

# Niagara Region Service Guidelines

**Special Event Recycling and Organics**  
Niagara Region // 2024



# Purpose

Niagara Region currently provides recycling and organics collection services to public community events throughout Niagara Region. These guidelines explain the recycling collection services that Niagara Region is able to provide to public community events; the roles and responsibilities of each party involved; and the eligibility criteria which must be met to qualify for and receive the service.

# Definitions

- (a) “Blue Box Material” - recyclable material collected under the Region’s diversion program
- (b) “Business Day” - any day, other than a Saturday, Sunday or statutory holiday, on which the Niagara Region Municipal Building at 1815 Sir Isaac Brock Way, Thorold, is open.
- (c) “Event Contact” - the person who is appointed by the Special Event organization to be the main contact for interaction with Niagara Region staff regarding waste management activities at Special Events. The Event Contact assumes full responsibility for the proper care and return of the Region’s recycling Tools, as well as any disposal fees resulting from the contamination of the recyclable materials collected at their event.
- (d) “Event Liaison” – a person that may be designated by the Event Contact as a liaison between the Event and the Region. The Event Liaison may also be the Event Contact.
- (e) “Organic Material” - compostable material collected under the Region’s Green Bin/Cart program or As Designated as part of the Region’s current Waste Management By-Law.
- (f) “Recycling Station” - an area dedicated to sorting and disposing of garbage, Blue Box and Organic Material (if applicable) that is generated by visitors or attendees during the Special Event. Recycling Stations have garbage, recycling and organic (if applicable) containers grouped together throughout the Special Event site. Recycling Stations increase waste diversion by offering increased access to containers and convenience to visitors. Recycling Stations also reduce contamination of the material and decrease litter at Special Events.
- (g) “Recycling Station Volunteer” - a voluntary or paid staff member supplied by the event organization, who stand at the Recycling Station and assist visitors in properly sorting their waste. Recycling Station Volunteers are to be trained by Region staff, or an Region approved alternate. The goal of the Recycling Station Volunteer is to minimize contamination and increase waste diversion. Recycling Station Volunteers are mandatory when organic carts have been requested, but are encouraged for all Recycling Stations.

- (h) “Service(s)” - the recycling service (including the provision of Tools and material collection) that is provided by Niagara Region at Special Events. Service eligibility is determined by the Region and is limited to Blue Box Material and Organic Material, which are accepted in the Niagara Region’s diversion programs.
- (i) “Special Event” - an infrequent event held at a public location, within the boundaries of Niagara region, which is open to the public and focused on the community. Special Events may include multi-cultural festivals, fall fairs and sporting events.
- (j) “Tools” - the materials which belong to the Niagara Region and are used to collect Blue Box and Organic Material (if applicable) at Special Events. These materials include but are not limited to; recycling carts and green carts, roll-off containers, Blue Boxes, plastic bags, signage and cart locks.

## Material Scope

### Acceptable Blue Box Material:

- ✓ Plastic water, pop and juice bottles
  - ✓ Plastic cups
  - ✓ Aluminum cans (including alcoholic beverage cans), pie plates and trays
  - ✓ Metal food and beverage cans
  - ✓ Glass jars and bottles, including alcoholic beverage 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, or tied together and stored separately from all Blue Box Material listed above.*

### Acceptable Green Cart Organic Material: (if applicable)

- ✓ bones, meat, chicken, fish and shellfish
- ✓ bread, muffins, cake, candies, cookies, pies and dough
- ✓ coffee grounds and filters and tea bags

- ✓ dairy products
- ✓ eggs and egg shells
- ✓ fruits, vegetables and peelings
- ✓ nuts and nut shells
- ✓ paper towels / napkins (not soiled with hazardous material)
- ✓ pasta, rice, potatoes, flour and grains
- ✓ popsicle sticks and wooden stir sticks
- ✓ 100% paper take-out trays and plates

**Unacceptable Green Cart Organic Material:**

- × Plastic bags
- × Plastic cutlery
- × Paper coffee cups
- × Cookie and chip bags
- × Newspaper, office paper, magazines, boxboard
- × Straws
- × Diapers
- × Wax paper
- × Poly-lactic acid (PLA), corn or potato starch based plates; food packaging and cutlery are not acceptable in the Region's Green Bin/Cart program. These products must be placed in the garbage.

# General Conditions

1. Special Event Recycling and Organics through 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. A Special Event Recycling and Organics Services Online 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 four (4) weeks prior to the event (submitting further in advance may provide better availability).
3. A Special Event Recycling and Organics Services Online Request Form must be completed annually for each event to receive Special Events Recycling Tools on an annual basis. Annual service is not guaranteed.
4. Niagara Region reviews all requests for recycling and organics service and determines whether the event is eligible for the service.
5. 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 Tools available. The service may be declined if all Tools have already been allocated to other events.
6. The Event Contact will be invoiced for any damaged or missing Tools as per the fee schedule on the Special Event Recycling and Organics Services Online Request Form. If Tools are returned damaged, the Event Contact may be disqualified from future services.
7. The Event Contact is responsible for the amount and types of waste generated at their Special Event.
8. Event Contacts 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 and organics (if applicable) containers.
9. The Event Contact may designate one person as a liaison between the event and the Region. If an Event Liaison is selected, this person must be identified on the Region's Special Event Recycling and Organics Services Online Request Form. The Event Liaison may be the Event Contact.
10. The Event Contact or Event Liaison must be present during the delivery of Tools.

11. If organic carts are requested, the Event Contact or Event Liaison must provide Recycling Station Volunteers for the Recycling Stations. The Region will provide mandatory training for Recycling Station Volunteers at an agreed upon time and location between Region staff and the Event Contact/Event Liaison prior to the start of the Special Event.
12. Only materials accepted in Niagara Region's Blue Box program and Green Bin/Cart program (if applicable) are acceptable in the Special Events Recycling program. If the Event Contact knowingly directs unacceptable materials to the Region's recycling and/or organic collection receptacles, they may be disqualified from receiving Special Events Recycling and Organics services in the future.
13. The Event Contact/Event Liaison is encouraged to divert materials that are not on the Blue Box or Green Bin/Cart (if applicable) acceptable list. However, the event is responsible for providing separate containers to collect the material, separate arrangements to haul the material, and finance its collection and processing. Niagara Region will not be responsible for providing resources to collect, haul, or process additional materials that are not accepted in Niagara Region Blue Box or Green Bin/Cart programs.
14. Niagara Region will deliver and remove the Tools according to the confirmed dates on the Special Event Recycling and Organics Online Request Form. Niagara Region reserves the right to change the delivery and collection dates and times as required.
15. The Event Contact/Event Liaison must encourage all vendors to use food or drink packaging that is acceptable in the Blue Box and Green Bin/Cart (if applicable) program.
16. Niagara Region will determine the number of additional plastic bags provided to events to line recycling carts depending on the length of the event and anticipated attendance. Surplus plastic bags shall be left with the other Tools for pick-up by Regional staff after the Special Event.
17. If the Special Event is a multi-day event, the Event Contact/Event Liaison shall ensure the Recycling Tools are placed in a safe location overnight, to prevent theft, vandalism and entry by animals.
18. Locks shall remain on the recycling carts for the duration of the event to reduce the opportunity for contamination of the recyclables.
19. The Event Contact/Event Liaison acknowledges that the Region is performing the Special Event Recycling and Organics Service as a customer service initiative. Neither the Region nor any of its councillors, 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 councillors, officers, employees or agents or otherwise.

20. The Event 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.
21. If the Event Contact needs to cancel their Special Events Recycling and/or Organics Services, the Event Contact/Event Liaison must provide the Region with a minimum of five business days' notice of the cancellation. This five day notice of cancellation gives consideration to the planning involved on behalf of the Region and its sub-contractors to service the event.
22. All fees and prices are subject to change.

## Collection of Material

1. Special Event Recycling and Organics Tools will be dropped off by Niagara Region staff, or the Region's Contractor, Monday to Friday between 7:30 am and 5:00 pm (excluding statutory or declared holidays). Recycling Tools and collected Blue Box material will be picked up by Niagara Region staff or the Region's Contractor Monday to Friday between 7:30 am and 4:30 pm (excluding statutory or declared holidays). If Special Event Recycling Tools must be dropped off or picked up outside of the above specified times, notice will be provided to the Event Contact or Event Liaison.
2. The Event Contact must have the Tools ready for collection at the agreed upon location and time. If the Event Contact fails to have the Tools ready for collection at the agreed upon location and time, and Regional staff or the Region's Contractor is required to make an additional trip to the Special Event, the Event Contact may be charged a fee of \$250.00 per round trip and may be disqualified from receiving service in the future. In the case that a return pickup is necessary, the Event Contact shall be responsible for all Special Events Recycling and Organics Tools until the final return trip is completed by Regional staff or the Region's Contractor.
3. The Event Contact must have all the Blue Box Material ready for collection at the agreed upon location and time. All Blue Box Materials, including all alcoholic beverage cans and bottles, collected in the Special Event Recycling containers are deemed to be the property of Niagara Region. Removal of recyclables from the event prior to pick-up by Region staff or the Region's Contractor at the agreed upon location and time may result in disqualification from receiving service in the future.
4. Once the event is complete, all recycling and organics Tools shall be placed together at the predetermined 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.

5. If a 40 yard roll-off container is requested, the Event Contact or Event Liaison must confirm the proper location and placement of the container by reviewing an aerial map prepared by Region Staff. If, upon the Event Contact's request, the Region's Contractor must make a return trip to alter the pre-determined and agreed upon placement of the 40 yard container, the Event Contact may be charged a fee of \$250.00 per round trip (subject to Contractor availability).
6. The 40 yard roll-off container can be used to contain the overflow of recycling bags collected from the recycling carts/portable folding recycling containers. At the close of the event, full bags of recyclables shall be placed in the back of the 40 yard roll-off container. If space permits, the recycling carts shall be placed in the front of the 40 yard roll-off container.
7. Niagara Region will provide collection of Blue Box recyclables and Organic Material (if applicable) at no cost to Event Contact, providing the material collected is free of contamination.
8. **Events with 15 Blue Carts or less and/or Organic Carts: the return of contaminated or all empty recycling carts (service not used) will incur a \$100 fee per event, in addition to the current landfill tip fee for contaminated material which will be charged to the Event Contact.** The Event Contact will be notified of the contamination or the absence of program use and will be sent an invoice.
9. **Events with more than 15 Blue Carts and/or a 40-yard roll-off container" the return of contaminated or empty Blue Carts and/or 40-yard roll-off container (service not used) will incur a \$300 fee per event, in addition to the current landfill tip fee for contaminated material which will be charged to the Event Contact.** The Event Contact will be notified of the contamination or the absence of program use and will be sent an invoice.
10. The Event Contact is responsible to arrange and pay for collection and disposal of any garbage collected at the event through a private service.

## Best Practices

1. Niagara Region encourages all events to use Recycling Stations and Recycling Station Volunteers. The use of Recycling Station Volunteers is mandatory upon the request of Green Cart organics service.



2. Stand-alone garbage containers are not recommended. The Event Contact shall ensure that recycling containers and green organic carts (if applicable) are placed beside each available garbage receptacle at the event, thereby creating a Recycling Station.

## 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

The Regional logo is available for external use subject to prior agreement with Regional staff and only to be used within Region guidelines to maintain a consistent and professional identity.