

	COUNCIL POLICY	
		Page 1 of 2
SUBJECT: Living Wage Policy		
PREPARED BY: Human Resources		
AUTHORIZED BY: City Council		
EFFECTIVE DATE: October 24, 2019		REVISION DATE:

1. PURPOSE

The purpose of the Living Wage Policy is to set out the City's commitment to ensure that all City employees and those who provide services to or on behalf of the City earn a living wage.

2. OBJECTIVES

The City recognizes that paying a living wage constitutes a critical investment in the long-term prosperity of our community, contributes to economic inclusion and fosters a dedicated, skilled and healthy workforce.

3. DEFINITIONS

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).

The Living Wage may be achieved through a combination of hourly wage plus non-mandatory employer paid benefits, such as extended health, dental and sick leave coverage, professional development and enhanced vacation.

4. APPLICATION

a) Employees

This policy applies to all employees employed by the City of Victoria. The City will ensure all employees are paid at a minimum the living wage as established in the year of renewal of any of the City's Collective Agreements. The City will not re-open a Collective Agreement during the term of the agreement to re-negotiate wage schedules should a rate of pay fall below the Living Wage for that year.

b) Contractors and Sub-contractors

This policy applies to all service contracts where:

- the services are to be performed on properties owned by or leased to the City including all streets, sidewalks and other public rights of way; and
- the services are provided on a regular, ongoing basis and the contractor is expected to perform the services for greater than 120 hours per year of the contract; and
- the estimated annual value of the contract is greater than 0.5% of the City's total purchasing budget).

but shall exclude

- emergency or non-recurring repairs or maintenance services where no standing contract is in place;
- services performed by organizations that lease property from the City of Victoria; and
- contracts with social enterprises.

The City will include a Living Wage clause in all agreements and renegotiated agreements with contractors.

The City will enforce this policy by performing audits of contractors and subcontractors when notice of non-compliance is received by the City.

Contracts in force at the time of implementation of this policy will not require immediate compliance should their wage rates be lower than the established Living Wage. Contracts will require compliance with the Living Wage Policy when the contract expires or is renegotiated, whichever comes first.