



# First Peoples' Heritage, Language and Culture Council – 2010 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. 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.

This year, we began measuring the greenhouse gases we emit through our office energy and paper usage through the SMARTTool system. Each time we order paper, we input the quantity ordered and its recycled content percentage into SMARTTool and, since we share an electricity bill with our office building's owners, we input 25% of the total building energy usage into SMARTTool as that is the proportion of the building we occupy. This arrangement was reviewed and approved by Carbon Action Secretariat staff.

### **Actions Taken to Reduce Greenhouse Gas Emissions in 2010**

In 2010, we continued several initiatives that started in 2008, including:

- Purchasing 30% recycled paper
- Encouraging double-sided printing, and turning off computers and monitors overnight
- Housing large, often-referred to documents on the common drive and website
- Sending out pay stubs by email

### **Plans to Continue Reducing Greenhouse Gas Emissions in 2011**

In 2011, we will continue to focus on decreasing paper usage by increasing the amount of 100% recycled paper in all printing jobs internally and externally. On the buildings front, we will also research increasing the use of LED lights.

Sincerely,

Tracey Herbert,  
Executive Director,  
The First Peoples' Heritage, Language and Culture Council

## **2010 Greenhouse Gas Emissions**

In 2010, the First Peoples' Council was responsible for 0.29 tCO<sub>2</sub>e in greenhouse gas emissions from our paper use and 3.37 tCO<sub>2</sub>e from our electricity use at our office.

## **Offsets Applied to Become Carbon Neutral in 2010**

The First Peoples' Council has applied for 3.66 tonnes in offsets from the Pacific Carbon Trust in order to be carbon neutral for 2010.

## **Emissions Reduction Activities**

### ***Actions Taken to Reduce Greenhouse Gas Emissions in 2010:***

We enacted several policies to reduce the amount of paper we used because we feel we can have the greatest impact on this greenhouse gas contributor (we have less control in the buildings category, renting 25% of the space in our building).

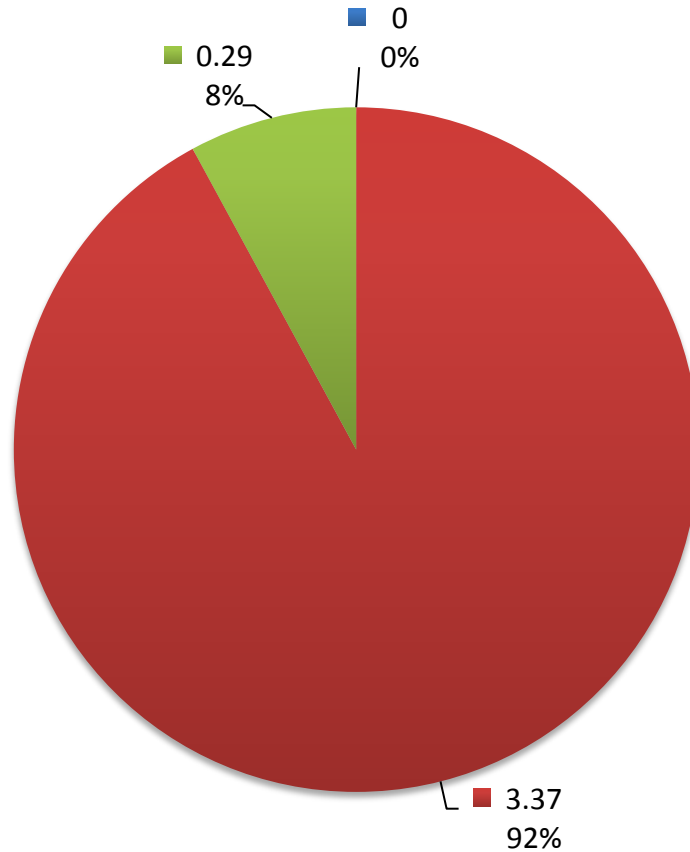
In 2010, we double-sided everything we printed, edited drafts online and tried to save printing for finalized documents. We also contacted over 10 organizations that send us unrequested, irrelevant faxes to conserve paper usage.

### ***Plans to Continue Reducing Greenhouse Gas Emissions 2011–2013:***

The key area we will focus on in the next three years is paper usage. Recycled paper is more expensive than non-recycled paper, but we will examine ways to incorporate recycled paper options that have recycled content that is greater than 30%. We also plan to look into adding more 100% recycled paper into our regular orders.

# The First Peoples' Heritage, Language and Culture Council

## Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 3.66**

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

### Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **3.66**. Total offset investment: **\$91.50**. Emissions which do not require offsets: **0** \*\*

\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

\*\* Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

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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 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>						
This section is either not applicable, not yet evaluated, or was completed before 2010						
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>						
<b>Leased buildings</b>						
Establish energy performance baseline for leased buildings	In Development		Began measuring our energy performance through SMARTTool	Will monitor trends in building energy use and establish a baseline	2010	No End Date (Continuous)
<b>IT power management</b>						
Install power management software which shuts down computers outside of regular business hours	In Development		Met in April 2010 to discuss this option	No action required: All staff turn off computers overnight.	2009	2011
Apply auto-sleep settings on computer monitors and CPUs	In Development		Met in April 2010 to discuss this option. An automatic solution was not adopted, but staff members manually put computer monitors and CPUs to sleep at the end of each work day	Staff will continue to manually put monitors and CPUs to sleep at the end of each day.	2009	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	In Development		Met in April 2010 to discuss option. An automatic solution was not adopted, but staff members manually put the multi-function device to sleep at the end of each work day.	Staff will continue to manually put multi-function device to sleep at the end of each day.	2009	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress		When we purchase computers, we prioritize ENERGY STAR models	We will continue to prioritize ENERGY STAR models	2009	No End Date (Continuous)
<b>Appliances and electronic devices</b>						
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress		Met in April 2010 to discuss option. We have begun ordering CFL bulbs when incandescent bulbs burn out.	Will prioritize CFL bulbs over incandescent bulbs. Will look into LEDs as an alternative.	2009	No End Date (Continuous)
<b>Behaviour change program</b>						
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress		Met in April 2010 to encourage staff to do this.	Will continue to encourage staff to do this.	2009	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 blind to reduce heating/cooling demands and to reduce potential of break-ins	Will continue with this practice throughout 2011-2013	2009	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress		Staff are encouraged to use air dry setting on dishwasher	Will continue to encourage staff to do this.	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress		Staff verbally reminded to ensure that all lights are off at the end of the day	No action required: already happening consistently	2009	No End Date (Continuous)
<b>Supplies (Paper)</b>						
<b>Paper Type</b>						
Purchase 30% post-consumer recycled paper	Ongoing/In Progress		We purchase 30% recycled paper 99% of the time (the 1% being for coloured paper).	We will continue to purchase 30% recycled paper as the norm.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Purchase 100% post-consumer recycled paper	In Development		Met in April 2010 to discuss this option	Purchasing more 100% recycled paper will be a goal over the next three years, although cost remains an issue.	2009	No End Date (Continuous)
<b>Printer/document settings</b>						
Switch networked printers and photocopiers to automatic double-sided	In Development		Staff double-side all printed documents. It is not automatically done by multi-function device.	Staff will continue to double-side all printed documents.	2009	No End Date (Continuous)
<b>Electronic media in place of paper</b>						
Post materials online that were previously printed	Ongoing/In Progress		Our manual for new staff now states where often-referred to documents are kept on the common drive and our website.	We will continue to host these documents on our common drive and server.	2009	No End Date (Continuous)