

SMALL EMITTERS FORM

A. Please fill in the required information below

Organization Name:

First Peoples' Cultural Council

Contact name & title:

Claudine Buffalo
Executive Assistant

The First Peoples' Cultural Council GHG Emissions and Offsets for 2019

As per the [Directive](#) issued March 31, 2020, each PSO will use their 2018 GHG Emissions as a placeholder for the purposes of their 2019 CNAR.

Total Emissions (tCO ₂ e)	(0 + 2)
Total BioCO ₂	0
Total Offsets (tCO ₂ e)	2
Offset Investment (\$25 per tCO ₂ e) [Total Offsets x \$25/tCO ₂ e]	(2) X \$25 = \$50

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

1. How many Full Time Equivalent (FTE) employees were part of your organization as of December 31, 2019? 43
2. What was the total amount of floorspace (m²) in your organization (including occupied and unoccupied space, owned or leased) as of December 31, 2019? 799 (m²)
3. What was the primary use of that space (office, education, warehousing, health services, lodging, arts and recreation, other)? Office
4. How many motor vehicles did your organization own or lease as of December 31, 2019? 0



C. Briefly describe the top three actions taken by your organization in 2019 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 we transmit most documents electronically.
3. We continue to turn off lights, small appliances and computers at night. We have a motion-activated lighting system.

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

We keep all our documents recorded and stored electronically. Video conference and teleconference calls are the preferred communication tools for out-of-province meetings.

E. Describe any actions your organization took during 2019 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 communication with staff in weather-related emergencies.

We added a bathroom and separated the hydro from our leaseholder.

All 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.

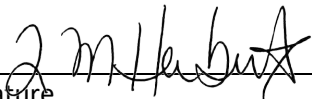
Staff members carpool to work or to off-site meetings; some use public transportation or ride their bike to get to work on a daily basis.



Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, **the First Peoples' Cultural Council** (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2019 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) 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 *[To be signed by a senior official, such as CEO, COO or Superintendent].*


Signature _____ Date June 8, 2020

Tracey Herbert
Name (please print) _____ Title Chief Executive Officer

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