Fighting against forced labour and child labour in Canadian supply chains

November 1, 2024

River East Transcona
SCHOOL DIVISION

PURPOSE

In accordance with Section 11 of the Fighting Against Forced Labour and Child Labour in Supply Chains Act (2023), River East Transcona School Division (RETSD) is required to annually report all steps taken to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods in Canada or elsewhere by the entity, or of goods imported by the division.

STRUCTURE

River East Transcona School Division is a dynamic, caring, and innovative school division where our teachers and staff dedicate their days to providing students with the education, guidance, and services to educate them to be inspired, skilled, responsible citizens.

RETSD is the second-largest division in the province with around 18,600 students in 42 schools staffed by over 3,500 team members.

Located east of the Red River in the northeast quadrant of Winnipeg, we serve the urban communities of East and North Kildonan, Transcona, and the rural communities of East St. Paul and St. Clements.

Our committed, talented staff uses fair and consistent rules, open communication, attitudes of inclusion, a foundation of solid values, and an exciting, full curriculum to help all students achieve their goals.

OUR DIVISIONAL FRAMEWORK

PURPOSE

To educate students to be inspired, skilled, responsible citizens.

MISSION

We provide inclusive, innovative, and engaging educational programming in a safe and caring environment.

VALUES

At RETSD, we value a culture of:

Integrity: trust, honesty, and accountability
Equity: where everyone has what they need to be successful
Excellence: high expectations in pursuit of continuous improvement
Respect and Responsibility: partnerships and contributions of students, staff, families, and the community

OUR SCHOOLS

- Early & Middle Years: 36
- Senior Years Schools: 6
- Learning Centres: 1
- Division Map

OUR STUDENTS

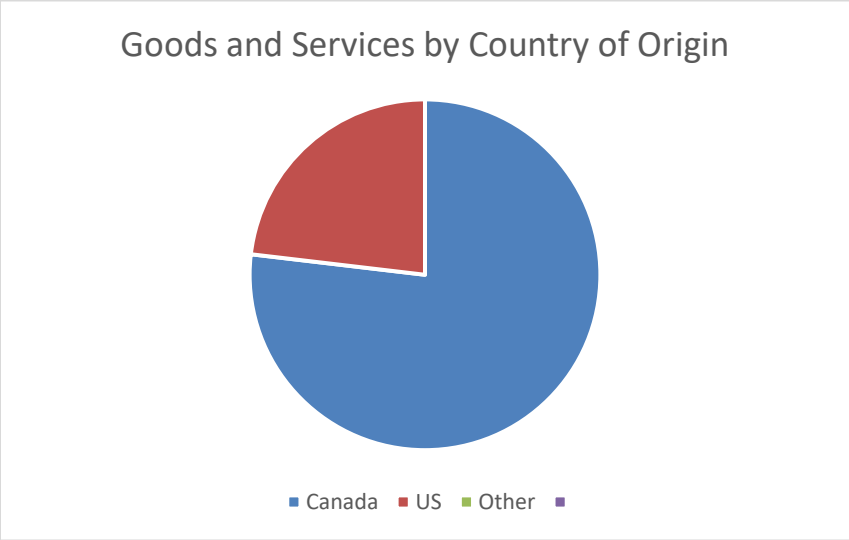
- Total (Oct. 7, 2024): 18,672 (above it says around 18,600. Should we say how we got to that estimate for clarity)

OUR STAFF

- Teaching: 1,333—includes teachers, principals, vice-principals, consultants, and student services staff
- Non-teaching: 2,169—all other staff, including non-teaching substitutes and casual staff

CHART OF GOODS AND SERVICES BY COUNTRY OF ORIGIN

- Vendor volume over $50,000, comprising 95% of overall activity



POLICIES AND DUE DILIGENCE

RETSD recognizes that the underlying principle of human rights is the recognition of individual worth and dignity of every person. Furthermore, the school division believes in and adheres to the principles and beliefs enshrined in the Canadian Charter of Rights and Freedoms and The Human Rights Code of Manitoba. All members of the RETSD community have the right to learn and work in a safe and inclusive school environment that respects human diversity in all its forms as encompassed in the Canadian Charter of Rights and Freedoms and The Human Rights Code of Manitoba.

Divisional policies reaffirming these principals include:

- Policy ACF—Respect for Human Diversity
- Policy AC—Human Rights
- Policy ACD/ACD-R—Religious Accommodation
- Policy AD—School Division Philosophy and Goals
- Policy DJB—Purchasing and Tendering

The Secretary-Treasurer's department manages and oversees compliance with procurement directives, legislation, and international trade agreements. The department also manages procurements through co-operative frameworks such as the Canadian Collaborative Procurement Initiative, the Province of Manitoba, and various other consortia, such as the Metro Winnipeg School Divisions purchasing committee and the Canoe Procurement Group of Canada to leverage collective purchasing power and achieve cost efficiencies.

The division's purchasing policy (Policy DJB) is reviewed periodically to ensure compliance with federal and provincial legislation and related regulations, as well as domestic and international trade agreements.

SUPPLY CHAIN ACTIVITIES AND IDENTIFIED RISK

To support academic learning and programming, the division procures a wide range of goods and services in accordance with public procurement policy for the province of Manitoba.

For the 2023–24 school year, the total budgeted for operating expenditures was $224,892,401—of this, $25,872,045 was allocated for the purchase of goods and services. In addition, RETSD incurs approximately $22 million in capital and school-based expenditures relating to goods and services.

The division imported around $430,000 in goods and services into Canada in 2023–24, which represents approximately 0.01% of the total goods procured in the year, or the total annual divisional expenditure.

RETSD recognizes that our greatest risk of being exposed to forced labour or child labour is through our extended supply chain and the procurement of goods in geographies and sectors identified as making frequent use of these forms of labour. However, our sourcing is overwhelmingly from countries where the risk is low.

We have based our risk analysis on categories of goods most widely used in our context and have identified products sourced from outside Canada where the risk of forced labour and child labour is deemed higher. Based on our supply chain activities, we have assessed the following categories of potential risk:

- Custodial supplies
- Electronics
- Food
- Sports equipment

- Textiles
- Vocational equipment

We acknowledge, however, that there may be a lack of visibility of risks through Tier 2 or 3 suppliers via their own sourcing activities. Therefore, we rely on the extensive work done by government to assist us in identifying procurement categories and goods with greater risk and will continue to look to them as leaders in this area.

REMEDIATION MEASURES

RETSD is not aware of instances of forced labour or child labour that require remediation during the current fiscal year, therefore no remediation measures have been implemented.

TRAINING AND CAPACITY BUILDING

Staff education and training on forced labour and child labour risks will be undertaken, starting with the Secretary-Treasurer's department. This will allow best policies and practices to be implemented. Resources and training will then be developed and deployed for divisional staff relevant to their role in supply chain activities. This training may be delivered through our existing staff training platform or via awareness materials.

MONITORING EFFECTIVENESS

The division is aware that regular monitoring and assessment of our efforts to mitigate the risk of forced labour and child labour in our operations will be critical. We will develop key performance indicators to align with our efforts in mitigating risk associated with forced labour and child labour in our supply chains. Initial indicators will include:

- Number of divisional staff trained
- Reviewing and auditing policies and procedures
- Tracking employee awareness
- Working with suppliers to also ensure that they are not using forced labour and child labour in their activities and supply chains.
    - Number of contracts with suppliers that include specific language regarding compliance with policies involving forced labour and child labour.
- Other metrics, such as the number of imports/spend total by geographical area and product categories.

ACTION PLAN FOR THE NEXT FISCAL YEAR

To better understand, identify, and eliminate forced labour and child labour in our supply chain, the division will focus on:

- Developing and implementing an action plan for addressing forced labour and child labour
- Developing and implementing due diligence policies/procedures for identifying, addressing, and prohibiting the use of forced labour and/or child labour
- Developing and implementing training and awareness materials on forced labour and/or child labour
- Engaging with supply chain partners and industry partners to address issue
- Sourcing ethically from suppliers and monitoring their policies to the extent possible
- Updating existing policies
- Due diligence as part of our practices around contracts, vendor review, etc., and general templates
- Utilizing our business management systems to help achieve these outcomes

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 aspects for the purpose of the Act, for the reporting period listed above.

I have the authority to bind the River East Transcona School Division.

X Colleen Carswell

Colleen Carswell
Board Chair, RETSD

Date:

X Elise Downey

Elise Downey
Secretary-Treasurer/CFO, RETSD

Date:

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