



Green Friendly



OUR EFFORTS TO HELP OUR ENVIRONMENT

Canalta Hotels is committed to providing a quality hospitality experience for our guests in a manner that ensures a safe and healthy workplace for our employees.

Canalta Hotels will promote environmental awareness through training and education among our employees and encourage them to work in an environmentally friendly manner.





Canalta Hotels recognizes the importance of preserving the environment for the enjoyment of future generations. At Canalta, we will contribute to doing this by aligning our environmental guiding principles with our actions, which are the following:

Environmental Foot Print Reduction: We apply the best practices available to our business to ensure that we always remain socially responsible.

Making Conscientious Business Decisions: We are committed to making conscientious business decisions as they apply to procurement, policies, and procedures.

Employee Involvement: We strive to create a workplace that fosters environmental education and creates opportunities for employees to become personally engaged in and out of the workplace.

Guest Participation: As Guests are our key stakeholders, we ask for your participation as *you* can truly help make a difference.

Accountability: We encourage our Guests and Staff alike to hold us accountable to our environmental commitments.

Please read through the detailed information in this booklet. We are very proud of our commitment and excited to know that we are helping to make a difference for future generations. By working together, we can achieve our environmental commitments and remember it is Our Environment and definitely Our Responsibility.



This policy is a first step towards making our Hotels environmentally responsible institutions. The implementation of this environmental policy is a challenge to every property and every single member of the company. This policy demands that we question our attitudes, our reliance on resources we take for granted, and the wasteful habits that we have developed, and then rethink and correct what we do and how we do it.

The Hotel Association of Canada's program embraced by Canalta Hotels is the Green Key ECOMmodation Rating Program. It is based on a graduated rating system for hotels, motels, and resorts in order to recognize their level of environmental performance and to help support greater levels of commitment.

Our Goal

3 Green Keys- A hotel that has taken significant steps to protect the environment. Strong environmental programs, best management practices, training programs, and engineering solutions have been implemented which have benefited the environment and the local community.

4 Green Keys- A hotel that has shown national industry leadership and commitment to protecting the environment through wide ranging policies and practices. Hotel has mature programs in place that involve management, employees, guests, and the public, and which have shown substantial and measurable results.

The aim is to work towards continuous improvement in environmental management and performance by employees and to encourage support from our guests.

Our approach to the environment is guided by a number of principles with which all hotels are required to comply.

1. The Canalta Green Team, supported by the entire Canalta organization, sets out the responsibility for environmental performance and develops and maintains an adequate system of management, measurement and improvements.
2. All actions comply with relevant regulations.
3. Business is conducted with due regard to the environment.
4. The business operations are regularly assessed for compliance with policy, performance, and achievement of targets.
5. Environmental considerations are taken into account in all major business decisions.
6. Employees are encouraged to work in an environmentally responsible manner.
7. Suppliers are encouraged to operate in an environmentally responsible manner and such encouragement is made a condition of any supply.
8. Where appropriate, encourage support from guests by providing them with products and services that are environmentally responsible in use.
9. Guests are made aware of all environmental policies in the specific areas where they are in direct contact.
10. The company will report regularly on its environmental performance. These will be available in writing, if requested.

Greenhouse Gas Emissions

While we emit greenhouse gases directly through the use of fossil fuels in some of our heating systems, most of our greenhouse gas emissions are indirect, such as through our use of purchased electricity, the production and distribution of documents, and employee travel.

- We will promote the use of alternatives to travel, such as videoconferencing and teleconferencing, where possible.
- We have set a target for the reduction of energy consumption and will monitor, report, and update regularly.



Resources

We will focus on reducing the use of water and materials through awareness programs and through designing efficiency into new buildings, equipment, and working practices.

- We have set a target for the reduction of water consumption and will monitor, report, and update this annually.
- Reduce, reuse, or recycle solid waste where economically and environmentally sensible. When these options are not available, dispose of solid waste in the most environmentally responsible manner.
- Set targets for the reduction of waste produced. Monitor, report, and update these annually.

Hazardous substances

- Reduce the use of hazardous or non-degradable chemicals. We will work with our supplier partners to encourage use of environmentally friendly soaps and detergents for laundering bed linen and towels. Where the use of such substances is unavoidable, train staff in their handling and disposal and take precautions to minimize the impact of spillage.
- We will continue to maintain the WHMIS & MSDS programs within all of our hotels.

Recent hotel development actions

Canalta Hotels has a dedicated construction arm in charge of Sustainable Hotel Design to take advantage of environmental opportunities in our developments.

- The design of our Hotels are eco-friendly; our new build hotels take advantage of the latest energy saving materials and techniques wherever possible. These properties also incorporate the most up to date ventilation system available at the time.
 - Automated systems control heating and air coolers when room is not in use.
 - Building management systems are in place to control temperatures throughout the building.
 - All lifts have been speced with energy efficient lifts.
 - Energy saving lighting, dimmers, and motion detectors have been assessed.
- All items outlined in our green friendly program will be implemented in each of the new properties as they come on line.



Action Plan

On a day to day basis, the teams in all Canalta Hotels have committed to take the following actions in their contribution to helping the environment:

Reduce...Reuse...Recycle

A “blue bin” has been placed in each of the hotel guest rooms, as well as the office areas within all our hotels. Each day, our employees pledge to sort through these bins and separate out the following items:

- Plastic
- Cardboard
- Metal (tin, aluminium)
- Glass
- Newspapers
- Printer/Toner Cartridges
- Dry cleaning coat hangers

Each employee will sort these items into clear bags and deliver them to the storage room on their respective floor. At the end of the day, all recyclable waste will be brought down to the main floor and combined. Once the recycling area is full, the items will be picked up or delivered to the local recycling areas within each city. Each hotel is committed to do what they can in each of their respective communities.

We are also collecting all the used soap bars, used amenity bottles (shampoo etc.), and empty toilet paper rolls, which are being donated to local charities within our communities.

Each day we will ask our guests for their help.

Everyday, hotels consume millions of gallons of the earth's most valuable resource—water. Join your fellow guests in making a difference for future generations by reusing your sheets. If you choose to reuse your **sheets**, we ask that you leave the card provided in your room on your pillow in the morning and your bed will be made but your sheets will not be replaced. If this card is not on your pillow, your sheets will be replaced with fresh ones. We also ask that you join your fellow guests in making a difference for future generations by reusing your **towels**. If you choose to reuse your towels, please hang them on the towel bar or curtain rod. If your towels are on the floor or in the tub, they will be replaced with fresh ones. Signage has also been placed in all guest rooms reminding employees and guests to “shut out” the lights/TV when leaving the room.

Here are some other ways you, our guests, can support our commitment to the environment:

- Turn tap water off when shaving
- Turn tap water off when brushing teeth
- Turn off TV and lights when leaving your room
- Make use of the “blue bin” that has been placed in your room
- Place cans, bottles, plastic, and tin on the counter behind the sink for our staff to remove and recycle
- Make use of our bedding program and leave the in-room card on your pillow each day
- Make use of our towel program and hang your towels to dry
- Run your vehicle for only 10 minutes when warming up

The Earth provides enough to
satisfy every man's needs, but
not every man's greed..
—Mahatma Gandhi

We have also pledged to reduce waste in other areas by:

- Providing newspapers on request to avoid wastage and recycle any spares.
- Collection of used office paper, cut into four and made into scratch pads.
- Usage of “green friendly” chemicals when ever possible.
- Bulk purchasing of chemicals reducing packaging/deliveries.
- Using chemical dosage dispensers.
- Purchasing recycled goods where possible.
- Providing environmental awareness and training as part of the new staff induction program.
- On going environmental and awareness training for our current employees.
- Recycling of toner, ink cartridges, and original packaging with our current supplier. These items are sorted and saved until we have enough to ship back.
- Reusing worn linen by cutting into rags for cleaning.
- Installation of water flow aerators, where possible, in faucets within our hotels, mixing air into the water, and thereby conserving water without losing pressure.
- Installation of custom made hot tub covers to prevent heat loss and conserve energy.
- Installation of motion sensor light switches in all the areas we felt could benefit from this technology.
- Converting all of our incandescent light bulbs to energy efficient compact florescent lighting (CFL). Conversion to be complete by the end of 2008.
- Converting the plates, dishes, cups, and utensils used in our breakfast areas from disposable to permanent reusable products that will eliminate enormous waste of paper and Styro-foam.

Community Involvement & Support

As an intricate part of our communities, we have rallied together to support the following initiatives:

- Participate in Earth Day each year—Each property will plant a minimum of one tree on this day. All properties will also be encouraged to gather their staff for a “clean the park” activity where the staff can volunteer to help clean up a community park.
- Provide information to guests on walks, wildlife, and parks.
- Provide information to guests on walking & jogging tours running from the hotels.
- Provide local transport services information to our staff and guests.
- Work closely with golf courses to promote their facilities.
- Reduce as far as commercially practical, the level of harmful or nuisance emissions.
- Carry on business in a responsible manner with due regard to the hotels’ immediate environment, particularly at unsociable hours and in relation to noise, odor, lighting, litter, uncollected waste or deliveries and collections.
- Maintain building exteriors, outdoor equipment and grounds to create a positive visual impact within the hotels’ community.
- Introduce contingency plans for major incidents to reduce their environmental impact.

Monitoring & Measuring

A tracking system has been implemented allowing us to measure our results in the following areas:

- Energy consumption
- Water consumption
- Waste management

For the first year, targets will not be set. We will compare data from the previous year to measure the results of our environmentally friendly programs.

Each year thereafter, realistic targets will be set to continuously improve the results.

In order to ensure we are on track, we have added this program to our quality assurance checklist. As our regional managers are currently mandated to visit each property once a month, they will be checking the following areas for program compliance:

- Recycling program in place (blue bins in all rooms) ensuring all items identified are being separated and picked up or delivered for recycling
- Soap, amenities, and toilet paper rolls collected and donated
- Linen and towel reuse program in place
- Chemical usage program utilized (dispensers, bulk purchases, green friendly)
- Toner/ink cartridges collected and returned to supplier
- Newspaper recycling
- Scratch pads being made out of used office paper
- Old linens/towels being used as rags
- Conversion of incandescent bulbs to compact florescent
- Motion sensors in all approved areas
- Breakfast area dishes
- WHMIS and MSDS training complete
- Maintenance tracking system in place for guest feedback on leaky faucets, poor air quality, etc.
- Regular maintenance schedule for fridge seals, filters, motors, weather-stripping, etc.
- Formal environmental complaint sheet available at front desk for guests



We have also incorporated this program into our new hire checklist, as well as our ongoing training checklists, to ensure every employee is educated, trained and refreshed yearly on this program and understands Canalta Hotels' commitment to the environment.

Green Team Commitment

A green team member will report the findings of the regional managers at each Canalta Hotels' operations meetings, ensuring all levels of Canalta management and ownership are well informed of the program and its results. A letter has also been sent to all suppliers communicating the Canalta Hotels' commitment and making them aware of our desire to support businesses with strong environmental ethics.

A copy of this booklet has also been placed in each guest room directory informing our guests of our commitment in order for them to not only participate, but hold us accountable to our policies.

Date: _____

As an employee of Canalta Hotels and an individual concerned with my environment I, _____, pledge to adopt all the policies and procedures outlined in the preceding booklet. I will do my best to act in an environmentally responsible manner in an effort to lessen my environmental foot print.



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