



## 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 (event organizer), Halton Region can provide recycling and organics carts 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.

### General Conditions

1. The Community Event Waste Diversion Service (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 carts.)
2. Community Event Waste Diversion Tools (Tools) include Blue Boxes, Blue Carts, Green Carts, signage of the acceptable materials for the containers, waste diversion plan assistance and pre-event training for the event organizers and volunteers.
3. The [online form](#) to request Blue Carts and Green Carts for a community event 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. An online request form must be completed for each event and a new online request form must be submitted each year to receive the Service. Annual Service is not guaranteed.

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- 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 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 as per the following fee schedule.

**Fee Schedule for Damaged or Missing Tools**

Damaged or Missing Tool	Cost
Blue Cart or Green Cart	\$75.00
Large Sign	\$50.00
Small Sign	\$10.00

- The event organizers are responsible for the type and quantity of waste generated at the event and will ensure that a sufficient number of waste diversion team members 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.
- The event organizers shall work with the Region to create a waste diversion plan to ensure waste is properly managed.
- The event organizers, if not their self, must designate one person as a waste diversion liaison (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.
- 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.
- The event organizers are required to host a waste diversion training workshop for its waste diversion team members 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.
- Only materials accepted in Halton Region’s Blue Box and Green Cart programs are accepted in the Blue Boxes/Carts and/or Green Carts at the event. Refer to the list of acceptable materials (Attachment 1.) Any materials that are not accepted in Halton Region’s Blue Box and Green Cart programs are to be placed in garbage containers provided by the event organizers. Please note: if the event is not participating in the Green Cart program, these materials are to be placed in the garbage.

If a large amount of unacceptable materials is placed in the Blue Boxes/Carts and/or Green Carts at the event, the event may be disqualified from receiving Service on future occasions.

- The event organizers may choose to divert additional materials not on Halton Region’s Blue Box and Green Cart acceptable materials lists. However, the 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.

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Halton Region will not be responsible for providing resources to assist in diverting materials not accepted in the Region's Blue Box and Green Cart program; however, staff may be able to provide information to assist with the diversion of other materials.

15. The event organizers are to encourage all vendors to use food or drink packaging that is accepted in the Blue Box and Green Cart programs. The use of fibre-based food and drink packaging is strongly encouraged as it is accepted in the Green Cart program. The use of compostable/biodegradable food and drink packaging that is not accepted in the Green Cart program is strongly discouraged as it will need to be placed in the garbage. If unsure, Liaison must contact the Region prior to purchasing product. Region staff can provide examples of acceptable and unacceptable packaging and suppliers.
17. The event organizers are responsible for the purchase of acceptable Biodegradable Products Institute (BPI) certified compostable bags for the Green Carts. Before purchasing bags, the 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 Green Cart program.
18. The 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.
19. The 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.

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## Collection of Waste Material

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

Collection dates & times	Blue Cart & Green Cart 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 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/Carts, Green Carts 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/Carts, Green Carts/Carts and garbage.

2. Stand-alone Blue Boxes/Carts and Green Carts 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. The organizing committee/event organizer 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.

To request use of the Halton Region logo, please call 311 with your community event details. This includes where the logo will be used, whether you are working with a Halton employee, why you wish to use the logo, and the logo format required.

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# Put Waste In Its Place

Waste diversion services provided by Halton Region

## Blue Box

Acceptable Items

 Plastic cups & plates	 Plastic bottles (water, juice, pop, etc) remove caps in garbage
 Plastic Bags & Overwrap	 Plastic containers
 Plastic "clamshell" containers	 Plastic black & clear take-out containers
 Plastic hot or cold beverage cup lids	 Milk & juice cartons
 Glass bottles & Jars	 Metal beverage cans
 Aluminum foil & Trays	 Newspapers, flyers and fine paper
 Boxboard (cereal and cracker boxes)	 Corrugated cardboard (tie in bundles no larger than 3 ft x 3ft x 1 ft)



## Green Cart

















Acceptable Items

 Fruits and vegetables (including peels & cores)	
 Ribs, meat, chicken, fish, lobster (including bones & shells)	 Fast food
 Bread, buns, pizza crusts	 Cookies, cakes, cupcakes, muffins
 Candies	 Pizza boxes
 Paper beverage cups	 Wood cutlery
 Paper plates and cups (no lids), paper take-out food containers	
 Paper towels, napkins and facial tissues	



## Garbage

Acceptable Items

 Bottle caps	 Straws & plastic stir sticks
 Plastic pouches	 Plastic cutlery (including plastic "compostable" cutlery)
 Bags & wrappers (chip bags, granola bar wrappers, condiment packets, etc.)	 Yogurt tubes
 Styrofoam	 Gum
 Plastic baggies and food wrap	 Stickers
 Elastic bands	 Plastic pails
 Diapers	 Pet waste
 Disposable gloves	 Sanitizing wipes

