

## Carbon Neutral Action Report The First Peoples' Heritage, Language and Culture Council

### Executive Summary

As part of the Government of B.C.'s Greenhouse Gas Reduction Targets Act, the First Peoples' Heritage Language and Culture Council (The First Peoples' Council) is required to reduce and monitor its greenhouse gas emissions. The First Peoples' Council is a small Crown Corporation, with 15 full-time staff and contractors, no vehicle fleet, and one location. Regardless of our small size, we recognize that there are actions that we can take to reduce our carbon footprint and decrease our emissions. Between January 1 and December 31, 2008 we started some initiatives to move towards carbon neutrality including a recycling program, switching to 30% recycled paper, encouraging printing on both sides of the page and on scrap paper.

In addition to this, some staff members have organized carpools to reduce their personal emissions when they travel to and from work.

Through the Shareholder's Letter of Expectations, the First Peoples' Council has agreed to reduce our greenhouse gas emissions including accurately defining, measuring, reporting on and verifying the greenhouse gas emissions from the Corporation's operations as well as implementing aggressive measures to reduce those emissions and reporting on these reduction measures and reduction plans.

As part of our plan, we will specifically target our emissions in the areas of supplies, travel and infrastructure. We will include staff in the process and come up with ways to encourage measurable change. Here are the specific actions we plan to undertake in the future:

- Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use
- Undertaken Monitor turn-off challenge
- Turn off lights in unused rooms
- Replace standard bulbs with CFLs
- Unplug unused equipment
- Commit to use 100% recycled paper
- Initiate automatic double-sided printing
- Re-use non-confidential scrap paper
- Provide conservation education
- Provide green tips
- Run dishwasher only when full
- Reduce/replace bottled water with filtered or refrigerated water
- Use re-usable dishes
- Purchase green cleaning products

## Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008

### Overview

The First Peoples' Heritage, Language and Culture Council is a small, low-impact Crown Corporation with one location, 15 full-time employees and contractors, and no vehicles. We realize that even though we may not make a large impact on the environment, we can do more to reduce our carbon emissions to a net zero. Therefore, in 2008, we began some initiatives to reduce our carbon emissions with the long-term goal of carbon neutrality. We plan to continue with similar initiatives in the next year and begin new ones.

Actions that were taken between January 1 and December 31, 2008 to reduce our greenhouse gas emissions included a recycling program, encouraging printing on both sides of the page and on scrap paper, use of 30% recycled paper and the efficient use of kitchen resources.

These actions serve as a starting part for further actions to be taken in the following years.

### 1.1 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Committed to use 30% recycled paper	Complete	Reduce use of virgin paper	All paper used is 30% recycled
Used collaborative software to edit on-line	In Progress	Less paper used when files are edited electronically	Editing is done by emailing documents and then using "track changes" in Microsoft Word. Efforts are made to print only the final copy.
Re-used non-confidential scrap paper	In Progress	Goal to use both sides of every piece of paper, except for final copies	Office culture supports and congratulates the use of non-confidential scrap paper. Some staff have created scrap paper notebooks.
Used laptops/tablets	In Progress	Use of used laptops	
<b>Actions on non-paper related supplies:</b>			
Encouraged re-use of furniture and equipment	In Progress	Re-use of equipment	

### 1.2 Sustainability Actions (others)

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Ran dishwasher only when full	In Progress	Reduce use of water and electricity	Dishwasher is recent addition to office space and is run only when full.
Improved recycling measures	Complete	Avoid throwing recyclable materials into garbage	Started sorting recycling in four large boxes for paper, plastics, cans and milk containers.
Used re-usable dishes	Complete	Reduce use of single-use dishes and cutlery to zero	Staff kitchen is equipped with re-usable dishes and cutlery that are used day-to-day and for large meetings.

## Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011

### Overview

Through the Shareholder's Letter of Expectations, the First Peoples' Council has agreed to reduce our greenhouse gas emissions including accurately defining, measuring, reporting on and verifying the greenhouse gas emissions from its operations, as well as implementing measures to reduce those emissions and reporting on these reduction measures and reduction plans.

As part of our plan, we will target emissions by doing the following :

- Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use
- Undertaken monitor turn-off challenge
- Turn off lights in unused rooms
- Replace standard bulbs with CFLs
- Unplug unused equipment
- Commit to use 100% recycled paper
- Initiate automatic double-sided printing
- Re-use non-confidential scrap paper
- Provide conservation education
- Provide green tips to staff
- Run dishwasher only when full
- Reduce/replace bottled water with filtered or refrigerated water
- Use re-usable dishes
- Purchase green cleaning products

### 2.1 Stationary Fuel Combustion (including electricity)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	Planned	Reduce office electricity use		Dec-09
Undertaken Monitor turn-off challenge	Planned	Reduce office electricity use	Information session planned	by September 2009
Turn off lights in unused rooms	Planned	More light turned off	Information session planned	
Replace standard bulbs with CFLs	Planned	Reduce office electricity use		Dec-09
Unplug unused equipment	Planned	Reduce office electricity use		Dec-09

### 2.2 Supplies

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 100% recycled paper	Planned	Begin purchasing 100% recycled paper		Begin May 2009
Initiate automatic double sided printing	Planned	Reduce paper use	Educate staff on how to set as default	Dec-09
Re-use non-confidential scrap paper	In Progress	Reduce paper use	Information session planned to increase use	Sep-09

## 2.3 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide conservation education	Planned	Bringing awareness to staff about reducing their footprint at work and at home	Information session	Sep-09
Provide green tips	Planned	Bringing awareness to staff about reducing their footprint at work and at home	In the internal newsletter	Ongoing

## 2.4 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Run dishwasher only when full	In progress			Ongoing
Reduce/replace bottled water with filtered or refrigerated water	Planned	Eliminate use of bottled water and transportation		Dec-09
Use re-usable dishes	In progress	Reduce water use		Ongoing
Purchase green cleaning products	Planned			Jun-09