

Niagara Region Special Events Recycling Service Guidelines

Purpose

The Niagara Region currently provides recycling services to community public events of all sizes and locations. The purpose of these guidelines is to explain the recycling services that the Niagara Region is able to provide to public community events as well as the roles and responsibilities of each party involved.

Material Scope

Accepted Recyclables Include:

- ✓ Plastic water, pop and juice bottles
- ✓ Plastic cups
- ✓ Aluminum cans, pie plates and trays
- ✓ Metal food and beverage cans
- ✓ Glass jars and bottles
- ✓ Milk and juice cartons and drink boxes
- ✓ Cardboard containers with metal bottoms
- ✓ Plastic food tubs and lids
- ✓ Polystyrene containers such as foam food trays and clamshell packaging

** All materials must be free of food residue*

Also Accepted:

- ✓ Flattened cardboard boxes
- * Cardboard must be contained and stored separately from all Blue Box recyclables listed above.*

Not Accepted:

- ✗ Plastic cutlery
- ✗ Paper coffee cups
- ✗ Paper plates, cups and containers
- ✗ Paper napkins and paper towels
- ✗ Plastic and foil food wrap
- ✗ Newspaper, office paper, magazines, boxboard
- ✗ Straws
- ✗ Wooden skewers or popsicle sticks
- ✗ Food waste

General Conditions

1. Special Event Recycling through the Niagara Region will be made available to public community events such as fairs, festivals, charities, etc. This program is not for the use of private parties, events for the purpose of promoting a commercial enterprise or business, political party, street/yard sales, and school events.
2. Special Events Recycling Tools (the “Tools”) include small Blue Boxes, portable folding recycling containers, 65 gallon recycling carts (including locks), 40 yard over flow containers, signage of acceptable materials for containers, and pre-event training for the event organizers and volunteers.
3. A Special Event Recycling Services Request Form is available on the Region’s website. The Event Organizer must complete the form and submit to the Region’s Waste Management Services Department a minimum of 4 weeks prior to the event (submitting further in advance may provide better availability).
4. An online request form must be completed annually for each event to receive Special Events Recycling Tools. Annual service is not guaranteed.
5. Niagara Region will review all requests for this recycling service and determine whether the event is eligible for service.
6. The Region will grant requests in the order that requests are received based on the availability of Tools. Please note there are a limited number of receptacles available. The service may be declined if all Tools have already been allocated to events.
7. The Event Organizer will be invoiced for any damaged or missing Tools as per the fee schedule included on the request form. If Tools return damaged, the Event Organizer may be disqualified from future services.
8. The Event Organizers are responsible for the amount and type of waste generated at their event. They will ensure enough staff and volunteers are present for the duration of the event to assist attendees with proper sorting of waste to minimize contamination in recycling containers.
9. The Event Organizer must designate one person as a liaison between the event and the Region. The liaison must be identified on the request form under the section titled *Event Manager/Contact*. The liaison may be the Event Organizer, but may also be an alternate contact.

10. The Event Contact must be present during the delivery of Tools.
11. The Event Organizer/Contact is required to train staff and volunteers on proper waste diversion prior to the event date. The Niagara Region can provide a free training workshop at an agreed upon time and location which the Event Contact must be present.
12. Only materials accepted in Niagara Region's Blue Box program are acceptable in the Special Events Recycling program. Any materials not accepted in the Blue Box program are to be placed in garbage receptacles provided by the community event. If the Event Organizer/Contact knowingly directs unacceptable materials to the recycling receptacles at the event, they may be disqualified from receiving Special Events Recycling services in the future.
13. The Event Organizer/Contact may choose to divert materials not on the Blue Box acceptable list. However, the event is responsible for providing separate receptacles to collect these materials, to haul the material, and finance its collection and processing. The Niagara Region will not be responsible for providing resources to divert additional materials not accepted in the Niagara Region Blue Box program.
14. Niagara Region will deliver and remove the Tools according to the confirmed dates on the request form. Niagara Region reserves the right to change the delivery and removal date and times.
15. The Event Organizer/Contact must encourage all vendors to use food or drink packaging that is acceptable in the Blue Box program. Niagara Region staff can provide examples of these materials if necessary.
16. The Niagara Region will provide plastic bags to line the recycling receptacles.
17. Locks shall remain on the recycling carts for the duration of the event to reduce the opportunity for contamination of the recyclables.
18. The Event Organizer/Contact acknowledges that the Region is performing the Special Event Recycling Service as a customer service initiative. Neither the Region nor any of its councilors, officers, employees or agents shall be liable for any damages or losses resulting from this service provided by the Region nor its Contractors, whether caused by the negligence of such councilors, officers, employees or agents or otherwise.

19. The Event Organizer/Contact assumes full responsibility for any risk associated with the use or misuse of any of the Tools and shall assume the defense 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 performances of the services.

Collection of Material

1. Special Event Recycling Tools and the material collected for recycling will be dropped off and picked up by Niagara Region staff Monday to Friday between 8:30 am and 4:30 pm (excluding statutory or declared holidays). If pick-up or drop-off of materials is required outside of these days and times, the Event Organizer/Contact shall arrange and pay for the supply of Tools and the collection of recyclables through a private service.
2. After the event, all Recycling Tools shall be placed together at the pre-determined pick-up location (typically the same location as the drop-off location). All keys for the recycling cart locks shall be placed on one lock and secured on one of the recycling carts.
3. The 40 yard container option can be used to contain the overflow of recycling bags from the recycling carts. At the close of the event, full bags of recyclables shall be placed in the back of the 40 yard container. If space permits, the recycling carts shall be placed in the front of the 40 yard container.
4. Niagara Region will provide collection of Blue Box recyclables at no cost to Event Organizers, providing the material collected is free of contamination.
5. Event Organizers are responsible to arrange and pay for collection and disposal of any garbage collected at the event through a private service.
6. **Materials rejected for recycling due to high rates of contamination will be sent to the landfill and the Event Organizer will be responsible for paying the garbage tip fee.** The Event Organizer will be notified of the contamination and will be sent an invoice for landfill disposal.

Best Practices

1. The Niagara Region encourages all events to use “waste stations” or “source separation tables”.

Waste Stations:

Event attendees find recycling receptacles and garbage bins grouped together (with appropriate signage) throughout the site and separate their waste materials on their own.

Source Separation Tables:

Event attendees give their waste generated from the event to the volunteers who then properly sort material into the correct bin. This method will decrease contamination levels. The Niagara Region will provide guidance and information to volunteers in how to set up the table.

2. Stand-alone garbage bins are not recommended. The Event Organizer/Contact shall use their best efforts to ensure that a Recycling Tool is placed beside each available garbage receptacle at the event.

Recognition

The organizing committee agrees to recognize Niagara Region as an in-kind sponsor of the Service, with all the rights and privileges associated with sponsorship, including, but not limited to:

- a. Regional logo in promotional posters and program
- b. Regional Logo in on-site signage or slides recognizing sponsors
- c. Regional advertisement in program