

2009 Greenhouse Gas Corporate Inventory  
**Offsetters Clean Technology**  
October 18, 2010



## Executive Summary

This Greenhouse Gas (GHG) Report has been prepared by Offsetters Clean Technology Inc. This report details Offsetters' organizational emissions for the calendar year 2009. The data was compiled by Offsetters and analyzed by Offsetters. The inventory was developed to the accounting and reporting guidelines of the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition (the Protocol) published by the World Resources Institute and the World Business Council for Sustainable Development. The GHG Protocol is the international accounting tool most widely used by government and business leaders to understand, quantify and manage greenhouse gas emissions. A copy can be downloaded from the GHG Protocol website, [www.ghgprotocol.org](http://www.ghgprotocol.org).

Offsetters is using the operational control approach to define the organizational boundary of its GHG inventory. Included in this inventory are emissions from; heating and electricity from buildings, emissions from air, ferry and ground travel, employee commuting, and office paper usage. During 2009, Offsetters emitted 35.9 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). Carbon dioxide equivalent is a measure of all relevant greenhouse gases converted to the global warming potential of carbon dioxide.

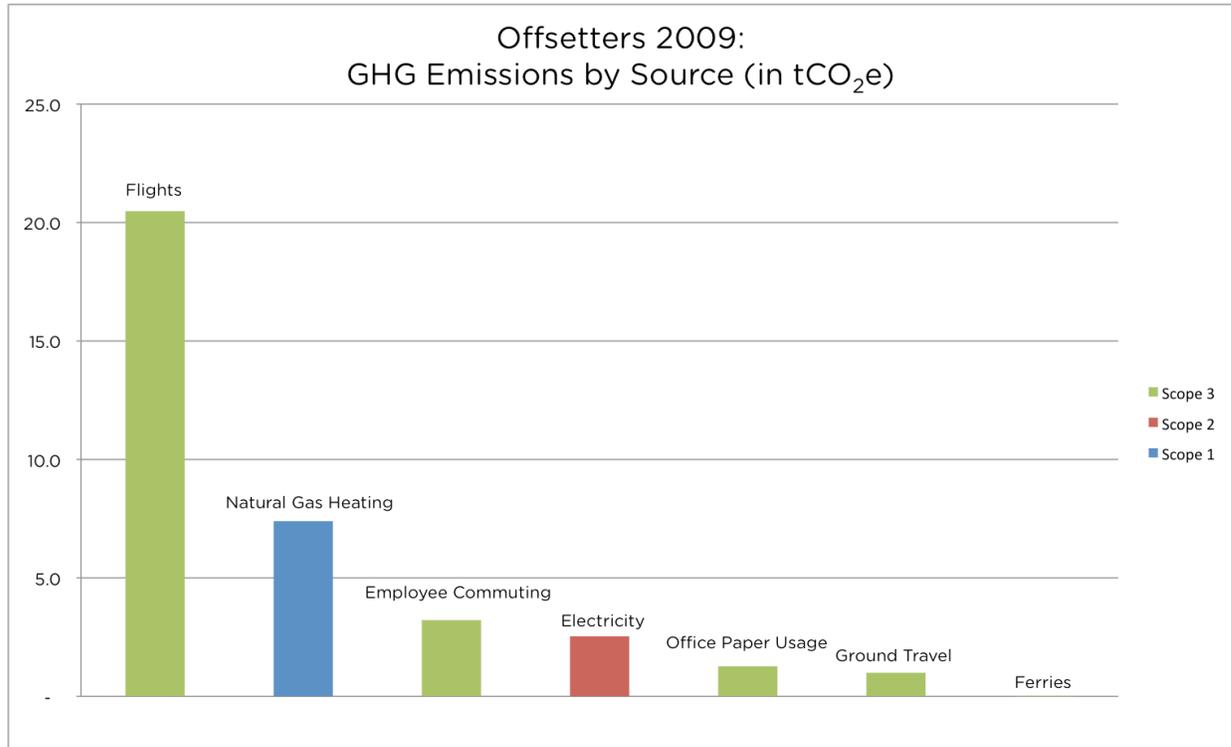
As defined by the GHG Protocol, greenhouse gases from sources under the operational control of Offsetters are categorized into the following scopes.

Scope 1 - Direct emissions from stationary and mobile sources. Emissions from sources controlled by Offsetters were 7.4 tonnes CO<sub>2</sub>e. These emissions are from natural gas burned to heat Offsetters' office space.

Scope 2 - Indirect emissions from purchased electricity. Offsetters had 2.5 tonnes of CO<sub>2</sub>e emissions from purchased electricity in our office space.

Scope 3 - Indirect emissions from all other outsourced activities. Offsetters had a total of 26.0 tonnes of emissions from air, ferry and ground travel, employee commuting, and paper usage.

On a consolidated basis the Offsetters total GHG emissions for 2009 were 35.9 tonnes CO<sub>2</sub>e. In 2008, the last year that Offsetters calculated a GHG inventory, consolidated emissions were 5.2 tonnes CO<sub>2</sub>e. This represents a growth in emissions of 590%. This is primarily due to a very fast growth curve (including more than a quadrupling in staff) and several other factors which are explained throughout this report. A detailed breakdown of GHGs by source and historical emissions data is illustrated in Figure 1.

**Figure 1: GHGs by Source**

For more information regarding Offsetters' greenhouse gas program, please contact Paul Stewart at [paul@offsetters.ca](mailto:paul@offsetters.ca), or 604 699 2651.

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# 1 Introduction

This Greenhouse Gas Report has been prepared by and for Offsetters. Since 2005, Offsetters has provided high quality solutions for individuals and organizations seeking to reduce their climate impact. Offsetters went through a number of changes in 2009, including moving offices twice to accommodate a growing team, and in June of 2009, entering into a strategic partnership with the Ledcor Group of Companies.

The following report presents information collected from a detailed accounting of Offsetters' organizational GHG emissions for the 2009 calendar year. This is the second year that Offsetters has collected data on its organizational emissions.

The report is organized as follows:

- **Section 2** describes the accounting and reporting procedures used;
- **Section 3** presents the greenhouse gas emission inventory for 2009;
- **Section 4** summarizes greenhouse gas management actions for reducing emissions
- **Section 5** outlines targets for future emission reductions; and
- **Section 6** discusses carbon credit purchases.

## 2 Accounting and Reporting Procedures

Offsetters' 2009 GHG Corporate Inventory Report is structured to follow the accounting and reporting guidelines of *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition* (the "GHG Protocol"), published by World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD). This protocol is the international accounting tool most widely used by government and business leaders to understand, quantify and manage greenhouse gas emissions. A copy of these documents can be downloaded from the WRI GHG Protocol website, [www.ghgprotocol.org](http://www.ghgprotocol.org).

### 2.1 Organizational Boundary

As per the protocol, the organizational boundary defines the companies, business units and operations that constitute an organization for the purposes of the GHG report and the criteria for how the emissions will be reported. For the purposes of this inventory, Offsetters has applied the operational control approach; business activities over which Offsetters exercises operational control are included in this inventory.

### 2.2 Operational Boundary

The operational boundary identifies and categorizes emissions sources associated with an organization as defined in the organizational boundary. Offsetters inventory includes emissions categorized into the following scopes as defined by the Protocol:

- **Scope 1:** Direct emissions from sources controlled by Offsetters. Offsetters has scope 1 emissions from the combustion of natural gas for space heating in the office space we rented during 2009.
- **Scope 2:** Indirect emissions from purchased electricity. Offsetters has scope 2 emissions from the consumption of electricity in the office space we rented.
- **Scope 3:** Indirect emissions from outsourced activities. Offsetters had scope 3 emissions from; air, ferry and ground travel for business, employee commuting, and paper usage.

### 2.3 Inventory Exclusions

Offsetters has excluded the emissions from solid waste, due to a lack of data. We have also excluded couriers since we primarily use bike couriers in 2009 and the remaining courier emissions were so small as to be immaterial. Offsetters will review the operational boundary each year to ensure all material emission sources are accounted for.

### 2.4 Base Year

The base year is a reference year against which emissions performance can be measured over time. Offsetters has selected calendar year 2008 as its base year due to the availability of accurate and complete data for that period. Calendar year 2009 emissions have been compared to the base year to track the progress of emission reduction strategies.

## 2.5 Emissions Adjustments

Adjustments will be made when new emission factors are published that more closely reflect actual emissions than those available at the time of the original calculations. These adjustments allow the emissions accounting to be as accurate and consistent from year to year as possible. However, in the case where adjustments are relatively insignificant (less than 5%) or do not reflect a change in calculation methodology, recalculations may not be performed for previous years' emissions.

## 2.6 Inventory Quality

To ensure inventory quality, an Offsetters staff person external to the Project Team has reviewed all calculation spreadsheets for accuracy. Although not mandatory, Offsetters may choose to subject this corporate inventory report to a verification (audit) by a qualified third party.

### 3 Calendar Year 2009 Emissions

In calendar year 2009, Offsetters' consolidated emissions were 35.9 metric tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). Emissions from stationary combustion sources (scope 1) were 7.4 metric tonnes of CO<sub>2</sub>e. Scope 2 emissions, purchased electricity, contributed 2.5 tonnes of CO<sub>2</sub>e to the inventory. Air, ferry and ground travel for business, employee commuting, and paper usage (scope 3) were responsible for a further 26.0 tonnes of CO<sub>2</sub>e. Further details on each scope are listed in subsequent sections.

**Table 1: Emissions by Scope**

Source	Details	Emissions (tCO <sub>2</sub> e)	Percentage of Total Emissions
Scope 1 (Direct)	Stationary	7.4	20.6%
	<b>Subtotal Scope 1</b>	<b>7.4</b>	<b>20.6%</b>
Scope 2 (Indirect - Purchased Electricity)	Electricity Consumed	2.5	7.1%
	<b>Subtotal Scope 2</b>	<b>2.5</b>	<b>7.1%</b>
Scope 3 (Other Indirect Emissions)	Business Air Travel	20.5	57.0%
	Business Ferry Travel	0.01	0.02%
	Business Ground Travel	1.0	2.8%
	Employee Commuting	3.2	9.0%
	Paper	1.3	3.5%
	<b>Subtotal Scope 3</b>	<b>26.0</b>	<b>72.3%</b>
<b>Total</b>		<b>35.9</b>	<b>100%</b>

*Note: Figures may not add due to rounding.*

#### 3.1 Scope One

In 2009, consolidated direct emissions from stationary combustion sources (scope 1) generated a total of 7.4 metric tonnes of carbon dioxide equivalent. Offsetters' scope 1 emissions were from the consumption of natural gas to heat our office space.

Offsetters moved offices twice during 2009, and the emissions below are separated out by office. From October onwards, we have been located in an office building that does not have natural gas meters or adjustable thermostats for each unit. As such we do not have control of our own heating and cooling, and our emissions went up significantly during this quarter.

**Table 2: Emissions from Stationary Combustion**

Emission Source	2009 Activity Data (GJ)	Emission Factor (kgCO <sub>2</sub> e/GJ)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
1110 Hamilton Street, Vancouver (January to March 2009)- Natural Gas	30.3	56.152	1.7	2.2	N/A (due to different amounts of time spent at this office)
157 Alexander Street, Vancouver (April to	6.2	56.152	0.4	N/A	N/A

September 2009) - Natural Gas					
1055 West Hastings Street, Vancouver (October to December 2009)- Natural Gas	95.2	56.152	5.3	N/A	N/A
<b>Total</b>	<b>131.7</b>		<b>7.4</b>	<b>2.2</b>	<b>+236.4%</b>

Emission Factor Source: UNFCCC, Vol. 2: Energy, Table 2.2

Note: Figures may not add due to rounding.

### 3.2 Scope Two

In 2009, indirect emissions from consumption of purchased electricity (scope 2) generated 2.5 metric tonnes of carbon dioxide equivalent.

From October onwards, we have been located in an office building that does not have electricity meters for each unit. As such we do not have direct data for Offsetters emissions. The data below is from the total building emissions from electricity, divided by the percentage of total space that is occupied by Offsetters.

**Table 3: Emissions from Electricity**

Emission Source	2009 Activity Data (kWh)	Emission Factor (kgCO <sub>2</sub> e/kWh)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
1110 Hamilton Street, Vancouver - Natural Gas	357.1	0.084	0.03	.9	N/A (due to different amounts of time spent at this office)
157 Alexander Street, Vancouver - Natural Gas	3,740.7	0.084	0.3	N/A	N/A
1055 West Hastings Street, Vancouver - Natural Gas	26,084.5	0.084	2.2	N/A	N/A
<b>Total</b>	<b>30,182.3</b>		<b>2.5</b>	<b>.9</b>	<b>+177.8%</b>

Emission Factor Source: Dowlatabadi et. al. "Ground Source Heat Pumps in Canada: Economics and GHG Reductions Potential", May 2007.

<http://www.rff.org/FF/Documents/RFF-DP-07-18.pdf>

Note: Figures may not add due to rounding.

### 3.3 Scope Three

In 2009, on a consolidated basis, other indirect emissions (scope 3) accounted for a total of 26.0 metric tonnes of carbon dioxide equivalent. These emissions were from air, ferry and ground travel, employee commuting, and paper usage.

### 3.3.1 Business Air Travel

Offsetters' employees travelled occasionally for business during 2009. There were a number of measures in place to reduce the need to travel (including Webex subscriptions, video and phone conferences capabilities), however, a total of 58 one-way trips were deemed necessary. This resulted in 20.5 tonnes of emissions from air travel. Our emissions from flights grew dramatically in 2009 due to an increase in staff, as well as more geographic diversity in our client base.

**Table 4: Emissions from Business Air Travel**

Emission Source	2009 Activity Data (# of flights)	Emission Factor (kgCO <sub>2</sub> e/km)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
Air Travel	58	Varies depending on short, medium or long haul	20.5	2.0	+925%
<b>Total</b>	<b>58</b>		<b>20.5</b>	<b>2.0</b>	<b>+925%</b>

*Emission Factor Source: UK DEFRA  
<http://www.defra.gov.uk/environment/business/reporting/pdf/20090717-guidelines-ghg-conversion-factors.pdf>.  
 Note: Figures may not add due to rounding.*

### 3.3.2 Business Ferry Travel

Offsetters head office is located in the coastal city of Vancouver, Canada. Some ferry travel was undertaken in 2009. This resulted in 0.01 tonnes of emissions.

**Table 5: Emissions from Business Ferry Travel**

Emission Source	2009 Activity Data (passenger kilometres)	Emission Factor (kgCO <sub>2</sub> e/passenger km)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
Ferry travel (foot passenger only)	313.16	0.0193	0.01	0.0	N/A
<b>Total</b>	<b>313.16</b>		<b>.01</b>	<b>0.0</b>	<b>N/A</b>

*Emission Factor Source: UK DEFRA  
<http://www.defra.gov.uk/environment/business/reporting/pdf/20090717-guidelines-ghg-conversion-factors.pdf>.  
 Note: Figures may not add due to rounding.*

### 3.3.3 Business Ground Travel

Offsetters is a member of the Cooperative Auto Network, and we occasionally take taxis or personal autos for travel to and from meetings. Staff are also encouraged to take transit, and transit tickets are available for all staff business travel. Although our ground travel increased significantly over 2008, it is still a very minor emissions source.

**Table 6: Emissions from Business Ground Travel**

Emission Source	2009 Activity Data (kilometres)	Emission Factor (kgCO <sub>2</sub> e/ km)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
Cooperative Auto Network	2,956.4	0.2225	0.7	0.05	+600%
Taxis	1,187.4	0.2225	0.3	0.02	+1400%
Reimbursed personal auto use	330.0	0.2225	0.1	N/A	N/A
Transit	888.7	0.0024	0.002	N/A	N/A
<b>Total</b>	<b>5,362.5</b>		<b>1.0</b>	<b>0.07</b>	<b>+1328.6</b>

Emission Factor Source: UK DEFRA

<http://www.defra.gov.uk/environment/business/reporting/pdf/20090717-guidelines-ghg-conversion-factors.pdf>.

Note: Figures may not add due to rounding.

### 3.3.4 Employee Commuting

Data on travel modes and distances travelled were gathered from employee surveys sent out to staff after each quarter in 2009. There were 100% response rates to each of the surveys.

In 2009, employee commuting contributed 3.2 tonnes of CO<sub>2</sub>e to Offsetters GHG footprint. The majority of Offsetters staff walk, bike or bus to work every day. The significant growth over 2008 is primarily due to staff growth.

**Table 7: Emissions from Employee Commuting**

Emission Source	2009 Activity Data (km)	Emission Factor (kgCO <sub>2</sub> e/km)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
Medium Car - Gasoline	602.4	0.2225	0.1	0.1	-16%
SUV - Gasoline	11,211.1	0.2746	3.1	0.3	+933%
Car Pool	449.3	0.0919	0.02	0.0	N/A
Transit - Transport Fuels and Electricity	7,124.04	0.0024	0.04	0.01	+300%
Walking/ Biking - No Fuel	13,896.0	0.000	0.0	0.0	N/A
<b>Total</b>	<b>33,281.7</b>		<b>3.2</b>	<b>.4</b>	<b>+700%</b>

Emission Factor Sources: CO<sub>2</sub> from the GHG Protocol Mobile Guide; CH<sub>4</sub> and N<sub>2</sub>O from Climate Registry General Reporting Protocol page 95 table 13.4 2005 year

<http://www.theclimateregistry.org/downloads/GRP.pdf>

Note: Figures may not add due to rounding.

### 3.3.5 Paper Usage

In 2009, Offsetters' emissions from paper usage were 1.3 tonnes of CO<sub>2</sub>e. This includes paper used in the office, as well as printed products such as business cards and pamphlets.

Offsetters used 100% recycled paper for all professional print jobs (business cards etc.). Prior to October 2009, Offsetters used 100% recyclable paper for all office use. In October 2009 we moved into the office buildings of the Ledcor Group of Companies (Ledcor). At the time, Ledcor was not using recycled paper. Also, we were unable to get specific paper usage data for Offsetters for this period. We calculated the paper use by looking at the total use of paper across Ledcor, and taking a per person average which we applied to Offsetters.

As of early 2010, Offsetters has been involved in the Ledcor Paper Task force to investigate switching to recycled paper. We are also now able to measure Offsetters paper usage directly, and the per-person average has gone down significantly. This will be reflected in our 2010 footprint.

Emissions from paper usage were calculated using the paper calculator developed by the Environmental Defense Fund. This calculator tracks the life cycle emissions of paper including sourcing the pulp and manufacturing the paper.

**Table 8: Emissions from Paper Usage**

Emission Source	2009 Activity Data (reams)	Emission Factor (kgCO <sub>2</sub> e/ream of paper)	2009 Emissions (tCO <sub>2</sub> e)	2008 Emissions (tCO <sub>2</sub> e)	Variation
100% Recycled Copy Paper	66	3.8891	0.3	0.2	+50%
0% Recycled Copy Paper	151	6.684	1.0	N/A	N/A
<b>Total</b>	<b>217</b>		<b>1.30</b>	<b>.2</b>	<b>+550%</b>

*Emission Factor Source: Environmental Defence Fund Calculator ([www.papercalculator.org](http://www.papercalculator.org))*

*Note: Figures may not add due to rounding.*

## 4 GHG reductions plan

Offsetters has implemented a four-part GHG management action plan to maintain its carbon neutral status, including a yearly: 1) GHG Inventory, 2) internal reductions plan, 3) target setting and 4) investment in GHG offsets for each year.

Recommendations for further reductions opportunities are outlined below, along with the strategies we already had in place in 2009.

**Table 9: GHG Reductions Strategies**

Emission Source	Existing condition	Recommendations for 2010
Space heating and cooling (i.e. natural gas use)	<ul style="list-style-type: none"> <li>Oxford Properties (the property manager) programs the thermostat for the entire building. Offsetters has no control over the temperature.</li> <li>There are no windows that can be opened</li> </ul>	<ul style="list-style-type: none"> <li>Work with Oxford Properties to encourage them to undertake an energy audit</li> </ul>
Office equipment and lighting (i.e. electricity use)	<ul style="list-style-type: none"> <li>Policy to turn off laptops at night, and to set the computer to enter sleep mode after five minutes idle</li> <li>Winner of the Oxford Properties Monitor Shutdown Challenge</li> <li>Bathroom lights on motion sensors</li> <li>Office lights turn out automatically at 7pm</li> </ul>	<ul style="list-style-type: none"> <li>Continue encouraging staff to shut down monitors when not in use</li> </ul>
Employee commuting	<ul style="list-style-type: none"> <li>Only 5% of Offsetters staff drove to work regularly in 2009</li> <li>Through our partner, Ledcor, Offsetters staff can purchase a yearly transit pass at up to 20% off the purchase price</li> <li>Offsetters office is located in a central location for public transit and biking</li> <li>Secure bike storage and showers for bike commuters</li> </ul>	<ul style="list-style-type: none"> <li>Encourage use of Jack Bell ride share website to increase carpooling <a href="https://online.ride-share.com/en/my/">https://online.ride-share.com/en/my/</a></li> <li>Publicize this commuting data regularly so employees have an appreciation of the environmental and financial impact of their commuting</li> <li>Host bike-to-work week events to get more staff biking to work</li> </ul>
Professional printing	<ul style="list-style-type: none"> <li>All print jobs done through Hemlock carbon neutral printing</li> </ul>	<ul style="list-style-type: none"> <li>Continue using Hemlock, and encourage our clients and partners to use them (or other carbon neutral printers)</li> </ul>
Business Travel	<ul style="list-style-type: none"> <li>Webex, Skype and conference calls used for meetings (to avoid travel when possible)</li> <li>Numerous flights taken throughout the year for business</li> <li>Cooperative Car Network membership so staff can travel to and from meetings without having</li> </ul>	<ul style="list-style-type: none"> <li>Reduce the number of trips taken by encouraging more staff to become familiar with Webex and Skype (host a 'lunch and learn' on the technology)</li> <li>Consider purchasing a 'flex-bike' that staff can use to get</li> </ul>

	<p>to bring in their personal autos</p> <ul style="list-style-type: none"> <li>• Occasional taxi trips</li> <li>• Bus tickets available for all staff for business travel</li> </ul>	to and from meetings
Paper Usage	<ul style="list-style-type: none"> <li>• Whenever possible view electronic files instead of printing paper copies</li> <li>• Setting printing to automatic double siding</li> <li>• Offsetters used 100% recycled paper until October 2009</li> <li>• From October 2009 onwards, used 0% recycled paper (reasons described above in section 3.3.5)</li> <li>• Worked with the Ledcor paper task force to examine the effects of switching to 100% recycled.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to view electronic files instead of printing paper copies</li> <li>• Continue working with Ledcor to make greener paper choices</li> </ul>
Waste	<ul style="list-style-type: none"> <li>• Office composting system by Growing City to reduce waste from employee food waste</li> <li>• Only one garbage can per group of employees (to make people think twice about putting things in the garbage)</li> <li>• Paper recycling</li> <li>• Re-usable kitchenware and utensils</li> <li>• Staff are encouraged to donate 2\$ to charity if they bring in a disposable mug or container</li> </ul>	

## 5 Greenhouse Gas Target Setting

After reviewing the GHG footprint for its fiscal year 2008, Offsetters set absolute and intensity greenhouse gas targets. A description of each target, plus an update on our progress towards these targets are given below.

**1) Absolute Emissions target: The BC Provincial Government has set a target of 33% reductions of GHG emissions across the BC economy by 2020. Offsetters will strive to meet this target.**

In 2008, Offsetters total emissions were 5.2 tonnes of carbon dioxide equivalent.

In 2009, Offsetters total emissions were 35.9 tonnes of carbon dioxide equivalent, an increase of 590%. Due to significant growth during the year, and several other factors, we were unable to meet the target set out in 2008. During 2009 we grew from 9-19 employees, and moved offices to an office where we are unable to control several factors that we were previously able to control (heating and cooling, recycled paper, etc.). We are working with our property managers and strategic partner to attempt to gain control over these emissions sources, and/or help them make more sustainable choices across all the businesses they control.

### **2) Intensity Metric: GHG Emissions / Employee**

In fiscal 2008, Offsetters' total emissions were 5.2 tonnes of carbon dioxide equivalent. In our 2008 inventory, we stated that this equated to 0.65 tonnes per employee, given that we had 8 employees at the end of the year. However, we are now calculating this metric based on the *average* number of employees we had during the year, which equates to 1.16 tonnes per employee.

Offsetters had nine employees at the beginning on 2009 and twenty at the end of the year. Based on the average number of employees during the year (14.5) Offsetters 2009 emissions were 2.47 tonnes per employee.

This number is significantly higher than our previous years metric, for the reasons outlined in sections above.

## 6 Purchases of Carbon Credits

Offsetters is a carbon neutral business. Offsetters has purchased 35.9 tonnes of high quality, verified carbon credits to offset GHG emissions generated in 2009. Offsetters Clean Technology Inc. invests funds received from clients into renewable energy and energy efficiency projects that reduce GHG emissions that would not take place without its involvement.

A 'Carbon Neutral' designation also requires that GHG reduction strategies be implemented for all emissions categories. In order to maintain this designation in future years, carbon credits would need to be purchased to cover GHG emissions generated in future years.

## 7 Appendix: Greenhouse Gas Emissions by Scope

Figure 2: Scope 1 Emissions

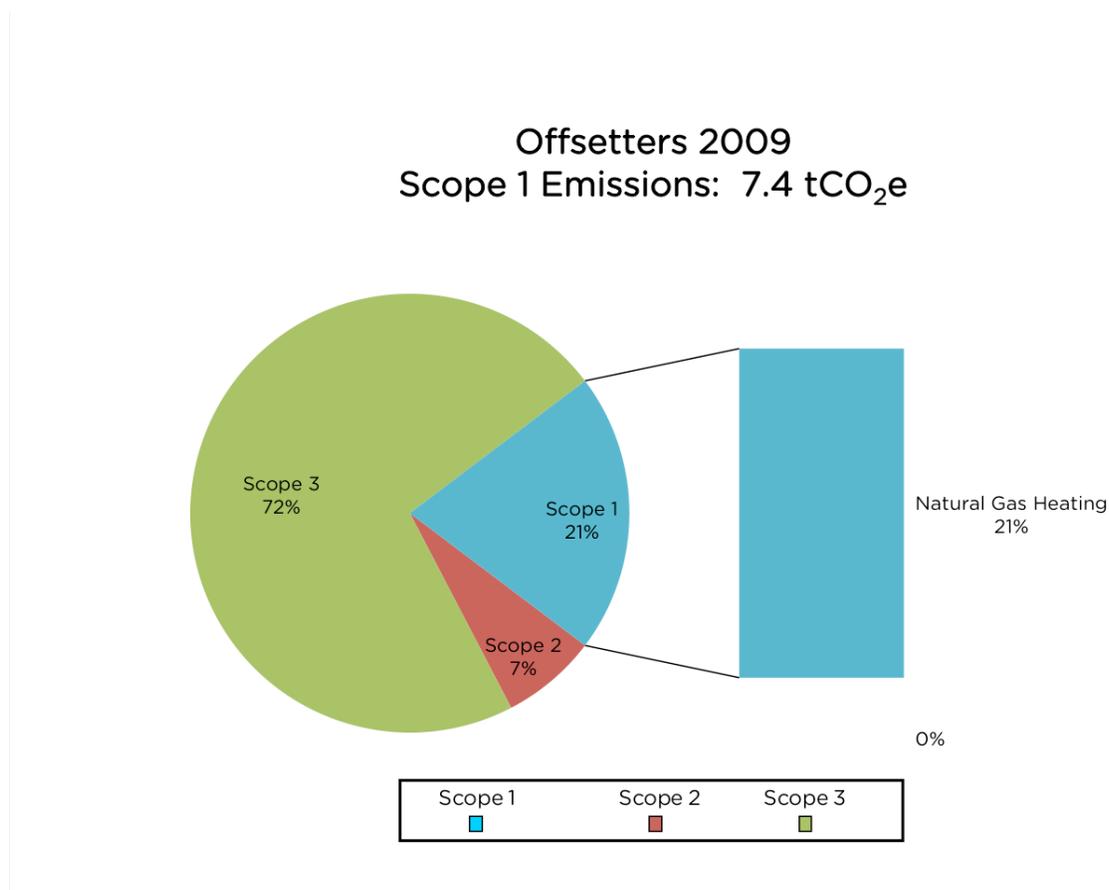


Figure 3: Scope 2 Emissions

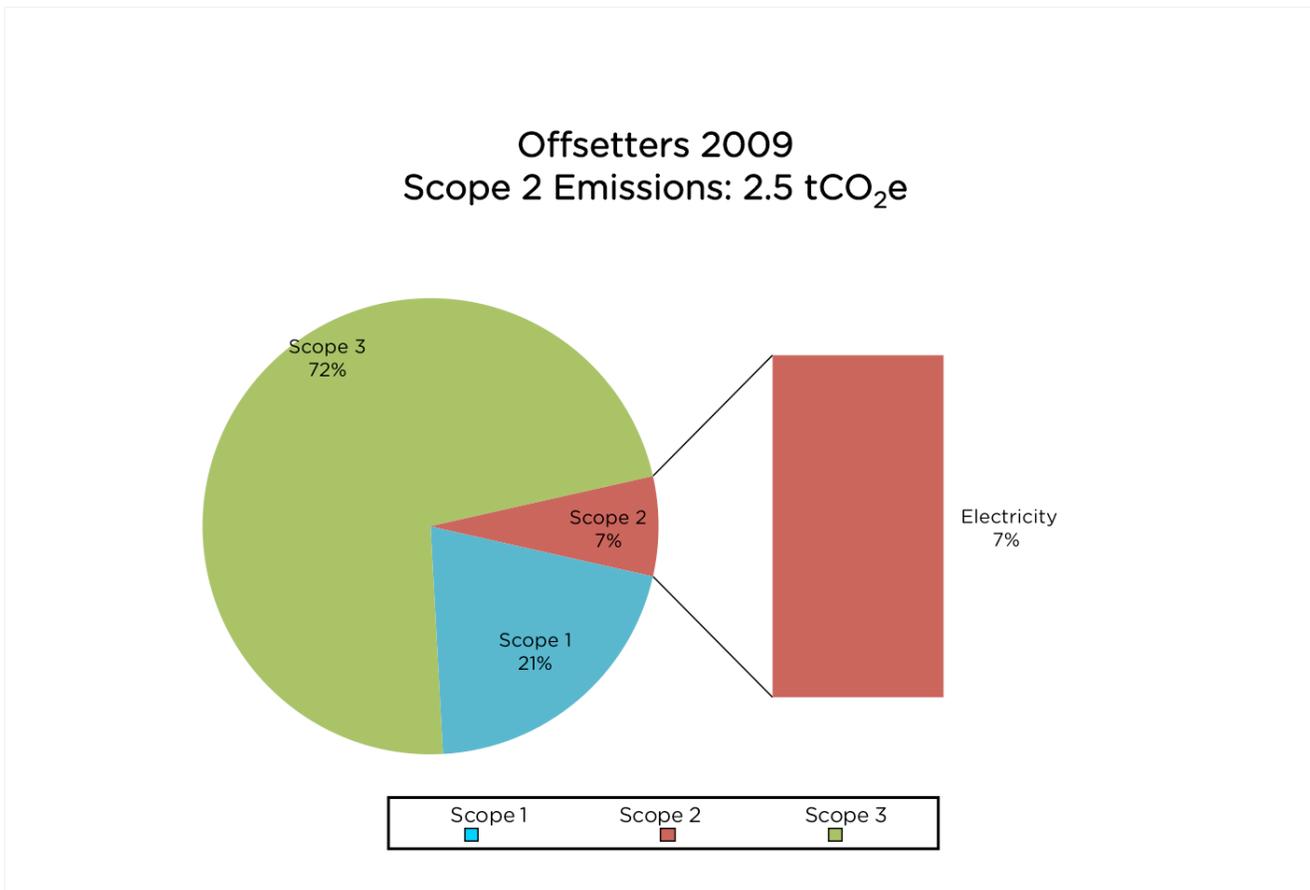
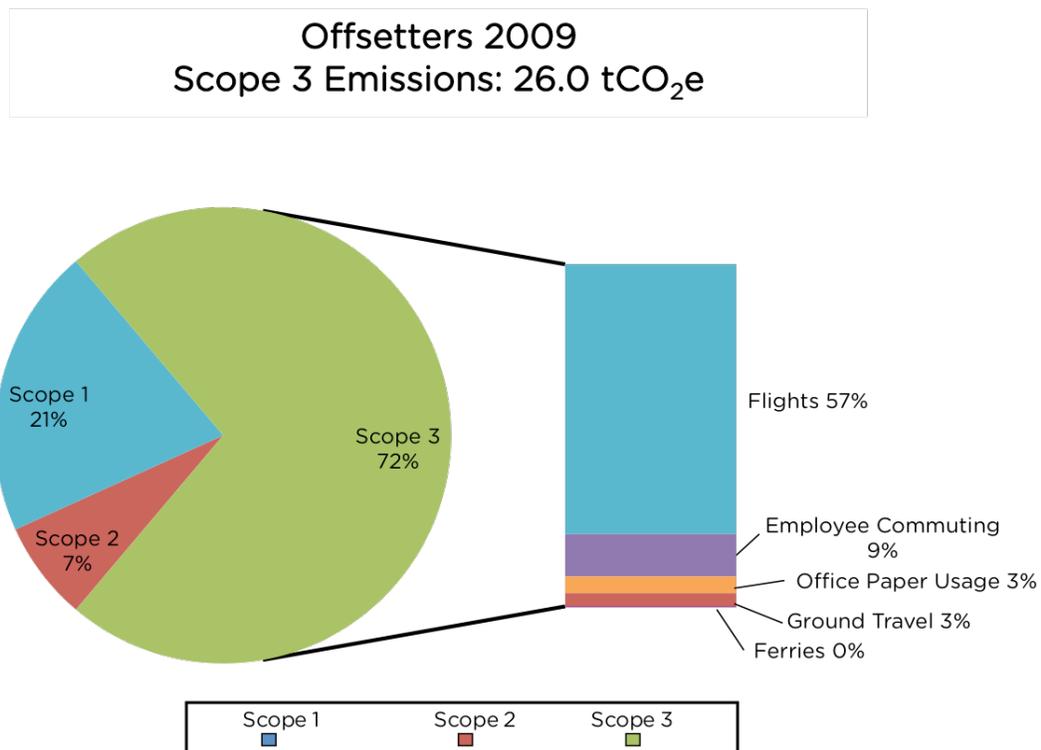


Figure 4: Scope 3 Emissions





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