

## 2014 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 29, 2015**

*[This form is for the use of BC Public Sector Organizations that had GHG emissions of less than 600 tonnes CO<sub>2</sub>e in the 2014 reporting year, which as a group, equals less than 1% of all PSO emissions]*

Organization Name:

Memo Place

Contact name:

Bas Kenvel

GHG Emissions and Offsets for 2014 (TCO2E)	
GHG Emissions created in Calendar Year 2014 (from SMARTTool Homepage):	
Total Emissions	430
Total Offsets	430
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions	
Total Offsets	
Total Emissions for Offset for the 2014 Reporting Year (from SMARTTool Homepage)	
Total Offsets	430

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

- How many Full Time Equivalent (FTE) employees do you have within your organization? 250
- Schools, Universities and Colleges only: Number of student FTEs as of Dec 31, 2014? —
- What is the total amount of floorspace in your organization (including occupied and unoccupied space)? Please report in square meters: 16,257

List the top three actions taken by your organization in 2014 to reduce GHG emissions and/or improve sustainability:

Action
1. Reduce paper usage by implementing electronic pay roll. Held paperless meetings.
2. Replaced old computers with new energy efficient.
3. Upgraded building automation systems with new, Better controls over equipment. Installed automated controls to other HVAC Systems.

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

Continue

Installing DDC HVAC controls to other systems on campus. Introduce paperless news letters through a staff website + email.
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**Executive Sign-off**

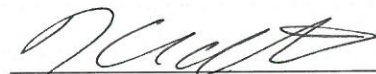
Name:  
(print)

Kathrin McMath

Title:

ED Finance & Operations

Signature:

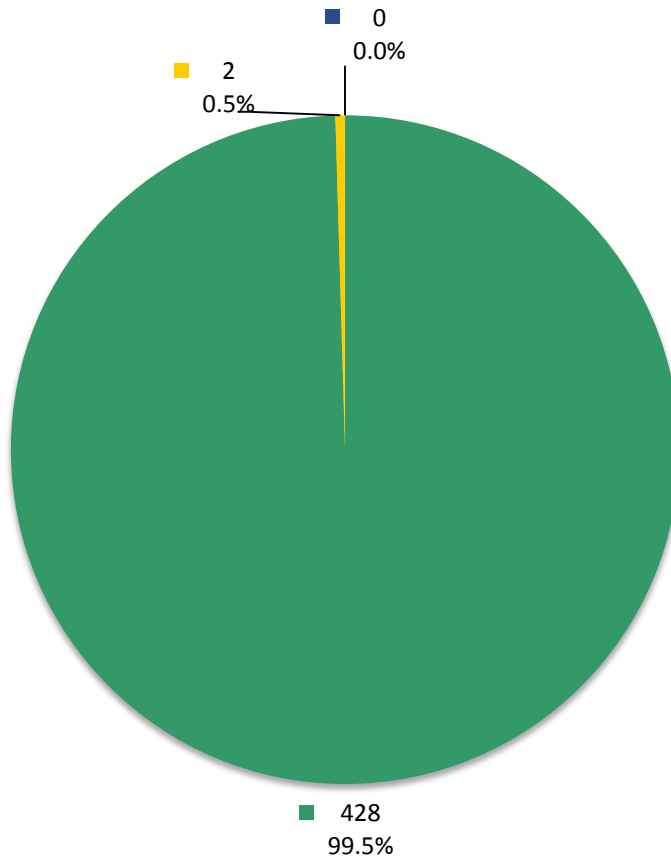


Date:

June 3/2015

Please scan and email the completed form to [climateactionsecretariat@gov.bc.ca](mailto:climateactionsecretariat@gov.bc.ca) or fax to 250-356-7286.

# Menno Hospital Greenhouse Gas Emissions by Source for the 2014 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 430**

- 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 2014 (Generated June 22, 2015 4:23 PM)**

Total offsets required: **430**. Total offset investment: **\$10,750**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) 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.