



Seabird Island

Finance & Administration

Q1: April
May
June 2023



Seabird Island Finance & Administration

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Finance & Admin Director's current and completed projects

- a) 2023-24 Budgets Stage 1 – Completed
- b) March 31, 2023 Annual Financial Audit – Preparation and Finalization
- c) Administration Plans for Strategic Plan – for Program Managers – In progress
- d) Investment Plan Policy Review and Revision – In progress (under review)
- e) Off Reserve Asset T. Marlowe – Completion of city water hookup.
- f) SIB Business Park tenancy, marketing, and lease development – In progress
- g) TMX 5B – 4 Community Clearing Project Royalty allocation and reconciliation
4 communities – In Progress (Substantially Completed)
- h) TMX 5B – SIB and SqDC royalty and administration fees for SqDC and Stqoya
– In progress (Substantially Completed)
- i) Community to Community – Various Policy Development and Training – In progress
- j) Acquisition of 4 New Warehouse Strata units in Agassiz – In Progress
- k) SqDC leasehold improvements - In progress
- l) TMX ownership Letter of Intent with WIPG submission – Completed
- m) 2023-24 Budgets Stage 2 – In Progress
- n) SIB Property Taxation Annual Law Approval and Notice Preparation – In Progress



Finance & Administration

Year End Audit

Finance has been extremely busy with preparing for the annual audit. Staff ensures all transactions are completed in all the modules up to the fiscal year end date of March 31, 2023. Trial balance is sent to the auditors and their team begins the audit testing & financials. Program schedules are drafted by Finance staff and reviewed & approved by both the Director team & Audit Committee. Once approved the audit is presented to the C&C in early July for approval and sign off.

Property Taxation

Notices are now being prepared to be mailed out by mid-July. Approvals from Audit Committee, C&C and the First Nation Tax Commission are also being prepared for submission

Prep work Stage 2 2023 Budgets

The Directors and Finance team are reviewing Stage 1 budgets to determine if changes are required to the Stage 1 budgets. All revisions to the Stage 1 budgets will be brought forth to the Audit Committee for their review and recommendations.



Records Management

Records Tasks and Projects

- Developing 2024 goals & objectives
- Bi-weekly meetings / workplans
- Professional Development / Training
 - Continuing HR downloads training
 - Exploring RM certification programs
- Digitally capturing / converting hardcopy records
 - Historical
 - as-builts
- Reception coverage: 10 Hrs 23 Mins
- Finance Filing: 29 Hrs 35 Mins
- ACME shelving installation
- Scrap metal clean up
- Digitized corporate record repository
- Office water damage restoration
 - Team moved back to Band Office
- Festival Volunteering
- Staff BBQ Volunteering
- Wills & Estates administration
- C&C Election
- Data drive structure
- Reporting:
 - Monthly / quarterly

COVID Practices

- Regular and frequent workspace sanitizing
- Daily self-monitoring

Permanent Positions	Term Positions	Part-Time Positions	Vacancies	Postings	Other
4	0	0	0	1	0

Incoming Mail	820
Outgoing Mail	946
Returned Mail	24
Referrals Received	Hardcopy:12
File Request	47
Transfers to Archives	Boxes: 19
RFI's	11 (1 on hold)
Incoming Faxes	169
Outgoing Faxes	
Research	16
Shred Containers Serviced	Cost: \$4,289
IT Tickets	24 closed / 2 open
Offboarding	29 completed / 2 active



Information Technology

Projects on the go

- a) Rogers (Shaw) Takeover – Waiting on permits for Rogers to use Telus lines
- b) Adobe Sign – Completed
- c) Storage Server – Setting up new security and transferring data. Working with Records to complete
- d) Security System – Installation is continuing
- e) Operator Connect – Approaching the final switch over in July
- f) Gas Bar reconfiguration – delayed, will be completing this month
- g) MS Project – Still trying to find training for people who want to use it
- h) Gym Setup – Have quotes, no approvals yet
- i) Web Server – sites has been moved to increase speed. Currently fixing issues that came with the move
- j) New Help Desk – Set a goal of having it running by the end of August
- k) Final Round of new switches – Working on finding it in budget to replace connectors
- l) Chawathil Firewall Upgrade – Delayed until August
- m) New Community Cultural Building – Actively meeting with them when needed
- n) New townhome construction - Actively meeting with them when needed

Information Technology Statistics for January - March 2023

IT Help Desk Tickets	531 of 603 closed
Desktops, laptops	172, 435
Servers	Servers 35, 12 physical and 23 Virtual
Email Incoming	3,347,000
Emails marked as spam	92.5%
Cell Phones	187
Website views	6200



EMPLOYEES		
313 Total Employees	24 Ended of Employment	8% Turnover Rate

RECRUITING / TERMINATIONS							
21 Jobs Posted	40 Total Jobs Posted	19,789 Job Posting Views	456 Resumes Submitte d	69 Interview s Held	21 Candidat es Hired	0 Policy Exempts	2 No Shows

8 Band Members were hired

- 2 Additional offers are still in progress;
- 7 Band Members not hired:
- 1 didn't respond to requests for interviews;
- 1 position cancelled;
- 2 Refused an offer and were hired elsewhere;
- 3 Candidates were found to not be a fit after interviews;

Human Resources

RECRUITING

774 resumes were reviewed this quarter, of that:

- 669 Interviews were held;
- 335 Candidates were not located in Canada;
- 96 Candidates weren't qualified or weren't a fit;

26 Band Members Applied. 23 Band Members had interviews planned:

- 1 Additional candidate is still being reviewed;
- 1 Position was cancelled, and candidate will not be interviewed;
- 1 Candidate didn't respond to request for interview;

16 Band Members candidates have completed interviews

- 6 Additional interviews are still in progress;
- 1 Refused an interview due to a competing offer of employment;

12 Band Members candidates had reference checks completed

- 7 Are awaiting interviews and assessments;
- 1 Candidate is still undergoing reference checks;



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