

CARBON NEUTRAL ACTION REPORT 2013 – SMALL EMITTERS FORM

Draft Due: March 31 2014 Final Due: May 30, 2014

[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes Co2e in the 2012 reporting year, which as a group, equals less than 1% of all PSO emissions]

Organization Name

St. Michaels Centre

Contact name

Steven Noel

2013 Total Emissions (from SMARTTool homepage)

673

2013 Total Emissions for Offsets (from SMARTTool homepage)

673

Changes to previous years emissions (if applicable – SMARTTool homepage)

Over or Underpayments held by PCT (if applicable – from May 15 Invoice)

Total Offsets Purchased for 2013 (from May 15 Invoice)

673

List the top three actions taken by your organization in 2013 to reduce GHG emissions and/or improve sustainability

Action

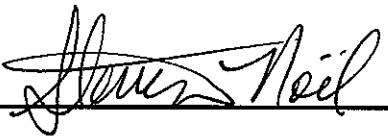
1. Introduction of a quarterly preventative maintenance plan on all equipment throughout the facility, which entails the regular replacement of filters on equipment. This will contribute decreased energy consumption through increased equipment efficiency.
2. Change over to "eco friendly" or "green" cleaning products, which have less impact on the environment being plant-based from renewable sources.
3. Sourcing locally grown or produced foods which decrease GHG emissions from long haul transportation whenever possible.

Describe Plans your organization has for continuing to minimize your GHG emissions

1. Explore ways to reduce paper usage, i.e. we are now emailing paystubs versus printing them and using envelopes. Also, will be exploring option of email monthly statements out to clients instead of mail. Focusing on e-documenting versus paper documentation.
2. Will be installing a new High Efficiency combi-electric oven in the kitchen, which consumes approx. 30% less energy than standard industrial kitchen oven.
3. Through a robust preventative maintenance program, keep all equipment functioning efficiently.

Executive Sign-off

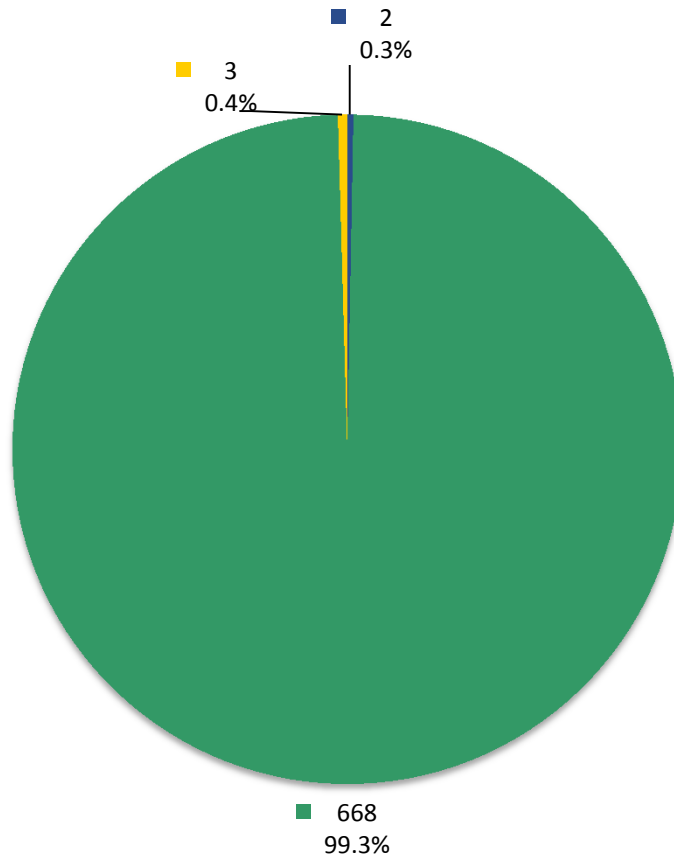
Name (print): Steven Noël Date: May 28, 2014

X 

Please return the completed form to climateactionsecretariat@gov.bc.ca

Or fax to 250-356-7286

**St. Michael's Centre
Greenhouse Gas Emissions by Source
for the 2013 Calendar Year (tCO₂e*)**



Total Emissions: 673

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2013 (Generated May 26, 2014 10:28 AM)

Total offsets required: **673**. Total offset investment: **\$16,825**. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.