

Living Wage Policy

1. Background

One of our core values at Vancouver Airport Authority is being a people-centered business, which is why we believe that all Airport workers should be paid a living wage. Living wages not only help employees and their families, they also help strengthen our community and local economy.

While our vision is to achieve living wages for all Sea Island workers, we are starting our living wage journey with Airport Authority employees and contractors. In 2022, the Airport Authority was certified as a Living Wage Employer by Living Wage BC, and we continue to maintain that certification.

What does this policy do? This policy describes the Airport Authority's requirements for itself as well as Qualifying Contractors and Qualifying Subcontractors to pay their workers a living wage.

Who does this policy apply to? Airport Authority, Qualifying Contractors, and Qualifying Subcontractors.

2. Definitions

CCPA-BC: Canadian Centre for Policy Alternatives – BC Office

Direct Employees: Bargaining unit and excluded staff who are employed directly by the Airport Authority, including acting full-time, permanent full-time, permanent part-time, term full-time, term part-time, temporary, and casual employees

Direct Service Provider: Company that employs individuals to perform services for the Airport Authority on-site at YVR pursuant to a valid contract with the Airport Authority; for greater certainty, this does not include retail or commercial tenants

Living Wage: The minimum income necessary for a worker to meet their basic needs and can be achieved through wages alone or a Living Wage Equivalence, as determined by Living Wage BC and administered by the Airport Authority. The Living Wage employer calculator can be found [here](#)

Living Wage Employer: Employer that has been certified by LWBC as fulfilling the conditions of the Living Wage Employer Program

Living Wage Equivalence: Hourly rate paid to an employee plus Non-Mandatory Benefits that serves as a comparator to the prevailing Living Wage

LWBC: Living Wage BC

Non-Mandatory Benefits: Employer contributions that help reduce an employee's basic expenses, such as extended health/dental care, childcare expenses, transport expenses, professional development and



education, and enhanced vacation and sick leave, but not including payments that an employer is mandated by law to provide, such as employment insurance and Canada Pension Plan contributions

Qualifying Contract Criteria: Contracts having a value of more than \$250,000 and requiring a minimum of 120 hours of work performed on-site at YVR, both calculated over the same 12-month period

Qualifying Contractor: Direct Service Provider subject to an Airport Authority contract that fully satisfies the Qualifying Contract Criteria

Qualifying Subcontractor: Company that performs a minimum of 120 hours of work on-site at YVR during a 12-month period pursuant to a direct contract with a Qualifying Contractor

YVR: Vancouver International Airport

3. Living Wage

In determining the Living Wage, the Airport Authority currently uses the rate calculated by LWBC and CCPA-BC. This rate represents the hourly rate required for two working parents to cover the basic expenses of a family of four, including food, clothing, rental housing, childcare, transportation, and small savings to cover illness or emergencies. LWBC and CCPA-BC update rate calculations in November of each year and Living Wage Employers are required to implement the new rates within six months of the rate announcement.

The Airport Authority will notify all Direct Service Providers on an annual basis of any update to the Living Wage, subject to satisfying the Qualifying Contract Criteria, Qualifying Contractors will be required to pass on any increases in the Living Wage to their employees and Qualifying Subcontractors within six months or as otherwise agreed with the Airport Authority.

4. Contracts and Compliance Requirements

Contract Language. Beginning in 2023, the Airport Authority will include in all new service contracts a clause stating that Qualifying Contractors are required to pay their employees a Living Wage and, in turn, agree to cause their Qualifying Subcontractors to pay their respective employees a Living Wage. Living Wage clauses will also be added to existing contracts as part of the contract renewal process. Direct Service Providers are required to self-monitor and report on whether their contracts meet the Qualifying Contract Criteria during the contract period.

Compliance Survey. Direct Service Providers will be required to submit to the Airport Authority a Living Wage Compliance Survey on an annual basis

Attestation. Direct Service Providers will be required to submit an annual attestation to confirm compliance with this policy

Non-Compliance. Direct Service Providers who are found to be non-compliant with this policy may be subject to penalties and administrative measures.

5. Frequently Asked Questions

Are Qualifying Contractor and Qualifying Subcontractor students and apprentices eligible to receive a Living Wage?

- Intern: A person participating in an on-the-job training opportunity with the Airport Authority for the purpose of receiving practical experience
- Student: A person completing a practicum placement, co-op term, or taking part in the Canada Summer Jobs program
- Apprentice/trainee: Employees who are being trained while working for the Airport Authority and often have a path to regular employment through their apprenticeship or training period

In certain circumstances, interns, students, apprentices, and trainees of Qualifying Contractors and Qualifying Subcontractors may be eligible to receive a Living Wage. Although not required by LWBC, the Airport Authority has chosen to provide a Living Wage to our interns, students, apprentices, and trainees. We strongly encourage Qualifying Contractors and Qualifying Subcontractors to provide a Living Wage to interns, students, apprentices, and trainees. Please contact your Qualifying Contractors or Qualifying Subcontractors for more information.

Can employees outside of BC receive a Living Wage if their employer is located in BC?

As part of the Living Wage Employer certification process, LWBC only considers employees located in BC. Employers located outside of BC are encouraged to provide the applicable living wage for their out-of-province employees for the region in which they work.

Are tips included as part of determining the Living Wage rate?

No. Based on the methodology provided by LWBC and CCPA-BC, tips, gratuities, bonuses are excluded from the Living Wage rate.

Are Qualifying Subcontractors required to pay their employees a Living Wage?

Qualifying Subcontractors should be contractually required by their Qualifying Contractors to pay their employees a Living Wage. Qualifying Subcontractors are encouraged to confirm their Living Wage obligations with their Qualifying Contractors.



I have a contract with the Airport Authority that has an annual value greater than \$250,000 but my employees work remotely. Am I a Qualifying Contractor?

No. To be a Qualifying Contractor, you must have a contract with the Airport Authority with a value of more than \$250,000 and perform a minimum of 120 hours of work on-site at YVR.

6. Questions?

Should you have any questions about this policy or our Living Wage practices, please contact our Vice President, People and Brand at livingwage@yvr.ca

Please note that this policy may change from time to time and without notice, however the most current version can be found on our website by clicking [here](#).