



Canadian Council of Ministers
of the Environment Le Conseil canadien
des ministres
de l'environnement

Environmental Procurement: Policy and Implementation

Appendix B: Green Meetings Practices

The Canadian Council of Ministers of the Environment Inc. makes every effort to host and to organize meetings at facilities that reduce waste and minimize environmental impacts in all aspects of facility operations. Preference will be given to suppliers who can meet these Green Meetings Practices.

Every facility which is being considered for hosting a CCME event will be provided with CCME's Green Meetings Practices and will be asked to outline its ability to comply. All other factors being equal (price may fluctuate by 10%) preference will be given to the facility most compliant.

Meeting Requirements

- Meeting rooms are non-smoking.
- All dishes, cutlery and linens are reusable.
- Disposable items, such as individual creamers, packaged sugar and individual condiments, are to be avoided, when permitted by local public health regulations. If not allowed by such regulations, this information should be conveyed to all participants
- Beverages (juice, coffee, tea, soft drinks, milk, etc.) to be available in jugs or recyclable containers
- Recycling receptacles are to be made conveniently available for paper, glass and aluminum.

Facility Initiatives

- Participate in an environmental management program which is communicated to guests and guest cooperation is encouraged. Preferably the facility subscribes to the Tourism Industry Association of Canada's Code of Ethics and Guidelines for Sustainable Tourism.
- Facility has a comprehensive environmental procurement policy that includes a commitment to environmental factors throughout product life cycles.
- Recycling program for newspaper, fine paper, glass, plastics, metal cans, corrugated cardboard and packaging materials, both in facility administration and guest services.
- Water and energy conservation program.
- Food services reduces disposable packaging in catering; equipment is operated for maximum efficiency; menus are printed on EcoLogo-certified paper with a high post-consumer recycled content, preferably unbleached.
- Use of recycled content writing paper, toner cartridges, etc.
- Use of biodegradable cleaners, and aerosol products not used. Hazardous wastes are properly collected, stored, transported and disposed of in accordance with applicable regulations.
- Guest room linens, soap and bottled amenities not changed daily unless requested by guest.
- Guest room blue box program