



# Living Wage Small Employer Application Form

## What is a living wage?



A living wage reflects what two working adults supporting two children need to earn to cover their basic expenses, after government transfers and deductions. It is calculated using the actual costs of living for a specific community.

## Criteria

To be recognized as a Living Wage Employer, an organization needs to pay its direct staff and indirect contract staff at least the living wage rate. An employer may offset the living wage rate by providing benefits that affect basic needs, such as health care plans.

To find the living wage rate in your community, visit:  
[www.livingwageforfamilies.ca/living\\_wage\\_rates](http://www.livingwageforfamilies.ca/living_wage_rates).

**“By certifying as a Living Wage Employer we are making a long-term commitment to people and the environment.”**  
Robert Tosoni, Village Cleaners

## Additional information

Each employer will receive a window decal, recognition plaque and website graphic to promote that they are a Living Wage Employer.

This application is considered confidential and will only be shown to living wage team members and the Employers Committee which reviews applications.

Please direct questions regarding the certification process or criteria to Halena Seiferling at 604-975-3347 or [info@livingwageforfamilies.ca](mailto:info@livingwageforfamilies.ca).

## Section 1. Employer information

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Primary Contact Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

Basic description of company and nature of your work:

## Section 2. Certification eligibility

1. What is the current living wage rate in your region? (Find your rate at [www.livingwageforfamilies.ca](http://www.livingwageforfamilies.ca)) \_\_\_\_\_
2. What is the base hourly wage of your lowest-paid staff? \_\_\_\_\_
3. How many staff do you have? Total: \_\_\_\_\_  
Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Student: \_\_\_\_\_ Contracted: \_\_\_\_\_
4. How many staff currently make at or above your living wage rate? \_\_\_\_\_
5. How many staff's wages will be increased to meet your living wage rate? Total: \_\_\_\_\_  
Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Student: \_\_\_\_\_ Contracted: \_\_\_\_\_
6. If not all staff (including contractors) are currently paid a living wage, please outline the steps you will take to implement the living wage and the projected timeline (e.g., part-time employees will receive an increase to the living wage within X months).
  
7. Please list any external service providers you have contracts with, and the services included in these contracts.
  
8. Please list the action(s) you have taken or will take to include the living wage in your external service contracts (e.g., the living wage will be included when external service contracts are renewed). Contractors who work 120-plus hours are paid a living wage. Refer to our website for more information on criteria.
  
9. What is your plan to implement and maintain your living wage policy, and who is responsible for ensuring you remain in compliance with annual updates to the living wage rate?
  
10. Yes, I understand that, once certified, I will need to complete an annual recertification form confirming I am still meeting the program requirements in order to maintain my Living Wage Employer status.
11. Why is it important to you to pay a living wage?
  - To increase employee retention
  - To decrease the number of sick days and reduce benefit costs
  - For positive brand association and to be seen as an ethical employer
  - To attract desirable, qualified recruits
  - To increase productivity
  - Feel obligated to do so
  - Other (please explain) \_\_\_\_\_

**“We have to take care of our people; we have to take care of our community. We have established what the line is, we have crossed that line ourselves so we know how that looks, and we can talk other businesses through the process.”**

David Bird, CEO,  
Integrus Credit Union



## Section 3. Promotions

12. May we quote you? Please provide a quote sharing the reasons you pay a living wage or the benefits to your organization. (Optional)

13. Please tell us which promotional items you would like to receive:

Window decal - Quantity: \_\_\_\_\_

Website graphic emailed to: \_\_\_\_\_

14. Yes! I would like to participate as a member of the Employers Committee to review employer applications and provide employer input to the Living Wage for Families Campaign. (Optional)

15. Yes! I would like to I would like to offer my support to other employers in the application process. (Optional)

16. How did you hear about the Living Wage Employer program?

**A living wage is the income necessary to provide workers and their families with the basic necessities of life. A living wage enables workers to live with dignity and to participate as active citizens in society.**

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Signature

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Date

**Please return the completed application form to:**

Living Wage for Families Campaign

322 - 312 Main St

Vancouver, BC V6A 2T2

[info@livingwageforfamilies.ca](mailto:info@livingwageforfamilies.ca)

Questions? Contact [info@livingwageforfamilies.ca](mailto:info@livingwageforfamilies.ca) or 604-975-3347.

The Living Wage for Families Campaign is hosted by  
**First Call: BC Child and Youth Advocacy Coalition**