Seabird Island

Finance & Administration

Q4: January, February, March 2023

Finance & Admin Director's current and completed projects

a) 2023-24 Budgets Stage 1 – In progress

b) SIB Financial Management Systems (FMS) Certification – Completed

c) Administration Plans for Strategic Plan – for Program Managers – In progress

d) Investment Plan Policy Review and Revision – In progress (under review)

e) SIB Business Park capital project completion – Completed

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 Stqó:ya – In progress (Substantially Completed)

i) Community to Community – Various Policy Development and Training – In progress

j) SIB Business Park $3M loan finalization with BMO – Completed

k) Pioneer Commercial Development projects – Completed

l) SqDC leasehold improvements - In progress

m) Off-Reserve (Pioneer) Building improvements - connectivity electrical, external beautification, and plumbing - Completed

Finance & Administration

Program review and March madnesd

The finance analysts are busy reviewing and making adjustments as necessary to the various programs with the Directors and managers to ensure all the contracts are properly spent.

Prep Work Stage 1 2024 budgets

The Directors and Finance are finalizing budgets and presenting the Directors' budgets to Audit Committee at the end of February. Budget was approved by Council in March.

Activity Stats	Batches		Transaction		Comments
GL5020	This Quarter	Year to Date	This Quarter	Year to Date	
Accounts Payable	574	1,932	21,653	64,544	
Accounts Receivable	310	1,632	6,608	29,489	
Payroll/SA	9	38	46,753	181,369	
General Ledger	132	647	1,526	8,902	
Purchasing	N/A	N/A	1,131	4,161	PO5040

Records Management

Records Tasks and Projects

- Digitally capturing / conversion hardcopy records
- Reception Coverage: 11 hrs
- AP Filing: 39 hrs 25 Mins
- IT Tickets: 16
- Agreements/Contracts filing: 5 hrs 40 Mins
- Pioneer clean-up / set-up continues
- Annual shred stats will be referenced in the annual report
- Budgets
- Performance reviews

COVID Practices

- Regular and frequent workspace sanitizing
- Frequent and regular use of gloves and masks
- Social distancing
- Minimal people contact
- Increased use of mobile devices
- Daily self-monitoring

Training and professional development

- Continuing U of Toronto Records Management program – expected program end April 2023

Records Management Statistics for October - December 2022

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

Incoming Mail	**908**	
Outgoing Mail	1181	Cost: $2,929.40
Returned Mail	31	
Referrals Received	Hardcopy: 32	Softcopy:
File Request	25	
Transfers to Archives	Boxes: 46	Files: 9
RFI's	1	Revenue: $310.00
Incoming Faxes	235	Junk: 167
Outgoing Faxes	18	
Research	7	
Shred Containers Serviced	Cost: $3,604.00	

Box Transfers to Records		
Received From:	New Boxes	Inventory Complete
Jan	5	5
Feb	18	7
March	23	10

Records Tasks / Projects

- Digitally capturing / conversion hardcopy records
- AR&T / Health / C&C / Lands / Agreements & Contracts
- Offboarding: 24
- Policies – staff portal
- Reception Coverage: 11 hrs
- AP Filing: 39 hrs 25 Mins
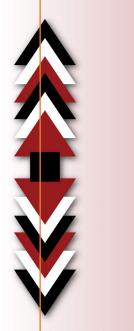- IT Tickets: 16
- Agreements/Contracts filing: 5 hrs 40 Mins

Information Technology

Projects on the go

a) Shaw Takeover – Shaw has performed an Audit on system, and is finalizing a plan to connect
b) Adobe Sign – Directors and EAs are organizing their training
c) Storage Server – Setting up new security and transferring data, working with Records
d) Script Logic – Completed, is no longer being used
e) Security System – Installation is continuing, old provider is being cancelled at end of March
f) Analog Phone line conversion – On Hold
g) Gas Bar reconfiguration – Equipment has arrived, going to schedule installation
h) MS Project – Still trying to find training for people who want to use it
i) Gym Setup – Have quotes, waiting for approvals
j) Web Server – Has arrived, Transferring sites to new server
k) New Help Desk – Started Using in the new Fiscal
l) Moving to Exchange Online – Revamping the project and need to sort out costs.
m) Final Round of new switches – Just have to do the ones upstairs in IT, but waiting on renovations
n) Moving to Domain / Computers online – Tied to Exchange online, and is being revamped
o) Chawathil Firewall Upgrade – Hardware is setup, scheduling an installation date
p) New Community Cultural Building – Actively meeting with them when needed
q) Old Community Cultural Building – no response
r) Firehall addition – IT portion Completed

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

Human Resources

HR Projects

- Staff service awards
- Orientation
- Indigenous perception training
- Prevue assessment
- Human Resource Policy
- Incident Reporting Policy
- Job classification and Families

EMPLOYEES	
313 **Total** **Employees**	**22** end of employment

RECRUITING / TERMINATIONS							
21 Jobs Posted	40 Total Jobs Posted	19,789 Job Posting Views	456 Resumes Submitted	69 Interviews Held	21 Candidates Hired	0 Policy Exempts	2 No Shows

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