

April 19, 2012



**FIRST PEOPLES'
HERITAGE, LANGUAGE
& CULTURE COUNCIL**

First Peoples' Cultural Council- 2011 Carbon Neutral Action Report

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EXECUTIVE SUMMARY

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The First Peoples' Cultural Council is a small Crown Corporation with twelve FTE's, 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 those reduction measures and plans.

We continue measuring the greenhouse gases that we emit due to paper usage and our office's energy consumption using the SMARTTool system. Each time we order paper, we input the quantity ordered and its recycled content percentage into SMARTTool. We share an electricity bill with our office building's owner therefore we input 25% of the total building energy use into SMARTTool.. This arrangement was reviewed and approved by Carbon Action Secretariat staff.

Actions Taken to Reduce Greenhouse Gas Emissions in 2011

In 2011 we continue the initiatives that were initiated in 2008, including:

- Purchasing 30% recycled paper;
- Encouraging double-sided printing;
- Double-siding is now a default on the office copier;
- Utilizing webinars and Skype in place of some in-person meetings
- Turning off computers and monitors overnight;
- Housing large, often-referred to documents on the common drive and website;
- Sending out pay stubs by email;
- Deleting unwanted distribution faxes by contacting distribution lists and deleting; and
- Utilizing one sided papers by cutting up and using them as post it notes.

Plans to Continue Reducing Greenhouse Gas Emissions in 2012

In 2012, we will decrease paper usage by increasing the amount of 100% recycled paper in all printing jobs internally and externally. We anticipate that the use of web-based, communication technologies will continue to increase, reducing paper consumption and frequency of travel. In relationship to our building's energy consumption we will continue researching opportunities to increase the use of LED lights.

Sincerely,

Tracey Herbert
Executive Director
First Peoples' Cultural Council

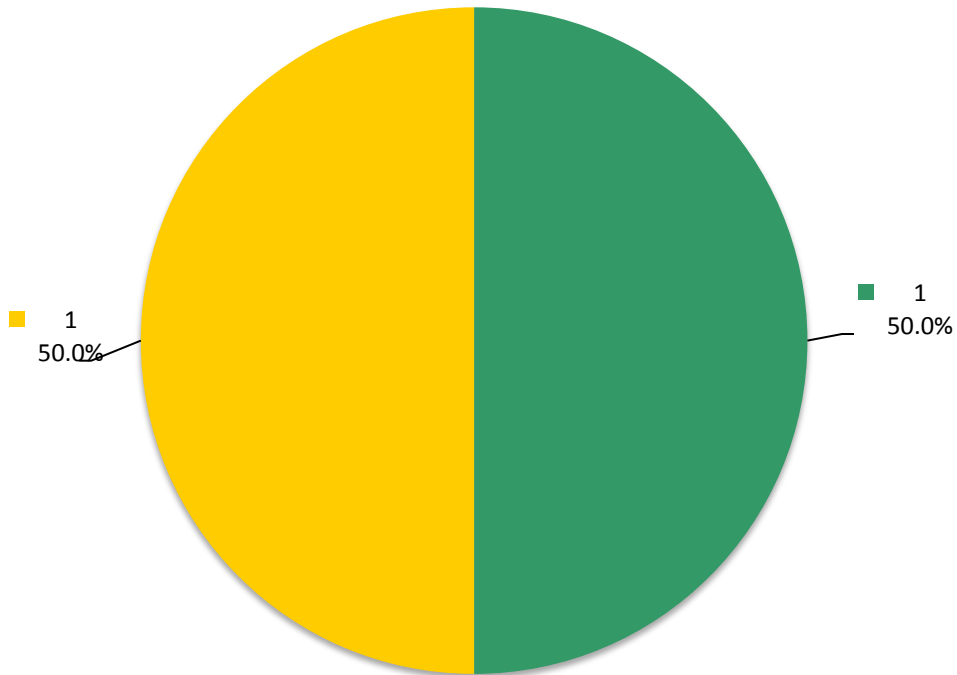
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Actions Towards Carbon Neutrality

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 12/31/11)	Performance to Date (as of 12/31/11)	Steps Taken in 2011	Steps Planned for 2012 -2014	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)						
This section is either not applicable, not yet evaluated, or was completed before 2011						
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)						
This section is either not applicable, not yet evaluated, or was completed before 2011						
Supplies (Paper)						
This section is either not applicable, not yet evaluated, or was completed before 2011						

**First People's Heritage, Language & Culture Council
Greenhouse Gas Emissions by Source
for the 2011 Calendar Year (tCO₂e*)**



Total Emissions: 2

■ Stationary Fuel Combustion (Building Heating and Generators) and Electricity

■ Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2011 (Generated May 18, 2012 10:30 AM)

Total offsets required: **2**. Total offset investment: \$50. Emissions which do not require offsets: **0** **

*Tonnes of carbon dioxide equivalent (tCO₂e) 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.