

2023 Report under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*

Introduction

This report has been prepared by the City of Abbotsford (“**Abbotsford**” or the “**City**”) in accordance with Canada’s *Fighting Against Forced Labour and Child Labour in Supply Chains Act* for our financial year ending December 31, 2023.

The City of Abbotsford recognizes the importance of raising awareness and transparency relating to risks of forced labour and child labour in Canada’s supply chain. We are committed to promoting labour practices that protect the safety and human rights of workers in our operations and supply chains.

Organizational structure, activities, and supply chain

The City of Abbotsford is a municipal government located on S’ólh téméxw, the unceded, traditional, ancestral shared territory of the Semá:th First Nation and Mathekwi First Nation. We are committed to continuing to improve the quality of life for our residents and to building an inclusive, prosperous, and sustainable community for current and future generations.

We are governed by our City Council, which includes the Mayor and eight Councillors who are elected for four-year terms. Our municipality has approximately 164,634 residents and approximately 1,100 full time employees. The City is responsible for governance, administration, and services within the municipality. We provide a variety of services to our residents, including essential services such as recycling, composite and garbage, water quality, diking and drainage, public transitions, prevention and suppression of fires, emergency support services, utilities, roads, fleet, parks, recreation, administration and airport.

The City does not produce, distribute, or sell goods. We procure goods to support our operational activities and the provision of services to our residents, including office supplies, software licenses, information technology, mechanical equipment, materials to maintain the City’s infrastructure, fuel, maintenance, repair, and operating supplies, such as emergency services clothing, safety apparel, repair parts, and tools. Our goods are sourced primarily from distributors with whom we have established long term relationships. Nearly all our goods are sourced from Canadian distributors. In the reporting year, we acquired a new parks washroom from a manufacturer located in the United States, which accounted for less than 1% of the total volume of goods procured in total.

Steps to prevent and reduce the risks of forced labour and child labour

In this reporting year, the steps taken by the City of Abbotsford to prevent and reduce the risks of forced labour or child labour in our operations and supply chain were as follows:

- Continuing to implement our policies relating to ethical conduct, health and safety in our operations
- Continuing to implement our Procurement Policy, which requires our suppliers to comply with laws and regulations in relation to human right protections

- Requiring suppliers to agree to contractual terms that they will comply with applicable legal requirements and our Code of Ethics, including laws relating to labour protections
- Continuing to participate in the Canadian Collaboration for Sustainable Procurement (“**CCSP**”), which provides guidance on ethical procurement, consistent with the International Labour Organization’s conventions against child labour and forced labour and the United Nations’ Universal Declaration of Human Rights

Policies and due diligence processes

The City has adopted policies and processes to embed responsible business practices in our operations and supply chains.

Our Code of Ethics sets the expectation that our employees and contractors will respect human rights and carry out their responsibilities in a professional, competent, and ethical manner.

Our Procurement Policy requires us to procure all goods, services, and construction in an open, fair, and transparent manner. This policy describes authorization and competitive procurement process requirements. Our procurement decisions are based on the best value of the products we can obtain in the markets, evaluated by various factors including services, cost, experience, qualifications, approach, methodology, quality of performance and environmental impact.

The City has established governance and accountability to maintain compliance with the Procurement Policy. Dedicated City staff members are responsible for reviewing submissions by suppliers and other relevant information to ensure compliance with our Procurement Policy.

Our suppliers are required to sign contracts representing that they comply with our policies and applicable laws, including laws relating to workplace practices. As noted above, most of our suppliers are in Canada and are therefore required to comply with have employment, health and safety, and human rights laws protecting workers against forced labour and child labour.

We also have specific procurement programs including our Hired Equipment Program and Qualified Suppliers Roster. We provide ongoing opportunities for vendors to qualify for eligibility to provide various goods and services.

Abbotsford has been a member of the CCSP since 2021, which is a cooperative purchasing group comprised of municipal governments in British Columbia. Our participation in the CCSP increases our influence in the Canadian supply chain and better enables us to advocate for ethical supply chain practices.

The CCSP has published a Sustainable Procurement Guide to enable government officials and community champions to understand and drive sustainable procurement in their municipalities. One of the pillars of this Guide is to set workplace standards for suppliers and contractors, assessing compliance with the International Labour Organization’s conventions against child labour, forced labour, and employment discrimination, and compliance with the United Nation’s Universal Declaration of Human Rights. The CCSP holds periodic webinars and annual reports on best practices in relation to sustainable procurement issues, including environmental, social, Indigenous, and ethical procurement.

Forced labour and child labour risk

To date, the City of Abbotsford has not identified risks of forced labour or child labour in our operations and direct supply chain. Our operations are subject to Canadian laws and policies relating to ethical conduct and worker safety and human rights. We procure nearly all our goods from Canadian suppliers and import a minimal amount of goods from the United States. Our suppliers are contractually required to comply with legal protections relating to worker safety, wages, age verification and human rights.

As more information becomes available about risks of forced labour and child labour in Canada's extended supply chain, the City is committed to reviewing our approach to ethical procurement and working with our suppliers and CCSP to prevent and reduce the risks of forced labour and child labour in our extended supply chain.

Remediation measures and remediation of loss of income

The City encourages our employees to disclose allegations of wrongdoing confidentially and without fear of reprisal for doing so in good faith. Our City Manager and General Manager of Finance and Procurement are responsible for ensuring the complaints are appropriately investigated and addressed in a timely manner.

We have not identified any risks of forced labour or child labour in our operations or supply chain, and as such has not taken any remediation measures or remediation of loss of income to families as a result of forced labour or child labour.

Employee training

Our employees receive regular training with respect to our Code of Ethics and workplace policies relating to safety and human rights. Members of our procurement team have attended CCSP training on ethical, social, and sustainable procurement practices. To date, we have not developed training for our employees on the risks and indicators of forced labour and child labour in our supply chains when importing goods into Canada.

Assessing effectiveness

Our Legal and Legislative Services Department is accountable for identifying, reducing, and mitigating risks associated with our operations and supply chains. Our existing risk management processes enable the City to manage and assess the effectiveness of risks identified in our supply chains. We are committed to continuous improvement of our policies, processes, and risk management systems to promote and adopt ethical procurement practices.

Approval and attestation

In accordance with the requirements of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity 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.

Dated in the City of Abbotsford, British Columbia, this 28 day of May, 2024.



Ross Siemens, Mayor

I have the authority to bind the City of Abbotsford.