

Annual Sustainability Report



Parkside Hotel & Spa

2021

| | |
|--------------|--|
| Completed By | Kayli Anderson & Christian Muñoz Mejia |
| Email | kayli@synergyenterprises.ca |
| Completed | 19/4/2021 |

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Executive Summary

The Parkside Hotel & Spa is a 126-suite hotel in downtown Victoria, BC, that was designed and built to the LEED Platinum Building Standard. Since opening in 2009, Parkside has worked to understand and reduce their carbon footprint, earning numerous sustainability awards including 5 Green Keys in the Green Key Eco-Rating program for hotels. Parkside achieved carbon neutrality in 2019 by offsetting 2018 emissions, becoming the second carbon neutral hotel in BC.

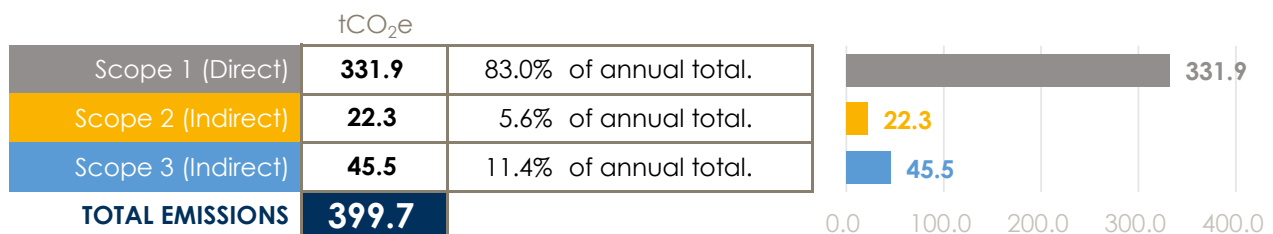
This report measures carbon emissions associated with Parkside's operations for FY 2020 and 2021. Total emissions in FY 2020 were 473.2 tCO₂e, a 1.5% reduction over FY 2019 due to reduced natural gas use. Total emissions in FY 2021 came to 400 tCO₂e, a 15.5% decrease over FY 2020. This is attributable to a 40% decrease in occupancy due to COVID-19, less travel and staff commuting, and fewer paper purchases. Emissions per room night increased by 41% over FY 2020.

The scope of this report has been revised to include propane and incremental work from home energy use. Additional propane data for FY 2020 & 2021 has been identified and is not deemed material to restate previous years. Incremental energy use by five work-from-home employees has also been measured and is not material to the inventory and will not be included in future reports.

Company Information

| | | | |
|------------------------|---|---------------------------------|--------------|
| Company Name | Parkside Hotel & Spa | | |
| Contact Information | Trina White | trina.white@parksidevictoria.ca | 250-940-1200 |
| Company Description | Hotel in downtown Victoria BC with 126 suites, 5 meeting rooms, 1 pool, and 1 gym. Parkside owns and operates 1 company vehicle. | | |
| Reporting Period | March 1, 2019 - February 29, 2020 & March 1, 2020 - February 28, 2021 | | |
| Inventory Boundary | Scope 1 (Direct Emissions) - Natural Gas, Gasoline, Propane | | |
| | Scope 2 (Indirect Emissions from Purchased Electricity) - Purchased Electricity (BC Hydro) | | |
| | Scope 3 (Indirect Emissions from Other Sources) - Water, Waste, Stationery, Paper Products, Company Travel, Staff Commuting, Work From Home | | |
| Consolidation Approach | Operational Control: Accounting for 100% of emissions from operations over which the company has operational control. | | |
| Primary Measurement | Carbon Dioxide Equivalent (CO ₂ 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)

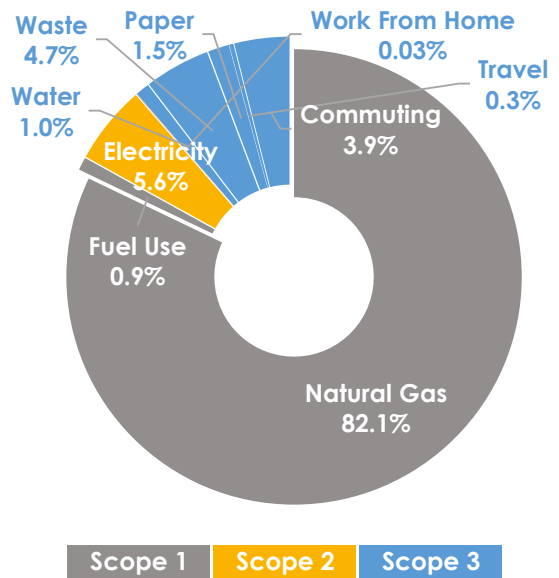
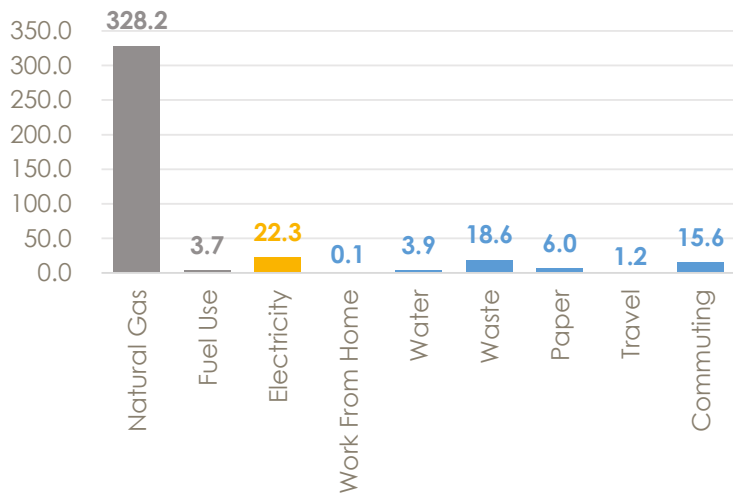
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| | | | | | |
|---------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------|----------------|
| Total emissions (FY 2020) | 473.2 tCO ₂ e | Total emissions (FY 2021) | 399.7 tCO ₂ e | Offset cost (FY 2021) | \$8,000 |
|---------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------|----------------|

Total FY 2020 emissions decreased to 473.2 tCO₂e, a 1.5% reduction over FY 2019. Total FY 2021 emissions decreased to 400 tCO₂e, a 15.5% decrease. This is attributable to reduced occupancy and operations due to the effects of COVID-19.

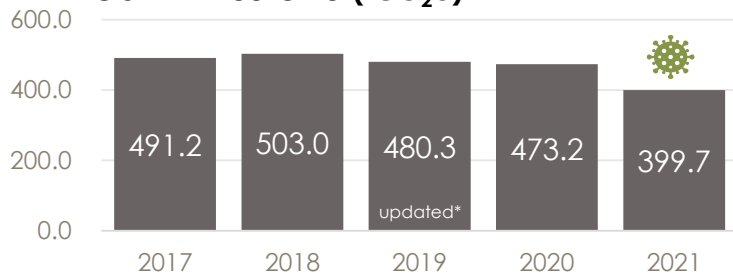
Carbon Footprint (By Activity)

Emissions by Activity (tCO₂e)



Carbon Footprint (Historical)

Annual Emissions (tCO₂e)



| | tCO ₂ e/ Year | kgCO ₂ e/ Room Night | Change since Baseline | |
|------|-----------------------------|---------------------------------------|-----------------------|---------|
| | | | tCO ₂ e | Percent |
| 2017 | 491.2 | 12.8 | | |
| 2018 | 503.0 | 12.9 | 11.8 | 2.4% |
| 2019 | 480.3 | 11.9 | -10.9 | -2.2% |
| 2020 | 473.2 | 11.6 | -18.0 | -3.7% |
| 2021 | 399.7 | 16.4 | -91.5 | -18.6% |

* Note: The 2019 inventory has been updated to correct a paper usage calculation error and compost waste with more reliable data. The changes are not material to restate the 2019 inventory.



1,261.0
Barrels of Oil



107.1
Cars per Year



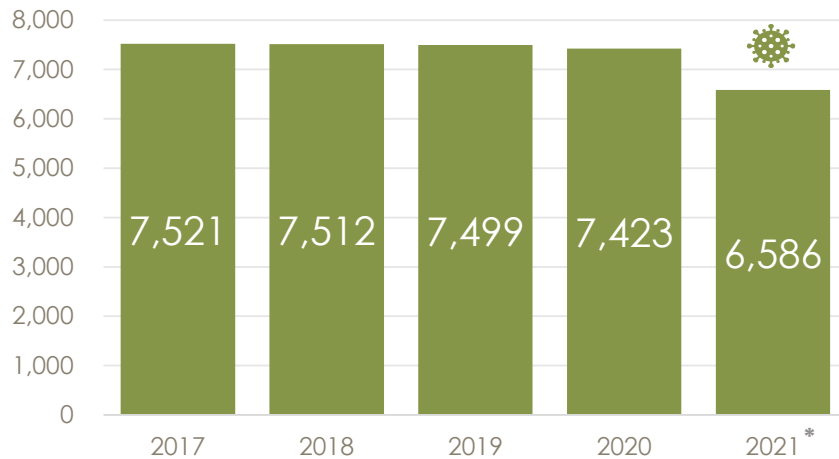
16.4
kgCO₂e/Room Night

tCO₂e
(Total)

399.7

Natural Gas

Natural Gas (GJ)



Analysis

Natural gas is used for heating throughout the hotel. In FY 2021, Parkside used 6,586 GJ of natural gas, resulting in 328 tCO₂e. Parkside saw an 11% decrease in natural gas use as a result of reduced operations due to COVID-19.

It is recommended to explore energy efficiency initiatives such as renewable natural gas or new boiler options.

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/ft² **0.05**

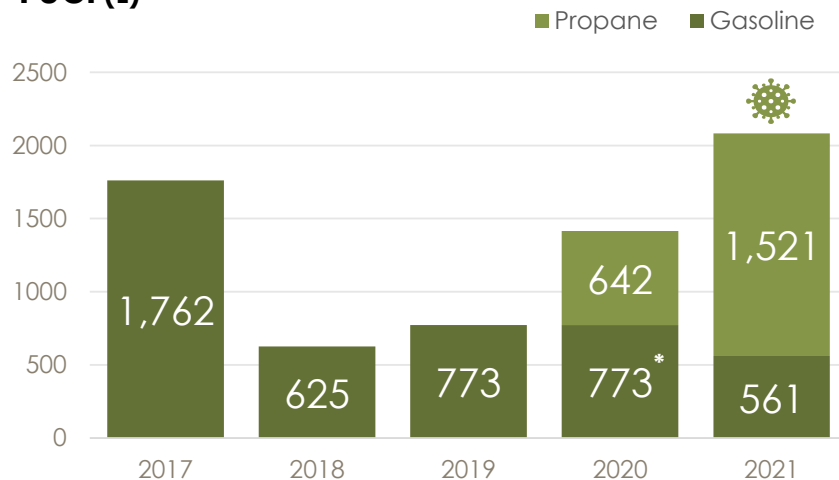
tCO₂e **328.2**

% of Total **82.1%**

 **71.6**
Houses

Fuel

Fuel (L)



Analysis

Gasoline is used for the company van, while propane is used primarily for the marshmallow roasting experience. Due to the growing success of the marshmallow roasting experience, total fuel use increased by 47%.

Propane has been captured for FY 2020 & 2021 and is not material to restate previous years.

Note: Parkside has a backup generator that is tested regularly throughout the year. No fuel has been purchased for the generator to date.

* Gasoline estimate for FY 2020 is based on data from FY 2019, assuming similar operations.

Litres /Month **173.6**

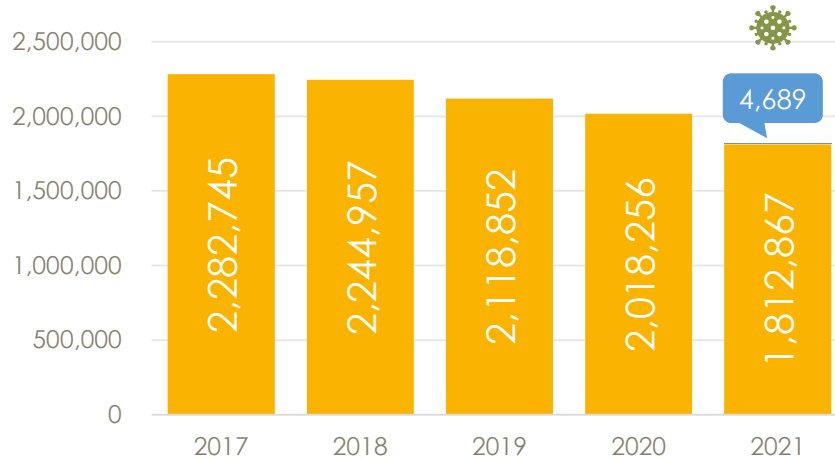
tCO₂e **3.7**

% of Total **0.9%**

 **1.0**
Cars / Year

Electricity

Electricity (kWh)



Analysis

Total electricity consumption was 1,812,867 kWh, a 10% decrease from FY 2020 and a 20% decrease from the baseline. This is a result of lighting upgrades over the years and reduced operations due to COVID-19.

Incremental work from home energy use during the FY 2021 reporting period resulted in 4,689 kWh (0.11 tCO₂e)*.

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

* While emissions from electricity are Scope 2, WFH emissions are included in Scope 3.

kWh /
ft²

13

tCO₂e

22.3

% of
Total

5.6%

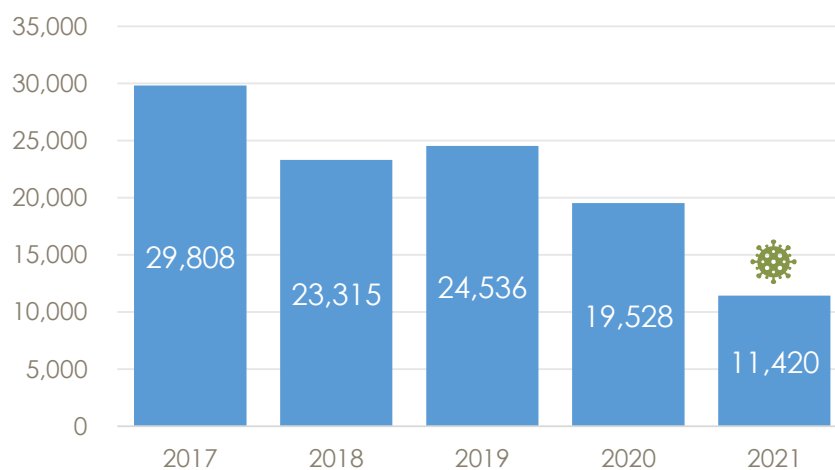


164.8

Houses

Water

Water (m³)



Analysis

Total water use came to 11,420 m³, a 42% decrease over FY 2020, and a 62% decrease over the baseline. In FY 2020, water use decreased by 34% over the baseline as a result of replacing all shower heads with low-flow fixtures and not draining the pool.

Due to fewer guests and reduced operations, total L/Room Night decreased by 23%, from 609 L to 467 L.

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

L / Room
Night

467

tCO₂e

3.9

% of
Total

1.0%

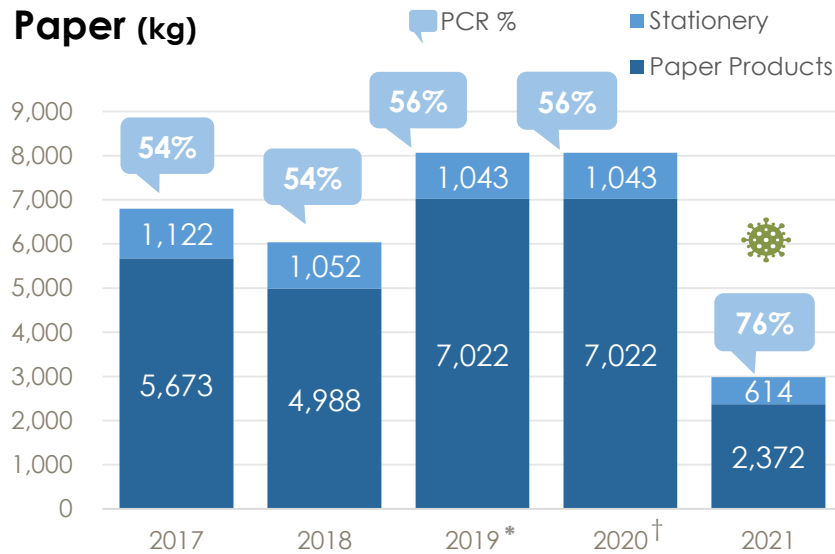


52,015

Baths (50gal)

Paper

Paper (kg)



Analysis

Parkside saved 67 trees by purchasing less paper and choosing paper with high post-consumer recycled (PCR) content. Paper emissions decreased by 67%, while PCR increased to 76% over FY 2020.

Out of the 328 cases of paper products, 62 contained 0% PCR. Opting for paper products with minimum 88% PCR would save an additional 18 trees per year.

* Note: The 2019 inventory has been updated to correct a paper usage calculation error.

† Paper estimate for FY 2020 is based on data from FY 2019, assuming similar operations.

Treeless Content

76%

tCO₂e

6.0

% of Total

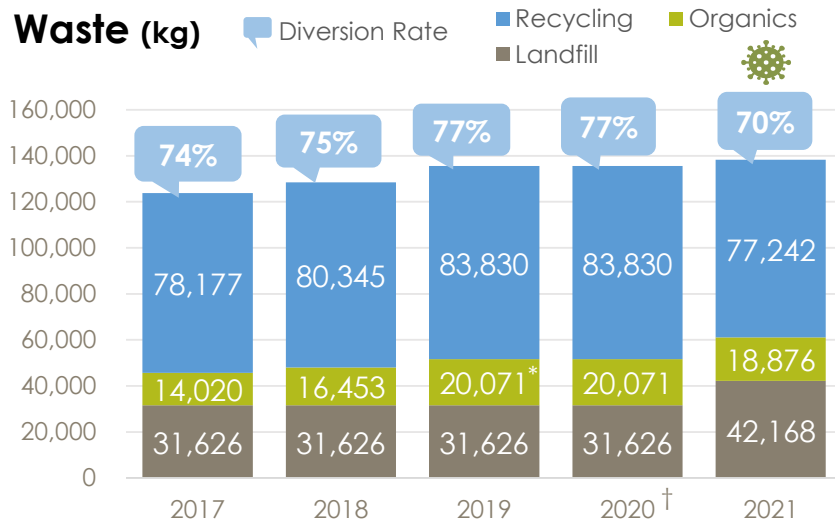
1.5%



18.9
Trees / Year

Waste

Waste (kg)



Analysis

Waste emissions result in 18.6 tCO₂e, a 33% increase over FY 2020. This is due to increased cleaning and sanitation protocols, increased food delivery orders and packaging waste by guests, and increased cross contamination in guest rooms as a result of COVID-19.

The diversion rate decreased to 70%.

* Note: The 2019 inventory has been updated to correct compost waste with more reliable data.

† Waste estimate for FY 2020 is based on data from FY 2019, assuming similar operations.

kg / Day

379

tCO₂e

18.6

% of Total

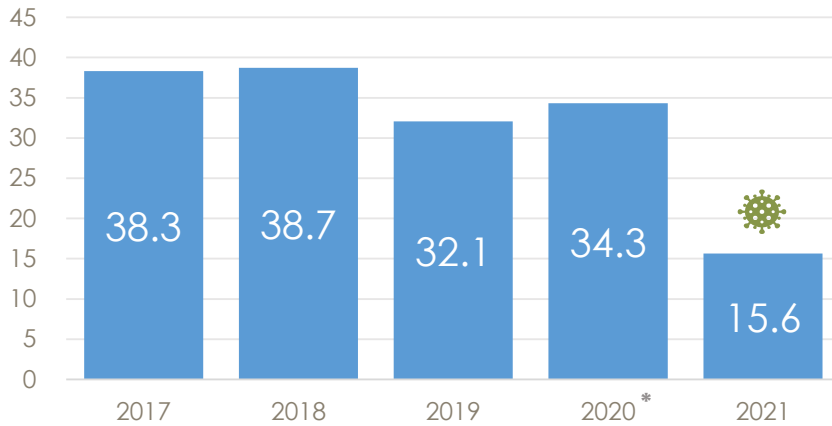
4.7%



69.5%
Diversion Rate

Commuting

Emissions (tCO₂e)



* Note: Staff commuting estimate for FY 2020 is based on FY 2019 staff commuting survey results and adjusted for changes in FTEs, assuming similar operations.

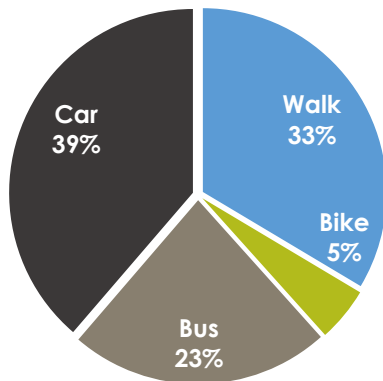
Analysis

Staff commuting is the third highest contributor to overall emissions at 15.6 tCO₂e.

Emissions from staff commuting decreased by 54% over FY 2020 as a result of a 40% decrease in employees, and a 67% decrease in commuting travel distances.

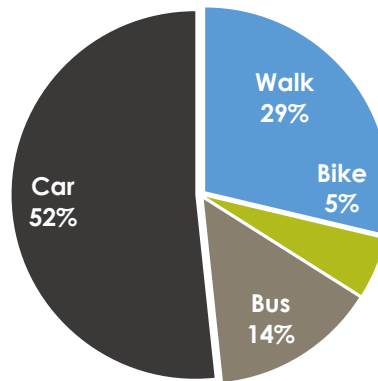
The survey had a response rate of 89%.

Commuting Percentages by Method per Day



Baseline (2017)

| | |
|--------------------------------|--------------|
| Average kgCO ₂ e/km | 0.144 |
| Low-Emission Commuting % | 61% |



Current (2021)

| | |
|--------------------------------|--------------|
| Average kgCO ₂ e/km | 0.181 |
| Low-Emission Commuting % | 48% |

Analysis (Breakdown)

The percentage of staff that commute via low-emission methods decreased to 48%, down from 66% in FY 2020 and 61% in 2017. This is largely due to the number of staff that commute via a personal vehicle.

Excessive commuting times, a lack of transit infrastructure, and personal safety concerns with COVID-19 are among the most common factors leading to increased personal vehicle use.

tCO₂e / FTE **0.295**

tCO₂e **15.6**

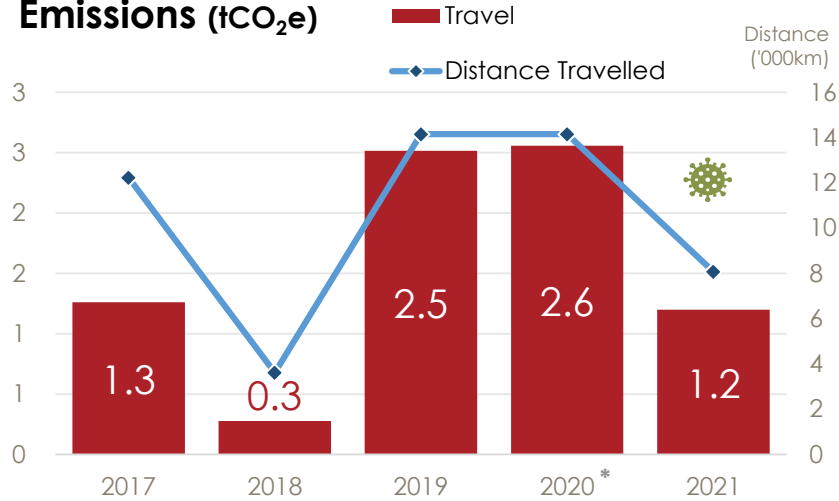
% of Total **3.9%**



4.2
Cars / Year

Travel

Emissions (tCO₂e)



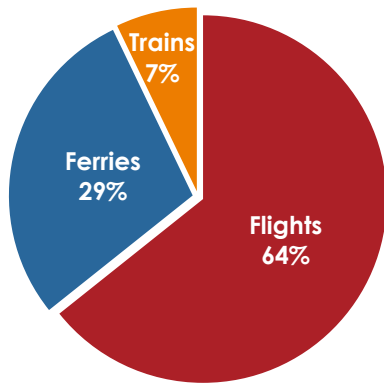
Analysis

Travel includes all flights, ferries and reimbursed mileage for business travel purposes.

In FY 2021, travel was the lowest contributor to overall emissions at 1.2 tCO₂e, a 53% decrease over FY 2020 and 5% lower than baseline emissions.

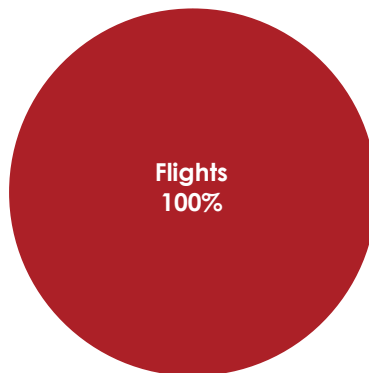
* Note: Travel estimate for FY 2020 is based on data from FY 2019, assuming similar operations.

Travel Percentages by Number of Trips



Baseline (2017)

| | |
|--------------------------------|--------------|
| Average kgCO ₂ e/km | 0.103 |
| Low-Emissions Travel % | 35.7% |



Current (2021)

| | |
|--------------------------------|--------------|
| Average kgCO ₂ e/km | 0.148 |
| Low-Emissions Travel % | 0.0% |

Analysis (Breakdown)

Only one flight took place in FY 2021 before the COVID-19 travel restrictions. Total distance traveled decreased by 43%, leading to a 53% decrease in travel emissions.

tCO₂e / FTE **0.022**

tCO₂e **1.2**

% of Total **0.3%**

 **0.3**
Cars / Year

Carbon Reduction Strategy

The Parkside Hotel & Spa was designed and built to operate with a low environmental impact, and it has shown improvements in a number of areas, including reduced natural gas, electricity, and water usage, reduced company vehicle use, reduced paper purchases, and reduced travel. Parkside achieved carbon neutrality in 2019 by offsetting 2018 emissions, becoming the second carbon neutral hotel in BC.

Total emissions in FY 2020 were 473.2 tCO₂e, a 1.5% reduction over FY 2019 due to reduced natural gas use. Total emissions in FY 2021 came to 400 tCO₂e, a 15.5% decrease over FY 2020. This is attributable to a 40% decrease in occupancy due to COVID-19, less travel and staff commuting, and fewer paper purchases. Emissions per room night increased by 41% over FY 2020.

Parkside should focus on actions that will reduce natural gas consumption. It is recommended to explore energy efficiency initiatives such as renewable natural gas or new boiler options. If Parkside does not currently have a pool cover, one should be installed to minimize heat loss.

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 Awards
- > Became the second carbon neutral hotel in BC by offsetting 2018 emissions
- > Upgraded laundry facilities and installed low-flow water fixtures, saving 18,288 m³ since the baseline

Moving Forward

- > Increase staff and guest education on the waste management system to improve waste diversion. Start tracking bin fullness to improve tracking and observe results.
- > Switch all copy paper to 100% post-consumer recycled paper, and purchase all other paper products with a minimum of 88% PCR.
- > Optimize the energy management system to minimize natural gas and energy usage.
- > Install pool cover
- > Work with staff to create a low-emission commuting plan
- > Engage and reward staff for choosing low-emission commuting options

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.

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
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

All emissions factors are reviewed and approved by Offsetters (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 | Compact Fluorescent Light |
| GHG | Greenhouse Gas (emissions): Atmospheric gasses contributing to the greenhouse effect, including Carbon Dioxide (CO ₂), Methane (CH ₄), Nitrous Oxide (N ₂ O), etc. |
| GJ | Gigajoule: Unit of natural gas equal to 26.137 m ³ or 0.947 MMBtu |
| HVAC | Heating, Ventilation & Air Conditioning |
| kWh | Kilowatt-Hour: Common unit for measuring electrical consumption |
| LED | Light Emitting Diode: A form of highly efficient lighting technology |
| m ³ | Cubic Meter: Unit of measurement equal to 1,000 Litres |
| PCR% | Post-Consumer Recycled Content (as a percentage) |
| psg-km | Passenger-Kilometer: 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 ₂ e | Tonnes of Carbon Dioxide Equivalent: GHGs have different warming potentials, measured collectively as CO ₂ equivalent (hence "e") |
| t-km | Tonne-kilometer: A unit of measurement used in shipping |

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|-------------|--|
| Verified By | Kayli Anderson & Christian Muñoz Mejia |
| Email | kayli@synergyenterprises.ca |
| Completed | 19/4/2021 |



The logo for Synergy Enterprises, featuring the word "synergy" in a lowercase, serif font. A small green leaf icon is positioned above the letter 'y'.