



2017 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2018

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 (2017). 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:

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GHG Emissions and Offsets for 2017 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2017 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	643
Total Offsets (tCO ₂ e)	643
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 2017 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2017)	
Grand Total Offsets (tCO ₂ e)	643

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, 2017? **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, 2017: **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, 2017? **2 Buses**

Briefly describe the top three actions taken by your organization in 2017 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Continued eliminating the use of paper by utilizing software programs ie. Share Point (software used to store all policies, procedures and digital forms.
2. Continue to install LED lighting.
3. Installed variable fan drives (VFD's) on 3 large air handling units as part of the energy conservation management strategy.

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

<p>Continue to move towards paperless invoicing.</p> <p>2018 we will finish installing equipment as part of the energy conservation management strategy set forth by the energy analysis in 2016. This will include programming the DDC (Direct Digital Controls) system to work with the VFD's and controls install on compressors. We will install meters on the hydro and gas systems. The DDC will be outfitted will real time analytics so we can monitor and report on energy usage.</p>
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Describe any actions your organization took during 2017 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.)

Updated emergency response plans and provided training to staff.

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 2017 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy 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: [Handwritten Signature] Date: May 30, 2018

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

