



TIIČMA MANAGEMENT SERVICES
1250C IRONWOOD ROAD
CAMPBELL RIVER BC V9W 6H5
250-287-2775

Director's Name: Tracy Moulaison

Department: Director of Operations

Title of Report: Summary of Annual Report

Date: Jan 5, 2022

Department Overview

- Oversees human resource (HR)
- Assists in policy development for administration
- Advisor to the other Directors (Community Services, Education, Finance, Lands and Resources, Public Works) for hr, communications and strategic planning
- Oversees the day-to-day management and operations for both the KCFN Houpsitas office and the Campbell River office
- Oversees data management and IT

2022 Highlights

- TELUS phones system installed, connecting the Houpsitas, Health Clinic and Campbell River offices
- Hired new receptionist for the Campbell River and Houpsitas offices
- The renovations for the Campbell River Office completed
- The renovations for the Houpsitas office are 80% completed
- The new counselling office is directly across from Daniels' new office. The new furnishings were brought in to create a safe space that is welcoming and supportive
- Hired youth for upcoming events as casual support staff
- Implemented the new KCFN Benefits and Pension plans
- Supported the new HR Policies and Procedures draft
- Staff Training Naloxone training, Managing hostile interactions, Emotional intelligence in the workplace online training

Vision of the Department

To continue to support the Nations moving forward for their future generations.



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What's in store for 2023?

- HR online system, which is planned to be implemented Feb 6, 2023, will replace paper timesheets and keep track of each staff member's actual working hours, vacation and sick days. Staff can submit online requests for days off, and so much more.
- Upcoming training: excel, office training online courses and Building service worker course
- In the process of hiring a HR Manager
- In the process of starting 2 committees: Workplace Health and Safety; and Workplace Harassment and Violence Prevention
- New signs for the Administration building are in Houpsitas to be installed