

## 3) PSO CCAR TEMPLATE

*[Below is the 2022 PSO CCAR template. All text in grey italics is provided for the information/guidance of PSOs and should be deleted or replaced with information specific to your organization.]*

*PSOs have full ownership over the look and formatting of the PSO CCAR; you may adjust the template below to meet your organization's specific needs, so long as your PSO CCAR includes the Minimum Report Requirements noted above.]*

[MENNO PLACE]

## 2022 PSO CLIMATE CHANGE ACCOUNTABILITY REPORT

**Title:** *[Do not edit]* 2022 PSO Climate Change Accountability Report

**Organization:** *Menno Place*

### 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, 2022 to December 31, 2022 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2022 to minimize our GHG emissions, and our plans to continue reducing emissions in 2023 and beyond.

### Emission Reductions: Actions & Plans

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

*Menno Place has reduced its emissions in 2022 by replacing appliances with energy conservation in mind. Projects include, boiler replacements with condensing boilers and the installation of high efficiency heat pumps. LED lighting replacements has been on-going throughout the year as well as an LED retrofit that was completed in the parkades in 2022.*

*Menno Place has a partnership with BC Care Providers and Fortis where we continuously assess and find energy conservation measures. For 2022/23, Menno Place will be installing building system controls and condensing boilers as part of an approved energy conservation incentive program through Fortis BC.*

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

*Menno Place has only one bus. We will be looking at installing electric vehicle charging stations for 2022/23.*

## C. Paper Consumption

*Menno Place has and will continue to reduce paper consumption by moving toward a digital filing system. We continue to coach and do small workshops to promote the use of digital systems.*

## 2022 GHG Emissions and Offsets Summary Table

[Please see [Appendix 1](#) for instructions on populating this table with the “CCAR 2022” CGRT Report. The table separates biogenic emissions (BioCO<sub>2</sub>) from total emissions, as per international emissions reporting protocols. **Tip:** Print pages 9 to 11 of this document, or view in a split or new window (if you have more than one screen); these pages contain the instructions on how to acquire the data to complete the following table.]

<b>[Menno Place] 2022 GHG Emissions and Offsets Summary</b>	
<b>GHG emissions for the period January 1 - December 31, 2022</b>	
[See <a href="#">Appendix 1</a> for instructions on how to access your 2022 emissions data from CGRT. Cells A and B below are identified in <a href="#">Figure 1</a> ; cells C and D are identified in <a href="#">Figure 2</a> .]	
Total BioCO <sub>2</sub>	0.230738
Total Emissions (tCO <sub>2</sub> e)	515
Total Offsets (tCO <sub>2</sub> e)	515
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2022 Reporting Year</b>	
Grand Total Offsets to be Retired for 2022 Reporting Year (tCO <sub>2</sub> e) [must round to a whole number (no decimal places)]	515
Offset Investment (\$) [Grand Total Offsets to be Retired for 2022 Reporting Year x \$25 per tCO <sub>2</sub> e]	12875

- 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 might 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 is rounded to 43, while 43.5 is rounded 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 2022 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 Climate 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. **Small Emitters are encouraged, but not required, to complete this section.**]*

### 2A. Climate Risk Management

*[Please describe actions taken by your organization in 2022 to manage risk related to the changing climate and plans to continue managing those risks in 2023 and beyond. 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? What climate data and analysis tools and resources does your organization use to inform your climate adaptation and greenhouse gas emission reduction efforts? Please provide references, if available.*
- 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 to 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, whether related to reducing emissions or preparing for/adapting to a changing climate. For example, from all the emission reduction projects your organization undertook in 2022, is there one action that resulted in, or is expected to result in, the greatest emissions reductions? Consider including an estimate of the expected emission reductions from that project (in tonnes CO<sub>2</sub>e and/or percentage reduction) as well as other benefits (e.g. cost savings) or key lessons learned.*

## Executive Sign-off:

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

*Sujata Connors*

June 9, 2023

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Signature

Date

Sujata Connors

Chief Executive Officer

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Name (please print)

Title

**[Please email your signed report to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) by no later than May 31, 2023.]**