



May 12, 2023

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 2022 - 2023, and is in compliance with the compensation plans approved by PSEC.

Sincerely,

Melissa Louie  
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 publicly 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 2023

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2022/2023 Total Compensation	Previous Two Years Totals Total Compensation	
							2021/2022	2020/2021
Ken W Tourand, President & CEO	\$ 213,530	-	\$ 15,255	\$ 22,944	\$ 7,400	\$ 259,129	\$ 247,878	\$ 242,418
John Chenoweth, Vice President, Academic	\$ 152,577	-	\$ 13,521	\$ 15,776	-	\$ 181,874	\$ 164,528	\$ 155,028
Ernie Gran, Chief Financial Officer	\$ 148,246	-	\$ 11,447	\$ 15,328	\$ 200	\$ 175,221	\$ 154,202	
Sue Sterling-Bur, VP, Students	\$ 148,246	-	\$ 13,436	\$ 15,353	\$ 434	\$ 177,469	\$ 155,749	

Summary Other Compensation Table at 2023

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
John Chenoweth, Vice President, Academic	-	-	-	-	-	-	-
Ernie Gran, Chief Financial Officer	\$ 200	-	-	-	-	-	\$ 200
Sue Sterling-Bur, VP, Students	\$ 434	-	-	-	-	\$ 260	\$ 174

Notes

Ken W Tourand, President & CEO	<b>General Note:</b> Performance-based salary increase was provided for the 2021/22 performance year. <b>Other Note:</b> fitness benefit reimbursement - \$200
John Chenoweth, Vice President, Academic	<b>General Note:</b> Salary adjustments were made based on approved new salary scale and performance-based increases provided for the 2021/22 performance year.
Ernie Gran, Chief Financial Officer	<b>General Note:</b> Salary adjustments were made based on approved new salary scale and performance-based increases provided for the 2021/22 performance year. <b>Other Note:</b> fitness benefit reimbursement - \$200
Sue Sterling-Bur, VP, Students	<b>General Note:</b> Salary adjustments were made based on approved new salary scale and performance-based increases provided for the 2021/22 performance year. <b>Perquisite/Other Allowance Note:</b> personal cellphone reimbursement - \$260 <b>Other Note:</b> fitness benefit reimbursement - \$174.27