

## The First Peoples' Cultural Council 2024 PSO Climate Change Accountability Report

**Title:** 2024 PSO Climate Change Accountability Report

**Organization:** The First Peoples' Cultural Council

**Declaration statement:** This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to minimize our GHG emissions, and our plans to continue reducing emissions in 2025 and beyond.

### Emission Reductions: Actions & Plans

#### A. Stationary Sources (e.g., buildings, power generation)

1. FPCC staff regularly conduct meetings via videoconference to eliminate travel, and most staff work remotely part time
2. FPCC maximizes available square footage of office space with efficient design featuring condensed open plan workspaces, private meeting pods and rooms
3. FPCC staff power down electronics and small appliances at the end of the work day
4. FPCC uses motion-activated lighting that turns off lights when there is no activity in the building
5. FPCC online grant application portal eliminates shipping costs of application materials.
6. FPCC commits to storing and transmitting documents electronically, where applicable
  - a. Full conversion of finance files from paper-based to digital in 2024.
7. FPCC is working towards reducing stationary source emissions by developing a policy to inform future office / workspace planning

#### B. Mobile Sources (e.g., fleet vehicles, off-road/portable equipment)

FPCC does not use fleet vehicles or off-road / portable equipment.

#### C. Paper Consumption

1. FPCC has a strategy on reducing paper consumption and purchasing sustainable paper products that includes:
  - a. Reducing the amount of paper supplies distributed and received by clients, preferring instead that applications are made via an online portal.
  - b. Print function automatically defaulted to double-sided printing to reduce paper use.
  - c. Using sugar cane paper which promotes the protection of BC's old-growth forests and vibrant ecosystems. It is carbon neutral, 100% recycled, chlorine & acid free and longer lasting than regular recycled paper.

- d. Commitment to transmitting and storing files electronically, where applicable.
2. FPCC is working towards reducing paper consumption and mindful use by developing guidelines to inform future office and workspace planning

## 2024 GHG Emissions and Offsets Summary Table

The First Peoples' Cultural Council 2024 GHG Emissions and Offsets Summary	
<b>GHG emissions for the period January 1 - December 31, 2024</b>	
Total BioCO <sub>2</sub>	0
Total Emissions (tCO <sub>2</sub> e)	0.741592
Total Offsets (tCO <sub>2</sub> e)	0.741592
<b>Adjustments to Offset Required GHG Emissions Reported in Prior Years</b>	
Total Offsets Adjustment (tCO <sub>2</sub> e)	0
<b>Grand Total Offsets for the 2024 Reporting Year</b>	
Grand Total Offsets to be Retired for 2024 Reporting Year (tCO <sub>2</sub> e)	1
Offset Investment (\$)	\$25

### Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the 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 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Energy and Climate Solutions (**the Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, 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.

## **PART 2. Public Sector Climate Leadership**

Small Emitters are encouraged, but not required, to complete this section.

### **2A. Climate Risk Management**

Please describe actions taken by your organization in 2024 to manage risk related to the changing climate and plans to continue managing those risks in 2025 and beyond. For example, has your organization:

- 1) Conducted a climate risk assessment to understand your organization's risk exposure and vulnerability to identified risks? If not, do you plan to conduct an assessment next year or in future years?
  - a. FPCC plans to develop a Sustainable Office plan in the coming years that includes assessing climate risks and mitigations
- 2) Made changes to operational procedures in response to current impacts driven by climate change, such as heat wave, drought, wildfire or flood?
  - a. No
- 3) Made changes to the way services or programs are delivered to accommodate clients, partners, staff or other collaborators who are affected by a climate-related impact?
  - a. No
- 4) Made any operational procedures or infrastructure changes in preparation for future climate impacts?
  - a. No
- 5) Used climate data, analysis tools, and resources to inform your climate adaptation and greenhouse gas emission reduction efforts? Please provide references, if available.
  - a. No
- 6) Incurred extra expenses in the last year in the form of staff overtime, hired subcontractors, or acquired equipment to manage climate risk and adapt to climate change?
  - a. No
- 7) Taken any other measures to manage climate risk and adapt to the changing climate?
  - a. No

### **2B. Additional Sustainability Initiatives**

Please describe any additional initiatives in your organization that support **sustainability** in general.

# Carbon Neutral


- 1) Staff carpool to off-site meetings, when necessary, and most work remotely part time, and a few ride their bikes to the office regularly
- 2) Staff contribute to reducing, reusing, recycling and composting. Outdated equipment and obsolete electronics are disposed of at local recycling depots.
- 3) FPCC supports a procurement process that promotes environmental stewardship.

## 2C. Success Stories

Most staff work at least part-time from home which greatly reduces the emissions that result from paper consumption, transportation, and heating / cooling the office space.

### Executive Sign-off:

**[All PSOs, including Small Emitters, must have their final report signed by a senior official, such as CEO, COO or Superintendent]**





	May 29, 2025
Signature	Date
Tracey Herbert	CEO
Name (please print)	Title

[Please email your signed report to [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) by no later than May 31, 2025.]

## Appendix 1

Below are instructions to populate your organization’s **2024 GHG Emissions and Offsets Summary** table in the PSO CCAR template above.

- a. Access the Clean Government Reporting Tool (CGRT) at <https://gov-bc.mythinkstep.com/login>. **Note, you must be a registered Site Administrator or Data Collector for your organization to access CGRT.** Contact the Clean Government team at CAS at [Carbon.Neutral@gov.bc.ca](mailto:Carbon.Neutral@gov.bc.ca) if you require assistance.
- b. Once successfully logged into the CGRT homepage, follow these steps to access the “CCAR 2024 report”:

<b>1</b>		Click on the ‘Analytics’ menu tab and select ‘Intelligence Center’ from the drop-down menu.
<b>2</b>		Within the Intelligence Center, search for, then <b>click on</b> , the report titled “CCAR 2024 report”. Note: This report will have a blue Published tag applied.
<b>3</b>		In the top right corner of the window, click the icon containing three horizontal dots to expand the options.
<b>4</b>		Click the computer monitor icon to view the report. The report will open in a new window.
<b>5</b>		Click the icon containing two circular arrows at the top left of the window to “refresh” the report. This will generate key analytics (see <b>Figures 1 &amp; 2</b> below for examples) used to populate your 2024 GHG Emissions and Offsets Summary table.  Note: Large analytics may take time to process and will run in the background, appearing in the job tray when complete. If you log out of CGRT before it finishes, the report will be emailed to you automatically when it is ready.
<b>Optional</b>		Optional: If you want to save a copy of your “CCAR 2024 report”, export it to Excel by clicking the download button at the top right of the report. You can do this any time, even while the analytics are calculating.

- c. Using the results of your “CCAR 2024 report” populate your **2024 GHG Emissions and Offsets Summary table** by referring to the cells identified in Figures 1 and 2 below. You will obtain the values for cells A through D through your “CCAR 2024 report”.

- d. Lastly, complete the Offset Investment (\$25 per tCO<sub>2</sub>e) line of the table by manually multiplying your Grand Total Offsets to be Retired for 2024 Reporting Year (tCO<sub>2</sub>e) by \$25. You **must** round your “Grand Total Offsets to be Retired” to a whole number (i.e. no decimal places) **before** multiplying by \$25 (e.g., 43.2 is rounded to 43, while 43.5 is rounded 44).
- e. Your 2024 GHG Emissions and Offsets Summary table is now complete. Proceed with completing the remaining sections of your 2024 PSO CCAR, including executive sign-off, and submit your final CCAR to [carbon.neutral@gov.bc.ca](mailto:carbon.neutral@gov.bc.ca) by no later than May 31, 2025.

**Figure 1. CCAR 2024 report (part 1)**

1-CCAR 2024 report

Values to populate and complete the CCAR Template for 2024 RY

CCAR Tot GHG & BioGHG

	2024
t Bio CO <sub>2</sub> e, GHG, All	
GHG Inventory Activity Data	0
GHG Inventory Estimates	
<b>Total</b>	<b>A 0</b>
t CO <sub>2</sub> e, GHG, All	
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
<b>Total</b>	<b>1,367</b>
<b>Total</b>	<b>B 1,367</b>

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**Figure 2. CCAR 2024 report (part 2)**



### CCAR Tot Offsets

	2024
	Offset Required
	t CO2e, GHG,
GHG Inventory Activity Data	1,367
GHG Inventory Estimates	
<b>Total</b>	<b>C 1,367</b>



### 3-2024 PYA

	2023
	t CO2e, GHG,
PYA Stationary Energy Use	0
PYA Mobile Energy Use	0
PYA Other Sources	0
PYA GHG Inventory Estimates	0
<b>Total</b>	<b>D 0</b>