



# 2018 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 31, 2019**

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year (2018). 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

<b>GHG Emissions and Offsets for 2018 (tCO<sub>2</sub>e)</b>	
<b>GHG Emissions created in Calendar Year 2018</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	538
Total Offsets (tCO <sub>2</sub> e)	537
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	
Total Offsets (tCO <sub>2</sub> e)	
<b>Grand Total Offsets for the 2018 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2018)	
Grand Total Offsets (tCO <sub>2</sub> e)	537

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, 2018? **250**



2. What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2018: **16257** (m<sup>2</sup>)
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, 2018? **1 Bus**

**Briefly describe the top three actions taken by your organization in 2018 to reduce GHG emissions and/or improve sustainability from its operations:**

Action
1. Installed variable frequency drives on to air handling units supply and return fans (6 drives installed). Assessed and changed DDC programming to make systems run more efficient.
2. Add meters to gas and hydro coming into the building, installed energy management software to the DDC.
3. Installed condensing boilers with both heating and domestic hot water function. Integrated the boilers with DDC programming

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

<b>Continue to change lighting to LED's. Continue replacing HVAC and kitchen equipment with high efficiency. Continue looking for opportunities to add DDC automation to the systems so we can change the behaviour of the mechanical systems and track with the energy management software.</b>
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Describe any actions your organization took during 2018 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.)

**Trained staff in emergency response plan.**

**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, Menno Place is responsible for arranging for the retirement of the offsets obligation reported above for the 2018 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**

Name: Karen L. Baillie Title: CEO  
(print) \_\_\_\_\_

Signature:  Date: May 31<sup>st</sup>, 2019  
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Please scan and email the completed form to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca)

# Part 1: CNAR Survey

## 1. General Information

**Name:** Bas Kervel

**Contact Email:** bas.kervel@mennoplace.ca

**Organization Name:** Menno Place

**Sector:** Health

Energy Manager: Yes

Sustainability Coordinator: No

Administrative Assistant: No

Facilities/Operations Manager/Coordinator: Yes

CEO/President/Exec Director: No

Treasurer/Accounting: No

Superintendent: No

Other - Please Specify:

### A. Stationary Sources (e.g. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

#### 1. Actions taken by your organization in 2018 to support emissions reductions from buildings.

##### a) Do you have a strategy to reduce emissions from stationary sources?

Yes

If yes above, what are the main goals?: Reduce electricity, water and gas consumption.

##### b) Whether you have a strategy or not (1.a), briefly describe your organization's plans to continue reducing emissions from stationary sources:

###### I. Over the medium-term term (1-5 years)

Replace inefficient boilers and equipment as well as look into solar energy.

###### II. Over the long term (6-10 years)

Replace inefficient boilers and equipment as well as look into solar energy.

##### c) Please describe your strategy's goals (if any) related to [energy audits](#).

In the Q4 of 2017 we had an Energy Conservation Management review done by an outside vendor and in 2018 we implemented the program.

I. What % on average of your building portfolio has an energy audit completed each year (if any)?: 50

##### d) Please describe your strategy's goals (if any) related to building retrofits.

Only gas equipment over 95% efficiency is considered. With a retrofit we are always looking to utilize building automation.

I. What % on average of your building portfolio is retrofitted each year in the following categories (if any) - click [here](#) for further information:

Minor retrofits (e.g., low cost, easy to implement measures including caulking, lighting, adding roof insulation, etc.) (%): 20

Major retrofits (e.g., replacing windows and doors, equipment replacement such as boilers, etc.) (%): 20

Deep retrofits (e.g., replacing roof, replacing the heating, ventilation and air-conditioning system with a renewable technology like a ground-source heat pump, etc.) (%): 20

**e) Please describe your strategy's [re/retro-commissioning](#) goals (if any)?**

Nothing to report

I. What % on average of your building portfolio do you recommission each year?: 0

**f) Do you keep records of Refrigerant gases category and refilling volumes?**

No

I. If yes, have you included the associated emissions in your reporting?

No

II. What, if any, mitigation approaches have been considered? Please describe.

None

**g) How many newly constructed buildings received at least LEED Gold certification in 2018 : 0**

I. How many newly constructed buildings did not receive LEED Gold certification?: 0

II. Please explain why LEED Gold certification was not obtained.

No new buildings constructed.

**h) Other actions? Please describe briefly.**

None

## **B. Mobile Sources (Vehicles, Off-road/portable Equipment): Fuel Combustion:**

**3. Actions taken by your organization in 2018 to support emissions reductions from mobile sources.**

**a) Do you have a strategy to reduce emissions from mobile sources?**

Yes

I. If yes, what are its goals?

We would like to install EV charging stations to promote EV's

**b) Whether you have a strategy or not (3.a), briefly describe your organization's plans to continue reducing emissions from mobile sources:**

I. Over the medium-term term (1-5 years)

Plan locations for charging stations and get quotes.

## II. Over the long term (6-10 years)

More EV charging stations and eventually replace our gas driven Bus with an EV Bus.

## c) How many fleet vehicles did you purchase from the following categories:

Electric Vehicle – EV - (e.g., Nissan Leaf, Chevy Bolt): 0

"Plug In" Electric Vehicle – PHEV (e.g., plug-in Prius, Chevy Volt): 0

Hybrid vehicle – HEV – non "Plug In"- (e.g., Toyota Highlander Hybrid): 0

Hydrogen fuel cell vehicle : 0

Natural gas/propane: 0

Gas/diesel vehicle: 0

I. If you purchased new gas/diesel vehicles, can you briefly explain why vehicles from the other categories were not chosen?

## d) How many existing EV charging stations does your organization have in each category:

level 2: 1

level 3: 0

How many level 2 stations (if any) are specifically for your fleet vehicles: 0

How many level 3 stations (if any) are specifically for your fleet vehicles: 0

## e) How many EV charging station(s) did you install in 2018 in each category:

level 2: 1

level 3: 0

How many level 2 stations (if any) were installed specifically for your fleet vehicles: 0

How many level 3 stations (if any) were installed specifically for your fleet vehicles: 0

## f) Other actions, please describe briefly (e.g. charging station feasibility studies, electrical panel upgrades, etc.)

Recieved a quote for EV charging station. Will approach the board in the new budget season.

## 4. Please indicate the number of the vehicles in the following vehicle classes that are in your current fleet (including any purchased in 2018):

Definitions:

- Light duty vehicles (LDVs) are designated primarily for transport of passengers <13 and GVWR<3900kg
- Light duty trucks (LDTs) are designated primarily for transport of light-weight cargo or that are equipped with special features such as four-wheel drive for off-road operation (include SUVs, vans, trucks with a GVWR<3,900kg )
- Heavy duty vehicles (HDV) includes vehicles with a GVWR>3,900 kg (e.g. ¾ tonne pick-up truck, transport trucks)

## a) Light duty vehicles (LDVs)

Electric Vehicles – EV - (e.g., Nissan Leaf, Chevy Bolt): 0

"Plug In" Electric Vehicle – PHEV -- (e.g., plug-in Prius, Chevy Volt) : 0

Hybrid vehicles – HEV – (e.g., non "Plug In"- older Toyota Prius, Toyota Camry hybrid): 0

Hydrogen fuel cell vehicles: 0

Natural gas/propane: 0

Gas/diesel: 0

## b) Light duty trucks (LDTs)

Electric Vehicles – EV : 0

“Plug In” Electric Vehicle – PHEV: 0

Hybrid vehicles – HEV – (e.g., non “Plug In”- older Ford Escape Hybrid, older Chevrolet Silverado pickup hybrid etc): 0

Hydrogen fuel cell vehicles: 0

Natural Gas/propane: 0

Gas/diesel: 0

## c) Heavy duty vehicles (HDV)

Electric Vehicles – EV : 0

“Plug In” Electric Vehicle – PHEV : 0

Hybrid vehicles – HEV – (e.g., non “Plug In”): 0

Hydrogen fuel cell vehicles: 0

Natural Gas/propane: 0

Gas/diesel: 1

## 5. Please indicate the number of the vehicles you plan to replace in your fleet:

How much do you budget per LDV?: 0

How many LDVs do you plan to procure annually over the next 5 years?: 0

How much do you budget per LDT?: 0

How many LDTs do you plan to replace annually over the next 5 years?: 0

How much do you plan to spend per HDV?: 0

How many HDVs do you plan to replace annually over the next 5 years?: 0

## C. Office Paper: Indicate which actions your PSO took in 2018:

### 6. Actions taken by your organization in 2018 to support emissions reductions from paper supplies.

#### a) Do you have an Office Paper strategy?

Yes

##### I. If yes, what are its goals?

Electronic filing was implemented in 2016 and more steps taken in 2018 with electronic invoice signing. Other software application have been used example... OneNote

#### b) Whether you have a strategy or not (6.a), briefly describe your organization’s plans to continue reducing emissions from paper use:

##### I. Over the medium-term (1-5 years)

Continue reduce paper by using electronic filing, printer tracking with HID swipe cards and other applications.

II. Over the long term (6-10 years)

Eliminate paper usage

**c) Have an awareness campaign focused on reducing office paper use**

Yes

**d) Purchased alternate source paper (bamboo, hemp, wheat, etc.)**

No

**e) Other actions, please specify.**