



2017 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

DUE: May 31, 2018

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO₂e during the previous reporting year (2016). Please fill in the required information below

Organization Name:

First Peoples' Cultural Council

Contact name:

Susan De Stephanis

GHG Emissions and Offsets for 2017 (tCO ₂ e)	
GHG Emissions created in Calendar Year 2017 (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	2
Total Offsets (tCO ₂ e)	2
Adjustments to GHG Emissions Reported in Prior Years (from SMARTTool Homepage):	
Total Emissions (tCO ₂ e)	0
Total Offsets (tCO ₂ e)	0
Grand Total Offsets for the 2017 Reporting Year (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2017)	
Grand Total Offsets (tCO ₂ e)	2

To enable comparisons with all B.C. public sector organizations, please provide the following data for your organization:

- How many Full Time Equivalent (FTE) employees were part of your organization as of Dec 31, 2017? 12
- What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2017: 361 (m²)
- What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
- How many motor vehicles did your organization own or lease as of Dec 31, 2017? 0



Briefly describe the top three actions taken by your organization in 2017 to reduce GHG emissions and/or improve sustainability from its operations:

Action
1. Our default printing mode continues to be double-sided and we re-use one-sided paper for internal reference document
2. We conduct meetings by conference call and webinar, where practicable.
3. We continue to turn off lights, appliances and computers at night.

Briefly describe plans your organization has for continuing to reduce your GHG emissions in future years:

We will be using copy paper made from recycled material, and keep records electronically, where practical.

Describe any actions your organization took during 2017 to strengthen its ability to manage the likely effects of climate change in the coming years and decades (e.g., have assessed whether increased frequency of extreme weather events and/or long term changes in climate will affect your organization's infrastructure, its employees and/or its clients.)

We have assigned key employees as contacts to communicate with staff in emergencies.

Most staff members are equipped to work at home and have access to servers.

Our computers are currently backed up off-site (out-of-province). Our websites are hosted off-site and we are planning to move some websites and our email to cloud services.



Retirement of Offsets:

In accordance with the requirements of the *Greenhouse Gas Reduction Targets Act* and Carbon Neutral Government Regulation, *First Peoples' Cultural Council* (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2017 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay 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.

Executive Sign-off

Name: Tracey Herbert Title: CEO
(print) _____

Signature: Tracey Herbert Date: May 31, 2018

Please scan and email the completed form to climateactionsecretariat@gov.bc.ca