



THE HOME OF ABORIGINAL PUBLIC  
POST-SECONDARY EDUCATION IN BC

**NVIT:SHARING  
KNOWLEDGE-  
PREPARING  
LEADERS**

April 15, 2016

Christina Zacharuk, Interim President & CEO  
PSEC Secretariat  
2nd Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

I confirm that the information contained in the attached report accurately states the executive compensation paid out in fiscal 2016 and is in compliance with the compensation plans approved by PSEC.

Sincerely,

Jamie Sterritt  
Board Chair

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2<sup>nd</sup> Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

**Nicola Valley Institute of Technology**  
**Executive Compensation Disclosure Statement for 2015/2016**  
**April 29, 2016**

The following report provides an accurate representation of all compensation provided to all employees whose base salary was \$125,000 or greater in the fiscal year 2015/2016.

*Overall Objective*

*Given NVIT's mandate as BC's Aboriginal 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** - Incremental 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.

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

