



2016 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2017

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2015). Please fill in the required information below *(Text in yellow italics should be removed or replaced with information specific to your organization):*

Organization Name:

Menno Place

Contact name:

Bas Kervel

GHG Emissions and Offsets for 2016 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2016 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	493
Total Offsets (tCO ₂ e)	493
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	
Total Offsets (tCO ₂ e)	
Grand Total Offsets for the 2016 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2016)	
Grand Total Offsets (tCO ₂ e)	493

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

1. How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2016? **250**
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2016: **16,257 (m²)**
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? **Health Services**
4. How many motor vehicles did your organization own or lease as of Dec 31, 2016? **1 Bus**



Briefly describe the top three actions taken by your organization in 2016 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. We imported all policies and procedures to "Share Point" file sharing software. No printing and putting in binders.
2. Continue replacing lights with LED's
3. Completed an energy analysis for the Hospital HVAC system

Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

Implement some of the initiatives from the energy analysis.

Describe any actions your organization took during 2016 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

Implemented "Codes" procedure to emergency response plan.



Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, **[Organization Name]** (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2016 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

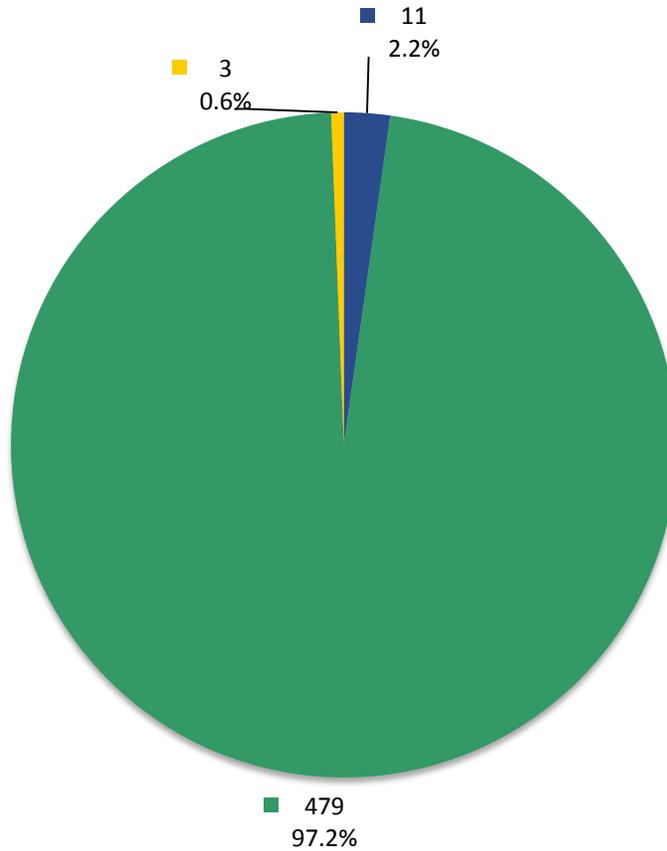
Executive Sign-off [To be signed by a senior official, such as CEO, COO or Superintendent]

Name: Karen L Baillie Title: CEO
(print)

Signature: Karen Baillie Date: May 12/17

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca

**Menno Hospital
Greenhouse Gas Emissions by Source
for the 2016 Calendar Year (tCO₂e*)**



Total Emissions: 493

- 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 2016 (Generated May 16, 2017 9:34 AM)

Total offsets required: **493**. Total offset investment: **\$12,325**. 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.