

Canadian Museum of Immigration at Pier 21

Supply Chains Act Report 2023-2024

Part I: Identifying Information

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Version 1

The Canadian Museum of Immigration at Pier 21 (hereinafter the Museum) is a federal Crown corporation. Its purpose is to explore the theme of immigration to Canada in order to enhance public understanding of the experiences of immigrants as they arrived in Canada, of the vital role immigration has played in the building of Canada and of the contributions of immigrants to Canada's culture, economy and way of life.

Part II: Report Contents

2.1 Background

The *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (Act) came into force on January 1, 2024.

The Act stipulates that any government institution producing, buying or distributing products in Canada must submit a report to the Minister of Public Safety. The report details the steps that the institution has taken during its previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of production.

2.2 CMI's Structure, Activities and Supply Chains

The Museum buys goods from inside and outside of Canada. The most often bought goods include:

- Office Supplies and Devices (GSIN 7500);
- Toiletries Paper Products (GSIN 8540);
- Print and Binding Services (GSIN T014U);
- Cleaning Equipment and Supplies (GSIN 7900);and
- Miscellaneous Goods (GSIN 9900).

Goods bought only a few times per year include:

- Expositions, Design and Fabrication (GSIN T002A);
- Travelling Exhibitions (GSIN T002C);
- Graphic Design Services (GSIN T005A);
- Audio Visual Production Services (GSIN T009A); and
- Addressing, Distribution and Mailing (GSIN T014U).

The Museum distributes goods inside and outside of Canada. The Museum buys and resells goods in its Gift Shop including:

- Sugar Confectionary and Nuts (GSIN 8925);
- Non-Alcoholic Beverages (GSIN 8960); and
- Miscellaneous Goods (GSIN 9900).

The Museum's revenues come from:

- ticket sales for general admission;
- hall rentals including a percentage of catering sales;
- Gift Shop sales;
- Family History Centre sales;
- special events and programming;
- travelling exhibits;
- donations;

- Appropriations;
- interest revenues; and
- endowment.

Revenues are recognized in the year in which the goods are delivered or services are provided.

2.3 Steps Taken to Prevent and Reduce the Risk of Forced Labour and/or Child Labour

Since November 2021, Public Services and Procurement Canada (PSPC) implemented anti-forced labour clauses in all goods contracts. Additionally, since November 20, 2023, all PSPC Standing Offers and Supply Arrangements for goods that have been issued, amended, or refreshed to include anti-forced labour clauses.

PSPC supports many government institutions in their daily operations by acting as the central purchasing agent. However, the Museum undertakes activities under its own procurement authority. Where applicable, the Museum uses the following PSPC tools:

- Standing Offers;
- Supply Arrangements;
- Standard Procurement Templates; and
- Code of Conduct for Procurement.

All Museum contracts for goods resulting from the use of these tools include clauses relating to forced labour which set out, among other things, human rights and labour rights requirements. The Museum has also integrated PSPC's updated General Conditions for goods contracts and PSPC's Code of Conduct for Procurement in its purchasing activities to prevent and reduce the risk of forced labour or child labour. Revised clauses are part of the Museum's processes for identifying and addressing the use of forced and/or child labour in the organization's activities and supply chains. The Museum also includes anti-harassment clauses in all contracts.

This year, the Museum began checking suppliers of Office Supplies and Devices supply chains. The Museum now requires that Office Supplies and Devices suppliers have policies and procedures in place for identifying and prohibiting the use of forced labour and/or child labour. Suppliers who demonstrate responsible and ethical supply chain management are included in everyday purchasing opportunities.

Other tools that the Museum uses to identify and assess risks in supply chains include:

- Regular interdepartmental meetings;
- Responsible supply chain management contractor listings; and
- The requirement for demonstration of responsible supply chains in procurement documents.

2.4 Policies and Due Diligence

Effective April 1, 2023, amendments to the Treasury Board Directive on the Management of Procurement require contracting authorities from all departments listed in Schedules I, I.1 and

II of the Financial Administration Act (with the exception of the Canada Revenue Agency) and commissions established in accordance with the Inquiries Act and designated as a department for the purposes of the Financial Administration Act to incorporate the Code of Conduct for Procurement (“the Code”) into their procurements.

Pursuant to the aforementioned amendments, the Museum has integrated the Code into its procurements. Museum awarded contracts included the Code through the General Conditions for goods.

The Code requires that vendors providing goods and services to the Government of Canada and their sub-contractors comply with all applicable laws and regulations. In addition, the Code requires vendors and their sub-contractors to comply with Canada’s prohibition on the importation of goods produced, in whole or in part, by forced or compulsory labour. This includes forced or compulsory child labour and applies to all goods, regardless of their country of origin.

2.5 Risk Identification

In May 2021, a risk analysis of PSPC’s supply chains was completed by Rights Lab, of the University of Nottingham (U.K.), to determine which goods were at the highest risk of exposure to human trafficking, forced labour, and child labour. The analysis, and subsequent report, elaborated key strategies for PSPC to leverage public spending power to raise awareness about forced labour in supply chains.

The Museum has reviewed the risk assessment provided by PSPC, and is monitoring related follow-up action, including the development of a Policy on Ethical Procurement.

The Museum began the process of identifying risks of forced and/or child labour in its supply chains. The Administration department worked with vendors to understand supply chains in regards to office supplies and office equipment consumables. All tier one suppliers are in compliance of the Act. All Museum procurement documents include a Supplier Statement section whereby suppliers must attest that they abide by the Act and do not employ forced or child labour.

2.6 Remediation

The Museum has not identified any forced labour or child labour in its activities or supply chains.

2.7 Loss of Income

The Museum has not identified any loss of income to vulnerable families resulting from measures taken to eliminate the use of forced labour or child labour in its activities and supply chains.

2.8 Training

The Museum does not yet provide training on forced labour and child labour.

The Museum is aware that PSPC is currently developing awareness-raising guidance materials (including risk mitigation strategies) for suppliers, targeted towards high-risk sectors. The Museum is monitoring the development of these materials and will leverage these resources upon their publication.

2.9 Effectiveness

The Museum does not yet assess the effectiveness in ensuring that forced labour and child labour are not being used in its activities and supply chains.

3. Attestation

In accordance with the requirements of the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity or entities listed above. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate and complete in all material respects for the purposes of the Act, for the reporting year listed above.

Kendall Blunden

Chief Financial Officer

May 30, 2024

A handwritten signature in black ink, appearing to read 'K. Blunden', written in a cursive style.

I have the authority to bind the Canadian Museum of Immigration at Pier 21.