

CITY OF PARKSVILLE

POLICY

SUBJECT: <i>Living Wage Employer</i>	POLICY NO: 6.18
	RESO. NO: 16-225
	CROSS REF:
EFFECTIVE DATE: September 19, 2016	APPROVED BY: Council
REVISION DATE:	RESO. NO:
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OBJECTIVES

This policy is intended to ensure contractors, sub-contractors and service providers who are working on City premises or engaging in municipal projects pay all their staff involved in the tasks an hourly rate equivalent to or higher than the current living wage.

PURPOSE

The purpose of this policy is to clarify the City's requirements for providing a living wage.

DEFINITIONS

Declaration is a document signed by a service provider, contractor or sub-contractor confirming their compliance with paying a living wage to all employees engaged in with the city's projects or services.

Living Wage is the hourly rate of pay that enables a household consisting of two parents, working full time at 35 hours weekly, and two children, aged 4 and 7 years, to provide food, clothing, shelter and transportation and participate in activities deemed to be a ordinary element of life in the community. The living wage is calculated annually by the District 69 Living Wage for Families Coalition and is based on Statistics Canada information.

IMPLEMENTATION AND ENFORCEMENT

1. The Living Wage Policy shall take effect for all new contracts authorized after October 1, 2016. Existing contracts that come up for renewal will be re-assessed in compliance with the Living Wage policy.
2. The City, as a Living Wage Employer, will ensure all City staff, union and exempt, will be paid no less than the living wage as established in the year of ratification of any collective agreement with the City's unions.
3. The City will include a requirement in its competitive bidding processes (request for proposals, invitations to tender, quotes, etc.) declaring the bid must include a living wage for all employees engaged in the project or service.
4. All parties who will be entering in to a contract with the City will be required to sign the living wage declaration as part of the final contract.
5. The Living Wage Policy does not apply to volunteers, students seeking work experience as part of an educational program or employees or non-profit organizations that lease space or property from the City of Parksville.
6. The Living Wage Policy applies in the following circumstances:
 - a. An employee of the of the business, a contractor or a sub-contractor is conducting work or providing services on City property;
 - b. The work or services are being provided for a period of seven hours or longer per occasion.
7. The City of Parksville will conduct a compliance audit of a contractor, sub-contractor or service provider if a complaint is received in writing alleging non-compliance with the living wage requirements. Should it be determined there is a breach of the policy, the party must compensate employees at the living wage for the particular time period identified, at no further cost to the City. Failure to comply may result in termination of the contract at the City's discretion, at no further cost to the City.

APPENDIX I

**Living Wage Employer
Declaration**



I, _____, as a duly designated officer of

Company: _____

Address: _____

confirm that all employees and sub-contractors under our contract with the City as outlined below are paid not less than the “Living Wage” as calculated annually by the District 69 Living Wage for Families Coalition.

I acknowledge this requirement extends only to those employees and sub-contractors’ employees performing work on City premises or engaged in City projects for durations in excess of 7 hours per occasion.

I understand the City will conduct audits when necessary if and when a notification of a potential breach of compliance is received by the City. I understand if a breach of compliance is determined to have occurred, the City reserves the right to cancel the contract without penalty at any time once said breach is confirmed and authenticated.

Contract Name and Reference:

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Authorized Signatory:

Date:

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