

Newsletter

January 2026

T'IT'Q'ET JANUARY 2026 ISSUE

Christmas Card – Page 2
Emergency Numbers – Page 6
Check inside for Christmas break dates

TO SUBMIT TO NEWSLETTER

Please email us at: reception@titqet.org
details on page 37



Merry Xmas
&
A Very
Joyous 2026
Season

Happy Holidays!!
Lesley Nofler

Merry Christmas
Ken Taylor



Merry Christmas and Happy New Year!

From Chief & Council
and T'it'q'et Administration staff



Wishing Everyone
a safe & happy
Holidays! Also a very
awesome Newyear
SJD

Best of The
Holliday
Season to
all.
(Dean)

Happy Holidays
T'it'q'et members
All BEST WISHES
SAFE HOLIDAYS
Ken W

Merry Christmas!
Lucy=)

Merry Christmas!!
Jen B

Abe
Wegot-Whitney
WAA

Merry Christmas
Ken Taylor

Have a safe and
happy Holiday Season!

PEACE & JOY
SHECCOY

Shan Scotchman
Health & Social Service Mng.

Wishing Everyone A Happy Holidays
Lots of Love
Nick M

Merry Xmas
& happy new year
Janice

Merry Christmas &
Happy New Year
Adrianna
Scotchman

Happy Holidays
Patrice P.

Merry Xmas &
Happy New Year
Sarah
Scotchman

Happy Holidays!
Vanessa N
(Xoxoalina)

Have a safe
and merry Christmas!
Jenata



Happy Holidays!!
Stephane

Jen Grun

Happy Holidays one and all - Amber N
Have a great New Year
Natural Flavours

Merry Christmas
Lance R

December

Garbage Days

Mondays and Fridays

Recycle Days

Recycling will be once a week and will have to be separated

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 	2	3 Ribbon Skirt & Sewing more on page 7	4	5 	6
7	8 	9 Elders Luncheon more on page 12	10 Ribbon Skirt & Sewing more on page 7	11	12 	13
14	15 	16	17 Ribbon Skirt & Sewing more on page 7	18 Dr. Humber more on page 29	19 	20
21	22 	23	24	25 Christmas	26 No Garbage Pickup	27
28	29 	30	31 New Years Eve			

NOTES

November 2025							January 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3			
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31



January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			New Year's Eve	New Year's Day		
4	5 	Band Office Re-opens	6	7	8	9 
11	12 	Elders Luncheon more on page 11	13	14 Preserving Berries more on page 11	15	16 
18	19 	20	21 Preserving Fish more on page 10	22 T'it'q'et Band Meeting 9:00am PCC	23 	24
25	26 	27	28 Preserving Fish more on page 10	29	30 	31

NOTES

December 2025							February 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31											



T'it'q'et Administration

P.O. Box 615
Lillooet, B.C.
V0K 1V0

phone (250) 256 4118
fax (250) 256 4544
www.titqet.org

November 28, 2025

Ḵalhwá7al'ap (Hello) T'it'q'et Community Members

T'it'q'et Administration would like to wish you all a Merry Christmas and a Happy New Year.
We hope you have a safe and happy holiday season.

The T'it'q'et Administration Office will be closing at 12:00pm on December 19th, 2025 and reopening 8:00am on January 5th, 2026. Please see below for the emergency contacts available during this period:

- Health & Social Development – Shawn Scotchman: 250-256-3635
- Housing – Michael J. Leech: 778-209-7330
- Roads and Water – Kevin Whitney: 250-256-3577
- Water and Building Checks – Ken Taylor: 250-256-3062

If you are in an emergency, please call 911.

Kukwstumíckálap (Thank you from one to many),
Lucy Burridge
Communications Advisor
T'it'q'et Administration

Staff contacts

Phone: (250) 256-4118 Fax: (250) 256-4544

Title	Name	EXT
Reception	Susie/Nancy Leech	220
Administrator		264
Accounting Manager	Lesley Napoleon	226
Bookkeeper	Sarah Scotchman	227
Accounts Payable	Accounts Payable	232
Building Maintenance	Ken Taylor	247
Education	Juanita Soles	225
Social Development	Rose Peters	229
Housing Coordinator	Michael J. Leech	240
Housing Assistant		259
Taxation	Stella Ostrander	235
Communications Advisor	Lucy Burridge	235
Health Manager	Shawn Scotchman	234
Home/Com.Care Workers	Tina/Amber	236
Home Care Nurse	Home Care Nurse	258
Medical Clerk	Stephanie Louie	241
		242
O & M Supervisor	Kevin Whitney	248
O & M (Water)	Ken Wai	239
Language/Culture Manager	Tabitha Leech	275
Language/Culture Admin	Nicole Napoleon	271
Language Programs	Shelley Leech	272
Culture Programs		273
Culture Programs	Vanessa Napoleon	274
Lands Coordinator	Dean Billy	251
L.N.R.O		243
Director of Operations		233
PC Admin. Assistant		231
Natural Resources Spec.	Denise Antione	238
Land Guardians	Lands Guardians	222
Policy Advisor	Jasmeen Kaur	257
Outreach Coordinator	Lance Riley	254
Outreach Worker	Ayee W-Whitney	260



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VoK1Vo

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Upcoming T'it'q'et Band Meeting Dates

January 22, 2026 | 9:00 am

P'egp'ig'lha Community Centre (gym)

Draft Agenda:

- Election Code Revision

February 22, 2026 | 9:00 am

P'egp'ig'lha Community Centre (gym)

Draft Agenda:

- Election Code Revision

Kalhwá7alap T'it'q'et members

On behalf of our Snúk'wa7 outreach, we would like to extend our heartfelt gratitude for your generous support. Your recent drop-offs of blankets, sweaters, and jackets are immensely appreciated.

These offerings have a significant impact on our community, as they help us care for our relatives in need. We are committed to ensuring that these items reach those who require them the most, providing warmth and comfort during these challenging times.

Thank you for standing with us and contributing to the wellbeing of our community. Your kindness and generosity inspire us and reinforce the spirit of togetherness we value so deeply. Snúk'wa7 translates to friends. We want everyone to be seen, heard and supported.

Sincerely
Snúk'wa7 outreach team

Kukwstumúlhkalap –thank you from many to many



Fish Preservation

Peg'pig'lha Community Centre

January 21/28, 2026

Start time 4:00pm

Provided

- Jars/Lids/Rings
- coarse Salt
- Vinegar
- knives/cuttingboards



***Pressure Canning
Method**

Please email
cultureworker@titqet.org
or call

1-250-256-4118 ext.271

****Limited Seating****

Preserving Berries

January 14, 2026
4:00 pm - 7:30 pm

Pegp'ig'lha Community Center

Come Join Us
making Jams

Limited Space

Contact Culture
Workers
to sign up



Provided

- Jars/ Lids
- Pectin
- Stevia
- Splenda

Email;
Cultureworker@titqet.org
250-256-4118 EXT.271

November 28, 2025.

Hello T'it'qet' elders:

We are informing all of our clients that during the upcoming holiday season, Amber and Tina will be away on holidays from December 19th/2025 – January 5th/2026.

We ask that families are made aware and prepared to assist their loved ones during the time Home Support is away.

We are grateful to share that Alexis Leech will be doing wellness checks during the holidays to ensure continuity of care and Health Manager Shawn Scotchman will be available on call at 250-256-3635.

We hope that everyone has a safe, peaceful, and happy holiday season. If there is an emergency please remember to call 911 immediately.

Thank you

Home Support





MERRY CHRISTMAS!

THE T'IT'Q'ET LANDS COMMITTEE

T'IT'Q'ET LANDS AND NATURAL RESOURCES

Newsletter Report

January 2026

The T'it'q'et Lands Committee is made up of 6 members. The Chairperson is Myrus Doss, the Vice-Chair is Joseph Copeland. The members are Genevieve Humphreys, Marilyn Napoleon, Terence MacLellan and Kevin Whitney and T'it'q'et Council representative Harold Pelegrin. The Lands and Natural Resources Department staff is the Lands Coordinator Dean Billy. The committee and staff have been meeting twice a month on zoom.

- **Lands Committee**

The committee will begin working on reviewing the T'it'q'et Land Code. It has been in operation for 6 years now and is due for an evaluation.

- **Law-Making & Enforcement**

The committee met with Mandell Pinder regarding the banishment law and the enforcement and ticketing law. These will be reviewed again in January.

- **Lands Administration**

The department will post the Lands and Natural Resources Director position again.

- **Dispute Resolution**

The process is in review and the committee and the department staff will begin searching for funds to continue the work.



T'it'q'et Administration
PO Box 615
59 Retasket Drive, Lillooet, BC
VoK 1V0

Phone (250) 256-4118
Fax (250) 256-4544



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RECURRING REMINDER: CHEQUE PROCESSING & PICKUP SCHEDULE

From: T'it'q'et Finance Department

Please be reminded of our regular cheque processing and pickup schedule:

Cheque Processing Days:

Cheques are processed only on Tuesdays and Thursdays by the Accounts Payable Clerk.

Cheque Pickup Days:

Processed cheques are available for pickup on Wednesdays and Fridays during regular office hours.

Office Hours:

8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.
(Closed for lunch from 12:00 p.m. – 1:00 p.m.)

To avoid delays, please ensure all cheque requisitions are submitted to the Accounts Payable mailbox by end of day Monday or Wednesday.

We thank you for your ongoing cooperation and commitment to helping us deliver timely financial services to the community.

Finance Department
T'it'q'et Administration

December 1, 2025

Ḵalhwá7al'ap (Hello) T'it'q'et Community Members

Happy Holidays everyone!

Please have your patient travel requests in to the Medical Clerk before we are closed for the Christmas holidays to ensure you have your cheque during the holidays.

The deadline to submit is December 16, 2025 at 3pm.

Office closure is December 19th, 2025 at 12:00pm until January 5th at 8:00am.

If you have short notice or unexpected specialist appointment; you can bring back a confirmation of attendance and a reimbursement can be issued.

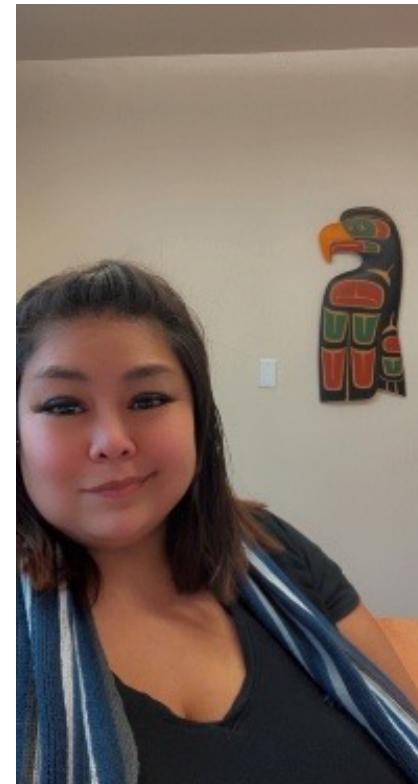
Please contact the Health Manager, Shawn Scotchman during this holiday period if you require emergency travel.

Kukwstumčálap (Thank you from one to many),
Lucy Burridge
Communications Advisor
communications@titqet.org





New Staff: Social Development



Ḱalhwá7acw!

Rose Elle nskatsitsa, Placida Link ni nkukwa7 muta7 Pauline Link nskicza7! Nkiatmeclhkan

Hello! My name is Rose Peters, my grandmother was Placida Link, and my mother is Pauline Link. I am from Nkiat (End of Anderson Lake).

I have been recently hired as the Social Development Worker here at Titqet Administration. I will be working with Social Assistance clients as well as the Assisted Living Clients and Homemakers.

I strongly believe that my spirit animal is an eagle. The eagle spirit animal personality is characterized by vision, courage, and independence, representing a connection to a higher purpose and spiritual guidance. They are also associated with freedom, truth, and renewal, and possess the resilience to overcome challenges.



I am a compassionate and knowledgeable worker with strong experience assisting clients, navigating support services, and building trust. I look forward to meeting people from this community. I apologize in advance since I am new and still learning, I may need to be reminded of your names at first. Please feel free to introduce yourself to me, I will do my best to get to know everyone! I am so thankful and honored to be here.

Kukwstumlhkal'ap, Hu7wimalh!

Basic Income Assistance

Income assistance is **temporary** funds to assist with basic needs of food and shelter until one is able to regain financial independence. The program is income tested. When calling to make an appointment please keep in mind it takes 2-4 business days to process a complete application. If forms or information is missing from the file, it will delay processing.

Eligibility for Basic Income Assistance:

Must be between the ages of 19 and 64

Must provide proof of financial need (Bank Statements, ROE, EI, Tax papers etc.)

Live on one of the T'it'q'et Administration reserves

Applicant can be status or non-status, and does not need to be a band member

If you live on commercial property such as a registered trailer court:

How to Apply For Basic Income Assistance

Call and make an appointment (250) 256-4118 Ext 229

Pick up application package at band office or online at www.titqet.org - Social Development

Do check the "Info needed for IA interview" list and bring required items.

Definition of Income

Earned income – wages, rent payments to you, fishing, carving, art, self-employed income.

Unearned income – E.I, honorariums, Pensions, Worker's Compensation payments, ICBC claims, Bingo or gambling winnings

Residential School reconciliation payments are not seen as income

****Keeping File Open**:**

Hand in a signed Renewal form on time

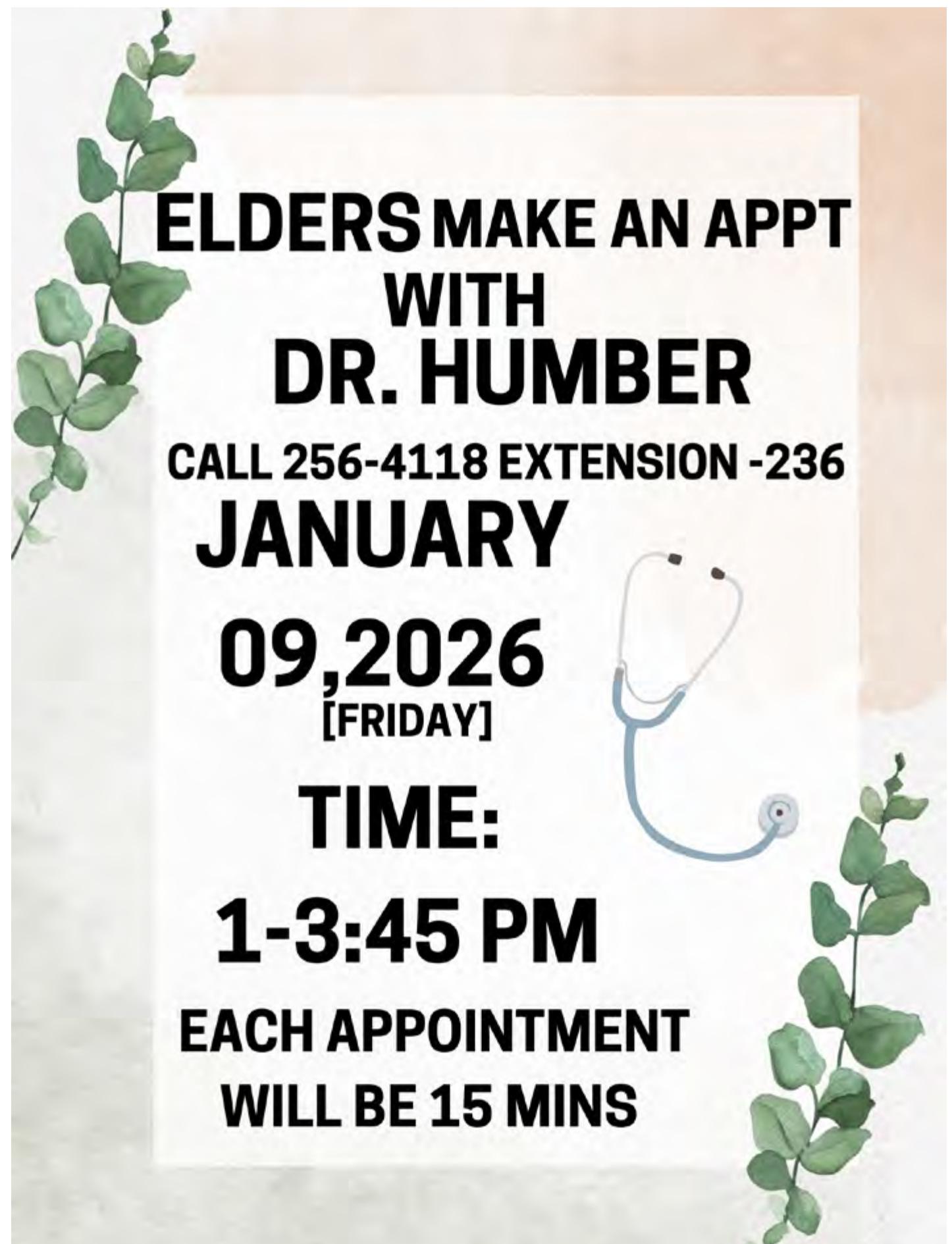
Hand in a copy of your monthly Work Search Activities Record form

Hand in copies of all invoices/bills/receipts

If you get a notice from worker about missing information, ensure the information is into worker ASAP so as not to delay monthly IA cheque

Update your worker on any changes to your situation or income as soon as possible so as not to delay monthly IA cheque.

FAILURE TO DO ANY OF THESE MAY DELAY or CANCEL YOUR I.A. Cheque





P'egp'ig'lha Council

P.O. Box 615
Lillooet, B.C.
V0K 1V0

phone (250) 256 4118
fax (250) 256 4544

Employment Opportunity

Job Title: Director of P'egp'ig'lha Governance

Organization: P'egp'ig'lha Council

Term: Full-time, permanent

Salary: \$70,000 - \$80,000/year + benefits; negotiable based on education and experience.

Introduction:

The P'egp'ig'lha Council (PC) is seeking an experienced, highly motivated Director of P'egp'ig'lha Governance to assist in the implementation of the P'egp'ig'lha Constitution, and to support, strengthen, and advance the governance responsibilities of the PC. The Director will oversee the PC operations staff.

Key Responsibilities:

Governance and Strategic Leadership

- Support the PC in asserting St'át'imc Title and Rights, Lands and Natural Resources.
- Ensure the P'egp'ig'lha voice is represented in decision-making at all levels of government and with businesses affecting the territory.
- Follow and abide by the PC Strategic Plan and policies.
- Ascertain collaborative, natural and cultural resource opportunities in keeping with the PC mandate.
- Provide research summaries, briefing notes, and reports from PC operations.
- Ensure administrative support for the Tribal Chief, PC and PC Committees.

Operations and Management

- Supervise and support PC operations staff.
- Coordinate hiring and team capacity-building.
- Promote and create a healthy team environment.
- Manage projects, consultants and contractors.
- Ensure administrative and project deadlines are met.
- Ensure that PC policies, the Code of Conduct, and Confidentiality Agreements are upheld.
- Ensures financial oversight/compliance

Meetings and Council Support

- With the PC Chair, prepare agendas and meeting packages.
- Assign support staff for minutes and follow-up.
- Organize PC, committee, and working group meetings.

Communications and Information Management

- Draft letters, news releases, and resolutions for PC review, revision and approval.
- Distribute information to keep the PC abreast of issues that fall within the PC mandate and UNDRIP principles.
- Provide regular written reports to PC.
- Manage communications and correspondence.
- Ensure reporting to P'egp'ig'lha through various reporting mediums.

Lands, Referrals and Technical Support

- Arrange technical support for referral responses.
- Manage lands and natural resources referral correspondence.

Qualifications/Skills

- Knowledge of the St'át'imc and St'át'imc Title and Rights.
- Three years plus of experience in Indigenous governance or Indigenous administration and Natural Resources.
- Excellent communications, analytical, problem-solving, leadership, proposal writing and strategic planning skills.
- Proficiency in Microsoft Office.

Conditions of Employment

- Valid driver's license and a reliable vehicle.
- Criminal record check and vulnerable sector check.

How to Apply

Please submit your cover letter, resume, and three references to: P'egp'ig'lha Council Personnel Committee

Email: Tribalchief@pegpiglha.org

Deadline: Open Until Filled

Hand deliver to: 59 Retasket Street, Lillooet BC

Mailing Address: PO Box 615, Lillooet, BC, V0K 1V0

Preference will be given to qualified St'át'imc and Indigenous applicants.



First Nations Health Authority
Health through wellness

Mental Health Support

24 hour supports

Hope for Wellness Help Line offers immediate mental health counselling and crisis intervention by phone or online chat.
Phone (toll-free): 1-855-242-3310
Website: hopeforwellness.ca

KUU-US Crisis Line Society provides crisis services for Indigenous people across BC.
Phone (adults and Elders): 250-723-4050
Phone (Youth): 250-723-2040
Phone (toll-free): 1-800-588-8717
Website: www.kuu-uscrisisline.com

Métis Crisis Line is a service of Métis Nation British Columbia.
Phone: 1-833-MétisBC (1-833-638-4722)

VictimLink BC Immediate 24 hours, 7 days a week, crisis support or victims of family or sexual violence. This service also provides [information and referrals](#) for all victims of crime. Phone: 1-800-563-0808
Email: VictimLinkBC@bc211.ca

9-8-8 National Suicide Crisis Helpline offers immediate support anytime for support in English or French.

1-800-SUICIDE offers support for those experiencing feelings of distress including thoughts of suicide. This phone line is available in over 140 languages.
Phone: 1-800-784-2433

Indian Residential School supports

Indian Residential School (IRS) survivors and impacted family members can access supports directly from the IRS service providers listed below.

Adah Dene Healing Society provides health and cultural supports. Phone: 250-996-3813
Email: nakazdli.elders@outlook.com

Carrier Sekani Family Services provides health and cultural supports. Phone: 250-567-2900 Ext. 2047
Email: slarocque@csfs.org

Gitanmaax Health Phone: 250-842-6320 or Email: robert.ryan@gitanmaax-health.ca

Gitanyow Human Services provides health and cultural supports. Phone: 250-849-5288
Email: director@gitanyowhealth.ca

Indian Residential School Survivors Society (IRSSS) is a partner with the FNHA in providing access to counselling, cultural and emotional support services to former students of residential and day schools, and their families, regardless of status.

Phone 604-985-4464 or (Lamathut Crisis Line Support 24/7 toll-free): 1-800-721-0066
Website: www.irsss.ca

Indian Residential School Crisis Line

Line is a national service for anyone experiencing pain or distress as a result of their residential school experience.
Phone (toll-free): 1-866-925-4419

Kispiox Health provides health and cultural supports.
Phone: 250-842-6236 Email: tbaskin@anspayaxwhealth.ca

Nuu Chah Nulth Tribal Council provides health and cultural supports.
Phone: 250-724-3939 or Email: richard.watts@nuuchahnulth.org

Okanagan Nation Alliance provides health and cultural supports.
Phone: 250-707-0095 Ext 228
Email: TCarpenter@syilx.org

Sik-E-Dakh Health Society provides health and cultural supports.
Phone: 250-842-6876
Email: andrew@sikedakh.org

Tsow-Tun Le Lum Society provides confidential outreach services such as counselling, cultural supports and personal wellness programs.
Phone 250-390-3123 or (toll-free): 1-888-403-3123
Website: www.tsowtunlelum.org

Other culturally-safe supports

BC Alcohol & Drug Information Referral Service provides information about substance use treatments or supports in your area.
Phone: 1-800-663-1441
Phone (Lower Mainland): 604-660-9382

BC Seniors' Distress Line offers support for Seniors or anyone who is concerned about an older adult.
Phone: 604-872-1234

Foundry virtual access province-wide virtual services for youth under 24 and their caregivers. All services are free and confidential, and may be accessed through the Foundry BC app or chat.
Phone: (1 833 308-6379) or video calls.

310 Mental Health Support offers emotional support, information and resources specific to mental health. This phone line is available in over 140 languages.
Phone (no area code): 310-6789.

Youth supports

Child and Youth Mental Health (CYMH) Community-based teams offer mental health counselling for children and youth and their families across BC from the Ministry of Children and Family Development. Virtual care is available by phone and online. Call your [closest Child and Youth Mental Health clinic](#).

Kids Help Phone Get 24/7, immediate counselling, support, information and referrals.
Phone: 1 800 668-6868 or Text: TALK to [686868](#)

Texting support for adults available by texting TALK to [741741](#)

Youth in BC offers crisis support available for youth 25 and under.
Website: youthinbc.com

Regional health authority mental health supports

The following regional health authority supports are available to all BC residents.

Fraser Health

Phone: 1-866-766-6960
Website: <https://www.fraser-health.ca/health-topics-a-to-z/indigenous-mental-health-and-wellness>

Interior Health Region

Phone: 310-MHSU (6478)
Website: <https://www.interior-health.ca/health-and-wellness/mental-health-and-substance-use/mental-health/adult-mental-health-services-and-resources>

Island Health

Phone: 1-888-885-8824
Website: <https://www.islandhealth.ca/our-services/mental-health-substance-use-services>

Northern Health

Phone: 310-6789
Website: <https://www.northern-health.ca/services/mental-health-substance-use/get-help-now>

Vancouver Coastal

Phone: 8-1-1
Website: <https://www.vch.ca/en/health-topics/mental-health-substance-use>





T'IT'Q'ET ADMINISTRATION

P.O. Box 615
Lillooet, B.C. V0K 1V0

Phone (250) 256 4118
Fax (778) 784 4070

JOB POSTING

Position: Administrator

Department: T'ít'q'et Administration

Hours: 35 hours, 8am-4pm weekdays

Compensation: \$80,000.00-\$95,000.00/year salary plus benefits

Location: T'ít'q'et Administration Office

Closing Date: Open until filled

ABOUT US

The T'ít'q'et First Nation is a First Nations government located in the Central Interior-Fraser Canyon region, near Lillooet, B.C.

We are the P'egp'ig'lha of the St'át'imc Nation. The Creator placed us here and that connection to our land can never be broken. The traditional ways, values and laws of our ancestors are held in the St'át'imc language and are written on the land. Our Elders have passed them down in the stories to the children and grandchildren since the beginning. We are committed to working together to build our community in a good way that is based on the teachings of our ancestors

POSITION SUMMARY

The Administrator is responsible for assisting Chief and Council in the overall management of the community, government, capital, operating, program, and financial affairs of the T'ít'q'et and the management of the day-to-day Administration affairs of the Community. Including financial, operating, program development and delivery and Community member services.

KEY RESPONSIBILITIES & DUTIES

- Delivering on financial results by budgeting resources and allocating funds responsibly
- Linking long term vision and mission in the daily work
- Participating in the restructuring of the organization structure
- Managing staff and acting as a role model by inspiring a positive attitude toward work
- Building strong collaborative relationships with internal and external partners, clients, customers and colleagues
- Observing, identifying, and organizing information to detect underlying issues and coming up with solutions to them



T'IT'Q'ET ADMINISTRATION

P.O. Box 615
Lillooet, B.C. V0K 1V0

Phone (250) 256 4118
Fax (778) 784 4070

PREFERRED SKILLS AND EXPERIENCE

- Minimum of a Bachelor Degree in Business or related Discipline OR Equivalent Formal Related Post Secondary Education and Experience
- Minimum of six to eight (6-8) years related experience in local government administration with at least three (3) years' experience in a senior management position
- Experience in the planning, development and management of community infrastructure services and projects
- Demonstrated experience in staff and budget management, formal planning, funding, and proposal writing, policy development, and program management
- Experience in capital projects
- Prefer experience as an Administrator
- Prefer experience in policy development and the funding and management of Community Programs and Services
- Experience working with Indigenous governments
- Familiar with governance processes
- Ability to plan, organize, prioritize and complete tasks in order to meet deadlines
- Maintains confidentiality and Code of Ethics and Conduct
- Be able to work independently as well as part of a team
- Proficient in MS software

HOW TO APPLY

Please submit your resume, cover letter, and three professional references to:

T'ít'q'et Chief and Council

reception@titqet.org

Box 615

Lillooet, B.C.

V0K-1V0

T'ít'q'et Administration gives preference to qualified T'ít'q'et members and Indigenous applicants. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This position is subject to a criminal record check and requires the candidate to be bondable as a condition of employment.



T'ÍT'Q'ET ADMINISTRATION

P.O. Box 615
Lillooet, B.C. V0K 1V0

Phone (250) 256 4118
Fax (778) 784 4070

JOB POSTING

Position: Receptionist (Full-Time, Regular Position)

Department: Administration

Reports to: Administrator

Compensation: \$18-22 based on experience

Hours: 35 hours per week

Closing Date: December 11th, 2025

ABOUT US

T'ít'q'et is a St'át'imc community guided by the wisdom of our ancestors and the responsibility we carry for future generations. Our Administration Office is often the first place community members turn when they need support, information, or connection. The work we do is grounded in respect, service, and care — ensuring that everyone who reaches out to us is welcomed in a good way.

POSITION SUMMARY

We are seeking a Receptionist to help uphold a warm, organized, and responsive Administration Office. Key responsibilities include greeting visitors, guiding inquiries, managing phone calls and mail, maintaining records, processing receipts, and supporting staff with day-to-day office needs.

KEY RESPONSIBILITIES

Front Desk & Member Support

- Welcome community members and visitors in a friendly, respectful way
- Direct inquiries by phone, email, and in person
- Notify staff of visitors and support overall front-desk flow
- Uphold privacy and confidentiality at all times

Administrative Support

- Perform general office tasks (photocopying, scanning, filing, printing)
- Support meeting setup and maintain office supplies
- Maintain attendance and basic administrative records

Mail Management

- Sort and distribute incoming mail; prepare outgoing mail
- Follow confidentiality protocols for sensitive documents
- Receive payments and issue receipts



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Fax (778) 784 4070

Bookings & Facility Use

- Coordinate bookings for meeting spaces and hall rentals
- Communicate usage guidelines and expectations
- Assist with newsletters, parcel pickup, and general office errands

QUALIFICATIONS

Essential Requirements:

- High school diploma or equivalent
- Strong communication and interpersonal skills
- Ability to multitask in a busy environment
- Respect for confidentiality and community protocols
- Basic computer skills (email, data entry, file management)
- Ability to work respectfully with staff, Elders, and community members

Preferred Experience:

- Experience in reception or administrative roles
- Experience working with First Nations organizations
- Knowledge of T'ít'q'et programs and community structure
- Comfort handling cash, cheques, and receipt processes

Personal Qualities:

- Warm, grounded, and community-focused
- Reliable, organized, and steady under pressure
- Strong follow-through and respectful communication

HOW TO APPLY

This position will be posted internally for T'ít'q'et Registered Members for two (2) weeks before external posting. Priority will be given to qualified T'ít'q'et members, followed by other qualified First Nations candidates.

Please submit your resume, cover letter, and three professional references to:

communications@titqet.org

This position is subject to a criminal record check and requires the incumbent to be bondable as a condition of employment. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Register or Renew Indian Status through FNHA

About the program

The First Nations Health Authority (FNHA) and Indigenous Services Canada (ISC) are partnering to make it easier for First Nations people in BC to register for Indian Status and apply for a Secure Certificate of Indian Status (SCIS) card.

What you need to know

Drop-In Location

Visit the FNHA office:
1166 Alberni Street, 7th Floor, Vancouver, BC.
Hours: Monday to Friday, 8:00 AM – 4:30 PM.
No appointment needed.

Regional community sites

FNHA will also host temporary sites throughout the year in Prince Rupert, Campbell River, Kamloops, Hope, Terrace, and Haida Gwaii.

What to Bring

Valid ID (e.g., driver's license, health card, passport). If you don't have ID, FNHA staff will guide you on next steps.

For more information contact: StatusCards@fnha.ca



On-Site Support

FNHA staff will help fill out forms, take your photos, and submit your application directly to ISC.

Faster Processing

Avoid common delays and get quicker access to the benefits and services linked to your Status.

Free of Charge

All services are provided at no cost to clients.



First Nations Health Authority
Health through wellness



Register or Renew Indian Status through FNHA

Where to register:
Drop-in location | FNHA Alberni Office, Vancouver

To bring services closer to home, FNHA is hosting temporary sites in regional hubs across BC.

Questions:
Statuscards@fnha.ca



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Service Canada Programs and Services

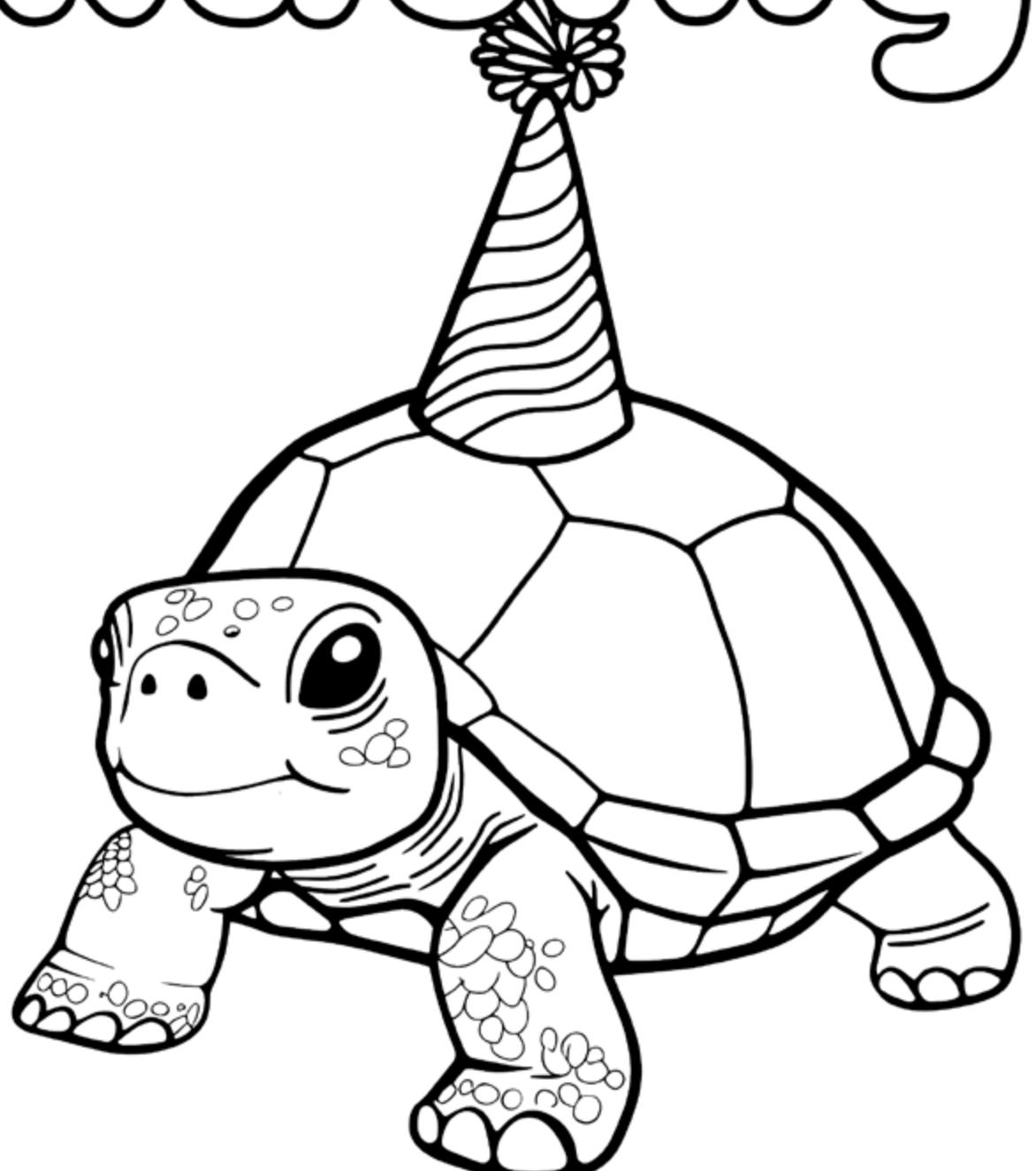
The A to Z services index is an alphabetical listing of programs and services administered by Service Canada website. You can browse programs and services by title or keyword.

For information related to specific departments, consult the list of [Departments and Agencies](#).

Click here for a full list of programs:

<https://www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada/programs.html>

Racing



January 2025 Horoscopes



Aries (Mar 21–April 19)

Your career kicks off strong as planetary support boosts ambition and visibility, putting big goals within reach. A Full Moon on the 3rd helps reset your home. Venus and Mars spark romance with date nights and fresh connections mid-month. A job or promotion may arrive near the 18th. Social plans heat up late January. Neptune entering your sign begins a long chapter of intuition, creativity, and spiritual growth..

Taurus (Apr 20–May 20)

Travel takes center stage this month, with planets encouraging adventure and new perspectives. A Full Moon on the 3rd favors a quick road trip, while the New Moon on the 18th supports longer journeys. Romance flows on the 6th–7th. Your reputation shines on the 17th, and career momentum builds late month. Neptune's shift sparks deep reflection and a search for meaning.

Gemini (May 21–Jun 20)

Focus on your finances to start the year strong. A Full Moon on the 3rd supports honest money talks, but avoid arguments around the 14th when opinions clash. The New Moon on the 18th is perfect for creating a fresh budget. Travel plans lift your spirits late month, and Neptune's shift on the 26th brings inspiring, creative people and meaningful connections into your social world.

Cancer (Jun 21–Jul 22)

Romance takes center stage this month, bringing passion and the potential for conflict. Choose connection over confrontation to strengthen bonds. Assert your needs at the Full Moon on the 3rd and set clear boundaries. Single? The New Moon on the 18th is ideal for seeking love. Shared finances need attention mid-month, with possible gains. Neptune enters your career zone on the 26th, beginning a long phase of intuition, charisma, and reputation building.

Leo (Jul 23–Aug 22)

Work ramps up early in the month, keeping you busy through the first few weeks. Try to rest or take a day off around the Full Moon on the 3rd. Relationships come into focus mid-month, offering chances to deepen or repair bonds. A new job opportunity may appear on the 18th. Negotiations flow smoothly on the 21st. From the 26th on, Neptune inspires long-term travel and big-picture dreams.

Virgo (Aug 23–Sept 22)

Romance and creativity shine this month as several planets energize your love zone, boosting passion, inspiration, and connection. The Full Moon on the 3rd is perfect for partying with friends. A New Moon on the 18th favors new love or family plans. Work ramps up mid-month, demanding efficiency. The 21st–22nd are ideal for talking to the boss about a raise or promotion. Late month, Neptune sharpens intuition for years to come.

Libra (Sept 23–Oct 20)

January favors home life and getting things organized—delegate and you'll quickly restore order. The Full Moon on the 3rd brings well-earned recognition. Redecorate on the 6th or 7th for the best results. Romance rises after the 17th, with new possibilities for singles and deeper commitments for couples. Host a gathering on the 18th. Neptune's shift late month begins a long chapter in relationships—stay open, but don't make assumptions too fast.

Scorpio (Oct 23–Nov 21)

Travel is highlighted early, with short trips filling the first weeks. A Full Moon on the 3rd favors booking a faraway journey. Home projects ramp up after the 17th, with major renovations best tackled on the 27th. The New Moon on the 18th brings important news or a turning point. Late month, Neptune opens a long window for creative career paths—just keep your plans grounded and practical.

Sagittarius (Nov 22–Dec 21)

Money matters get a boost early as planets energize your income zone, helping you attract and manage cash wisely. The Full Moon on the 3rd is perfect for meeting a financial advisor and setting a smart budget. Avoid overspending on the 10th. Short trips pick up mid-month, and a New Moon on the 18th may reveal a promising new income stream. Late January, Neptune heightens romantic potential, opening the door to deeper love over time.

Aquarius (Jan 20–Feb 18)

January begins quietly as you enter a reflective, restorative phase. Use the Full Moon on the 3rd to reset routines, set boundaries, and recommit to self-care. Everything shifts mid-month as planets move into your sign, launching your glow-up season and bringing fresh visibility. Rest deeply on the New Moon on the 18th. From the 29th on, Neptune boosts intuition and imagination, fueling inspired ideas for years ahead..

Pisces (Feb 19–Mar 20)

January begins socially, with plenty of chances to connect. The Full Moon on the 3rd favors a date night, while the New Moon on the 18th is perfect for gathering friends and meeting new people. After mid-month, rest calls and you may turn down invites. On the 29th, Neptune enters your money zone, inspiring creative income ideas—just stay grounded to avoid risky schemes over this long transit.

Quadrantids Meteor Shower Peaking January 3–4

The Quadrantids are a strong annual meteor shower active from late December to mid-January, peaking around January 3–4, known for potential bright fireballs and a short, intense burst of activity (sometimes over 100 meteors/hour). Originating from asteroid 2003 EH1, its radiant (viewing direction) is near the constellation Boötes in the northern sky, making it best seen from the Northern Hemisphere, though moonlight and clouds can impact viewing.

February 2026 Newsletter Submission Deadline Thursday, January 22nd at Noon

anything submitted outside of this date will not be included in the newsletter.

Want to submit to the newsletter? Please email us at reception@titqet.org

(PDF or Word documents are preferred.)



EMERGENCY CONTACTS

*Please post where visible in case of emergency

EMERGENCY	<u>911</u>
TRIBAL POLICE	<u>(250) 256-7767</u>
NON-EMERGENCY	<u>(250) 256-7784</u>
R.C.M.P.	<u>(250) 256-4244</u>
LILLOOET FIRE DEPARTMENT	<u>(250) 256-7121</u>
AMBULANCE	<u>(250) 256-7111</u>
POISON CONTROL	<u>1-800-567-8911</u>
REPORT WILDFIRE	<u>1-800-663-5555</u>
OR *5555 on your cellphone	
HEALTH ADVICE (Speak to Nurse)	<u>811</u>
BC HYDRO OUTAGES	<u>1-800-224-9376</u>
VICTIM LINK (Domestic Violence Help Line)	<u>1-800-563-0808</u>
KIDS HELP LINE	<u>1-800-668-6868</u>
INDIAN RESIDENTIAL SCHOOL SOCIETY	<u>1-800-721-0066</u>
1-800SUICIDE	<u>1-800-784-2433</u>
310MENTAL HEALTH SUPPORT	<u>310-6789</u>
REPORT-CONSERVATION OFFICE	<u>1-877-952-7277</u>
DAWSON ROAD MAINTENANCE	<u>1-800-842-4122</u>

