NEW WESTMINSTER
Human Resources

POLICY

Policy Title:	**LIVING WAGE**
Issue Date:	**2011 JANUARY**
Revised Date:	**2015 JANUARY**
Prepared by:	**ROY MOULDER, Manager, Purchasing**
Document #:	**156183**

1. Objectives

The purpose of the City of New Westminster's Living Wage Policy (LWP) is to ensure that all City Staff and Service Providers to the City who work on City premises for a specified period of time earn, at a minimum, a living wage.

2. Definitions

City refers to the Corporation of the City of New Westminster.

Declaration is a document signed by a service provider confirming their compliance in paying a living wage to their employees covered under this Policy.

Employees are all Union and Exempt staff employed by the City in either a full-time, part-time or auxiliary capacity.

Living Wage is the hourly rate of pay that enables wage earners living in a household to:

- Feed, clothe and provide shelter for their family
- Promote healthy child development
- Participate in activities that are an ordinary element of life in the community
- Avoid the chronic stress of living in poverty

This hourly rate is calculated based on the living expenses of a family of four with two children aged 4 and 7, with both parents working full-time (35 hours/week).

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

Service Providers are companies and their employees that have a direct business relationship to the City of New Westminster. These employees are individuals that perform services to the City on City premises.

Sub-Contractors are companies and their employees that have been sub-contracted by our Service Providers. They do not have a direct business relationship with the City of New Westminster.

3. Implementation, Compliance and Enforcement

- The City will implement this Living Wage Policy effective January 1, 2011. Existing contracts still in force at the time of implementation will be grandfathered until such time as the contract expires or is renegotiated, whichever comes first.
- The Living Wage will be calculated annually by staff based on the methodology developed by the Living Wage for Families Campaign as noted above.
- 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;
    - Employees of organizations (for-profit or not-for-profit) that lease space / property from the City.
- The City, as a Living Wage Employer, will ensure all staff are paid no less than the living wage as established in the year of ratifying of any of the City's Collective Agreements with its Unions. The City will not open up any existing Collective Agreement during its existence to adjust hourly rates in the event those hourly rates dip below the Living Wage for that year. For example, if in year 2 of a 3 year Agreement an employee's hourly rate fall below the Living Wage hourly rate for that present year, no alteration to the Collective Agreement will be considered.
- The City has established the following criteria to determine a service provider's or sub-contractor's eligibility under the Living Wage Policy.
    - An employee of a service provider or of its sub-contractor must perform services physically on City premises,
    - Work must last longer than one continuous hour per occasion.

- The City requires all service providers and sub-contractors, whose services fall within the parameters established within 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 their wage rates be lower than that established Living Wage rate. However, a contract will require compliance at time of renewal.

- The City will incorporate into all of its competitive bid documents (Invitations to Tender, Requests for Proposal, Quotes, etc.) a sample declaration to be signed as part of the Service Provider's contract with the City. Sample Declaration is attached.

- The City will enforce the Policy by performing audits of its Service Providers and Sub-contractors when notification of non-compliance is received by the City. 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 cancelation of the Contract at the discretion of the City.

Doc. #156183-v2