



Seabird Island

Finance & Administration

Q2:
July, August,
September 2022



Seabird Island Finance & Administration

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Year end audit

- Audited March 31, 2022
Financial Statements were signed off by C&C in early July.
- Audit was completed by MNP and will be presented/made available at the October 19th AGM by MNP.
- Audited Financial Statements are also available for review on SIB Website and ISC Website which is part of our FAL requirement.
- We are in year 4 of our 10 Year Grand Funding agreement.

Property taxation

Approvals from Audit Committee, C&C and the First Nation Tax Commission were received, and property taxation notices were mailed out early August with payments due on Sept 2nd, 2022.

Prep work Stage 2 2023 Budgets

- Stage 1 Budgets being reviewed by Directors and Finance Team for pending adjustments to Stage 2 budgets if necessary.

Records Management

Records Tasks/ Projects

- Digitally capturing/ conversion hardcopy records
- Annual File Purging by Department
- Sorting/ reorganizing
- Finance/AR&T/ Health/C&C/ Contracts/ Lands/ Agreement & Contracts
- Offboarding
- Policies- staff portal
- Reception coverage
- AP Filing

Training & Professional Development

- Records Management Certification Module 3

Pioneer

- Minor repairs/cleanup
- Office setup for staff transition
- Gradual team transition to Pioneer
- Records Centre re-structure and security upgrades to records facility





Information Technology

Shaw Take Over

- Shaw's Project Manager was on site and did a walk through of SIB's internet fibre infrastructure on September 26, 2022.
- Our current infrastructure meets and/or exceeds their requirement other than a few minor upgrades that they will be completing at their cost to meet Shaw's infrastructure requirements.
- Shaw has now a dedicated infrastructure budget for this project which includes a separate fibre main line from Agassiz which will provide internet, cable and phone options to all SIB community members that are connected to SIB fibre.
- This will result in significant internet speed upgrade and a more reliable internet source for the community.

Projects that have been completed:

- Gas Bar reconfiguration
- Community Displays
- Seabird old WiFi Removal (school and Sqewqel)
- Online AD Domain
- Adobe sign (digital E-signature)
- College set up (opening school year)
- School set up (opening school year)
- Firewall and Network upgrades (Including Pioneer facility)
- VPN Upgrade
- ARC GIS Phase 1- Phase 2 in progress
- Compulsory ESRI IT training for ARC GIS completed

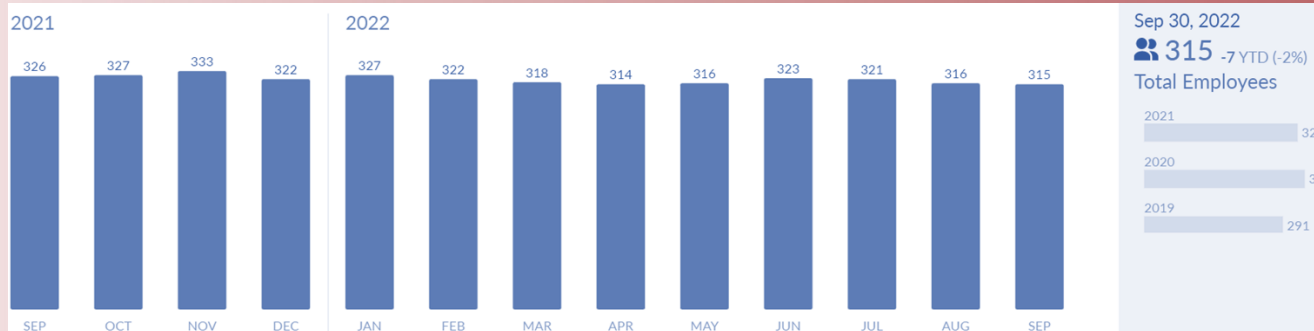
Human Resources

RECRUITING / TERMINATIONS

17 Jobs Posted This Period	34 Total Jobs Posted	31,989 Job Posting Views	304 Resumes Submitted	71 Interviews Held	29 Candidates Hired	5 Policy Exempts	4 No Shows
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EMPLOYEES

315 Total Employees	30 Ended of Employment	9.4% Turnover Rate	72% Employees Identify as Indigenous	33% Identify as Band Members
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HR Projects

- Safety Policy Manual
- Orientation Process
- Modifying HR Meetings
- Training
- Forms
- Skills Assessment
- Approved positions- List & Matrix
- Update Offer Letters



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