



**Wilfrid Laurier University's GHG Reduction Commitment
As a Pledging Partner of the Regional Carbon Initiative**

May 1, 2012

Mr. Matthew Day
Program Manager,
Regional Carbon Initiative

Dear Mr. Day:

Wilfrid Laurier University is pleased to support the efforts of *Sustainable Waterloo Region* and hereby commits to take part in the Regional Carbon Initiative as a Pledging Partner.

The following campuses or facilities are included in this commitment:

1. Waterloo Campus, 75 University Ave. W, Waterloo ON N2L 3N1
2. Kitchener Campus, 120 Duke St. W., Kitchener, ON N2H 3W8 **Total employees: 1339**

As we make this commitment we understand that on an annual basis, we agree to the following:

1. By January 21st of each year we will have inputted 12 months worth of data (according to reporting year) into the *Sustainable Waterloo Region Carbon Accounting Tool (CAT)* (Laurier's ION EES Energy Management System) for each of the facilities identified above. We will import data on at least an annual basis, beginning January 2012.
2. Although we understand that this commitment does not entail any verification or auditing of self-reported GHG emissions, we agree to:
 - I. Retain verifiable records of all activity source data used to calculate emissions (as defined in the Regional Carbon Initiative Reporting Framework)
 - II. Record all GHG calculation methods that differ from those outlined in the Guide to the Regional Carbon Initiative.
3. We will respond to Sustainable Waterloo Region's Annual Member survey by January 31st of each year, including information on:
 - I. The most current annual inventory and its comparisons to past years
 - II. A brief description (one-two paragraphs) of some (two-five) of the key actions taken that led to the decreasing emissions of CO₂.
 - III. Up-to-date information on the size of the facilities, number of employees, or any other factors that may be relevant for your emissions reporting (especially if using intensity-based targets).



In our reports we agree to meet the requirements established in the Regional Carbon Initiative Reporting Framework, as follows:

1. **Operational Boundaries:** Waterloo Region Wide
2. **Baseline and Reporting Year:** 2009 (Calendar/Fiscal Year)
 - a. Baseline emissions are: 11,748 (tonnes of greenhouse gas emissions)
3. **Reporting Boundaries:** Scope 1, Scope 2, Business Travel air (for 2013 onward) and the following Scope 3 emissions:
 - yes Personal Vehicle Business Travel
 - no Employee Commuting
 - yes Waste
 - yes Water
4. **Absolute or Intensity Targets:** Intensity targets measured by square foot
5. **Intervals and Dates:** 10 year commitment to a 25% reduction, with biannual “soft” targets
 - a. **Emission reductions will come from, in part, the following projects...:**
Lighting retrofits and controls, recommissioning, water harvesting, outreach and awareness through student groups and our green team, recycling and organics programs, and real-time energy metering and management systems.

Offsets: I understand that a maximum of 49% of total reductions can be from offsets, and only 10% from foreign projects.

We also understand that the Regional Carbon Initiative is a voluntary project, and as such, there are no consequences for our failing to meet our stated goal. Nonetheless, we will make a concerted effort to reach the goal established.

We understand that the information submitted in an Annual Survey provided in January of each year will be included in Sustainable Waterloo Region’s Year End Report and that all Pledging Partners of the Regional Carbon Initiative will have absolute emissions reported in the Year End Report. Activity Source Data will be reported according to bills received or other accepted methodology outlined in the Regional Carbon Initiative Reporting Framework

The following person is the point of contact for our organization and is responsible for the accuracy of the data reported and submitted: Claire Bennett, 75 University Ave. W, Ontario N2L 3C5, 519-884-0710 x4270, cbennett@wlu.ca

Sincerely,


Claire Bennett, Sustainability Coordinator

