

# PSO CCAR TEMPLATE

## 2021 Reporting Year

*[Text in grey italics is provided for guidance and should be removed and/or replaced with information specific to your organization.]*

**Title:** 2021 PSO Climate Change Accountability Report

**Organization:** *Menno Hospital*

### PART 1. Legislative Reporting Requirements

*[Information provided in this section will complete PSOs' legislative reporting requirements under the [Climate Change Accountability Act \(section 8.1\)](#) and the [Carbon Neutral Government \(CNG\) Regulation](#).*

***Part 1 must be completed in full by all PSOs, including Small Emitters.]***

**Declaration statement:** This PSO Climate Change Accountability Report for the period January 1, 2021 to December 31, 2021 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our GHG emissions, and our plans to continue reducing emissions in 2022 and beyond.

*[OPTIONAL:] By June 30, 2022 [Organization Name's] final 2021 Climate Change Accountability Report will be posted to our website at [www.XXXX.ca](#)].*

#### Emission Reductions: Actions & Plans

*[Please describe actions taken by your organization in 2021 to minimize emissions and plans to continue reducing emissions in future years. Refer to the guiding questions below, as applicable, for each emissions source category.]*

##### A. Stationary Sources (e.g. buildings, power generation)

*[Please describe actions taken by your organization in 2021 to minimize emission reductions from **stationary sources** and plans to continue reducing those emissions in 2022 and beyond. Consider the following guiding questions:*

- 1) Does your organization have a strategy to reduce emissions from stationary sources?  
**Replace equipment with high efficient equipment when doing any replacements. We are getting a energy conservation report this year through Fortis this year.***
- 2) Whether you have a strategy or not, briefly describe your organization's plans to continue reducing emissions from stationary sources?*
- 3) How are building retrofits (minor, major, deep)<sup>1</sup> considered in your organization's plans to reduce emissions? **Any new equipment purchased for these projects are to be high efficient or condensing.***

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<sup>1</sup> [Retrofitting \(nrcan.gc.ca\)](#)



## B. Mobile Sources (e.g. fleet vehicles, off-road/portable equipment)

*[Please describe actions taken by your organization in 2021 to support emission reductions from mobile sources. Consider the following guiding questions:*

- 1) *Did your organization acquire any zero emission vehicles or equipment in 2021?* No
- 2) *Did your organization develop and/or implement any strategies to reduce fuel consumption or transition to a low-carbon fuel in 2021?* No
- 3) *Please briefly describe any other related actions taken in 2021 (e.g. charging station feasibility studies, electrical panel upgrades, etc.)* We are planning to introduce charging stations for the 2022 year.

*Please describe actions planned by your organization to support emission reductions from mobile sources over the next three years or more, including any strategies regarding air, marine or off-road transportation, mobile equipment, etc.* Promote electric cars and add chargers for staff use.

**Clean Fleet Plan:** *If your organization has a Clean Fleet Plan, please provide a high-level summary and indicate if you provided a copy of the plan to the Clean Government team in your 2021 CCAR Survey. A Clean Fleet Plan is an actionable, multi-year plan that outlines how organizations will transition their light duty vehicle fleets to clean options and align charging and refueling infrastructure deployment.]* No plan at this time.

## C. Paper Consumption

*[Please describe actions taken by your organization in 2021 to support emission reductions from paper supplies and plans to continue reducing those emissions in future years. Consider the following guiding questions:*

- 1) *Does your organization have an awareness campaign or strategy focused on:*
  - a. *Reducing paper use; and/or* Yes
  - b. *Increasing the percentage of recycled content in purchased paper?* Yes
- 2) *Did your organization purchase alternative sources of paper (e.g. bamboo, hemp, wheat, etc.)?* No
- 3) *How does your organization plan to continue reducing emissions from paper use?]* When new processes and software are introduced we consider the reduction in paper usage.

## 2021 GHG Emissions and Offsets Summary Table:

[NOTE: this section separates BioCO<sub>2</sub> from total emissions. Please see [Appendix 1](#) for instructions on populating the table.]

<b>[Menno Place] 2021 GHG Emissions and Offsets Summary</b>	
<b>GHG Emissions created in Calendar Year 2021</b>	
[See <a href="#">Appendix 1</a> for instructions on how to access your 2021 emissions data from the Clean Government Reporting Tool (CGRT). Cells A through E below are identified in <a href="#">Figure 1</a> ; cell F is identified in <a href="#">Figure 2</a> .]	
Total Emissions (tCO <sub>2</sub> e)	489
Total BioCO <sub>2</sub>	11
Total Offsets (tCO <sub>2</sub> e)	500
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	Cell F (populate using "2021 PYA Calculation" spreadsheet & instructions posted to CGRT welcome page under "Files")
<b>Grand Total Offsets for the 2021 Reporting Year</b>	
Grand Total Offsets (tCO <sub>2</sub> e) to be Retired for 2021 Reporting Year	500
Offset Investment (\$25 per tCO <sub>2</sub> e) [Grand Total Offsets to be Retired x \$25/tCO <sub>2</sub> e]	500 X \$25

- i. [Note, BioCO<sub>2</sub> is included in Total Emissions but not Total Offsets. For K-12 and Post-Secondary organizations, and BC Transit, Total Offsets will not equal Total Emissions minus Total BioCO<sub>2</sub> because offset exempt emissions for buses are included within Total Emissions.
- ii. Emissions and offset investment amounts will be validated by CAS prior to distributing invoices.
- iii. You must round "Grand Total Offsets to be Retired" to a whole number (no decimal places) before multiplying by \$25 (e.g., 43.2 = 43, 43.5 = 44).]

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, [Menno Place] **(the Organization)** is responsible for arranging for the retirement of the offsets obligation reported above for the 2021 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy **(the Ministry)** ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, 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.

## **PART 2. Public Sector Leadership**

*[Information provided in this section will support continued planning for emissions reduction and climate change adaptation initiatives across the public sector, as well as inform high-level reporting in the annual provincial Climate Change Accountability Report. This section is optional for Small Emitters.]*

### **2A. Climate Risk Management**

*[Please describe actions taken by your organization to manage risk related to the changing climate. For example, has your organization:*

- 1) Conducted a climate risk assessment to understand your organization's risk exposure?*
- 2) Made any operational or infrastructure changes in preparation for future climate impacts?*
- 3) Made changes to operational procedures in response to impacts driven by climate change, such as heat wave, drought, wildfire or flood?*
- 4) Made changes to the way services are delivered to accommodate clients, partners, staff or stakeholders who are affected by a climate-related impact?*
- 5) Incurred extra expenses in the last year in the form of staff overtime, hired subcontractors, or acquired equipment to adapt to climate change?*
- 6) Taken any other measures your organization has taken adapt to the changing climate?]*

### **2B. Other Sustainability Initiatives**

*[Please describe any other initiatives in your organization that support **sustainability** in general. For example, does your organization have any of the following:*

- 1) A low-carbon business travel policy or travel reduction goal? (low carbon = lowest emissions per kilometer traveled per passenger)*
- 2) An operations policy or program to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities? (e.g. composting, collection of plastics, battery recycling, etc.)*
- 3) Green procurement standards/policy for goods (e.g. office furniture, fleet, etc.)?]*

### **2C. Success Stories**

*[Please describe any success stories that your organization would like to highlight. For example, from all the emission reduction projects your organization undertook in 2021, is there one action taken that resulted in, or is expected to result in, the greatest emissions reductions? Consider including an estimate of the expected emission reductions from the project (in tonnes CO<sub>2</sub>e and/or percentage reduction), if available. You could also include other benefits (e.g. cost savings) or key lessons learned. Please also consider highlighting any success stories related to preparing for or adapting to a changing climate.]*

**Executive Sign-off:**

**[All PSOs, including Small Emitters, must have their final report signed by a senior official, such as CEO, COO or Superintendent]**

*Karen L Biggs*

May 30, 2022

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Signature

Date

Karen L. Biggs

Chief Executive Officer

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Name (please print)

Title

**[Please email your signed, completed report to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) by no later than May 31, 2022.]**