

Living Wage Policy

Service Providers

SOURCE:	City of Burnaby Finance Department
APPROVED BY:	City Manager
EFFECTIVE DATE:	January 1, 2020

Purpose The purpose of the City of Burnaby’s Living Wage Policy for Service Providers is to ensure that all Service Providers and Sub-Contractors to the City who work on City premises for a specified period of time earn, at a minimum, a Living Wage.

Definition **City** refers to the City of Burnaby.

Living Wage is comprised of the hourly rate of pay inclusive of the value of non-mandatory benefits 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; and
- Avoid the chronic stress of living in poverty.

The Living Wage (hourly rate plus non-mandatory benefits) is calculated annually in accordance with the Living Wage Campaign for Families methodology.

Policy is the Living Wage Policy.

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 to the City of Burnaby. 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 of Burnaby.

Social Enterprises are businesses 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 purpose of generating income and

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achieving social, cultural, and/or environmental aims; and (iii) have a defined social and/or environmental mandate.

Implementation

The City will implement this Living Wage Policy effective 2020 January 01 for Service Providers and Sub-Contractors for service contracts having a total estimated annual value greater than \$250,000 and where services are to be performed on Premises, and are provided on a regular, ongoing basis.

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.

Contracts below the threshold and identified within a vulnerable service sector provision (i.e. security, cleaning, etc.) will be reviewed to ensure compliance with this Living Wage Policy.

The Living Wage (hourly rate plus non-mandatory benefits) will be calculated annually based on the methodology developed by the Living Wage for Families Campaign.

This policy will encompass Service Provider and Sub-Contractor employees above the defined threshold and within vulnerable sectors with the following exclusions:

- 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; and,
- Employees of Social Enterprises.

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. 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 the established Living Wage rate. However, a contract will require compliance at time of renewal.

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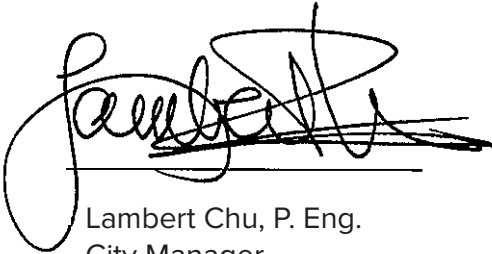
Enforcement

The City will incorporate, when required, into its competitive bid documents specific language advising that by submission to the bid document, the Service Provider agrees to abide by the terms and conditions of the Living Wage Policy. 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 cancellation of the Contract without penalty to the City once the non-compliance has been verified.

Responsibility

The Living Wage Policy will be reviewed on an annual basis by the Finance Department for Service Providers.



Lambert Chu, P. Eng.
City Manager