



# 2018 CARBON NEUTRAL ACTION REPORT – SMALL EMITTERS FORM

**DUE: May 31, 2019**

This form is for the use of BC Public Sector Organizations whose GHG emissions were less than 600 tonnes CO<sub>2</sub>e during the previous reporting year (2018). Please fill in the required information below

**Organization Name:**

First Peoples' Cultural Council

**Contact name:**

Claudine Buffalo

GHG Emissions and Offsets for 2018 (tCO <sub>2</sub> e)	
<b>GHG Emissions created in Calendar Year 2018</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	2
Total Offsets (tCO <sub>2</sub> e)	2
<b>Adjustments to GHG Emissions Reported in Prior Years</b> (from SMARTTool Homepage):	
Total Emissions (tCO <sub>2</sub> e)	0
Total Offsets (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2018 Reporting Year</b> (from SMARTTool Homepage): (This is the total emissions that must be offset for Reporting Year 2018)	
Grand Total Offsets (tCO <sub>2</sub> 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, 2018? 22
- What was the total amount of floorspace (m<sup>2</sup>) in your organization (including occupied and unoccupied space, owned or leased) as of Dec 31, 2018: 438 (m<sup>2</sup>)
- 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, 2018? 0



**Briefly describe the top three actions taken by your organization in 2018 to reduce GHG emissions and/or improve sustainability from its operations:**

Action
1. Our default printing mode continues to be double-sided.
2. We continue to conduct meetings via teleconference, video conference and webinar where practical. And we transmit most documents electronically.
3. We continue to turn off lights, small appliances and computers at night. In March 2019, we installed motion-activated lighting system.

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

**We are working to keep all our documents recorded and stored electronically. Videoconference and teleconference calls are the preferred communication tools for out-of-province meetings.**

**Describe any actions your organization took during 2018 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 weather-related emergencies.**

**Most staff are equipped to work from home or off-site and still have access to our servers.**

**Our computers are backed up off-site and we utilize several online cloud services software.**

**Staff members carpool to work or to off-site meetings; some use public transportation to get to work on daily basis.**



**Retirement of Offsets:**

In accordance with the requirements of the *Climate Change Accountability 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 2018 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy 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  
(print)

Title: Chief Executive Officer

Signature:

Date:

May 31/2019.

Please scan and email the completed form to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca)