

## Meetings & Conventions Prince Edward Island Sustainable Procurement Policy

<b>Policy Number</b>	PP05
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### Introduction

This Sustainable Procurement Policy aims to guide the procurement practices for Meetings & Conventions PEI in Prince Edward Island (PEI) while promoting sustainability and minimizing negative environmental and social impacts. By implementing this policy, M&CPEI, event organizers, members and participants can contribute to the overall sustainability goals of PEI and Canada.

### 1. Supplier Selection

- a. Preference for Local Suppliers: Prioritize local suppliers and vendors who follow sustainable practices and offer environmentally friendly products and services. Support local businesses and reduce carbon emissions associated with transportation.
- b. Sustainability Criteria: Include sustainability criteria in the supplier selection process, considering factors such as waste management, energy efficiency, ethical sourcing, and social responsibility.

### 2. Venue Selection

- a. Environmental Certifications: Choose venues that have recognized environmental certifications such as LEED (Leadership in Energy and Environmental Design) or Green Globe, indicating their commitment to sustainability.
- b. Energy and Water Efficiency: Prioritize venues that have implemented energy-efficient measures, renewable energy sources, and water conservation practices. Consider venues with on-site recycling facilities.
- c. Transportation Accessibility: Select venues with convenient access to public transportation, promoting the use of sustainable transportation options and reducing reliance on individual vehicles.



### **3. Accommodation**

a. Sustainable Accommodation: Encourage event participants to stay at hotels or accommodations that have implemented sustainable practices, such as energy-efficient operations, water conservation measures, waste reduction programs, and eco-friendly amenities.

b. Green Certifications: Give preference to hotels with recognized green certifications, such as Green Key or Energy Star, indicating their commitment to sustainability.

### **4. Food and Beverage Services**

a. Local and Organic Food: Prioritize catering services that offer locally sourced, seasonal, and organic food options to support local farmers and reduce carbon footprint associated with long-distance transportation.

b. Waste Reduction: Encourage the use of reusable, recyclable, or compostable food containers, cutlery, and packaging. Minimize food waste through proper portion planning and donation of surplus food to local charities.

c. Sustainable Seafood: Choose seafood options that are sustainably sourced, following guidelines provided by organizations like Ocean Wise or the Marine Stewardship Council (MSC).

### **5. Waste Management**

a. Recycling and Composting: Ensure proper waste management infrastructure is available at the venue, including clearly marked recycling and composting bins. Educate participants on waste segregation practices to maximize recycling and minimize landfill waste.

b. Single-Use Item Reduction: Minimize the use of single-use items such as plastic bottles, disposable cups, and paper napkins. Encourage the use of refillable water stations and provide reusable or biodegradable alternatives.

### **6. Communication and Education**

a. Sustainability Guidelines: Develop and distribute sustainability guidelines for event participants, highlighting the importance of sustainable practices, waste reduction, and responsible resource consumption.



b. Awareness Campaigns: Conduct awareness campaigns before and during the event to promote sustainable behaviors, such as using public transportation, conserving energy and water, and reducing waste.

## **7. Monitoring and Evaluation**

a. Performance Metrics: Establish performance metrics to evaluate the effectiveness of the sustainable procurement policy, such as the percentage of local suppliers, waste diversion rate, energy and water consumption, and participant feedback.

b. Continuous Improvement: Regularly review and update the policy based on feedback and lessons learned from previous events, striving for continuous improvement in sustainability practices.

## **8. Transportation**

a. Carbon Neutral Flights: Ensure that all flights purchased are carbon neutral, including flights for M&CPEI staff and clients.

b. Electric Vehicles: Vehicles rented for travelling within and outside of the province will be electric when available.

c. Carpooling: All clients and staff will travel together in one vehicle when travelling to the same location.

By implementing this Sustainable Procurement Policy, the organization, members, event organizers and participants can contribute to the preservation of the island's natural beauty, support local businesses, and promote sustainable practices throughout the event industry.