MITCHELL PRESS SUSTAINABILITY REPORT 2023

PRODUCING
EXCELLENCE,
TOGETHER.

MITCHELL

TABLE OF CONTENTS

About	Introduction	4
	People	4
	Planet	4
	Integrating Key United Nations Sustainable Development Goals (UN SDGs)	5
Mitchell's Sustainability Team	Letter from Holly	7
Summary of Mitchell		8
Our People	Employee breakdown	9
	Summary of Team Members by Department	9
	Summary of Length of Employment	10
	Diversity, Equity, & Inclusion	11
	Furthering Education	12
Health & Safety	Joint Occupational Health and Safety Committee	13
Sustainability	Our Approach	15
	Journey Towards Zero Waste	16
	Paper Procurement	20
	PrintReleaf	21
	Internal Engagement Mitchell's Green Team Thrift Swap Meat-Free Pledge Community Garden	24
	Industry Advocacy	25
	GHG Emissions Reporting Organizational Boundaries Scope 1 Scope 2 – Location Based Emissions Scope 2 – Market-Based Emission Factors Scope 3 Release of Sequestered Carbon Offsets Emissions Factors	27
Appendix	Inventory Boundaries	32
	Sources of Data Included	33
	Recalculation	34
Glossary		35

ABOUT MITCHELL

ABOUT

Introduction

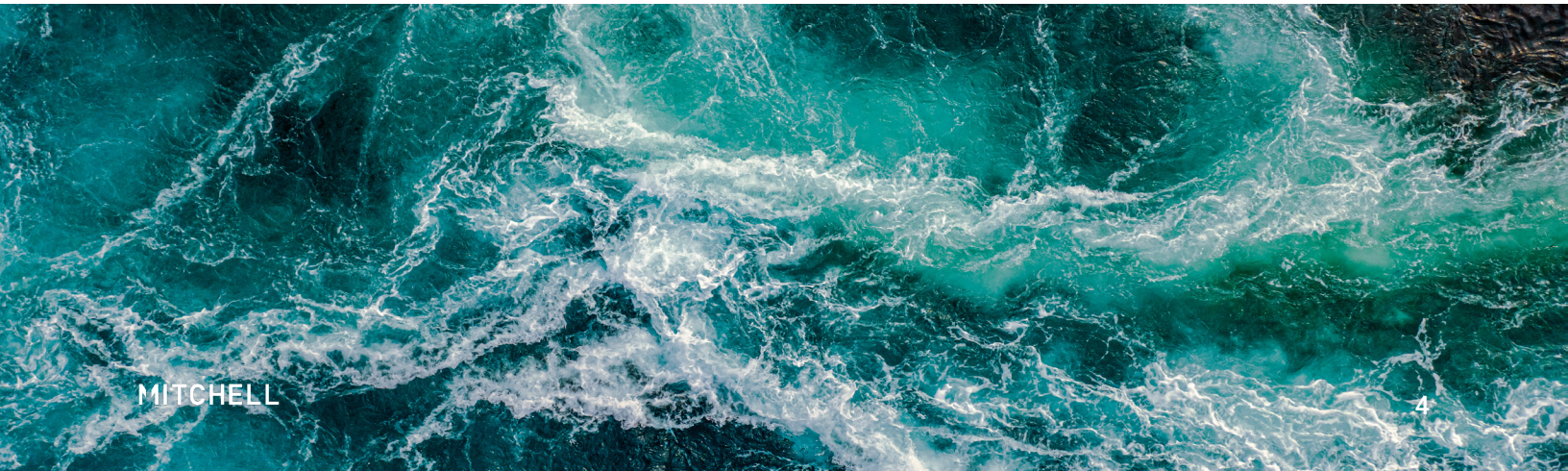
Welcome to MITCHELL's 2023 Sustainability Report, developed in accordance with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard. This report addresses our comprehensive environmental impact as well as the steps we are taking for emissions reduction. The details of this report cover not only our sustainability metrics, but also our demographic, inclusivity, and equality metrics for our team members. This report serves as a testament to our ongoing efforts to integrate sustainable and equitable practices into every facet of our business.

People

At MITCHELL, empowering our team members is of top priority. We aim to do so by fostering a culture of inclusivity, encouraging diversity, supporting local educational programs, and investing in the growth and development of our team members. This report outlines the steps we have taken to ensure a supportive workplace for everyone at MITCHELL.

Planet

MITCHELL recognizes that the printing industry is one reliant on global forestry and extractive processes. By understanding our responsibility in the climate crisis, we can better enact meaningful change and action. This report details our annual emissions analysis, our waste and recycling metrics, paper consumption, and the steps we are taking to encourage internal and external engagement and reduce our footprint.



ABOUT

Integrating Key United Nations Sustainable Development Goals (UN SDGs)

The United Nations Sustainable Development Goals (UN SDGs) provide a global framework to address pressing challenges and guide efforts towards a more sustainable future by 2030. At MITCHELL, we have aligned our sustainability initiatives with these goals. Throughout this report, our actions will reference relevant select SDGs:

Goal 3 – Good Health and Wellbeing: Ensure healthy lives and promote well-being for all at all ages.

Goal 4 – Quality Education: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

Goal 6 – Clean Water and Sanitation: Ensure availability and sustainable management of water and sanitation for all.

Goal 8 – Decent Work and Economic Growth: Promote sustained, inclusive, and sustainable economic growth, full and productive employment and decent work for all.

Goal 11 – Sustainable Cities and Communities: Make cities and human settlements inclusive, safe, resilient and sustainable.

Goal 12 – Responsible Consumption and Production: Ensure sustainable consumption and production patterns

Goal 13 – Climate Action: Take urgent action to combat climate change and its impacts

Goal 15 – Life on Land: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Goal 17 – Partnerships for the Goals: strengthen the means of implementation and revitalize Global Partnership for Sustainable Development*

*UN Sustainable Development Goals, 2015, https://sdgs.un.org/goals

MITCHELL SUSTAINABILITY TEAM

LETTER FROM HOLLY

Being MITCHELL's first full-time, in-house Sustainability Specialist for the past year has been a truly rewarding journey. I was fortunate to join a team that was already committed to sustainability, so I was keen to bring my experience in climate action to see how we could further minimize our impact. 2023 was a year of many firsts for MITCHELL – founding our Green Team, onboarding a reforestation partner, and sharing our successes and advice for others across our industry. Most excitingly, at the 2023 Canadian Print Awards we were awarded Canada's Most Environmentally Progressive Printing Company. This is an incredible acknowledgement and one we've been working hard to achieve. I couldn't be prouder of the team at MITCHELL for making this goal a reality.

With that being said, there is always room for improvement. One of the many pillars of our sustainability strategy is acknowledging the role of the printing and paper industry in our global climate crisis. Trying to assert that we contribute little to no impact does nothing but stagnate our efforts towards decarbonization. By acknowledging our impact, we are in a better position to make meaningful change. We are in industry that relies on the health of our forests and water supplies, along with countless other resources. It is in our best interests to dedicate time and effort to maintaining and rehabilitating those environments, otherwise our industry will suffer. It is our responsibility as producers to make sure our impact isn't detrimental to the ecosystems we rely on and prove to our communities that we can continue to operate and provide the services they rely on, without harming our environment.

As MITCHELL moves into its next year of exciting climate work, we hold onto our successes as guiding pillars for the future and recognize our downfalls as areas for ambitious and urgent improvement.

SUMMARY OF MITCHELL

The Mitchell Group is a group of visual communication specialists, comprised of Mitchell Press Limited (commercial print), Project 28 (full stack web development), and Pacific Bindery (trade finishing and binding services). The Mitchell Group harnesses the unique abilities and services of each Group member to provide visual communication solutions that close the loop of physical and digital branding needs. Combining data, print, finishing, and distribution unlike anyone else.

MITCHELL prioritizes sustainability, applying our expertise, technology, and creativity to inform unique solutions for each client. Our technological equipment and seasoned team consistently generate dependable results, enhancing mutually beneficial partnerships with our clients.

Standing at the intersection of physical and digital marketing, we allow data to lead our path. It subtly informs our decisions, sculpts our goals and methodologies, and underscores our partners' success, ensuring the delivery of tangible solutions that automatically elevate businesses.

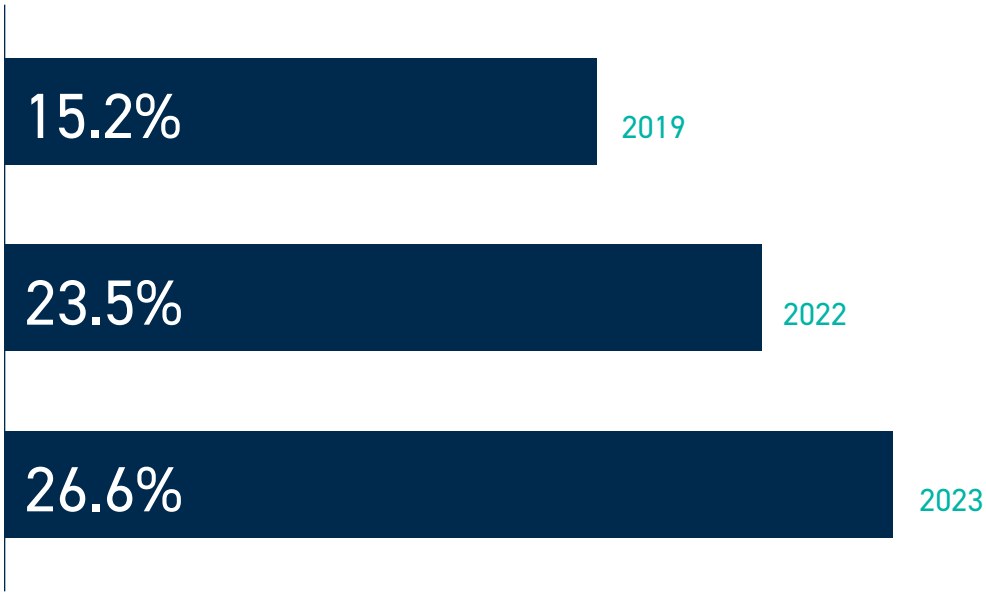
OUR PEOPLE

EMPLOYEE BREAKDOWN

94 TEAM MEMBERS

26.6% of our team members identify as women, an increase of 11.8% since 2022 and a 43% increase since 2019.

% OF EMPLOYEES THAT IDENTIFY AS WOMEN



OUR PEOPLE

SUMMARY OF TEAM MEMBERS BY DEPARTMENT

DEPARTMENT	# OF TEAM MEMBERS	MEN	WOMEN	NON-BINARY
LEADERSHIP	02	02	00	00
SALES	09	06	03	00
ACCOUNTING	03	01	02	00
ESTIMATING	03	02	01	00
DIGITAL	03	02	01	00
PRODUCTION	16	09	07	00
SHIPPING	03	03	00	00
PLANT	55	44	11	00
TOTAL	94	69	25	00

SUMMARY OF LENGTH OF EMPLOYMENT

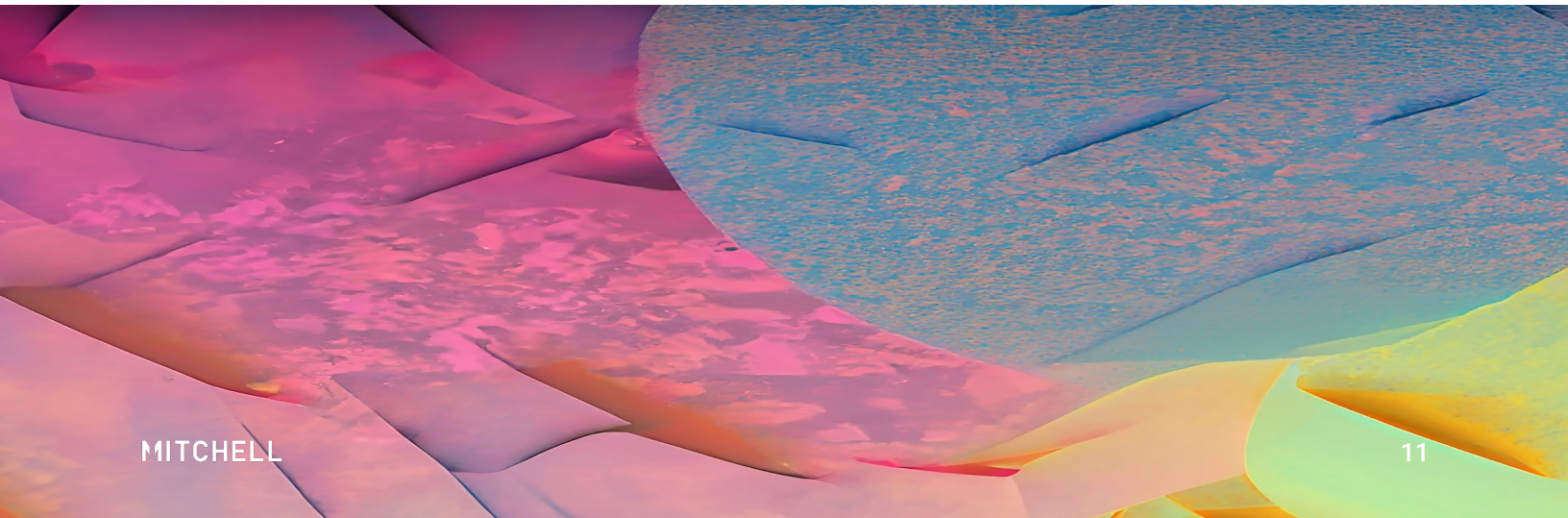
YEAR RANGE	0 TO 4	5 TO 9	10 TO 19	20 PLUS
TOTAL	53	09	15	17
%	56%	10%	16%	18%

OUR PEOPLE

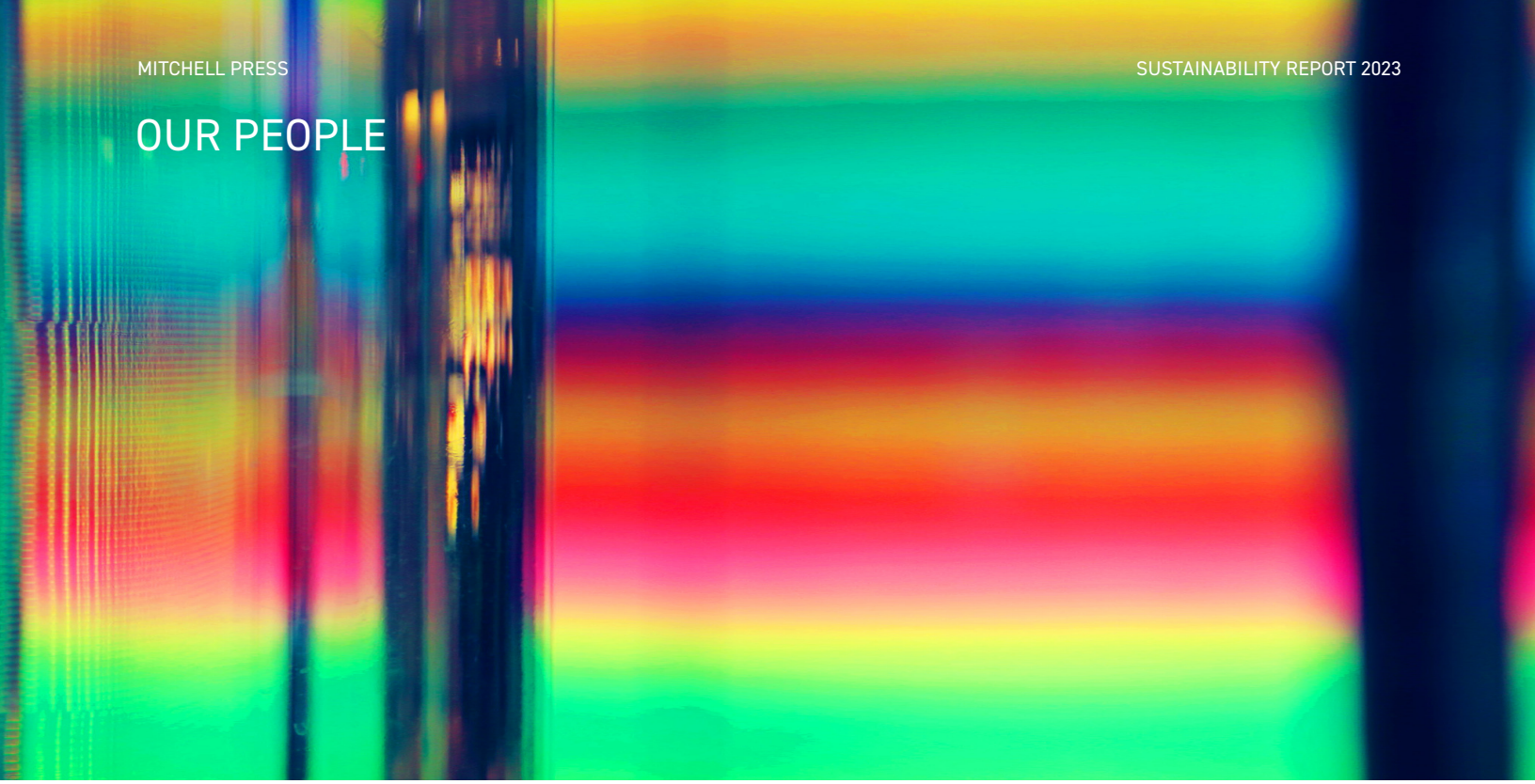
Diversity, Equity, & Inclusion

As part of MITCHELL's efforts to be inclusive of all gender identities and ensure gender equality, in 2023 we made some small but important changes to our company culture. Firstly, to create a safe and comfortable washroom experience for gender-nonconforming individuals, we converted five gender-neutral washrooms for team members to use. This change was essential in fostering a sense of belonging and safety within our workplace.

Additionally, we developed an updated email signature policy and design guide that embraced the optional inclusion of personal pronouns. This update helped to normalize discussions about gender and was another small way to help create an inclusive work environment for transgender and non-binary people. Furthermore, we distributed awareness and sensitivity training materials for all employees, emphasizing the importance of respecting everyone's gender identity. By implementing these measures, we are actively working towards a more inclusive and equitable workplace for everyone.



OUR PEOPLE



Fostering Education

In 2023, we had the pleasure of welcoming a talented group of five interns from the British Columbia Institute of Technology's Graphics Communications Technology Management cohort. These individuals joined our team to work directly within the printing industry, gaining hands-on experience and valuable insights.

At Mitchell, we take pride in our commitment to furthering education within our field. By providing such opportunities, we aim to bridge the gap between academic knowledge and practical application. This not only enhances the interns' learning experience but also equips them with the essential skills and understanding needed for a successful and rewarding career in printing.

Our dedication to fostering the next generation of professionals is a testament to our belief in the importance of continuous learning. We understand that the future of the printing industry lies in the hands of these young, bright minds, and we are honored to play a part in shaping their journey. Through initiatives like this, we strive to ensure that they are well-prepared to meet the challenges of the industry and contribute meaningfully to its evolution.

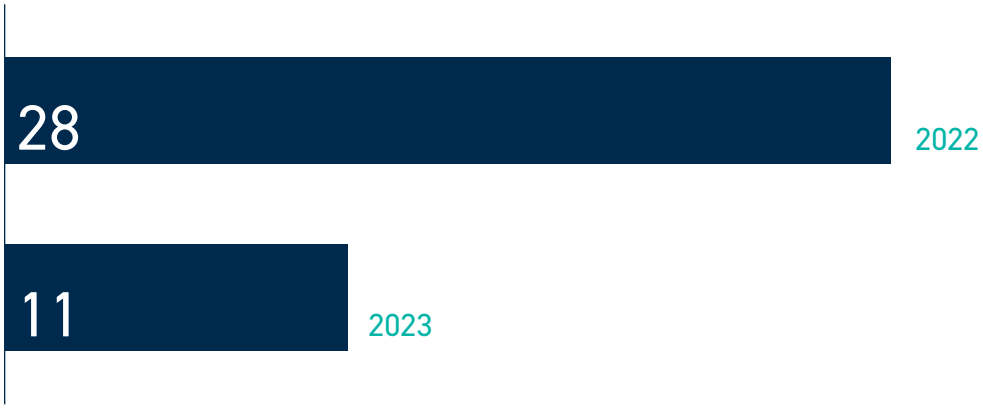
HEALTH & SAFETY

Joint Occupational Health and Safety Committee

Our Joint Occupational Health and Safety Committee (JHSC) meets once a month to ensure we are meeting or exceeding compliance objectives. Jointly and equally led by an advisory group of employer and union representatives, the JHSC is committed to tackling important issues in the workplace to provide the best solutions to safety concerns. These include but are not limited to addressing training procedures, equipment safety, near-miss investigations, chemical and biohazard safety, and team wellbeing. The JHSC has encouraged the creation of a diligent and detail-oriented community which helps to ensure overall safety.

During 2023, we had 11 first aid reports due to injury, which is a 60.7% decrease from 2022. This shows that our implemented changes in the past year have helped to reduce safety hazards. In the past year we have dedicated more time and energy into reducing safety incidents through increased training and education, more formalized processes, and enhanced record-keeping.

FIRST AID REPORTS



SUSTAINABILITY

SUSTAINABILITY

Our Approach

At Mitchell, our sustainability targets reflect the growing responsibilities of the industrial sector, encompassing a complex suite of dedicated commitments. Our understanding moves beyond the commonly referenced definition that sustainability is “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” Instead of simply sustaining ourselves, we strive to transform the paper industry, consistently enhancing our products, services, and connections. Our goal isn’t just survival – it’s fostering growth and prosperity, both for ourselves and our collaborators, within a sustainable framework for printing advancements.

For Mitchell, 2023 was a year of radical sustainable growth. We championed our internal Green Team and encouraged sustainability amongst team members. We created a partnership with PrintReleaf and committed to reforesting all of our paper consumption. We engaged in external sustainability events and joined panels to discuss innovation in our industry. All these initiatives continue to guide us towards making meaningful environmental change in our industry.

As a result of these achievements, Mitchell was awarded the 2023 Most Environmentally Progressive Printing Company at the Canadian Print Awards. This acknowledgement is not one we take lightly. We have been steadfast in our commitment to being sustainable leaders in our industry and this recognition shows that our impact is being noticed. Our goal is to continue to encourage our peers to take similar or greater strides in their journey towards sustainable printing.

“Our goal is to continue to encourage our peers to take similar or greater strides in their journey towards sustainable printing.”

Our Approach Continued on Page 16

SUSTAINABILITY

Our Approach - Continued

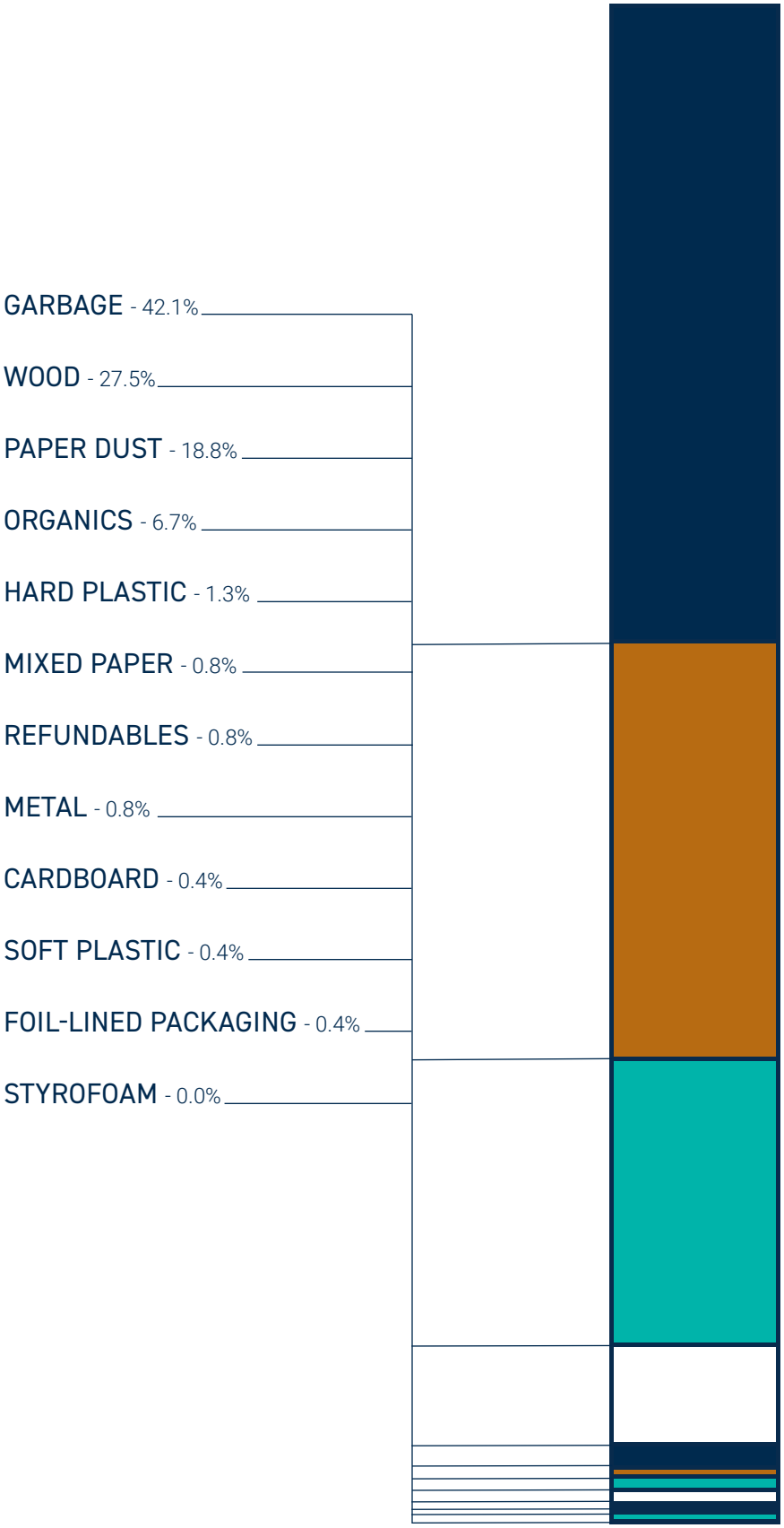
Our sustainability ethos is also evident in our approach to carbon emissions. We stand by our commitment to produce ESG reports such as this to showcase accountability for our impact. Working with BMO Radicle: Climate Smart, we accurately track our comprehensive Scope 1, 2, and 3 emissions to gain an in-depth understanding of our environmental responsibility and to identify areas that need improvement. As such, we are allocating time and resources to mitigate our carbon emissions and reduce our overall impact.

JOURNEY TOWARDS ZERO WASTE

At Mitchell we continue to prioritize our materials and waste diversion rates to ensure that our activities are not creating excessive waste. In 2023, we conducted our second annual Dumpster Dive waste audit to compare our results from the previous year. The Dumpster Dive is held to spread awareness of the impacts of our consumption, educate team members on recycling best-practices, and engage in some messy team-bonding for our Green Team members. The Dumpster Dive consists of sorting out one week's worth of waste from the dumpster into their various diversion streams, if any. At the end, we weigh each waste category and evaluate our sorting behaviours.

SUSTAINABILITY

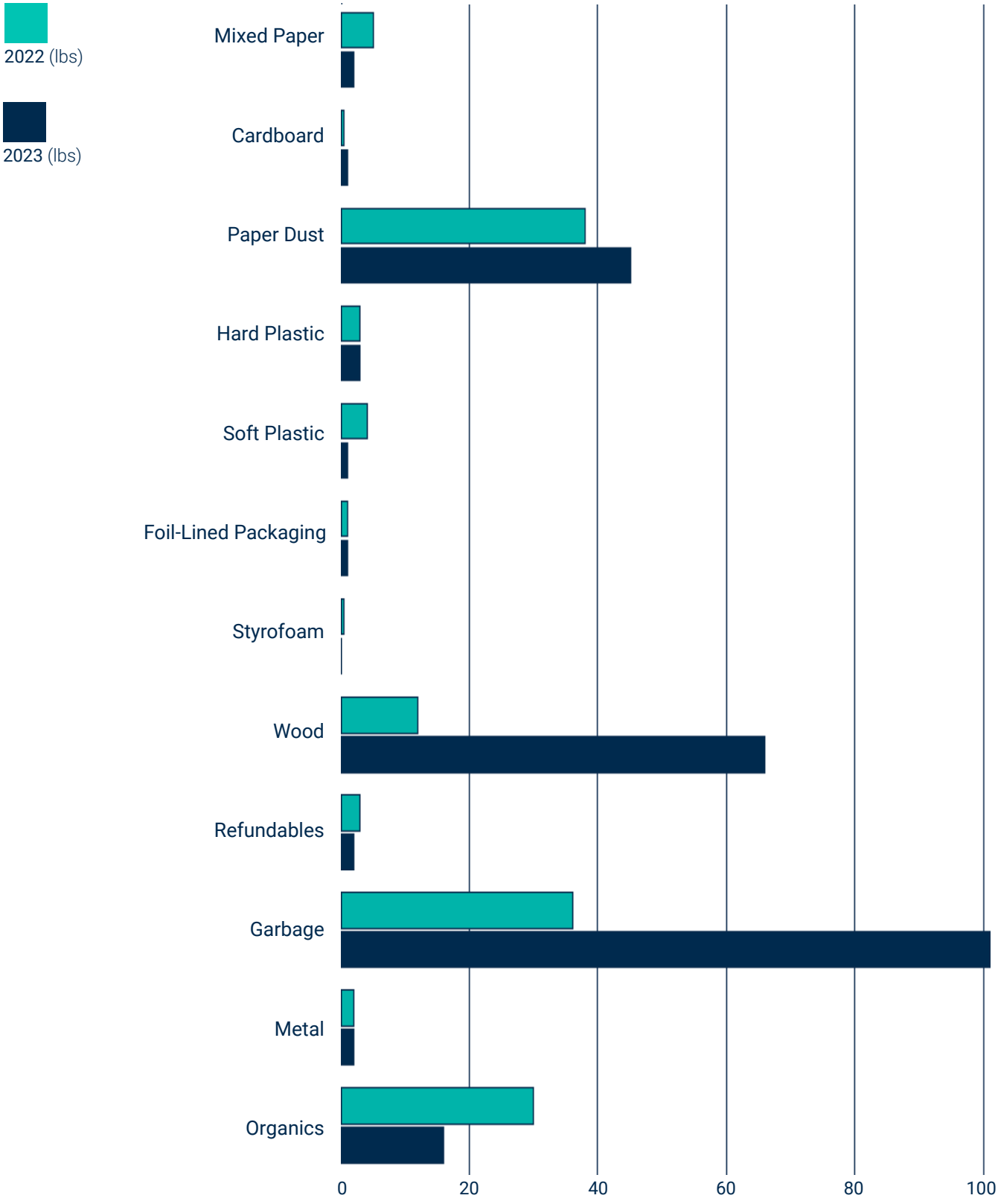
2023 DUMPSTER DIVE RESULTS - % OF TOTAL DUMPSTER WEIGHT



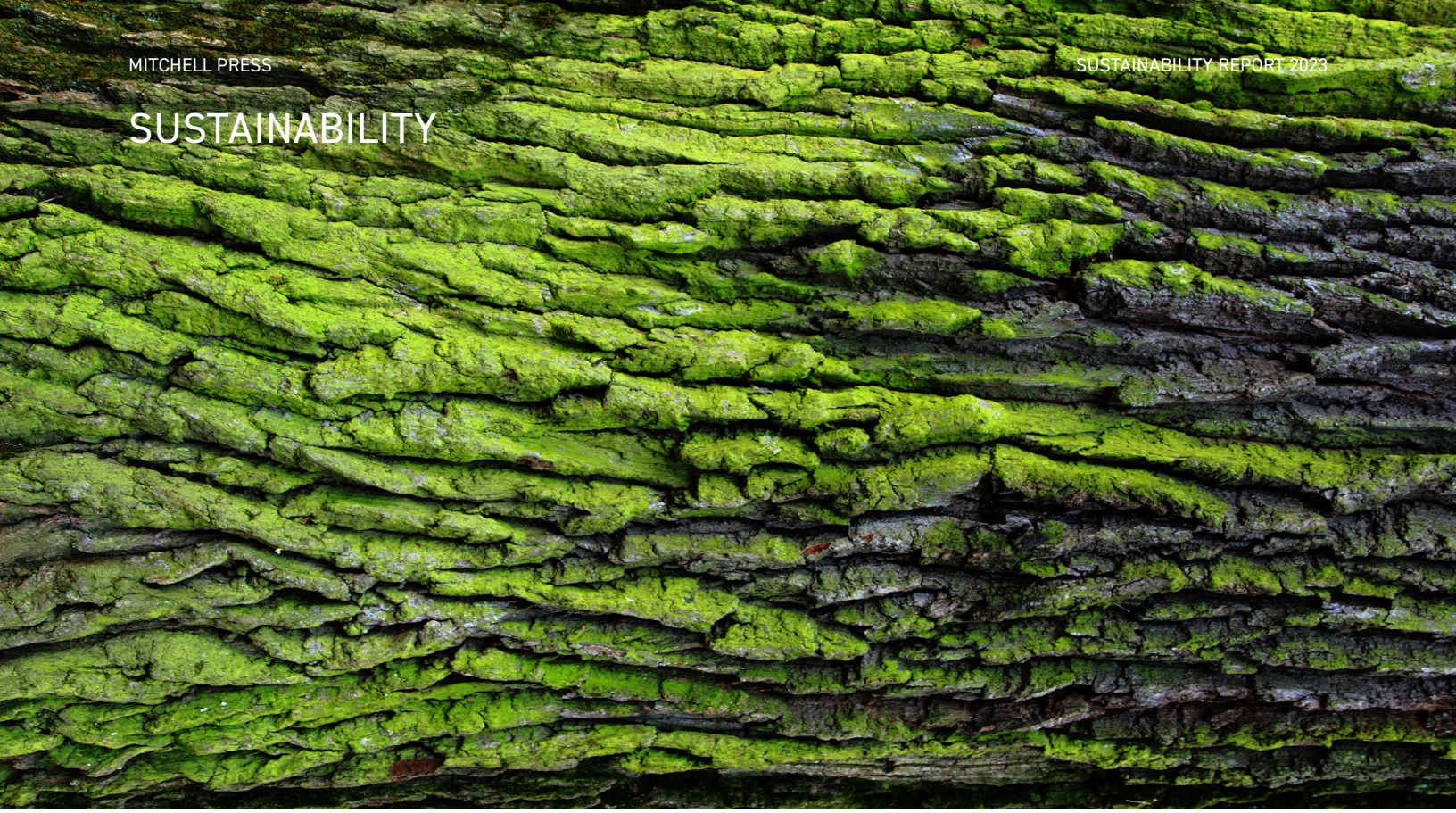
SUSTAINABILITY

2022-2023 DUMPSTER DIVE WEIGHT COMPARISON

2022-2023 DUMPSTER DIVE MATERIAL WEIGHTS (LBS)



SUSTAINABILITY



Our 2023 Dumpster Dive highlighted some key takeaways

- Similar to 2022, paper towels made up a large percentage of our waste when they should be diverted to the organics stream. We identified the cause as being limited disposal options in our washrooms and are working with our Janitorial staff to remedy this.
- Although they appear as low weights in our results due to the material density, our mixed plastic and refundable recovery was larger than we would like. This should be remedied by our improved recycling stations and signage around the plant.
- Even though the total weight of material increased compared to 2022 (which could be due to many factors as every week our material usage varies), the percentage of recyclable content found in the dumpster decreased.

SUSTAINABILITY

Paper Procurement

Committing to sustainable products and packaging is an important tenet of our environmental policies. As an industry heavily reliant on paper products, our aim is to constantly re-evaluate our sources for the most sustainable options.

Mitchell is committed to avoiding all paper products sourced from ancient and endangered forests. Effective May 2023, 100% of our paper stock is Forest Stewardship Council® (FSC®) certified, and we strive to increase the percentage of post-consumer waste content in our sourced stocks. Below is the breakdown of our paper consumption in 2023:

"Effective May 2023, 100% of our paper stock is Forest Stewardship Council® (FSC®) certified, and we strive to increase the percentage of post-consumer waste content in our sourced stocks."

2023 PAPER CONSUMPTION

DIVISION	% REC	QUANTITY (LBS)	TCO2E (TONNES OF CARBON DIOXIDE EQUIVALENT)*
MITCHELL PRESS	0% REC	5,220,232.54	38,872.87
	10% REC	3,951,764.82	
	30% REC	195,148.88	
	100% REC	390,297.76	

PRINTRELEAF

65,582 TREES

In 2023, we announced our partnership with PrintReleaf, a groundbreaking sustainability platform that empowers us to offset our paper consumption through certified reforestation efforts. This means, for every pound of paper we print on, an equivalent number of trees are planted to counterbalance the biomass consumed. Significantly, this program supports reforestation projects both locally and globally and are recognized and verified through SGS International, the world's leading inspection, verification, and certification company. SGS International leads audits across PrintReleaf's network of projects to verify 100% net survival of their forests

Being in an industry that relies on the health of the world's forests, we are deeply familiar with the value of reforestation. Forests provide essential ecosystem services, mitigate climate change, and support biodiversity. Additionally, the reforestation projects lift up local communities and create jobs, fostering better economic opportunities and outcomes. By planting trees with PrintReleaf, we are not only offsetting our paper consumption, but also investing in a brighter future for the global community.

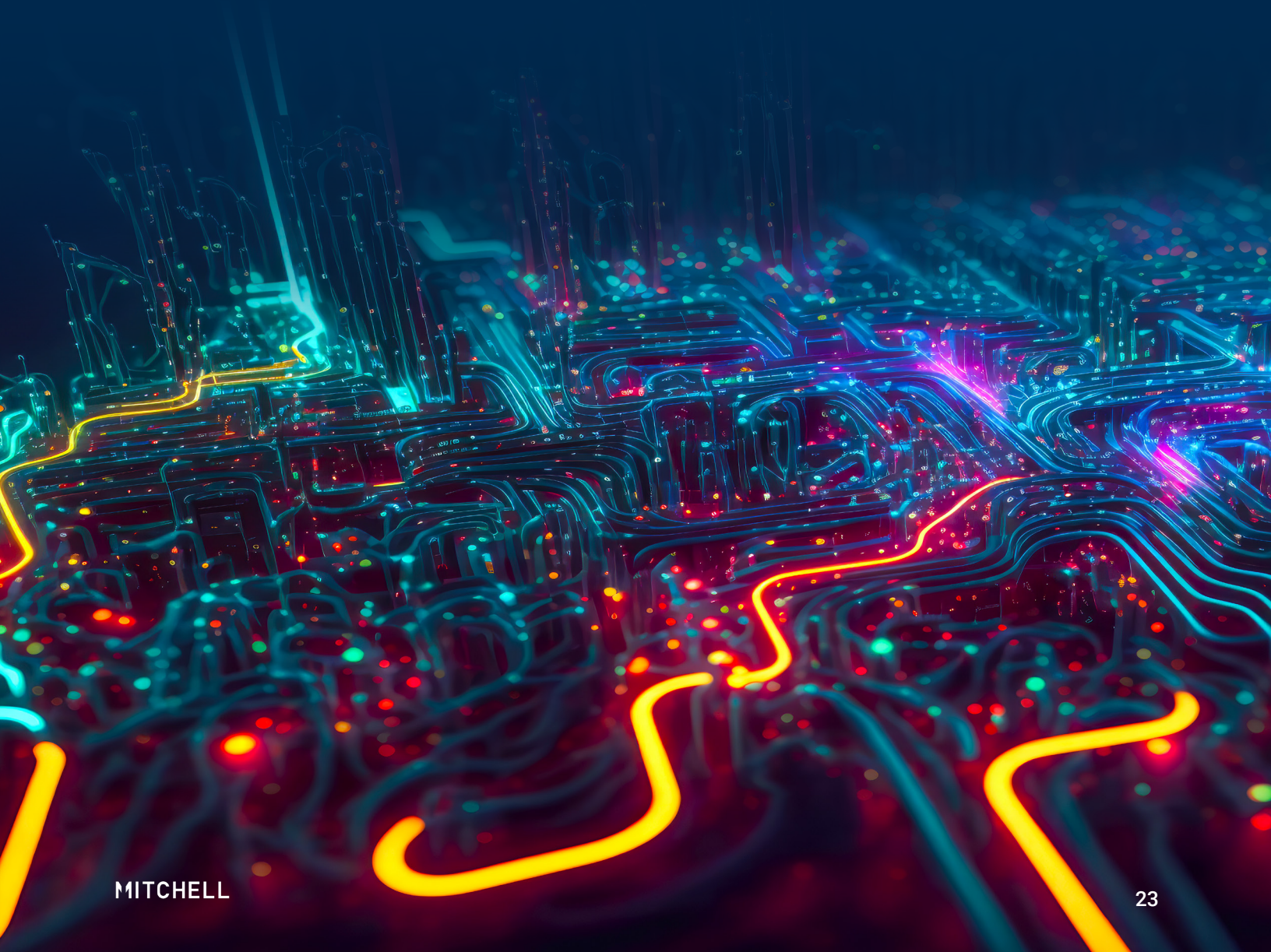
In 2023, we facilitated the planting of 65,582 trees in reforestation projects in Tanzania, California, and France. 2024 is currently on track to increase well above 150,000 trees.

Our work with PrintReleaf allows us to meaningfully contribute to a variety of the United Nations Sustainable Development Goals (SDGs). The table below illustrates further how each of the reforestation projects helps to contributed towards the UN SDGs.

PRINTRELEAF

REFORESTATION PROJECT	UN SDGS
CALIFORNIA	SDG 6 – Clean Water & Sanitation: The project help to rebuild and maintain healthy watersheds
	SDG 11 – Sustainable Cities and Communities: The project is rebuilding the recreational tourism industry that is reliant on the health of the Mendocino forests
	SDG 13 – Climate Action: The project will contribute to carbon capture
	SDG 15 – Life on Land: The forests will provide needed habitat for aviary, mammal, reptile, amphibian, and insect species, restoring an important migratory path and improve critical ecological cycles (carbon, nutrient, water, nitrogen)
TANZANIA	SDG 3 – Good Health and Well-Being: Local communities rely on the health of the project area for food and clean water. The project is also facilitating a community project titled “Redemptive Agriculture.”
	SDG 6 – Clean Water and Sanitation: The project helps to restore the Pangani River Basin as a reliable source of water
	SDG 11 – Sustainable Cities and Communities: Through sustainable agriculture, partnering farmers are doubling their crop production.
	SDG 13 – Climate Action: The project helps to mobilize communities and contribute to carbon capture.
	SDG 15 – Life on Land: The project will help provide habitat for endemic species.
	SDG 17 – Partnership for the Goals: this project equips communities in the Pangani River Basin with resources to adapt to environmental changes.
FRANCE (TORCÉ)	SDG 11 – Sustainable Cities and Communities: The project will help to restore a protected area, helping local recreational tourism.
	SDG 13 – Climate Action: The project helps combat global warming by storing carbon in the trees.
	SDG 15 – Life on Land: This project will help the forest be more resilient to insect outbreaks, disease, and heatwaves.

INTERNAL ENGAGEMENT



INTERNAL ENGAGEMENT

Mitchell's Green Team

In March of 2023, Mitchell created its first ever Green Team – a team of passionate individuals from different departments who were motivated to team up and inspire sustainable change. The team meets monthly to organize company events, write informative newsletters and engage in lively sustainable discussions.

Thrift Swap

Our Green Team's first event was a thrift swap and clothing donation drive. Over the course of a week our team members brought in their unwanted clothing and housewares. On the last day we set up our boardroom as a temporary thrift store to encourage everyone to look through and rehome any items of interest. At the end of the day, we donated all of the leftover items to a local charity thrift store. The purpose of this event was to encourage reuse rather than throwing away unwanted items or purchasing new to contribute to a circular economic model.

Meat-Free Pledge

Inspired by an idea from a Green Team member, we decided to launch a Climate Action Pledge initiative in which anyone at Mitchell could sign a pledge to commit to a chosen number of meat-free days a week. If an individual commits to one meat-free day a week, it can save up to 100kgs of CO2 emissions per year. With our completed pledges, we saved roughly 2,400 kgs of CO2 emissions throughout the year.

Community Garden

In the spring we revamped our company garden to produce seasonal herbs and vegetables for employee use. With a regular watering schedule split between Green Team members, a sense of community growing and harvesting was developed, instilling in team members a better connection to our natural environment. We were able to harvest an abundance of herbs and vegetables all summer.

INDUSTRY ADVOCACY

We believe that promoting and supporting sustainable achievement in the industry is of the utmost importance. If we can help partners reach environmental goals, then we are all the better for it. We have historically been sustainable leaders in the industry, sharing our successes, campaigning around relevant sustainable causes, and participating in panels and events that further the industries environmental goals. In 2023, our in-house Sustainability Specialist, Holly Denson-Camp, sat on several panels discussing sustainability in our industry. We first participated in the Digital Imaging Association's panel – "The Right Way to be Environmentally Responsible and Sustainable." Later in the year we joined the Sustainable Mail Group's panel event – "Sustainable Choices, Measurable Gains: Unlocking the Business Benefits of Eco-Friendly Practices." In each of these panels, we were able to share and inspire others with our sustainability journey, sharing tips for beginners and impactful environmental strategies relevant to our industry. Holly continues her advocacy through continued outreach with sustainable counterparts in Canada's most sustainable businesses and brands.

GHG EMISSIONS REPORTING

GHG EMISSIONS REPORTING

This section of the Sustainability Report details the Greenhouse Gas emissions footprint for Mitchell during the 2023 Calendar year, including the breakdown of emissions by source activity. This report and inventory were compiled in compliance with the Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, Revised Edition. The GHG Protocol is an internationally recognized standard published by the World Resources Institute and the World Business Council on Sustainable Development.

We measured our 7th greenhouse gas inventory with Climate Smart for the 2023 calendar year (Jan 01, 2023, to Dec 31, 2023) and recorded emissions of 39,620.26 tonnes of carbon dioxide equivalent (tCO2e). Overall, our total Scope 1, 2 & 3 emissions increased by 12% (4305.9 tCO2e) since our baseline year (2021). However, our total Scope 1 & 2 direct emissions saw a decrease of 12.8% since 2022. Our baseline year was changed to 2021 to reflect the higher accuracy of our 2021 emissions accounting, compared to previous years.

Organizational Boundaries

Mitchell used the operational control approach to determine our organizational boundary and included in our inventory all operations and facilities over which we have operational control.

Inventory Boundaries

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 goals, and for which reliable data can be obtained. The list of all activities included can be found in the Appendix.

The following section presents the breakdown of Mitchell's emissions for our 2023 calendar year by scope, as well as details of any emissions of tCO2e from combustion of sequestered carbon and purchased offsets and renewable energy certificates (RECs).

GHG EMISSIONS REPORTING

Scope 1

Scope 1 emissions totaled 467.64 tCO2e in Mitchell's 2023 calendar year, down by 17% since our baseline year. The majority of the decrease occurred in the Heating category.

ACTIVITY TYPE	2021 (TCO2E)	2023 (TCO2E)	ABSOLUTE CHANGE (TCO2E)	% CHANGE	DESCRIPTION
HEAT	539.84	451.59	-88.25	451.59	NATURAL GAS CONSUMPTION
SCOPE 1 - OTHER	11.05	0.01	-11.04	0.01	AFTERBURNER METHANE EMISSIONS
TRANSPORTING GOODS - ROADS	12.16	16.04	3.88	16.04	SHIPPING FROM COMPANY OWNED TRUCK
GRAND TOTAL	563.05	467.64	-95.41	-17%	

Scope 2 – Location Based Emissions

Scope 2 emissions totaled 44.90 tCO2e in Mitchell's 2023 calendar year, up by 80% since our baseline year. The majority of the increase occurred in Electricity category.

ACTIVITY TYPE	2021 (TCO2E)	2023 (TCO2E)	ABSOLUTE CHANGE (TCO2E)	% CHANGE	DESCRIPTION
ELECTRICITY	24.98	44.90	19.92	80%	BC HYDRO ENERGY CONSUMPTION. INCREASE IN ENERGY USE DUE TO ADDITION OF NEW EQUIPMENT.
GRAND TOTAL	24.96	44.90	19.92	80%	

GHG EMISSIONS REPORTING

Scope 2 – Market-Based Emission Factors

The 2015 GHG Protocol Scope 2 guidance requires companies to report their Scope 2 emissions in two ways: location-based (reflecting grid emission factors), and market-based (using supplier specific emissions factors and/or those from contractual instruments such as renewable energy certificates – RECs). Note that location-based values are shown on the emissions summary charts presented in this report.

PROVINCE/STATE	ELECTRICITY PROVIDER	KWH	PROVINCIAL/ STATE EMISSIONS (TCO2E)	UTILITY SUPPLIER EMISSIONS (TCO2E)
BC	BC HYDRO	2,904,776.75	44.90	33.40

GHG EMISSIONS REPORTING

Scope 3

Scope 3 emissions totaled 39,107.73 tCO2e in Mitchell's 2023 calendar year, up by 13% since our baseline year.

The majority of the increase occurred in Paper Consumption.

ACTIVITY TYPE	2021 (TCO2E)	2023 (TCO2E)	ABSOLUTE CHANGE (TCO2E)	% CHANGE	DESCRIPTION
ACCOMMODATIONS	0.26	1.00	0.74	285%	ACCOMMODATION FOR BUSINESS TRIPS
WASTE	9.66	12.50	2.84	29%	EMISSIONS FROM WASTE STREAMS
PAPER CONSUMPTION	34,514.34	38,939.68	4,425.34	13%	PAPER USE FROM CUSTOMER PROJECTS
STAFF COMMUTING	125.79	35.11	-90.68	-72%	STAFF COMMUTING TO AND FROM WORK
TRANSPORTING GOODS - AIR	10.99	-	-10.99	-	SHIPPING VIA PLANE
TRANSPORTING GOODS - ROAD	27.86	57.22	29.36	105%	SHIPPING VIA TRUCK
TRANSPORTING GOODS - WATER	0.07	-	-0.07	-	SHIPPING VIA FERRY
TRANSPORTING PEOPLE - AIR	2.84	25.81	22.97	809%	SALES AIR TRAVEL
TRANSPORTING PEOPLE - ROAD	34.40	36.32	1.92	6%	SALES GAS EXPENSES AND UBER TRIPS
TRANSPORTING PEOPLE - WATER	0.11	0.09	-0.02	-18%	SALES FERRY TRAVEL
GRAND TOTAL	34,726.32	39,107.73	4,381.41	13%	

GHG EMISSIONS REPORTING

Release of Sequestered Carbon

Direct tCO2e emissions arising from the combustion of biologically sequestered carbon, such as from burning biomass or biofuels, are reported separately from the scopes. For Mitchell's 2023 calendar year inventory, there was no reported release of sequestered carbon.

Offsets

Mitchell did not purchase offsets for the 2023 calendar year. We have decided to focus on reducing our emissions, rather than opting to offset them. We believe that offsets serve as a temporary solution and can discourage ambitious efforts towards environmental targets. By allocating the financial resources that would have paid for offsets towards reduction strategies, we can generate more meaningful change.

"By allocating the financial resources that would have paid for offsets towards reduction strategies, we can generate more meaningful change."

Emissions Factors

This inventory was conducted using the emissions factors from the BMO Radical Climate Smart web-based greenhouse gas management tool. The BMO Climate Smart GHG Management tool was designed for adherence to the GHG Protocol. Climate Smart's emissions factors come from a variety of sources, such as Environment Canada, the GHG Protocol Initiative, the US Environmental Protection Agency and the Intergovernmental Panel on Climate Change. Climate Smart reviews its emission factors annually to update them based on refined industry methodology and changing electricity grids.

Climate Smart also acknowledges that complete adherence to the Protocol requires the seven major greenhouse gases to be accounted for separately, and is working towards adding this feature at a future date.

APPENDIX & GLOSSARY

Inventory Boundaries

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

Heat > Generated

Scope 1 Other (after burner methane emissions)

Transporting Goods > Vehicles Owned > Road

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

Electricity > Purchased

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

Accommodations

Waste

Paper Consumption

Staff Commuting

Transporting Goods > Vehicles owned by others > Air

Transporting Goods > Vehicles owned by others > Road

Transporting Goods > Vehicles owned by others > Water

Transporting People > Vehicles owned by others > Air

Transporting People > Vehicles owned by others > Road

Transporting People > Vehicles owned by others > Water

*No material activities were excluded from the inventory

Sources of Data Included

Mitchell used the following sources of data to estimate our greenhouse gas emissions for the 2023 year.

ACTIVITY	DATA SOURCE
Heat > Generated	The total giga-joules of natural gas used were entered based on utility bills
Scope 1 Other > After Burner Methane Emissions	Total emissions from annual afterburner air quality testing Converted mg of methane per dscm to annual methane emissions
Transporting Goods > Vehicles Owned > Road	The total litres of fuel used were entered
Electricity > Purchased	The total kilowatt-hours of electricity used, based on utility bills, were entered
Accommodations	The total number of nights stayed in hotels
Waste	The total estimated weight of garbage
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://papercalculator.org) to calculate emissions.
Staff Commuting	The distance commuted by each mode of transport was entered based on staff commuting survey
Transporting Goods > Vehicles owned by others > Air	Distance travelled and weight for each parcel was entered.
Transporting Goods > Vehicles owned by others > Road	Distance travelled and weight for each parcel was entered.
Transporting Goods > Vehicles owned by others > Water	Distance travelled and weight for each parcel was entered.
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 > Road	The total kilometers travelled were entered.
Transporting People > Vehicles owned by others > Water	The number of BC Ferries trips were entered for each route.

APPENDIX

Recalculation

Climate Smart recommends a recalculation of baseline emissions if a change occurs that would equate to a change equal to or greater than five percent of our total annual emissions. Situations triggering recalculation include 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.

For Mitchell's 2023 calendar year inventory, no recalculation was required.

Climate Smart GHG accounting experts ensure high integrity at every stage: setting industry-relevant operations boundaries; ensuring data is complete and accurate; updating the GHG accounting software to include the most current available emissions factors; and developing a reduction strategy that targets the highest sources of GHG emissions. Further detail is outlined below.

Clients conduct a materiality assessment with Climate Smart advisors to ensure their GHG inventory captures their highest sources of operational emissions. This process is informed by the GHG Protocol and specific industry insights.

- During the GHG data collection process, clients are supported by Climate Smart advisors to ensure their data is complete and that there is valid supporting documentation.
- The software provides current emissions factors based on internationally recognized agencies and relevant for operating locations, for all Scope categories included in the inventory.
- Once all GHG inventory data has been entered, both the software and Climate Smart advisors review all GHG inventory data for outliers – comparing to both previous year inventory data, as well as industry/business activity averages. In case of a drastic increase or decrease in reported emissions, clients are alerted to confirm accuracy, and to make and required corrections.
- The final GHG reduction plan identifies immediate reduction opportunities, and clients work closely with Climate Smart advisors to determine a detailed implementation timeline.

GLOSSARY

Baseline GHG Emissions Inventory: A comprehensive, quantified list of an organization's greenhouse gas emissions and sources for the initial reporting year (base year). The baseline GHG inventory is the level of greenhouse gas emissions against which future GHG inventories are compared. (CS)

Biologically sequestered carbon: Long-term carbon stored in biomass, such as forests, soils and peatland. Carbon is "locked" into organic matter through biological processes. This carbon can be released through e.g., burning of biomass as fuel or change in land use.

Carbon Dioxide Equivalent (CO2e): The universal unit for comparing the emissions from various greenhouse gases. The carbon dioxide equivalent for a gas is derived by multiplying the mass of the gas by the associated global warming potential (GWP). For example, the GWP for methane is 21. This means that emissions of one metric tonne of methane are equivalent to the emissions of 21 metric tonnes of carbon dioxide. (CS)

Carbon Offset: A project or activity that results in a given amount of greenhouse gases being avoided or reduced in one place, that is used to 'balance out' another's total GHG emissions. Emission reductions that are real, additional (beyond business as usual), measurable, permanent, and verified can generate offset credits. Credits are tradable certificates. (CS)

Emission Factor: A factor that converts activity data to GHG emission values, e.g., lbs of carbon dioxide emitted per barrel of fossil fuel consumed. (CS)

Renewable energy certificates (RECs): RECs are tradable energy certificates representing proof that 1 megawatt-hour (MWh) of electricity was generated from an eligible renewable energy resource (e.g., solar or wind) and was fed into the electricity grid.

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

Scope 2: Includes indirect GHG emissions from purchased electricity and purchased heat.

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

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