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## Practices & Procedures

**Subject:** TLCCA Single-Use Item Strategy

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**Last updated:** July 2022

**Created by:** Green Committee

## Summary

This document details the strategic steps required for Trout Lake Community Centre Association to transition with the ultimate goal of Trout Lake Community Centre becoming a single-use-item-free facility in the future (**target date: 2024-01-01**).

This document will include: goals, targets, suggested actions

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## Introduction & Purpose

### WHEREAS:

1. Single-use item waste is generated in staggering amounts and is a significant component of street and shoreline litter. Single-use items:
  - Cost Vancouver taxpayers about \$2.5 million per year to collect from public waste bins and to clean up as litter in our parks, streets, and green spaces
  - Are often not recycled or composted
  - Take up valuable space in our landfill
  - Have a lasting impact on our environment long after being used for a short period of time
  - Require a significant amount of resources to produce
2. In Vancouver, 86% of residents see the importance of reducing single-use items.
3. City of Vancouver enacted a series of Single-Use Item bylaws.
4. As part of the Trout Lake Community Centre Association's 2019–2024 strategic plan, in 2019 TLCCA began its green pilot projects, such as the birthday party-box to remove single-use items from its birthday package, and continued with reducing single-use items at TLCCA organized events. Both these projects have been successful.

### THEREFORE BE IT RESOLVED:

That TLCCA and staff do their best to reduce single-use items as much as possible within TLCC's operation, programming, events, and rentals, with the ultimate goal of TLCC becoming a single-use-item-free community centre in the future (**target date: 2024-01-01**).

### Specifically:

- A. Eliminate all single-use items such as cups, plates, bowls and utensils in TLCC's programming (birthday parties, luncheons, etc.)
- B. Eliminate all single-use items such as cups, plates, bowls and utensils in TLCC organized community / special events.
- C. Require the café operator to follow the City of Vancouver bylaw on single-use-items, and only provide single-use items upon customers' requests. The café operator should encourage customers to bring their own cups for drinks to go.

- D. Modify rental agreements / policy to reflect our goals of reducing single-use items, by first recommending and then gradually requiring patrons who rent at TLCC to use non single-use items for their events.

## 1. Implementation Suggestions

### 1.1 Birthday parties

- 1.1.1 All birthday parties at TLCC are led by TLCCA staff (birthday party leaders). The birthday party-box (plates / bowls / utensils / non-balloon reusable decorations) is now included in the birthday party package (not an option).
- 1.1.2 The party box will soon include washable/reusable cloth-based tablecloths (**target date: 2022-09-01**).

### 1.2 Events

- 1.2.1 Starting in the fall of 2022, in addition to using the CCA's reusable plates / bowls / utensils / tablecloths at TLCC special events (such as Harvest Dance), also include the following additional measures.
  - 1.2.1.1 For special events where food is involved, for example the senior's bake sale, advertise in the brochure and online that patrons are encouraged to bring their own food-ware (**target date: 2022-09-01**).
  - 1.2.1.2 Hire additional staff during special events to be stationed at the recycle/compost/waste bins and educate the public as to which bin to place items into (**target date: 2022-09-01**).

### 1.3 Café

Effective immediately, café operations at Trout Lake are to follow the City of Vancouver bylaw on single-use-items. (<https://vancouver.ca/green-vancouver/single-use-items.aspx>).

- 1.3.1 Charge \$0.25 for single-use cup (target date: **2022-09-01**).
- 1.3.2 Only provide single-use items, such as utensils upon request, and ban straws (except for accessibility requirement) (target date: **2022-09-01**).
- 1.3.3 Encourage customers to bring their own coffee cups (**target date: 2022-09-01**).
- 1.3.4 Pottery club may have a display cabinet with mugs for sale by the café (**target date: TBD**).

## 1.4 Rentals

A gradual change towards eliminating single-use-items in rentals could unfold as follows:

- 1.4.1 Advertise in the 2022 fall brochure: recommending / encouraging patrons to adopt non-single-use items for their events (**target date: 2022-09-01**).
  - Consider providing a small discount as incentive for those who adopt reusable items for their rentals (incorporating into the rental agreement).  
**(Rental agreement to be revised by 2023-01-01.)**
- 1.4.2 Starting on 2023-01-01: foam-based dishware will not permitted for TLCC rentals; only compostable dishware be allowed at TLCC.
  - Add such clause into the rental agreement.  
**(Rental agreement to be revised by 2023-01-01.)**
- 1.4.3 Advertise in the 2023 fall brochure: single-use-items are not permitted for all rentals at TLCC starting in 2024-01-01.
  - Add such clause into the rental agreement.  
**(Rental agreement to be revised by 2023-01-01.)**
  - Consider retaining part of the deposit as a disincentive if single-use-items are used (incorporating into the rental agreement).

In addition:

- 1.4.4 A number of options are available and could be suggested to patrons to replace single-use items for their events:
  - a. Bring their own dinner sets, or
  - b. Rent through third-parties such as Clark Park Party Box or other commercial vendors for party supplies, or
  - c. Services through sharewares.ca
  - d. Rent TLCC Party Box (for this option we will need to figure out how staffing would work)
- 1.4.5 A commercial pull-down pre-rinse spring sprayer could be installed in the kitchen for ease of dishwashing (**target date: TBD**).

## 2.0 References

- Vancouver Single-Use Item Reduction Strategy (<https://vancouver.ca/green-vancouver/background.aspx>)
- Vancouver Single-Use Item Bylaw (<https://vancouver.ca/files/cov/single-use-item-by-law-guide-english.pdf>)

- TLCCA Strategic Plan 2019–2024 ([https://troutlakecc.com/wp-content/uploads/2022/04/Trout\\_Lake\\_CCA\\_Strategic-Plan\\_2019-2024.pdf](https://troutlakecc.com/wp-content/uploads/2022/04/Trout_Lake_CCA_Strategic-Plan_2019-2024.pdf))

### 3.0 Related policies and procedures

#### 4.0 Revision schedule

Association policies and procedures shall be reviewed at minimum every four years or as required by an Association resolution. Document owners will be responsible for managing the document revision cycle. All document revisions will be presented to the Association for approval by motion and amendments will be stored in sequence in the following table.

**Table 1: Association policy amendment history**

Version	Date	Comments
1.0	Summer 2022	New strategy
1.0	October 26, 2022	Adoption by the Board