



May 13, 2021

John Davison, President & CEO
PSEC Secretariat
Suite 210 - 880 Douglas Street Victoria, B.C. V8W 2B7

Dear Mr. Davison,

I confirm that the information contained in the attached report accurately states the executive compensation paid out in fiscal 2020-2021, and is in compliance with the compensation plans approved by PSEC.

Sincerely,

Sashia Leung
Board Chair

**NICOLA VALLEY
INSTITUTE OF
TECHNOLOGY**

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NVIT Total Compensation Philosophy

Overall Objective

Given NVIT's mandate as BC's Indigenous public post-secondary institution, the Board seeks to ensure it is able to attract and retain excluded employees who have the skills and attributes to provide effective leadership consistent with the institution's unique mandate and operating context.

Guiding Principles

Performance - Salary increases will be provided to employees on the basis of evaluations indicating that they are meeting or exceeding performance expectations.

Differentiation – Salary differentiation will only occur when the scope of a position held by two or more employees varies greatly within the institution.

Accountability – Compensation decisions at NVIT are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.

Transparent – NVIT's compensation programs will be clearly communicated to employees and relevant information will be made available publically as per FOIPOP guidelines.

Role of Total Compensation Elements

Compensation – NVIT will continue to work with PSEA and PSEC to ensure that excluded employee compensation is appropriately competitive within the sector.

Benefits – NVIT will provide a comprehensive benefit package to employees to include sick leave, short and long-term disability, extended health benefits, dental and MSP coverage.

Career Development – NVIT supports and encourages lifelong learning through the provision of professional development funds and leave time for employees. NVIT is also a proponent of employee advancement within the institution to encourage career development.

Work/Life – NVIT supports and encourages work/life balance by providing paid vacation and special leave to employees. Employees also have access to information and counselling in relation to work/life balance through the institution's health care providers.

Comparator Groups

The Board seeks to ensure that total compensation is competitive with comparable institutions within the public post-secondary sector in British Columbia and other appropriate comparators subject to relevant statutes and public policy.

The Board considers external market data provided by the Post-Secondary Employers Association and other appropriate sources, advice it may receive from independent compensation experts, and direction from the Government with respect to relevant statutes and public policy.

Governance and Administration

Responsibility for determining executive compensation and approving the overall compensation philosophy lies with the Board Chair in consultation with the Board Executive Committee, taking into consideration the factors described above.

The NVIT Leadership Team is responsible for the day-to-day oversight and administration of the institute's compensation programs.

Executive Compensation

Effective August 31, 2020, the executive compensation for the President/CEO and VP will be frozen and there will be no compensation increases for the 2020/21 employee performance year, as per the Minister's direction.

NVIT is BC's Indigenous Public Post-Secondary Institution with a mandate to address the post-secondary educational needs of Indigenous students and communities.

Nicola Valley Institute of Technology

Summary Compensation Table at 2021

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2020/2021 Total Compensation	Previous Two Years Totals Total Compensation	
							2019/2020	2018/2019
Ken W Tourand, President & CEO	\$ 200,430	-	\$ 13,120	\$ 21,468	\$ 7,400	\$ 242,418	\$ 234,676	\$ 223,175
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	\$ 143,338	-	\$ 6,350	\$ 14,821	\$ 14,043	\$ 178,552	\$ 163,283	\$ 162,780
John Chenoweth, Associate Vice President, Academic & Community Education	\$ 130,307	-	\$ 11,148	\$ 13,473	\$ 100	\$ 155,028		

Summary Other Compensation Table at 2021

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Ken W Tourand, President & CEO	\$ 7,400	-	-	-	\$ 7,200	-	\$ 200
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	\$ 14,043	-	-	-	-	-	\$ 14,043
John Chenoweth, Associate Vice President, Academic & Community Education	\$ 100	-	-	-	-	-	\$ 100

Notes

Ken W Tourand, President & CEO	General Note: NVIT provided a 5% performance based increase effective date September 1, 2020, for the 2019 performance year. As the executive freeze was implemented on August 31, 2020, the executives at NVIT will forgo standard performance based increases for the 2020/21 performance year. Other Note: \$200 - fitness benefit reimbursement
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	General Note: NVIT provided a 5% performance based increase effective date April 1, 2020, for the 2019 performance year. As the executive freeze was implemented on August 31, 2020, the executives at NVIT will forgo standard performance based increases for the 2020/21 performance year. Other Note: \$100 - tech stipend \$6,723.61 + \$6,814.04 - paid under separate employment agreements for instructing classes - not included in base salary or normal employment duties \$406.10 paid in term retro
John Chenoweth, Associate Vice President, Academic & Community Education	General Note: NVIT provided a 5% performance based increase effective date April 1, 2020, for the 2019 performance year. This is the first year this role has met the requirements for executive compensation disclosure. Other Note: \$100 - tech stipend