

Special Events – Waste Management Plan

Developing a proper waste management plan helps your organization/group reduce its environmental impact, stay compliant with regulations, lower disposal costs, reduce logistical burden and ensure worker safety. Pursuant to Halifax Regional Municipality Solid Waste [By-Law S-600](#), event organizers are required to have a waste management plan in place, and as an organization, it is an essential tool when you are planning an event.

Solid Waste By-Law S-600

- *12.1B Subject to section 12.1A, the property owner or occupant of a premises that generates industrial, commercial, or institutional waste shall provide a copy of the waste management plan within two business days of receiving the notice from the Administrator.*

- *12A.5(1) A person who organizes or is responsible for a public or private event shall provide an adequate number of receptacles for litter¹, organics and recyclable materials in appropriate and easily accessible locations; and (b) service, maintain and empty the receptacles as required.*
(2) Every person who organizes or is responsible for a public or private event shall ensure that the property where the event takes place and all public or private lands, streets, lanes, passageways, beaches or docks within 15 m of the boundary of the property are free from all litter within 24 hours after the conclusion of the event, unless the land owner or operator denies access to their lands for this purpose.

1. Event Information

Event Name:	
Event Organizer:	
Event Coordinator:	
Email:	
Phone Number	
Event Description:	
Date(s) of Event:	
Location(s) of Event:	
Estimated Attendance:	

¹ In this plan the terms 'litter' and 'garbage' refer to the same waste stream.

2. Waste Management Plan

Are there food/drink related catering/booth/vendors at the event?		YES		NO
---	--	-----	--	----

If "YES", specify # and type of food/drink to be served:

Is outside food/drink permitted to be brought to the event?		YES		NO
---	--	-----	--	----

Are there other types of booth/vendors at the event?		YES		NO
--	--	-----	--	----

If "YES", specify # and type:

If you answered "YES" to one of the above questions in Section 3, please provide the following information:

Waste Collection Services			
Hauler Name:			
Waste bins must be provided to manage: Cardboard, Recyclables, Paper, Organics, Garbage. If possible, please provide locations/maps of waste bins.			
# Cardboard Bin(s)		Location(s) of Cardboard Bin(s)	
# Recyclables Bin(s)		Location(s) of Recyclables Bin(s)	
# Paper Bin(s)		Location(s) of Paper Bin(s)	

Waste Collection Services

# Organics Bin(s)		Location(s) of Organics Bin(s)	
# Garbage Bin(s)		Location(s) of Garbage Bin(s)	
Where will bins be placed for use of event guests:			

Describe how/where the waste will be sorted by event catering, non-food vendors and attendees (Who is responsible for sorting waste):

3. Litter Management Plan

Litter management is required pursuant to: Solid Waste [By-Law S-600](#) 12A 4(2) An owner, operator, or person in care, management or control of a business or operation shall keep the property and all public or private lands, streets, lanes, passageways, beaches or docks within 15 m of any boundary of their property free of all litter unless the landowner or operator denies access to their lands for this purpose **AND** Section 12.5: The occupant of an industrial, commercial or institutional premise that offers drive thru service shall: (a) provide the quantity of containers required to dispose of any waste generated by the service; and (b) place the containers in such a manner that a person using the drive-thru lane can access them.

Provide details on how litter will be managed during and after the event:

Please complete all relevant information and submit this document to Solid Waste Resources.

Email: WasteLess@halifax.ca

Mail: Solid Waste Resources
Halifax Regional Municipality
PO Box 1749
Halifax, NS B3J 3A5

For more information, including requests for signage, volunteer training or other educational assistance, please contact us through the email address above.

FOIPOP STATEMENT: This information is being collected under the authority of Halifax Regional Municipality Charter, The Municipal Government Act, & HRM Solid Waste Collection and Disposal By-law S-600 and will be used for HRM Solid Waste Management purposes only, as outlined in the NS Freedom of Information and Protection of Privacy Act.