

Guidelines for Waste Management Services at Special Events on Municipal Property

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Municipality of
Dysart et al

705-457-1740 www.dysartetal.ca



Guidelines for Waste Management Services at Special Events on Municipal Property

The Municipality of Dysart et al provides Waste Management Services to special events occurring on municipally-owned property including Head Lake Park, and Glebe Park.

Eligible special events include public community events such as fairs, festivals, races, etc.

Municipal Waste Management Services is not offered to special events such as private parties, events for the purpose of promoting a commercial enterprise or business, political party, street/yard sales, nor school events.

What Dysart provides

Dysart's Waste Management Services for special events include:

- Resources:
 - Bags and/or Bins to collect materials accepted in Dysart's Blue Box Recyclables (separated into Containers and Papers), and Garbage
 - Signage of acceptable materials
- Waste management planning assistance
- Pre-event training for event organizations and volunteers

What event organizers provide

- A completed online application
- A designated key contact responsible for the event's waste management
- Volunteers for at-event waste sorting
- Tables, and if desired tents, for at-event Recycling Centres
- Hauling of Blue Box Recyclables (separated into Containers and Papers) and Garbage from your event location to a Dysart landfill, or private landfill, or private transfer station during regular operating hours

How to request Waste Management Services

- Complete the online application on Dysart's website www.dysartetal.ca.
- An event organizer must complete the online application a minimum of six weeks in advance of the event's start date.
- A new online application must be submitted each year to receive Waste Management Services. Annual Waste Management Services is not guaranteed.
- A Park Use Agreement must also be completed.

Reviewing requests

Dysart staff will review all requests for Waste Management Services and, at its sole discretion, determine whether the event is eligible for Services.

Dysart will grant requests in the order that requests are received and based on the availability of Waste Management resources. Please note there are a limited number of Resources available. In the event that all available resources have already been allocated to an event for a requested date, the request for Services may be denied.

Event planning

Event organizers must designate one person as a Waste Liaison who will be the key contact between the event and the Municipality. The Waste Liaison must be identified at the time the online application is submitted.

Event organizers are responsible for the type and quantity of Waste generated at the event. Only materials accepted in Dysart's Blue Box Recyclables (separated into Containers and Papers) or Garbage may be collected in Bags or Bins provided by the Municipality.

Event organizers acknowledge that bottled water cannot be sold or distributed at any special event on Municipal property.

Event organizers may choose to divert or recycle additional materials not on Dysart's Blue Box Recyclables acceptable materials lists. However, 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.

Event organizers are to encourage all vendors to use food or drink packaging that is accepted in Dysart's Blue Box Recyclables. If unsure, the Waste Liaison must contact the Municipality prior to purchasing product. Dysart staff can provide examples of acceptable and unacceptable packaging.

Event organizers will ensure a sufficient number of waste management team members (volunteers) 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 Bag or Bin to minimize contamination.

Event set-up

The date for the delivery and collection of Resources (Bags, Bins, Signage, etc.) must be agreed upon by Dysart staff and the Waste Liaison. Once delivered, the Waste Liaison will assume responsibility of the Resources, until the Resources are collected.

Event organizers are required to host a waste management training workshop for its waste management team members (volunteers) prior to the event's start. The Waste Liaison must be present for this training workshop. Dysart staff will lead the training workshop at an agreed upon time and location, free of charge.

During the event

During the event, event organizers must use "waste stations" or "recycling centres" to be eligible for Services:

- **Waste Stations:** Attendees find Bags or Bins for Blue Box Recyclables (separated into Containers and Papers), and Garbage grouped together (with appropriate signage) throughout the site and separate their waste materials on their own.
- **Recycling Centres:** Attendees give their Waste to volunteers who then sort the Waste into Blue Box Recyclables (separated into Containers and Papers), and Garbage. Event organizers are responsible for providing tables, and if desired, tents to provide shelter to volunteers.

Event organizers will ensure they have a sufficient number of trained volunteers to manage Waste, including ensuring Waste Stations do not overflow, or that Recycling Centres are adequately staffed to effectively sort Waste.

Blue Box Recyclables must be separated into Containers and Papers.

Clear bags must be used for Blue Box Recyclables (separated into Containers and Papers) and Garbage.

Stand-alone bags or bins are prohibited while using Dysart's Waste Management Services for Special Events.

Event organizers acknowledge that public space Litter Bins are not intended for Waste generated at the event.

Event organizers acknowledge that Bags or Bins provided by the Municipality must only be used for the collection of Blue Box Recyclables and Garbage, and are not to be used for other purposes including parking deterrents, tent weights, etc.

After the event

Event organizers are responsible for hauling Blue Box Recyclables (separated into Containers and Papers) and Garbage to a Dysart landfill, private landfill or private transfer station during regular operating hours. Note: compacted Garbage is not accepted at any Dysart landfill.

Event organizers are responsible for paying for any disposal fees at the time of disposal.

If the event organizers leave behind Blue Box Recyclables and/or Garbage generated from the special event on the Municipal property, the event organizers will be charged a Clean-up Fee of \$500.00.

When the Municipality comes to remove the Resources (Bins, posters, etc.), they must be returned in the same condition as when they were delivered. If Resources 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 Resource:

- Lost or damaged Bin: \$100.00
- Lost or damaged Signage: \$50.00

Recognition

Event organizer agrees to recognize the Municipality of Dysart et al as an in-kind sponsor of the Service, with all the rights and privileges associated with sponsorship, including, but not limited to:

- Municipal logo in promotional posters and program
- Municipal logo in on-site signage or slides recognizing sponsors
- Municipal advertisement in program

In the event the Municipality's logo is displayed, the display of said logo must be approved by the Municipality's Clerk.

Notice

Event organizers acknowledges that the Municipality is performing the Service as a customer service initiative. Accordingly, neither the Municipality nor any of its councillors, officers, employees or agents shall be liable for any damages or losses resulting from the Services provided by the Municipality or its Contractors, whether caused by the negligence of such councillors, officers, employees or agents or otherwise.

Event organizer assumes full responsibility for any risk associated with the use or misuse of any of the Resources and shall assume the defence of and indemnify and hold harmless the Municipality, 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.