



October 2021

News from SXD Limited Partnership

Weyt-k from SXD Limited Partnership (SXDC). The following is an update of business activities for August - September 2021.

The smells of Fall and the cooler weather are very welcome after a hot and smoky summer. In addition to pandemic uncertainties and health risks, the raging fires around our Nation and throughout British Columbia were a concern. The safety of our crews, staff and members were our prime concern. In the season of Thanksgiving, we would be remiss if we didn't recognize the preparations, responsiveness and leadership which helped to mitigate harm to our people, animals, guests, and land.

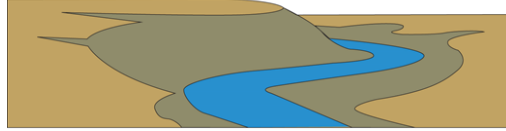
It has been ten months since our strategic planning commenced with Chief and Council, SXDC's Board of Directors and staff. During this time, our team has been challenged with losing valuable staff members due to changes in career, leave of absences and health issues. Notwithstanding, our team has exceeded each benchmark and we look forward to working with Chief and Council to finalize land use and policy and procedures which will enable us to move forward on new economic development opportunities.

The following is an update of initiatives we have been working on or completed during the last two months. As always, we welcome your feedback.

1. **Meadow Lake Ranch** – The Flat Lake fire threatened Meadow Lake Ranch this summer. The ranch's tenant/caretaker ensured we were kept aware of the ever-changing fire situation. We are fortunate that minimal damage impacted the rangeland and fence line only. Fence line restoration will commence within the month.

We have received the draft Business Plan and Feasibility Study for gravel, accommodation, and other land use business opportunities. We will provide an update in our next newsletter.

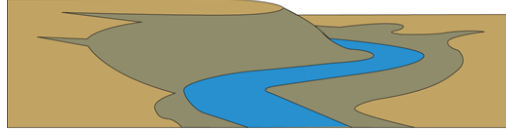
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2. **Store Renovations** - Renovations moved forward during the summer while remaining open. We faced an issue with BC Hydro for the new design. We continue to work towards a date at the end of October for a soft re-opening. Until then, the store and gas station remain open with store hours changed to Monday - Friday 8am – 6pm; and Saturday – Sunday 9am – 3pm; and statutory holiday hours 10am – 2pm. We are very pleased with the efficiencies implemented by our new store manager Sharmon. Drop by and say hello.
3. **Big Bar Guest Ranch** - COVID-19 and fires affected BBGR this summer which added to our worries. We had staff who contracted COVID (and recovered thankfully), and the ranch was threatened by the Pavilion Lake fire. We are thankful for the three students who worked at BBGR this summer. We hope we provided them with some interesting experience. The ranch continued to welcome Big Bar Slide contractors throughout the summer into September. Unfortunately, our Ranch Manager and Head Chef Elyse will be leaving us this Fall. She has been an asset to the operation of the ranch, and she will be missed. We are currently looking to replace her. Please contact me directly if you or someone you know is interested and qualified for this position. The posting is included at the end of this newsletter.
4. **The Garden** – Three summer students worked on the garden all summer. Produce has been taken and sold at the farmers market in Williams Lake. Our potato crop is a littler slower than last year. We look forward to readying the garden for winter at the end of the harvest. The community garden is currently open for all community members to take what they need.
5. **Greenhouse** – The Garden Greenhouse Plan is now ready for review.
6. **Fire Crews** – Our crews worked a long, hard, hot summer. Crews of 4 and 5 worked steadily in the Cariboo district and the Flat Lake fire. We are thankful to them and their work to suppress the fires that threatened at least two of our ranches and many of our members.
7. **Audit** – Our full audit by KPMG is anticipated for completion late October. We look forward to presenting the audit at our AGM.

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8. **Executive Assistant/Receptionist** – We are still on the hunt for an Executive Assistant and Receptionist. The position pays \$22/hour. We have also attached the posting to the end of this report, and you can find it on our website www.sxdcltd.ca/employment_opportunities if you would like to share this opportunity with others you think would be qualified.
9. **Meadow Lake Holdings** – Meadow Lake Holdings is the official company name of a group of Chinese investors with whom we look to do business with. Our relationship began from conversations regarding their guiding licence at Meadow Lake Ranch. We continue to discuss opportunities for Chasm Mill and other areas within our Nation.

Our role as the economic development corporation is to run business based on profits that can be reinvested back into the First Nation. Although we have had numerous challenges this year with COVID-19, critical staff vacancies, and fires, we have continued to work at maximum capacity to manage and run our core businesses and seek new opportunities. Our vision for the end of the year is to work with Chief and Council to solidify land use and other policies for new business opportunities that may include Hemp or Cannabis, tourism, agriculture, or other prospects. We remain vigilant to find the best people to fill our vacancies and work towards economic prosperity that enriches the lives of our members.

I can be reached at 250-440-5652 during business hours, Monday to Friday or email clayton@sxdcltd.ca.

Clayton Harry
General Manager
SXDC Ltd.



FULL-TIME EMPLOYMENT OPPORTUNITY

TITLE: SXDC Ltd. / SXD Limited Partnership-Big Bar Guest Ranch Manager and Head Chef

REPORTS TO: SXDC Ltd. General Manager

Posted

Reporting to the General Manager SXDLP, the Big Bar Ranch Manager is responsible for the operation and management of the ranch, the buildings, and the tourism business. The Ranch Manager is focused on building a financially sound tourism business at the Ranch. This is a multi-disciplinary role that requires customer service skills, marketing, financial management, tourism management, cooking and food preparation, housekeeping, maintenance and repair of buildings, and animal husbandry as broad categories. The Ranch Manager works with SXDLP and other businesses to effectively operate the ranch

DUTIES AND RESPONSIBILITIES

Operations:

1. Develops an operational plan for Big Bar Ranch which incorporates goals and objectives for long range success.
2. Markets Big Bar Ranch nationally and internationally to attract tourists for a wide range of activities, such as but not limited to riding and caring for horses, connection to the land and wildlife, tours, culinary experiences, fishing, hunting, and events.
3. Manages bookings for rooms and buildings ensuring adequate staff to handle customer needs.
4. Plans menus based on seasonal goods and purchases food products using most cost-effective methods.
5. Monitors animal health and welfare, including liaising with vets.
6. Develops protocols for working alone, safety of customers and an evacuation plan for serious injuries.
7. Maintains a knowledge of pests and diseases and an understanding of how they spread and how to treat them.
8. Protects the environment and maintains the bio-diversity of the land, ensuring practices are sustainable.

Financial Management:

1. Creates a budget for the operation of the Ranch.
2. Manages expenditures and develops strategies to increase revenue while keeping expenditures at the minimum level.
3. Builds the tourism business to cover visits throughout the year.
4. Provides adequate research and cost-benefit analysis for new business propositions for the ranch.
5. Ensures the organization is protected from liability through insurance, policies, and procedures.
6. Prepares and submits regular activity reports and statistics to General Manager.

Human Resources:

1. Hires, orients, trains, and supervises workers engaged in wrangling and caring for animals, housekeeping, cooking, tour guides and others that support the business.
2. Ensures that each employee receives solid orientation, training customer service expectations and understands their responsibilities for the health and safety of the guests of the ranch.

3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and administers progressive disciplinary actions as required.
4. Ensures employee compliance with SXDLP policies and procedures.
5. Coordinates and leads department staff meetings, sets the agenda, provides minutes and clearly communicates information to staff.
6. Keeps the General Manager informed of sensitive and important issues and events.

Infrastructure:

1. Maintains buildings and roads in good repair and safe conditions.
2. Undertakes minor repairs and contracts for repairs above skill level.
3. Uses winter months to make major improvements.
4. Inspects ranch structures such as buildings, fences and roads and documents conditions
5. Other duties as assigned or required.

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain the customer service standards while working with the organization.

QUALIFICATIONS

Education & Experience:

- Training in business, agricultural management, tourism management or equivalent education and experience in guest ranch management.
- Culinary Arts with Chef certification.
- Minimum two-years work experience in tourism and ranch management.
- Handling customer service and ensuring customer satisfaction.
- One-year supervisory experience.
- Competent using Microsoft Word and Excel.

Competencies:

The Ranch Manager should demonstrate competence in some or all of the following:

- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships.
- Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions.
- Leadership & Teambuilding - Sets an example and direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches employee development and provides positive feedback for improved performance.
- Communicates Information - Communicates and discusses with Chief and Council, Band Administrator and Program Managers critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships.
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data to promote positive results.

- Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and recommending ways to improve organizational outcomes.
- Analytical Thinking – Observes, identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations.

Skills and Abilities:

- Ability to self-regulate, meet deadlines, have attention to detail.
- Ability to budget, read financial statements, business plans and appropriate technical material.
- Ability to convey clear and concise messages and business reports.
- Proven interpersonal skills and the ability to develop relationships.
- Ability to organize, prioritize and manage workload.
- Exceptional integrity and professionalism.
- Strong planning, organizational and coordination skills.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email, and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program).

Working Conditions:

- Remote and isolated location.
- Ability to work flexible hours.
- Receives minimal supervision with occasional direction and very few checks of the work performed.

Conditions of Employment:

- Must be able to obtain and maintain a valid driver’s licence.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver’s Licence.
- Holds Serving It Right, and Food Safe certificates.
- Must provide a clean Criminal Record Check.

Directly Supervises:

- Seasonal staff including but not limited to wranglers, cooks, chamber maids, tour guides and others as the business grows.

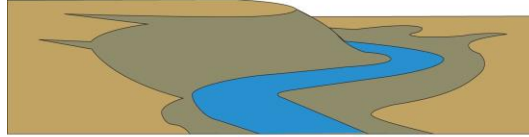
Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

DEADLINE: October 29, 2021

Application package must include the following:

1. **Resume** – Provide three work related job references.
2. **Cover Letter** - Stating availability to start work.

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Title *Executive Assistant with receptionist duties*

Reports To *Chief Executive Officer*

Job Summary

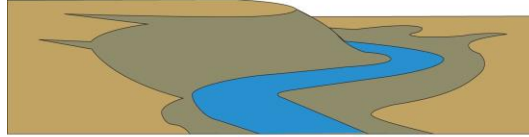
Reporting to the Chief Executive Officer, the Executive Assistant (AE) plays a strong role in ensuring a smooth operation of the Economic Development Office and SXDLP businesses. The Executive Assistant has excellent computer and communication skills including the timely output of meeting minutes. The EA is professional, effective, and provides timely assistance and solutions for administrative requirements and light bookkeeping responsibilities. As a key front-line staff member, the Executive Assistant must have excellent critical-thinking, organizational and people skills as they build relationships, answer calls and welcome visitors. This position will have numerous contacts with a wide variety of organizations, including many levels of government and non-government agencies, business stakeholders, employees, and the public.

Duties and Responsibilities

Administration:

6. Prepares for meetings including organizing agendas, notifications, compiling documents and preparing packages for Board members.
7. Provides assistance to team members/management for special projects, including conducting research and coordinating reports and documentation.
8. Ensures office supplies are well stocked and re-orders supplies regularly.
9. Maintains databases and other computerized files, including the hard copy filing system.
10. Takes minutes at specific meetings; types and disseminates minutes to appropriate parties.
11. Coordinates meetings and/or travel schedules and makes travel arrangements.
12. Other duties as assigned or required.

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Reception:

1. Answers incoming telephone calls and addresses visitors, directs inquiries, provides information, screens calls, sets up appointments, and takes messages as required.
2. Performs day-to-day administrative/clerical duties, including filing, photocopying, faxing, processing correspondence, proposals, reports, flyers or newsletters, e-mails, and other documentation.
3. Distributes incoming mail and faxes after date stamping and completing mail log; organizes outgoing mail and couriers.
4. Maintains the office calendar recording governing body and management meetings, events, and critical deadlines; coordinates boardroom booking system.
5. Ensures the general tidiness of the main entrance/reception area.
6. Organizes catering (food/beverages) for events or guests as required.

The duties listed are provided as examples of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain the customer service standards while working with the organization.

Qualifications:

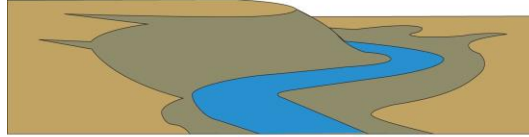
- Post secondary education in business administration, or equivalent education and EA experience.
- Three to five years of administration assistance experience.

Competencies:

The Executive Assistant should demonstrate competence in some or all of the following:

- Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions.
- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments.
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables, visualizing needs for the future.
- Problem-solving – uses critical thinking skills to solve problems.
- Quality – sets and attains quality standards that meet or exceed requirements.

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Skills and Abilities:

- Ability to self-regulate, meet deadlines, have attention to detail.
- Excellent communication skills both orally and in writing, with attention to grammar and spelling.
- Ability to organize, prioritize and manage workload.
- Exceptional integrity and professionalism.
- Strong team player.
- Proficiency in the use of Office 365, computer programs for word processing, databases, spreadsheets, email and the internet, to the Advanced level (capable of using a large number of functions and feel confident using the program).
- Must have strong administrative, organizational and communication skills.
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

Working Conditions

- Office environment mainly, with hybrid model of working from home as required: most services are provided immediately; the employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments.
- Receives limited supervision with less frequent direction and review of the work performed.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid driver's licence.
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Directly Supervises:

- None

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.

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1. **Resume** – Provide three work related job references.
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