

# Annual Sustainability Report



Parkside Hotel & Spa

2018

Completed By	Kayli Anderson & Eryn Beddoes
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Completed	19/11/2018

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## Executive Summary

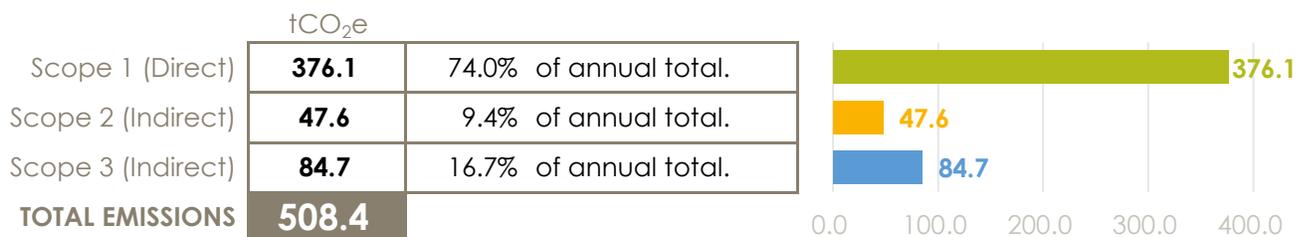
The Parkside Hotel & Spa is a 126-suite hotel in downtown Victoria, BC. Parkside was designed and built to the LEED Platinum building standard, minimizing energy requirements and environmental impact. Since opening in 2009, the hotel has received numerous sustainability awards such as 5 Green Keys in the Green Key Eco-Rating program.

2018 is the second year Parkside has measured and reported their carbon footprint. Total emissions came to 508.4 tCO<sub>2</sub>e, a 2.5% increase over 2017. The top contributors to the overall footprint were again natural gas at 73.4%, electricity at 9.4%, and staff commuting at 7.6%. The biggest change from 2017 was an increase in emissions from electricity. While actual usage reduced 1.7%, a large increase in the emissions factor for electricity led to a 41.8% increase in emissions.

## Company Information

Company Name	Parkside Hotel & Spa		
Contact Information	Trina White	trina.white@parksidevictoria.ca	250-940-1200
Company Description	Hotel in downtown Victoria with 126 suites, 5 meeting rooms, 1 pool, and 1 gym. 1 company vehicle		
Reporting Period	March 1st, 2017 - February 28th, 2018		
Inventory Boundary	<b>Scope 1 (Direct Emissions)</b> - Natural Gas, Gasoline		
	<b>Scope 2 (Indirect Emissions from Purchased Electricity)</b> - Purchased Electricity (BC Hydro)		
	<b>Scope 3 (Indirect Emissions from Other Sources)</b> - Water, Waste, Stationery, Paper Products, Company Travel, Staff Commuting		
Consolidation Approach	Operational Control: Accounting for 100% of emissions from operations over which the company has operational control.		
Primary Measurement	Carbon Dioxide Equivalent (CO <sub>2</sub> e)		
Reporting Guidelines	Aligned with those defined in <i>The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition (The GHG Protocol, www.ghgprotocol.org)</i> . Emissions factors reviewed & approved by Offsetters.		

## Inventory Results



# Carbon Footprint (Summary)

Parkside Hotel & Spa

2018 Report  
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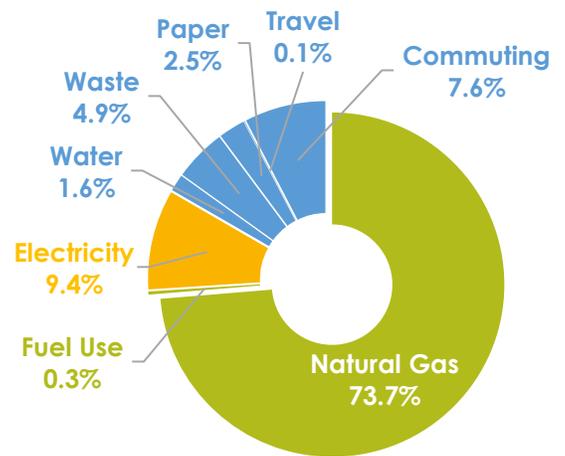
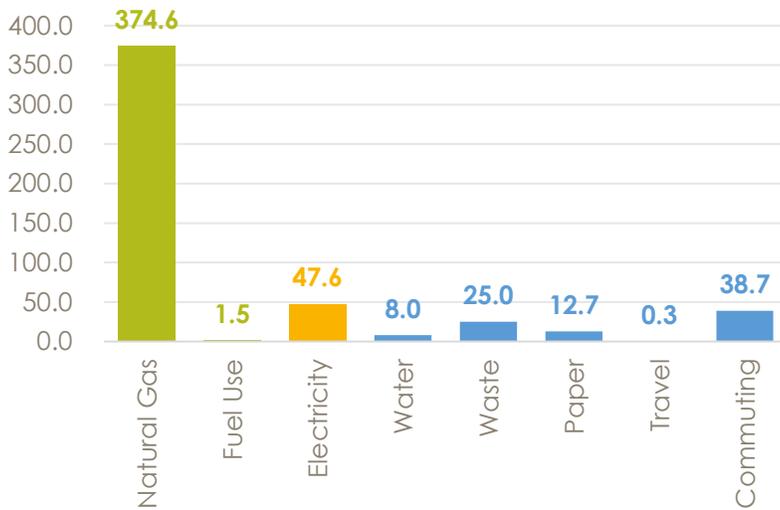
Total emissions: **508.4** tCO<sub>2</sub>e

Offset cost: **\$10,160**

In 2018, total emissions came to 508.4 tCO<sub>2</sub>e, a 2.5% increase over 2017. This is largely due to a 41.8% increase in emissions from electricity.

# Carbon Footprint (By Activity)

## Emissions by Activity (tCO<sub>2</sub>e)



Scope 1    Scope 2    Scope 3

# Carbon Footprint (Historical)

## Annual Emissions (tCO<sub>2</sub>e)



	tCO <sub>2</sub> e Per Year	Change since Baseline	
		tCO <sub>2</sub> e	Percent
2017	<b>495.6</b>		
2018	<b>508.4</b>	12.7	2.6%



**1,603.7**  
Barrels of Oil



**135.0**  
Cars per Year



**4.0**  
tCO<sub>2</sub>e/ ft<sup>2</sup>

tCO<sub>2</sub>e  
(Total)

**508.4**

# Natural Gas

## Natural Gas (GJ)



### Analysis

Natural gas is the largest source of emissions at 73.7% of Parkside's total footprint. At 374.6 tCO<sub>2</sub>e, emissions remained essentially the same as 2017, leading to a small decrease of 0.1%.

Natural gas is used for heating throughout the hotel and powers the boilers. Lowering the thermostat and ensuring unoccupied spaces are not being heated will help reduce usage.

Note: Separate metering was not available for natural gas. A responsibility rate of 92.15% has been applied based on an estimate of square foot.

GJ/ ft<sup>2</sup> **0.05**

tCO<sub>2</sub>e **374.6**

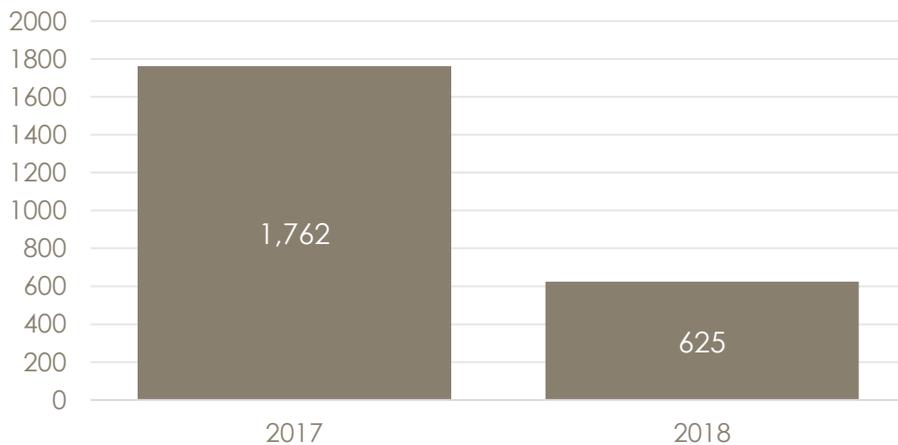
% of Total **73.7%**



**81.6**  
Houses

# Gasoline

## Gasoline (L)



### Analysis

Gasoline fuels the company van which is used by a Parkside employee for work purposes. The 2017 user of this vehicle had additional contractual driving responsibilities, leading to the 65% reduction in fuel use seen in 2018.

Litres/ Month **52.1**

tCO<sub>2</sub>e **1.5**

% of Total **0.3%**



**0.4**  
Cars / Year

# Electricity

## Electricity (kWh)



### Analysis

At 9.4%, electricity is the second largest contributor to Parkside's total carbon footprint. While actual usage reduced 1.7%, a 41.3% increase in the emissions factor for electricity led to a 41.8% increase in emissions over 2017.

Optimizing Parkside's energy demand system will lead to continued reductions.

Note: Separate metering was not available for electricity. A responsibility rate of 92.15% has been applied based on an estimate of square foot.

kWh/  
ft<sup>2</sup>

16

tCO<sub>2</sub>e

47.6

% of  
Total

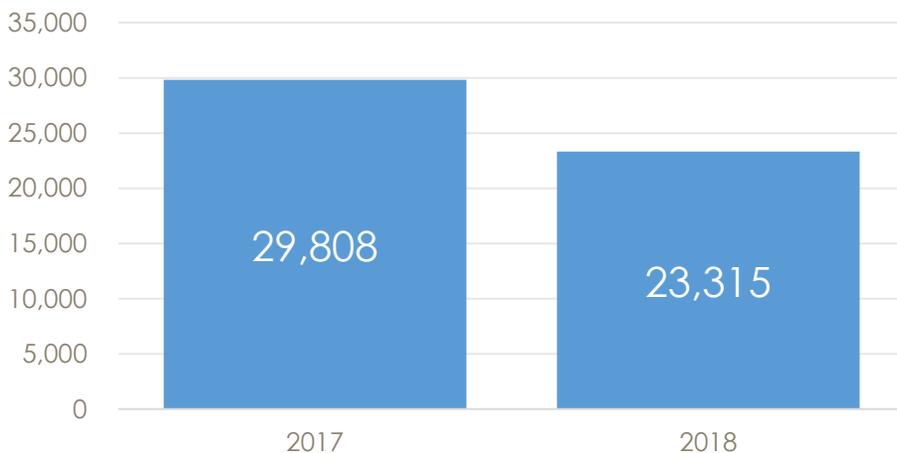
9.4%



204.1  
Houses

# Water

## Water (m<sup>3</sup>)



### Analysis

In 2018, total water consumption came to 23,315 m<sup>3</sup>, a 21.8% decrease over 2017, well done! This reduction stems from the upgrading of all water fixtures to low-flow units in guest suites and common areas.

Note: Separate metering was not available for water. A responsibility rate of 92.15% has been applied based on an estimate of square foot.

m<sup>3</sup>/  
Room

185

tCO<sub>2</sub>e

8.0

% of  
Total

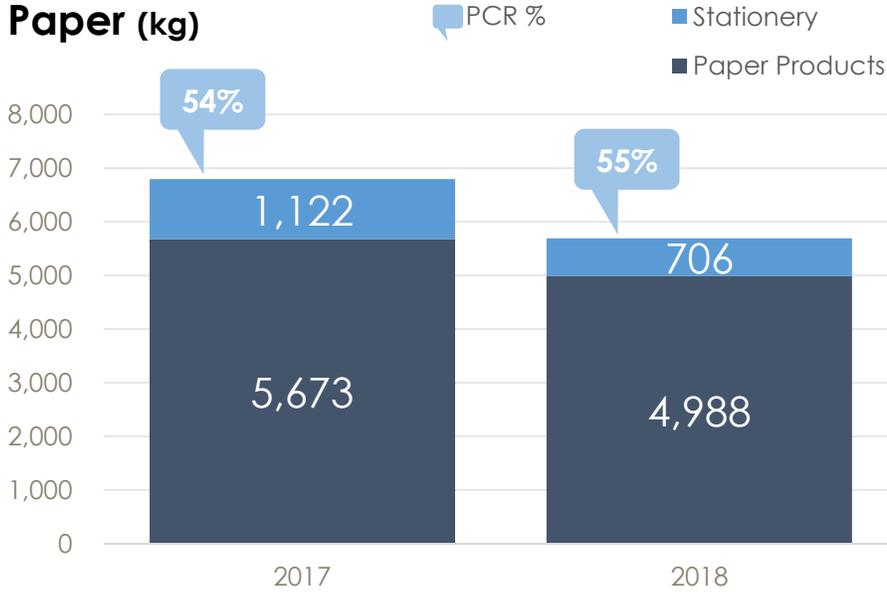
1.6%



106,193  
Baths (50gal)

# Paper

## Paper (kg)



## Analysis

In 2018, Parkside used approximately 1 tonne less paper than in 2017. The majority of this reduction came from 100 less cases of standard copy paper being ordered, saving 580 kg!

Moving forward, Parkside should purchase products with a minimum of 30% PCR. Several items can be reduced or eliminated including business card orders, paper menu prints, and key card holders.

Treeless Content

**55%**

tCO<sub>2</sub>e

**12.7**

% of Total

**2.5%**

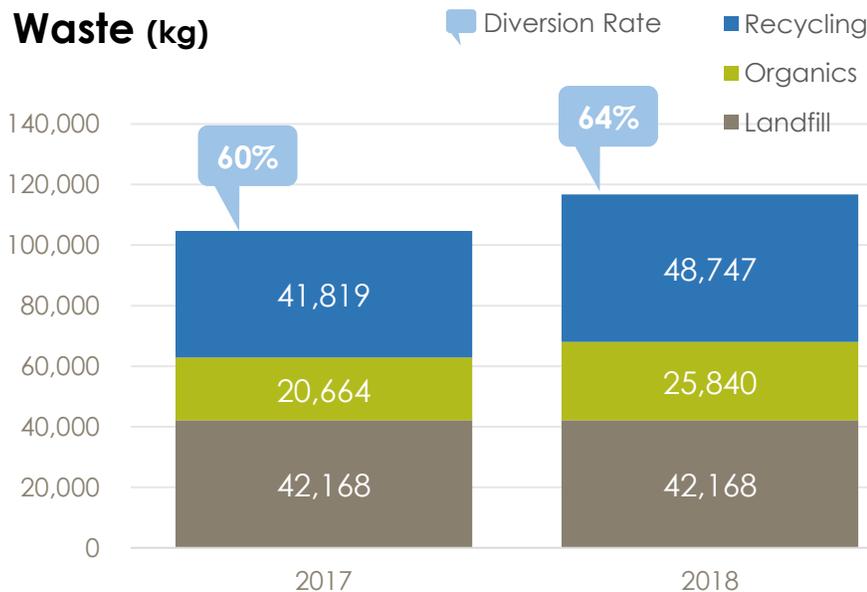


**67.1**

Trees / Year

# Waste

## Waste (kg)



## Analysis

In 2018, Parkside added recycling streams for soft plastic and styrofoam, leading to an increase in total recycled content. With an increase in organics collection as well, an improved waste diversion rate of 64% was achieved.

Ensure guests and staff have access to waste sorting stations, and consider implementing a purchasing policy to reduce product packaging.

Note: Separate invoices were not available for Parkside's waste pickups. A responsibility rate of 92.15% has been applied based on an estimate of square foot.

kg/  
Day

**320**

tCO<sub>2</sub>e

**25.0**

% of Total

**4.9%**

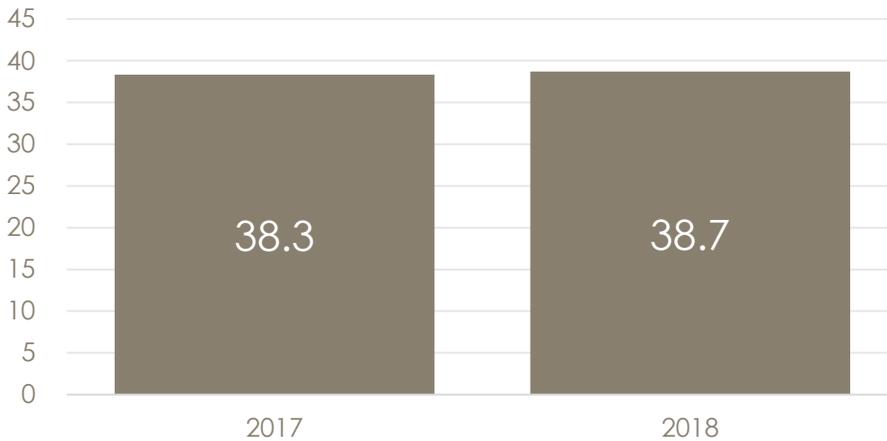


**63.9%**

Diversion Rate

# Commuting

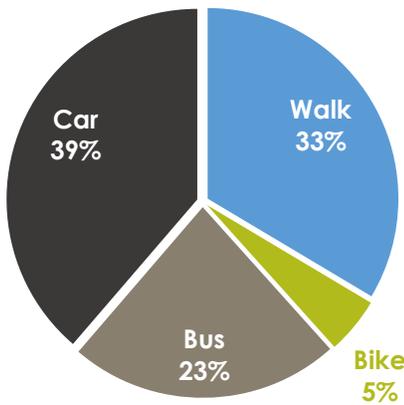
## Emissions (tCO<sub>2</sub>e)



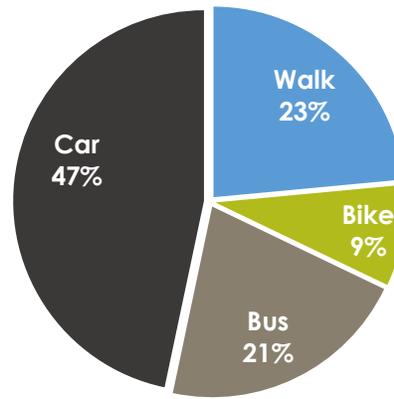
## Analysis

At 38.7 tCO<sub>2</sub>e, emissions from staff commuting were the third highest contributor to overall emissions. Remaining consistent over 2017 suggests similar travel habits of employees.

## Commuting Percentages by Method per Day



Baseline (2017)



Current (2018)

Average kgCO <sub>2</sub> e/km	<b>0.144</b>
Low-Emission Commuting %	<b>61%</b>

Average kgCO <sub>2</sub> e/km	<b>0.150</b>
Low-Emission Commuting %	<b>53%</b>

## Analysis (Breakdown)

In 2018, 53% of Parkside staff commuted by low-emission means, a decrease of 8% over 2017.

Parkside currently provides secure bikes storage, a bike pump station, and shower facilities, and does not subsidize parking for staff. The maintenance team also restores bikes left behind by guests for staff to use.

Continue to promote the biking infrastructure to employees and consider introducing incentives to encourage more staff to commute sustainably.

tCO<sub>2</sub>e/  
FTE **0.484**

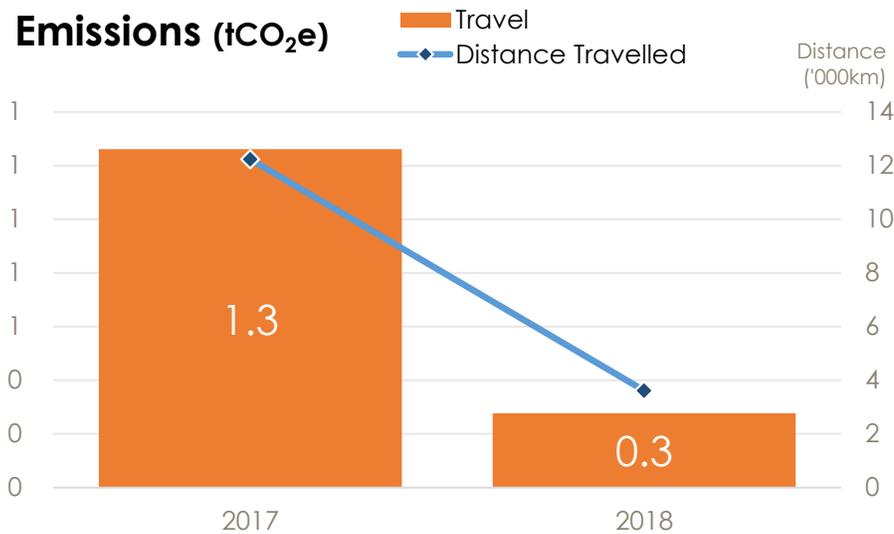
tCO<sub>2</sub>e **38.7**

% of  
Total **7.6%**

 **10.3**  
Cars / Year

# Travel

## Emissions (tCO<sub>2</sub>e)



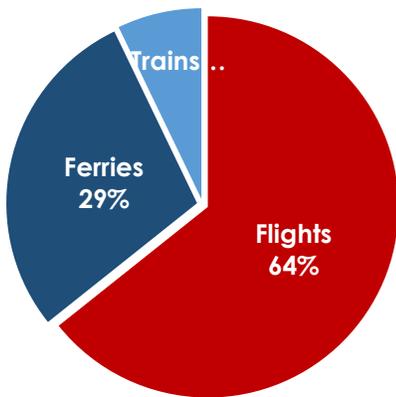
## Analysis

Emissions from company travel reduced by 78% over 2017. This is due to a reduction in the number of sales people working for part of the year.

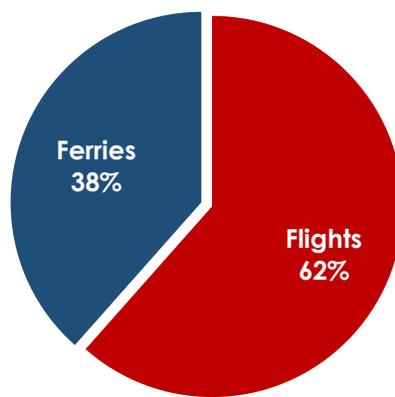
It is expected that travel emissions will increase in 2019 with a full sales staff.

GOAL: Keep emissions at or below 2017 levels.

## Travel Percentages by Number of Trips



Baseline (2017)



Current (2018)

## Analysis (Breakdown)

16 flights (12 with Harbour Air), 8 BC Ferry trips, and 2 Seattle Clipper trips were taken in 2018.

Continuing to book with carbon neutral companies, such as Harbour Air, will keep travels emissions low, and helps support the green economy.

Average kgCO <sub>2</sub> e/km	<b>0.103</b>
Low-Emissions Travel %	<b>35.7%</b>

Average kgCO <sub>2</sub> e/km	<b>0.077</b>
Low-Emissions Travel %	<b>38.5%</b>

tCO<sub>2</sub>e/  
FTE **0.002**

tCO<sub>2</sub>e **0.3**

% of  
Total **0.1%**

 **0.1**  
Cars / Year

# Carbon Reduction Strategy

Parkside Hotel & Spa was designed and built to operate with a low impact on the environment. At 508.4 tCO<sub>2</sub>e, 2018's carbon footprint report showed a 2.5% increase in emissions over 2017, with the largest impacts coming from heat, electricity, and staff commuting.

While the hotel has shown improvements in many areas, including water use reduction, minimizing company vehicle use, and limiting travel emissions by supporting a carbon neutral company, there are many opportunities for continued improvements. Actions include optimizing the energy management system, leading to minimal natural gas and electricity usage, switching to 100% recycled paper and ensuring other paper products are at least 30% PCR, and working with staff to improve the number of people using low-emissions commuting methods.

## Achievements

- > Building designed to LEED Platinum building standard.
- > Numerous awards in sustainability, including 5 Green Keys, 2010 Energy and Environmental Award from Hotel Association of Canada, and CHBA Outdoor Environmental Achievement Award.
- > Installed low-flow water fixtures, leading to a 21.8% decrease in water usage.
- > Used 64.5% less gasoline by minimizing driving obligations with the company vehicle.
- > Reduced travel emissions by 78%, in part by booking most flights with Harbour Air.

## Moving Forward

- > Increase staff and guest education on the waste management system to improve waste diversion.
- > Switch all copy paper to 100% recycled paper, and purchase all other paper products with a minimum of 30% PCR.
- > Encourage more staff to ride their bikes, walk, or take the bus to work.
- > Optimize the energy management system to minimize natural gas and energy usage.

## Information on Inventory Uncertainty

\* Separate metering is not available for natural gas, electricity, water and waste. A responsibility rate of 92.15% has been applied based on an estimate of square foot.

\* Used 2018 BC Hydro billing for doctor's office (2017 billing no available at the time)

## Emissions References

1. 2016/17 B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions  
<http://www2.gov.bc.ca/gov/content/environment/climate-change/policy-legislation-programs/carbon-neutral-government/measure>
2. Environment Canada's National Inventory Report (1990-2015); Part 2 & 3.  
[http://unfccc.int/files/national\\_reports/annex\\_i\\_ghg\\_inventories/national\\_inventories\\_submissions/application/zip/can-2017-nir-13apr17.zip](http://unfccc.int/files/national_reports/annex_i_ghg_inventories/national_inventories_submissions/application/zip/can-2017-nir-13apr17.zip)
3. Department for Environment, Food & Rural Affairs (UK) Carbon Factors  
<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2017>
4. Intergovernmental Panel on Climate Change (Global Warming Potentials)  
[http://www.ipcc.ch/publications\\_and\\_data/ar4/wg1/en/ch2s2-10-2.html](http://www.ipcc.ch/publications_and_data/ar4/wg1/en/ch2s2-10-2.html)

All emissions factors are reviewed and approved by Offsetters ([www.offsetters.ca](http://www.offsetters.ca)) on an annual basis.

### Policy for Base Year Recalculation:

Base year emissions, and other previous emissions, shall be retroactively recalculated if a change in organisational structure or data quality is expected to exceed a significance threshold of 10% of base year emissions. These changes may arise from structural changes such as mergers, acquisitions, divestments, outsourcing or insourcing, changes in calculation methodology and improvements in accuracy, or discovery of significant errors.

## Glossary of Terms

Term	Description
CFL	<b>Compact Fluorescent Light</b>
GHG	Greenhouse Gas (emissions): Atmospheric gasses contributing to the greenhouse effect, including Carbon Dioxide (CO <sub>2</sub> ), Methane (CH <sub>4</sub> ), Nitrous Oxide (N <sub>2</sub> O), etc.
GJ	<b>Gigajoule:</b> Unit of natural gas equal to 26.137 m <sup>3</sup> or 0.947 MMBtu
HVAC	<b>Heating, Ventilation &amp; Air Conditioning</b>
kWh	<b>Kilowatt-Hour:</b> Common unit for measuring electrical consumption
LED	<b>Light Emitting Diode:</b> A form of highly efficient lighting technology
m <sup>3</sup>	<b>Cubic Meter:</b> Unit of measurement equal to 1,000 Litres
PCR%	<b>Post-Consumer Recycled Content</b> (as a percentage)
psg-km	<b>Passenger-Kilometer:</b> Unit separating total emissions between passengers per km
Ream	Standard unit of paper measurement equal to 500 sheets (with 10 reams in one box)
tCO <sub>2</sub> e	<b>Tonnes of Carbon Dioxide Equivalent:</b> GHGs have different warming potentials, measured collectively as CO <sub>2</sub> equivalent (hence "e")
t-km	<b>Tonne-kilometer:</b> A unit of measurement used in shipping

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