



Living Wage Policy-CF-10

EFFECTIVE: November 2, 2021
AUTHORIZED BY: Council
RESOLUTION: 22-01-05
REPLACES: *September 6, 2016*

PURPOSE

The purpose of this policy 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.

The City of Quesnel believes that it is important to demonstrate social responsibility through actions that have a positive impact on our community, our staff and the people we serve.

The City of Quesnel believes that families should earn an income sufficient for them to pay for the basic necessities of life so that they can live with dignity and participate as active members of our communities.

DEFINITION

Living Wage

The 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 every year by the Living Wage for Families Campaign, 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).

Direct Staff

Staff earning only a salary or wage will earn at minimum a living wage. The living wage is recalculated annually at the end of April and takes effect May 1st of each year. Any increases in the living wage will be passed onto staff within six months of this date.

Contracted Staff

Where services are contracted, e.g., janitorial, road paving we choose vendors/service providers that also pay a living wage to their staff similar to this policy. This clause covers external contracts that provide services for our company on a regular, ongoing basis, that is, for at least 120 hours of labour per year. Living wage clauses are included in all agreements and renegotiated agreements with contractors we hire.

Benefits in Consideration

In instances where non-mandatory benefits are provided to staff, the basic hourly wage due to staff may be adjusted to reflect the positive impact these benefits have on the employee's ability to meet basic needs and have some discretionary income.

APPLICATION

The policy applies to all employees employed by the City of Quesnel, as well as all employees employed by a contractor or subcontractor who perform services directly or indirectly for the City of Quesnel on a regular ongoing basis (at least 120 hours per year).

IMPLEMENTATION, COMPLIANCE AND ENFORCEMENT

The City will implement this policy effective November 1st, 2016. Contracts in effect at the time of implementation will be grandfathered until such time as the contract expires or is renegotiated, whichever comes first.

This Policy will encompass all City employees, Service Provider and Sub-contractor employees with the following exclusions:

- Students working in positions such as skate patrol and the summer fun program
- Employees hired under the diversification program
- Volunteers
- Employees of organizations (for-profit or not-for-profit) that lease space / property from the City.

The City will ensure that all employees are paid no less than the living wage and will encourage language into the Collective Agreements to reflect this.

The City will incorporate language into all contractor agreements, bid documents, etc indicating that all contractors whose services fall into the parameters of this policy are required to pay a living wage for the term of their contract with the City of Quesnel. A declaration will be requested as part of any contract agreement stating the contractor understands the requirement of paying a living wage.

The City will enforce the Policy by performing audits of its Service Providers 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.

22-01-05	<p>MOVED Councillor Elliott, Seconded Councillor Goulet and resolved: THAT Council approves the Financial Sustainability and Audit Committee recommendation to re-approve the Living Wage Policy – CF-10, with the following amendment to correct a typographical error:</p> <p>REPLACE: Page 17 of the November 2, 2021 Agenda - Application - First sentence - "...City of Quesnel, as well as all employees employers employed by a contractor..."</p> <p style="text-align: right;">CARRIED UNANIMOUSLY (6:6 – Mayor Simpson absent for vote)</p>
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