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**To:** "Direct to Mayor and Council - DL" <CCDTMACDL@vancouver.ca>

**Date:** 7/11/2017 7:17:20 AM

**Subject:** Living Wage certification - update

**Attachments:** Memo to Mayor and Council - Report Back on Living Wage Employer  
Implemen....pdf

Dear Mayor and Councillors,

The attached memo provides an update on the implementation of the Living Wage program.

In brief, the City's living wage program was fully implemented as of May 1, 2017 and both the City and VPD are now certified as living wage employers. VPL expects to submit its application for certification to the Living Wage for Families Campaign this month.

Please do not hesitate to contact me if you require any additional information.

Best,  
Paul

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OFFICE OF THE CITY MANAGER  
Deputy City Manager

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## MEMORANDUM

July 10, 2017

TO: Mayor and Council  
Park Board Commissioners

CC: Sadhu Johnston, City Manager  
Janice MacKenzie, City Clerk  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Rena Kendall-Craden, Director, Communications  
Kevin Quinlan, Chief of Staff, Mayor's Office  
Katie Robb, Director, Communications, Mayor's Office  
Naveen Girn, Director, Community Relations, Mayor's Office  
Patrice Impey, CFO and General Manager, Finance  
Andrew Naklicki, Chief Human Resources Officer  
Nick Kassam, Chief Procurement Officer  
Malcolm Bromley, General Manager, Vancouver Board of Parks and Recreation  
Shauna Wilton, Deputy General Manager, Vancouver Board of Parks and Recreation  
Corporate Management Team

FROM: Paul Mochrie, Deputy City Manager

SUBJECT: RTS 11610 - Report Back on Living Wage Employer Implementation

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Dear Mayor and Council, and Park Board Commissioners,

As you know, on September 21, 2016, Council approved a staff recommendation to pursue "Living Wage Employer" certification from the Living Wage for Families Campaign (LWFC). On March 6, 2017, the Park Board endorsed the City of Vancouver's Living Wage certification requirements in relation to contracted services procured on behalf of the Park Board. Staff submitted the application to become a Living Wage Employer on behalf of the City of Vancouver and Park Board and subsequently on April 4, 2017, the City and the Park Board received official certification as living wage employers by the LWFC.

Effective May 1, 2017, the living wage program was implemented across the City and the Park Board. All relevant existing policies have been amended and procedures have been implemented according to the action plan outlined in the previous council report. Going forward, all contracts that meet the Living Wage program criteria will include the appropriate

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11/8/2017

Living Wage clauses in the contract renewal process and any new contract awards to ensure that employees of service providers and their subcontractors are paid a living wage according to the City's program.

In Metro Vancouver, the Living Wage rate for the region has been established for 2017 at \$20.62 per hour. The City continues to be in compliance with respect to compensation of direct City and Park Board employees. Appropriate procedures and controls have also been installed within the City's HR department and systems to ensure on-going compliance.

Throughout the implementation of this program, all relevant parties such as the Unions, vendors and internal staff have received relevant and timely communication through various channels including mail-outs, social media and both internal and external websites.

In regards to other civic agencies, the Vancouver Police Department has also obtained certification as a Living Wage Employer effective April 2017. The Vancouver Public Library (VPL) is currently in the process of developing its application for submission to the LWFC and is expecting to submit its application sometime in July. Effective April 1, 2017, VPL has raised wages for library service assistants, which were the only classification previously below the living wage rate of \$20.62. Since this change, all VPL direct employees are now in compliance with the 2017 living wage rate.

Other civic agencies such as the Pacific National Exhibition and Easy Park are evaluating the implications of living wage employer certification for their respective operations and will seek direction from their respective Boards upon completion of their assessments.

Further updates on the living wage program will be provided to Council and the Park Board as part of the Chief Procurement Officer's annual procurement report.

If you have any further questions, please do not hesitate to contact me.

Sincerely,



Paul Mochrie  
Deputy City Manager

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