

## 2024 Report under the *Fighting Against Forced Labour and Child Labour in Supply Chains Act*

### Introduction

This report has been prepared by the City of Pitt Meadows (“**Pitt Meadows**” 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.

We recognize the importance of identifying and preventing the risk of forced labour and child labour in the sale, production, distribution, and importation of goods. We are committed to promoting labour practices that protect the safety and human rights of workers.

### Organizational structure, activities, and supply chain

The City of Pitt Meadows is a municipal government located on the traditional, unceded territory of q̓ic̓əy̓ (Katzie) First Nation. We are governed by a Municipal Council, which includes the Mayor and six Councillors who are elected for a four-year term. Our municipality has approximately 19,500 residents and 183 employees.

Our mission is to maintain a liveable community that provides opportunities for our residents to thrive in a sustainable manner. The City is responsible for governance, administration, and services within our municipality. We provide a variety of services to our residents, including essential services such as clean drinking water, recycling, sewer and septic, streetlights, fire and police protection, emergency management, and bylaw enforcement, and public amenities such as parks, library, recreation facilities, trail systems, playing fields, and arts, culture, and community event opportunities.

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, which are primarily sourced from Canadian suppliers. In this reporting year, we imported software and equipment for our recreational facilities from outside of Canada, all of which were from suppliers located in the United States.

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

In this reporting year, the steps taken by the City of Pitt Meadows 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 Conduct, including those relating to labour protections
- Continuing to participate in the Lower Mainland Purchasing Group (“**LMPG**”) to encourage ethical purchasing practices

- Enabling workers to raise complaints or concerns relating to labour rights through our existing grievance mechanisms

## Policies and due diligence processes

Pitt Meadows has adopted policies to establish our expectations relating to ethical conduct, human rights, and respect for dignity in our operations and procurement activities.

The following policies set expectations regarding ethical conduct, human rights, and safety in our day-to-day operations:

- Our Code of Conduct sets our expectation that our employees and contractors will respect human rights and carry out their responsibilities in a professional, competent, and ethical manner. The Code of Conduct requires that the conducts of our employees and contractors shall comply with the law and regulations. Compliance with the Code of Conduct is a condition of employment. Any employee who fails to comply with our standards may be subject to disciplinary action, including termination.
- Our Respectful Workplace Policy affirms our commitment to providing and maintaining a positive and safe workplace free where all employees, elected officials, volunteers, contractors, suppliers, and visitors act and are treated with respect and dignity.
- Our Whistleblower Policy encourages our employees to disclose allegations of wrongdoing with respect to City operations in accordance with this policy and without fear of reprisal for doing so in good faith. The Policy has established the procedures for allegation and responsible officers for investigation to ensure that the complaints are heard and addressed in a timely manner.

Our employees are required to review and sign off on these policies during onboarding and on an annual basis. We review these policies every two years and update them as required to comply with applicable laws and standards impacting our operations.

The following policies and processes apply to our procurement activities:

- Our Procurement Policy applies to the purchase of all goods, services, and construction made by or on behalf of the City. This policy requires that procurement decisions are made in a fair, transparent, consistent, efficient, and effective manner. 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, warranties, suitability, quality, and sustainability. Where all things are equal, we give priority to local suppliers.
- We also have processes that establish accountability and governance over our procurement decisions. Our Procurement and Contract Administrator has been designated as the City's purchasing agent, responsible for overseeing and controlling the competitive procurement process, administer the City's Procurement Policy and develop procedures or guidelines to implement the policy. Our City staff members are responsible to review submissions by suppliers and other relevant information to ensure compliance with the *Procurement Policy*. Our suppliers are required to sign contracts

representing that they comply with our policies and applicable laws, which includes laws relating to workplace practices.

In addition, Pitt Meadows is a member of LMPG, which is a cooperative purchasing group comprised of municipal governments in British Columbia. The LMPG holds regular meetings to address procurement issues, such as quality and other standards relating to goods procured by the municipalities. The LMPG supports the City in meeting applicable legislative and trade agreement requirements. Because the City procures a low volume of goods to support our operations and municipal services, we have minimal leverage to influence ethical sourcing practices in the supply chain. To date, the LMPG has not evaluated vendors based on the risks of forced labour or child labour. However, participation in the LMPG increases our influence and enables us to advocate for ethical practices and access products from reputable vendors.

## **Forced labour and child labour risk**

The City of Pitt Meadows has not identified risks of forced labour or child labour in our operations and supply chain. Our operations are subject to Canadian laws and policies relating to ethical conduct and worker safety and human rights. We procure most of our goods from Canadian suppliers, who are also subject to laws protecting the rights of workers. Our imported goods were sourced from the United States, which has legal protections for workers safety, wages, age verification and human rights.

## **Remediation measures and remediation of loss of income**

Pitt Meadows has 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 Conduct and workplace policies relating to safety and human rights. As an additional measure, we will look to incorporate training to our employees on the risks and indicators of forced labour and child labour in our supply chains when importing goods into Canada.

## **Assessing effectiveness**

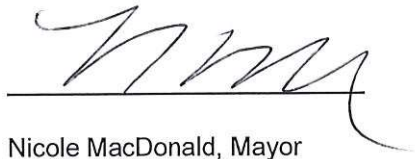
In response to the new legislative requirement, Pitt Meadows will be incorporating formal measures to assess the effectiveness of our approach, to preventing and mitigating the risks of forced labour and child labour in our supply chains, first and foremost by sourcing goods domestically as well as developing a procurement process when importing goods that assess risks by taking into consideration:

- Suppliers located in geographies with weak rule of law, corruption, displacement and known human rights violations.
- High-risk sectors, such as information and communications technology, food and beverage, and apparel.
- Suppliers who employ vulnerable workers, such as migrant workers.
- High-risk business models, such as outsourcing and franchising

## 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 Pitt Meadows, British Columbia, this 28 day of May, 2024.



Nicole MacDonald, Mayor

I have the authority to bind the City of Pitt Meadows