



901 Living Wage

PURPOSE

The Living Wage Policy is to ensure that all City employees and service providers to the City who work on City premises for a specific period of time earn, at minimum, a living wage.

POLICY

The City of North Vancouver will implement this policy effective August 31, 2021. Existing contracts at the time of implementation will be grand-parented until such time as the contract expires or is renegotiated, whichever comes first.

The City, as a living wage employer, will ensure all employees are paid no less than the living wage as established in the year of ratifying any City collective agreements with the respective union. The City will not review any existing collective agreements to adjust hourly wage rates in the event those hourly wage rates are below the living wage for that year. For example, if in year two of a three year agreement, should an employee's hourly wage rate fall below the living wage hourly wage rate for that year, no alteration to the collective agreement will be considered.

SCOPE

This policy will encompass all City employees, service provider and sub-contractor employees, 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 wage rate calculated annually for employees based on the methodology developed by the [Living Wage for Families Campaign](#). 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 Human Resources Department, in conjunction with the Finance Department, will ensure this policy is followed by employees, service providers and sub-contractors.

IMPLEMENTATION, COMPLIANCE AND ENFORCEMENT

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). 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.

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