synergy

Annual GHG Inventory

Victoria Conference Centre

January 1st, 2025 – December 31st, 2025

VICTORIA CONFERENCE CENTRE

What is a GHG Inventory?

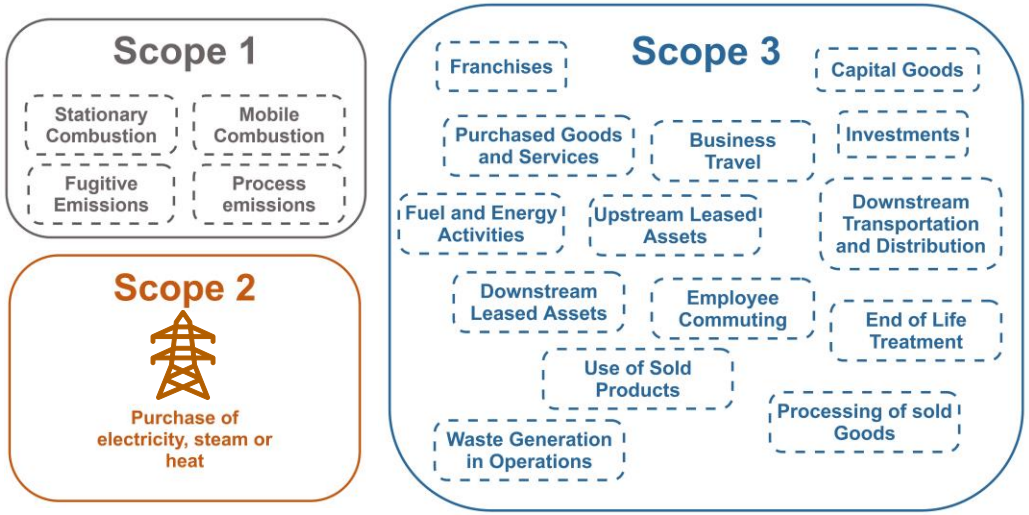
The purpose of a greenhouse gas (GHG) inventory report is to measure the Victoria Conference Centre's impact on climate change by measuring GHG emissions produced in company operations. Frequent measurement is essential for identifying key areas where emissions increase or decrease over time, making it possible to develop targeted strategies to curb those emissions. This GHG emissions report details the emissions generated by the Victoria Conference Centre throughout the reporting period. Preparing the report involves four key steps:

- **Scoping:** Determining the relevant emission sources that must be measured.
- **Data Collection:** Gathering all the necessary activity data.
- **Calculation and Report Writing:** Converting the activity data into GHG emission figures and compiling the final report.
- **Review:** Discussing the report and validating all assumptions.

Project Steps

Scoping | Data Collection | Calculate & Report | Review

GHG Protocol Scope Examples



In this report emissions are categorized into three scopes, Scope 1, 2, and 3, to reflect the Victoria Conference Centre's level of control.

- **Scope 1** covers direct GHG emissions from sources the Victoria Conference Centre owns or controls, such as fuel combustion in its vehicles.
- **Scope 2** covers indirect GHG emissions from purchased electricity or steam.
- **Scope 3** includes all other indirect emissions resulting from the Victoria Conference Centre's operations but not from company-owned assets, such as employee commuting or business travel.

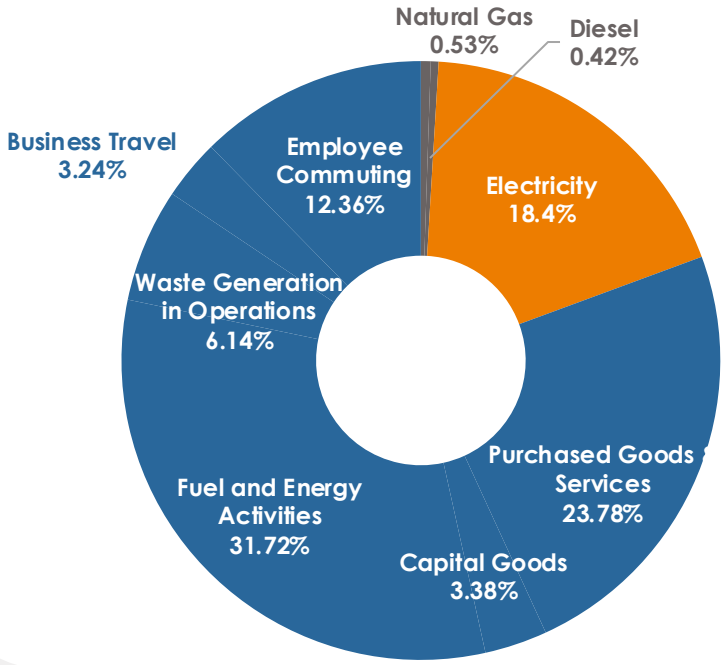
While the Victoria Conference Centre has the most direct control over Scope 1 emissions and the least over Scope 3, it can still have significant influence over Scope 3 emissions by, for example, lobbying key suppliers to reduce their emissions intensity.

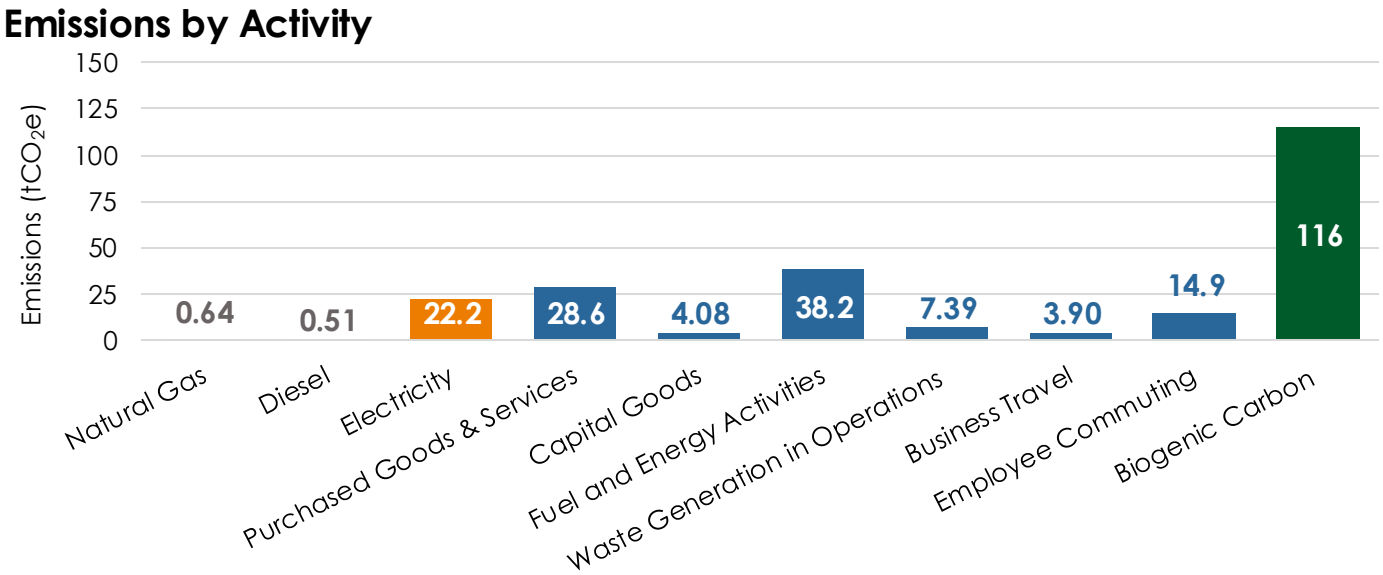
2025 GHG Inventory Results

Executive Summary

The Victoria Conference Centre (VCC) is a 56,295 square foot landmark building offering flexible meeting space in the heart of Victoria, B.C., with a kitchen shared with an adjacent hotel. This report measures the carbon footprint associated with the VCC's operations in 2025, which marks the 16th year that the VCC has measured and reported its greenhouse gas emissions.

Total emissions in 2025 came to 120 tCO_2e, representing a decrease in emissions from the previous year by 17.8%. This total excludes biogenic emissions, which has been removed from historical footprints to align with industry best practices.





2025 marks the second year that captures Scope 3 indirect emissions from operational purchases, categorized as purchased goods and services. In 2025, the VCC's total emissions per delegate day saw a decrease of 31.3% compared to the 2024, the new base year.

120
Total tCO_2e

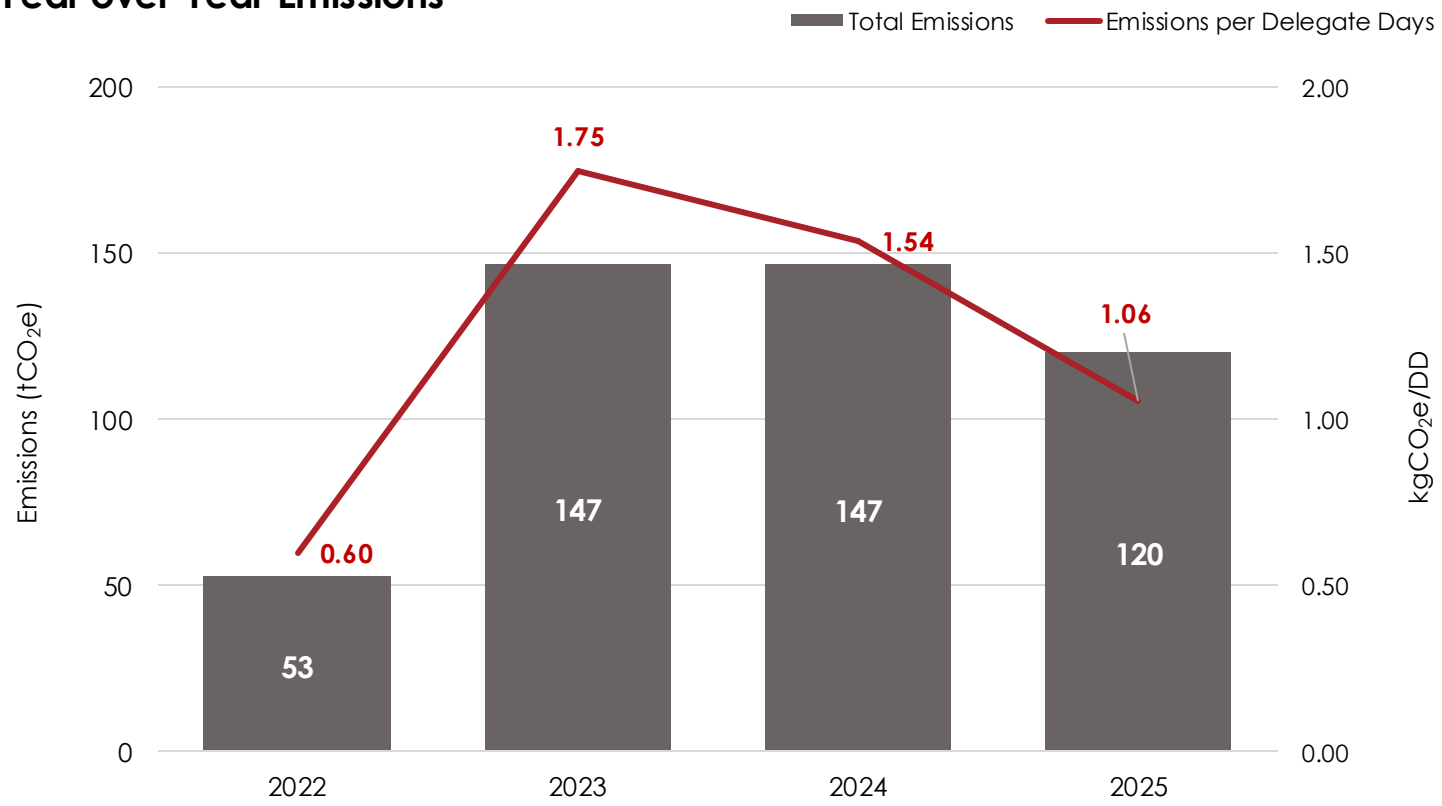
17.8%
% decrease from previous year

1.06
$kgCO_2e$/Delegate Day

Year Over Year Analysis

In 2025, total emissions came to 120 tCO_2e and 1.06 $kgCO_2e$ per delegate day ($kgCO_2e$/DD). This is the lowest $kgCO_2e$/DD since the expansion of measurement scope in 2023 and a 39% decrease from 2024[1]. Although emissions from scope 1 and 2 increased from the previous year, overall emissions decreased largely due to reductions in purchased goods & services, capital goods, waste generated in operations, and staff commuting.

Year over Year Emissions



The year-over-year analysis graph is only inclusive of operational years after the COVID-19 pandemic, to represent a more comparative look into the conference centre's operations. The VCC's historical inventories have been measured since 2009 – this historical data is available, although not represented in the graph.

Biogenic carbon is excluded from each of the previous inventories to align with industry best practices.

Reduction Targets - DRAFT

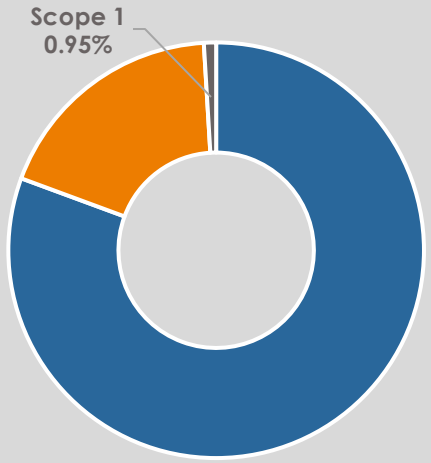
Reduction Target	% Achieved
40%	**31%**
By 2035	**In 2025**

Over 2024 Base Year

Emissions Reductions per Delegate Day							Reduction %	
kgCO_2e/Delegate Day	**2021**	**2022**	**2023**	**2024 (Baseline)**	**2030**	**2035**	**2030**	**2035**
Scope 1 & 2	1.26	0.15	0.22	0.21	0.20	0.18	-6.0%	-18%
Scope 3	0.61	0.45	1.31	1.48	1.11	0.85	-25%	-43%
Total	**1.86**	**0.60**	**1.53**	**1.70**	**1.31**	**1.03**	**-23%**	**-40%**

Notes on Targets

The VCC underwent a target setting exercise in 2025 to discuss potential emissions reduction targets. It was decided that capital goods would be excluded from targets as this scope 3 category can fluctuate significantly year over year and reflects necessary purchased the VCC makes. The Victoria Conference Centre has focused its efforts on upgrading its waste tracking systems and implementing energy and water conservation initiatives. 2025 marks the first year that waste generated in operations was tracked on a weekly basis, which led to increased accuracy of data that resulted in a reduction in waste emissions.



Scope 1: Direct Emissions

Scope 1 includes direct emissions from combustion, process and fugitive emissions owned or controlled by the company. This includes emission sources such as natural gas, company vehicles, and refrigerants.

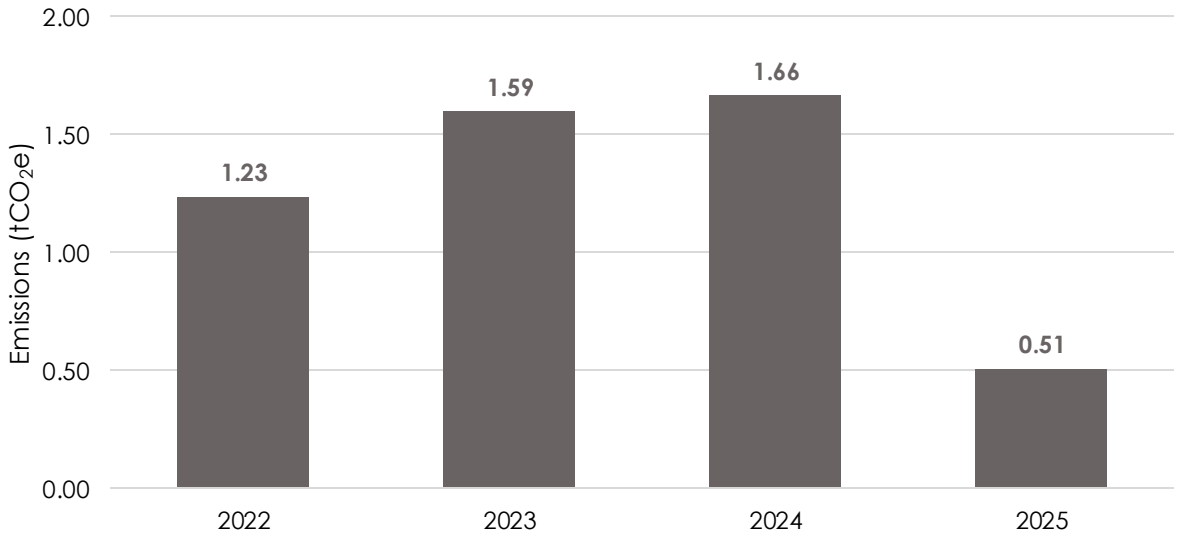
Scope 1: Stationary Diesel

0.51
Total tCO_2e

0.42%
% of Total

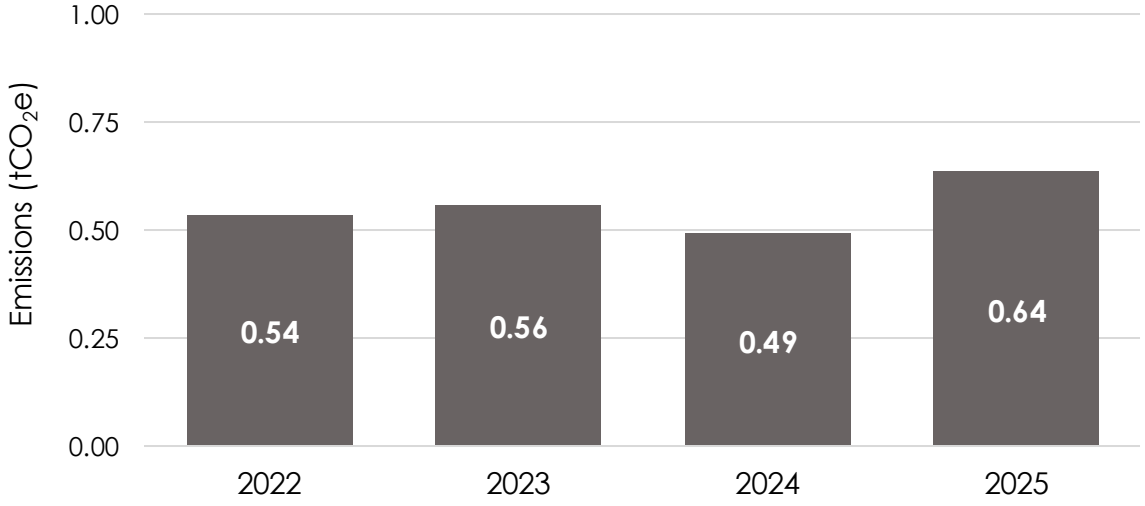
The VCC has a back-up diesel generator that undergoes testing throughout the year. Fuel use in 2025 totaled to 0.51 tCO_2e, representing a substantial decrease in diesel emissions from previous years. The litres consumed decreased by approximately 400L from 2024.

Annual Diesel Emissions



Scope 1: Natural Gas

Annual Natural Gas Emissions



2025 marks the ninth year that renewable natural gas (RNG) powers operations for the Victoria Conference Centre. By purchasing RNG, natural gas emissions averted in 2025 totaled to 117 tCO_2e. The VCC consumed 2,807 GJ of natural gas in 2025, an increase of 29% over 2024.

0.64
Total tCO_2e

0.53%
% of Total

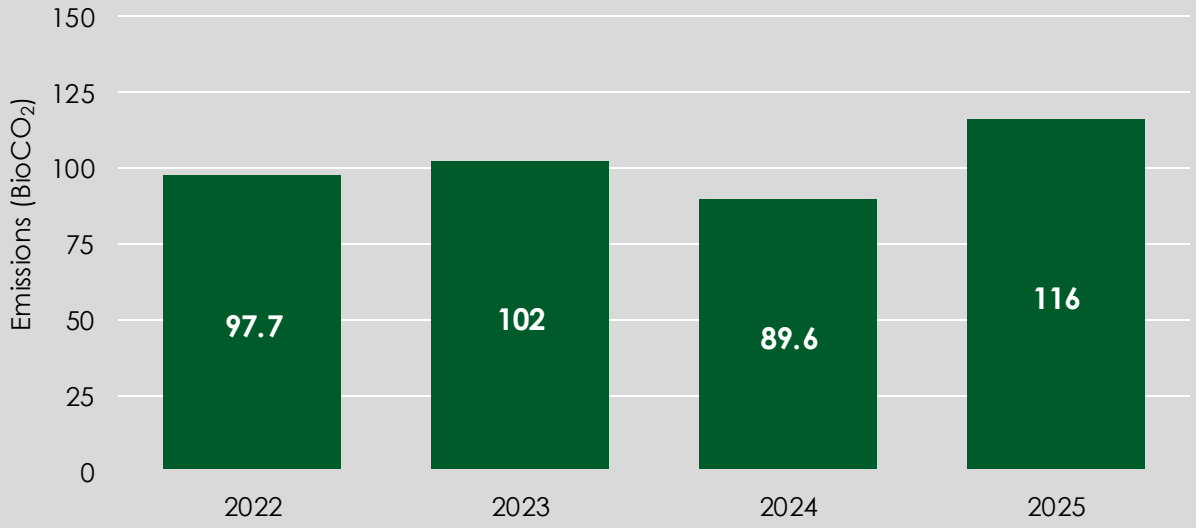
Biogenic Carbon

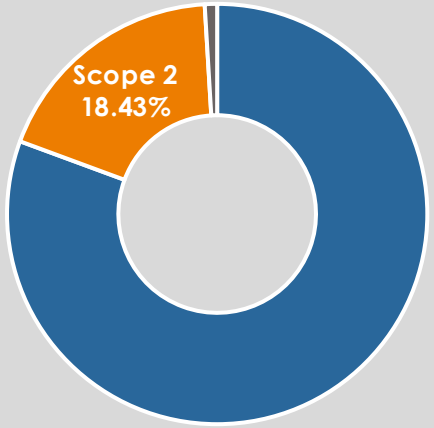
116
Total $BioCO_2e$

N/A
% of Total

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.

Annual Biogenic Carbon Emissions





Scope 2: Indirect Emissions

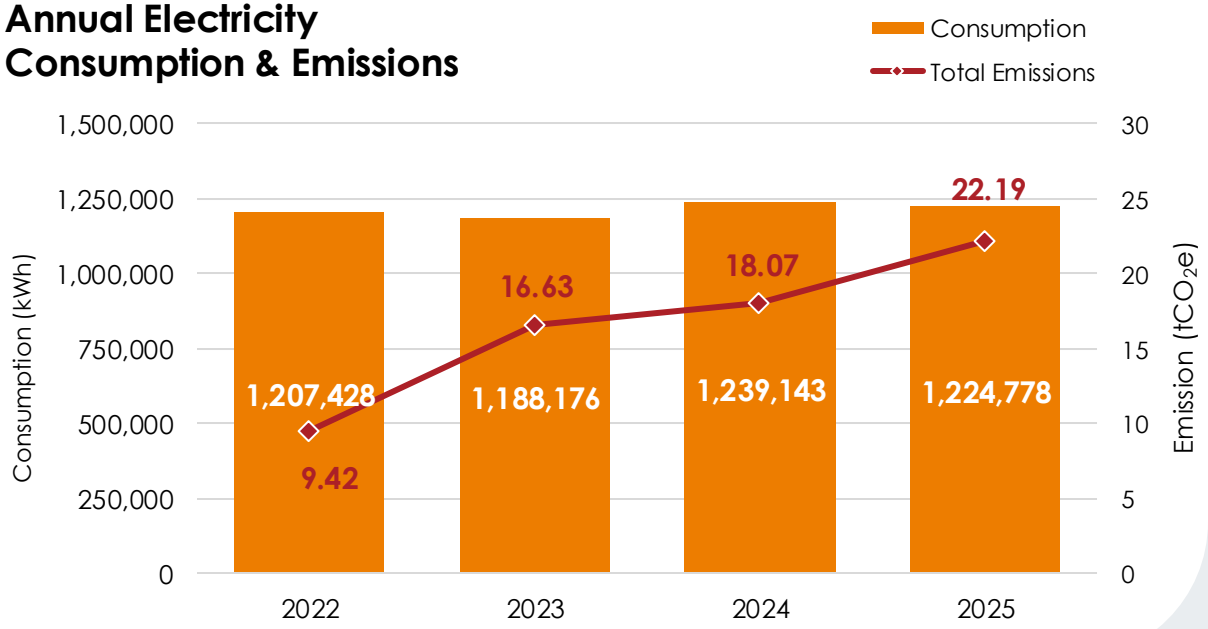
Scope 2 includes indirect emissions from the generation of purchased electricity, steam, or heat at sources not owned or controlled by the reporting company.

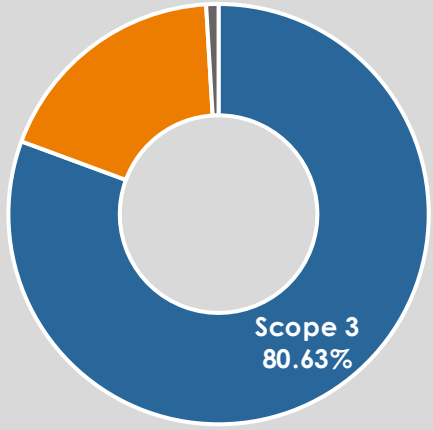
Scope 2: Electricity

22.2	18.43%
Total tCO_2e	**% of Total**

In 2025, total electricity consumption decreased by 1.2% (14,365 kWh) over 2024. Emissions from electricity use total 22.2 tCO_2e, which accounts for 18.43% of the total footprint. An increase in emissions, even with the decrease in kWh consumed, can be attributed to an increase in the emissions factor for BC's electrical grid.

Annual Electricity Consumption & Emissions





Scope 3: Indirect Emissions

Scope 3 includes all remaining indirect emissions generated through business operations. This includes emission sources such as business travel, commuting, and purchased goods & services.

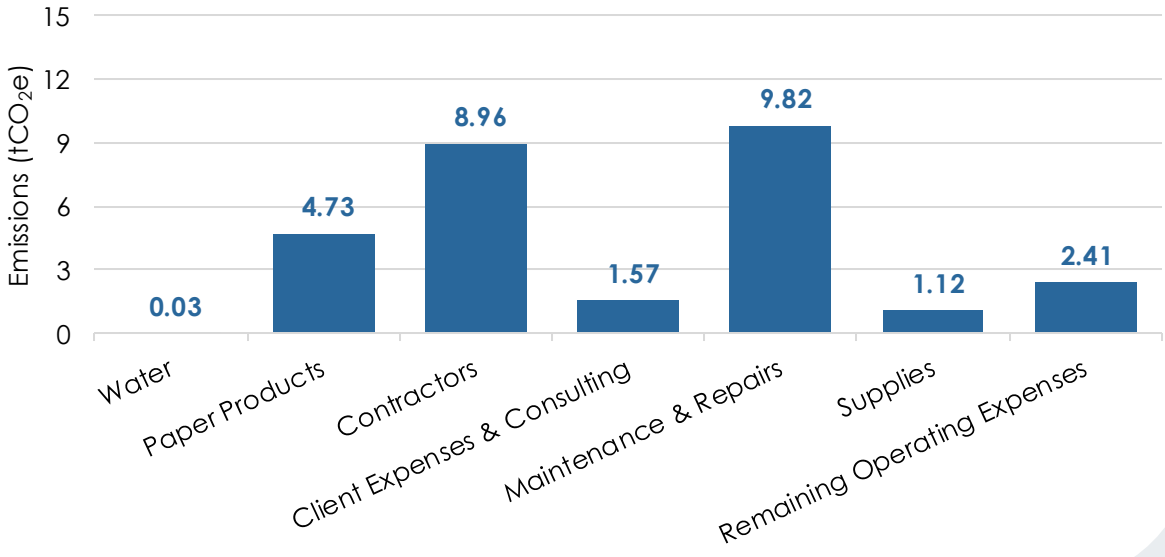
Scope 3: Purchased Goods & Services

28.6
Total tCO_2e

23.8%
% of Total

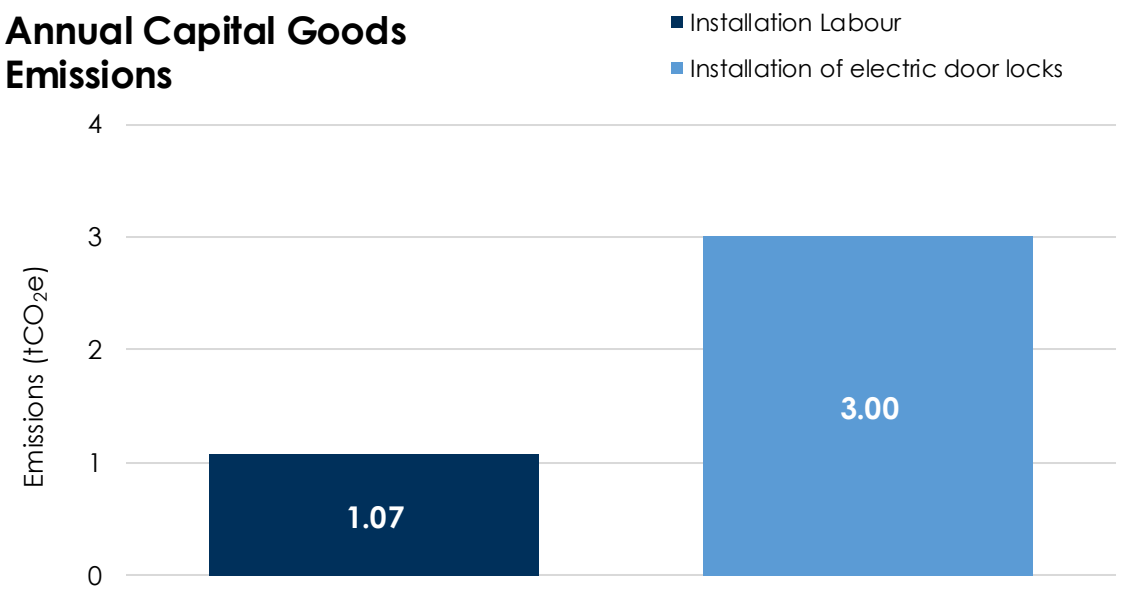
Purchased goods and services were expanded to include operational purchases in FY 2024, marking FY 2025 as the second year of measuring this expanded scope. Along with paper and water, this category accounts for 28.6 tCO_2e, 83.4% of which is from operational purchases. These purchases include maintenance & repairs, hiring contractors, and general supplies needed to maintain the conference centre. Additionally, paper use increased from 2024 by 61%.

Annual Purchased Goods & Services Emissions



Scope 3: Capital Goods

Annual Capital Goods Emissions



Capital goods were included in the inventory for the third time in 2025 totaling to 4.08 tCO_2e, and accounting for 3.38% 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.

4.08
Total tCO_2e

3.38%
% of Total

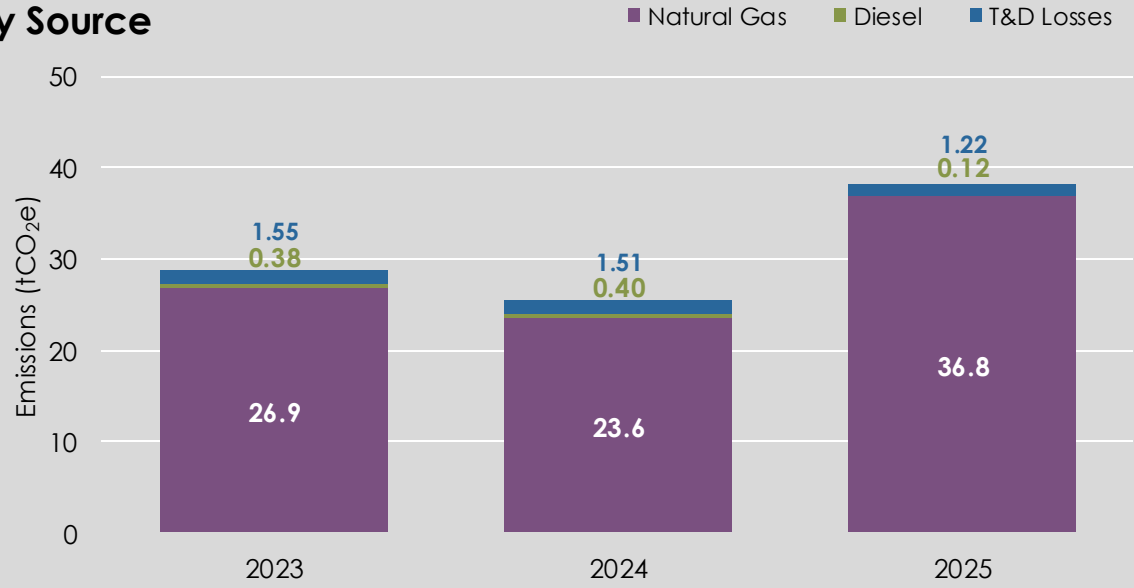
Scope 3: Fuel & Energy Activities

38.2
Total tCO_2e

31.7%
% of Total

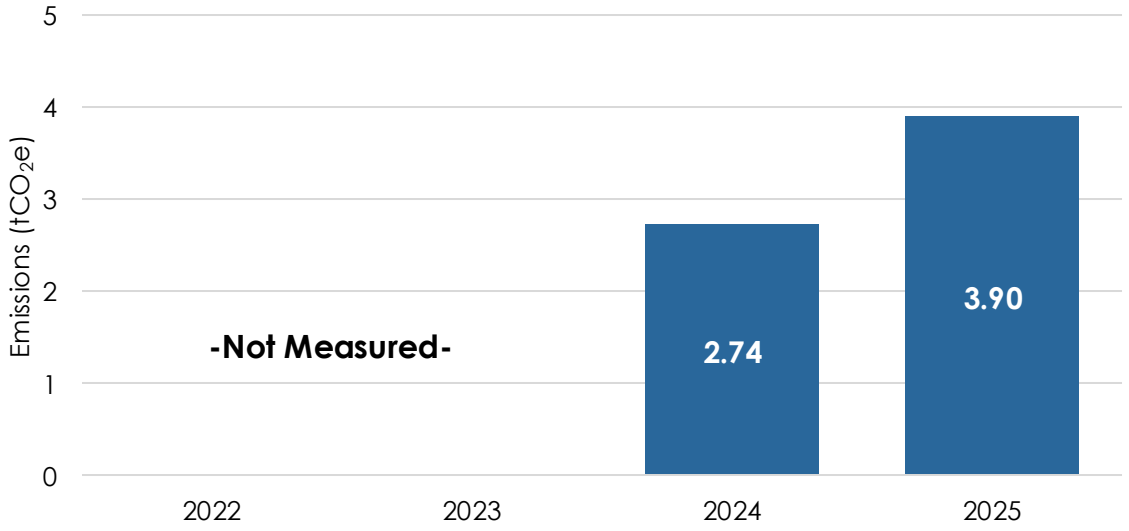
Fuel and energy activities includes the upstream emissions impact from the consumption of fuel and electricity. Well-to-Tank (WTT) is a term used to define the emissions from extraction, processing and transportation of fuel. Whereas transmission and distribution (T&D) losses refer to the electricity 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.

Fuel and Energy Emissions by Source



Scope 3: Business Travel

Annual Travel Emissions



From 2016 to 2023, sales and associated travel for the VCC were taken over by a third party, outside of VCC's control. 2025 marks the second year that travel has been measured since 2017, and the first year that activity data was the primary source of data which increases the accuracy of emissions calculations. In 2024, emissions that were offset by a third party were presented in this report, which is no longer required due to the VCC no longer purchasing offsets for their full footprint.

3.90
Total tCO_2e

3.24%
% of Total

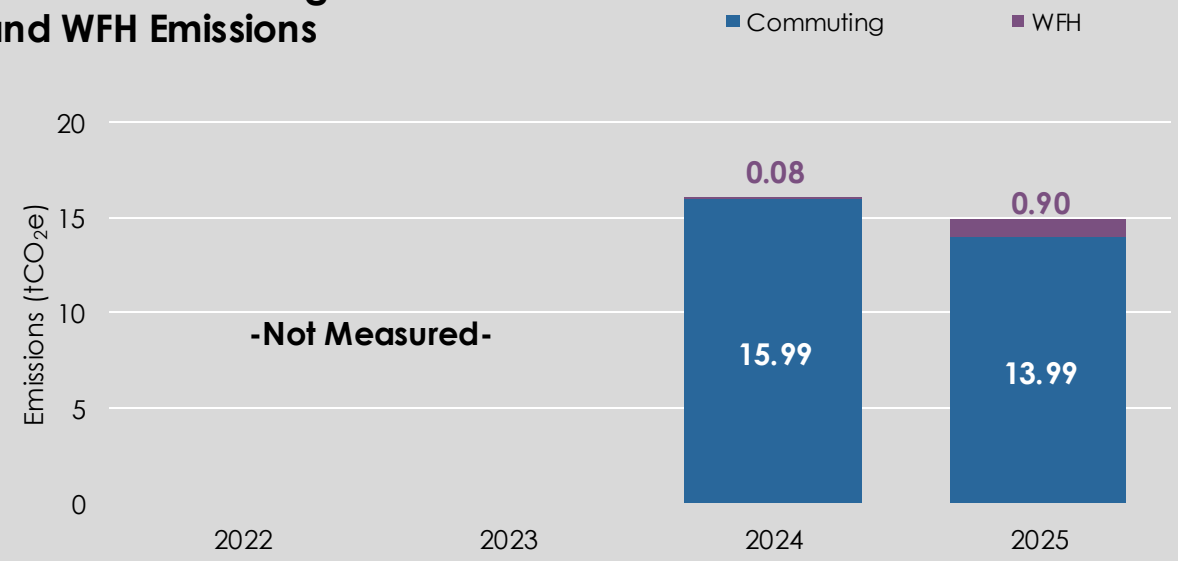
Scope 3: Commuting

14.9
Total tCO_2e

12.4%
% of Total

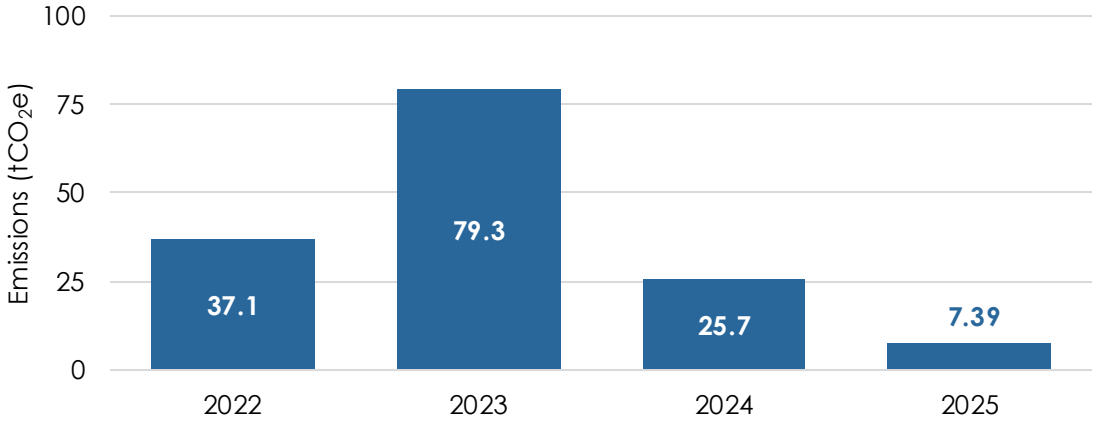
FY 2025 marks the second year that staff commuting emissions are measured, which account for 12.4% of the total footprint (14.9 tCO_2e). Staff commuting is measured through staff responses to a survey, which indicate commuting patterns of full-time employees. In 2025, personal vehicle use accounted for 78% of the commuting methods, followed by walking at 11%.

Annual Commuting and WFH Emissions



Scope 3: Waste

Annual Waste Emissions

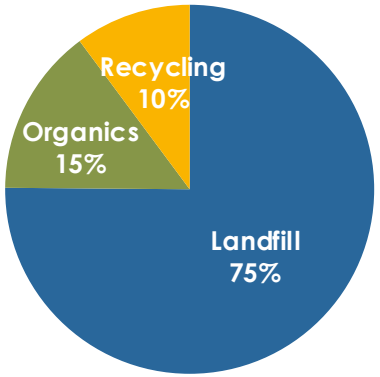


**Note: Data was previously estimated using summary reports until FY 2024. In FY 2025, activity data in the form of weight summary reports was available, leading to greater accuracy in emissions calculations*

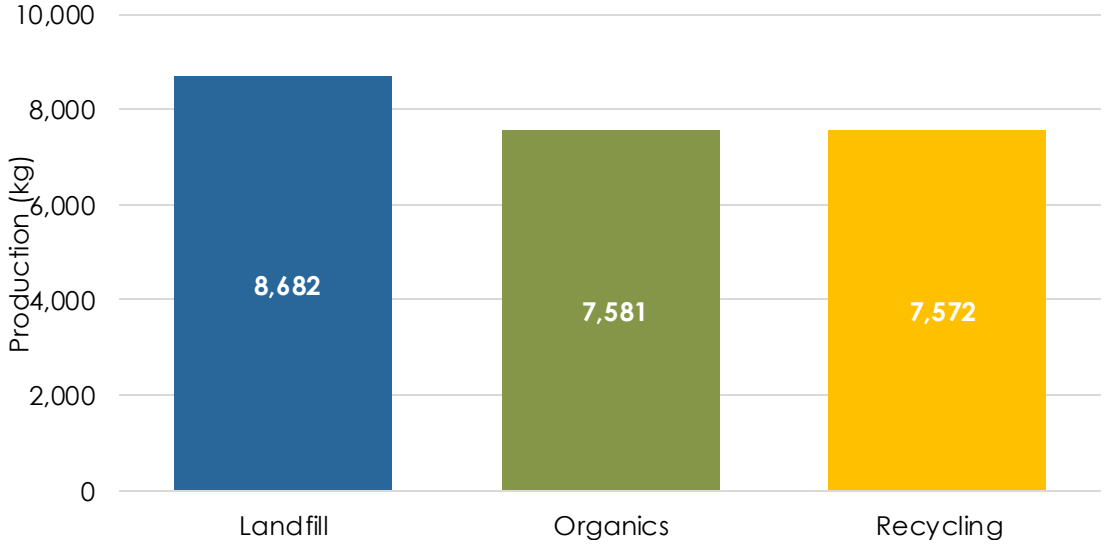
The total waste generation in 2025 totaled to 23.8 tonnes, a decrease of 86% in comparison to 2024. The main source of reductions is in organics, as activity data was provided in the form of weight tracking sheets for each week. Measuring emissions from weight, as opposed to previously received waste summary report, resulted in a decrease of 107 tonnes of organics in 2025. Waste generation accounts for 6.14% of the total footprint.

In 2025, landfill accounted for the highest percentage of emissions (75%), while only accounting for 36% of waste generated by kilograms. Organics and recycling both represent 32% of waste generated by kilograms, respectively, while accumulatively producing 25% of emissions.

Annual Waste Emissions - Breakdown



Annual Waste Production



7.39
Total tCO_2e

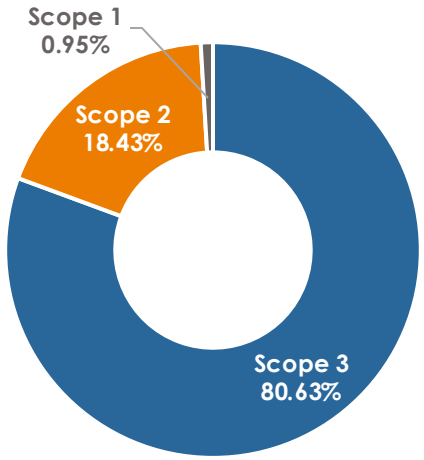
6.14%
% of Total

Conclusion

In 2025, total emissions from the VCC decreased by 17.8% in comparison to the 2024 inventory, resulting in 120 tCO_2e. 2025 marks the second year that VCC expanded its scope 3 emissions and introduced measurement of business travel, staff commuting, and operational goods and services. Continuing to refine data collection in these areas will allow for improved year-over-year comparability for future inventories. The VCC has implemented various initiatives such as adding waste tracking systems that include weekly weight for waste streams and providing education around sorting waste. As 2025 is the second year of tracking travel emissions, it is recommended that the VCC continues to prioritize methods to reduce business travel emissions, with two years of data to use as a comparison.

Key Takeaways:

- Waste emissions decreased significantly due to increased data quality in capturing activity data
- Emissions from operational purchases decreased from the previous year



Priority Areas for Decarbonization:

- Continuing to refine collecting activity data for waste, focusing on waste streams

Appendices

Inventory Information

Company Name: Victoria Conference Centre
Contact: Nathan Gauld, ngauld@victoriaconference.com

Company Description: The Victoria Conference Centre hosts a variety of events, and includes a shared kitchen – 720 Douglas Street

Reporting Period: January 1 2025 to December 31 2025

Scope 2 Approach: Location based Emissions Calculations

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).*

0.95%

Scope 1	tCO_2e	% of total
Natural Gas	0.64	0.53%
Stationary Diesel	0.51	0.42%
TOTAL:	1.14	0.95%

18.43%

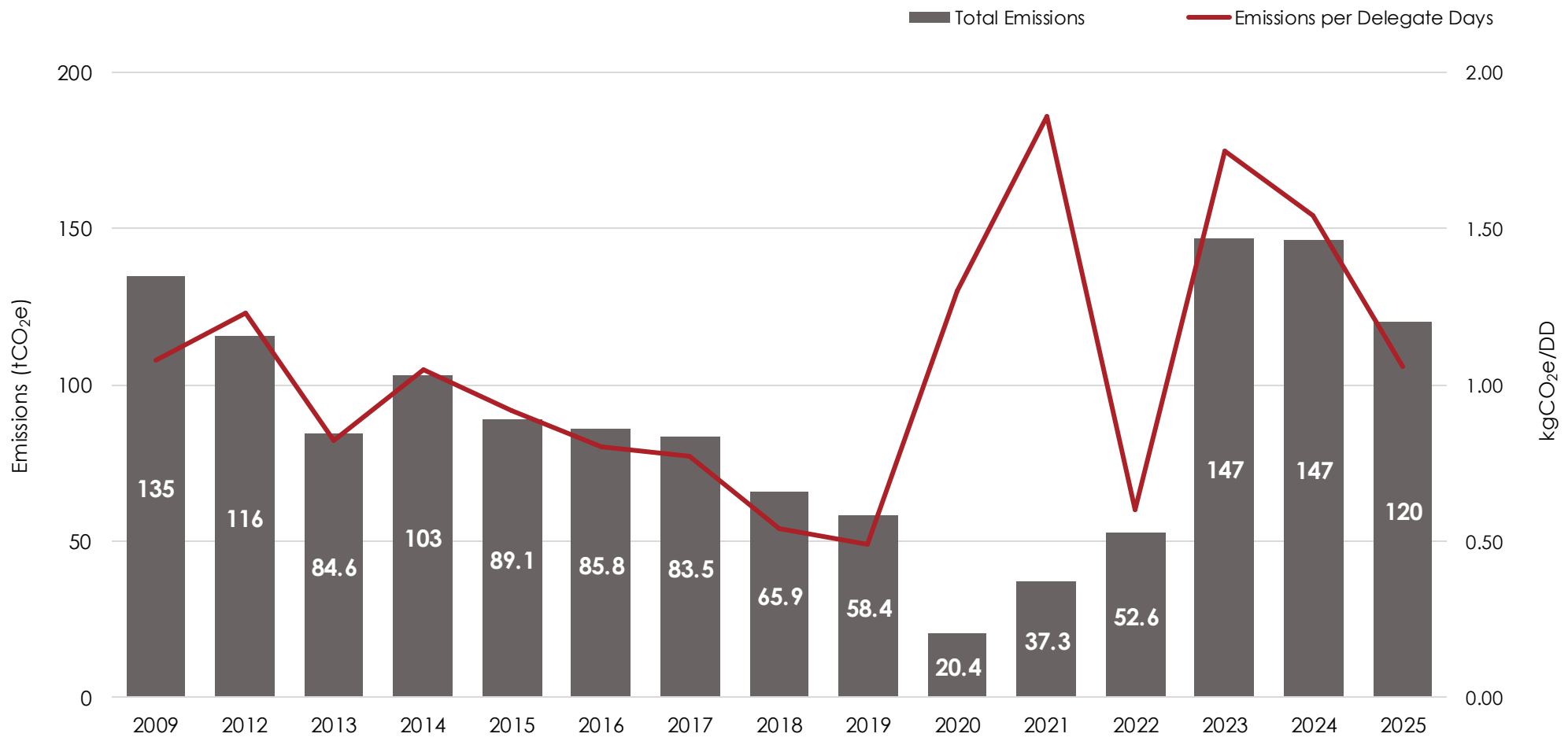
Scope 2	tCO_2e	% of total
Purchased Electricity (BC Hydro)	22.2	18.43%
TOTAL:	22.2	18.43%

80.83%

Scope 3	tCO_2e	% of total
Purchased Goods & Services (Water, Paper, Operational Purchases)	28.6	23.8%
Capital Goods (Installation Purchases)	4.08	3.38%
Fuel and Energy Activities (WTT and T&D)	38.2	31.7%
Waste (Landfill, Recycling, Compost)	7.39	6.14%
Travel (Flights, Ferries, Accommodations, Cars,)	3.90	3.24%
Staff Commuting & Work from Home	14.9	12.4%
TOTAL:	97.1	80.83%

Historical Emissions

Year over Year Emissions

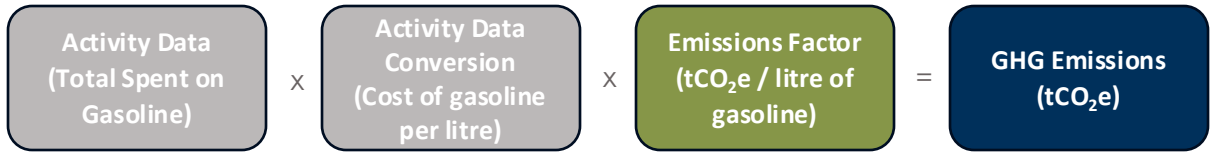


Measurement Methodology

This report was put together as a collaborative effort by Synergy Enterprises and the Victoria Conference Centre. Synergy Enterprises is responsible for managing the project, conducting a thorough scoping assessment of the Victoria Conference Centre's emission sources, supporting data collection by flagging any issues or risks, calculating emissions and producing a GHG inventory report in accordance with the GHG protocol. the Victoria Conference Centre is responsible for providing comprehensive understanding of the company's activity and providing accurate data on activity within the reporting period. As a collaboration it is the responsibility of both parties to set the inventory boundaries, scope the GHG inventory and validate the final report.

Greenhouse gas (GHG) emissions are measured in carbon dioxide equivalent (CO_2e), which represents the amount of carbon dioxide (CO_2) that would produce a similar level of global warming as other GHGs. This is calculated using Global Warming Potentials (GWPs) from the Intergovernmental Panel on Climate Change (IPCC) to convert emissions of non-CO_2 GHGs, such as methane (CH_4) and nitrous oxide (N_2O), into a CO_2 equivalent. The inventory uses the latest 100-year GWPs from the IPCC's Sixth Assessment Report.

As recommended by the Protocol, companies should use the most accurate method available to them for reporting emissions. For the Victoria Conference Centre, activity data is the most readily available data. As such, emissions factors support the measurement of all GHG emissions calculated in the report. Provided below are example calculations for the fuel emissions from the consumption of gasoline.



Greenhouse gas global warming potentials (GWP)

Scientific Name	Molecular Formula	Global Warming Potential
Carbon Dioxide	CO_2	1
Methane	CH_4	27.9
Nitrous Oxide	N_2O	273

This inventory uses publicly available emissions factors (EFs) to calculate GHG emissions. EFs convert activity data (e.g., fuel consumption, electricity usage) into a corresponding mass of CO_2e emissions. All EFs are sourced from reputable, up-to-date publications. If an EF is not in CO_2e, it is converted using Global Warming Potentials. A unit conversion may also be necessary to ensure the activity data and EF units are consistent.

Victoria Conference Centre 2025 Emissions by Gas:

119.8
Total tCO_2

0.586
Total N_2O

0.062
Total CH_4

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.

Data Quality Assessment

Synergy assesses data risk based on three key categories. The data received for each emissions source measured is assessed and systematically allocated a risk category based on how it scores in each of the three variables.

Data Quality: Using the suggested structure from the GHG protocol we assess the quality of data based on technology, timeliness, geography, and reliability. Each of these categories are rated from poor to very good, the combination of these all result in the data quality ranking.

Data Uncertainty: This category measures the percentage of estimated emissions in the emissions category. This metric is reported independently to increase transparency, while other uncertainty factors such as data collection methods, reporting inconsistencies, sampling bias, and seasonal variation are assessed under the Data Quality category.

Percentage of Footprint: The percentage of this emissions category of the entire footprint is represented to show the scale of impact that the data quality ranking has on the emissions as a whole.

Low Risk: Data received is good and does not need to be improved in future years. This data type does not pose a notable risk to the accuracy of the total GHG emissions.

Medium Risk: Data received is adequate, it poses a likelihood of inaccuracy in the final GHG value of this category and could be improved in future years.

High Risk: Data received has flaws and poses a high likelihood of inaccuracy in the total GHG inventory presented. In future years, there should be a focus on improving this data.

Emissions Source	% of Footprint	% Estimated	Risk Level
Natural Gas	0.53%	0%	Low
Diesel	0.42%	0%	Low
Electricity	18.43%	0%	Low
Purchased Goods & Services	23.78%	0%	Low
Capital Goods	3.38%	0%	Low
Fuel and Energy Activities	31.72%	N/A	Low
Waste Generation in Operations	6.14%	0%	Low
Travel	3.24%	0%	Low
Employee Commuting	12.36%	0%	Low

Inventory Uncertainty

This section details data gaps and estimates made that could affect the quality of the data and overall footprint. It is important to consider these notes when assessing the total footprint, as low data quality and estimates can change the outcome of the emissions totals. Each footnote is referenced by number in the emissions source it affects.

Footnotes

#	Note
1	In 2024, net emissions were represented in the inventory to account for emissions that were offset by a third party in relation to the VCC's total to offset. As the VCC is no longer offsetting emissions, the offset emissions from 2024 is no represented in year-over-year comparisons in this report.

Emission Factor References & Glossary

1. Environment Canada's National Inventory Report (1990-2023); Part 2 &3.
https://publications.gc.ca/collections/collection_2025/eccc/En81-4-2023-2-eng.pdf
https://publications.gc.ca/collections/collection_2025/eccc/En81-4-2023-3-eng.pdf

2. Department for Environment, Food & Rural Affairs (UK) Carbon Factors 2025
https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2025

3. 2024 B.C. Best Practices Methodology for Quantifying Greenhouse Gas Emissions
https://www2.gov.bc.ca/assets/gov/environment/climate-change/cng/methodology/2024_methodology_for_quantifying_greenhouse_gas_emissions.pdf

4. Intergovernmental Panel on Climate Change (Global Warming Potentials)
https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_Chapter07.pdf

5. 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

Term	Description
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
WTT	Well to Tank: Upstream emissions from extraction, processing and transport of fuel.
PCR%	Post-Consumer Recycled Content (as a percentage)
psg-km	Passenger-Kilometer: Unit separating total emissions between passengers per km
tCO_2e	Tonnes of Carbon Dioxide Equivalent: a combined term capturing the emissions from various GHGs.
t-km	Tonne-kilometer: A unit of measurement used in shipping

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