



## Guidelines for Halton Region to Provide Waste Diversion Services at Community Events

### Purpose

Halton Region receives frequent requests to provide waste management services at public community events. The purpose of these guidelines is to specify the services that Halton Region is able to provide in order to ensure consistent service levels are provided, and to specify the roles and responsibilities of the Region when providing waste diversion assistance at public community events.

Upon request from a public community organization/event organizer, Halton Region can provide recycling and organics bins and signage to help identify acceptable materials. Halton Region can assist with coordinating and financing collection of recycling and organics material. The collection details regarding the collection of waste materials generated at the event are outlined under the Collection of Waste Material section on page 3.

### General Conditions

1. The Community Event Waste Diversion Service (the “Service”) will be made available to public community events such as fairs, festivals, races, etc. The Service is not for the use of private parties, events for the purpose of promoting a commercial enterprise or business, political party, street/yard sales, nor school events. (Schools should already have waste diversion bins.)
2. Community Event Waste Diversion Tools (the “Tools”) include Blue Boxes, Blue Totes, GreenCarts, Green Totes, signage of the acceptable materials for the containers, and pre-event training for the event organizers and volunteers.
3. A Community Event Waste Diversion Tools Request Form is available on the Region’s website [halton.ca](http://halton.ca). An event organizer must complete the form and submit to Waste Management Services a minimum of six weeks in advance of the event’s start date.
4. Halton Region will review all requests for the Service and, at its sole discretion, determine whether the event is eligible for said Service.
5. The Region will grant requests in the order that requests are received and based on the availability of Tools. Please note there are a limited number of Tools available. In the event that all available Tools have already been allocated to an event for a requested date, the request for Service may be denied.
6. A request form must be completed for each event and a new request form must be submitted each year to receive Community Event Waste Diversion Tools. Annual service is not guaranteed.

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7. The public community organization/event organizers will be invoiced for any damaged or missing tools as per the fee schedule included on the request form.
8. The public community organization/event organizers are responsible for the type and quantity of waste generated at the event and will ensure that a sufficient number of people are assigned to ensure the waste is managed properly throughout the event and that attendees know how to properly sort their waste into the appropriate container to minimize contamination in the containers.
9. The event organizers shall work with the Region to create a waste diversion plan to ensure waste is properly managed.
10. The public community organization/event organizers must designate one person as a waste diversion liaison (the "Liaison") who will be the key contact between the event and the Region. The Liaison must be identified at the time the request form is submitted. The Liaison must provide the Region with a secure location for the delivery and removal of Tools.
11. The date for the delivery and collection of Tools must be agreed upon by the Region and the Liaison. Once delivered, the Liaison will assume responsibility of the Tools, until the Tools are collected.
12. The public community organization/event organizers are required to host a waste diversion training workshop for its volunteers prior to receiving the Tools for the event. The Liaison must be present for this workshop. Halton Region will lead the training workshop at an agreed upon time and location, free of charge.
13. Only materials accepted in Halton Region's Blue Box and GreenCart programs are accepted in the Blue Boxes/Totes and/or GreenCarts/Totes at the event. Refer to attached list of acceptable materials. Any materials that are not accepted in Halton Region's Blue Box and GreenCart programs are to be placed in garbage containers provided by the public community organization/event organizers. If a large amount of unacceptable materials is placed in the Blue Boxes/Totes and/or GreenCarts/Totes at the event, the event may be disqualified from receiving the Service on future occasions.
14. The public community organization/event organizers may choose to divert additional materials not on Halton Region's Blue Box and GreenCart acceptable materials lists. However, the public community organization/event organizers are responsible for providing separate receptacles to collect these materials, for sourcing and securing a market/processor for the material, hauling the material to the processor, and financing any and all aspects of its collection and processing. Halton Region will not be responsible for providing resources to assist in diverting materials not accepted in the Region's Blue Box and GreenCart program; however, staff may be able to provide information to assist with the diversion of other materials.

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15. When the Region comes to remove the Tools, they must be returned in the same condition as when they were delivered. If the Tools are returned in a damaged condition, the public community organization/event organizers may be disqualified from receiving the Service on future occasions and could be charged a fee for the replacement cost of the damaged Tool.
16. The public community organization/event organizers are to encourage all vendors to use food or drink packaging that is accepted in the Blue Box and GreenCart programs. The use of fibre-based food and drink packaging is strongly encouraged as it is accepted in the GreenCart program. The use of compostable/biodegradable food and drink packaging that is not accepted in the GreenCart program is strongly discouraged as it will need to be placed in the garbage or the organization's own separate designated container. Region staff can provide examples of acceptable and unacceptable packaging and suppliers.
17. The public community organization/event organizers must strongly encourage vendors to use acceptable GreenCart and Blue Box materials. If unsure, Liaison must contact the Region prior to purchasing product.
18. The public community organization/event organizers are responsible for the purchase of acceptable Biodegradable Products Institute (BPI) certified compostable bags for the GreenCarts/Totes. Before purchasing bags, the public community organization/event organizers will verify the acceptability of the bag with Halton Region. Upon request, Halton Region can provide a list of known suppliers of the bags. The bags purchased by the organizers must be verified by the Region as acceptable in the GreenCart program.
19. The public community organization/event organizer acknowledges that the Region is performing the Service as a customer service initiative. Accordingly, neither the Region nor any of its councillors, officers, employees or agents shall be liable for any damages or losses resulting from the Services provided by the Region or its Contractors, whether caused by the negligence of such councillors, officers, employees or agents or otherwise.
20. The public community organization/event organizer assumes full responsibility for any risk associated with the use or misuse of any of the Tools and shall assume the defence of and indemnify and hold harmless the Region, its Council, officers, employees and agents from all claims, losses, expenses, damages, actions suits or proceedings by which may arise before, during or after the performance of the Services.



### Collection of Waste Material

1. The coordinating and financing of the collection, tip fee and processing of garbage, recycling and organics materials generated at the event will be managed with the following arrangements:

Collection dates & times	Blue Box/Tote & GreenCart/Tote Collection	Garbage Collection
Monday to Friday (excluding Statutory or Declared Holidays) 7 a.m. to 4 p.m.	Halton Region to provide collection/tip fee at no cost to Event Organizers	Event Organizers to arrange for and pay for collection/tip fee
Friday 4 p.m. to Monday 7 a.m.	Event Organizers to arrange for and pay for collection/tip fee	Event Organizers to arrange for and pay for collection/tip fee
Statutory or Declared Holiday	Event Organizers to arrange for and pay for collection/tip fee	Event Organizers to arrange for and pay for collection/tip fee

2. Materials rejected for recycling or composting due to high rates of contamination, will be sent to landfill, and the public community organization/event organizers may be disqualified from receiving the Tools for future events.
3. Upon request, Halton Region will provide a list of known private haulers.

### Best Practices

1. Event organizers must use “waste stations” or “source separation tables” to be eligible for Services.

**Waste Stations:** Attendees find Blue Boxes/Totes, GreenCarts/Totes and garbage bins grouped together (with appropriate signage) throughout the site and separate their waste materials on their own.

**Source Separation Tables:** Attendees give their waste to volunteers who then sort the waste into Blue Boxes/Totes, GreenCarts/Totes and garbage.

2. Stand-alone GreenCarts/Totes and Blue Boxes/Totes are prohibited while using Halton Region’s Waste Diversion Services for Community Events program.
3. To reduce waste, leftover perishable and non-perishable food and drink can be donated to ReFresh Foods (foodforlife.ca), a regional food acquisition and redistribution hub.

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## Recognition

1. Organizing Committee agrees to recognize Halton Region as an in-kind sponsor of the Service, with all the rights and privileges associated with sponsorship, including, but not limited to:
  - Regional logo in promotional posters and program
  - Regional logo in on-site signage or slides recognizing sponsors
  - Regional advertisement in program
2. In the event the Region's logo is displayed, the display of said logo must be approved by the Policy Integration & Communications Division and shall at all times be displayed in accordance with the Region's Visual Identity Guide.

The logo request form is included in this document.

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