The First Peoples' Heritage, Language and Culture Council

2009 Carbon Neutral Action Report

Executive Summary

The First Peoples' Heritage, Language and Culture Council is a small Crown Corporation with nine FTEs, no vehicle fleet and a single leased office space. Despite our organization's small size, we are committed to expanding our existing emissions-reducing policies and developing new policies. Our goal, in step with the B.C. Government's Climate Action Plan, is to work towards carbon neutrality.

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

In 2009, we took the first steps towards meeting our carbon neutrality requirements in the areas of power and paper use. In 2010, we plan to continue with these actions and record the results using SmartTOOL.

Overview

Actions Taken to Reduce Greenhouse Gas Emissions in 2009

In 2009, we continued several green initiatives that started in 2008, including:
- a basic recycling program;
- emailing and editing electronic documents before printing the final copy;
- purchasing 30% recycled paper;
- encouraging double-sided printing;
- housing large, often-referred to documents on the common drive and website; and
- sending out pay-stubs by email.

We also further encouraged certain green activities, including:
- closing the blinds to reduce heating and cooling demands;
- asking staff to turn off their computer monitors at the end of the day;
- turning off lights that are not in use; and
- using laptops in meetings to reduce the use of handouts.

Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

In 2010, we will be having a staff meeting to educate staff about our responsibilities as part of the *Greenhouse Gas Reduction Targets Act* and to discuss taking further actions to reduce our GHG emissions and further promote an office culture of sustainability. Actions that will be discussed include:

- installing power management software that will shut down computers outside of regular business hours;
- applying auto-sleep settings on computer monitors, CPUs and multi-function devices;
- asking staff to unplug electrical equipment or switch off power bars when not in use;
- purchasing 100% recycled paper; and
- switching networked printers and photocopiers to automatic double-sided.

Since the beginning of 2010, we have been using SmartTOOL to track the GHG emissions of our paper and building energy use. We plan to monitor these emissions quarterly and work to reduce them. As we initiate further emission-reducing activities, we will monitor the SmartTOOL graph and measure the effect these new activities have on our carbon footprint. For example, we have already noticed that paper use is the greatest contributor to our carbon footprint and we are planning to prioritize green policies that reduce consumption in this area.

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Actions Towards Carbon Neutrality						
The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act.*						
Action	**Status (as of 12/31/09)**	**Performance to Date (as of 12/31/09)**		**Steps Taken in 2009**	**Steps Planned for 2010 -2012**	**Start Year**	**End Year**
Mobile Fuel Combustion (Fleet and other mobile equipment)							
This section is not applicable to this organization							
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress	100	% of computers are ENERGY STAR rated	All computer monitors are ENERGY STAR models All computers are ENERGY STAR compatible	2010 - purchasing new computers and will prioritize energy star computers	2010	2011
Appliances and electronic devices							
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Staff are asked to close blinds to reduce heating/cooling demands and to reduce potential of break-ins	We will continue with this practice throughout 2010-2012	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Staff verbally reminded to ensure all lights are off at the end of the day	Staff verbally reminded to ensure all lights are off at the end of the day	2009	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions							
Ask staff to turn off computer monitors at the end of the day	Ongoing/In Progress			Staff reminded to turn off their computer monitors when they are not in use	Installation of auto-sleep settings on computers and monitors will be discussed in April 2010	2009	No End Date (Continuous)
Supplies (Paper)							
Paper Type							
Purchase 30% post-consumer recycled paper	Complete	80	% of total paper purchased contains 30% recycled content	Purchasing paper with 30% recycled content is the norm		2008	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Purchase 100% post-consumer recycled paper	In Development				April 2010 - a meeting will be held to discuss this option - cost is a factor in making this choice	2010	No End Date (Continuous)
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	In Development				April 2010 - a meeting will be held to discuss this option	2010	No End Date (Continuous)
Electronic media in place of paper							
Use electronic document library for filing common documents	Complete			Common drive and website used as library for large, often referred to documents		2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Large, often-referred-to documents (newsletters, annual reports, handbooks) are kept on our website and our common drive	2010 - Update manual for new staff that details where large documents can be found	2008	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete	100	% of pay stubs delivered via email	Staff receive confidential email pay stubs		2009	No End Date (Continuous)
Behaviour change program							
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Increased use of laptops in meetings so participants can refer to electronic documents, rather than handouts	2010 - Staff will be encouraged to reduce handouts as much as possible	2009	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			Office culture supports and congratulates the use of non-confidential scrap paper. Some staff have created scrap paper notebooks.	Goal is to have printer set to only print double-sided so use of one-sided scrap paper will no longer be necessary.	2008	No End Date (Continuous)