



Policy:	7.4.5
Approved By:	Trust Council
Approval Date:	June 12, 2013
Amendment Date(s):	
Policy Holder:	Director of Administrative Services

CARBON NEUTRAL OPERATIONS

Purpose

To commit the Administrative Services and Trust Area Services to on-going work to measure, reduce, offset and report corporate greenhouse gas (GHG) emissions and achieve carbon neutrality within Islands Trust operations as a signatory to the British Columbia Climate Action Charter.

This Policy will:

1. Establish a greenhouse gas emission reduction goal for corporate operations;
2. Define which Islands Trust greenhouse gas emissions will be measured and offset;
3. Guide activities reducing Islands Trust's greenhouse gas emissions;
4. Facilitate a process for purchasing offsets for Islands Trust's corporate greenhouse gas emissions; and,
5. Clarify roles and responsibilities for implementing this policy to achieve carbon neutral operations.

A. Definitions

n/a

B. Policy

General

1. Trust Council will ensure that there is no net increase in greenhouse gas (GHG) emissions from Islands Trust operations/activities through performing regular emissions inventories, reducing emissions and purchasing carbon offsets to counteract emissions that cannot be readily reduced.

Carbon Reduction Goal

2. Trust Council commits to reducing greenhouse gases from Islands Trust operations by 7% from 2012 levels by 2020.

Carbon Emission Sources

3. Islands Trust greenhouse gas emissions will be calculated using conversion factors set by the Province of British Columbia whenever practical and will be based on data from the following sources:
 - electricity used in Islands Trust corporate offices;
 - natural gas used in Islands Trust corporate offices;

- all staff, trustee and Islands Trust Conservancy Board member travel by private motor vehicle and rental cars (except taxi), (travel by airplane or helicopter is not included, as the assumption is that commercial aviation organizations have factored their GHG emissions into their operations); and
- paper purchased for Islands Trust corporate offices.

Offsetting Emissions to Achieve Carbon Neutrality

4. Beginning in 2012, Islands Trust will offset corporate emissions such that annual net corporate emissions are zero.

Roles and Responsibilities

5. The Carbon Neutral Committee will monitor and report to Trust Council on the carbon neutral program, support staff engagement in this issue, and prepare budget requests for carbon reduction activities and offset purchases.
6. The Trust Programs Committee will be responsible for initiating, monitoring and reporting on carbon neutral activities.
7. The Financial Planning Committee will be responsible for evaluating budget requests related to carbon reduction activities and offset purchases.
8. The Director of Administrative Services will prepare an annual briefing for the Financial Planning Committee with projected emissions and offset purchase options. The briefing will include a projection of annual carbon emissions, and a recommendation for offset purchases based on the following criteria:

Purchasing/Investment criteria		Priority
Price		
	Less than or equal to the offset price per tonne being charged in the existing carbon marketplace.	Very High
Type of offset project		
	Offset projects that meet recognized certification standards and involve community organizations or businesses in the Islands Trust Area.	Very High
	Offset projects that meet recognized certification standards and meet goals in the Islands Trust Area Official Community Plans.	Very High
	Offset projects approved by the Green Communities Committee.	High
	Offset projects in developing countries that meet recognized certification standards.	Medium
	Offset projects in developed countries that meet recognized certification standards.	Low
Ability to report / tell story on where offset investments are going		
	Projects grouped into a bundle.	Low
	Stand-alone project.	Medium
	Stand-alone project that supports Islands Trust mandate.	High

9. Trust Council is responsible for allocating funds for carbon reduction activities and offset purchases through approval of the annual budget bylaw.

Reporting

10. Annual reports will include a section on Islands Trust carbon emissions, carbon reduction activities and carbon offset purchases.

C. Legislated References

The [Islands Trust Act](#) defines the Islands Trust’s purpose, referred to in the legislation as its “object”:

“The object of the Trust is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the government of British Columbia.”

The [Islands Trust Policy Statement](#):

Guiding Principles:

The primary responsibility of the Islands Trust Council is to provide leadership for the preservation, protection, and stewardship of the Trust Area’s amenities, environment, and resources.

Trust Council will implement a plan for the advancement of the Policy Statement as part of its annual budget process, and the Executive Committee of Trust Council will report to Council on progress in achieving the goals of the Policy Statement.

[BC Climate Action Charter](#), signed by Islands Trust September 25, 2007

[Trust Council Policy 2.3.3 Financial Planning Committee Terms of Reference](#)

[Trust Council Policy 2.3.4 Trust Programs Committee Terms of Reference](#)

[Trust Council Policy 6.3.1 Budget Process](#)

[Trust Council Policy 6.5.3 Procurement](#)

[Trust Council Policy 6.10.1 Annual Report](#)

Annual Budget Document

D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a