

MARCH 12, 2025
MAILOUT TO ALL CLUBS

DESCRIPTION	REPLY	DEADLINE
Award Nominations	YES	April 15, 2025
Club Survey Schedule		
Trail Permit Returns / Payments	YES	April 30, 2025
Club Survey Questionnaire	YES	May 31, 2025
Club Directors list	YES	May 31, 2025
Financial Report	YES	May 31, 2025
Club Agreement	YES	May 31, 2025

THERE WILL BE NO ZONE MEETINGS
THIS SPRING

12 MARS, 2025
CORRESPONDANCE AUX CLUBS

DISCRIPTION	RÉPONSE	DATE LIMITE
Prix de la SMNB	OUI	15 avril, 2025
Horaire des Sondages Annuels		
Retours / paiements des permis de sentier	OUI	30 avril, 2025
Questionnaire des Sondages annuelles avec les clubs	OUI	31 mai, 2025
Liste des directeurs du club	OUI	31 mai, 2025
Retour des Rapports Financiers	OUI	31 mai, 2025
Entente Annuelle de Club	OUI	31 mai, 2025

IL N'Y AURA PAS DE RÉUNIONS DE
ZONE CE PRINTEMPS

**Nominations for the SMNB Annual Awards
For the Annual General Meeting in May 2025
DEADLINE – APRIL 15, 2025**

Award Chosen: (Circle One)

1. **Howard Doucet Memorial Snowmobiler Volunteer of the Year** – awarded in recognition of outstanding dedication to the sport of snowmobiling.
2. **Groomer Operator of the Year** – awarded for their outstanding loyalty and dedication to the sport of snowmobiling .
3. **Snowmobile Dealer of the Year** – awarded in recognition of their outstanding contribution to the sport of snowmobiling.

Name of Nominee:

1. _____

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: _____

Positions held in Club:

- _____
- _____

Other Awards or Recognition:

- _____
- _____

Why do you recommend this Volunteer?

- _____

CLUB SURVEY SCHEDULE
HORAIRES DES SONDAGES ANNUELS

Monday, April 7, 2025
lundi, 7 avril, 2025
Quality Inn, Edmundston (Suite 101)

CLUB #	CLUB NAME	ZONE #	TIMES
44	Du Nord	1	10:30-11:30 AM
42	Twin Rivers	1	11:30-12:30 PM
31	Mad Vic	1	1:00-2:00 PM
29	ASNO	1	2:00-3:00 PM
76	Riviere Verte	1	3:00-4:00 PM
39	Victoria County	1	4:00-5:00 PM

Tuesday, April 8, 2025
mardi, 8 avril, 2025
Quality Inn, Campbellton (Continental Room)

CLUB #	CLUB NAME	ZONE #	TIMES
12	Restigouche Snowmobile Club	2	1:00-2:00 PM
78	Restigouche Timber Trails	2	2:00-3:00 PM
69	Supervillage Trail Blazers	2	3:00-4:00 PM

Tuesday, April 8, 2025
mardi, 8 avril, 2025
TBD

CLUB #	CLUB NAME	ZONE #	TIMES
41	Kedgwick	2	9:00 AM
33	St. Quentin	2	10:00 AM

CLUB SURVEY SCHEDULE
HORAIRES DES SONDAGES ANNUELS

Wednesday, April 9, 2025
 mercredi, 9 avril, 2025
 Kyle will call

CLUB #	CLUB NAME	ZONE #	TIMES
75	Peninsule Acadienne	3	Will Call
9	Nord-Est	3	Will Call
4	Chaleur	3	Will Call
1	Nepisiguit	5	Will Call

Wednesday, April 2, 2025
 mercredi, 2 avril, 2025
 SMNB Office, Woodstock

CLUB #	CLUB NAME	ZONE #	TIMES
55	Aberdeen	4	8:30-9:30 AM
72	C.F.M.	4	9:30-10:30 AM
62	Mountain View	4	10:30-11:30 AM
3	Carleton Borderview	4	11:30-12:30 PM
47	Northern Lights	4	12:30-1:30 PM
23	Woodstock	4	1:30-2:30 PM

Monday, March 31, 2025
 lundi, 31 mars, 2025
 Ramada, Fredericton

CLUB #	CLUB NAME	ZONE #	TIMES
73	Southwest	7	8:30-9:30 AM
59	Keswick River	7	9:30-10:30 AM
49	Millville Snowhawks	4	10:30-11:30 AM
10	Nackawic	4	11:30-12:30 PM
5	Fredericton	4	1:30-2:30 PM

CLUB SURVEY SCHEDULE
HORAIRES DES SONDAGES ANNUELS

Tuesday, April 1, 2025
mardi, 1 avril, 2025
Ramada, Fredericton

CLUB #	CLUB NAME	ZONE #	TIMES
50	Nashwaak Valley	7	8:30-9:30 AM
67	St. Croix Ridge Runners	7	9:30-10:30 AM
11	Oromocto River Valley	7	10:30-11:30 AM
70	Grand Lake Snow Cruisers	7	11:30-12:30 PM
71	Caribou	7	12:30-1:30 PM
74	Charlotte County	7	1:30-2:30 PM

Thursday, April 17, 2025
jeudi, 17 avril, 2025
JT All Season Motor Sports, Miramichi

CLUB #	CLUB NAME	ZONE #	TIMES
7	Miramichi Valley	5	9:30-10:30 AM
8	Neguac	5	10:30-11:30 AM
68	Baie St. Anne	5	11:30-12:30 PM
22	Miramichi Snow-Goers	5	1:30-2:30 PM
14	Rogersville	5	2:30-3:30 PM

CLUB SURVEY SCHEDULE
HORAIRES DES SONDAGES ANNUELS

Monday, April 14, 2025

lundi, 14 avril, 2025

Kyle will call

CLUB #	CLUB NAME	ZONE #	TIMES
66	Millstream	8	Will call
30	Fundy	8	Will call
28	Goshen	8	Will call

Tuesday, April 15, 2025

mardi, 15 avril, 2025

Caledonia Truck & Trailer Repair
43 Somers Dr. Moncton (Exit 459B)

CLUB #	CLUB NAME	ZONE #	TIMES
19	Safari 2000	6	8:30-9:30 AM
15	Moncton - St. Antoine	6	9:30-10:30 AM
77	Cap-Pele	6	10:30-11:30 AM
53	Sackville Snow Drifters	6	11:30-12:30 PM
63	Memramcook	6	12:30-1:30 PM
20	SENBSA	8	1:30-2:30 PM

Monday, April 14, 2025

lundi, 14 avril, 2025

Kyle will call

CLUB #	CLUB NAME	ZONE #	TIMES
26	Ours Polaires	6	Will Call
35	Rexton	6	Will Call
45	Bouctouche - Ste. Marie	6	Will Call

March, 2025

To: SMNB Member Clubs

Re: Trail Permit Returns
Trail Permit Payments
SMNB Policies, TRL-002

Please regard this memo as a reminder of the **very important** upcoming date regarding club sales of seasonal non-resident Trail Permits. Please see SMNB Policy TRL-002 : VII. DATES OF RETURN

Sold and unsold Season, Replacement and Daily Permits **MUST** be returned by **April 30th, 2025**. The SMNB office will invoice the club for sold or lost permits.

Any questions may be directed to your Zone Director.

https://snowmobilenb-my.sharepoint.com/personal/lisa_macdougall_snowmobilenb/Documents/Documents/Word Documents/Mailouts/2024-2025/March/Survey/Permit Return Memo 03 25.docx

CORPORATE PARTNERS FOR 2024-2025

ENTREPRISES PARTENAIRES 2024-2025

EXCLUSIVE PARTNER

PARTENAIRE EXCLUSIF



2024-2025 PERMIT RETURN FORM

DEADLINE APRIL 30, 2025

Club # _____ Club Name _____

Permits received:

Date received	Seasonal	Daily	Replacement
Totals			

Permits returned

	Date returned	Seasonal	Daily	Replacement
Sold				
Unsold				
Totals				

SMNB Annual Club Survey - April 2025

Club Name: _____ Club #: _____

Day/Date of Survey: _____/2025

Survey completed by, Name/Title: _____

Club's Trail Mapping Questions:

1. Is there an individual in your club responsible for the accuracy of your club's trails and their assigned route numbers (signage) aligning with Snowmobile NB's published Trail Maps?
(Circle) **Yes/No** **If yes, Name :** _____ **Phone:** _____

2. Are you aware that you can create an account within the **GoSnowmobiling NB** android/iPhone app that can be shared with friends to see your/their location on the trail?
Circle) **Yes/No** _____

3. Does your club own a rescue sleigh(s)? **If Yes, identify location(s) on map with T.M.**
Circle) **Yes/No** _____

4. Are there other rescue sleigh(s) available in the club area (Ex Fire Department)? **If Yes, identify location(s) on map with T.M.**
Circle) **Yes/No** _____

5. In looking at the interactive trail map, please verify where tourists can unload and park truck(s)/trailer(s) to ride.
Identify locations: indicate on map with T.M.

6. Are all accommodation, food, fuel, shelters, and parking locations correct on the interactive trail map.
Circle) **Yes/No** _____
If no, please identify locations on map with T.M.

7. How many bridge(s) does your club specifically maintain?
 - a. 1-5 bridges
 - b. 5-10 bridges
 - c. 11+ bridges**Please identify locations on map with T.M.**

8. Does your club have any ice crossings or snow bridges on your network?
Circle) **Yes/No** _____
If Yes, Identify locations on map with TM.

9. Does your club have any trail(s) that do not appear on Snowmobile NB mapping? (Interactive, app, paper)?
(Circle) **Yes/No** _____

Club's Trail Signage Questions:

1. Is your club aware that only approved signage for our trail system are the ones purchased through our provincial supplier (**Codiac Printing**)?
(Circle) **Yes/No** _____
2. Is your club aware that the **Managed Trail** sign must be posted for Off Road Vehicle Enforcement (ORVE) to enforce the ORV act?
(Circle) **Yes/No** _____
3. Does your club have any PSS's that need replaced (summer 2025)?
(Circle) **Yes/No (If yes, list intersection number only)** _____

4. Is your club aware that you can no longer add trails without authorization by your SMNB provincial board of directors first?
(Circle) **Yes/No** _____
5. Is your club aware you may be responsible for a percentage of the insurance deductible and settlements against Snowmobile NB as it relates to liability around your trail system (Grooming/Signage placement)?
(Circle) **Yes/No** _____

Club's Trail Grooming Questions:

1. Does your club have a representative to watch your groomer GPS online on the AtlasTrax Website?
(Circle) **Yes/No** _____
2. **Do you have the Atlastrax URL website link for your groomer's GPS unit?**
(Circle) **Yes/No** _____
3. Does your club know how to run a report in Atlastrax to obtain hours for your groomer(s)?
(Circle) **Yes/No** _____

- 4. Is your club's GPS mounted _____ the cab of the groomer?
 - a. Inside
 - b. Outside

- 5. Does your club shut off the GPS for transportation (ex: floating)?
(Circle) **Yes/No** _____

- 6. Does your club shut off the GPS while performing duties other than grooming? (ex: brush cutting before there is adequate snow to groom)
(Circle) **Yes/No** _____

- 7. Are you aware that if your groomer has been purchased under a Snowmobile NB Groomer M.O.U., you must receive the Snowmobile NB board of directors' written approval to sell or trade your grooming equipment?
(Circle) **Yes/No** _____

- 8. Does your club understand that if your groomer has a breakdown affecting policy TRL-004, your first call of notification must be to your zone director and second the Snowmobile NB, Trail Manager?
(Circle) **Yes/No** _____

- 9. Does your club pay wages to your groomer operator(s)?
(Circle) **Yes/No** _____

- 10. How many hours did your club groom this season 2024-25? _____
(Circle) **Yes/No** _____

- 11. Does your club have an adequate communication system with groomer operator(s) when in the field? (Circle all that apply)
 - A. Sat Phone
 - B. Starlink
 - C. SPOT
 - D. Other:? _____

- 12. Does your club perform groomer orientation each year for your operator(s)?
(Circle) **Yes/No** _____

- 13. Do your groomer(s) each have a list of important contact numbers in case of an emergency?
(Circle) **Yes/No** _____

Administration – 2025/26

1. Is the club aware that there is a “club documents” page on the website (www.snowmobilenb.com) where you can access mailouts, policies, bylaws, sign order forms, land use agreements, etc?
(Circle) **Yes/No** _____

2. Does your club require any landowner consent forms (available online under club area)?
How many? _____

3. Does your club have its financial statements prepared by an accounting firm?
(Circle) **Yes/No** If yes, who? _____

4. What is the date of your club’s fiscal year end? (day/month/year) _____

5. What month does your club host its AGM elections?
Month: _____

6. Which preferred method would club rather have the mailouts and correspondences sent by: (Circle one)
 - a. Canada Post mail?
 - b. Email?

7. Does your club executive understand thoroughly how the **5 annual payouts** are calculated?
(Circle) **Yes/No** _____

8. If SMNB has the option to influence the cost of licensing a snowmobile under the O.R.V.A. (currently 41\$) what would you like to see us communicate as an increase on your behalf?
 - a. Leave at 41\$ annually (currently SMNB gets 25\$ of the 41\$ - June payout)?
 - b. Increase by 9\$ to 50\$ annually?
 - c. Increase by the 19\$ to 60\$ annually?

9. What location/style would you rather have for a license plate on a snowmobile registered in NB?
 - a. Leave as is (Metal Plate-snow flap/rear of vehicle)
 - b. Left side of tunnel (Metal plate)?
 - c. Vinyl Decal to be stuck on the left side of the cab?
 - d. Other: _____

10. List the top 3 items your club would use Trail Infrastructure Money (TIF-PNB) for:
 1. _____
 2. _____
 3. _____

11. Does your club support holding the Annual Spring Zone Meeting on the Saturday afternoon before the Annual General Meeting (Fredericton – April 2025)?

(Circle) **Yes/No** _____

Provincial Maps-2025/26

1. How many Provincial Paper Maps do you require? # _____

Trail Permits -2025/26

Note: Clubs will only require season permits for non-residents. N.B. residents are not permitted to buy seasonal or regular permits from clubs.

These are your orders for 2025-2026:

- 1. How many Seasonal trail permits do you require?
(For sale to **Non-Residents ONLY**) # _____
- 2. How many Daily permits do you require?
(Now available online also.) # _____
- 3. How many Replacement permits do you require? # _____
- 4. Does your club want to get the yellow copies of the permit forms sent to you throughout the year? (Circle) **Yes/No**

Lottery – 2025/26

1. How many lottery tickets do you require? (min 50) # _____
(Note: Club can't simply buy the 50 minimum)

Policy/Administrative Requirements

Operating Policies – Documents Required by May 31st, 2025 to Snowmobile NB Office

PLEASE BRING THESE DOCUMENTS WITH YOU TO YOUR CLUB SURVEY (Please Attach)

- 1. Provide your club's annual Financial Report / May 31st 2025**
- 2. Provide your club's annual Club Agreement Form / May 31st 2025**
- 3. Provide your club's annual Director's List / May 31st 2025**

- 4. Provide a copy of your Groomer Registration / May 31st 2025
- 5. Provide a copy of your Groomer Insurance card / May 31st 2025
- 6. Provide a copy of club's Service NB "Annual Return" from corporate affairs / May 31st 2025

NEW BRUNSWICK
COMPANIES ACT
FORM 35.1

ANNUAL RETURN FOR THE YEAR _____
(Companies Act, R.S.N.B. 1973, c. C-13, s. 126)

Club Contact Information -2025/26

1. Club President Primary contact:

President name : _____

Phone # _____

Email Address _____

Street : _____

City : _____ Postal Code _____

COURIER ADDRESS:

Name: _____

Street: _____

City: _____

Postal Code: _____ Telephone : _____

ALTERNATIVE CONTACT

Please provide the SMNB a second designated primary point of contact for your club.

Contact: _____

Phone # _____

Email Address: _____

Street Address: _____

City: _____ Postal Code: _____

2. Provide the name and address of the individual in your club who is to receive all Federation invoices and statements in 2025-2026.

Name: _____

Address: _____

Phone: _____ E-Mail : _____

Questions/Comments/Concerns

Club President's Name: _____

Club President's Signature: _____

Date: _____/2025

Deadline May 31, 2025

Section 1: Regular Operations Statement of Revenue and Expenses

Club Name: _____ Club #: _____ Date: _____

A) Revenue (net HST)

Amount

<input type="checkbox"/> Payouts	
<input type="checkbox"/> May/24	\$
<input type="checkbox"/> June /24	\$
<input type="checkbox"/> October/24	\$
<input type="checkbox"/> November/24	\$
<input type="checkbox"/> December/24	\$
<input type="checkbox"/> February/25	
<input type="checkbox"/> Fund Raising	\$
<input type="checkbox"/> HST Input Tax Credits (HST returns where refunds claimed)	\$
<input type="checkbox"/> Other revenue (List):	\$
Total Revenue	\$

B) Expenditures (net HST)

Amount

Grooming:

<input type="checkbox"/> Groomer Repairs and maintenance	\$
<input type="checkbox"/> Groomer Fuel	\$
<input type="checkbox"/> Groomer Insurance	\$
<input type="checkbox"/> Groomer Operator Labour	\$
<input type="checkbox"/> Other Grooming Expenses (list):	\$

Other Expenses:

<input type="checkbox"/> Fund Raising	\$
<input type="checkbox"/> Building Repairs & Maintenance	\$
<input type="checkbox"/> Heat, Power, Phone	\$
<input type="checkbox"/> Insurance (other than groomer)	\$
<input type="checkbox"/> Office & Administration	\$
<input type="checkbox"/> Interest & Bank charges	\$
<input type="checkbox"/> Property Taxes	\$
<input type="checkbox"/> SMNB Expenses (insurance, club dues etc.)	\$
<input type="checkbox"/> Trail Maintenance & Development (such as bulldozing, brushing, bridge repairs.)	\$
<input type="checkbox"/> General Equipment Repairs & Maintenance (repairs to chain saws etc.)	\$
<input type="checkbox"/> Minor Asset Purchases (where price was less than \$1000, such as equipment - tools, saws, signs - other than signs purchased through the SMNB if reflected above).	\$
<input type="checkbox"/> Labour (other than grooming - please note nature of payments):	\$
<input type="checkbox"/> HST Payments (HST returns where payments made)	\$
<input type="checkbox"/> Other (list)	\$
Total Expenses	\$
Revenue Less Expenses	\$

Section 2: Club House Operations (as applicable)

A) Revenue

Amount

<input type="checkbox"/> Club House / Bar Sales	\$
<input type="checkbox"/> HST Input Tax Credits (HST returns where refunds claimed)	\$
<input type="checkbox"/> Other Revenue (List):	\$
Total Revenue	\$

B) Expenditures

Amount

<input type="checkbox"/> Supplies	\$
<input type="checkbox"/> Staff Wages	\$
<input type="checkbox"/> Building Repairs & Maintenance	\$
<input type="checkbox"/> Heat, Power, Phone	\$
<input type="checkbox"/> Building Insurance	\$
<input type="checkbox"/> Office & Administration	\$
<input type="checkbox"/> Interest & Bank Charges	\$
<input type="checkbox"/> Property Taxes	\$
<input type="checkbox"/> Equipment Repairs & Maintenance	\$
<input type="checkbox"/> Minor Equipment Purchases (where price was less than \$1000).	\$
<input type="checkbox"/> HST Payments (HST returns where payments made)	\$
<input type="checkbox"/> Other (list):	\$
Total Expenses	\$
Revenue Less Expenses	\$

Section 3: Unusual One Time Major Expenses: (Please list and explain any unusual one time major expenses included in either of the above statements):

Section 4: Supplementary Information:

A) GOVERNMENT FUNDING (Please note the name of program & amount of funding provided by government programs for each of the following during the past year). **Please also indicate** if related amounts (revenue / expenses) are reflected within the above statements):

Trail bulldozing and or grading:

Bridge repair:

Wages for labor for brushing or trail maintenance:

Wages for groomer operators:

Grant funding and related expenses are included within the statements above:

Yes

No

B) CAPITAL PURCHASES (Note amounts over \$1,000 spent to build bridges / buildings, or purchase buildings, equipment, groomers etc. during the past year. Please identify the item and the **total purchase price** (including HST and before any government assistance). Please also indicate the amount of any government assistance received):

<u>Item</u>	<u>Total Purchase Price</u>	<u>Government Grant</u>
1.		
2.		
3.		
4.		

C) LOAN PAYMENTS (Please note for each outstanding loan the nature of the loan, the unpaid amount of the loan remaining, the interest rate, the yearly payment required, and date of the last payment):

<u>Loan Description</u>	<u>Unpaid Loan Amount</u>	<u>Interest Rate</u>	<u>Annual Payment</u>	<u>Date of Final Payment</u>
1.				
2.				
3.				
4.				

I hereby certify the above information to be complete and correct to the best of my knowledge.

President: _____ Date: _____

Treasurer: _____ Date: _____

ANNUAL SMNB / CLUB AGREEMENT

The New Brunswick Federation of Snowmobile Clubs, Inc.

July 1st, 2025 - June 30th, 2026

Deadline for Club President's Signature: May 31st, 2025

I. Documents/Operating Policies/Appendices/General By-Laws:

The 'documents' which form this Agreement are:

1. SMNB: Club Payouts/Annual Club Agreement Policy - #TRL-001
2. SMNB: Trail Permit Sales Policy - #TRL-002
3. SMNB: Trail Guidelines (Trail Grooming & Trail Signage) - #TRL-004
4. SMNB: Lost or Stolen Trail Permit Policy - #TRL-005
5. SMNB: Credit Policy - # ADM-001
6. SMNB: Financial Reporting Policy - #CLB-002
7. SMNB: Interactive Groomer Tracking Responsibilities - #TRL-006
8. SMNB: Club's Accident & Insurance Deductible Responsibilities -#ADM-009
9. SMNB General By-Laws
10. Clubs must identify to the Trail Manager Annually – Club Trail Boundaries

II. Terms and Conditions:

1. The following terms and conditions form the Annual SMNB / Club Agreement for the season designated on this document.
2. This Annual SMNB / Club Agreement must be signed in order to qualify for the Annual Club Payouts, as outlined under SMNB Policy Statement, #TRL-001.

III. Member Club's (President's) Responsibility:

1. We / I have read all the above 'documents' and agree to abide by them.
2. We / I understand that any one or all four (4) Annual Club Payments may be withheld for not abiding by any of the above 'documents', deadlines or terms and conditions.

_____ / _____ / _____		
# of Club	Zone of Club	Name of Member Club
_____		_____
Club President's Name Printed		SMNB President's Name Printed
_____		_____
Club President's Signature		SMNB President's Signature
_____		_____
Date		Date