

Corporate Climate Leaders Program

Registration & Consent Form - Required Information

Edmonton's Corporate Climate Leaders Program is a City of Edmonton led program, designed to support the growing number of Edmonton corporations (profit and non-profit) that are concerned about climate change and want to take action.

Please note, the next cohort of the Corporate Climate Leaders program will begin in early 2020.

Questions? Please contact Mike Mellross, General Supervisor of Energy Transition, mike.mellross@edmonton.ca, 780-442-2938.

SECTION I - REGISTRATION FORM

- **Primary Contact**
Indicate who will be primarily responsible for your organization's participation in the program.
 - First and Last Name
 - Job Title or Position
 - Phone Number
 - Email
- **Senior Executive Sponsor(s)**
Please provide the name and position of at least one executive level sponsor. You may choose to have more than one.
 - First and Last Name
 - Job Title or Position
 - Can you confirm that your Executive Sponsor(s) have approved your organization's participation in the Corporate Climate Leaders Program?
- **Business or Organization Name**
- **Sector**
- **If you are a business, what is your NAICS (North American Industry Classification System) code?**
NAICS codes can be found listed here: <https://goo.gl/YSDM5B>
- **What is the nature of your business or organization? What kind of work do you do?**
- **Approximately how many employees do you have?**
- **Business or Organization's Primary Address (in Edmonton)**
- **Number of locations (in Edmonton)**
- **Do you own any buildings in Edmonton?**
 - If yes, how many?
- **Is Edmonton your organization's headquarters?**
 - If no, where are your headquarters?

SECTION II - CORPORATE COMMITMENTS

All members of the Corporate Climate Leaders Program must meet the following three commitments within 12 months of joining the program:

- (1) Establish and maintain a corporate GHG inventory that is compliant to international protocol,
- (2) Develop a GHG reduction plan and target(s) for reducing emissions, and
- (3) Share certain details of these commitments publicly. For details please see the consent form below.

- As of today, is your business or organization:
 - Currently meeting all three of these requirements or
 - Currently not meeting these requirements but will take steps in the next 12 months (as part of the program) to meet them fully?
- Please note that for verification purposes, you will be asked to provide a letter from a 3rd party confirming that your inventory and plan comply with international GHG protocol. If known, who do you expect would be providing your organization with this letter?
- Are you interested in learning more about Climate Smart's Training & Certification process either to help you meet the program commitments (which includes providing 3rd party verification) or improve your GHG management practices?
- Given what you know about Climate Smart Training & Certification, do you intend to register for upcoming Climate Smart training sessions happening in Edmonton?

SECTION III - GHG INVENTORY & REDUCTION PLAN

Please note, this section is only relevant if you are currently meeting one or more of the three corporate commitments listed in Section II. The purpose of this section is to determine to what extent you are already meeting the Corporate Climate Leaders Program commitments.

- If you currently have a GHG inventory & reduction plan, what year did you first complete them?
- With what frequency do you complete them?
- What is your baseline year?
- Do you have a GHG reduction target? If yes, what is(are) your target(s)?
- If applicable, what kind of target is it?
 - Absolute
 - Intensity based
- What is your timeline for meeting this(these) target(s)?
- Have you already shared your GHG inventory & reduction plan with others?
- If shared publicly, where can these documents be found? (If relevant, please include URL)
- Does your current GHG inventory and reduction plan comply with one of the following international GHG protocols?
 - World Resource Institute (WRI) Greenhouse Gas Protocol
 - ISO 14064-1
 - Would need to confirm
- Is your current GHG inventory and reduction plan verified by an independent 3rd party?
 - If yes, by whom?

SECTION IV - CONSENT

Please carefully read the following, then click the box to the left of each section to confirm that you have read, understood and agree with the terms set out below. This consent form is only applicable to information related to your business or organization's corporate GHG emissions (as outlined below) provided to the City of Edmonton during the term of April 1, 2018 to April 30, 2020.

- By submitting this form, you confirm that:
 - You consent to information on your business or organization's participation in Corporate Climate Leaders Program being collected, used and stored internally by the City of Edmonton.
 - The information you share with the City of Edmonton is accurate, to the best of your knowledge.
 - You consent to sharing certain details about your GHG inventory & management plan with the City of Edmonton. This information will be posted on the City of Edmonton website and it will be used for reporting and program development purposes. Specifically, the information shared will include your total annual GHG emissions (total emissions from electricity, natural gas, transportation and waste), GHG reduction target(s), operational boundaries and baseline year. No other details will be shared without your consent.
 - You authorize the City of Edmonton to disclose publicly your business or organization's participation in the program (by name only).
 - You understand and approve the removal of consent process outlined below.
 - You understand that you will need to provide proof (via letter from a third party) within 1 year that you have met all program requirements in compliance with international GHG protocol.
- Optional Consent: Once available, do you intend to share your entire GHG inventory & reduction plan (or detailed elements of them) with the City of Edmonton for publication on the Corporate Climate Leaders Program website?

Removal of Consent Process

You can withdraw your registration and consent at any time by contacting mike.mellross@edmonton.ca.

If your information has already been included within a program report that has been published on the City of Edmonton or Corporate Climate Leaders Program website, then your business or organizations details will not be removed from this/these reports.

If you have any questions or concerns with anything included in this consent form, please email mike.mellross@edmonton.ca.

FOIP Statement

Canada's anti-spam law requires us to obtain express consent from the public before we can send any commercial electronic messages. By registering you agree to receive commercial content from us.

This information is being collected by the City of Edmonton under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Information will be used for administrative purposes related to the operation and evaluation of Edmonton's Corporate Climate Leaders Program and other related energy transition programs.

If you have any questions about the collection or use of this information, please contact Mike Mellross at 780-442-2938, Edmonton Tower, 10111-104 Avenue, T5J 4X1.