

## 901 Living Wage

### **PURPOSE**

The City wishes to be recognized as a Living Wage Employer.

### **POLICY**

This Living Wage Policy ensures that all City employees receive, at minimum, total compensation that amounts to a living wage when performing their work for the City. It also ensures that the City engages only with service providers who share the same living wage commitment for their employees and sub-contractors providing services on City premises.

This policy will be reviewed regularly and amended as necessary to meet the City's commitments.

### **SCOPE**

This policy will apply to all City employees when they are performing work for the City and to all City engaged, service providers and their sub-contractors who are providing services on City premises, with the following exclusions: students seeking work experience credits for educational purposes, volunteers, social enterprises that are not for profit, or for employees of organizations who lease space/property from the City.

### **DEFINITIONS**

**City** refers to the Corporation of the City of North Vancouver.

**Employees** are all union and exempt employees employed by the City of North Vancouver in either a full-time, part-time or auxiliary capacity.

**Living wage** is the hourly total compensation (wage + benefits) rate calculated annually for employees based on the methodology developed by Living Wage BC. This campaign provides a [calculator](#) for determining the applicable living wage.

**Premises** are all City owned buildings, roadways and parks.

**Service Providers** are companies and their employees that have a direct business relationship with the City of North Vancouver.

**Sub-Contractors** are companies and their employees who have been sub-contracted by the City of North Vancouver's service providers. They have no a direct business relationship with the City of North Vancouver.

### **RESPONSIBILITIES**

The People, Culture & Transformation Department, in conjunction with the Finance Department, will ensure this policy is followed by employees, service providers and sub-contractors.

## ***IMPLEMENTATION, COMPLIANCE AND ENFORCEMENT***

Should the total compensation (hourly wage rate plus benefits/payment in lieu of benefits) for any City of North Vancouver position fall below the living wage, the City will make an adjustment to the total compensation for that specific position to ensure that position meets the City's living wage commitment. For clarity, this policy and any adjustments to wages for a position made under this policy will not have any subsequent or consequential impact to any other positions at the City whose total compensation is already above the living wage.

### **Service Provider and Sub-Contractor Eligibility Criteria:**

The City has established the following criteria to determine a service provider's or sub-contractor's eligibility under this policy:

- An employee of a service provider or of its sub-contractor must perform services physically on City premises.
- The City requires that all work lasts longer than one continuous hour per occasion for all service contracts that have a total estimated annual value of over \$250,000.
- The City requires all service providers and sub-contractors, whose services fall within the parameters established by this policy, to be compliant for the duration of their contract with the City. Any existing contracts that are in place at the time of inception of this policy will not require immediate compliance should the hourly wage rates be lower than the current living wage rate. However, a contract will require compliance at the time of renewal.
- The City will include this policy in its Purchasing Manual and will post the policy on the City of North Vancouver's website under Bid Notices.
- The City will incorporate into all of its competitive bid documents a link requiring compliance with this policy, similar to the link posted to the City's Fair Wage Policy and Supplier Code of Conduct.
- The City will enforce this policy by performing audits of its service providers and sub-contractors when notification of non-compliance is received. These audits may take the form of a review of paystubs issued by the vendor under review or any other means pertinent to arriving at a determination.
- Non compliance may result in the cancellation of the contract at the discretion of the City's Manager, Purchasing, or designate.
- Any notifications of possible non-compliance can be sent to the Manager, Purchasing by letter or email ([purchasing@cnv.org](mailto:purchasing@cnv.org)). Notifications should include the following details:
  - Name of the service provider or sub-contractor
  - Date, time and location where the service provider or sub-contractor was working
  - Type of work that the service provider or sub-contractor's employee was performing
  - Name and contact information of person providing the notification.
- All notifications to the Manager, Purchasing will be held in confidence. Anonymous notifications will not be accepted.

- Upon receipt of the notification, the Manager, Purchasing will perform an audit of the service provider or sub-contractor.
- Should the service provider and/or sub-contractor be found to be non-compliant, the service provider and/or sub-contractor will be required to compensate for any shortfall in pay to the affected employees at no extra cost to the City. Non-compliance may result in:
  - Cancellation of the contract at the discretion of the City.
  - Refusal to accept bids, quotations or proposals from that contractor for a period of two years.
- The City's Manager, Purchasing, or designate, shall make available to the public a list of all contractors and sub-contractors who have been determined to be non-compliant with this policy.

<b>Policy #901 Issue Date:</b>	August 2021	<b>Approved by:</b>	Leadership Team
<b>Policy #901 Amendment Date:</b>	March 2025	<b>Approved by:</b>	Leadership Team