



## 2019 SUSTAINABILITY REPORT - METHODOLOGY

### HEALTH & SAFETY PERFORMANCE

Injury data was obtained from occupational illness and injury reports for Canadian Minto Group employees submitted to The Minto Group's Health and Safety team, Workers' Compensation Board – Alberta and the Ontario Workplace Safety and Insurance Board. Frequency rates are calculated based on total claims divided by derived hours worked multiplied by 200,000 hours where total claims include health care injuries (worker receives professional services from a registered health care professional due to a workplace injury, but there is no lost time) and lost time injuries (worker misses work due to workplace injury—excluding the day of the injury). Severity rates are calculated based on total lost days divided by derived hours worked multiplied by 200,000 hours where lost days are the number of days missed at work due to a workplace injury—excluding the day of the injury.

### STRENGTHENING EMPLOYEE ENGAGEMENT & EXPERIENCES

Employee engagement results are based on data collected from the *Gallup Q12 Employee Engagement Survey*.

Voluntary attrition is defined as an employee initiated departure which would have one of the following reasons: Career Opportunity, Compensation, Co-Worker/Team Conflict, Dissatisfied with Company Direction, Lack of Training/Development Opportunity, Location/Commute, Personal/Family Reasons, Return to School, Supervisor/Manager Conflict, Work-Life Balance. Voluntary Attrition is calculated by dividing the total number of annual voluntary departures by the average active permanent employees in the same year. Average active permanent employees is calculated by adding the Jan 1 and Dec 31 permanent employee headcount and dividing by 2.

BRAVO! Recognition results include both number of Awards per Employee and percentage of Unique Recipients. Awards per Employee is the total awards issued within the calendar year divided by total number of employees at the end of the calendar year. Unique Recipients is the total unique recipients within the calendar year divided by unique nominators within the calendar year. As a result it is possible to have the % recipients greater than 100%.



## **ENVIRONMENTAL PERFORMANCE**

Environmental performance is measured in energy consumption (electricity and natural gas), carbon emissions (carbon dioxide equivalents calculated from natural gas and electricity consumption using Canadian provincial utility emission factors from 2015 to 2020 National Inventory Report tables), water consumption, construction waste diverted and third party verification.

“Square foot operated” refers to the gross leasable area of the properties with Minto Apartments ownership that fall under the company’s operational control. All building performance data was recorded from buildings using the “operational control” approach. With this approach, Minto Apartments reports the building consumption and emissions for which it has an ownership stake, daily operational control and the power to implement operational policies.

Only buildings where we have whole building electricity and gas consumption were included in the energy and carbon intensity calculations, accounting for 61.9% of portfolio gross leasable area (GLA).

All figures disclosed are the best available totals gathered from utility bills, waste diversion reports, sub-metering reports, third party verification records and reports generated from internal departments.

Minto Apartments includes only the utilities paid for by the company in the intensity calculations. Reported intensities are an indicator of financial risk and are not the same as the complete building operational energy or water intensities measured to assess building efficiency.

Acquisitions are only included once a full calendar year is available, or the property was owned and managed by Minto for more than 6 months and consumption is prorated to account for a full year of operation.

## **WASTE**

Construction waste diversion is measured by comparing the total amount of waste generated with the total amount of waste diverted from landfill through recycling or reuse, as reported. Monthly waste reports are received for each construction site from the contracted waste hauler.

Minto Communities USA waste diversion rates are not included due to different waste management service levels and insufficient data.



### **THIRD PARTY VERIFICATION & CERTIFICATION**

For new residential community verifications, the percentage presented is the number of verifications achieved or in progress on new homes closed or available for rent in each year divided by the number of closings or newly built suites available for rent in each year.

Homes are considered verified where a third party has confirmed compliance with a green building program - currently this includes the following programs: EnerGuide Rating System, ENERGY STAR<sup>®</sup> for New Homes, HERS<sup>®</sup> (Home Energy Rating System), or LEED<sup>®</sup> for New Construction. The data is shown for Canada and USA combined.

Homes are considered closed when title and ownership are transferred from Minto Communities Canada or Minto Communities USA to the purchaser. Homes have been counted as third party verified when the verification process is complete or in progress as the verified date is not linked to the closing date and the verification process may not be completed in the same calendar year as closing. Failure to complete the verifications process within the calendar year does not indicate the home will not be verified.

For commercial space certification, the percentage presented is the number of square feet of leasable operated commercial space covered by a certification program in each year divided by the total square feet of leasable operated commercial space. Commercial space operational certifications are not considered certified unless achieved prior to the end of the calendar year while new construction verifications are considered verified as soon as construction is complete. Similar to residential verifications, there can be a considerable lag in receiving certification from a third party organization.

Acquisitions and dispositions in the portfolio as well as newly constructed commercial space change the total square feet of leasable operated commercial space annually.

### **ENERGY AND CARBON**

Weather normalized electricity and natural gas intensities have been included to allow building performance to be monitored independent of variations in annual weather conditions. The data was weather normalized using a third party software normalization function, which calculates the base load electricity, natural gas consumption and consumption impacted by weather, adjusting weather-driven consumption for the selected year to a 2009 base year weather in each geography.

The carbon footprint is calculated based on GHG Protocol Corporate Standard guidelines. The GHG-defined “organizational boundary” has been determined using the “operational control” approach. This is in keeping with the REALpac Best Practices in Accounting for GHG Emissions in the Commercial Real Estate Sector. The carbon footprint does not include indirect emissions



caused as a result of our business activities, such as employee commuting, fuel used for on-site property maintenance, construction or waste recycling/disposal.

#### **WATER**

Water consumption measured includes domestic water usage, pools, irrigation, and renovation work. Additional adjustments for weather or occupancy normalization are not undertaken.

For previous reports and more about The Minto Group's sustainability efforts, visit [minto.com](https://www.minto.com).