



## **“Greening Your Meetings”**

“... A green meeting does more than simply help the environment. It makes good economic sense; it is good public relations; and it will help others learn from your example.” *Environment Canada’s Green Meeting Guide August 2007.*

What is a green meeting? A green meeting ensures that all aspects of an event are approached with concern for the environment in mind. As part of its ongoing commitment to improve the environment and the quality of life of Canadians, the federal government encourages everyone to focus on green initiatives. Sam Jakes Inn can assist you by carrying out your green meeting planning.

Sam Jakes Inn is proud to promote environmentally conscious events! In 2008, we were honoured to receive the first “Sustainable Tourism Award” presented by the Tourism Industry Association of Ontario. Sam Jakes Inn participates in the “Audobon Society Green Leaf” and “Hotel Association of Canada Green Key” environmental rating systems.

Why are meetings at Sam Jakes Inn “Green Meetings”?

### **GENERAL CONSIDERATIONS:**

1. Group transportation can be arranged from a central Ottawa location of your choice.
2. Sam Jakes Inn has a sustainability charter and an environmental action plan. All staff receives training and regular updates on their environmental duties..
3. Sam Jakes Inn promotes its environmental policies to guests and encourages guest cooperation.
4. Our facilities adhere to green office principles.
5. We subscribe to the Tourism Industry Association of Canada’s Code of Ethics and Guidelines for Sustainable Tourism.
6. A waste reduction program is in place. All materials having local markets are recycled.

7. Recycling bins are located in guestrooms, meeting rooms, common areas and staff areas.
8. Our used linens are donated to charity for reuse.
9. Most disposable items have been eliminated, and we are in the process of eliminating the rest.
10. Hazardous wastes are properly collected, stored, transported, and disposed of in accordance with applicable regulations.

### **GUESTROOMS AND BUILDING:**

1. Amenities such as shampoo & soap are purchased in bulk and provided in refillable containers.
2. Guest stationary and pens are made from certified recycled materials.
3. We provide information in guestrooms about the green aspects of their room to inform and encourage guests' participation.
4. Spring water is provided at a central location on each floor, and guests are encouraged to fill reuseable glasses.
5. A limited number of newspapers is available at front desk, not delivered to each room, and are not wrapped in a plastic bag.
6. Sheets and towels are changed every other day when appropriate, to save laundry energy and water.
7. The hotel uses environmentally friendly cleaners and detergents.
8. Lighting levels are set to provide the minimum necessary for comfort, safety and accessibility. Lights are turned off when not needed.
9. Showers are equipped with low-flow showerheads, and low flush toilets are used.
10. Staff and others are encouraged, through signage and other measures, to reduce water use.
11. Water use for grounds maintenance is reduced through conservation measures such as planting drought-tolerant vegetation, and mulching.

### **FOOD AND BEVERAGE SERVICES:**

1. Locally grown produce, local food supplies, and local micro-brewery beer and Ontario VQA wines are purchased.
2. Organic food, wine and beer is purchased whenever possible.

3. Vegetarian options for dining are always available.
4. Food waste is collected for composting.
5. Surplus local food is donated to charities where permissible.
6. Environmentally friendly cleaners are used.
7. Disposable dishes and single service containers are avoided whenever possible.
8. Every effort is made to ascertain the exact number of meeting attendees to reduce waste.
9. All dishes, cutlery and linens are reusable.
10. Beverages are provided in bulk where feasible, or in containers that are reusable or recyclable.
11. Single serving containers for food and condiments are avoided whenever possible.
12. Paper, glass, metal and plastic containers are recycled. Recycling containers are visible in kitchens and in dining areas.
13. Locally grown produce, local food supplies, and local micro-brewery beer and Ontario VQA wines are purchased.
14. Organic food, wine and beer is purchased whenever possible.
15. Vegetarian options for dining are always available.
16. Food waste is collected for composting.
17. Surplus local food is donated to charities where permissible.
18. Environmentally friendly cleaners are used.

#### **GREEN MEETING OFFICE:**

1. Paper use is minimized through the use of email, faxing and voice mail.
2. Paper documents are produced only when necessary.
3. Double sided photocopying is encouraged.
4. All staff know how to use the photocopier correctly, and the photocopier is well maintained to avoid mistakes that waste paper.
5. Paper that has been used on one side only, is collected and used for fax cover sheets and notepaper.
6. Draft printouts are made on the back of used paper.
7. Paper products have certified recycled content.
8. File folders and envelopes are reused.
9. The use of colour copies is minimized.
10. Photocopier and printer cartridges are recycled, and recycled cartridges are used.
11. Energy saving features of all electronic equipment are enabled.
12. The use of white boards in meeting rooms, rather than flip charts is encouraged. Non-toxic markers are provided.

**Let us assist you in making your next meeting “Green”!**

118 Main Street East, Merrickville, Ontario, K0G 1N0  
613 269-3711 [www.samjakesinn.com](http://www.samjakesinn.com)



## **Our Sustainability Charter**

Sam Jakes Inn supports the development and continuing operation of tourism that respects and enhances people's lives, the natural environment, local culture and the economy of our region. It is our goal to constantly evolve and engage as we strive to meet, and better our efforts in this on-going process!

We shall:

1. Promote and enhance the cultural and natural heritage of our area. (By partnering with attractions, encouraging individual exploration and offering information to our guests);
2. Partner and purchase from as many local businesses as we can, with focus on those that operate in a sustainable manner and offer sustainable products and services;
3. Our local partnering commitment will be exemplified on our restaurant's food and beverage menus;
4. Reduce, Reuse and Recycle! Reduce our waste, energy use and water use. Reuse and recycle to the greatest extent possible!
5. Use environmentally friendly cleaning products, recycled paper products. Purchase items with less packaging;
6. Raise awareness amongst our staff and guests and encourage their participation in greening initiatives, including their use of environmentally friendly means of transportation;
7. Aim to reduce our carbon foot print on an on-going basis;
8. Pursue accreditation by recognized agencies for our green business practices;
9. Offer support to other tourism businesses and associations in developing green business practices