

The Bulkley Browser

Phone 250-842-4143 or email: browser2019@telus.net

FREE!

February 21, 2025

Box 222 New Hazelton, BC V0J 2J0

View us online: <https://bulkleybrowser.ca>

THE DEADLINE for free classified ads is Wednesday 4pm



The Bulkley Browser now has a Facebook page.

The contributed items in this paper are not necessarily the opinions of the Editor. Since this is a community paper, it is the people's paper, and occasionally their concerns will be published. (**Thumbs Up & Down**). These articles are not intended to offend, but rather to draw attention to a problem or situation that needs to be rectified; this sometimes can only be done by making it public. We reserve the right to edit & print or not print them.

COMMUNITY EVENTS

& ANNOUNCEMENTS

THE HAZELTONS

Skeena Blend Coffeehouse presents Sean Sharpe & Megafauna. Open mike, Feb 21, 7pm, Three Rivers Cohousing Common House. Entrance by donation. Pizza Night, \$3/slice.

Elder College Hazelton meets @ Coast Mountain College Tuesdays @ 1pm. This is a free event & everyone is welcome. Feb 25: Taylor Bacharach. March 4: Heather Harris & Sean Sharp, Out of Africa. Mar 11: Beth Larsen, sing your way to a better mood.

Free Pizza & free help. **Digital learning pizza drop in**, February 27, Anglican Hall Hazelton, 4-7. Bring your digital questions, your laptop top, cell phone or tablet & our volunteers will help you. If you want to drop in to help others you are welcome too! Questions? Text or call 250-842-5887

Ladies Prayer Breakfast March 1, 9am @ the Hazelton Pentecostal church in Old Hazelton

Hazelton Public District Library's next **Armchair Traveller**: Graem Pole presents, "Touch the Sky: Ascents in the Babine & Hazelton Mountains. Wed. March 5, 6:30pm

Multicultural Potluck Bring a dish to share from your heritage - could be from a specific culture or a family favourite you want to share. Enjoy connecting in a relaxed setting w/ other community members while tasting different cultural flavours. Friday, March 7, 4:30pm @ the Learning Shop, 1600 Omineca St, Hazelton, info@upperskeena.ca

Laxyp Firekeepers Community Meeting. March 7, 4-8pm, Gitanmaax Hall. Group introduction, information sharing, guest speakers, food, door prizes, live music.

MASH Community Composting Convergence, Monday March 10 & 11 @ Kispiox River Lodge. Speakers from Masset & Williams Lake to explore other composting models & technical training from John Paul of Transform Compost. Info: www.mashazeltons.org or mashazeltons@gmail.com or our FB page.

Misty Rivers Gallery and Gift Shop closed for renovations, will reopen March 12. Our first exhibiting artist is **Gerda Schlatter**: opening night **March 14**. The Misty Rivers Community Arts Council wishes to thank all of our artists & vendors for their contributions in 2024 & our patrons for their support & assistance sustaining the gallery.

Seedy Saturday Drop-in & Drop-by to swap seeds, share growing knowledge & get to know your 'green thumb' neighbours. Bring your extra seeds & seedlings to share; come browse & take home new varieties to try. Groups or growers who would like to set up a display or have a table to sell your starts, contact us @ info@upperskeena.ca or 250-842-6500 Saturday, April 12, 11am-4pm @ the Learning Shop, 1600 Omineca St, Hazelton

Are you currently pregnant or have given birth in the last 2 years & live within the RDKS AreaB/Upper Skeena/Hazelton area? **Starting Smart** would like to hear from you about how you are receiving information & support during your pregnancy & post-birth period. Take 10minutes to complete this survey & enter to win 1 of 3 prizes, valued @ \$100. <https://forms.gle/HhsavFzhYxi6sBzf6>

Ukulele/guitar drop in & play together. Every Sunday, 1:00, upstairs @ Mountainview United Church in Old Hazelton. Ukuleles to share if you just want to try it out!



PET & BREAKFAST

Dog Boarding

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250-842-8413

Facebook: [hazeltonlovesdogs](https://www.facebook.com/hazeltonlovesdogs)

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Java Social get together for Seniors & Elders: A Gathering for Dialogue. Mondays 2:30 @ Roche View Lodge in New Hazelton. Each week we talk about a thought-provoking topic, share our ideas & have a snack. Info linfordcharlotte@gmail.com

Marjorie's Mini Market every Sunday 12-5pm @ The Learning Shop in Hazelton. Variety of vendors. Lots of homemade & home baked items.

The **WMHA Thrift Shop** is open Wed & Thurs 11-3. The **Drop Off bin closed** 'til further notice. **Drop Off** limited to 4 bags or boxes Wed & Thurs only 11-3 & will be inspected @ the door. Only **clean** clothes & clean small appliances accepted. Recyclables, food, toys will be refused. Info 250-842-8792

Community fridge in New Hazelton located @ 4218 11th Ave (old Sears/ Greyhound building).

Welcome all interested citizens to **Hazelton Area Historical Association's New Year exhibition** @ the Hazelton Pioneer Museum & Archives in the Hazelton District Public Library. Trophies from the 70/80's. Please come check it out

Choir in the Upper Skeena Come sing with us. Everyone is welcome! Tuesdays @ 7pm @ Mountainview United Church. Beth 778-202-1670 to register.

MASH is a local non-profit doing food systems work. We are recruiting Board members for 2025. Passionate about food & community resilience & can offer 2-4 hours/month? Please consider joining us as a member or as a Director. Wondering about composting & wood chipping? MASH will re-open the Composting Hub in April & resume services. Interested in working with us or need some chipping done? Laurie 778-210-6274 (MASH) or mashazeltons@gmail.com

Ki-Aikido Every Thursday 6pm-7:30pm @ Kispiox Valley Community Hall. All levels welcome. Contact Tim 250-842-3061

Wila Dildils'dim (Gitanmaax Family Services) hosts a **walking club** @ USRC on Mondays from 12-1pm. Bring indoor runners & your re-fillable water bottle All welcome! Info j.denny@gitanmaax.com

Craft Night every Tuesday, 6:30-8:30pm @ Roche View Lodge, 4942-11th Ave. New Hazelton. Bring along your own crafts to do. Knitting, crocheting etc

Free Soup for everyone! Hazelton Seniors will host Soupy Seniors every Tuesday @ the Anglican Hall in Old Hazelton. Soup is ready from 11:30-1pm. Project funded by the Wrinch Memorial Foundation & United Way B.C. Would like to volunteer to help? Contact Charlotte 842-5887

Canny Grannies is a food preparation/preserving group for any grandparent in the Hazeltons area 11am on Mondays @ the Grace Lynn Center (Starting Smart building on the Hospital grounds). We provide all food & equipment. Info: Bev 778-210-1007 or cpnstar@gmail.com.

The **Skeena Blend Coffeehouse** is looking for local musicians who would like to perform at our coffeehouse. Please contact Heather @ 250-842-8215.

Hazelton Free Range Writers' Group meets on the 3rd Monday of each month, 7:30pm @ Roche View Lodge, N. Hazelton. New members welcome.

Socks for Literacy fundraiser @ The Learning Shop! Variety of colors, sizes & types. From \$4.99-\$7.99 Come browse our selection 9-3 Tues, Wed & Thursdays!

The **LOGS Book Bus** is accepting donations of gently used reading materials. Donations can be left at the Bulkley Valley Credit Union in Hazelton. Pick up can be arranged by contacting logsbookbus@gmail.com, messaging the Book Bus on FB or 250-842-5887

St. Peter's Anglican Army Hall rental available for gathering: family dinners, parties, meetings & commercial chefs. To book 250-842-7133 or 250-877-1145

MEDICAL AND HEALTH

Free mental health support for seniors. Need a little help to get back to your best self? Call 778-202-1670 for an intake appointment. Program is supported by Wrinch Memorial Foundation & New Horizons for seniors

National Suicide Crisis Help/line: **9-8-8**; BC Mental Health Support Line **310-6789 (no area code needed)**; BC Suicide Prevention and Intervention **1-800-SUICIDE/1-800-784-2433**

Are you or someone you know struggling with an eating disorder? Call **Northern Health's Regional Eating Disorder Clinic** @ 250-645-7440.

Allen Park Exercise group Mondays & Thurs, 10am. Coffee afterwards.

T.O.P.S. (Take Off Pounds Sensibly) weekly support group meets in New Hazelton. To avoid winter driving in the dark, we are now meeting on Sundays, 2pm. If you are interested in learning how to make changes towards a healthier lifestyle, you are welcome to join us. Please contact Jenny: phone/text 250-842-8406 or call Julie: 250-849-5554

Nav-CARE is a free program that supports people with failing health in the Upper Skeena Region. If you have failing health, would like to volunteer to help someone else or want more info, contact Charlotte: 250-842-5887 or linfordcharlotte@gmail.com

Hell Yeah Active Elders! Choose to Move is a free program for anyone 65 & older who wants to become active, regardless of ability. Being active is one of the most important things you can do to maintain your overall health. Making

SWCC Call for Nominations to Board of Directors

Skeena Watershed Conservation Coalition, based in Hazelton, is a local non-profit organization with a mission to, "Cultivate a sustainable future from a sustainable environment rooted in our culture and a thriving wild salmon ecosystem."

We would like to expand our governance by looking for 2-3 additional members on our Board of Directors. Available positions are 'Youth Rep' aged 16-17 years, Director at Large and/or Treasurer. If you know of someone in the watershed who is passionate about our mission and work, you can nominate them by emailing: BOD@skeenawatershed.com.

Please include your name, address, phone and email as well as the name, address, phone and email of the person you would like to nominate. You can also nominate yourself to be considered.

Prospective nominees will then need to submit a resume or written statement that includes a summary of the experience and expertise they can bring our board. All applicants must currently reside in the Skeena Watershed and have been a resident for a minimum of 2 years.

Applications close March 14, 2025.

To find out more about SWCC and our work - please visit www.skeenawatershed.com, to learn about our current Board of Directors and staff, please visit www.skeenawatershed.com/about-us/

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GITANMAAX

TRITOWNTHEATRE

February 2025

Fri - 21st	Sat - 22nd	Sun - 23rd	Thurs - 27th
			

Run time:
1 hrs.
46 mins.

Admission:
Adults \$7.00
Children (12 & under) \$5.00

Doors Open:
6:30 p.m.

Movie Starts:
7:00 p.m.

Concession Sales:

- Popcorn
- Fountain drinks
- Candys

RATED - PG

PADDINGTON IN PERU

a change to become more active can be tougher than it seems & is hard to do alone without support. To join a group or for info: 250-842-5887 or linfordcharlotte@gmail.com or

CHURCH SERVICES

Gitsegukla Salvation Army-Lower part of village. Sunday Services start @ 7pm. Music, message & fellowship. Refreshments to follow-donations Welcome. Monday Bible Study @ 7pm. Refreshments & fellowship to follow. Everyone welcomed. Clyde Williams- In person contact.

Mountainview United Church invites you to join us Sunday mornings @ 11am. Be inspired & renewed by reflective messages, music & prayers enjoy fellowship. Info, events & even recipes @ the Mountainview United Church website or 250-842-6121

The **Hazelton Seventh-day Adventist Church** invites you to join us on Saturday mornings @ 4949 Sunnyside Rd in Two Mile. Come in @ 9:30am for bible study or @ 11:00am for church service. Meetings also available on Zoom. We also offer prayer meeting only by Zoom on Wednesday evenings @ 7:30pm. Zoom meeting ID: 7740051987. Password: 761454

Hazelton Pentecostal Church Services Sunday @ 11am. All welcome. Prayer meeting 7pm Thursdays. Evening service 7pm.

St. Peter's Anglican Church services, Sundays @ 11am. Everyone welcome. Virtual services are still available Sundays @10am @caledoniaanvlican.ca. Compliment evening prayers are available nightly Monday through Saturday, online @ FB & YouTube.

Grace Gathering welcomes you to an evening of interactive worship for the whole family. Every Friday evening 7-9 pm @ 2060 Broadway Ave. South Hazelton. Info: Bart Metcalf 250-842-5680

The **Church of Jesus Christ of Latter-Day Saints** meets every Sunday 10am @ 3974 10th Ave in Smithers. Call or text 778-210-0593

SMITHERS COMMUNITY EVENTS

African Fundraiser Dinner for Sudan refugee family about to start their new lives in Smithers! Food, fun & raffle items. By donation. Feb. 22, 5:30pm, Smithers Christian Reformed Church. Tix: African-Caribbean Store, Mountain Eagle Books, SCRC Office, BVCS Office.

Youth Art Exhibition @ Smithers Art Gallery until Feb 22. Youth from 8 to 12 have been invited to submit their work in a variety of media.

Phrasing in Movement Dance Workshop, Saturday, Feb. 22, 2:30-3:30pm @ Old Church Ages 12-99, all levels of experience are encouraged to attend this dance workshop facilitated by: Katie Wertz & Shayla Dyle (from Method Dance, PG). Bring comfy clothing - long pants suggested, water bottle, notebook & pen. Register: <https://forms.gle/DgeieZoyTRJCDE2g8> Fee: by donation *Youth under 12 may participate along with an adult/parent/guardian. Please contact BVCA to check with the instructor first.

The BV Concert Association presents **Method Dance Society performing Conversations (in three)**, Sunday Feb. 23 @ the Della Herman Theatre in Smithers. Tix: Mountain Eagle Books or @ www.bvca.me Adult \$30, Senior \$25 & Youth \$15

Smithers Public Library Winter/Spring Program until Apr 8 **Babytime** Tues 9:30-10:15am & **Toddler-time** Tues 10:30-11:15pm. **Storytime** is Wed 9:15-10am until Apr 9. All programs are free. Drop-in & open to parents & caregivers of young children.

Smithers Public Library The Library VolunTEENS (age 11+) meet on a monthly basis to have fun, eat pizza & help make the library a livelier & more engaging place to be! The VolunTEENS also explore ideas for upcoming library events & help prep & deliver children's programs. Drop-ins welcome.

CICK 93.9FM Smithers Community Radio. Love Music?! We are seeking a volunteer who would be interested in curating music for our Volunteer Radio Programmers. CICK warmly invites those who may

Terry's Tax

Office Hours

Mon to Fri: 10am to 3pm and by appointment
Saturday: 10 to 3pm and by appt
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Or Terry: 250-638-7077
Drop Box available by front door.

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wish to become a Music Director to inquire. Training is provided. Please contact 250-847-8769 (voicemail) or meghan@smithersradio.com

CICK 93.9FM Smithers Community Radio is seeking a volunteer who is interested in working with Senior Radio Programmers. These seniors have established shows on CICK 93.9FM & require some technical support with the soundboard & computer. Training is provided. Please contact 250-847-8769 (voicemail) Or meghan@smithersradio.com

WANTED TO RENT/BUY

Seeking large heated 1-bay shop for rent in the Hazelton, minimum 14' door height. 250-631-7892.

ANIMALS, FARM EQUIPMENT & ACCESSORIES

Hay and meat for sale ads are \$5.25 per week
DancingBee Farm. Locally and humanely raised lamb for sale. By the whole, half or piece. Pasture raised Spring to Fall during the season; locally sourced hay and grain in winter.
Gourmet Bratwurst Sausages, no additives
dancingbeefarmbc@gmail.com
or 250-842-6031

18 weeks old ISA brown & white layers. Pick up in the latter part of March \$25ea 250-842-0030

AUTOMOBILES

NEW 00 Ford Crown Victoria. Lots of new parts. Tires EC \$2000 250-842-0416

09 Ford 4x4 heavy half, extra cab, canopy & extra set of summer tires on rims. Good for hauling wood or mushroom picking. \$8000obo 250-901-9438

16 Nissan Titan XD platinum, 5.0 liter Diesel fully deleted. Fully loaded, runs & drives great. 238K km. \$20,000firm. Call or text 250-570-2401

AUTO PARTS & ACCESSORIES

(5) 265/75R15 Grabber M&S like new tires w/rims. Fit older Chevy & Toyota 6 bolt pattern. \$1000obo 250-845-4564

(4) 215/60R15 Goodyear Nordic studded tires/rims. Off Volvo. Used 1/2 a season. \$650 250-847-0404

(4) 265/70R17 Motomaster studded winters on rims. Used two months. \$700obo 250-842-3401

Headache rack & rails. Came off 2015 F250 short box but fits other 2500 short boxes. 6'8" long. \$350 778-202-5885

(4) 205/50/R17 Nokian all season rims & rubber. 17" rims. \$500; (4) 205/55/R16 rubber on Mazda rims 5 lug 4.5" or 114.3mm \$500 250-643-8661

BUILDING SUPPLIES

Ove Breeze 34" Round Corner Shower Kit with glass panels, walls & base. Selling now @ CdnTire/Home Depot for \$1600+ plus taxes Asking \$1000. Brand new, still boxed. Text Nick 778-202-7746

ELECTRONICS

Complete in box Nintendo 624 bundle. Console, 1 controller, 1 memory card, all hookups, 11 games. \$500 250-842-0156

Sega Genesis bundle, console, 2 controllers, all hookup, 13 games \$330; Special edition Dreamcast bundle, Sega Sports Edition, black console, matching controller, memory card, 2 games \$350 make an offer 250-842-0156

Original PlayStation 1 completed box. 2 controllers, memory card, 20 games. \$520 250-842-0156

32" Samsung TV works great, has remote \$100; 32" Sony TV, works great, does not come with a remote, perfect gaming TV \$800obo 250-842-8193

EMPLOYMENT OPPORTUNITIES

Wanted: Housecleaner for personal residence in Two Mile. Looking for someone to come every 2 weeks. Must have own vehicle & references. Phone or text 250-842-8881

Looking for licensed driver in the Hazelton area, w/ clean driving record, for trip to Terrace/Smithers. Must be clean & sober. Price to be negotiated. Charlie Mowatt Jr. 250-842-0156

MISCELLANEOUS

Zyllion vibrating peanut massage ball roller (ZMA-30) 3 levels of vibration, 1 pulsating mode, 10-minute auto safety shut-off, rechargeable battery LN \$30 250-847-9858

REC VEHICLES

2008 Keystone Cougar 34' 5th wheel. 2 slides, new Endy king bed, gliding cushion chairs, couch, fire-place & music system plus much more. Great layout, no leaks, everything works. Pristine condition. \$15,999 778-320-2713

SNOWMOBILES

2019 550 Polaris Voyageur skidoo. Like new, c/w truck ramp. \$9500 778-202-9757

2020 Arctic Cat Hardcore Alpha 800. 165" track, Fox shocks, MBRP trail cam, Pro mtn bumper, matching cover. Just serviced by dealer. 593km \$9500 778-884-5385

2014 800 2 stroke Polaris Assault REBUILT.155" track, clean plastics, big lugs for deep snow climbing, starts easy. \$4750 604-618-5577

2000 Skidoo Touring SLE 500 sled. Reverse in VGC, electric start, new battery c/w cover. very clean. \$2000 250-570-2401

Wooden sled deck \$150 250-847-2736

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Thanks to all the parents & grandparents who dedicate their time and effort to the development of the young U11 hockey players. Your silent efforts are invaluable for the youth of our community. Especially JG, KS, KJ, BJ, ME, SH, KS, KL, KS, CY, AP & AW.



Thumbs up to Spartans girls Senior Basketball for taking the Zones championship & to all the players who attended the 65th All-Native in Prince Rupert. We have so much talent in our area.

McQueen's Café

Come in for fresh pizza or Sunday Brunch

Open Wed to Sat - 11am to 7pm

Sunday Brunch 11am - 2pm

4335 Field St. Hazel Branch, Old Hazelton



Riddle

Last week's answer: A puzzle.
What goes up a chimney down, but won't go down a chimney up?
Answer next issue.



C.I.H.L. WEST FINAL
WOLVERINES vs. RIVER KINGS
FEBRUARY 22, 7:30 pm
Upper Skeena Recreation Centre



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Woodlot Licence 1449

2025-2035 Woodlot Licence Plan Amendment

Notice is hereby given, pursuant to Section 39 (2.1) of the Woodlot Planning and Practices Regulation, that the Woodlot Licence Plan (2025-2035) for Woodlot Licence 1449, held in the name of Double A Ventures Ltd., is being amended. The Woodlot Licence Plan area covers three parcels of land. Parcel A is located approximately 1 and 5 km on the Tea Lake FSR, Parcel B is located approximately 6 and 9 km on the Canoe Creek FSR, and Parcel C is located on the Kitwanga-Hazelton Backroad approximately 10km east of Kitwanga, British Columbia. The Kitwanga-Hazelton Backroad forms the south boundary of the woodlot and the Centre Nash-Y FSR forms the west boundary.

The WLP amendments are available for review upon request through email or as a paper copy. Please contact Martha Cydzik at 905-758-6793 or email a request to martha_cydzik@outlook.com. In order to be incorporated into the final plan, all written comments must be received prior to March 21st, 2025.

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Starting Smart - Program from early prenatal to six months postpartum

Stepping Stones - Parenting program for toddler families

Thursdays 10-3
at the Grace Lynn Centre

February 27
Library Story Time
Big Mac Pasta Salad

Facebook: Starting Smart POP
250-842-4516
www.hazeltonstartingsmart.wikidot.com



Anspayaxw
Education
Society

WE'RE HIRING

Elementary School Administrator

Preferred Qualifications:

- Bachelor's degree in Teaching, Administration, or a related field
- Valid B.C. teaching or administration certificate
- 5 years teaching or leadership experience, preferably in a First Nations school setting
- Strong understanding of Gitksan culture, traditions, and language
- Demonstrated commitment to culturally responsive education

Remuneration

- Dependent on qualifications and experience, wage ranges from \$100,000 to \$135,000/yr

JOB DESCRIPTION

- Provide visionary leadership that reflects the values, culture, and traditions of the Gitksan people
- Oversee daily operations of the school, ensuring a safe, inclusive, and engaging environment for students & staff
- Manage school budgets, resources, and facilities
- Promote professional development opportunities for staff
- Ensure compliance with educational regulations, policies, and agreements
- Handle student and staff matters, including conflict resolution, crisis management, and disciplinary matters with fairness
- Foster strong relationships and open communication between school and the community

Apply Now!

*Send your resume, cover letter,
and two recent work references to:*

Peter van Tunen
Principal, Kispiox Community School
Principal@kispioxschool.ca

Full job description available upon request.

Internal 01/29/24



Job Posting: People & Business Operations Lead

Position: People & Business Operations Lead

Location: Hazelton, BC

Department: Operations

Reports To: Chief Executive Officer

Closing Date: Until Filled

Position Overview:

Gitanmaax is seeking a dynamic and skilled **People & Business Operations Lead** to oversee both operational and people functions within our organization. This hybrid role is integral to the success of Gitanmaax, combining strategic management of daily operations with effective leadership of HR initiatives. You will be responsible for streamlining processes, supporting organizational growth, and fostering a positive and inclusive workplace culture.

As the People & Business Operations Lead, you will collaborate with the leadership team to ensure that operational goals align with human resource strategies, enabling a cohesive approach that benefits both the organization and its employees.

Key Responsibilities:

- Oversee daily operations within the First Nations Government, ensuring efficient resource use and alignment with strategic goals.
- Develop and implement strategies to improve service delivery and operational efficiency.
- Work closely with department managers to streamline processes and achieve business objectives.
- Manage budgets and ensure financial operations remain within budgetary constraints.
- Ensure compliance with policies, procedures, and regulations.
- Lead recruitment efforts, including job postings, interviews, hiring, and onboarding.
Act as a point of contact for employee relations, resolving conflicts and promoting a respectful workplace.

Qualifications:

- **Education:** Bachelor's degree in business administration, Operations Management, Human Resources, or a related field. Additional certifications in HR, operations, or leadership are a plus.
- **Experience:** Minimum of 5 years in operations management with a solid understanding of HR practices. Experience with First Nations communities is highly preferred.
- **Skills:**
 - Strong understanding of operations management and HR best practices at the federal level.
 - Proven ability to manage budgets, processes, and performance metrics.
 - Excellent communication and interpersonal skills.
 - Ability to foster a positive, inclusive, and engaged workplace culture.
 - Strong leadership, organizational, and problem-solving abilities.

Salary & Benefits:

- Salary: \$80,000 - \$100,000 per year (depending on experience and qualifications).
- Comprehensive benefits package (health, dental, retirement plans).
- Hybrid work model with flexibility can be considered for the suitable candidate.

How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and experience to info@gitanmaax.com

Deadline: Until Filled.



Thumbs up to the Smithers Home Hardware staff for such great service. Very knowledgeable & pleasant. You've become our go to store & we also send others your way.



Thumbs up to all the people that are choosing to shop Canadian products only.



Thumbs up to the organizers of the Gitanmaax Career Fair. First time I went to it as I was always in camp & would miss it. So informative & well organized. Lots of cool stuff.

Job Posting: Executive Assistant to the CEO and Chief & Council

Location: Gitanmaax, Hazelton, BC

Position Type: Full-Time, Permanent (Interim)

Salary Range: \$49,200 to \$68,800

About Gitanmaax First Nation

Gitanmaax First Nation is a vibrant and growing community in Hazelton, BC. We are committed to fostering community development, enhancing services, and building a bright future for our members. To support these efforts, we are seeking a skilled and professional **Executive Assistant** to join our team.

Position Overview

The **Executive Assistant** to the **CEO and Chief & Council** plays a critical role in ensuring the smooth operation of leadership activities. This role provides high-level administrative support to the CEO and Chief & Council, liaising between the leadership and senior management teams. The Executive Assistant must demonstrate exceptional professionalism, confidentiality, organizational skills, and the ability to navigate complex situations efficiently.

Key Responsibilities

- **Administrative Support:** Manage the CEO's calendar, including scheduling meetings, appointments, and travel arrangements, ensuring efficient use of the CEO's time.
- **Office Management & Staff Oversight:** Oversee general administration and reception staff, ensuring the smooth operation of office functions. Provide guidance and support, maintaining adherence to office policies and procedures.
- **Communication Management:** Handle all communication on behalf of the CEO, including drafting emails, letters, reports, and presentations. Ensure timely and accurate responses.
- **Meeting Coordination:** Organize and prepare for meetings, including document gathering, virtual meeting setup, and minute-taking. Distribute meeting minutes promptly.
- **Document Management:** Maintain the confidentiality of sensitive information and ensure corporate documents are organized and accessible.
- **Project Support:** Assist with special projects, conducting research and preparing reports as needed.
- **Stakeholder Relations:** Serve as the primary point of contact between the CEO and external partners, ensuring professional management of interactions.
- **Operational Administration:** Review and improve office operating practices to enhance efficiency.
- **Event Planning:** Coordinate executive events, retreats, and special functions.
- **Problem Solving:** Proactively seek solutions, utilize available resources, and manage tasks independently in a fast-paced environment.
- **Other Duties:** Perform other administrative tasks as required.

Qualifications

- Proven experience as an **Executive Assistant** or in a similar administrative role.
- Exceptional communication skills with the ability to build positive relationships at all levels.
- **Advanced proficiency in MS Office** and experience with virtual meeting technologies.
- Outstanding organizational skills and time management abilities.
- High attention to detail and accuracy.
- Strong ability to maintain confidentiality and handle sensitive information with discretion.
- Post-secondary education in **Business Administration, Communications**, or a relevant field is preferred (a combination of education and experience will be considered).

Why Join Gitanmaax First Nation?

- Work with a dynamic leadership team committed to community development.
- Be part of a community that values collaboration, growth, and innovation.
- Competitive salary and benefits package.

To Apply:

Please submit your resume and a cover letter detailing your qualifications and experience to info@gitanmaax.com

Deadline to apply Until Filled

Gitanmaax First Nation is committed to employment equity and encourages applications from Indigenous persons, women, persons with disabilities, and members of visible minorities.

This role offers the opportunity to make a significant impact within the Gitanmaax First Nation by supporting the effective functioning of its leadership team. If you have the skills and passion to contribute to our growing community, we encourage you to apply.



How do you have a party in space?
You planet.

February 21, 2025 Page 7



The Wonder Wall
WHY are school buses yellow?

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Isaac Blackburn
250-901-9013

isaacblackburn79@gmail.com

Northwest Animal Shelter (Nwas) Animal of the Week



Roxy

Roxy

Roxy is a beautiful almost 3 year old 60 lb mixed breed dog looking for her forever home. She is fun, energetic, playful, and cuddly. She is great with other dogs her size and up and most small dogs and she is good with kids. Her only vices are that she has a strong prey drive and she can be quite overstimulated when walking in town. If you're looking for a fun on leash hiking/biking or skiing partner this is your girl! Roxy is spayed and vaccinated. Adoption fee \$321 including tax.

Fill out an application at www.nwas.ca



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Wrinch Memorial Foundation Society

A volunteer Society operating under the societies act, developing and operating projects and programs for the benefit of the community. This is a volunteer board and is open to anyone interested in volunteering to serve on the Board

Skeena Place
Assisted Living In
Conjunction With
NHA & BC Housing

**Ama sii anjok Apartment Building
in Conjunction with
BC Housing**

Our Programs in the Upper Skeena Region

- Starting Smart Pregnancy Outreach
- Little Flowers Play Group
- Stepping Stones Toddler Group
- Canny Grannies
- Dolly Parton Imagination Library
- OAT Sandwich Program
- Soupy Seniors
- Free Seniors/Elders Mental Health Support
- Senior's Digital Learning
- Java Cafe for Seniors
- Wrinch Community Garden
- Elder College
- Seniors Choose to Move
- NAVCARE for Seniors

Learn More
Volunteer

wrinchmemorialfoundation.ca

GRACE LYNN FAMILY CENTRE

JOIN US

2025

MONDAYS - CANNY GRANNIES

Monday

- Any grandparent
- Preserve/Freeze/Bake
- Lunch provided
- 11am to 3pm

TUESDAYS - LITTLE FLOWERS

- Play group
- Families and kids up to 5 years old
- Crafts, activities
- Lunch provided
- Tuesdays 10am to 2pm

TUESDAY

THURSDAY

STARTING SMART/STEPPING STONES

- Pregnant women and families
- Babies up to 6 months
- Kids 6 months to 2 years
- Pregnancy, Childbirth, Newborn, Breastfeeding
- Kid crafts and stories/information
- Lunch provided
- Thursdays from 10am to 3pm

250-842-4516

CPNPSTAR@GMAIL.COM

Ama sii anjok “Good New Homes”



New BC Housing Apartments are nearing completion and will be managed by the Wrinch Memorial Foundation Society (WMF). This project was initiated to serve seniors and families in the Upper Skeena who are currently considered to be in the low to middle income range. Construction on this project is scheduled for completion in late February and will allow for units to be available in March/April. As a fully funded BC Housing project, the application process will use their forms and comply with BC Housing requirements. There are three apartment types: 1, 2 and 3 bedroom, 31 units in total, and there are three categories of rent structure:

Deep Subsidy: 6 units for families or individuals on basic government pensions;

1 bedroom	2 bedroom	3 bedroom
\$500/month	\$695/month	\$790/month
Must make under \$23,549 annually, gross family income	Must make under \$29,436 annually, gross family income	Must make under \$29,436 annually, gross family income

Rent Geared to Income (RGI): 15 units rent will be calculated as a percentage of the occupant's annual income;

1 bedroom	2 bedroom	3 bedroom
\$762.50/month	\$925/month	\$1,162.50/month
Must make under \$30,500 annually, gross family income	Must make under \$37,000 annually, gross family income	Must make under \$46,500 annually, gross family income

Market Rents: 10 units

1 bedroom	2 bedroom	3 bedroom
\$1,008/month	\$1,230/month	\$1,375/month
Must make under \$84,780 annually, gross family income	Must make under \$134,140 annually, gross family income	Must make under \$134,140 annually, gross family income

If the applicant's annual family income exceeds the Deep Subsidy or RGI set levels, they would still be eligible to apply for the Market Rate accommodation or Rent Geared to Income. All units are finished to the same good standard.



WRINCH MEMORIAL
FOUNDATION SOCIETY

“Good New Homes – Ama sii anjok”

2720 Highway 62, Hazelton

1, 2 and 3 Bedroom Apartments For Rent

Occupancy March-April, 2025

Apply to the BC Housing Registry at
www.housingapplication.bchousing.org

For more information go to www.amasiianjok.ca/
Accessible and adaptable units available



WRINCH MEMORIAL
FOUNDATION SOCIETY