

Towards Zero Waste Procedure

EN-GEN-001-004

User Guide

March 2011



Towards Zero Waste Initiatives

- Town Operations and Events

In March 2011, Environmental Policy audited a week's worth of Town Hall's recyclables, compost and garbage to become compliant with the Ministry of the Environment's O. Reg. 102/94. For information on the waste audit and the town's baseline waste management data see the Council report dated April 12, 2011, Towards Zero Waste Procedure, O. Reg. 102/94 Waste Audit and Work Plan Compliance.

Our waste audit revealed some very positive results and also highlighted areas where we can improve. The creation and implementation of a formal towards zero waste work plan is mandated under O. Reg. 102/94 and is to be updated annually.

The Town of Oakville's TZW Procedure has 3 main goals:

- 1) **Waste Collection:** To have proper waste, including recycling, compost and garbage, collection services available at all appropriate facilities, see Table 1 for details.
- 2) **Waste Diversion:** To have staff properly trained on 'what goes where' to support accurate recycling, composting and garbage disposal and to have proper waste diversion programs in place for hazardous waste. Table 2 has detailed actions to improve the town's waste diversion rates.
- 3) **Waste Reduction:** To have staff work to reduce the waste, including recycling, compost and garbage, generated through town operations, see Table 3 for detailed actions.

This procedural user guide will be amended annually with the town's waste reduction work plan update mandated by O. Reg. 102/94. All information included in this guide can also be located on [Portico](#).

Section 1 – Waste Collection

Waste refers to recycling, compost and garbage. All three wastes need individual collection bins and contracts. It is important to have the proper collection bins placed strategically at all facilities and to ensure our collection contracts are in place for the proper removal and disposal of collected waste. Companies employed to collect waste from town facilities have been researched to ensure all waste is receiving proper disposal. Hazardous waste collection requires a disposal/recycling certificate from the Ministry of the Environment or Recycling Council of Ontario to ensure waste is being handled properly. Refer to Table 1, to see how you can help to ensure waste is being properly collected throughout town facilities and operations.

Table 1: Staff responsibilities in regard to providing proper waste, recycling, compost and garbage collection at all appropriate town facilities.

Action - All staff must:	Details
<ul style="list-style-type: none">ensure all existing town facilities have garbage and recycling collection contracts in place.	All town facilities are currently included on garbage and recycling collection contracts.
<ul style="list-style-type: none">ensure all new facilities are added to existing waste collection contracts or seek new contracts to provide service.	<p>As new facilities are constructed, waste collection contracts will be amended or issued.</p> <p>On the advice of Halton Region's waste management services only select town buildings are suitable for organic collection.</p> <p>See annual work plan for select facilities and timelines.</p>
<ul style="list-style-type: none">continuously work with our janitorial cleaners to ensure proper waste collection is taking place daily within each department.	All waste collection issues that arise should be directed to Facility and Construction Management, as they are the point of contact with our janitorial contractor.
<ul style="list-style-type: none">have safe collection in place for all hazardous waste complete with chain of custody and MSDS forms if needed.	<p>All hazardous waste disposal questions should be brought to the attention of Environmental Policy staff who will help to address issues.</p> <p>See Section 2 below for more information on the town's hazardous waste recycling and disposal programs.</p>

<ul style="list-style-type: none"> enforce litter by-law. 	Events taking place on town property must adhere to the same standards as town operations. Alert town staff to outdoor activities or events that are expected to generate a large amount of waste that is not properly collected or disposed of.
<ul style="list-style-type: none"> support implementation of public space recycling programs on town property such as at marinas, along roadways and at sports fields and parks. 	Environmental Policy, Transit, Recreation and Culture and Parks and Open Space implement public space recycling programs.
<ul style="list-style-type: none"> continue to look for funding opportunities to expand public space recycling programs. 	Environmental Policy, Recreation and Culture, Parks and Open Space and Transit will continue to look for opportunities.
<ul style="list-style-type: none"> refer to Table 4: Waste collection, diversion and reduction initiatives for town events. 	


Section 2 - Waste Diversion

It is important that staff be provided with the options to separate waste. Halton Region suggests that a recycling bin and compost bin be paired with garbage bins at centrally located waste stations, which can be found throughout departments, meeting rooms, corridors and in the cafeteria. Another way to make recycling and composting easier for employees was to remove the convenient individual garbage can option usually found within offices replacing them with mini recycling and compost bins.

Table 2: Staff responsibilities to support town waste diversion programs.

Action - All staff must:	Details
<ul style="list-style-type: none"> notify Environmental Policy if recycling, compost and garbage bins are not made available in each department, cafeteria services, boardrooms and committee rooms. 	If waste bins are missing from meeting rooms or from within the departments please contact Environmental Policy at extension 3948.
<ul style="list-style-type: none"> empty their office recycling and compost containers into centrally located waste stations as required. 	All staff are responsible for emptying personal waste containers on a regular basis.
<ul style="list-style-type: none"> ensure that all construction, new and existing buildings, can accommodate 3 stream waste collection in centrally located areas. 	Adhere to the Sustainable Building Design Guidelines.

<ul style="list-style-type: none"> must update and implement O. Reg. 102/94 mandated waste audit and annual work plan actions. 	Environmental Policy to report on and update annual TZW Work Plan in conjunction with Sustainable Purchasing Procedure implementation progress report.
<ul style="list-style-type: none"> promote TZW initiatives through staff outreach and education- Waste Reduction Week – late October and Earth Week each April. 	Staff to participate and provide feedback on TZW Work Plan implementation.
<ul style="list-style-type: none"> “Put waste in its place” by referring to the posters displayed near centrally located waste station. 	All central waste stations have posters showing ‘what goes where’; staff are to refer to these posters when unsure about whether an item is recyclable, compostable or garbage.
<ul style="list-style-type: none"> continuously work with our janitorial cleaners to ensure collected waste is being properly diverted from garbage stream. 	Once staff have separated waste into 3 streams it is crucial that our janitorial staff also collect and dispose of the collected materials properly.
<ul style="list-style-type: none"> refuse to purchase garbage by adhering to Sustainable Purchasing goal: # 1: To minimize waste by limiting purchases and packaging while increasing our waste diversion rates, e.g. specifically request that products are not packaged in materials that are not recyclable such as Styrofoam or plastic film wrap. 	For more information on the town’s Sustainable Purchasing Procedure visit Portico .
<ul style="list-style-type: none"> refer to Table 4: Waste collection, diversion and reduction initiatives for town events. 	
Hazardous Waste Disposal	
<ul style="list-style-type: none"> utilize hazardous waste disposal programs for: CFL bulbs paint motor oil batteries cell phones cell phone accessories computers computer equipment toners inks 	<p>No hazardous waste should be disposed of in any of the waste streams. Hazardous waste needs to be collected separately and disposed of responsibly. The town has many hazardous waste collection programs in place that are to be used.</p> <p>For information on where to properly dispose of town hazardous waste visit Portico.</p> <p>Hazardous waste can be identified by the presence of the following symbols displayed on your product.</p>

	 Corrosive Explosive Poison Flammable
<ul style="list-style-type: none"> adhere to Sustainable Purchasing Procedure goals: # 4: to purchase items that are less toxic # 7: to purchase items that protect indoor and outdoor air quality. 	For more information on the town's Sustainable Purchasing Procedure visit Portico .
<ul style="list-style-type: none"> alert Environmental Policy staff to hazardous waste items currently not being disposed of properly. 	Contact Environmental Policy at extension 3948 if there is any item of concern.
<ul style="list-style-type: none"> implement new hazardous waste disposal programs as needed by contacting Environmental Policy. 	Contact Environmental Policy at extension 3948 if there is any item that you do not know how to dispose of properly.

Section 3 - Waste Reduction

As important as ensuring your waste is separated and collected properly staff need to reduce the overall amount of waste produced altogether, including recycling, compost and garbage. Table 3 details actions to take to reduce the amount of waste you are sending to landfill, recycling or compost facilities.

Table 3: Actions staff can take to reduce the amount of waste entering the recycling, compost and garbage streams.

Action – All staff must:	Details
<ul style="list-style-type: none"> “Put waste in its place” by referring to waste posters displayed near each waste station and portico. 	Town staff can refer to the posters displayed at each central waste station to ensure they are properly disposing of their waste.
<ul style="list-style-type: none"> bring reusable, compostable or recyclable materials to work with them. 	Whenever possible town staff should limit their use of disposable single use items.
<ul style="list-style-type: none"> reduce items that are used in excess, even if they are compostable or recyclable. 	Find out what you use a lot of and try to reduce it.
<ul style="list-style-type: none"> reduce the use of disposable coffee/tea cups by using a refillable coffee mug. 	Available at Service Oakville and through staff education throughout the year.

<ul style="list-style-type: none"> request reusable dinner and drink ware from cafeteria and catering services 	Whenever possible town staff should limit their use of disposable single use items.
<ul style="list-style-type: none"> adhere to Sustainable Purchasing Procedure goals: # 1: Making efficient use of natural resources including land, air, energy and water #3: To purchase high quality items that can be repaired or upgraded instead of disposed of #6: to purchase items that have reusable parts or reusability. 	For more information on the town's Sustainable Purchasing Procedure visit Portico .
Paper Reduction Strategies	
<ul style="list-style-type: none"> reduce paper use and overall printing. 	Save and send electronic meeting notes, agendas and emails. Make use of Portico to share documents. Scan documents and send electronically instead of printing out copies. Ask the question "does this document require printing at all?"
<ul style="list-style-type: none"> print limited amounts of documents on an as needed basis only. 	Print only as many copies as you need at one particular time. Be sure that the document being printed is in its finalized version; try to limit printing of draft versions.
<ul style="list-style-type: none"> only print final document in colour if necessary. 	If it is necessary to print a draft version of an unfinished document be sure to print double sided in black and white only.
<ul style="list-style-type: none"> Staff should print double sided documents unless legislated by an overarching government agency such as the Accessibility Standards 	Unless legislated, all documents should be printed double sided (duplex).
<ul style="list-style-type: none"> review distribution lists for meeting notes and agendas 	Staff should review distribution lists to ensure that extra packages are not being printed and delivered to staff that do not need them. Staff should look for opportunities to decrease printing by having staff within the same department circulate materials.
<ul style="list-style-type: none"> support the new Print Centre Standards, listed below: <ul style="list-style-type: none"> All documents will be printed double-sided unless otherwise justified Any document 60 pages or less will be saddle-stitched 60- to 200-page documents will be stapled on the 	<p>The Print Centre has implemented the listed initiatives in an effort to reduce the town's overall paper use and increase its waste diversion rates.</p> <p>Saddle stitched documents are more easily recycled as you do not need to unbind them.</p>

<ul style="list-style-type: none"> top left corner or double stapled on the left margin • 200 plus-page documents will be bound using a plastic coil or Cerlox (alternatively, any document can be three-hole punched) • Plastic and vinyl front and back covers have been replaced by covers printed on cardstock • Lamination of paper will need to be justified. 	<p>Even Cerlox bound documents can be recycled if the Cerlox is removed.</p> <p>Plastic and vinyl covers are not recyclable and will therefore be removed from all town reports.</p> <p>Lamination of paper will need to be justified as paper becomes unrecyclable once laminated. Only laminate items that will be reused over and over again and have the potential to be ruined through this reuse.</p>
<ul style="list-style-type: none"> • support and investigate moving toward electronic: <ul style="list-style-type: none"> • pay roll deductions • purchasing bid documents • pay stubs • Council Agendas and Minutes. 	<p>The feasibility of these initiatives needs to be reviewed and evaluated with staff and the community. Show support for going paperless and request electronic versions of the listed items instead of print copies.</p> <p>Implementation details are laid out in annual work plan.</p>
<ul style="list-style-type: none"> • refer to Corporate Communication's environmentally friendly printing standards when printing documents externally. 	<p>Information is available through Corporate Communications.</p>
Bottled Water Phase-Out	
<ul style="list-style-type: none"> • support the corporate wide bottled water phase-out and bring a reusable water bottle to refill at town fountains. 	<p>Support municipal water by bringing your own refillable bottle with you to work and refill at one of our "Chilled, Filtered and Free" fountains.</p>
<ul style="list-style-type: none"> • encourage residents to bring their own refillable water bottles with them when visiting town facilities. 	<p>Let facility users know that water fountains are provided throughout our facilities and that they should bring a reusable bottle with them.</p>
<ul style="list-style-type: none"> • refer to Table 4: Waste collection, diversion and reduction initiatives for town events 	

Section 4: Events on Town Property

There are many different types of events hosted on town property and each event has different needs regarding waste management. The following tables were created to help staff advise public space user groups.

Waste Collection	
All events must have garbage and recycling bins available and placed side by side throughout the event.	Garbage and recycling will be made available through the Parks and Open Space Department in most cases.
All events serving food must request organics collection from town staff or Halton Region.	<p>If an event plans to serve food it is important that you refer to Appendix A to purchase the proper cutlery, drink and dinner ware that is either compostable or recyclable.</p> <p>Six weeks prior to the event town staff shall complete the form in Appendix B requesting Halton Region to provide compost and recycling bins and waste collection for the event.</p> <p>Events taking place at a town facility equipped with compost pick up may avoid requesting the services of Halton Region.</p>
All waste receptacles, garbage, recycling and compost bins must have proper signage and be placed side by side.	<p>Halton Region suggests pairing all waste bins to offer the choice of recycling, compost and garbage at each station.</p> <p>Having volunteers on hand to ensure the proper placement of materials is also recommended and sometimes made mandatory by Halton Region as a condition of their assistance.</p>
Staff must ensure that all waste is collected at the end of the event.	Staff are responsible for all collected garbage at events until it is collected. Staff may need to make arrangements to return to the event site to meet with waste haulers.
Waste Diversion	
All events must offer garbage and recycling collection.	All town events must provide the option of garbage and recycling receptacles throughout.

	Even if beverages are not available at the event, there will be recyclables brought to the event that will need disposal.
Any event serving food must offer compost collection on-site.	If food is being served on-site it is important to divert organics from the landfill. By referring to Halton Region's Resource Guide, Appendix A, you will know what to purchase to further limit your waste.
All waste bins, recycling, compost and garbage, must be placed side by side at events	On the advice of Halton Region all waste receptacles should be placed together to offer the option of composting, recycling and garbage.
Proper signage and/or waste separation volunteers must accompany each waste station to ensure proper placement of waste.	Having the bins present and collected does not make much of an impact unless users know 'what goes where'. Posters are available from Environmental Policy and come standard when working with Halton Region's Waste Management Services.
Waste Reduction	
Refer to Appendix A, Halton Region's Resource Guide to find items that are compostable or recyclable upon expiration.	Items such as Styrofoam and single use condiments should be avoided as the only waste option for them is as garbage. Town staff should use reusable cutlery, dinner and drink ware when possible to limit waste.
Support the use of municipal water at town events. Tell event goers to bring their own reusable bottles to fill on-site.	For outdoor events wishing to provide fresh, free and chilled municipal water, please refer to Appendix C, the town's Water Bar Lending Program request form.
Staff should look for re-use opportunities at town events.	Town staff should make every effort not to be wasteful. If a surplus of food or drink arises from a town event, donating to a local charity should be explored.

For a better understanding of how to plan your zero waste event refer to Table 2 below. The location, size and type of event will govern what steps need to be taken. If you would like to see your event added to the list below contact extension 3948.

Table 4: Town of Oakville's annual events and zero waste considerations to be taken.

Event Type	Description of Events	Halton Region's Resource Guide Appendix A	Halton Region's Guidelines and Collection Request Appendix B	Water Bar Request Form Appendix C	Town ZW Event Debrief Appendix D	Other
Outdoor Event (with food and beverage)	Staff Appreciation Day, Ice Cream with Ralph and Alan, Fire Prevention Day, Halton Children's Water Festival , Mayor's Invitational Softball Tournament	✓	✓	✓	✓	
Outdoor Event (with beverage only)	Sports tournaments, Santa Claus Parade	✓		✓	✓	Parks and Open Space to provide garbage and recycling bins on-site
Outdoor event (without food and beverage)	OakvilleGreen Garage Sale,			✓	✓	
Indoor Event at Town Hall (with food & beverage)	Parks and Open Space staff Training, United Way Taste-Off, Family Christmas Party, Festival of Lights	✓			✓	Email attachment Water to be provided by fountains or water pitchers.
Indoor Event at Town Hall (without food & beverage)	Boating Symposium, Oakville Conserves Open House, Earth Day Event,				✓	Recycling, garbage and composting should be available either way Email attachment.
Indoor event not at Town Hall (with food & beverage)	Family Day activities, other	✓	✓	✓	✓	

Indoor Event not at Town Hall (without food)				✓		Recycling and garbage will be available on-site
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Upon completion of your event, it is important to track progress so that staff can consistently improve upon our Toward Zero Waste event strategies. By completing Appendix D, the event debrief form, staff will be familiar with what initiatives worked in the past and which did not. As staff may change it will make the event planning and transition easier.

The event debrief forms will be kept by Environmental Policy to help track progress over the years.

Community Events on Town Property

The Town's 2011 *Special Events User Guide* has been amended to reflect the actions and goals laid out in the Toward Zero Waste Procedure and Procedural User Guide. These amendments will ensure that all 'organizing groups' plan and deliver their event with a zero waste approach and in accordance with the procedure.

For a copy of the *Special Events User Guide* please visit www.oakville.ca/facilityrentals.htm

Waste Diversion Services to Community Events Resources Guide

Purpose

The purpose of this Resource Package is to support public community organizations/event organizers using Halton Region's Waste Diversion Services to Community Events.

Guidelines

On June 2, 2010, Halton Regional Council approved PW-12-10 Guidelines for Halton Region to Provide Waste Diversion Services to Community Events.

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

Dishware & Food Packaging, Cutlery and Cups

As per the Guidelines, 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.

Dishware & Food Packaging

☒ Fibre-based dishware and food packaging is accepted in the GreenCarts and Green Totes. These materials can be purchased from:

- Al-Pack, www.mycompost.com
- Bioplastics Canada, www.shop.bioplasticscanada.com
- Genpak Harvest Fibre, www.genpak.com
- Huhtamaki - BioWare Products, www.huhtamaki.com
- International Paper Inc., www.internationalpaper.com
- Pactiv, www.pactiv.com
- Seeker Green Products Ltd., www.seeker.com.hk
- Royal Chinet, www.royalchinet.com

❌ Poly-lactic acid (PLA) plates and food packaging, plastic plates and food packaging, Polystyrene and Styrofoam plates and food packaging will only be accepted in the Garbage.

Cutlery

✅ Wooden cutlery is accepted in the GreenCarts and Green Totes. This cutlery can be purchased from:

- Aspenware, www.aspenware.ca
- Bioplastics Canada, www.shop.bioplasticscanada.com
- Greenware Products, www.greenwareproducts.com

❌ Poly-lactic acid (PLA) cutlery, corn or potato starch cutlery, BPI certified compostable cutlery, and regular plastic cutlery will only be accepted in the Garbage.

Cups

✅ Poly-lactic acid (PLA)-lined paper cups are accepted for use in the GreenCart or Green Totes. Paper cups are not to be stacked, as stacking causing challenges at the composting facility.

Poly-lactic acid (PLA)-lined paper cups can be purchased from:

- Al-Pack, www.mycompost.com
- Eco-Packaging, www.ecopackaging.ca
- Georgia-Pacific Professional Food Service, www.productcatalog.gp.com
- International Paper, www.internationalpaper.com
- Solo, www.solocup.com
- The Green Supply Company, www.mygreensupply.com

If a public community organization/event organizer chooses a vendor not listed above, the material must be verified by Halton Region staff before purchasing as this material may not be acceptable in the Blue Box or GreenCart.

❌ Poly-lactic acid (PLA) plastic cups, PET and PP plastic cups, and Styrofoam cups will only be accepted in the Garbage.

GreenCart or Green Tote Liners

As per the Guidelines, the public community organization/event organizers are responsible for ensuring GreenCarts and Green Totes are clean upon return. This can be partially accomplished

through the purchase of acceptable Biodegradable Products Institute (BPI) certified compostable bags for the GreenCarts or Green Totes.

The Biodegradable Products Institute (BPI) logo looks like this:



✓ Biodegradable Products Institute (BPI) certified compostable bags can be purchased from:

- Al-Pack, www.mycompost.com
- Eco-Life Products Inc., www.ecolifeproducts.ca

✓ Paper food waste bags are also acceptable for use in the GreenCarts or Green Totes (they do not have a BPI logo) and can be purchased from:

- Bag to Earth, www.bagtoearth.com

✗ EPI bags, oxo-biodegradable bags, blue or green recycling bags, garbage bags and other plastic bags are not accepted in the GreenCart or Green Tote.

Bin Cleaning

As per the Guidelines, bins must be returned in the same condition as when they were delivered. If the Region is required to clean the Tools, the public community organization/event organizers will be invoiced for the service.

Public community organizations/event organizers can “power wash” the bins or they can pay to use a bin cleaning service which can be set up through the Region:

- VIP Bin Cleaning, www.vipbincleaning.ca

Volunteer Training

As per the Guidelines, the public community organization/event organizers are required to host a waste diversion training workshop for its volunteers. Halton Region staff deliver this volunteer training, which takes approximately twenty minutes and reviews all aspects of acceptable materials at the event.

Private Waste Haulers

If required, private waste haulers can be hired to provide collection services. Before contacting the private waste hauler, speak with Halton Region staff to determine what level of service your event might require.

- Advantage Waste Solutions, 905-518-1825
- Bennett's Waste Disposal, 905-873-4808
- BFI Canada Inc., 905-312-9222
- Efficient Waste Management Services, Inc., 905-844-8888
- Emterra, 905-336-9084
- FDS Disposal Services Inc., 416-746-7200
- Miller Waste Systems, 905-693-1029
- National Waste, 905-664-9009
- Waste Management, 1-866-933-9696
- Waste Services (CA) Inc., 905-791-3555
- Waste Systems Ltd., 905-845-9991

Halton Region Contact

John Watson
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Halton Region
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Guidelines for Halton Region to Provide Waste Diversion Services to Community Events

Purpose

Halton Region is frequently requested 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 to public community events in order to ensure consistent service levels are provided to all events and to specify the roles and responsibilities of the Region when providing waste diversion assistance to 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. The collection of waste materials (recycling, organics, garbage) shall remain the responsibility of the event's organizing committee.

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, and 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. 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 Totes 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.
7. Events requesting more than ten waste diversion containers must provide a refundable security deposit for the use of the Tools. A deposit fee schedule will be included on the request form and all deposits will be returned after all Tools have been returned to the Region in their original condition.
8. 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.
9. 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 so that there is minimal contamination in the containers.



10. The event organizers are required to submit a waste diversion plan with their request form to demonstrate that the Tools will be managed properly.
11. 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 be present during the delivery and removal of the Tools.
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 the public community organization/event organizers knowingly direct unacceptable materials to the Blue Boxes/Totes and/or GreenCarts/Totes at the event, they 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 programs.
15. Halton Region will deliver and remove the Tools according to the date and location specified on the request form. The Region reserves the right to change delivery and removal times.
16. When the Region comes to remove the Tools, they must be returned in the same condition as when they were delivered. They must not be damaged or contain waste residue that requires cleaning. If the Region is required to clean the Tools, the public community organization/event organizers will be invoiced for the service, according to the fee schedule included on the request form. If the Tools are returned in a damaged or dirty condition, the public community organization/event organizers may be disqualified from receiving the Service on future occasions.
17. 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 their own separate designated container. Region staff can provide examples of acceptable and unacceptable packaging.
18. The public community organization/event organizers will strongly encourage all vendors to not use Styrofoam or Polystyrene products as they create unnecessary waste and go in the garbage.
19. 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.

20. 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.
21. 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 will be responsible for paying the garbage tip fee.
3. Upon request, Halton Region will provide a list of known private haulers.
4. The public community organization/event organizers must provide documentation to the Region indicating the tonnage of materials collected, and demonstrating that the collected recycling and organic material is being sent to an approved facility.

Best Practices

1. Halton Region strongly encourages the event organizers to use “waste stations” or “source separation tables”.

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. This method has been proven to reduce contamination.

2. Stand-alone garbage bins are not recommended.
3. To reduce waste, leftover perishable and non-perishable food and drink can be donated to ReFresh Foods (www.refreshfoods.ca), a regional food acquisition and redistribution hub.

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 Strategic Communications Division and shall at all times be displayed in accordance with the Region's Visual Identity Guide.



















Put Waste In Its Place

Blue Box

	
Aluminum foil (Aluminum foil, aluminum pie plates & baking containers)	Metal food & beverage containers
	
Glass bottles & jars (Clear or coloured, food & beverage glass containers)	Boxed beverage containers (Tetra Paks®, juice & soup boxes, gable top containers such as milk & juice cartons)
	
Plastic bottles (Water, pop, juice, dish detergent, bleach; flatten, caps go in garbage)	Plastic tubs & lids (Cottage cheese, cream cheese, dips, ice cream, margarine & yogurt tubs)
	
Books (Hard & soft covered books & telephone books)	Boxboard (Cereal, detergent, tissue boxes, etc.; flatten; liners go in garbage)
	
Corrugated cardboard (Tie in bundles no larger than 91 cm x 91 cm x 30 cm) (3 ft x 3 ft x 1 ft)	Fine paper (Computer paper, writing paper, envelopes, paper bags)
	
Magazines	Newspapers & flyers



















GreenCart

		
Bread, toast, cereal, baked goods & pizza	Fruit	Cake, cookies, pie, muffins & candies
		
Coffee grounds & filters, teabags	Shredded paper	Eggs & egg shells
		
Pasta, couscous, potatoes, rice, oatmeal, flour & grains	Dairy products, cheese & yogurt (no containers)	
		
PLA-lined paper cups, paper plates, paper take-out containers	Meat, fish & shellfish (including bones)	
		
Nuts & nutshells	Vegetables, corn cobs & husks, pumpkins & salads	
		
Sauces, mayonnaise, salad dressing, syrups, peanut butter, jams & jellies (no containers)	Fats & oils, lard, gravy, butter & margarine (no containers)	
		
Paper napkins, paper towels, facial tissues, paper towel rolls & toilet paper rolls	Houseplants	
		
Hair, pet hair, feathers, nail clippings & dryer lint	Popsicle sticks, toothpicks, wood chips, sawdust & cold wood ashes (in paper bags)	



Garbage

	
Plastic caps, plastic soup lids & plastic coffee lids	PLA plastic & plastic cutlery & stir sticks
	
Plastic wrap and bubble wrap	Plastic bags, baggies, & liner bags (cereal bags)
	
Styrofoam, black & clear plastic take-out containers	PLA plastic & plastic cups, plates, & 'clam shell' containers
	
Juice pouches	Straws & plastic lids
	
Cigarette butts & ashes	Pencil shavings
	
Single-serve plastic food containers (yogurt, cheese & cracker containers)	Diapers, sanitary products, floss, make-up sponges, cotton swabs, cotton balls & pads
	
Disposable mop sheets, sanitizing wipes and dryer sheets	String, twine
	
Gum packages and blister packs	Light bulbs (not CFLs), ceramics, drinking glasses, window glass (wrap in newspaper)



Community Event Waste Management Services Request Form

Fill in this form to request Community Event Waste Management Services. Email it to john.watson@halton.ca. This does not guarantee your request will be fulfilled. Regional staff will review your request and communicate with you whether the request has been approved or declined. Please submit this request no later than **six (6) weeks** prior to when your event is scheduled to be held.

Event name		
Event location & address		
Event type		
Event start date	Date:	Start time:
Event end date	Date:	End time:
Site map attached		
Organization		
Address		
Status		
Contact name		
Contact job title		
Contact email		
Contact phone		
Contact cell phone		
Number of attendees		
Number of food vendors		
Number of merchandisers		
Number of washrooms with paper towel		



Waste stations	
Number of waste volunteers	
Recycling Bins - quantity requested	
Organic Food Waste Bins - quantity requested	
Waste Hauler – confirm services provided	
Previous Event Tonnages	

I have read and agree to the event guidelines (please check box) ☐

Name (please print)

Signature

Date

Fee Schedule

Number of Bins	Refundable Deposit	Cost per Damaged/Missing Bin
1 - 10	\$0	\$75
11 – 20	\$100	\$75
21 - 50	\$200	\$75
51 or more	\$500	\$75

Event's Waste Diversion Plan

Please provide detailed information on the waste management initiatives the event is undertaking:

Paper Reduction (online registrations, etc.)

Food Services & Packaging (no Styrofoam, paper plates, no plastic water bottles, etc.)

Volunteer Training

Waste Collection Methods

Other

The Regional Municipality of Halton

HEAD OFFICE 1151 Bronte Road, Oakville, Ontario L6M 3L1 • Tel: 905-825-6000 • Toll free: 1-866-442-5866 • TTY: 905-827-9833 • www.halton.ca



Water Bar Lending Program

Town of Oakville – Tap Water Promotion Initiative

Please fill in this form to request the use of the Town's Water Bar, **4-6 weeks in advance** of event and email it to tleszczynski@oakville.ca. This form does not guarantee you the use of the water bar, as it will be lent on a **first-come, first-serve basis**.

PRE EVENT

Event Name			
Event location and Address			
Map Attached	Yes	No	
Event Type:			
Event Start	Date	Time	
Event End	Date	Time	
Organization			
Address			
Status			
Contact Name			
Contact Job Title			
Contact Email			
Contact Phone #	Home/Work	Cell	
# of expected attendees			
Staff available to man bar	Yes	No	
Paper cups –to be made available by event coordinator	Yes	No	
Cups to be composted	Yes	No	
Water bar to replace	Bottled Water	Nothing	Pop/Juice

P.O. Box 310, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6 | Phone | Email

Is their potable water source on site (outdoor tap for hook up) Please mark on attached map.	Yes	No		
	How far from event?	25 ft	50 ft	75 ft

FOR OFFICE USE ONLY

Lending Approval	
Pick Up Details	Date Time
Return Details	Date Time
Contact Name	
Contact Phone #	
Water Quality Testing	Yes No
Food Inspection Report Attached	Yes No

POST EVENT

Water Bar cleaned	
Conditions of Return	
Comments	

Signatures

Town Staff (Approver)

Event Coordinator
 (as listed above)

P.O. Box 310, 1225 Trafalgar Road, Oakville, Ontario L6J 5A6 | Phone | Email

Towards Zero Waste - Event Debrief

Appendix D

Event :			
Description:			
Date:			
Attendance:			
	Waste Collection	Waste Reduction	Other
Accomplished			
Lessons Learned			
Next Steps			