

Ecojustice Canada

Greenhouse Gas Emissions Report for the 2018 Fiscal Year

November 1, 2017 to October 31, 2018

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Introduction

Ecojustice Canada ("Ecojustice") measured its 8th greenhouse gas (GHG) inventory with Climate Smart for the 2018 fiscal year and recorded emissions of 157.67 tonnes of carbon dioxide equivalent (tCO₂e). Ecojustice is Climate Smart certified for 2019.

As a Climate Smart certified business, Ecojustice conducted its GHG emissions inventory according to the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, Revised Edition ("the GHG Protocol"). The GHG Protocol is an internationally recognized standard published by the World Resources Institute and the World Business Council on Sustainable Development. The GHG Protocol and related documents can be accessed at <http://www.ghgprotocol.org/>.

A letter from Climate Smart attesting to Ecojustice's completion of its GHG inventory and Climate Smart certification is available upon request.

Greenhouse Gas Protocol

- Developed by the World Resources Institute
- Most widely recognized standard for emissions reporting internationally
- <http://www.ghgprotocol.org/>.

Organizational Boundaries

Ecojustice used the operational control approach to determine its organizational boundary and included in its inventory all operations over which it has operational control.

The following locations were included in John Brooks Company's 2018 inventory:

- Vancouver – Suite 390, 425 Carrall Street, Vancouver BC
- Toronto Office – 1910 – 777 Bay Street, Toronto ON
- Ottawa Office – 1 Stewart Street, Suite 216, Ottawa, ON
- Edmonton Office – Edmonton, AB
- Calgary Office – 800- 744 4th Avenue SW, Calgary AB
- Halifax Office – 520 – 1801 Hollis Street, Halifax, NS

Inventory Boundaries

According to the GHG Protocol, organizations have to select the operational boundaries around the activities they will include in their inventory. The GHG Protocol requires the inclusion of Scope 1 and 2 emissions, and suggests including Scope 3 emissions from activities relevant to an organization's business and goals, and for which reliable data can be obtained. Emissions scopes are defined as follows:

Scope 1: includes direct GHG emissions from sources that are owned or controlled by the reporting company or organization:

No Scope 1 emission was reported in Fiscal year 2018.

Scope 2: includes indirect GHG emissions from purchased electricity and purchased heat:

No Scope 2 emission was reported in Fiscal year 2018.

Scope 3: includes indirect GHG emissions that are consequences of the reporting company's operations but occur at sources owned by another company:

For scope 3, unmetered/unbilled electricity and heat, business travel, garbage, paper consumption, and staff commuting were included.

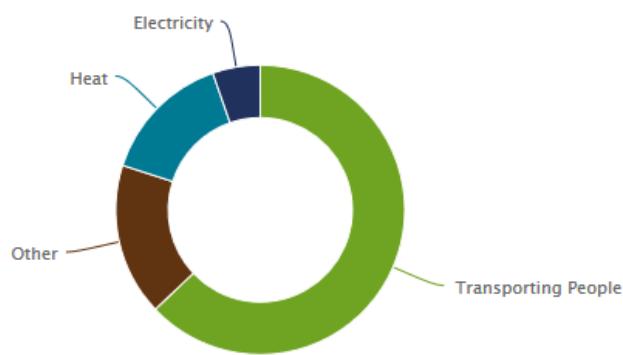
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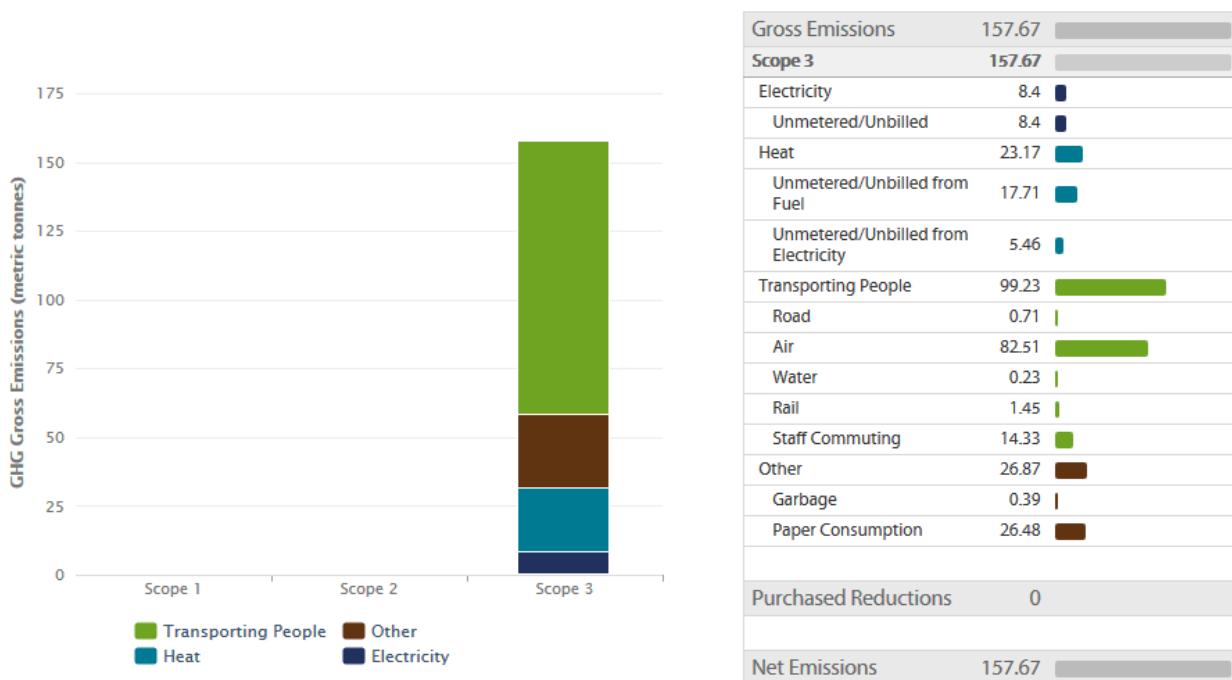
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Greenhouse Gas Emissions Summary

Figure 1: Total Emissions for the 2018 Fiscal Year, by Type (tCO₂e)



Gross Emissions	157.67
Electricity	8.4
Unmetered/Unbilled	8.4
Heat	23.17
Unmetered/Unbilled from Fuel	17.71
Unmetered/Unbilled from Electricity	5.46
Transporting People	99.23
Road	0.71
Air	82.51
Water	0.23
Rail	1.45
Staff Commuting	14.33
Other	26.87
Garbage	0.39
Paper Consumption	26.48
Purchased Reductions	0
Net Emissions	157.67

Figure 2: Total Emissions for the 2018 Fiscal Year, by Scope (tCO₂e)

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The new GHG Protocol Scope 2 guidance, released in January 2015, now requires companies to report their Scope 2 emissions in two ways: **location-based method** (reflecting grid emission factors), and **market-based method** (using supplier specific emissions factors and/or those from contractual instruments such as renewable energy certificates - RECs). The table below report the emissions calculated using these two methods. In Fiscal year 2018 Ecojustice didn't report any scope 2 electricity and thus this new guidance was not applicable.

Figure 3: Total Emissions from Baseline to the 2018 Fiscal Year, by Type (tCO₂e)



Emissions by Type (metric tonnes CO ₂)	2011 Fiscal	2012 Fiscal	2013 Fiscal	2014 Fiscal	2015 Fiscal	2016 Fiscal	2017 Fiscal	2018 Fiscal
Electricity	17.58	14.67	13.07	12.31	10.97	8.76	8.96	8.4
Heat	36.05	28.99	25.59	23.59	21.86	21.75	37.25	23.17
Transporting People Scope 3 - Air	107.81	56.57	38.19	50.96	118.6	95.97	63.38	82.51
Transporting People Scope 3 - Road, Water, Rail	5.66	6.1	4.35	4.63	3.23	1.48	1.96	2.38
Staff Commuting	9.8	11.68	11.76	11.14	15.95	16.88	9.3	14.33
Garbage	1.49	0.36	0.35	0.33	0.41	0.47	0.4	0.39
Paper	21.06	22.67	22.45	3.42	16.83	17.52	4.92	26.48
Total	199.45	141.04	115.76	106.38	187.85	162.83	126.17	157.66

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Methodology

This inventory was conducted using the emissions factors from the Climate Smart web-based greenhouse gas management tool. The Climate Smart GHG management tool was designed for adherence to the GHG Protocol.

Climate Smart's emission factors come from a variety of sources, such as the GHG Protocol Initiative, the US Environmental Protection Agency, the US Department of Energy, the Intergovernmental Panel on Climate Change and Natural Resources Canada. Climate Smart reviews its emission factors annually to update them based on refined industry methodology and changing electricity grids. Further details on Climate Smart's emission factors, their sources, and methodology for updating them are available upon request to info@climatesmartbusiness.com.

Electricity > Unmetered/Unbilled

The square footage occupied was entered to estimate electricity emissions using the average provincial intensity.

Heat > Unmetered/Unbilled from Electricity

The square footage occupied was entered to estimate heating emissions using the average provincial intensity.

Heat > Unmetered/Unbilled from Fuel

The square footage occupied was entered to estimate heating emissions using the average provincial intensity.

Transporting People > Vehicles owned by others > Air

The total kilometers travelled were entered by type of flight (short-, medium-, or long-haul).

Transporting People > Vehicles owned by others > Rail

The total kilometers travelled by Taxi were entered.

Transporting People > Vehicles owned by others > Road

The total kilometers travelled were entered.

Transporting People > Vehicles owned by others > Water

The number of BC Ferry trips was entered for each route.

Staff Commuting

The distance commuted by each mode of transport was entered based on staff commuting survey.

Garbage

The total estimated weight of garbage was entered into the Climate Smart tool.

Paper Consumption

The paper type, paper bond weight, number of reams used and post-consumer recycled content were entered. The paperweight and paper type were entered into the paper calculator (<http://www.edf.org/papercalculator>) to calculate emissions.

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Recalculation

Climate Smart uses a significance threshold of five percent. This means that we recommend a recalculation of base year emissions if a case occurs that meets the appropriate significance threshold: the change is equal to or greater than five percent of company's total annual emissions. Cases triggering recalculation are: structural changes (e.g. the acquisition or divestment of business units); changes in calculation methodology or improvements in accuracy of emission factors/activity data; or discovery of significant or cumulative errors. If a business or organization has established its own significance threshold, Climate Smart will consider using that threshold. Full details of Climate Smart's recalculation policy will be provided upon request.

Emissions Reduction Plan

Emission reduction strategies that Ecojustice has either already implemented, or is planning to implement going forward are listed at the end of this report.



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Analysis

The table below shows how the emissions for Ecojustice have changed from the company's baseline inventory. Compared to Fiscal year 2017 **the emission has increased by 25%**. Compared to baseline 2011, **the emissions decreased by 21%**, with the majority of the reductions occurring in business travel and Heating:

Activity	2011 Fiscal	2018 Fiscal	Absolute Change (tCO2e)	% Change	Justifications & Additional Notes
Scope 2					
Electricity	17.58	0.00	-17.58	N/A	Due to change in scope, not a true reduction.
Scope 3					
Electricity	0.00	8.40	8.40	N/A	Due to change in scope, not a true increase.
Paper Consumption	21.06	26.48	5.42	26%	Likely due to change in emission factor and company growth.
Transporting People - Air	107.81	82.51	-25.30	-23%	Likely due to reduced business travel.
Garbage	1.49	0.39	-1.10	-74%	Likely due to increased diversion and expansion of recycling program.
Staff Commuting	9.80	14.33	4.54	46%	Likely due in increase in number of staffs.
Transporting People - Road	4.41	0.71	-3.70	-84%	Likely due to reduced business travel.
Transporting People - Water	0.41	0.23	-0.18	-43%	Likely due to reduced business travel.
Transporting People - Rail	0.85	1.45	0.60	70%	Likely due to efforts to take rail over air and car.
Heat	36.05	23.17	-12.88	-36%	Due to multiple location change. Some offices are heated by electricity.
Grand Total	199.45	157.67	-41.78	-21%	

Moving forward, Ecojustice will work to minimize their emissions by continuing to focus on strategies aimed at electricity, business travel, and staff engagement.

Conclusion

The emissions inventory for Ecojustice is consistent with the internationally recognized GHG Protocol. Emissions were measured for the 2018 fiscal year and a finalized inventory of 157.67 tCO₂e was recorded. The company's reduction strategies address a wide range of activities. This greenhouse gas inventory and accompanying reduction plan were compiled using best practices in carbon accounting, and demonstrate Ecojustice's continued commitment towards environmental stewardship and corporate social responsibility.

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About Climate Smart

Climate Smart is a Vancouver-based social enterprise that offers a comprehensive, small-group-based training program, certification and tools for small/medium enterprises (SMEs) to measure and **profitably reduce their energy, transport, and waste-related costs** and greenhouse gas (GHG) emissions.

In 2010, Climate Smart launched the first municipally supported climate change program designed specifically for the local SME business community. Other key partners are **Vancouver Fraser Port Authority, Vancouver Airport Authority, Vancouver Economic Commission and Richmond's Economic Development Department**.

Climate Smart builds capacity within businesses by training key staff to develop strategies for ongoing reductions in emissions and associated costs from energy, fuel and waste that create economic as well as environmental benefits. Climate Smart emphasizes the business case for GHG reduction: **operational efficiencies, cost savings, and competitive advantage**.

Climate Smart's training and **innovative data services** are designed to link business-sector actions to carbon emission reduction targets, while simultaneously addressing economic development and green economy goals. Climate Smart has built out extensive datasets, **case studies** and **analysis for community-emission modeling** – utilized by both partners and businesses to benchmark their progress amongst emission and cost-saving goals.

Case studies from a sampling of 78 Climate Smart businesses show a total **annual cost savings of \$2.6 million**. Case studies with GHG and cost reductions: <https://climatesmartbusiness.com/case-studies/>

Key Sectors & Climate Smart Certified Businesses

Climate Smart works across a range of industry sectors, including:

- Construction & Real Estate
- Manufacturing
- Food & Beverage Processing
- IT and Tech
- Transportation related (terminals, marinas, distributors)
- Retail
- Professional Services (legal, accounting, engineering)

Example Climate Smart businesses include: **Aggressive Tube Bending, Van Houtte Coffee Services, Albion Fisheries, Frogbox, Concert Properties, Electronic Arts, Pacific Blue Cross, Purdys Chocolatier, River Market, Securiguard, Tinhorn Creek Vineyards, Continental Roofing, the PNE, 505-Junk, APEGBC, Treen Safety, Easy Park, Cypress Mountain and many more!**

Climate Smart At A Glance

Climate Smart is a Vancouver-based social enterprise, providing expertise in small- and medium-sized enterprise (SME) training, software, tools, and certification to profitably reduce GHG emissions generated by business operations. Climate Smart builds capacity within businesses by training key staff to develop strategies for ongoing reductions in emissions and associated costs from energy, fuel and waste that create economic as well as environmental benefits.

Climate Smart emphasizes the business case for GHG reduction: operational efficiencies, cost savings, and competitive advantage.

Climate Smart's training and innovative data services are designed to link business-sector actions to carbon emission reduction targets, while simultaneously addressing economic development and green economy goals. Climate Smart has built out extensive datasets (gathered from client businesses since 2008), case studies and analysis for community-emission modeling – utilized by both partners and businesses to benchmark their progress against emission and cost-saving goals.

In 2010, Climate Smart launched the first municipally supported climate change program designed specifically for the local SME business community. Other key partners include: Vancity, Vancouver Airport Authority, Vancouver Economic Commission, Port Metro Vancouver, and CGA-BC.

850+

Climate Smart certified businesses to date (trained or in training)

2,200,000+

Total emissions measured by Climate Smart to date, in tonnes (t) CO₂e

11%

Average reduction achieved after 3 years of Climate Smart certification

\$397

Projected cost savings to a business, per tonne CO₂e reduced

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Greenhouse Gas Emissions Reduction Plan

WELCOME

Company Name : Ecojustice Canada

Respondent's Name : Jessica Molnar

ELECTRICITY



	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Make use of natural lighting as much as possible			X	March	2018
Use standby settings on electronics			X	March	2018
Set computers to power saving mode (detailed instructions here)		X		June	2019
Put up signage to help people remember to turn off lights and equipment (Climate Smart can provide signage)			X	June	2018
Regularly monitor your usage through your online account with your utility provider to identify inefficiencies (night-time or weekend use, etc.)			X	January	2016
Implement a policy that all office based equipment and lighting is turned off when not in use (including computers, copiers, fax machines, etc.)	X			June	2019
Implement a policy that all non-office based equipment is turned off when not in use (including compressors and other machinery)					

 EQUIPMENT & LIGHTING

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Replace incandescent lightbulbs with compact fluorescent lightbulbs (CFL)					
Replace incandescent lightbulbs with light-emitting diodes (LED)	X			June	2018
Replace fluorescent tube lighting with LED tubes					
Replace older fluorescent lighting with higher-efficiency models (such as T-8, T-5)					
Purchase / install energy efficient office equipment as old ones expire (fridges, copiers, etc.)					
Replace desktop computers with laptops at their end of life		X		October	2018
Install occupancy sensors in common areas					
Use variable-frequency drives (VFD) to improve efficiency					



Please record any additional electricity focussed strategies and notes (if applicable) along with their status and timeline:

DESCRIPTION

Move Toronto office into a LEED building.

STATUS

Other - Write In:

MONTH

October

YEAR

2015

DESCRIPTION

Reminders to power down power bar (especially at the beginning of summer before going away on vacation).

STATUS

Planned

MONTH

June

YEAR

2019

DESCRIPTION

Figuring out how to program sensored lights

STATUS

Planned

MONTH

May

YEAR

2018

HEAT
 **SIMPLE EQUIPMENT UPGRADES**

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Install strip curtains or air curtains					
Install programmable thermostats			X		2017
Install faucet aerators (sinks, shower heads, spray valves)					
Insulate piping					
Insulate hot water tank(s)					
Use variable-frequency drives (VFD) to improve heat efficiency					
Assess condition of weather stripping and install new as needed					



Please record any additional heat focussed strategies and notes (if applicable) along with their status and timeline:

DESCRIPTION

Thermostats already implemented in Vancouver. Toronto and Ottawa do not have ability to control the thermostat. Look into installing programmable thermostat in Calgary office to lower the temperature one hour before the end of day Monday to Friday, and to keep it lower over the weekend, and have the heat increase one hour before the office opens Monday to Friday.

STATUS**MONTH****YEAR****DESCRIPTION**

Consider insulating windows that have draft

STATUS

Considering

MONTH

September

YEAR

2018

TRANSPORTATION

EMPLOYEE COMMUTE & BUSINESS TRAVEL

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Engage employees to consider lower carbon modes of travel where possible for business trips (e.g. taking the ferry, train or bus instead of flying)			X		2016
Promote carpooling to work by installing a ride share board or facilitating participating in local carpooling program					
Promote public transit by providing (discounted) transit passes to employees			X		2014
Allow employees to telecommute	X			September	2019
Reduce business travel through the use of teleconferencing / videoconferencing			X		2015
Participate in Ride-to-Work Week or similar programs			X		2017
Provide bicycle parking			X		
Provide EV charging station(s)					
Provide shower facilities					
Provide change room(s)					

THIRD-PARTY SHIPPING

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Source from local / regional suppliers whenever possible					
Transport goods with an eco-friendly shipping company (i.e. by bike, or high-efficiency vehicles)	X			July	2019
Ship by rail instead of truck where possible					
Switch shipments from air to truck, rail, or water where possible					

 Please record any additional transportation focussed strategies and notes (if applicable) along with their status and timeline:

DESCRIPTION

Create new travel policy developed by Leadership team

STATUS

Considering

MONTH

June

YEAR

2016

DESCRIPTION

Maximize necessary travel. Combine trips to avoid unnecessary travel (i.e. 2 meetings / one flight) – most staff are good about maximizing their trips.

STATUS

Implemented

MONTH

November

YEAR

2016

DESCRIPTION**STATUS****MONTH****YEAR****PAPER**
 **PAPER MANAGEMENT**

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Put up signage to increase staff paper awareness	X			August	2019
Reduce paper consumption (e.g. limiting handout use during office meetings, using white board or projector to write out agendas, etc.)			X	March	2017
Re-use paper	X			June	2019
Set computer defaults to double-sided printing			X		2015
Switch from paper to electronic invoicing, where possible			X	January	2018
Switch from paper to electronic file storage			X	June	2017
Employ a fax to email service (i.e. efax.ca)			X		2017
Track and report on office paper use					
Purchase paper with recycled content			X		2015
Purchase wheat-straw paper	X				2016



Please record any additional paper focussed strategies and notes (if applicable) along with their status and timeline:

DESCRIPTION

Switch donor reports from paper to online versions – too many donors rely on paper versions. Instead, making smaller runs at printer and monitoring so that we do not end up with excess.

STATUS

Planned

MONTH**YEAR**

2019

DESCRIPTION

Advertise the availability of one-sided 'draft' paper – place next to printer for drafts or 'printer test paper.'

STATUS

Other - Write In: Planned for 2016 but not being considered for 2017

MONTH**YEAR****DESCRIPTION**

Stop junk mail / unwanted magazines from LawPro etc.

STATUS

Implemented

MONTH**YEAR**

2016

WASTE

 WASTE MANAGEMENT

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Participate in a battery recycling program (e.g. call2recycle.ca)					
Increase waste diversion from landfill through improved signage and other employee engagement activities		X			2017
Expand waste program to divert organic waste from landfill (e.g. contract with an organic waste hauler)					
Expand recycling program to include soft plastics			X		2017
Expand recycling program to include wood					
Expand recycling program to include metals					
Invest in an on-site composter/digester for organic waste			X		2017
Request all suppliers to minimize their packaging					

EMPLOYEE ENGAGEMENT


EMPLOYEE ENGAGEMENT STRATEGIES

	STATUS			MONTH	YEAR
	Considering	Planned	Implemented		
Communicate to staff why your company is getting Climate Smart certified and how they can get involved		X		July	2019
Solicit ideas for greening operations from staff (e.g. via a green suggestions box or inbox)			X	June	2018
Install a green board to communicate GHG emissions reduction initiatives and other sustainability-related activities	X			August	
Establish an employee green team to help develop and coordinate GHG emissions reduction initiatives			X	December	2018
Develop and include sustainability policy in operations and/or employee manual	X				2019
Regularly report to staff on GHG emissions reduction initiatives and progress	X				2019
Build sustainability into employees' performance metrics					
Include sustainability as a metric for executive compensation					

OFFSETS & RENEWABLE ENERGY CERTIFICATES



Please record any additional offsets and RECs focussed strategies and notes (if applicable) along with their status and timeline:

DESCRIPTION

We considered buying carbon offsets, but it was decided it is not a good option for Ecojustice as it costs money, and since we're a charity, spending extra money is not ideal (too expensive).

STATUS

Other - Write In: Not implemented

MONTH**YEAR****SIGN-OFF**

Climate Smart certification requires the reduction plan to be approved by a senior decision-maker in the organization. Please have a senior decision maker in your company insert their name and title below. For more details on the Climate Smart certification requirements, please visit climatesmartbusiness.com/certification/

On behalf of Ecojustice Canada, I approve the above Greenhouse Gas Emissions Reduction Plan and commit to supporting its implementation.



Signature of: Jessica Molnar

Approved and signed by -

Job Title

Office Manager

Date of approval

05/04/2019