY EVENT COUNTS!

This checklist can apply to any public or private event including festivals, parades, sport events, and public assemblies. If you are organizing an event, use this Checklist as your standard of social and environmental responsibility.

All events, no matter the size, can reduce the amount and type of waste generated, and minimize energy consumption and greenhouse gas emissions.

Make your event sustainable and create a healthy, inclusive, and safe space that contributes to the happiness of everyone involved.

WHY MAKE YOUR EVENT SUSTAINABLE?

Hosting a sustainable event has many benefits.

CONTRIBUTE TO THE CITY OF YELLOWKNIFE

Vision of becoming a Zero-Waste City!

SUPPORT THE LOCAL ECONOMY

by sourcing local materials and food.

PROTECT THE ENVIRONMENT

by reducing waste, greenhouse gas emissions and energy consumption.

SET A POSITIVE EXAMPLE

for other organizations to adopt sustainability principles.

IMPROVE YOUR REPUTATION

By demonstrating social and environmental responsibility your event will be more marketable for sponsors, attendees and everyone else involved.

HOW TO PLAN YOUR EVENT?

1

CHOOSE A SUSTAINABILITY COORDINATOR

Consider assigning a sustainability coordinator who will be responsible for implementing sustainability and waste reduction initiatives at the event.

2

ASSESS EVENT INFORMATION

Gather relevant information about the event pertinent to completing the event checklist and waste management plan (for example event size, main sources of waste, access to water, accessibility to the venue, etc.).

3

READ THE CHECKLIST

The checklist will guide you through key activities that contribute to the overall footprint of your event.

4

COMMUNICATE WITH THE PUBLIC

Inspire and motivate all parties involved including staff, volunteers, contractors and attendees! It is essential for your success that all stakeholders are informed and on board with their role in making the event more sustainable.

PLAN YOUR EVENT

THE VENUE

Consider choosing an appropriate venue that is well insulated and that is centrally located and environmentally friendly. Downtown locations allow more people to walk, bike or utilize public transit to access your event. This will reduce the carbon footprint of the event by reducing the number of single occupancy vehicle trips.

To inquire about bookings and rentals of City facilities visit the City of Yellowknife website: www.yellowknife.ca/en/getting-active/bookings-and-rentals.asp.

FOOD AND BEVERAGE

Food and beverages are often the main source of waste produced at events.

Responsible food and beverage sourcing involves supporting the local community, and reducing the environmental impact of importing food. Food and beverage service at public events should strive as much as possible to serve healthy local food and produce minimal waste. It is important to keep these goals in mind when planning your menu, and hiring vendors/caterers.

Provide vegetarian and vegan options, which are generally produced using less fossil fuels. Reduce packaging waste by buying condiments in bulk (i.e. ketchup, mustard, mayonnaise, relish, creamers). Offer only reusable or compostable kitchenware to reduce the amount of waste going to the landfill.

Try to minimize leftover food. Invite event volunteers or attendees to bring reusable containers with them to take home leftover food. Donate excess food to local charities.

#loveNWTwater

By offering NWT tap water you can significantly reduce waste and the environmental and economic impact of shipping bottled water to the NWT. When planning your event, consider choosing a venue that has access to municipal water, offer water in bulk containers, and remind attendees to bring reusable water bottles. Pledge to support NWT water and to phase out bottled water at your event and receive recognition on our social media network, newsletter and website. Visit the campaign website for more information: <http://www.lovenwtwater.ca/organization-pledge.html>

WASTE MANAGEMENT

Managing waste can be a challenge. Separating recyclables and organics from the rest of the garbage during events has many benefits for our community, including:

- Reducing greenhouse gas emissions.
- Increasing environmental awareness.
- Reducing landfill hauling costs.
- Reducing the amount of land used for waste disposal.
- Creating a valuable soil amendment (in the case of compost).

Strategically placing an adequate number of bins with appropriate signage for recycling, compost, and garbage is crucial to ensure that people sort out their waste properly. Bins should be color coded (black for garbage; blue for recycling; green for compost) and labelled. All three types of bins should be placed together, and spread strategically throughout the venue. Full bags should be collected and disposed of in the appropriate dumpster during and after the event. Contact Kavanaugh Brothers Ltd to ensure dumpsters are available and collected for the event. Volunteers helping with clean-up during and after the event must have a system for disposing of waste properly. Janitorial/cleaning staff at the facility should be informed of your waste management plan.

RECYCLING

Recycling reduces the amount of waste that we generate. It conserves resources like trees, fossil fuels and metals by making the used materials available for new products.

Paper, cardboard, glass, tin, and plastics (#1 to #7 with the exception of #6 - plastic polystyrene) can all be recycled in Yellowknife. You can also recycle electronics waste at the landfill and used pens/markers at Staples.



*All recyclable materials must be sorted and placed in their appropriate bins.



Only compostable bags with these logos are accepted at Yellowknife's Compost Facility:



Note: Compostable bags that fit your bins can be found in specific stores in Yellowknife. See list of suppliers at the end of this document for more information.

NUMBER OF CONTAINERS

The number of waste containers needed will largely depend on the size of the venue, the source of waste and the number of attendees. Rule of thumb : plan to have 1 waste station with 3 types of bins each (approximately 32 gallons) for every 50 people. Contact the Ecology North to inquire about bins rentals.






Figure 1 Waste Stations at Ramble and Ride, 2017.



Figure 2 Making custom signage with sample items makes sorting very simple!

Running your event at a City Facility? The Fieldhouse, Somba K'e Civic Plaza, the Multiplex and the Curling Club have organic dumpsters on site. During and after the event, full compostable bags must be disposed of in the red organics dumpster. Find out where they are located and inform waste management volunteers or staff.

YELLOWKNIFE COMPOST

-  Compostable waste are organic materials that can be sustainably managed in controlled conditions at the Yellowknife Compost Facility. The process produces a healthy garden soil amendment and reduces greenhouse gas emissions from organics rotting in the landfill.
-  The City of Yellowknife and Ecology North hold compost sales for the public once compost is mature and tested.
-  Compostable materials include food waste, and food soiled paper products. Up to 30% or more of the waste stream is made of organics that can be composted.



WARNING Products labelled biodegradable are NOT accepted at the Yellowknife Compost Facility. Some “biodegradable” products, instead of decomposing, only just break into smaller pieces of plastic that must be removed from the final compost.

ENERGY AND GREENHOUSE GAS EMISSIONS

The carbon footprint of an event is largely affected by energy usage, heating of the building, transportation, food production and waste management.

Choose a facility that is heated efficiently (in winter) or that uses renewable energy. Host the event outdoors during summer!

Choose a location for the event within easy walking or biking distance. Provide bike parking, promote carpooling and/or provide a group shuttle service.

When gathering materials for the event support local businesses as much as possible. Print all promotional materials using 100% recycled paper. Choose locally sourced food, reduce waste packaging and compost organics. Reduce paper use by making the agenda available online, on social media and in the local newspaper.

Purchase Carbon Offsets

Are you interested in going carbon neutral? You can run an event that contributes no net carbon to the atmosphere by supporting a project that helps reduce greenhouse gas emissions. See the list of carbon offset providers at the end of this guide. Calculate your greenhouse gas emissions after all the reduction measures you’ve taken, using an online calculator from an offset provider (see resources section).

EDUCATION

SUSTAINABLE EVENTS

There needs to be clear signage and committed volunteers to encourage everyone's participation. Keep the messaging positive. Be encouraging and helpful. Avoid public shaming. Let attendees know what practices you have in place and why they are important to waste reduction, energy conservation and sustainability. Give a short presentation or set up an education table with some volunteers near the waste bins. Be patient messaging can feel repetitive. Gather feedback when possible, so you can learn what you did well and where you can improve next time.

YELLOWKNIFE FARMERS MARKET CASE STUDY

The Yellowknife Farmers Market does a fantastic job of educating the public as part of their waste management plan. At the Market, it is mandatory that all vendors use only compostable dishware, utensils, food containers, cups and straws. Each vendor receives a catalogue of accepted items and reminders before market days. Disposable condiment packages are prohibited. The signage is clear, and easy to read; the signs above each compost bin have examples of compostable items stapled right to them. They set up an education table, provide short presentations ("Compost Minutes") on what goes in the compost, and they have identifiable volunteers at each waste station to direct people to the proper bin. Plastic bottled water is not allowed. They incentivize people to bring their own reusable food containers with a Loyalty Card program. The Farmers Market also advertise their composting and reusable container programs on social media and in the newspaper.

86%
DIVERSION
RATE

IT PAYS OFF!

In 2016 the Yellowknife Farmer's Market reached a waste diversion rate of 86%!

ROLES & RESPONSIBILITIES

EVENT COORDINATOR

The event coordinator is responsible for informing all parties involved in the event what is expected in terms of food and beverage service, waste management, energy conservation, and safety. It is the responsibility of the coordinator to arrange for adequate garbage containers for the event. The coordinator must ensure all waste is removed at the completion of the event (Yellowknife By-law No. 4063).

Compliance

Coordinators must establish stringent guidelines and communicate that non-compliance may result in the termination of the contracts, fines, or bans from subsequent events. Vendor contracts are a good place to outline sustainability rules for your event. Give vendors and caterers clear instructions, and check in with them before, during and after the event.

FACILITY MANAGER

The Facility Manager understands the capacity and limits of both the facility and staff and can provide the necessary insight to make the proposed event sustainable. If City staff is needed to support the event, the Facility Manager should be made aware of the event at least 30 days before the event starts. The Facility Manager needs to ensure that City staff and contract workers abide by the recycling, composting and over all sustainability expectations held by the City and the event organizer.

CONCESSION STAFF, VENDORS & CATERERS

Concession staff, food vendors and caterers are responsible to follow sustainability rules outlined in their contracts. Vendors and caterers need to be willing to cooperate with all sustainable practices, especially related to food and waste. Reducing the impact of the event will be very difficult if you don't have the full cooperation of you vendors or caterers. Ensure you have their support from the start, give them clear instructions, a list of acceptable suppliers, and check in with them during the event.

VOLUNTEERS & STAFF

Staff and volunteers play a key role in educating the event attendees and encouraging cooperation with waste reduction initiatives. Event staff and volunteers need to be aware of the event's green initiatives, and set an example to attendees. They remind attendees, when necessary, how to participate properly including showing people what goes in which bin, or reinforce the no idling policy, etc.

EVENT ATTENDEES

Enjoy the event! Follow the clearly laid out sustainability initiatives. It will be so easy they won't even realize they are making a difference.

SPONSORS

Public or private organizations hosting the event and/or donating funds. Consider suggesting a green event sponsor.

CITY STAFF

Planning, permitting, marketing and environmental/recycling city employees who may need to monitor or report on special events.

CONTRACTORS

Waste hauler, cleaning services, equipment rentals, utility providers and government staff.

ORGANIZATIONS

Non-profit organizations, activists, involved citizens.

**KEY TO SUCCESS
INVOLVE ALL
STAKEHOLDERS**

RESOURCES & INFORMATION

ECOLOGY NORTH

(867) 873 - 6019
admin@ecologynorth.ca
ecologynorth.ca/

WASTE HAULING SERVICES

/// Kavanaugh Brothers Ltd.
(867) 873-2811
kavanaughwaste.com

CITY OF YELLOWKNIFE

/// Sustainability Division
(867) 920-5657
sustainability@yellowknife.ca

/// Facilities Booking Clerk
(867) 669-3457
yellowknife.ca/en/getting-active/
Bookings-and-Rentals.asp

/// Solid Waste Facility
(867) 669 - 3406
swfinfo@yellowknife.ca

YELLOWKNIFE FARMERS MARKET

ykfarmersmarket@gmail.com
yellowknifefarmersmarket.ca

COMPOST & RECYCLING

/// NorthBest
Local supplier of compostable materials.
(867) 873-2364
northbest.ca/catalog/index.php

/// Tundra Transfer
Local supplier of compostable materials.
(888) 669-9330
service@tundratransfer.com
tundratransfer.com

/// True Value
Supplier of compostable bags
5024 51 St, Yellowknife
(867) 765-5675
truhardware.ca/th/en/index.html

FOOD SUPPORT SERVICES

/// Yellowknife Food Bank
(867) 765-5003

/// Food Rescue Yellowknife
(867) 669-3663
chimp.net/charities/food-rescue-yellowknife

/// Food First Foundation
(867) 445-8891
coordinator@foodfirst.ca
foodfirst.ca/

/// Salvation Army Food Bank
(867) 920-4673

/// YWCA Transitional Housing
(867) 873-5760
info@ywcawt.ca
ywcawt.ca/

CARBON OFFSETS PROVIDERS

/// PlanetAir
514.527.2636
info@planetair.ca
planetair.ca/en/index.sn

/// Tree Canada
613-567-5545
info@treecanada.ca
treecanada.ca/en/

SOCIAL SUSTAINABILITY RESOURCES WORKSHOPS & TRAINING

/// Rainbow Coalition of Yellowknife
867-444-7295
info@rainbowcoalitionyk.org
rainbowcoalitionyk.org/resources/

/// Northwest Territories Human Rights Commission
867-669-5575
info@nwthumanrights.ca
nwthumanrights.ca/resources/

/// Dene Nahjo
867 444-3363
contact@denenahjo.com
denenahjo.com/

VOLUNTEER TRAINING

Thank you for helping out as a Waste Management volunteer!

This document will give you all the information you need to be prepared for your volunteer shift at an event. Information in this package includes:

- Some key messages to share on composting and recycling initiatives
- An overview of your role
- An overview of what can and cannot be recycled/composted
- A site plan showing the location of the different stations

Why Recycling and Composting

- Organic waste decomposing in landfills contributes to climate change by releasing methane into the atmosphere.
- Reducing the amount of trash that goes to the Yellowknife Solid Waste facility extends the life of the landfill, and helps make better use of tax dollars.
- Composting results in an excellent soil amendment that returns valuable nutrients to the soil while diverting waste from the landfill.
- Recycling is an important way to reduce the amount of waste that we generate, reducing the cost of the landfill space, and conserving resources like trees, fossil fuels, energy and metals by making the used materials available for new products.
- Most of the waste generated at events can be composted or recycled if planned ahead.

WASTE MANAGEMENT VOLUNTEER ROLE AND INFO

Your main roles will be to:

1. Set up the waste stations (three types of bins together, each with the appropriate bag).
2. Monitor the recycling/composting/waste stations during the event.
3. Replace full bags and dispose them of in the appropriate dumpster during the event.
4. Help people sort their waste properly by letting them know what goes where.
5. Provide event attendees with further information about waste reduction if they are interested.

Before the event:

- Check with the event coordinator/vendors, about what items are compostable.
- Ask the event coordinator where large dumpsters (organics, recycling and garbage) are located.
- Request gloves and extra bags.

Some Lessons learned from previous events include:

- People are in a rush and want to quickly recycle and compost.
- Diverting waste can be confusing so it is important to be aware of the different categories of waste to help event attendees.
- Event attendees are more likely to take the time to sort out their waste if this is encouraged in a positive manner. Remember to thank people for their efforts!

WHAT GOES WHERE?



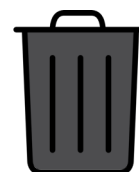
Compost/Organics Red or Green bins

- Food scraps
- Compostable bags (look for logo)
- Paper napkins
- Paper cups and plates
- Wooden, Bamboo popsicle & chop sticks
- Vegetables and fruits peels
- Plant Starch utensils
- PLA 7 PLASTICS (cups, lids, utensils, straws, clamshells)



Beverage Containers/Blue bins

- Plastic bottles
- Metal Cans
- Juice Boxes



Garbage/ Black bins

- Styrofoam (cups, plates)
- Plastic #6 (bags, cutlery)
- Plastic wrap (Saran wrap)
- Aluminum plates

Most confusing items:

- All food scraps are compostable.
- Paper napkins, wood chopsticks, clamshell boxes are compostable;
- Many food vendors use "plastic looking" dinner ware and cutlery made of PLA7 which is COMPOSTABLE. Look for this symbol:



YELLOWKNIFE SUSTAINABLE EVENT GUIDE

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Icons and logos : Freepik.com, Flaticon.com, Shmashicons, Twitter, Roundicons.



another initiative by

