

	Title: Living Wage Policy for Service Providers and Sub-Contractors	Number: CO - 76
	Authority: Council	Section: Council
	Date Adopted:	
	Historical Changes ()	

Purpose:

The purpose of this policy is to ensure that service providers and sub-contractors to the City who work on City premises for a specific period of time earn, at a minimum, a Living Wage.

Scope:

This policy applies to service providers and sub-contractors for service contracts having a total estimated annual value greater than \$50,000 and where services are to be performed on Premises, and are provided on a regular, ongoing basis, but will not include:

- Emergency or non-recurring repairs or maintenance services where no standing contract is in place;
- Services performed by organizations that are less than one continuous hour per occasion;
- Services performed by organizations that lease property from the City;
- Employees of Social Enterprises;
- Provider of supplies; and
- Employees of local amateur sports clubs and organizations.

Definitions:

City refers to the City of Langley

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

Living Wage is comprised of the hourly rate of pay a family needs to cover basic expenses. These basic expenses include:

- Food;
- Clothing;
- Rental housing;
- Child care;

- Transportation; and
- Small savings to cover illness or emergencies

The Living Wage is calculated annually in accordance with the Living Wage Campaign for Families methodology.

Policy is the Living Wage Policy for Service providers and Sub-contractors.

Premises are all City owned land, building, roadways, leased properties, parks and public rights-of-way.

Service providers are companies and their employees that have a direct business relationship with the City. These employees are individuals that perform services to the City on City premises. Service providers are responsible for Sub-Contractors.

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

Social Enterprises are business that: (i) are owned or operated by a non-profit organization; (ii) are directly involved in the production and/or selling of goods and services for the combined purposes of generating income and achieving social, cultural, and/or environmental aims; and (iii) have a defined social and/or environmental mandate.

Principles:

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 based on the methodology developed by the Living Wage for Families Campaign.

The City requires all Service Providers and Sub-Contractors, whose services fall within the scope established within this Policy, to be compliant for the duration of their contract with the City.

The City will incorporate into all its competitive bid documents (e.g. 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.

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.

The Living Wage rate is a directive of Council and may be revoked by Council at any time.

This Policy will be reviewed on an annual basis by the Chief Administrative Officer in consultation with City Council.

References:

Policy Number:	CO - 76
Policy Owner:	CAO
Endorsed by:	SMT
Final Approval:	COUNCIL
Date Approved:	
Revision Date:	
Amendments:	
Related Policies:	
Related Publications:	https://www.livingwageforfamilies.ca/become_a_living_wage_employer



**INSTRUCTIONS TO TENDERERS
LIVING WAGE DECLARATION**

DECLARATION – LIVING WAGE EMPLOYER

I, _____ by or on behalf of the Contractor, or by its duly authorized signatory or signatories (if the Service Provider is a corporation)

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion and the total annual value of the service contract is greater than \$50,000.

I understand the City will conduct audits if and when notification of breach of this compliance is received by the City. All relevant audit information requests will be provided in a timely manner.

I understand that in the event of any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____ Contract No.: _____

Authorized Signatory(ies):

Print Name

Date

Print Name

Date

Print Name

Date

