

APRIL 4, 2023
MAILOUT TO ALL CLUBS

| DESCRIPTION | REPLY | DEADLINE |
|--|-------|----------------|
| Proxy Memo | | |
| Delegate Registration Form | YES | April 15, 2023 |
| Proxy Form | YES | April 15, 2023 |
| Award Nominations | YES | April 15, 2023 |
| Annual General Meeting Notice | | |
| AGM Agenda | | |
| Proposed Trail Permit Pricing | | |
| Proposed Budget 2023-2024 | | |
| Proposed changes to Bylaw Articles 54, 6, 12, 14, 49 and Policy DIR-001 | | |
| Notice of Election | | |
| NBFSC Contact Lists <ul style="list-style-type: none"> • Board of Directors • Member Clubs • Federation Staff | | |



Snowmobile - Motoneige NB
 109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

March, 2023

To: SMNB Member Clubs and Delegates

Re: 2023 SMNB Annual General Meeting Voting

- 1) On your **Delegate Registration Form**, you will see the option to **attend** in person or appoint another delegate to vote for you by **proxy**.
- 2) For those who are not comfortable attending a large gathering, they can indicate **“Proxy”**, complete the **Proxy Voting Form**, and have another **delegate** vote for them.
- 3) As per Article 11 of the Bylaws, all Delegate Registration Forms and therefore, Proxy Voting Forms, must be submitted **by midnight on April 15th, 2023**.
- 4) There is a spot on the Delegate Registration Form for “Alternates”, if there is any chance a Delegate will not be able to attend, an alternate can take their place, **ONLY IF THEIR NAME IS SUBMITTED ON THE FORM BY APRIL 15TH**. Clubs are encouraged to fill in Alternates just in case.
- 5) There will be no changes, additions or substitutions to the Delegate Registration Form **AFTER APRIL 15TH**.
- 6) Voting cards will not be given to anyone who has not registered by April 15th.

If you have any questions, please feel free to contact the office.

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

G:\Word Documents\Mailouts\2022-2023\April\Proxy vote 03 23.doc

ENTREPRISES PARTENAIRES 2022-2023



Grey Rock Edmundston, NB

SMNB PROXY VOTING FORM

By way of this proxy, please allow _____
(Name)
a registered delegate of the _____
(SMNB Club)

to vote on my behalf at the SMNB Annual General Meeting, May 7, 2023
in Miramichi, NB.

Print Name : _____

Signature : _____

Date : _____

**THIS FORM MUST BE SUBMITTED TO THE SMNB OFFICE NO LATER
THAN MIDNIGHT, APRIL 15, 2023, AS PER BY-LAW ARTICLE 11.
SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.**

INFO@SNOWMOBILENB.COM

FAX : 506-325-2627

**Nominations for the SMNB Annual Awards
For the Annual General Meeting in May 2023
DEADLINE – APRIL 15, 2023**

Award Chosen:

1. Snowmobiler of the Year; Howard Doucet Memorial, or;
2. Club Groomer of the Year, or;
3. Snowmobile Dealer of the Year

Name of Nominee's:

1. _____
2. _____
3. _____

Contact Information of Nominee:

1. Phone: _____
2. E-mail: _____
3. Other: _____

Home Club of SMNB:

1. Club Name: _____
2. Club Number #: _____

Started Snowmobiling:

- Year: _____
First Snowmobile: _____
Current Snowmobile: _____

Started Volunteering?

- Year: _____
Number of Years: _____

Position's held in Club:

- _____
- _____

Other Awards or Recognition:

- _____
- _____

Why do you recommend this Volunteer?

- _____



Snowmobile - Motoneige NB
 109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

March, 2023

To: SMNB Member Clubs and Delegates
Re: 2023 SMNB Annual General Meeting Notice
May 6 & 7, 2023

Our 2023 Annual General Meeting is scheduled for Sunday, May 7, 2023 at 9:00 a.m. at the Rodd Miramichi River, 1809 Water St.

On Saturday, May 6 from 1– 5 PM there will a Board of Director’s Meeting, but there be No Workshops. There will be a **Meet & Greet** at 8 PM on Saturday, May 6 at the Rodd, all clubs are welcome to attend.

PLEASE CONTACT THE HOTEL EARLY TO ENSURE YOUR ROOM.

- The Rodd Miramichi River
- 1809 Water Street
- 1-800-565-7633

Any questions may be forwarded to the office or your Zone Director.

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023



ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, MAY 7, 2023: MIRAMICHI, N.B.

Start: 9:00 am.

- | | | |
|---------------------|--|----------------------|
| 1. | Call to Order | Dave Garland |
| 2. | Establishment of Quorum and reading of Notice of Meeting | Paul Robichaud |
| 3. | By-Law Amendment Proposed Article 54 – RULES OF PROCEDURE | Dave Garland |
| 4. | Introduction of SMNB's Guests & Corporate Partners | Dave Garland |
| 5. | Approval of General Meeting Agenda | Dave Garland |
| 6. | Approval of the Minutes of the SMNB's Annual General Meeting held May, 2022 | Paul Robichaud |
| 7. | Speakers | Dave Garland |
| 8. | Recognition Awards – 2023 | Stacey Noddin |
| | 8.1 Howard Doucet Memorial Award (Volunteer of the Year, 2023) | |
| | 8.2 SMNB Snowmobile Dealer of the Year, 2023 | |
| | 8.3 SMNB Groomer of the Year, 2023 | |
| | 8.4 Wallace Kenny Initiative Award, 2023 | |
| | 8.5 SMNB Club of the Year, 2023 | |
| 9. | Annual Reports | |
| | 9.1 President's Annual Report | Dave Garland |
| | 9.2 Trail Manager's Annual Report | Kyle Good |
| 10. | Financial Reports | |
| | 10.1 Audited Financial Statements, 2022 | Nicholson & Beaumont |
| | 10.2 Treasurer's Report – 2023 Financial Highlights | Greg Grant |
| COFFEE BREAK | | |
| 11. | Recognition of SMNB's | Mario Levasseur |
| | 11.1 2023 Corporate Partnerships – Presentation | |
| | 11.2 2023 Lottery – Presentation | |
| | 11.3 Corporate Partner Speeches (those present) | |
| 12. | Present (Old) Business | |
| | No Old Business from 2022 A.G.M | |

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, MAY 7, 2023: MIRAMICHI, N.B.

13 New Business

13.1 Trail Permits; (proposed) Pricing, 2024

Board

- 13.1.1 Pre-season; Seasonal Trail Permits
- 13.1.2 Regular Price; Seasonal Trail Permits
- 13.1.3 Pre-season; Classic Trail Permits
- 13.1.4 Regular Price; Classic Trail Permits
- 13.1.5 Antique Permits
- 13.1.6 Family (1 & 2) Trail Permits
- 13.1.7 Family (3, 4 etc.) Trail Permits
- 13.1.8 Dealer's Trail Permits
- 13.1.9 Late Season Trail Permits
- 13.1.10 Late Classic Trail permits
- 13.1.11 Replacement Trail Permits
- 13.1.12 Daily (1-Day) Trail Permits
- 13.1.13 Daily (2-Day) Trail Permits
- 13.1.14 Daily (3-Day) Trail Permits
- 13.1.15 Daily (4-Day) Trail Permits
- 13.1.16 Daily (5-Day) Trail Permits
- 13.1.17 Daily (6-Day) Trail Permits
- 13.1.18 Daily (7-Day) Trail Permits
- 13.1.19 200cc Snowmobile Trail Permits
- 13.1.20 Tourism Weekend Permit

13.2 Operating Budget (proposed), 2023-2024

Board

13.3 By-Law Amendments Proposed

Board

- 13.3.1 Article 30 – Policy DIR-001
- 13.3.2 Article 6
- 13.3.3 Article 12
- 13.3.4 Article 14
- 13.3.5 Article 49

13.4 Appointment of an Auditor, 2023-2024

Board

13.5 To Investigate a Proposed revision of the Club Payout to help the clubs in the snowbelt

(5 minute presentation by Pierre-Paul Lauzier
Club Motoneige de Kedgwick)

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, MAY 7, 2023: MIRAMICHI, N.B.

- | | |
|---|------------------|
| 14 Permanent Committee Reports | |
| 14.1 By-Laws & Policy Committee | Ronald Lanteigne |
| 14.2 Fund Raising Committee | Mario Levasseur |
| 14.3 Trail Committee | Marcel Richard |
| 14.4 Nominating Committee | Marc Hannan |
| 14.5 Human Resources Committee | Steve George |
| 14.6 Awards Committee | Stacey Noddin |
| 15 Director's Reports – (written enclosures) | Directors |
| 16 Election - SMNB Board of Directors, 2023-2024 | Marc Hannan |
| 16.1 Zone One (1) | |
| 16.2 Zone Three (3) | |
| 16.3 Zone Five (5) | |
| 16.4 Zone Seven (7) | |
| 16.5 Executive Officers | |
| 17 Speeches – New Directors / New President | President |
| 18 Adjournment | President |

Note: Date of SMNB's 2024 Annual General Meeting is Sunday, May 5, 2024.

Proposed 2023-2024 Trail Permit Prices – Motions for submission to May 2023 AGM from the SMNB Board of Directors (\$45-\$50 increase)

| |
|--|
| <i>Be it moved that the 2024 SMNB's Pre-Season Trail Permit cost \$250.00 per permit, plus HST, as a pre-season incentive selling price on or before December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Seasonal Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Pre-Season Classic Trail Permit cost \$175.00 per permit, plus HST, as a pre-season incentive selling price on or before December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Classic Trail Permit cost \$225.00 per permit, plus HST, as the regular selling price after December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Antique Trail Permit cost \$125.00 per permit, plus HST, as the regular selling price all season.</i> |
| <i>Be it moved that the 2024 SMNB's Family (1st & 2nd) Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2023 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Family (3rd, 4th etc...) Trail Permit cost \$175.00 per permit, plus HST, as the regular selling price all season.</i> |
| <i>Be it moved that the 2024 SMNB's Dealer Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2023 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2023.</i> |
| <i>Be it moved that the 2024 SMNB's Late Season Trail Permit cost \$250.00 per permit, plus HST, as a late-season incentive selling price after December 15th 2023, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i> |
| <i>Be it moved that the 2024 SMNB's Late Classic Trail Permit cost \$175.00 per permit, plus HST, as an incentive selling price after December 15th 2023, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i> |
| <i>Be it moved that the 2024 SMNB's Replacement Trail Permit cost \$40.00 per permit, HST included, as the regular selling price for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's One-Day Trail Permit cost \$70.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Two-Day Trail Permit cost \$110.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Three-Day Trail Permit cost \$150.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Four-Day Trail Permit cost \$190.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Five-Day Trail Permit cost \$230.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Six-Day Trail Permit cost \$270.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's Seven -Day Trail Permit cost \$310.00 per permit, HST included, for the complete season.</i> |
| <i>Be it moved that the 2024 SMNB's 200cc Snowmobile Trail Permit cost \$125.00 per permit, plus HST, as the regular selling price all season.</i> |
| <i>Be it moved that the 2024 Tourism Weekend Permit cost \$50.00 per permit, HST included.</i> |

**SNOWMOBILE-MOTONEIGE NB
MEMBER CLUBS PROPOSED OPERATING BUDGET 2023-2024**

| <u>INCOME</u> | 2023-2024 | % |
|---|-----------------------|----------------|
| TRAIL PERMITS | | |
| Seasonal Permit Sales (9000 @ \$250.00) | 2,250,000.00 | 55.35% |
| Seasonal Permit Sales (400 @ \$330.00) | 132,000.00 | 3.25% |
| Classic Permit Sales (4000 @ \$175.00) | 700,000.00 | 17.22% |
| Classic Permit Sales (500 @ \$225.00) | 112,500.00 | 2.77% |
| Antique Permit Sales (1000 @ \$125.00) | 125,000.00 | 3.08% |
| Daily Permit Sales (1500 @ \$70.00) | 105,000.00 | 2.58% |
| Subtotal Trail Permits | \$3,424,500.00 | 84.25% |
| REGISTRATIONS | | |
| Trail Management Trust Fund- (20,500 @ \$25.00) | 512,500.00 | 12.61% |
| Subtotal Registrations | \$512,500.00 | 12.61% |
| OTHER | | |
| Corporate Partnerships | 75,000.00 | 1.85% |
| Annual Lottery | 25,000.00 | 0.62% |
| Annual Dues | 9,800.00 | 0.24% |
| Interest Income | 5,000.00 | 0.12% |
| Insurance - D&O Liability | 1,500.00 | 0.04% |
| Amortization | 11,477.00 | 0.28% |
| Subtotal Other | \$127,777.00 | 3.14% |
| TOTAL REVENUES | \$4,064,777.00 | 100.00% |

| <u>EXPENSES</u> | | |
|--|---------------------|--------------|
| ADMINISTRATIVE | | |
| Staff Payroll | 267,763.96 | 6.59% |
| Staff Payroll Expenses | 75,907.32 | 1.87% |
| Office Insurance & Supplies | 11,500.00 | 0.28% |
| Office Capital Purchase | 1,500.00 | 0.04% |
| Office Rent, Security | 19,450.00 | 0.48% |
| Office Telephone / Cell / Internet / Website | 10,000.00 | 0.25% |
| Office Postage / Courier | 10,000.00 | 0.25% |
| Subtotal Administrative | \$396,121.28 | 9.75% |

| CLUB OPERATIONS | | |
|--|---------------------|--------------|
| SEASON START UP | | |
| Trail Permits | 40,000.00 | 0.98% |
| CGL Trail / Landowner Insurance | 250,000.00 | 6.15% |
| Groomer Fleet Insurance | 26,000.00 | 0.64% |
| Insurance - D&O Liability | 1,500.00 | 0.04% |
| Gov., Rail, Industrial & Freehold Leases | 20,000.00 | 0.49% |
| Subtotal Club Start Up | \$337,500.00 | 8.30% |

**SNOWMOBILE-MOTONEIGE NB
MEMBER CLUBS PROPOSED OPERATING BUDGET 2023-2024**

CLUB EXPENSES - NECESSARY

| | 2023-2024 | % |
|---|-----------------------|---------------|
| Service New Brunswick | 85,000.00 | 2.09% |
| GIS Tracking System | 39,000.00 | 0.96% |
| GIS- Paper Maps and Online Maps | 25,000.00 | 0.62% |
| Annual General Meeting | 21,000.00 | 0.52% |
| Professional Accounting / Translation | 38,000.00 | 0.93% |
| Professional / Legal | 30,000.00 | 0.74% |
| Payouts - Membership & Grooming (Dec/ Feb/ Oct) | 1,570,299.72 | 38.63% |
| Payouts - Grooming Only May | 600,000.00 | 14.76% |
| Payouts - Registrations June | 307,500.00 | 7.56% |
| Groomer Fund | 300,000.00 | 7.38% |
| Depreciation | 37,856.00 | 0.93% |
| Subtotal Club-Necessary | \$3,053,655.72 | 75.12% |

CLUB EXPENSES - DISCRETIONARY

| | | |
|--|---------------------|--------------|
| Board of Directors Meetings | 25,000.00 | 0.62% |
| Directors and President's Travel | 8,000.00 | 0.20% |
| Board of Directors Committees | 5,000.00 | 0.12% |
| Executive Director's Travel | 9,000.00 | 0.22% |
| Trail Manager's Travel | 9,000.00 | 0.22% |
| Government Relations | 5,000.00 | 0.12% |
| Annual Report | - | 0.00% |
| Annual Lottery | 17,000.00 | 0.42% |
| Corporate Partnerships | 15,000.00 | 0.37% |
| Survey Meetings | 4,000.00 | 0.10% |
| Spring & Autumn Zone Meetings | 7,000.00 | 0.17% |
| Snowmobiles and Trailer - Travel | 12,000.00 | 0.30% |
| Signage Training | 2,000.00 | 0.05% |
| Groomer Demo | - | 0.00% |
| Groomer Operator Training | 3,500.00 | 0.09% |
| Trail Checks | 12,000.00 | 0.30% |
| Trail Counters / Travel / Maintenance | 6,000.00 | 0.15% |
| Presidents Ride | 25,000.00 | 0.62% |
| Go Snowmobiling Rides / Federal / Provincial | 7,500.00 | 0.18% |
| International Snowmobile Congress | 10,000.00 | 0.25% |
| Reward Program | 24,500.00 | 0.60% |
| Education & Awareness Programs | 6,000.00 | 0.15% |
| Industry Association (CCSO - TIANB - NE Chapter) | 7,000.00 | 0.17% |
| Bridge Study vs Gap Analysis | 10,000.00 | 0.25% |
| Economic Impact Study | 30,000.00 | 0.74% |
| Trade Shows - TO-QC | 18,000.00 | 0.44% |
| Subtotal Club Discretionary | \$277,500.00 | 6.83% |

| | | |
|-----------------------|-----------------------|----------------|
| TOTAL EXPENSES | \$4,064,777.00 | 100.00% |
|-----------------------|-----------------------|----------------|

Net Surplus/(Deficit) for the Year

\$ -



Snowmobile - Motoneige NB
 109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

March, 2023

To: Member Clubs
Re: Proposed By-Law Amendments

Attached please find By-Law Amendments proposed by the SMNB Board of Directors.

Please note the proposed change to these articles, as indicated by red lettering. Club delegates will vote on these By-Law amendments at the May 7, 2023 Annual General Meeting in Miramichi.

Also included is Policy DIR-001 which, although it is not a By-Law, does require a vote by the membership to approve any changes, as dictated in By-Law Article 30 (attached).

Any questions may be forwarded to your Zone Director or the Office.



CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023



CHAPTER IX – GENERAL CLAUSES

Article 54 – RULES OF PROCEDURE

The Rules of Procedure to govern the Federation are as follows:

Starting a meeting:

1. Call to Order (as stated in Article 14)
2. Definition of a Delegate (as stated in Article 11 and 12)
3. Establish quorum (as stated in Article 20)
4. Adopt the agenda

Decorum in debate

- State Name and Club
- Address each other as Chair and Speaker
- One Delegate speaks for the Motion, maximum of 5 minutes.
- One Delegate speaks against the Motion, maximum 5 minutes

Making a Motion

- State it “I move to...”
- Second it “I move to...”
- Ask for the question/debate it.

*At this point, the motion is not amendable and must be accepted or defeated and/or a new motion made

The Chairperson shall now call for the vote (as stated in Article 18). Once the votes are counted, the Chairperson enacts or defeats the motion.

CHAPTER VI – DIRECTORS

Article 30 – REMUNERATION

Directors will not be paid for their services as members of the Board of Directors. However, they will have the right to be reimbursed for any reasonable expense incurred in the fulfillment of their functions and pre-approved by the President.

The Board of Directors will establish reimbursement policies for reasonable expenses incurred in the performance of their duties as Directors. However, the Board of Directors must present these policies, as well as any changes, which may be brought to these policies, to the member clubs for approval.

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR- 001

DIRECTOR'S AND STAFF'S EXPENSES

I. GENERAL

In accordance with **Article 30** of the By-Laws, Directors of the Federation have the right to be reimbursed for reasonable expenses brought on by the fulfillment of their functions. It is the intent of this policy to define reasonable limits for which Directors are reimbursed in the performance of approved Federation activities.

II. USE OF OWN VEHICLE

Directors will be reimbursed for the use of their vehicle at a rate per kilometer established annually in Appendix A, for basic expenses.

III. TELEPHONE EXPENSES

The Board of Directors will be provided with teleconference numbers and passwords for use in conducting Federation business. Other telephone charges will be reimbursed upon submission.

IV. MEALS

For travel within the Province of New Brunswick, Directors and staff shall be reimbursed for the cost of meals by actual receipts to a maximum of \$50 per day before taxes and tips. For travel outside New Brunswick, reimbursement will be based on actual expenses incurred. Under no circumstances will Directors and staff be reimbursed for the cost of alcoholic beverages.

V. INCIDENTAL EXPENSES

When traveling outside New Brunswick, Directors may be reimbursed for incidental costs such as taxi fares or dry cleaning provided they are not personal in nature. Expenses such as movie rentals would not be covered.

VI. ACCOMODATIONS

Directors shall be reimbursed for the costs of accommodations while attending Board meetings or other approved Federation activities. However, sharing of rooms, where feasible, is encouraged to keep these costs at a minimum. In the case of Board meetings, it will be the objective to negotiate a preferred rate.

Date of Last Change: January 29, 2022

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-001

DIRECTOR'S AND STAFF'S EXPENSES cont'

VII. ENTERTAINMENT

It may be beneficial from time to time, for certain individuals associated with the sport of snowmobiling to be entertained at the Federation's expense. This is allowed provided it has the approval of the President and is within the limits as established in the Annual Budget.

VIII. SUBMISSION OF EXPENSE REPORTS

Directors are expected to maintain complete and accurate records of their expenses. The SMNB Expense Claim Form must be completed and submitted to the Federation office within ninety (90) days of the costs being incurred.

IX. APPROVAL

All expenses shall be approved by the President or Treasurer. Expenses submitted by the President require the approval of any member of the Board of Directors.

X. POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

Refer to Appendix A for further clarifications of this Policy.

Date of Last Change: January 29, 2022

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

Appendix A: Policy DIR -001 Director's and Staff's Expenses

This Appendix interprets and clarifies the application of Policy DIR-001. Note the rates and general provisions of this Policy also apply to Federation Staff.

| Policy Section / Title | Interpretation / Clarification |
|-------------------------------------|---|
| II. Use of Own Vehicle | <p>Director / Staff reimbursement rates:</p> <ul style="list-style-type: none"> • \$0.55 per km rate per km established by the Canada Revenue Agency for use of personal vehicle on Federation business. • \$1.25 per km rate per km established by the Canada Revenue Agency + \$0.70 per km for towing a four-place snowmobile trailer on Federation business. <p>Personal snowmobile use on Federation business:</p> <ul style="list-style-type: none"> • Staff - \$1.00 per km. • Directors - \$ value of gas receipts submitted. |
| IV. Meals | <ul style="list-style-type: none"> - There is no limit on meal expenses outside of N.B. (No maximum rates apply). - Directors are not to be reimbursed for the purchase of alcohol regardless of the location of travel. - In province meals paid for on behalf of others that are either part of the larger SMNB organization or outside of the organization - such as a meal paid for a club president or a government official..., must follow the established meal rates. |
| V. Incidental expenses | <p>There is no limit for the reimbursement of incidental expenses when traveling outside NB.</p> |
| VII. Entertainment | <ul style="list-style-type: none"> - Entertainment is defined as group events such as gatherings at CCSO meetings where the expense has historically been rotated among the participating jurisdictions. An event such as a meeting with a government official where the Federation picks up the cost of their meal is not classed as entertainment. - The cost of alcoholic beverages paid as part of entertainment is an allowable expense. - Any claims for entertainment must include the nature / purpose of the event and the number of people attending. - Any expense claims that include entertainment must be approved in writing by the President. |
| VIII. Submission of Expense Reports | <ul style="list-style-type: none"> - Expense reports must be supported by receipts. There is no exception to the requirement for receipts. If receipts do not accompany an expense report the amount will be deducted by the Federation office. Similarly there is no tolerance for recording or mathematical errors; errors found will be corrected by the Federation office. - Expense claims must include a reasonable level of detail explaining the nature / purpose of the travel. |

Date of Last Change: January 29, 2022

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

Appendix A: Policy DIR -001 Director's and Staff's Expenses cont.

| Policy Section / Title | Interpretation / Clarification |
|---|--|
| VIII. Submission of Expense Reports cont. | <ul style="list-style-type: none"> - Expense claims that include miscellaneous purchases such as office supplies or gasoline must include an explanation of the purpose of the purchase. - Any claims for entertainment must include the nature / purpose of the event and the number of people attending. - It is acceptable for one staff / board member to pay for and claim the expenses of another. For example if the General Manager and the President meet over dinner the GM can pay for and claim both meals. - In the case of "Non Business events" such as the Presidents Ride, or the Board of Directors ride..., only those organizing and working the event are eligible to claim expenses. |
| IX. Approval | <ul style="list-style-type: none"> - The President has the authority to approve expenses that are exceptions to this Policy. Examples include expenses not covered by the Policy, special circumstances where expense claims exceed allowances etc. - Any expense exceptions of the President must be approved by a member of the Board of Directors (someone other than the Treasurer who serves as the overall Policy gatekeeper). - Such approvals must be in writing. |

Date of Last Change: January 29, 2022

CHAPTER II

MEMBERS

Article 6 – MEMBERSHIP IN THE FEDERATION

6.1 Eligibility

All incorporated snowmobile clubs whose head offices are located in the province of New Brunswick and who agree to comply with the Federation General By-Laws and Policy Statements are eligible for admission as a member of the Federation.

6.2 Application for Membership

6.2.1 The completion of an application for membership on a form prescribed by the Federation and duly signed by the President and the Secretary of the club.

6.2.2 A snowmobile club becomes a member of the Federation upon its acceptance, through a majority vote by the Board of Directors.

6.2.3 A club's membership is renewed annually by having the member club's President sign the Federation's Annual Club Agreement on a date as determined by the Board of Directors.

6.3 Responsibilities

In becoming, and in order to remain, a Federation member in good standing, a snowmobile club accepts the following:

6.3.1 To send proof of every Trail Permit sold and unsold to the Federation on or before the date specified by the Federation or Operating Policy Statements governing Trail Permits;

6.3.2 To sell Trail Permits at a price determined by a General Meeting of the member clubs and approved by the Province of New Brunswick;

CHAPTER II – MEMBERS

Article 6 cont.

- 6.3.3** To sell **Daily, Replacement or Non-Resident** Trail Permits to individuals, for the exclusive use of snowmobiles on duly designated trails;
- 6.3.4** To use all forms, documents, maps, signs, stickers, crests, etc., as requested by the Federation;
- 6.3.5** To comply with all Policy Statements governing the operation of the Federation;
- 6.3.6** To make club trails available for the prudent use of all snowmobilers displaying a valid Federation Trail Permit on their snowmobile;
- 6.3.7** To maintain all club trails to the standard required by the Board of Directors;
- 6.3.8** To pay, at a designated time, all Federation fees as determined at the Annual General Meetings;
- 6.3.9** To inform the Federation’s Secretary, by letter, of the name and address of its appointed delegates, as well as advise the Federation’s Secretary, again by letter, if any delegates are Replaced.

CHAPTER IV - DELEGATES AND VOTING RIGHTS
OF MEMBERS AT GENERAL MEETINGS

Article 12 - QUALIFICATION OF DELEGATES

- 12.1 Delegates must be at least 19 years of age and must have been appointed by their member club **and hold a Snowmobile Trail Permit for the current season.**
- 12.2 The Federations' current Board of Directors automatically qualifies as delegates.

GENERAL MEETINGS

Article 14 –GENERAL MEETINGS

14.1 Annual General Meeting

The Annual General Meeting of the Federation must be held no later than three hundred and twenty-five (325) days after the end of the Federation's fiscal year. The meeting must be held in New Brunswick, at a location, date and time, as determined by the Board of Directors. The meetings will be held for :

- 1) Informational purposes,
- 2) To present to the members the financial statements and the auditor's report,
- 3) To elect Directors and Officers,
- 4) To appoint an auditor,
- 5) To approve an Annual Final Budget,
- 6) To approve the price of all types of Federation Trail Permits, and
- 7) To discuss any other items that may be of interest to the membership. **These items must be approved by the current board of directors prior to being presented at the AGM. Submissions for these items must be submitted on the Ask Form (appendix).**

14.2 Annual Meetings may also consist of a Special meeting, where items of special interest to the membership can be discussed and debated.

Appendix A - Ask Form
To be received 30 days prior to BOD Meetings

Director Name / Zone: _____
Date of Board of Director's Meeting: _____
Club Name / Number: _____
Club President's Name: _____
Trail Number (if Applicable): _____

Ask / Exception:

Motion: *Be it moved that,*

Seconder: _____

Rationale:

As Applicable – for the Ask (if not applicable please record N/A)

1. Operating Budget Ledger and Effect:

2. Operating Policy # and Effect:

3. General By-Laws Compliance; Yes/No:

Appendix A - Ask Form
To be received 30 days prior to BOD Meetings

4. If ASK is adopted – set new Precedent; Yes/No

5. Committee Work completed or required: Yes/No

6. Enclosures & Attachments Completed; Yes/No

7. Club's own Membership aware & Support; Yes/No

Notes: _____

8. Clubs in same Zone Aware & Support: Yes/No

Notes: _____

9. Other SMNB Zones Aware & Support; Yes/No

Notes: _____

10. Staff Aware & Support:

Notes: _____

Board's Next Steps:

1. _____

2. _____

3. _____

Actions to be Taken:

By Whom:

1. _____

2. _____

3. _____

On Agenda of next Board Meeting Agenda: Yes/No

Motion Adopted: Yes/No

CHAPTER VIII - COMMITTEES

Article 49 – HUMAN RESOURCES COMMITTEE

The Human Resources Committee shall:

- 49.1** Provide a process and forum for member clubs and club delegates to question, clarify and make recommendations about the staff and staff's compensations, privately;
- 49.2** Provide a process and forum for the staff to address privately any concerns they have;
- 49.3** Perform such other duties as directed by the Board of Directors;
- 49.4** Report to the Board of Directors as required;
- 49.5** Chair of this Committee shall not be the NBFSC President.



Snowmobile - Motoneige NB

109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

March, 2023

To: Club Delegates
Re: Nomination & Election of the Directors & Executive of the SMNB

NBFSC General ByLaw Article 24 states:

“A Director shall be elected to hold office for a term of two (2) years. A Director may be re-elected to serve a total of no more than three (3) consecutive two (2) year terms; however, any member who has served three (3) consecutive two (2) year terms is eligible for re-election to the position after sitting out one full two (2) year term....”

Following is a list of Directors who are up for election at the upcoming AGM May 7, 2023.

| <u>Zone</u> | <u>Director</u> | <u>Elected</u> | <u>Terms Served</u> | <u>Re-offering</u> |
|-------------|------------------|----------------|------------------------------|--------------------|
| 1 | Mario Levasseur | May 6, 2018 | Two, two-year terms | YES |
| 3 | Ronald Lanteigne | April 30, 2017 | Three, two-year terms | NO |
| 5 | Marc Hannan | May 1, 2016 | Three, two-year terms | NO |
| 7 | Stacey Noddin | Dec. 14, 2022 | ½ year of one, two-year term | YES |

The SMNB Board of Directors will elect the Executive Officers immediately following the election of the Directors during the AGM.

The nominations for candidates to fill the above vacancies are considered open from the date of this notice. All guidelines as set out in Appendix “A” of the General By-Laws apply. **All nominations and applications shall be sent to the Secretary – Paul Robichaud (jprobichaud@me.com), who shall transmit them to the Nominating Committee.**

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023





Snowmobile - Motoneige NB

109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

SMNB DIRECTORS 2022-2023

| | |
|---|--|
| <p>SMNB President – Dave Garland 2401 Rte. 132 Greater Lakeburn, NB E1H 1Z7 Tel 506-850-3415 Email : garlands@nb.aibn.com</p> | |
| <p>Director, Zone 1 Mario Levasseur 11 rue Denis St-Jacques, NB E7B 1E9 Tel / Fax : 506-740-7612 Email : mariolevasseur@greyrockmotosports.com</p> | <p>Director, Zone 2 Brad Mann 21 Baseline Rd. Glen Levit, NB, E3N 4X4 Tel 506-760-1960 Email : bradmann35@hotmail.com</p> |
| <p>Director, Zone 3 Ronald Lanteigne 56 rue Mazerole Caraquet, NB E1W 1B6 Tel 506-724-0640 Email : ronlant@nb.sympatico.ca</p> | <p>Director, Zone 4 / SMNB Treasurer Greg Grant 259 Route 555 Bedell, NB E7M 4M7 Tel 506-328-7535 Email : greg.grant@rogers.com</p> |

April, 2023

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023





Snowmobile - Motoneige NB

109, rue Regent Street, Unit/Unité 2
 Woodstock, NB E7M 2N6
 Tel: 506.325.2625
 Fax: 506.325.2627
 E: info@snowmobilenb.com

www.snowmobilenb.com

SMNB DIRECTORS 2022-2023 cont.

| | | |
|--|--|---|
| <p>Director, Zone 5 Marc Hannan 1265 Johnson Ave. Bathurst, NB E2A 3T4 Tel 506-544-5445 Email: hanns@nbnet.nb.ca</p> | | <p>Director, Zone 6 Marcel Richard 374 ch. Cote Ste. Anne Ste. Anne, NB, E4S 1M3 Tel 506-743-7652 Email: mrichard@barichard.ca</p> |
| <p>Director, Zone 7 Stacey Noddin 32 William Wakefield Lane Utopia, NB, E5C 0C8 Tel 506-469-0068 Email: stacey.noddin@gmail.com</p> | | <p>Director, Zone 8 / SMNB Vice-President Steven George 48 Aldridge Dr. Quispamsis, NB E2E 6G2 Tel 506-643-0476 Email: sgeorge106@gmail.com</p> |
| <p>SMNB Secretary Paul J. Robichaud 151 Coates Mills South Rd Ste Marie de Kent, NB E4S 1P2 Tel 506-743-1999 Email : jprobichaud@me.com</p> | | |

April, 2023

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023





Snowmobile - Motoneige NB

109, rue Regent Street, Unit/Unité 2
Woodstock, NB E7M 2N6
Tel: 506.325.2625
Fax: 506.325.2627
E: info@snowmobilenb.com

www.snowmobilenb.com

SMNB Committee Contacts 2022-2023

Officers

David Garland – President
Steve George – Vice President
Greg Grant – Treasurer
Paul Robichaud – Secretary

Committees

By-Laws & Policy Committee Chair – Ronald Lanteigne
Fund Raising Committee Chair – Mario Levasseur
Trail Committee Chair – Marcel Richard
Nominating Committee Chair – Marc Hannan
Human Resources Committee Chair – Steve George
Awards (Honourary Members) Chair – Stacey Noddin

As of March, 2023

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2022-2023

ENTREPRISES PARTENAIRES 2022-2023





Snowmobile - Motoneige NB

109, rue Regent Street, Unit/Unité 2
Woodstock, NB E7M 2N6
Tel: 506.325.2625
Fax: 506.325.2627
E: info@snowmobilenb.com

www.snowmobilenb.com

SNOWMOBILE ~MOTONEIGE NEW BRUNSWICK

MAILING & SHIPPING ADDRESS:

109 Regent Street, Unit 2
Woodstock, N.B.
E7M 2N6

TELEPHONE NUMBER:

506-325-2625

FAX NUMBER:

506-325-2627

E-MAIL:

info@snowmobilenb.com

WEB SITE: www.snowmobilenb.com

PERSONNEL

JANICE BRAGDON
OFFICE MANAGER

KYLE GOOD
TRAIL MANAGER

LISA MACDOUGALL
ADMINISTRATIVE ASSISTANT

CORPORATE PARTNERS FOR 2022-2023

EXCLUSIVE PARTNER



PARTENAIRE EXCLUSIF

As of March, 2023

ENTREPRISES PARTENAIRES 2022-2023

