



This guide aims to outline the factors to consider regarding the procurement processes of tourism establishments, as well as to provide guidance on purchasing in connection with the planning of eco-responsible events. As both elements involve interactions with suppliers, among other things, it is essential to ask the right questions throughout the procurement process. It is recommended to include eco-responsibility criteria, such as those in this document, when acquiring products or services.

### 1

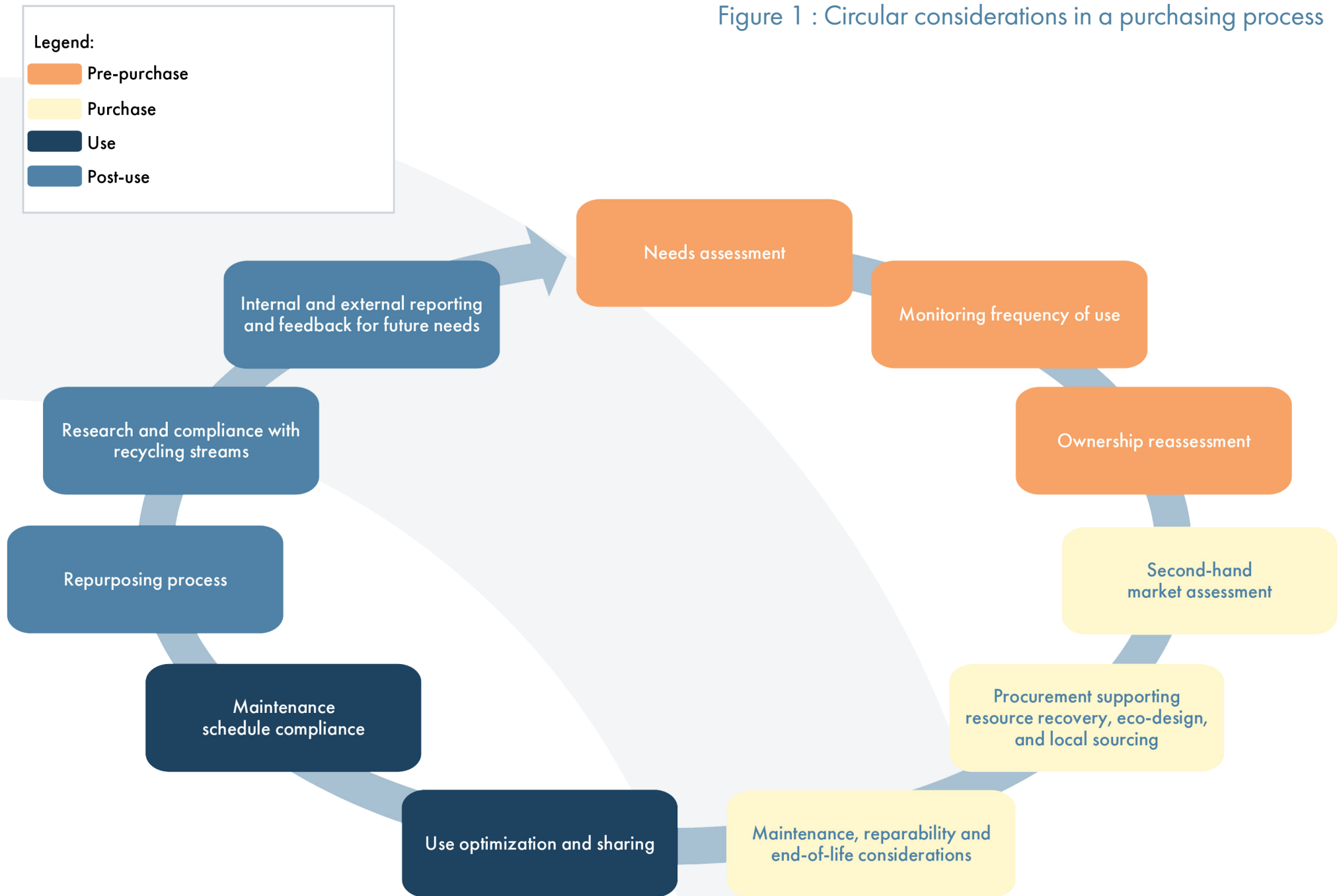
## Responsible procurement criteria

A circular economy approach, following the 4R's principles (reduce, reuse, recycle, and recover), should be prioritized in procurement. To minimize waste generation during day-to-day operations as well as events, suppliers may be asked to seek alternatives to single-use products. It is also worth first considering the requests we send to suppliers and continuing these reflections throughout the entire usage cycle.



Image: Manoir Belle Plage

Figure 1 : Circular considerations in a purchasing process



The different stages of reflection are shown in Figure 1, and the summary of control questions to review before making a purchase is presented in Table 1.

Table 1 presents examples of actions or questions to consider in order to align with best practices and various considerations, both in a general context and in an event-specific context. These complement the [Responsible Procurement Policy](#).

Table 1: Checklist of good purchasing practices<sup>1</sup>

CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Reduce or Rethink Purchases	Favour frugality	Do we really need this product?	Avoid providing single-use water bottles in rooms or other areas on the premises.	Avoid distributing promotional items during events held on the premises.
	Validate quantities according to actual needs	Do we already have the product?	Verify the number of pool towels in good condition before placing a new order.	Plan food requirements carefully to avoid food waste.
	Choose renting or borrowing	Can we avoid owning the product or just have access to its function/value?	Rent a printer instead of buying one. Rent tools instead of buying them.	Rent additional tableware. Rent a video projector from a local provider for one-time events (recreational events, seminars).
	Check the availability of items on the second-hand market	Can we buy a used product?	Buy used decorative items (e.g., vases, picture frames) instead of new ones.	Check if another establishment that has held a similar event is selling the item you are looking for.
		Can we buy a refurbished or reconditioned product?	Verify the possibility of purchasing refurbished outdoor furniture (e.g., repainted tables).	Find out if a refurbished audiovisual system is available on the market.  Consider the possibility of creating sets using refurbished furniture or objects.

CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Reduce or Rethink Purchases (continued)	Consider the product's end-of-use or end-of-life	Will the supplier take back the product?	Check if the supplier takes back ink cartridges for recycling or refilling (avoid buying disposable cartridges).	<p>Implement a deposit system for unbranded glasses, which are rented and returned to the supplier at the end of the event.</p> <p>Favour an audiovisual system supplier that offers take back of equipment at the end of use or end of life.</p>
		Is the product recyclable locally?	Remember to return electronic devices at the end of their life to a specialized supplier or organization so that they can be responsibly repaired, refurbished, or recycled.	
		Is there potential for internal or external reuse of the product and/or parts?	Make sure to reuse old towels as cleaning rags or donate them to a local charity (giving useful textiles a second life).	





CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Minimize Material Use	Prioritize materials that require few resources, contain recycled content, and come from sustainably managed resources	<p>What materials are used in the product?</p> <p>Can they be recovered or reused?</p> <p>Does the product require batteries (to be avoided)?</p> <p>Is the product packaging minimal and/or recyclable?</p>	Purchase wired-based mice and keyboards instead of models that require batteries (to reduce the need for consumables).	Favour purchasing or creating decorative furniture made with a minimum of natural and recyclable materials and whose composition is clearly indicated.
	Consider the impacts during the product's manufacturing, use, and end-of-life stages	<p>What is the amount of waste generated by the product?</p> <p>Can this product be reused?</p> <p>Does the product contain substances potentially harmful to the environment and human health?</p> <p>Does the product require consumables?</p>	Use rechargeable batteries for doors and remote controls. Implement a collection system for used batteries at the end of their life.	Replace plastic wrap on delivery pallets with reusable pallet packaging.

CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Maximize Recovered Materials	Prioritize products that are locally manufactured and/or made from used or recycled materials	<p>Where was the product manufactured?</p> <p>Is it made from recycled materials?</p> <p>Can the product be made from recycled materials?</p>	Purchase toiletries (soaps, shampoos) that are locally made from natural ingredients and packaged in reusable or recyclable packaging.	<p>Purchase locally made decorative furniture made with a minimum of natural and recyclable materials and whose composition is clearly indicated.</p> <p>Choose decorative furniture or signage made from recycled materials.</p>
	Prioritize recyclable, single material, and easily separable materials	Is the product designed to be easily deconstructed or disassembled?	Select lighting systems with easily separable screw-in components for simplified maintenance and easy replacement of parts.	Select temporary structures held together with reusable and easily removable fasteners, such as screws or straps, instead of nails and adhesives.
Optimize the use of products owned by the establishment	Promote sharing, renting, and borrowing	Can the product or good be shared within the organization, with other organizations, or with the public?	Borrow or share a marquee (outdoor tent) from other local establishments or service providers for outdoor activities, rather than purchasing one.	Encourage the reuse of decorations in other events or for permanent use, and consider whether they can be rented out externally.

CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Maximize Product Lifespan	Check for reuse opportunities	Can someone else use the product or good when we no longer need it?	Donate items that are still in good condition to community organizations.	Donate food surpluses to on organization
		Can the good be reused, upgraded, refurbished, or reconditioned?	Opt for reupholstering certain chairs to extend their lifespan, rather than investing in new furniture	Encourage the use of high-quality tables, which are easier to repair or refurbish
		Is the product adaptable?	Check whether the children's bunk bed can be used as two separate twin beds, if necessary.	Favour the use of tables that can be easily extended with extensions
	Check repairability	Will the seller or manufacturer provide maintenance and repairs?	<p>Check the repairability and availability of spare parts before purchasing.</p> <p>Evaluate purchasing options that include a warranty.</p> <p>Ensure that equipment is repairable and does not require complete replacement in case of damage. Choose durable and easily repairable models.</p>	Determine whether the purchased audiovisual system is covered by a warranty or comes with a maintenance contract.

CONSIDERATIONS	GOOD PRACTICES	CONTROL QUESTIONS	GENERAL EXAMPLES	EXAMPLES FOR AN EVENT
Maximize Product Lifespan (continued)	Check repairability (continued)	Can the product be easily disassembled to facilitate repair or replacement of broken parts?	<p>Encourage the purchase of furniture that allows only a broken or damaged section (e.g., door) to be replaced, rather than the entire piece.</p> <p>Prioritize purchasing a modular carpet that allows only individual tiles to be replaced if necessary.</p>	Encourage the purchase of removable and modular event booths.



Image: Auberge des 21

### Corporate responsibility

Several factors must be considered in order to adopt best practices when selecting suppliers. These are summarized in the table below.



Image: Hôtel Albert par G5

FACTORS TO CONSIDER	BEST PRACTICES
Head Office Location	Support local or regional businesses to foster economic activity and encourage profits to be reinvested locally.
Branch Location	Encourage local branches (within 100 km) to reduce the travel distance to the establishment.
Supplier Commitment	<p>Give preference to suppliers who have :</p> <ul style="list-style-type: none"> <li>• A sustainable development policy or demonstrate sustainable practices;</li> <li>• A documented sustainability action plan;</li> <li>• Written reports tracking their sustainability efforts;</li> <li>• Third-party verification of objectives and associated results, with outcomes published regularly (certifications).</li> </ul>
Social Consideration	<p>Promote the following suppliers:</p> <ul style="list-style-type: none"> <li>• Non-profit or cooperative organizations;</li> <li>• Organizations with training, pay equity, or employment equality programs for their employees;</li> <li>• Organizations that support social initiatives such as the reintegration and inclusion of people from diverse backgrounds.</li> </ul>



## Supplier Communication Template

Here we present a communication template to initiate a conversation about the supply of eco-responsible products. The text should be adapted according to the type of supplier. Depending on the responses received, it is advisable to discuss the matter with suppliers and support them in their choices.

*As part of integrating circular economy principles into its business model, <Name of organization> aims to make eco-responsible purchases and hold eco-responsible events to reduce its environmental footprint. In this process, our establishment seeks to involve all stakeholders in adopting best practices. Suppliers are a key link in this effort. Accordingly, you are invited to return your responses to the following questionnaire:*

- *What is the address of the company's head office and the address of the branch providing the good and/or service?*
- *Are you a non-profit organization or a cooperative?*
- *Do you have a sustainable development policy?*
- *Do you have a sustainable development action plan?*
- *Do you have any training, pay equity, or employment equality programs for your employees?*

Other examples of questions that can be asked of the supplier regarding a specific product:

- *Is the equipment you supply certified organic and/or fair trade, or does it comply with certain standards (e.g., ISO 20400 on social responsibility)?*
- *Is the material you supply made from recycled materials? If so, what material and what percentage?*
- *Is the material you supply reusable or recyclable? If so, how can it be reused or recycled?*
- *How will you deliver the supplied material to the establishment? If the product requires it, how will it be packaged? Do you have any alternatives available to reduce waste generation? Is it possible to implement a reusable transport bin system?*

Examples of questions that can be asked of the supplier regarding construction waste:

- *What measures do you plan to divert construction, renovation, and demolition (CRD) waste from landfill (reuse, recycling, recovery)?*
- *Do you have a construction waste management plan, including traceability of materials sent for reuse, recycling, or recovery?*
- *Do you have a partnership with a certified or recognized CRD waste sorting centre?*
- *Is it possible to use recycled or reused materials (e.g., wood, metal, gypsum, etc.) in the construction work?*

# USEFUL RESOURCES

The following resources can be consulted to further explore responsible procurement practices:

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Réseau d'organisations pour l'approvisionnement responsable (ECPAR) Website (in French only):

<https://www.ecpar.org/fr/>

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Conseil québécois des événements écoresponsables (CQEER) Website (in French only):

<https://evenementecoresponsable.com/>

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Guides and Tools Listed by the CQEER (in French only):

<https://evenementecoresponsable.com/guides-et-outils/>

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Directory of Eco-Responsible Suppliers (in French only):

[Fournisseurs – Conseil québécois des événements écoresponsables](#)

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Green Key Global Green Vendor Directory:

<https://greenkeyglobal.com/vendors/green-vendor-directory>

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Toolkit for a Sustainable Transition (in French only):

[https://www.quebec-cite.com/fr/a-propos/  
outils-programmes-virage-durable](https://www.quebec-cite.com/fr/a-propos/outils-programmes-virage-durable)

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Tourisme durable Québec Website (in French only):

<https://tourismedurable.quebec/>

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Politique sur les événements écoresponsables of RECYC-QUÉBEC (in French only):

[https://www.recyc-quebec.gouv.qc.ca/sites/default/files/documents/  
politique-eve-ecoresponsables.pdf](https://www.recyc-quebec.gouv.qc.ca/sites/default/files/documents/politique-eve-ecoresponsables.pdf)

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