



May 20, 2020

Christina Zacharuk, President & CEO  
PSEC Secretariat  
Suite 210 – 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 2020 and is in compliance with the compensation plans approved by PSEC.

Sincerely,



Jamie Sterritt  
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.

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 2020

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
Ken W Tourand, President & CEO	\$ 190,885	-	\$ 12,835	\$ 20,482	\$ 10,474	\$ 234,676	\$ 223,175	\$ 210,544
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	\$ 136,512	-	\$ 5,933	\$ 14,115	\$ 6,723	\$ 163,283	\$ 162,780	

Summary Other Compensation Table at 2020

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Ken W Tourand, President & CEO	\$ 10,474	-	-	-	\$ 7,200	-	\$ 3,274
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	\$ 6,723	-	-	-	-	-	\$ 6,723

Notes

Ken W Tourand, President & CEO	<b>Other Note:</b> \$3274 paid under a separate employment agreement for instructing a class - not part of base pay or normal employment duties
Verna Billy-Minnabarriet, Vice President, Academic and Strategic Partnerships	<b>Other Note:</b> \$6,723 paid under separate employment agreement for instruction classes - not included in base salary or normal employment duties