ANNUAL GREENHOUSE GAS INVENTORY

VICTORIA CONFERENCE CENTRE

The Victoria Conference Centre

January 1 to December 31, 2024

Completed By	Kayla Klym & Cam Thompson
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Completed	3/6/2025

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Summary

The Victoria Conference Centre (VCC) is a 56,295 square foot landmark building offering flexible meeting space in the heart of Victoria, BC. A kitchen, shared with an adjacent hotel, services the needs of a wide range of conferences and events throughout the year.

This report measures the carbon footprint associated with the VCC's operations in 2024, which marks the 15th year that the VCC has measured and reported its greenhouse gas emissions. In 2020, the VCC committed to offset all Scope 1, 2 and 3 emissions with the 2019 inventory. 2024 marks the sixth year that the VCC has operated as a carbon neutral facility.

The inventory boundary has changed for the 2024 footprint in order to capture Scope 3 indirect emissions from operational purchases, categorized as purchased goods and services. Total net emissions in 2024 came to 180 tCO_2e. This total excludes biogenic emissions, which has been removed from historical footprints to align with industry best practices, and travel emissions that have already been offset by a third party. Resulting emissions to be offset by the VCC total 146 tCO_2e, a slight increase of 7.84 tCO_2e over 2023. The highest emissions source was purchased goods and services (37.7 tCO_2e), followed by business travel (35.8 tCO_2e) and waste generation (25.7 tCO_2e).

The VCC has joined the Greater Victoria 2030 District and are committed to reducing energy consumption and greenhouse gas emissions per delegate day by 50% of 2012 levels by 2030. In 2024, the VCC's total emissions per delegate day saw an increase of 58% compared to the 2012 baseline.

Inventory Information

Company Name	The Victoria Conference Centre	
Contact Name	Nathan Gauld	
Contact Information	ngauld@victoriaconference.com	250-415-0560
Company Description	The Victoria Conference Centre hosts a variety of events, and includes a shared kitchen - 720 Douglas Street.	
Reporting Period	January 1 to December 31, 2024	
Inventory Boundary	**Scope 1 (Direct Emissions)**	
	- Natural Gas and Diesel (Back-up generator)	
	Scope 2 (Indirect Emissions from Purchased Electricity)	
	- Purchased Electricity (BC Hydro)	
	Scope 3 (Indirect Emissions from Other Sources)	
	- Purchased Goods & Services (Water, Paper, Operational Expenses), Capital Goods, Fuel and Energy Activities (Well-to-tank and T&D Losses), Waste Generation (Landfill, Organics, Recycling), Travel (Flights, Cars/Taxis, Accommodations), Employee Commuting & Work from Home	
	Biogenic Carbon: Biodiesel, Renewable Natural Gas	
Scope 2 Approach	Location Based Emissions Calculation	
Consolidation Approach	Operational Control: Accounting for 100% of emissions from operations over which the company has operational control.	
Primary Measurement	Greenhouse gas emissions measured in Carbon Dioxide Equivalent (CO_2e)	
Reporting Guidelines	Aligned with those defined in *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition (The GHG Protocol, www.ghgprotocol.org)* .	

Summary of Results

Net tCO_2e	180

1.89 $kgCO_2e$ / Delegate Day

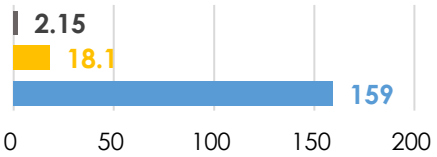
Offset Cost	$4,380

Excludes emissions already offset

Carbon Footprint by Scope

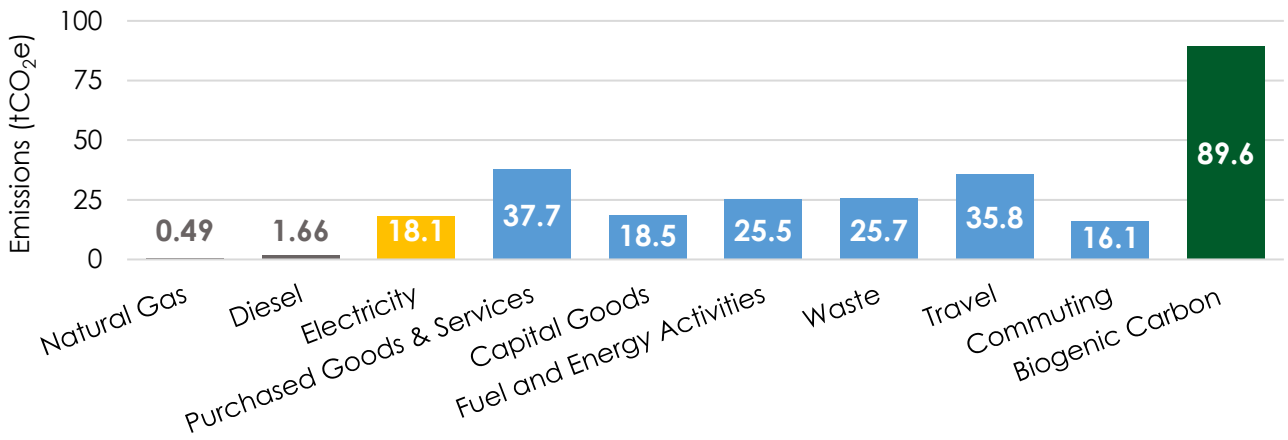
	tCO_2e	
Scope 1 (Direct)	**2.15**	1.2% of total footprint
Scope 2 (Indirect)	**18.1**	10% of total footprint
Scope 3 (Indirect)	**159**	89% of total footprint
NET EMISSIONS	**180**	Scope 1, 2, & 3
TOTAL TO BE OFFSET	**146**	Scope 1, 2, & 3 (excl. offset emissions)

Biogenic Carbon	**89.6**	Reported Separately



Carbon Footprint By Activity

Emissions by Activity



Carbon Footprint Summary

The Victoria Conference Centre

2024 GHG Inventory

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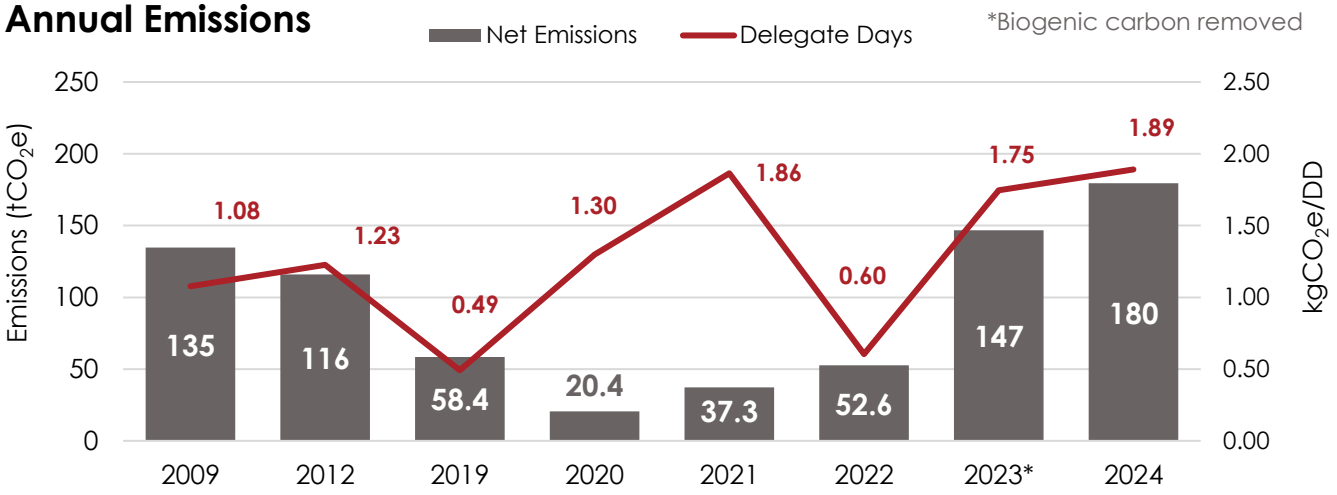
Total tCO_2e	180	Net tCO_2e to be offset	146	Offset Cost	$4,380

This report measures the carbon footprint of the Victoria Conference Centre's (VCC) operations in 2024. Excluding biogenic emissions, which originate from natural sources already part of the carbon cycle, and travel emissions that have previously been offset by the third party, net emissions to be offset by the VCC total 146 tCO_2e.

Carbon Footprint Year Over Year

Annual Emissions



Emission Reduction Target

Over 2012 baseline

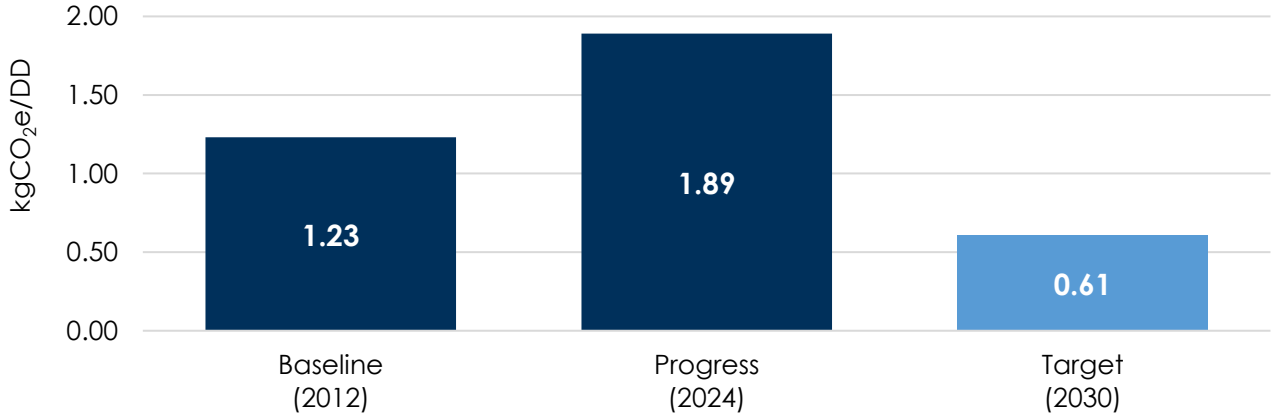
Reduction Target	50% by 2030

% Increased	54% 2024

VCC has committed to reducing greenhouse gas emissions per delegate day by 50% by 2030 based on 2012 levels.

Overall Progress

Emissions

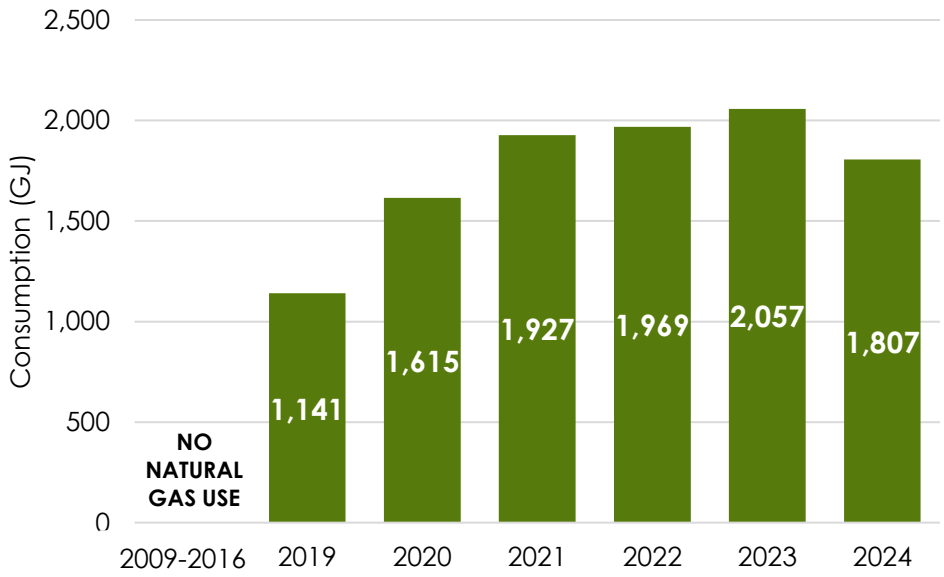


Notes on Targets

The VCC has focused its efforts on procuring renewable natural gas, upgrading its waste tracking systems, and implementing energy and water conservation initiatives. To continue lowering emissions, it is recommended that the VCC prioritizes the introduction of a low-emissions travel policy, based on the first year of tracking this category since 2017, as well as promote its Green Events Guide in collaboration with event planners and the Empress Hotel to further reduce waste.

Natural Gas

Annual Natural Gas Consumption



Analysis

In 2017, the VCC installed a natural gas boiler fueled by renewable natural gas (RNG), with 2024 marking the eighth year of RNG use. By purchasing RNG, natural gas emissions averted in 2024 totaled to 109 tCO_2e.

The VCC consumed 1,807 GJ of natural gas in 2024, an decrease of 10% over 2023.

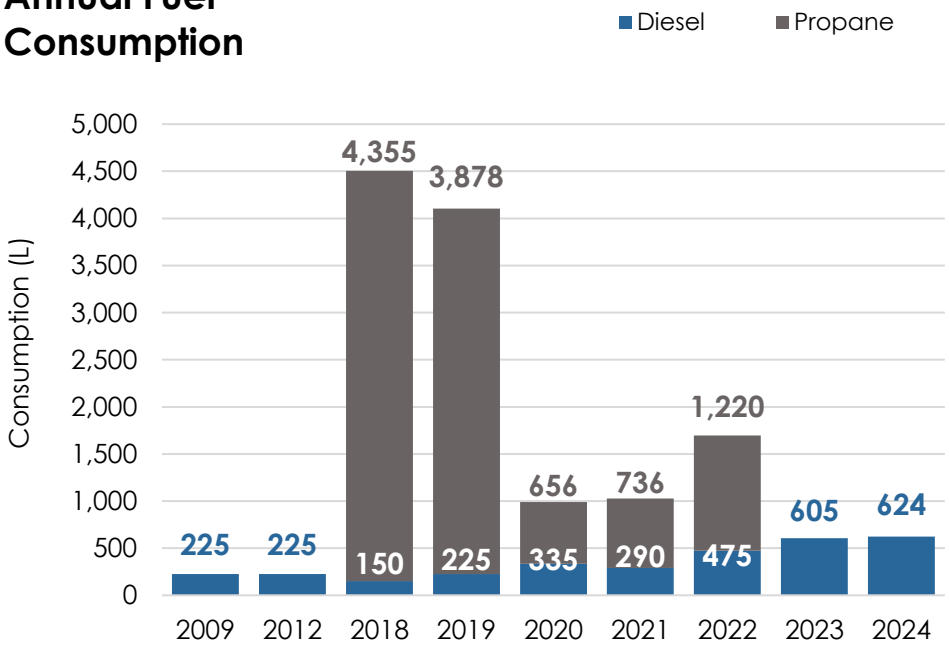
tCO_2e	0.49

% of Total	<1%

GJ/ft^2	0.03

Fuel

Annual Fuel Consumption



Analysis

The VCC has a back-up diesel generator that undergoes testing throughout the year. 2024 marks the second year that VCC has phased out propane use from the Lower Pavilion.

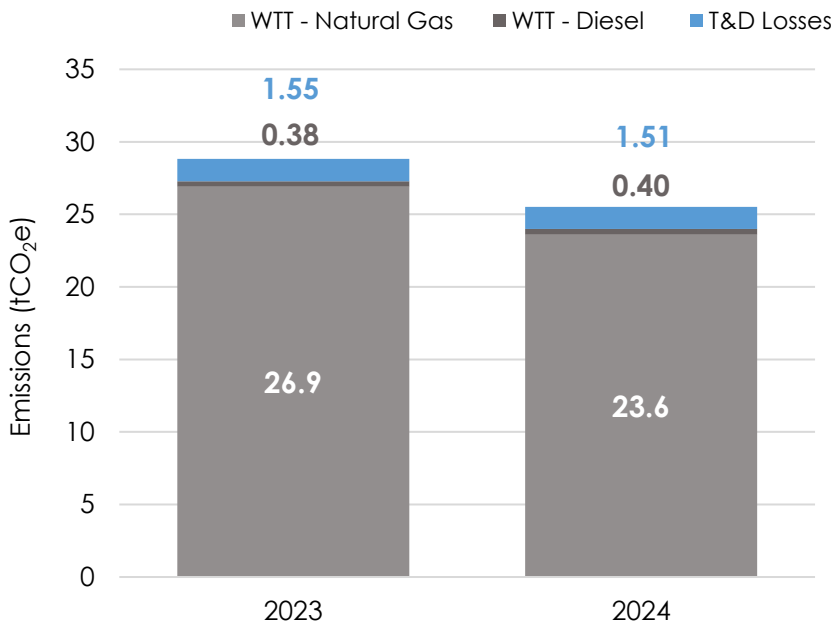
Fuel use in 2024 totaled to 1.66 tCO_2e, representing a 4.4% increase in fuel emissions and a 3.1% increase in fuel consumption compared to the previous year.

tCO_2e	1.66

% of Total	<1%

Fuel & Energy Activities

Annual Well to Tank Emissions



Analysis

Fuel and energy activities includes the upstream emissions impact from the consumption of fuel and electricity.

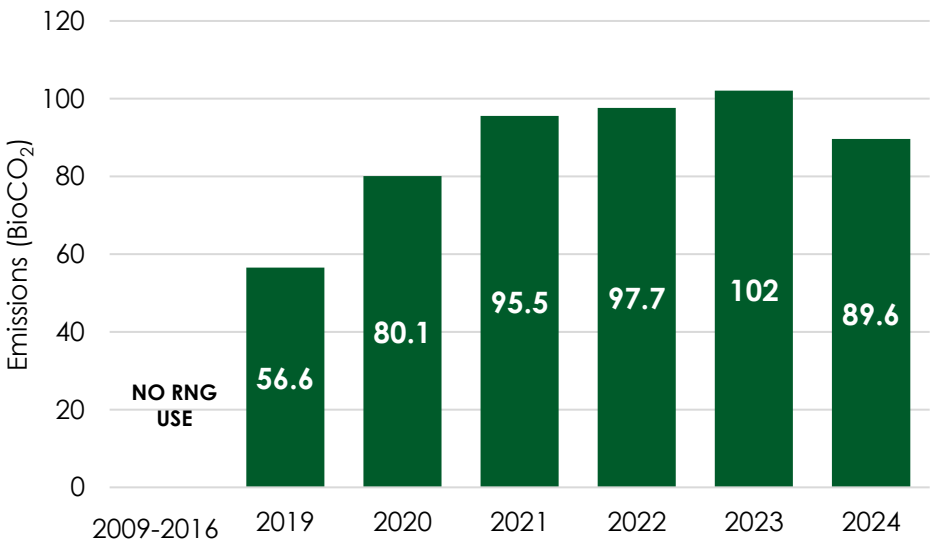
Well-to-Tank (WTT) is a term used to define the emissions from extraction, processing and transportation of fuel. Whereas transmission and distribution (T&D) losses refer to the electricity loss as a result of the transport of electricity to the consumer. All fuel and energy activity emissions are proportional to the consumption of fuels and electricity.

tCO_2e	25.5

% of Total	14.2%

Biogenic CO_2

Annual Biogenic Carbon Emissions



Analysis

The VCC emits biogenic emissions by using renewable natural gas (RNG). These emissions come from natural sources that already existed in the carbon cycle and are being re-emitted through the combustion of biofuel.

This process reduces the total amount of new carbon into the atmosphere and is a positive step towards reducing carbon emissions.

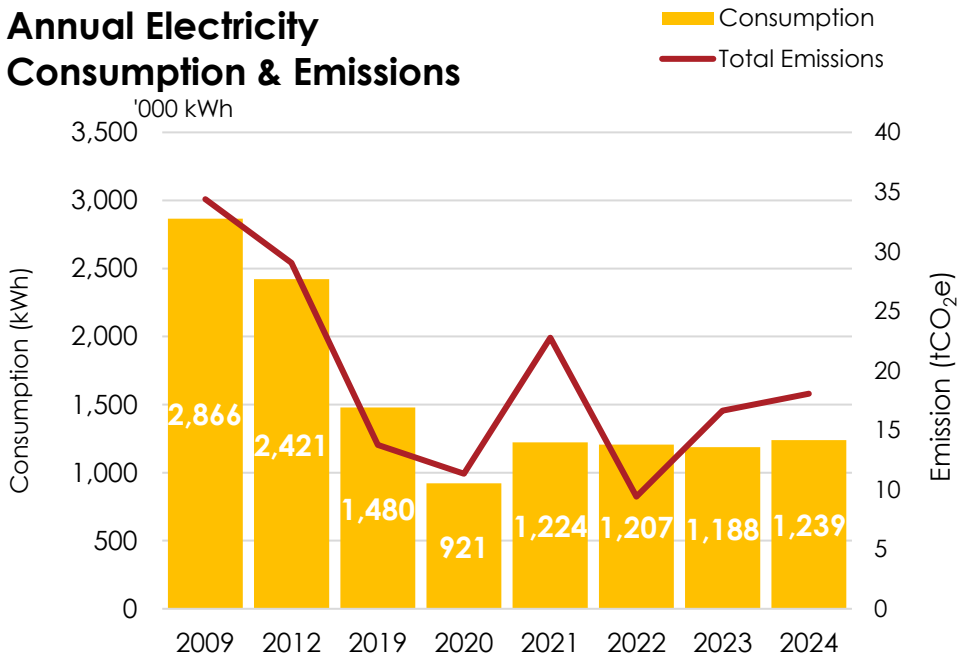
*Biogenic carbon emissions are not included in the total footprint

Bio-tCO_2	89.6

% of Total	N/A

Electricity

Annual Electricity Consumption & Emissions



Analysis

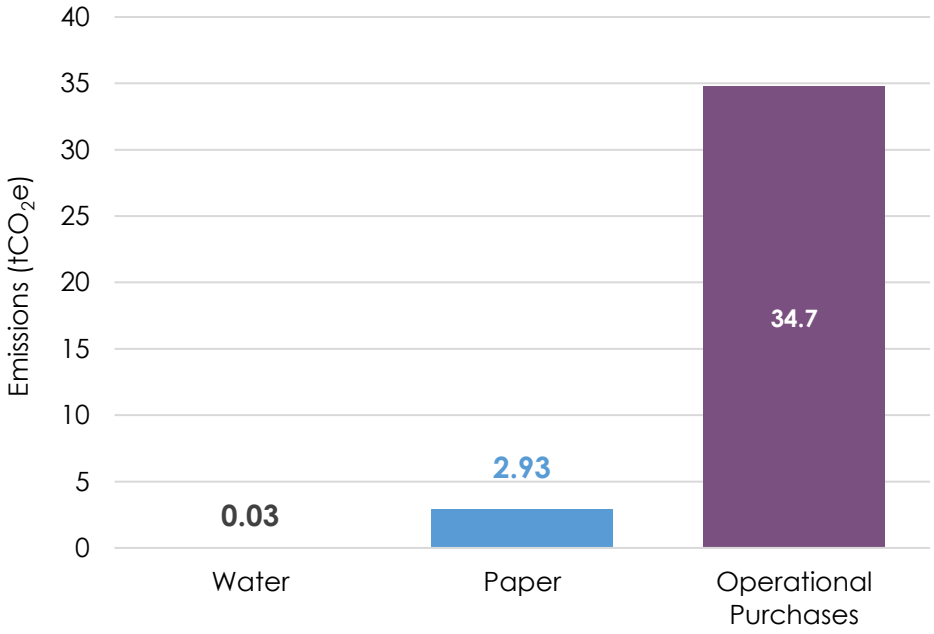
In 2024, total electricity consumption increased by 4.3% (50,967 kWh) over 2023. Emissions from electricity use total 18.1 tCO_2e, which accounts for 10% of the total footprint.

An increase in emissions can be attributed to both increase in total consumption, and the change in emissions factor for BC's electricity.

tCO_2e	18.1	% of Total	10%	kWh / ft^2	22.0

Purchased Goods & Services

Purchased Goods & Services Emissions



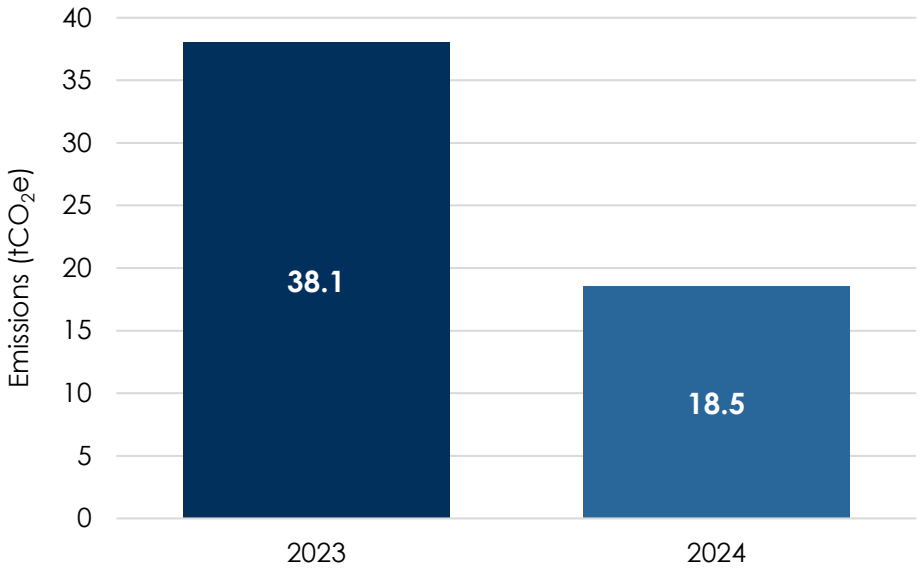
Analysis

Purchased goods and services have expanded in scope in FY 2024, with the inclusion of operational purchases. Along with paper and water, this category accounts for 37.7 tCO_2e, 92% of which is from operational purchases. These purchases include heating equipment, repair services and general supplies needed to maintain the conference centre. Additionally, paper use decreased from 2023 by 4.0%.

tCO_2e	37.7	% of Total	21%

Capital Goods

Annual Capital Goods Emissions



Analysis

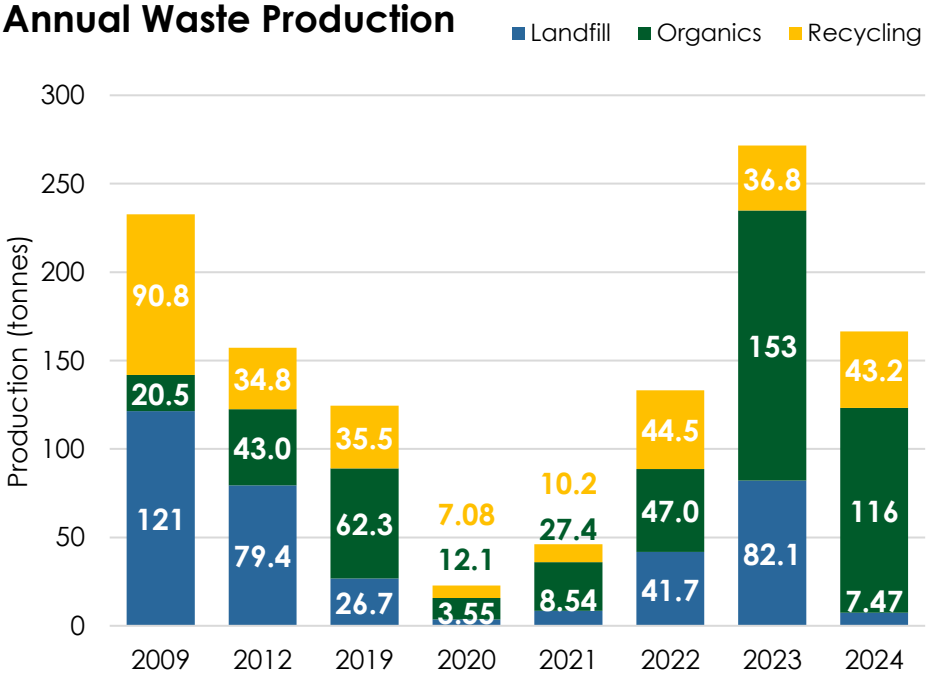
Capital goods were included in the inventory for the first time in 2023, with 2024 totaling to 18.5 tCO_2e, and accounting for 10% of the total footprint. Capital goods includes major purchases for upgrades to the conference centre.

Capital Goods vary year-over-year, as purchases differ based on operational needs for the conference centre, mainly related to equipment upgrades.

tCO_2e	18.5	% of Total	10%	$kgCO_2e$/ $	0.24

Waste

Annual Waste Production



Analysis*

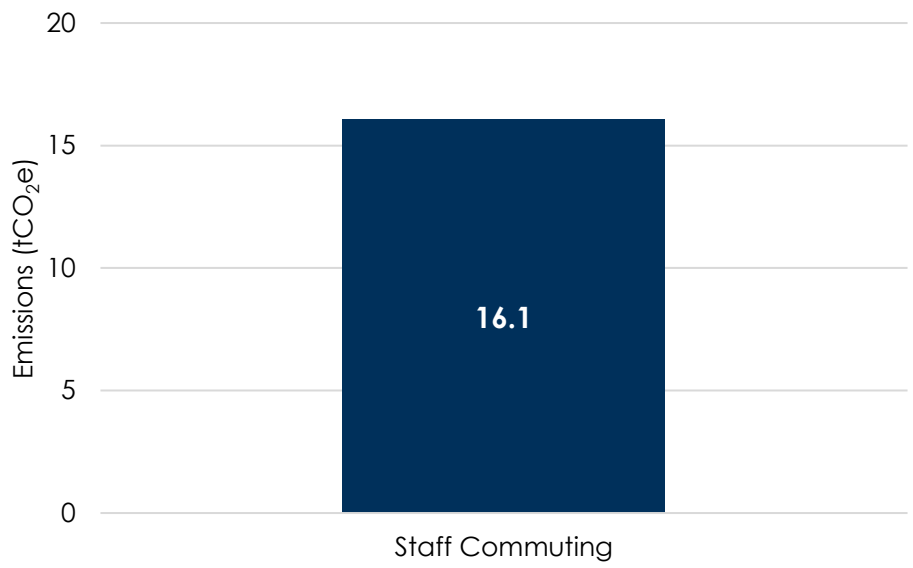
The total waste generation in 2024 totaled to 167 tonnes, a decrease of 39% in comparison to 2023. Emissions from waste generation total to 25.7 tCO_2e, which accounts for 14% of the total footprint.

Landfill consumption decreased by 74.6 tonnes in comparison to 2023, due to the VCC tracking its weekly waste consumption by weight, allowing for increased accuracy in waste emissions.

tCO_2e	25.7	% of Total	14%	kg / Day	456	96% Diversion Rate

Employee Commuting

Annual Commuting Emissions



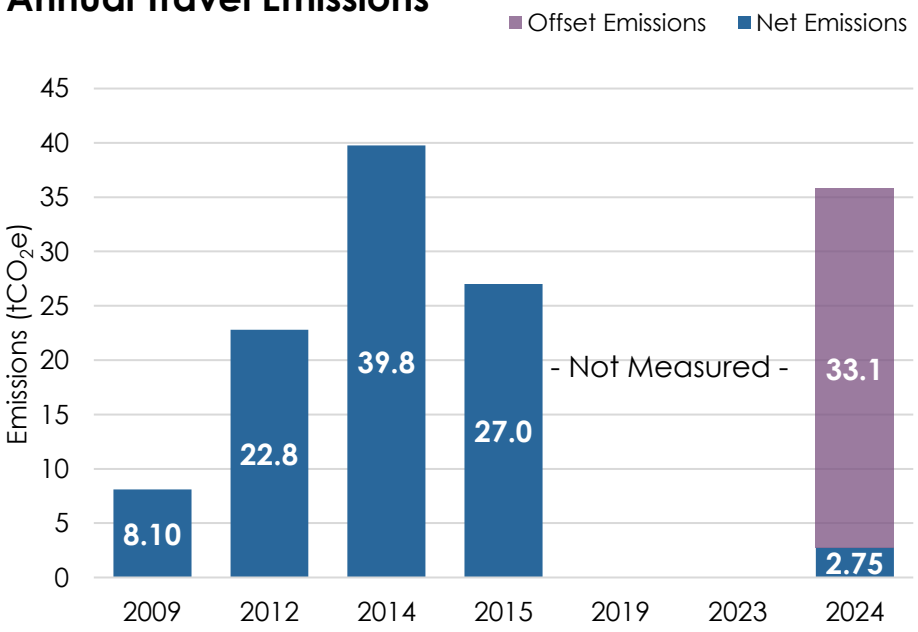
Analysis

FY 2024 marks the first year that staff commuting emissions are measured, which account for 9.0% of the total footprint (16.1 tCO_2e). Staff commuting is measured through staff responses to a survey, which indicate commuting patterns of full-time employees. In 2024, personal vehicle use accounted for 81% of the commuting methods, followed by walking at 15%.

tCO_2e	16.1
% of Total	9.0%
tCO_2e / FTE	1.15

Business Travel

Annual Travel Emissions



Analysis

From 2016 to 2023, sales and associated travel for the VCC were taken over by a third party, outside of VCC's control. 2024 marks the first year that travel has been measured since 2017, to account for travel activity that has not been offset. Emissions came to 35.8 tCO_2e, however 92% (33.1 tCO_2e) of emissions have been offset by a third party like previous years, which merits exclusion from VCC's net emissions total**.

tCO_2e	35.8
% of Total	20%

Conclusion

In 2024, total emissions from the VCC increased by 22% in comparison to the previous inventory, resulting in 180 tCO_2e. Emissions to be offset came to 146 tCO_2e, which represent a minimal (less than 1%) increase from 2023. To align with best practices, VCC expanded its scope 3 emissions and introduced measurement of business travel, staff commuting, and operational goods and services for 2024.

The VCC has implemented various initiatives such as adding waste tracking systems and providing education around sorting waste, changing HVAC operations from constant to variable systems for real-time energy management, and installed a natural gas boiler fueled by RNG. It is recommended that the VCC prioritize methods to reduce business travel emissions by introducing a low-emissions travel policy, and promote alternative methods of transportation.

Data Collection

Emission Source	Data Type	Data Quality
Natural Gas	Account Summary	High
Diesel	Account Summary	High
Electricity	Account Summary	High
Purchased Goods & Services	Account Summary	High
Capital Goods	Account Summary	High
Waste	Invoices	High
Travel	Account Summary	Medium
Employee Commuting	Staff Survey	High

This table details the type of data received from the VCC to generate this report. Data quality is assessed on five categories: technology, time, geography, reliability and completeness. The purpose of this table is to provide further information on the values in this report and what sources were used to calculate them. If a highly material emissions source has low quality data, this will affect the accuracy of the final inventory.

Note on Data Improvements:

Data collection plays a critical role in providing accurate emissions reporting for each annual inventory. As new categories are introduced, financial data was requested to establish a baseline for purchased goods and services. In future inventories, providing further detail will assist in improve accuracy and better help understand the impact of the Victoria Conference Centre's operations. For business travel, tracking methods of travel throughout the reporting period will improve accuracy.

Information on Inventory Uncertainty

* The VCC shares some responsibility for the Empress Hotel's waste pickups. In 2024, shared waste was calculated using a 37% responsibility of generated shared waste for each operating day.

* *Travel emissions are inclusive of all business travel activity in 2024. 96% of emissions data was provided via third party calculations - not calculations applied by Synergy.

Emissions References

1. Environment Canada's National Inventory Report (1990-2021); Part 2 & 3.
https://publications.gc.ca/collections/collection_2024/eccc/En81-4-2022-2-eng.pdf
https://publications.gc.ca/collections/collection_2024/eccc/En81-4-2022-3-eng.pdf
2. Department for Environment, Food & Rural Affairs (UK) Carbon Factors 2024
https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024
3. Intergovernmental Panel on Climate Change (Global Warming Potentials)
https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_Chapter07.pdf
4. Supply Chain GHG Emission Factors for US Commodities and Industries v1.1
https://catalog.data.gov/dataset/supply-chain-ghg-emission-factors-for-us-commodities-and-industries-v1-1

Policy for Base Year Recalculation:
Base year emissions, and other previous emissions, shall be retroactively recalculated if a change in organizational 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
Carbon Neutral	Companies are carbon neutral when they remove GHG emissions equivalent to all their scope 1, 2 and material (>5%) scope 3 emissions, usually by purchasing carbon offsets.
Biogenic	Carbon emissions generated from sources naturally occurring in the carbon cycle (i.e. organic matter), rather than the result of fossil fuel combustion.
Emissions Factor	The volume of emissions created by an emissions producing activity (i.e. fuel combustion), calculated based on the amount of the activity (volume, distance, etc.).
GHG	**Greenhouse Gas (emissions):** Atmospheric gasses contributing to the greenhouse effect, including Carbon Dioxide (CO_2), Methane (CH_4), Nitrous Oxide (N_2O), etc.
GJ	**Gigajoule**: Unit of natural gas equal to 26.137 m^3 or 0.947 MMBtu
kWh	**Kilowatt-Hour**: Common unit for measuring electrical consumption
Net-Zero	Companies with a zero-emission carbon footprint, usually achieved by minimizing outputs and negating the remaining emissions through carbon removal activities.
psg-km	**Passenger-Kilometer**: Unit separating total emissions between passengers per km
PCR%	**Post-Consumer Recycled Content** (as a percentage)
tCO_2e	**Tonnes of Carbon Dioxide Equivalent**: a combined term capturing the emissions from various GHGs.
T&D Losses	**Transmission and Distribution Losses:** loss of electricity from the point of supply and point of distribution to the end user. Varies by region and electricity grid.
WTT	**Well to Tank**: Upstream emissions from extraction, processing and transport of fuel.

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