

MARCH 26, 2025
MAILOUT TO ALL CLUBS

DESCRIPTION	REPLY	DEADLINE
AGM Agenda		
Proxy Memo		
Delegate Registration Form	YES	April 15, 2025
Proxy Form	YES	April 15, 2025
Code of Conduct Form	YES	April 15, 2025
Award Nominations	YES	April 15, 2025
Annual General Meeting Notice		
Proposed Trail Permit Pricing		
Proposed Budget 2025-2026		
Notice of Election		
SMNB Policy Updates		
Proposed By-Law Amendments		
SMNB Annual Lottery Winners		
SMNB Annual Lottery Sales		
SMNB Contact Lists <ul style="list-style-type: none"> • Board of Directors • Member Clubs • Federation Staff 		

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, APRIL 27, 2025: FREDERICTON, N.B.

Start: 9:00 am.

- | | |
|--|----------------------|
| 1. Call to Order | Andre Yoston |
| 2. Establishment of Quorum and reading of Notice of Meeting | Linda Mann |
| Welcome and Introduction of the General Rules of the Meeting | Ralph McBride |
| 3. Introduction of SMNB's Guests & Corporate Partners | Andre Yoston |
| 4. Approval of General Meeting Agenda | Andre Yoston |
| 5. Approval of the Minutes of the SMNB's Annual General Meeting held April 28, 2024 | Linda Mann |
| 6. Speakers | Andre Yoston |
| 7. Recognition Awards – 2025 | Linda Mann |
| 7.1 Howard Doucet Memorial Award
(Volunteer of the Year, 2025) | |
| 7.2 SMNB Snowmobile Dealer of the Year, 2025 | |
| 7.3 SMNB Groomer of the Year, 2025 | |
| 7.4 Wallace Kenny Initiative Award, 2025 | |
| 7.5 SMNB Club of the Year, 2025 | |
| 8. Annual Reports | |
| 8.1 President's Annual Report | Andre Yoston |
| 8.2 Executive Directors Report | Ralph McBride |
| 9. Financial Reports | |
| 9.1 Audited Financial Statements, 2024 | Nicholson & Beaumont |
| 9.2 Treasurer's Report – 2025 Financial Highlights | Mario Levasseur |
| COFFEE BREAK | |
| 10. Recognition of SMNB's | Mario Levasseur |
| 10.1 2025 Corporate Partnerships – Presentation | |
| 10.2 2025 Lottery – Presentation | |
| 10.3 Corporate Partner Speeches (those present) | |
| 11. Present (Old) Business | |
| No Old Business from 2024 A.G.M | |

ANNUAL GENERAL MEETING

Snowmobile – Motoneige N.B.

SUNDAY, APRIL 27, 2025: FREDERICTON, N.B.

12 New Business

- | | |
|--|-----------------|
| 12.1 Trail Permits; (proposed) Pricing, 2026 | Board |
| 12.2 Operating Budget (proposed), 2025 -2026 | Board |
| 12.3 Bylaw Changes proposed | ByLaw Committee |
| 12.3.1 Article 51 – Access to Books and Ledgers | Chairs |
| 12.3.2 Article 33 – Election of Officers | |
| 12.3.3 Article 53 – Removal, Modification or Amendment | |

12.4 Business Plan / Economic Impact Study

12.5 Appointment of an Auditor, 2025 -2026 Board

13 Permanent Committee Reports

- | | |
|---------------------------------|--------------------------------|
| 13.1 By-Laws & Policy Committee | Kevin Williams/Zarla Gorton |
| 13.2 Fund Raising Committee | Mario Levasseur / Brad Mann |
| 13.3 Trail Committee | Rene Benoit/Ron Scott |
| 13.4 Nominating Committee | Brad Mann / Linda Mann |
| 13.5 Human Resources Committee | Zarla Gorton / Mario Levasseur |
| 13.6 Awards Committee | Linda Mann / Andre Melanson |

14 Director's Reports – (written enclosures) Directors

15 Election - SMNB Board of Directors, 2025-2026

- | | |
|-------------------------|-----------------------------|
| 15.1 Zone One (1) | Nominating Committee Chairs |
| 15.2 Zone Three (3) | |
| 15.3 Zone Five (5) | |
| 15.4 Zone Seven (7) | |
| 15.5 Executive Officers | |

16 Speeches – New Directors / New President President

17 Adjournment President

Note: Date of SMNB's 2026 Annual General Meeting is Sunday, April 26, 2026.

March, 2025

To: SMNB Member Clubs and Delegates
Re: 2025 SMNB Annual General Meeting Voting

Code of Conduct:

- 1) SMNB Policy DIR-003 defines the Code of Conduct for Directors, Staff and Delegates to the AGM.
- 2) Section III indicates that **all Delegates attending the AGM must sign the Code of Conduct form** as a condition of attendance and participation.
- 3) This form must be included with your Delegate Registration form, one form must be signed by each delegate who is attending.
- 4) Code of Conduct Forms must also be submitted **by midnight on April 15th, 2025.**

PROXY 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**. (check one box)
- 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, 2025.** There will be no changes, additions or substitutions to the Delegate Registration Form **AFTER APRIL 15TH**. Voting cards will not be given to anyone who has not registered by April 15th.
- 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.

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

EXCLUSIVE PARTNER

PARTENAIRE EXCLUSIF



CORPORATE PARTNERS FOR 2024-2025

ENTREPRISES PARTENAIRES 2024-2025



SMNB PROXY VOTING FORM

THIS FORM MUST BE SUBMITTED TO THE SMNB OFFICE NO LATER THAN MIDNIGHT, APRIL 15, 2025, AS PER BY-LAW ARTICLE 11. SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.

INFO@SNOWMOBILENB.COM

FAX : 506-325-2627

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

to vote on my behalf at the SMNB Annual General Meeting, April 27, 2025
in Fredericton, NB.

Print Name (delegate who is giving their vote) :

Signature : _____

Date : _____

THIS FORM MUST BE SUBMITTED TO THE SMNB OFFICE NO LATER THAN MIDNIGHT, APRIL 15, 2025, AS PER BY-LAW ARTICLE 11. SUBMISSIONS AFTER THIS DATE WILL NOT BE ACCEPTED.

INFO@SNOWMOBILENB.COM

FAX : 506-325-2627

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-003

DIRECTORS' CODE OF CONDUCT

I. BACKGROUND / PURPOSE:

The Board of Directors of the New Brunswick Federation of Snowmobile Clubs (SMNB) is self-governing, self-policing, and has consistent multiple Operating Policies for its operations. The Board of Directors hereby establishes this *Code of Conduct (Policy)* to provide guidance to its current and future Officers, Directors and staff, regarding ethical and behavioral consideration and/or actions as they address their responsibilities, duties and obligations and to ensure adherence to the SMNB Operating Policies and SMNB General By-Laws.

Compliance with the provisions of this *Code of Conduct (Policy)* will allow the Board of Directors and staff to enhance relationships, foster teamwork among Board members and staff; to build respect, confidence and credibility with the member clubs, trail permit holders & stakeholders in the private & public sectors with which the SMNB intersects.

Therefore, the SMNB requires that each Officer, Director, Staff and Club Volunteer (on Committees of the Board) agree to this document by signing and following these guidelines when performing those duties as a SMNB representative:

II. GENERAL:

Each Board member and employee shall adhere to the following *Code of Conduct*:

1. Board members and staff shall act with integrity and in an ethical and professional manner in their interactions with each other, employees, member clubs, regions – zones, the general public and our provincial and federal governments and their representatives - both elected and bureaucrats.
2. Board members and staff shall not engage in conduct that would compromise, discredit, or diminish the integrity of the SMNB Board or the SMNB organization.
3. Board members and staff will be respectful of each other and will not utilize Board meetings to upstage or embarrass colleagues or staff.
4. Board members will refrain from “lobbying” other board members outside a board meeting that might have the effect of creating factions and limiting free and open discussion.
5. Board members and staff shall support, indeed defend, Board decisions, even if one’s own personal view or the majority of their zone’s view is a minority one in the SMNB.

Date of Last Change: September 20, 2020

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-003

DIRECTORS' CODE OF CONDUCT cont.

II. GENERAL cont.:

6. Board members and staff shall keep confidential from all persons whatsoever (except for other members of the Board of Directors and their committees) all information that comes to them through their association with the SMNB.
 - a. Directors may communicate to their Zone / Clubs only decisions from a Board/Director's meeting that were relevant to their Zones / Clubs ask only.
 - b. Directors may not communicate a decision of a committee, Directors or Board Meeting to anyone outside these meetings unless the (communication) decision is about a specific request of the Director's Clubs and/or Zone.
7. Board members and staff will not disclose or discuss differences of opinion within the Board outside of Board meetings, especially with staff, member clubs and their volunteers or stakeholders. For this reason information regarding who votes for or against any motion will not be recorded in meeting minutes unless a director requests a recorded vote.
8. Board members shall keep confidential from all persons whatsoever (except for other members of the SMNB Board of Directors) all staff and personnel issues and files and shall only discuss issues regarding the staff and personnel by telephone or at a regularly scheduled Board of Directors meetings.
9. Board members will not indiscriminately seek information about the Executive Director and/or staff for the purpose of evaluating their performance.
10. Board members and staff will respect and maintain the confidentiality of information gained as a board member or employee including, but not limited to, all computer software and files, business documents and printouts and all volunteer, employee and membership records.
11. There will be a zero tolerance policy with respect to Racism, Personal or Sexual Harassment. A breach of this policy is strictly prohibited and may be grounds for termination as a volunteer or in the case of an employee, immediate dismissal for just cause without notice of pay in lieu of notice. **(Note; we have no policies for racism, Personal or Sexual Harassment)**

III. BOARD AND/OR COMMITTEE AND/OR AGM & SPECIAL MEETINGS:

- All Board members, staff and any and all other people attending any meeting of the SMNB including an Annual General Meeting or Special Meeting as per the General By Laws must agree to abide by the Code of Conduct (Policy) and act in a manner that supports equal opportunities for all.
- All Club delegates attending the AGM or Special Meetings must also sign the SMNB's current Code of Conduct as a condition of attendance and participation in the AGM / Special Meeting.

Date of Last Change: September 20, 2020

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-003

DIRECTORS' CODE OF CONDUCT cont.

III. BOARD AND/OR COMMITTEE AND/OR AGM & SPECIAL MEETINGS cont.:

- All other people – guests of the President – must also sign the SMNB's current Code of Conduct as a condition of attendance and participation in the AGM / Special Meeting.

IV. DIRECTORS MUST:

- Act appropriately and treat people with respect; never being derogatory in their speech or manner.
- Act in a way that is fair and unbiased.
- Allow participation without interruption, intimidation & treat everyone equally.
- Communicate openly and honestly about their actions and decisions, and give reason for them.
- Indicate clearly and honestly about whether they are giving their personal view or the views of their organization.
- Declare any private interests or interest of their organization relevant to their involvement with the SMNB.

V. DIRECTORS MUST NOT:

- Act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
- Disclose confidential information.
- Insult, abuse or use offensive language or behavior.
- Have meetings in meetings.
- Interrupt when someone is speaking.

The President / Chairman reserves the authority to ask unruly participants to leave the meeting in progress until the entire completion of the meeting agenda.

VI. CONFIDENTIALITY:

- Meetings may occasionally receive information which is not in the public domain often relating to individuals, organizations or financial matters. It is the responsibility of each Board member and employee to ensure that this information remains confidential to the meeting unless prior authorization has been given by the President / Chairmen for this to be discussed elsewhere.
- Individuals must never use confidential information for their personal advantage or disadvantage of anyone known to them to disadvantage or discredit SMNB.

Date of Last Change: September 20, 2020

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-003

DIRECTORS' CODE OF CONDUCT cont.

VII. NONCOMPLIANCE / CODE OF CONDUCT:

Code of Conduct Declarations

I, _____
have read, understand and agree to abide by the *Code of Conduct* of SMNB and I understand that such adherence is a condition of my volunteer work or employment.

I understand that a violation of the *Code of Conduct* may be grounds for termination as a volunteer or in case of employee immediate dismissal for just cause without notice or pay in lieu of notice.

I make this solemn declaration believing it to be true and knowing that if I am in breach of my duties, obligations and responsibilities as listed above, I may be subject to expulsion from the Board and / or its committees and may, at the discretion of the Board of Directors of the SMNB, be accused of a breach of policy, given the nature, in a Court of Law.

Date Printed Name

Signature Position / Title

Witness Signature Witness' Printed Name

SMNB President's Signature President's Printed Name

This operating policy comes into effect on the date it is adopted and approved by the Board of Directors. It is implemented for all Officers, Directors, Staff and Club Volunteers the date he/she signs. Duration of this policy is in effect until he or she ends their relationship with the SMNB and its Board of Directors.

VIII. POLICY REVIEW:

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

Date of Last Change: September 20, 2020

**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?

- _____



Snowmobile - Motoneige NB

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UPDATE

March, 2025

To: SMNB Member Clubs and Delegates

Re: 2025 SMNB Annual General Meeting Notice
April 26 & 27, 2025

Location: Fredericton Inn, 1315 Regent St.
1-506-455-1430

UPDATE: SINCE THE APRIL 26TH ALL PRESIDENT'S MEETING TAKES THE PLACE OF THE ZONE MEETING, THE CLUB MUST HAVE 2 REPRESENTATIVES ATTEND. ATTENDANCE IS CREDITED TOWARDS YOUR CLUB AGREEMENT AND CLUB REWARD.

There has been a decision by the Board of Directors to hold an All Presidents meeting on Saturday April 26, from 1-4 pm instead of holding the Annual Spring Zone Meeting as was done in the past. Clubs are asked to send 2 appointed representatives to attend this meeting.

There will be a **Meet & Greet** at 7 PM on Saturday, April 26, all clubs are welcome to attend.

Our 2025 Annual General Meeting is scheduled for Sunday, April 27, at 9:00 a.m.

PLEASE CONTACT THE HOTEL EARLY TO ENSURE YOUR ROOM.

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

EXCLUSIVE PARTNER

PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2024-2025

ENTREPRISES PARTENAIRES 2024-2025



**Proposed 2025-2026 Trail Permit Prices – Motions for submission to 2025
AGM from the SMNB Board of Directors (no change)**

<i>Be it moved that the 2026 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 2025.</i>
<i>Be it moved that the 2026 SMNB's Seasonal Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2025.</i>
<i>Be it moved that the 2026 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 2025.</i>
<i>Be it moved that the 2026 SMNB's Classic Trail Permit cost \$225.00 per permit, plus HST, as the regular selling price after December 15th 2025.</i>
<i>Be it moved that the 2026 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 2026 SMNB's Family (1st & 2nd) Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2025 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2025.</i>
<i>Be it moved that the 2026 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 2026 SMNB's Dealer Trail Permit cost \$330.00 per permit, plus HST, as the regular selling price after December 15th 2025 and cost \$250.00 per permit, plus HST, as a sales incentive selling price before December 15th 2025.</i>
<i>Be it moved that the 2026 SMNB's Late Season Trail Permit cost \$250.00 per permit, plus HST, as a late-season incentive selling price after December 15th 2025, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i>
<i>Be it moved that the 2026 SMNB's Late Classic Trail Permit cost \$175.00 per permit, plus HST, as an incentive selling price after December 15th 2025, for those who have purchased a snowmobile at an authorized dealership – available through the SMNB office only.</i>
<i>Be it moved that the 2026 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 2026 SMNB's One-Day Trail Permit cost \$70.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Two-Day Trail Permit cost \$110.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Three-Day Trail Permit cost \$150.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Four-Day Trail Permit cost \$190.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Five-Day Trail Permit cost \$230.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Six-Day Trail Permit cost \$270.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 SMNB's Seven -Day Trail Permit cost \$310.00 per permit, HST included, for the complete season.</i>
<i>Be it moved that the 2026 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 2026 Tourism Weekend Permit cost \$50.00 per permit, HST included.</i>

**SNOWMOBILE-MOTONEIGE NB
DRAFT OPERATING BUDGET 2025-2026**

2025-2026	%
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INCOME

TRAIL PERMITS

Seasonal Permit Sales (8000 @ \$250.00)	2,000,000.00	57.59%
Seasonal Permit Sales (500 @ \$330.00)	165,000.00	4.75%
Classic Permit Sales (2800 @ \$175.00)	490,000.00	14.11%
Classic Permit Sales (500 @ \$225.00)	112,500.00	3.24%
Antique Permit Sales (1200 @ \$125.00)	150,000.00	4.32%
Daily Permit Sales (600 @ \$70.00)	42,000.00	1.21%
Subtotal Trail Permits	2,959,500.00	85.22%

REGISTRATIONS

Trail Management Trust Fund- (15,000 @ \$25.00)	375,000.00	10.80%
Subtotal Registrations	375,000.00	10.80%

OTHER

Corporate Partnerships	75,000.00	2.16%
Annual Lottery	25,000.00	0.72%
Annual Dues	9,800.00	0.28%
Interest Income	15,000.00	0.43%
Insurance - D&O Liability	1,800.00	0.05%
Amortization	11,477.00	0.33%
Subtotal Other	\$138,077.00	3.98%

TOTAL REVENUES	\$3,472,577.00	100.00%
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EXPENSES

ADMINISTRATIVE

Staff Payroll	332,997.63	9.59%
Staff / Payroll Expenses	77,343.12	2.23%
Office Insurance & Supplies	11,500.00	0.33%
Office Capital Purchase	3,000.00	0.09%
Office Rent, Security	19,600.00	0.56%
Office Telephone / Cell / Internet / Website	14,000.00	0.40%
Office Postage / Courier	10,000.00	0.29%
Subtotal Administrative	468,440.75	13.49%

CLUB OPERATIONS

SEASON START UP

Trail Permits	30,000.00	0.86%
CGL Trail / Landowner Insurance	250,000.00	7.20%
Groomer Fleet Insurance	42,000.00	1.21%
Insurance - D&O Liability	1,800.00	0.05%
Gov., Rail, Industrial & Freehold Leases	23,000.00	0.66%
Subtotal Club Start Up	346,800.00	9.99%

**SNOWMOBILE-MOTONEIGE NB
DRAFT OPERATING BUDGET 2025-2026**

CLUB EXPENSES - NECESSARY

	2025-2026	%
Service New Brunswick	95,000.00	2.74%
GIS Tracking System	41,000.00	1.18%
GIS- Paper Maps and Online Maps	23,000.00	0.66%
Annual General Meeting	33,000.00	0.95%
Professional Accounting / Translation	30,000.00	0.86%
Professional / Legal	20,000.00	0.58%
Payouts - Membership & Grooming (Dec/ Feb/ Oct)	1,021,980.25	29.43%
Payouts - Grooming Only May	600,000.00	17.28%
Payouts - Registrations June	225,000.00	6.48%
Groomer / Infrastructure Fund	270,000.00	7.78%
Depreciation	37,856.00	1.09%
Subtotal Club-Necessary	2,396,836.25	69.02%

CLUB EXPENSES - DISCRETIONARY

Board of Directors Meetings	30,000.00	0.86%
Directors and President's Travel	6,000.00	0.17%
Board of Directors Committees	6,000.00	0.17%
Executive Director's Travel	9,000.00	0.26%
Trail Manager's Travel	5,000.00	0.14%
Government Meetings	10,000.00	0.29%
Annual Report	-	0.00%
Annual Lottery	15,000.00	0.43%
Corporate Partnerships	15,000.00	0.43%
Survey Meetings	4,000.00	0.12%
Autumn Zone Meetings/Sign Training	7,500.00	0.22%
Snowmobiles and Trailer - Travel	12,000.00	0.35%
Groomer Demo	-	0.00%
Trail Checks	14,000.00	0.40%
Trail Counters / Travel / Maintenance	6,000.00	0.17%
Presidents Ride	35,000.00	1.01%
Go Snowmobiling Rides / Federal / Provincial	7,500.00	0.22%
International Snowmobile Congress	15,000.00	0.43%
Reward Program	24,500.00	0.71%
Marketing & Communications	15,000.00	0.43%
Industry Association (CCSO - TIANB - NE Chapter)	7,000.00	0.20%
Trade Shows	15,000.00	0.43%
Signature Trails	2,000.00	0.06%
Subtotal Club Discretionary	\$260,500.00	7.50%

TOTAL EXPENSES	\$3,472,577.00	100.00%
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Net Surplus/(Deficit) for the Year	\$ -
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Snowmobile - Motoneige NB

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March, 2025

To: SMNB Member Clubs

Re: Elections of Directors and Officers at the AGM

There will be elections of Zone Directors and SMNB Officers at the Annual General Meeting (AGM) of the SMNB this year on April 27th at the Fredericton Inn.

The SMNB ByLaws (Appendix A) outline the election policy. Each Zone shall meet separately to elect a Zone Director by a majority vote of the delegates at the AGM. Directors may serve a maximum of 3 (2 year) terms. In Zone 1, Mario Levasseur has completed all his allowable terms, therefore, an election must be held to elect someone different.

This year there are 3 Zone Directors in place who were appointed mid-season and therefore, elections must be held in their Zones. The Zone can vote to elect a different person or keep the same person.

Zone 1 – Mario Levasseur	Elected May 6, 2018	Completed 3 (2year) terms
Zone 3 – René Benoit	Appointed June 19, 2024	Up for election
Zone 5 – Ron Scott	Appointed August 22, 2024	Up for election
Zone 7 – Rick Sullivan	Appointed January 7, 2025	Up for election

The Zone Directors shall meet at the AGM to elect the Officers of the Board of Directors. If the elected President is a current Zone Director, that Zone must hold another election to vote in a new Zone Director.

Any questions may be forwarded to your Zone Director.

CORPORATE PARTNERS FOR 2024-2025

ENTREPRISES PARTENAIRES 2024-2025



March, 2025

To: NBFSC Member Clubs
Re: NBFSC Policy Updates

Dear Club,

Attached please find the following updates to your copy of the SMNB Policy Statements. These policies were voted on and accepted by the SMNB Board of Directors at the March 14, 2025 Board Meeting and are effective immediately.

- 1) ADM-006 Purchasing
- 2) GRM-005 SMNB Trail Groomer memorandum of Understanding (M.O.U.)

If you have any questions regarding these policies, please contact your Zone Director or the office.

mars 2025

Aux: Clubs membres de la SMNB
Objet: Mises à jours des politiques de la SMNB

Cher club,

Veillez trouver, ci-jointes, les mises à jour suivantes à votre copie des Énoncés de politiques de la SMNB. Ces politiques furent votées et adoptées par le Bureau de direction, lors de sa rencontre du BD le 14 mars 2025 et elles entrent en vigueur immédiatement.

- 1) ADM-006 Politique D'Achat
- 2) SUR-005 PROTOCOLE D'ENTENTE (P.E.) SUR LES SURFACEUSES DE SENTIERS DE LA SMNB

Si vous avez des questions concernant ces politiques, veuillez contacter votre directeur de zone ou le bureau.

EXCLUSIVE PARTNER

PARTENAIRE EXCLUSIF

CORPORATE PARTNERS FOR 2024-2025

ENTREPRISES PARTENAIRES 2024-2025



NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-006

PURCHASING

I. GENERAL

The purpose of this policy is to establish controls around the initiation and approval of purchases.

II. INITIATION

No purchase shall be initiated that is not within the confines of the Annual Budget, unless specific approval is obtained from the Board of Directors.

III. AUTHORIZATION

All purchases must be authorized by the General Manager. The General Manager may authorize purchases for specific projects to be administered by designated personnel.

IV. COMPETITIVE PRICING

All reasonable means shall be employed to obtain a competitive price for products and services.

For purchases in excess of \$2500.00, the General Manager must have supporting documentation that there has been an attempt to obtain at least three quotations for a product or its equivalent.

V. POLICY REVIEW

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

Date of Last Change: March 14, 2025

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-005

SMNB TRAIL GROOMER MEMORANDUM OF UNDERSTANDING (M.O.U.)

Between the SMNB and Member Clubs regarding Financial Grants, For the Purchase of Trail Grooming Equipment.

This Memorandum of Understanding (MOU) is made on _____, 20__ by and between the
(this date)
_____ and the New Brunswick Federation of Snowmobile
(incorporated name of member club)
Clubs, Inc. (SMNB) for the purpose of granting funds to purchase grooming equipment.

Whereas the _____ and the SMNB desire to enter
(incorporated name of member club)
Into an agreement in which they both will work together to complete the project.

This MOU is to provide the framework for this contract regarding the grooming equipment
purchase between the _____ and the SMNB.
(incorporated name of member club)

- Member Clubs awarded or receiving groomer grants from funds must abide by the terms of this policy or risk losing the opportunity of funding.
- Member Clubs agree by signing this document (MOU) that they have read understood and agree with this policy.

AGREEMENT/SIGNATURES:

I. SMNB Member Club President: _____ Date: _____
a. Printed Name _____

II. SMNB Member Club Treasurer: _____ Date: _____
a. Printed Name _____

III. SMNB President: _____ Date: _____
a. Printed Name _____

IV. SMNB Treasurer: _____ Date: _____
a. Printed Name _____

V. SMNB Zone Director: _____ Date: _____
a. Printed Name _____

Date of last Change: March 14, 2025

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

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SMNB TRAIL GROOMER MEMORANDUM
OF UNDERSTANDING (M.O.U.) cont.

I GENERAL

- The Groomer Funding Priority List (Appendix 1) is calculated annually and based on:
 - The model year of the groomer (1 year equals 1 point)
 - The total engine hours (hour meter) on the Groomer (500 hours equals 1 point)
 - The 5-Year Rolling Average Hours on the Groomer (50 hours equals 1 point)

II RULES

- The Groomer Funding Priority List includes the following three Rules:
 1. The Groomer does not receive any ranking points until it reaches 6 years of age, ie year 6 is point #1, year 7 is point #2, etc...
 2. The Groomer does not receive any ranking points on Engine hours until it reaches 2001 hours. ie: 2001 hrs gets 1 point, 2501 hrs gets 2 points, 3001 hrs gets 3 points, etc...
 3. If a Used Groomer is purchased within 5 model years of the current year, the Groomer will be entered on the list as the actual model year and actual Engine Hours to date. If the Used Groomer is 6 plus model years of age of the current year, it is entered on the list as the current year we are operating in with zero engine hours.
- Groomer Funding Allowance List (Appendix 2) classification:

Groomer Funding Allowance List calculated annually and based on:

 1. The 5-year rolling average of hours on the club groomer(s)/season.
 2. The 5-year rolling average of permits/club
 3. The total kms of trails groomed one way/club

III PROCESS

- The amount of funding available to be offered to a member club will be approved by SMNB board of directors annually.
- A qualified club receiving a *Letter of Offer* (Appendix 3) purchasing a new groomer is eligible for funding as approved by the SMNB board of directors for new units.
- A qualified club receiving a *Letter of Offer* (Appendix 3) purchasing a used groomer (with proof of refurbishment from supplier/dealer), is eligible for funding as approved by the SMNB board of directors for used units.

Date of last Change: March 14, 2025

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SMNB TRAIL GROOMER MEMORANDUM
OF UNDERSTANDING (M.O.U.) cont.

IV QUALIFICATIONS

- The SMNB Board of Directors requires that the Member Club will adhere annually to the SMNB Operating Policies and the SMNB General By-Laws, proof of compliance required.
- Operating Polices, GRM-001, GRM-003 and GRM 004 in particular, states procedures for approved purchases, financial deposits allowed and purchase and sale of groomers that must be adhered by the Member Club approved for groomer funding.
- The SMNB Board of Directors will approve all purchases of equipment, sales of existing equipment; spending and programs that approved government grants are obtained for and assigned to.

V TIMELINES:

1. All Member Clubs that will be offered a Trail Groomer Grant will be notified in the form of written correspondence, known as the *Letter of Offer* signed by the SMNB president stating the dollar amount of the grant and the club's trail groomer unit they are replacing.
2. The SMNB Trail Groomer M.O.U. must be signed by all Member Clubs before any purchases, trades or any monies change hands including the *Letter of Offer* value of the Trail Groomer Grant Fund.
3. **Within 10 days** from receiving an electronic financial *Letter of Offer*, the SMNB Member Club must sign the most current SMNB Trail Groomer M.O.U. This M.O.U. is the Contract between the SMNB and the Member Clubs to qualify for the purchase and disposal of all Trail Groomers and Trail Drags received with Grants from the SMNB and/or any public source of funds or from any restricted or budgeted funds of the SMNB.
4. **Within 30 days** (including the 10 days) from receiving an electronic *Letter of Offer*, the SMNB Member Club must have completed a purchase agreement to purchase trail grooming equipment with a supplier.
5. Within 45 days (including the 10 and 30 day periods) from receiving an electronic *Letter of Offer*, the SMNB Member Club must have completed the Application Form for funding.
6. Member Clubs who do not comply with the 10-30 and 45 day stipulations shall be considered to have immediately declined the Trail Groomer Grant *Letter of Offer* and the next approved SMNB Member Club will be offered the monies available in the new *Letter of Offer*.

Date of last Change: March 14, 2025

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GRM-005

SMNB TRAIL GROOMER MEMORANDUM
OF UNDERSTANDING (M.O.U.) cont.

VI CONDITIONS:

1. The SMNB Board of Directors will pay the consigner of the Groomer directly with the approved grant portion at the time of the delivery of the Member Club's purchase.
2. The SMNB will pay deposits of 10% to a maximum of \$10,000.00 on behalf of the Member Club if the term of the suppliers Contract of Sale require it.
3. The SMNB Member Club agreed there will be no 'back-dating' of any purchases, trades and certified refurbishments.
4. The Member Club agreed to be solely responsible for capital financing for the life of the equipment.
5. If the Member Club ceases to continue as a SMNB Member Club maintaining trails, the grooming equipment acquired with a grant shall be returned to the SMNB who may transfer the grooming assets to another member club for the purpose of continuing the maintenance and grooming of SMNB trails. This Member Club will take responsibility for any financial liabilities remaining on the unit. With the appropriate consideration of fair market value and the depreciated value of the Club's contribution to the purchase of the groomer, the SMNB may assign or obtain the grooming assets acquired with the assistance of the funding program.

VII. POLICY REVIEW

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

Date of last Change: March 14, 2025



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March, 2025

To: Member Clubs
Re: Proposed By-Law Amendments

Attached please find By-Law Amendments proposed by the SMNB Board of Directors. Note the proposed changes to these articles, as indicated by red lettering.

Club delegates will vote on these By-Law amendments at the April 27, 2025 Annual General Meeting in Fredericton. Any questions may be forwarded to your Zone Director.

mars, 2025

Aux: Clubs membre de la SMNB
Sujet: Amendements proposés des Règlements Généraux

Ci-inclus veuillez trouver amendements des règlements généraux de la SMNB proposées par le bureau de direction de la SMNB. Noter les changements proposés à ces articles, comme indiqués par les mots en rouges.

Les délégués de club voteront sur ces changements aux règlements généraux à l'assemblée générale le 27 avril, 2025 à Fredericton. Toutes questions peuvent être expédiées à votre directeur de zone.

CORPORATE PARTNERS FOR 2024-2025

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ENTREPRISES PARTENAIRES 2024-2025



CHAPTER VII - OFFICERS

Article 33 – ELECTION OF OFFICERS

At the first meeting of the Board of Directors, which immediately follows each Annual Election of Directors during the Annual General Meeting, or during any other meeting needed to fill a vacancy, the directors shall elect from among its members a President. Should the office of the President become vacant, the board may fill such vacancy from among its members. The Board of Directors shall also elect a Vice President, Secretary, and Treasurer and may also elect any other such officer as the Board of Directors may determine. The officers so elected may be, but need not be, members of the Board of Directors. Election of an Officer is by a majority vote of the directors, provided always that quorum provisions are met. An Officer from outside the elected Board of Directors is a non-voting position.

The Nomination Chair will reach out to the current Officers 45 days before the Annual General Meeting to see who is planning to re-offer.

The newly elected President shall not concurrently be a Zone Director. In the case where the elected President is a Zone Director, that Zone Director position will become vacant. The Zone thus affected shall hold an election to fill the vacant position. The election will be held during the General Meeting immediately after the election of the Officers. To ensure the rotation of the Directors, the person elected will complete the term of the President's vacated Zone position.

A Member in good standing running for the position of Officer within the Federation must submit their name and the position they are seeking to the Nomination Chair 45 days prior to the AGM. This information will then be shared to all clubs 30 days prior to the AGM. Each candidate, if they desire, will have up to 5 minutes to address the delegates and answer questions at the podium of the AGM. Zone Directors will then have 10 minutes to discuss with their member clubs.

CHAPTER IX – GENERAL CLAUSES

Article 51 – ACCESS TO BOOKS AND LEDGERS

The Federation's books and ledgers may be examined, at any time, by a Federation Director provided ~~such Director gives the board of Directors and Officers at least one week's notice.~~

the Director has reached out to the SMNB Treasurer and has approval from the Board of Directors, such approval shall be given within 10 calendar days.

CHAPTER IX – GENERAL CLAUSES

Article 53 – REMOVAL, MODIFICATION OR AMENDMENT

Procedures

53.1	All proposed removals, modifications and amendments to the Federation's General By-Laws must be submitted to the By-Laws and Policy Committee by the Board of Directors, Zone Director or a Member Club only.
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53.2 Amendments proposed to the Federation's General By-Laws must be submitted, in writing, to the By-Laws and Policy Committee, not less than sixty (60) days before a General Meeting.

53.3 All amendments proposed to the Federation's General By-Laws must be submitted to the Board of Directors by the By-Laws and Policy Committee, at least forty-five (45) days before a General Meeting.

53.4 A notice of any proposed removals, modifications and/or amendments to the General By-Laws must be given in writing to the member clubs at least thirty (30) days before a General Meeting, along with the notice of the General Meeting during which they will be discussed.

Adoption

53.5 A majority of two thirds (2/3) of the delegates in attendance, or represented by an alternate, at the General Meeting or at a Special Meeting convened for this specific reason, is necessary for the adoption of all removals, all modifications and/or all amendments to the Federation's General By-Laws.

2025 SNOWMOBILE-MOTONEIGE N.B. Lotto Winners
March 17, 2025

1st Prize – \$10,000 CASH - Jeremie Doucet, St-Maure, NB

2nd Prize – Easy-Kleen Pressure Washer – \$4000 Value
Jim St. Clair, Beaupré, PQ

3rd Prize – Getaway – WILSON’S on the Miramichi - \$2500 Value
Brian English, Jacksonville, NB

4th Prize – His & Hers Snowmobile Suits – CHOKO - \$2000 Value
Catherine Gagné, St. Francois, NB

5th Prize – Getaway – The Ledges, \$1000 Value
Lauraine Sweeney, St-Quentin, NB

6th Prize – Getaway – Halcomb’s Moose Barn - \$1000 Value
Jacques Landry, Grand-Barachois, NB

7th Prize – Helmet Kit – Royal Distributing - \$1000 Value
Nick Bartlett, Stanley, NB

8th Prize – Torque Motorsports– Snowmobile Suits - \$1000 Value
Mike Smalley, Greenfield, NB

9th Prize – KIMPEX, Helmet Kit - \$1000 Value
Luc Doiron, Grande-Digue, NB

10th Prize –Track Kit – WOODY’S - \$750 Value
Jamie Arseneault, Grove Hill, NB

THANK YOU TO OUR CORPORATE PARTNERS

EASY KLEEN WILSON’S
CHOKO DESIGN HALCOMB’S MOOSE BARN
THE LEDGES ROYAL DISTRIBUTING
TORQUE MOTORSPORTS
KIMPEX WOODY’S

2025 Lotto Ticket Sales

#	Club Name	Sold	Club \$	SMNB \$	Total \$
1	Nepisiquit Sport Lodge Inc.	14	\$98.00	\$42.00	\$140.00
3	Carleton Borderview Trails Inc.	121	\$847.00	\$363.00	\$1,210.00
4	Club Motoneige Chaleur Inc.	86	\$602.00	\$258.00	\$860.00
5	Fredericton Snowmobile Club Inc.	30	\$210.00	\$90.00	\$300.00
7	Miramichi Valley Snowmobile Club Inc.	166	\$1,162.00	\$498.00	\$1,660.00
8	Le Club Autoneige de Neguac Inc.	247	\$1,729.00	\$741.00	\$2,470.00
9	Club Motoneige Nord-Est Inc.	133	\$931.00	\$399.00	\$1,330.00
10	Nackawic Sno-Drifters Inc.	180	\$1,260.00	\$540.00	\$1,800.00
11	Oromocto River Valley Snowmobile Club	81	\$567.00	\$243.00	\$810.00
12	Restigouche Snowmobile Club Inc.	159	\$1,113.00	\$477.00	\$1,590.00
14	Rogersville Snowmobile Club Inc.	101	\$707.00	\$303.00	\$1,010.00
15	St. Antoine Snowmobile Club Inc.	738	\$5,166.00	\$2,214.00	\$7,380.00
19	Safari 2000 Inc.	411	\$2,877.00	\$1,233.00	\$4,110.00
20	SENBSA	53	\$371.00	\$159.00	\$530.00
22	Miramichi Snow-Goers Inc.	105	\$735.00	\$315.00	\$1,050.00
23	Woodstock Trailmakers Inc	60	\$420.00	\$180.00	\$600.00
26	Le Club Motoneige Ours Polaires Inc.	187	\$1,309.00	\$561.00	\$1,870.00
28	Goshen Snowmobile Club	278	\$1,946.00	\$834.00	\$2,780.00
29	ASNO	159	\$1,113.00	\$477.00	\$1,590.00
30	Fundy Trailriders Snowmobile Club Inc.	1000	\$7,200.00	\$2,800.00	\$10,000.00
31	Madawaska-Victoria Snowmobile Trail	265	\$1,855.00	\$795.00	\$2,650.00
33	Club Motoneige St. Quentin Inc.	360	\$2,520.00	\$1,080.00	\$3,600.00
35	Rexton Snowmobile Club	100	\$700.00	\$300.00	\$1,000.00
39	Victoria County Snowmobile Club Inc.	161	\$1,127.00	\$483.00	\$1,610.00
41	Club de Motoneige de Kedgwick Inc.	161	\$1,127.00	\$483.00	\$1,610.00
42	Twin Rivers Snowmobile Club Inc.	275	\$1,925.00	\$825.00	\$2,750.00
44	Club des Motoneigistes Du Nord Inc.	326	\$2,282.00	\$978.00	\$3,260.00
45	Boucouche / Ste. Marie Snowmobile Club	2004	\$15,232.00	\$4,808.00	\$20,040.00
47	Northern Lights Trail Blazers Inc.	50	\$350.00	\$150.00	\$500.00
49	Millville Snowhawks Snowmobile Club	31	\$217.00	\$93.00	\$310.00
50	Nashwaak Valley -Fredericton North S C	143	\$1,001.00	\$429.00	\$1,430.00
53	Sackville Snow Drifters Inc.	52	\$364.00	\$156.00	\$520.00
55	Aberdeen Snowmobile Club Inc.	192	\$1,344.00	\$576.00	\$1,920.00
59	Keswick River Trail Blazers Inc.	85	\$595.00	\$255.00	\$850.00
62	Mountain View Trailmakers	214	\$1,498.00	\$642.00	\$2,140.00
63	Memramcook Snowmobile Club Inc.	102	\$714.00	\$306.00	\$1,020.00
66	Millstream Valley Snowmobile Club	21	\$147.00	\$63.00	\$210.00
67	St. Croix Ridge Runners Inc.	125	\$875.00	\$375.00	\$1,250.00
68	Baie Ste Anne Snowmobile And Gun Club	295	\$2,065.00	\$885.00	\$2,950.00
69	Supervillage Trailblazers Inc.	215	\$1,505.00	\$645.00	\$2,150.00
70	Grand Lake Sno-Cruisers Inc.	177	\$1,239.00	\$531.00	\$1,770.00
71	Caribou Snow Drifters Inc.	292	\$2,044.00	\$876.00	\$2,920.00
72	Canterbury Meductic Fosterville Rec.	250	\$1,750.00	\$750.00	\$2,500.00
73	Southwest Snowmobilers	305	\$2,135.00	\$915.00	\$3,050.00
74	Charlotte County Snow Cruisers	158	\$1,106.00	\$474.00	\$1,580.00
75	Club Montoneige Peniinsule Acadienne	132	\$924.00	\$396.00	\$1,320.00
76	Riviere Verte	2387	\$18,296.00	\$5,574.00	\$23,870.00
77	Cap Pele	130	\$910.00	\$390.00	\$1,300.00
78	Restigouche Timber Trails Inc.	348	\$2,436.00	\$1,044.00	\$3,480.00
	TOTALS	13665	\$95,300.00	\$38,004.00	\$136,650.00



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SMNB DIRECTORS 2024-2025

<p>SMNB President Andre Yoston 875 Nepisiguit Falls Rd. Nepisiguit Falls, NB E2A 6W7 Tel 902-969-7361 Email: president@snowmobilenb.com</p>	
<p>Director, Zone 1 /SMNB Treasurer Mario Levasseur 11 rue Denis St-Jacques, NB E7B 1E9 Tel / Fax : 506-740-7612 Email : Zone1Director@snowmobilenb.com</p>	<p>Director, Zone 2 / SMNB Secretary Linda Mann 1080 Upsalquitch River Rd. Upsalquitch, NB, E3N 6L8 Tel 506-760-0346 Email : Zone2Director@snowmobilenb.com</p>
<p>Director, Zone 3 René Benoit 586 rue Breau Tracadie, NB E1X 1B5 Tel 506-395-8664 Email: Zone3Director@snowmobilenb.com</p>	<p>Director, Zone 4 Zarla Gorton 187 Mill Rd. Maxwell, NB E7N 2N9 Tel 506-425-0391 Email : Zone4Director@snowmobilenb.com</p>

March, 2025

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SMNB DIRECTORS 2024-2025 cont.

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<p>Director, Zone 7 Rick Sullivan 5 Kendra Ct. Grand Bay-Westfield, NB, E5K 2T7 Tel 506-738-2722 Email: Zone7Director@snowmobilenb.com</p>	<p>Director, Zone 8 SMNB Vice President Kevin Williams 150-A Trites Road Riverview, NB E1B-3L9 Tel 506-852-6715 Email: Zone8Director@snowmobilenb.com</p>
<p>SMNB Past President Brad Mann 21 Baseline Rd. Glen Levit, NB E3N 4X4 Tel 506-760-1960 Email: PastPresident@snowmobilenb.com</p>	

March, 2025



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As of March, 2025

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