

**NEW BRUNSWICK  
FEDERATION OF  
SNOWMOBILE  
CLUBS**

**POLICY  
STATEMENTS**

**September 13, 2025**

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

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**September 13, 2025**

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-001

CREDIT

## I. CREDIT

The objective of this policy is to protect the Federation financially and to minimize administrative effort. Part of the Federation's activities involves the sale of various items to the member clubs.

## II. CREDIT LIMITS FOR MEMBER CLUBS

With the exception of Trail Permits, member clubs are allowed a maximum balance of \$2,500.00.

## III. TERMS

Balances charged by clubs are payable within **30 days** of the invoice date. Balances charged and not paid within **60 days** of the invoice date will be penalized under the terms of the club's Payouts. Seasonal Trail Permits must be paid for on the dates established in policy **TRL-002**.

## IV. INTEREST ON OVERDUE ACCOUNTS

Accounts outstanding for more than 30 days will be charged interest at the rate of 2% per month.

## V. CREDIT SALES TO THIRD PARTIES

Credit sales to parties other than member clubs will be made only with the approval of the Board of Directors.

## VI. SUSPENSION OF SALES

Sales will not be made by clubs whose account balance has been outstanding for 30 or more days.

## VII. POLICY REVIEW

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

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-002**

**BUDGET PRESENTATION**

## **I. GENERAL**

In accordance with Article 25.5 of the By-Laws, The Board of Directors shall prepare a draft annual budget. The purpose of this policy is to establish a timetable for its preparation and presentation to the member club's delegates of the Federation.

## **II. INITIAL PREPARATION**

The Executive Director shall prepare an initial budget based on the input provided by the Treasurer.

## **III. DRAFT PREPARATION**

Prior to the Annual General Meeting of the Federation, the Board of Directors shall provide input for the preparation of the draft annual budget.

## **IV. APPROVAL BY THE BOARD OF DIRECTORS**

The Board of Directors shall approve the draft annual Budget prior to its presentation at the Annual General Meeting of the Federation.

## **V. APPROVAL BY THE MEMBER CLUBS**

At the Annual General Meeting of the Federation, the draft annual Budget as approved by the Board of Directors, shall be presented and requested to be approved. Any changes approved by the member club's delegates shall be incorporated in the final annual Budget.

## **VI. FINAL ANNUAL BUDGET**

The Executive Director shall prepare a Final Annual Budget based on the draft annual budget and any approved changes. The Final Annual Budget shall become the primary mechanism by which the Board of Directors conducts the financial affairs of the Federation.

Date of Last Change: October 2, 2005

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-002**

**BUDGET PRESENTATION cont'**

## **VII. REVISIONS**

The Board of Directors may, during the course of the year, adjust the budget for unforeseen circumstances. Any revisions shall be disclosed to the general membership at the next General Meeting.

## **VIII. POLICY REVIEW**

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

Date of Last Change: October 2, 2005

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-003**

## **PRICING POLICY OF PROMOTIONAL MATERIALS**

### **I. GENERAL**

The Federation has available for sale various promotional materials. The intent of this policy is to establish standard mark ups at which to offer these items for sale. The sale of trail signs is excluded from this policy.

### **II. SAFETY MATERIALS**

Materials, which promote safety, including decals and crests shall be sold to clubs at cost. Cost is defined as the total cost too the Federation including any taxes, freight, handling charges and production costs.

### **III. MAPS**

Trail maps shall be sold to clubs at cost. Cost is defined as the production cost to the Federation including taxes, freight, and handling charges.

### **IV. CLOTHING**

Clothing shall be sold at a cost multiplied by 1.34. Cost is defined as the total cost to the Federation including taxes, freight and handling charges.

### **V. POLICY REVIEW**

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

Date of Last Change: January 14, 1996

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-004**

**THIRD PARTY SALE OF SIGNS**

## **I. GENERAL**

While the sale of trail signs is generally limited to member clubs, it may be desirable to make them available to other organizations. The intent of this policy is to establish the conditions under which these sales are allowed to occur.

## **II. GOVERNMENT**

Provided that they are to be used on snowmobile trails, the Federation will sell signs to Government departments. The price will be that established for member clubs.

## **III. MULTI-USE TRAIL SYSTEM**

In areas where multi-use trail system is used for snowmobiling, local trails coalitions will be permitted to purchase signs through the local clubs. The price will be that established for member clubs.

## **IV. SALE TO OTHER PARTIES**

Sale to parties, other than those previously mentioned, shall require the approval of the Board of Directors and said sales are through a member club.

## **V. POLICY REVIEW**

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

Date of Last Change: January 23, 2011

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-005**

**LOTTERY**

## **I. GENERAL**

As a means of raising funds for both the Federation and its member clubs, the Federation shall annually conduct a lottery. The purpose of this policy is to establish the procedures under which this lottery is conducted.

## **II. PRIZES**

The Executive Director, in conjunction with the Board of Directors shall establish the list of prizes. Manufacturers shall be contacted regarding donations of snowmobiles and merchandise. Cash prizes may be derived from the pool of lottery income.

## **III. DATE OF THE DRAW**

The date of the draw for prizes shall be made at the discretion of the Board of Directors.

## **IV. LOTTERY LICENSE AND PRINTING OF TICKETS**

Once the prize list has been established, the Executive Director shall apply to the Province for a lottery license before tickets are printed.

## **V. PRICING**

Clubs will purchase lottery tickets at \$10.00 each. Credits will be applied after the lottery draw date. Credits will be as follows.

<b>1-800 tickets sold</b>	<b>\$7.00 credit per sold ticket returned.</b>
<b>801 and over tickets sold</b>	<b>\$8.00 credit per sold ticket returned.</b>
<b>Unsold tickets</b>	<b>\$10.00 credit per unsold ticket.</b>

## **VI. MINIMUM SALES REQUIREMENTS**

All member clubs must sell a minimum of 50 lottery tickets each snowmobile season. No club shall purchase lottery tickets on behalf of the club's name.

Date of Last Change: March 24, 2012

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-005

LOTTERY cont'

## VII. RETURN OF TICKETS

Clubs are required to return all sold tickets to the Federation office no later than **fourteen (14) days before the draw date**. Lottery tickets sent back after the return date will incur a penalty against the club's Payouts.

## VIII. ANNOUNCEMENT OF WINNERS

Announcement of winners will be made in provincial newspapers.

## IX. PRIZE FOR TOP SALES

The club which sells the most lotto tickets will be awarded a prize valued at \$1000.00.

## X. POLICY REVIEW

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

Date of Last Change: March 24, 2012

# 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 Executive Director. The Executive Director 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 Executive Director 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

**ADM-007**

**MEMBERSHIP LISTS**

## **I. GENERAL**

The objective of this policy is to establish the procedures for the sale, release and distribution of the SMNB membership lists.

## **II. DEFINITION**

The Membership List is defined as the complete list of the individuals who have given their permission to use their name when they purchased a Trail Permit in the most current completed season. The Membership List is provided as a diskette in either Access or Excel software.

## **III. FOR SALE – EXTERNAL**

The complete SMNB Membership List may be sold to an industry related group. Only the complete Membership List is available for sale. Receipt of payment must be verified by the Executive Director before the release of the membership list. No credit shall be extended. Lists do not include mailing labels or postage costs.

## **IV. COSTS**

The primary membership list will be invoiced at a price established by the Fundraising Committee and approved by the Board of Directors, for the most current completed season's members.

## **V. GOVERNMENT REQUESTS**

Written requests from any level of government shall be dealt with on a case by case basis by the Board of Directors. The Board of Directors role is to determine the price to be charged for the particular membership lists(s). Lists do not include mailing labels or postage costs.

## **VI. EXEMPTIONS**

Exemptions will be decided upon by the Board of Directors annually.

Date of Last Change: January 23, 2011

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-007

MEMBERSHIP LISTS cont'

## VII. CLUB REQUESTS

- Permit sales lists will only be provided to the current club president, vice president, secretary or treasurer upon receipt of a written request.
- Clubs will only be able to access the permit sales list for their own club. If they wish to get information regarding permit sales lists for other clubs, they must do so through the president of the other club, not the Federation.
- The Federation only will distribute permit sales lists to the clubs with every scheduled Payout.
- Lists do not include mailing labels or postage costs.

## VIII. POLICY REVIEW

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

Date of Last Change: January 23, 2011

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-008**

**ILLEGAL ATV MEMBERSHIP**

## **I. GENERAL**

The objective of the 'Illegal ATV Membership' policy is to prevent any member snowmobile club of the SMNB (Federation) belonging to the New Brunswick All Terrain Vehicle Federation concurrently.

The policy will outline the process the SMNB's Board of Directors may take to expel a member club who it determines is a member of the NBATVF.

## **II. BACKGROUND**

The two primary sources of funding for the SMNB member clubs is derived from mandatory snowmobile trail permits and mandatory snowmobile registrations. These programs were historically developed by the SMNB for snowmobile trails only and to create a financial independence amongst the SMNB's members (clubs) exclusive of Government funding.

In the year 2001, the SMNB assisted the NBATVF by developing a joint request to the Government of New Brunswick that eventually created the 'Trail Management Trust Fund' for both Federations. The TMTF has enhanced the SMNB's existing funding sources and financial independence while the TMTF became the core funding vehicle for the NBATVF.

The TMTF all-terrain vehicle allocation is for ATV trails and their required infrastructure only. The TMTF snowmobile allocation is for snowmobile trails and their required infrastructure only. The use of funds by any snowmobile club for a purpose other than intended is to be denied. Therefore the SMNB has determined that the best way to ensure 'snowmobile monies' are utilized for snowmobile trails only is to not allow any SMNB member club to also be, or become a member of the NBATVF while holding a SMNB membership.

## **III. POSITION OF THE FEDERATION**

The Federation's position, which can be determined by the discretion of the Federation's current Board of Directors is that if any member club of the Federation is found out to be a member of the NBATVF that their membership in the SMNB will be declared 'illegal'.

## **IV. ONUS OF PROOF**

The 'onus of proof' is not on the Federation but lies with the member club who has been identified as an 'illegal' member club.

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-008 cont.

ILLEGAL ATV MEMBERSHIP

## V. LOSS OF BENEFITS

The 'illegal' member club will immediately lose all benefits of SMNB club membership including Trail Permit revenues, CGL Trail Responsibility Insurance coverage, Payouts, identification on the Provincial Snowmobile Trail Map and Zone Maps, etc. This preceding list is not intended to be all exclusive or all encompassing of the benefits that may be lost as a result of a loss of Federation membership.

## VI. BOARD OF DIRECTOR'S PROCESS

The SMNB Board of Directors shall adopt a motion that declares a member club as 'illegal' as a direct result of the knowledge that the member club is concurrently holding a membership also with the NBATVF. The Board may also adopt an 'illegal' motion if it is of the knowledge that the member club intends to obtain a NBATVF membership. Last, the Board may also adopt an 'illegal' motion if any of the Directors, Officers or Representatives of the local snowmobile member club and local ATV member club is the same individuals.

The President shall as immediately as is possible contact the member club's President of record. The Federation, under the President's signature will prepare a written letter to be delivered by 'registered' mail. If the member club does not accept the 'registered' letter it is the position of the SMNB that the notification between the Federation's President and the member club's President constitutes delivery and understanding or comprehension of the 'illegal' status and thus, immediate expulsion.

The SMNB will notify all other member clubs in writing of the Board's decision in the next scheduled Federation Mailout no matter what time of year the determination takes place. The written notification will outline the sequence of events, adopted motion and 'registered' letter's contents.

## VII. POLICY REVIEW

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

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-009

## CLUB'S ACCIDENT & INSURANCE DEDUCTIBLE RESPONSIBILITIES

**I. GENERAL:** The SMNB Board of Directors, through the Federation's history has to secure annually, a Commercial General Liability (CGL) insurance policy to protect the Member Club's landowners and volunteers, in the event of liability and / or property damage. The Federation's CGL policy is also required to acquire authorization on the entire Province's Crown Lands Trails, including Park Lands and Protected Natural Areas. Large private freehold landowners such as Railway Companies and Forest Resource Companies also require the Federation to hold a CGL insurance policy, for liability and indemnification.

**II. PURPOSE:** The purpose of this policy is to first, make all member clubs aware of the importance for the Federation, on their behalf, to be able to acquire (availability) and afford (cost) the CGL insurance policy premiums annually. Second, ensure that member clubs understand the Federation is responsible for a significant financial deductible in the event of a successful liability and/or property damage claim. Third, ensure that all member clubs understand that adhering to trail grooming and trail signage guidelines (Operating Policy, TRL-004) are critical to avoiding claims and last, in the event a claim is made successfully, that the member club's trails on which the accident occurs may be held responsible for a portion of that season's insurance policies deductible.

### **III. PROCESS / Liability Lawsuits:**

The process for an 'action' or lawsuit against the SMNB will be handled by the Federation's Insurance Company and the assigned solicitors in conjunction with the SMNB's Executive Director/ Board of Directors. Settlements can often take more than 5-years; at that time the SMNB Board will make a judgment as to the responsibility / liability of the member club whose trails the incident occurred on.

### **IV. PROCESS / Property Claims:**

All and any claims made will be forwarded to our insurance broker first. The Executive Director / Board of Directors will work with our broker and the member club to gather evidence regarding the 'cause' of the snowmobiler's accident / claim.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-009

## CLUB'S ACCIDENT & INSURANCE DEDUCTIBLE RESPONSIBILITIES cont.

### V. SETTLEMENTS / DEDUCTIBLES:

The decision to settle the claim will lie with the Board of Directors on recommendations from the Federation's insurance broker. If no claim is paid, an SMNB letter will be sent to the claimant advising them they should seek restitution through their own personal insurances.

If our insurance broker determines, after research, it would be better to negotiate a settlement with the claimant, then the broker will reimburse the claimant for any settlement amount under the Federation's CGL deductible in the insurance policy in effect. The SMNB will reimburse our broker for this identical financial settlement. The SMNB will invoice our member club for the financial settlement.

If the member club does not pay their invoice, they may become in violation of SMNB Policy Statement, ADM-001, Credit. The member club will also have the relevant unpaid invoice deducted from their next scheduled Club Payout.

**VI. ASSUMPTION / CONDITION:** The SMNB Board of Directors expects and requires all member clubs to abide by the *Annual SMNB / Club Agreement*. Clubs who fail to adhere to the *Annual SMNB / Club Agreement* and/or SMNB General By-Laws are placing at risk, their future membership in the Federation.

**VII. POLICY REVIEW:** This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

ADM-010

## RESPONSIBILITY & USE OF COMPANY & PARTNER'S OFF-ROAD VEHICLES

### I. GENERAL

The SMNB owns and also receives through the Federation's annual Corporate Partnership program, Off-Road Vehicles entrusted to their responsibility for a season. The Federation, in the course of a season, utilizes the Off-Road Vehicles it owns to carry out Federation business as per the SMNB Operating Budget. The Corporate Partner's Off-Road Vehicles are also utilized in the course of our business and priorities including the "Go Snowmobiling, Take a Friend" rides and multiple Media and Tourism Rides. The Corporate Partners have an expectation that their products will be prominent, displayed often and be linked to multiple media opportunities.

### II. PURPOSE

The purpose of this operating policy is to assign responsibility for the care and upkeep, scheduling, assignment and maintenance of the Federation's Off-Road Vehicles and Partner's Off-Road Vehicles each season. The President of the Federation is ultimately responsible for the Federation's and Partner's Off-Road Vehicles. The President may delegate this responsibility to the Executive Director. The Executive Director will work with the Trail Manager, as required to carry out the responsibilities of this Operating Policy.

### III. CARE & UPKEEP

The Off-Road Vehicles are to be cared for and kept up to look as "*new*" as reasonable for their age. The Off-Road Vehicles are always to be operated in a professional manner and in consistency with the Federation's image and other programs such as Safe Riders, Zero Alcohol and Rider Responsibility at all times. This expectation applies to the President, Federation Staff or Guests who have been invited to ride the Off-Road Vehicles.

### IV. SCHEDULING

The season's schedule for the Off-Road Vehicles will be the responsibility of the Executive Director. The Off-Road Vehicles will be utilized for Federation business, i.e., Annual Trail Checks, etc. and the Off-Road Vehicles may also be utilized for Media Events, i.e., annual Partnership Media Rides. The GM will work closely and in collaboration with the Federation's President and Trail Manager to manage the season's schedule of priorities.

Date of Last Change: June 22, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-010**

**RESPONSIBILITY & USE OF COMPANY &  
PARTNER'S OFF-ROAD VEHICLES cont.**

## **V. ASSIGNMENT**

The Off-Road Vehicles will be assigned by the Federation's President. The Off-Road Vehicles will be utilized for Federation business, i.e., Annual Trail Checks and the Off-Road Vehicles may also be utilized for Media Events, i.e., annual Partnership Media Ride with Motoneiges.ca. Any and all requests for the Off-Road Vehicles from a Member Club or Board of Director will be at the discretion of the President and must not conflict with the Federation's work schedule. The President and/or staff must accompany the Off-Road Vehicles to any authorized Member Club event. The President will work closely and in collaboration with the Federation's Executive Director and Trail Manager to manage the season's assignments.

## **VI. MAINTENANCE**

The Corporate Partner's Off-Road Vehicles are to be maintained to a condition and upkeep that reflects they are as "new" as possible for resale but with mileage on them at the end of a season. During the season the Federation will be responsible for all of the maintenance required by the manufacturers in that season. The Federation will also be responsible for replacing any damaged parts of the Off-Road Vehicles to the manufacturer's / dealer's satisfaction. The Federation will also honor any mileage limitations placed on each Off-Road Vehicles as agreed upon at the time of pre-season delivery.

The Federation's Off-Road Vehicles will be maintained with the Federation's Operating Budget assigned to the maintenance of the owned Off-Road Vehicles. Maintenance and /or damage in season are to be corrected as soon as possible, however within the parameters of the Operating Budget for this purpose. The owned snowmobiles are to be serviced according to the manufacturer's specifications each spring, before off-season storage occurs.

## **VII. GUESTS**

If and when the President assigns the Off-Road Vehicles to anyone (including the Executive Director, Trail Manager, Board of Director or Member Club), but primarily a Guest, the following conditions will apply:

- The assignment and use of a Federation or Partner's Off-Road Vehicles is a privilege and it is the Federation's Policy to insist that Staff, Club Volunteers, Member Clubs, Board of Directors and all Guests operate in a safe and economical manner all Off-Road Vehicles owned or under the responsibility of the Federation.

Date of Last Change: June 22, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**ADM-010**

**RESPONSIBILITY & USE OF COMPANY &  
PARTNER'S OFF-ROAD VEHICLES cont.**

## **VIII. CONTROLS**

- Riding the Off-Road Vehicles will be for Federation business, events and /or priorities.
- Riding the Off-Road Vehicles for personal use is at the President's discretion.
- Only Federation Staff and Guests who have been pre-approved by the President may operate the Off-Road Vehicles.
- The Off-Road Vehicles must be in safe mechanical condition and the operation must not occur when the Off-Road Vehicles would be damaged.
- Riders, Guests must be mentally and physically able to ride safely.
- Riders, Guests must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and trail conditions.
- Riders, Guests must be courteous at all times, respecting the rights of other riders and trail users.
- Riders, Guests and all passengers must wear approved Off-Road Vehicle safety gear.

## **IX. POLICY REVIEW**

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

Date of Last Change: June 22, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

CLB-001

## CLUB'S ATTENDANCE AND DOCUMENTATION RESPONSIBILITIES

**I. GENERAL:** The SMNB Board of Directors, through the staff has developed over the Federation's history a number of 'Annual Events' that were developed and are delivered to the member clubs to improve the Mission of the SMNB.

**II. PURPOSE:** The purpose of this operating policy is to first, encourage all member clubs to participate in the annual events hosted by the Federation's Board of Directors, second, increase attendance province-wide, third, improve communications and comprehension and last, financially reward those member clubs who meet all the terms and conditions in a season (annually). Additionally; to encourage member clubs to submit all required Annual SMNB Documentation on or before May 31st., annually.

### III. ANNUAL EVENTS:

1. Club's Trail Signage Installation Training (minimum 2 attendees)
2. Autumn (Board of Director's) Zone Meetings (minimum 2 attendees)
3. SMNB-DNR Lease Consultation Meetings (minimum 1 attendee)
4. Club's Groomer Operator Training (minimum 2 attendees)
5. Spring (Board of Director's) Zone Meetings (minimum 2 attendees)
6. Club's Annual Survey (minimum 1 attendee)
7. Federation's, Annual General Meeting (minimum 2 attendees)

### IV. ANNUAL DOCUMENTATION:

1. SMNB Annual Club Agreement; TRL-001.
2. SMNB Annual Financial Report; CLB-002.
3. SMNB Annual Club Directors list.
4. SMNB Annual Club Survey.

### V. QUALIFICATION:

Clubs must be in compliance with the NBFSC By Laws and Policy statements in order to qualify for this Reward.

**VI. PROCESS/EVENTS:** At each annual event the participants from each member club will be required to print and signature their name to an SMNB attendance form for the event being held. The member club's representatives must stay during the entire annual event.

**VII. PROCESS / DOCUMENTS:** all four (4) documents are to be first ready for the member club's Annual Survey "meeting" held in April annually, or second to be postmarked no later than May 31<sup>st</sup>, annually.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

CLB-001

## CLUB'S ATTENDANCE AND DOCUMENTATION RESPONSIBILITIES cont.

### VIII. TERMS & CONDITIONS:

1. All member clubs must send the minimum number of attendees indicated under **III. ANNUAL EVENTS.**
2. All attendees must register on the SMNB attendance form.
3. Six of the seven annual events must be attended as outlined in **III. ANNUAL EVENTS.**
4. Zone Directors qualify as an attendee for their home club.
5. Three of the four documents outlined in IV. ANNUAL DOCUMENTATION must be received (postmarked) by May 31<sup>st</sup> to qualify for the Club's share of the financial reward.
6. Club's Annual Return – NB Companies Act Form 35.1 for the Club's current fiscal year, and
7. Club's Groomer Registrations for all groomers for the current snowmobile season.

**IX. COMPLIANCE / REWARDS:** Compliance will be calculated before the Federation's year end, June 30<sup>th</sup>, annually. Member clubs who have met all the terms and conditions will receive a financial reward, over and above the Club Payouts (TRL-001).

Financial rewards will be established by the Member Clubs in the Federation's annual Budget, approved at the SMNB A.G.M. Member Clubs will receive their financial rewards at the Club's annual Sign Installation Training. Each member club's Zone Director or staff (if the Zone Director is not present) will hand the rewards out, in person at the event.

**X. PAYMENT:** Payment will be in the form of a cheque, approved by the Federation's Board of Directors in conjunction with this operating policy and the current season's Operating Budget. All member Clubs will receive an identical financial reward.

**XI. ASSUMPTION / CONDITION:** The SMNB Board of Directors expects and requires all member clubs to abide by the *Annual SMNB / Club Agreement*. Clubs who fail to adhere to the *Annual SMNB / Club Agreement* and/or SMNB General By-Laws are placing at risk, their future membership in the Federation.

**XII. POLICY REVIEW:** This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**CLB-002**

**FINANCIAL REPORTING BY CLUBS**

## **I. GENERAL**

In order to develop a database of trail maintenance costs, the Federation requires clubs to submit annually a financial report. The purpose of this policy is to standardize the information which is reported.

## **II. DEADLINES**

Clubs are expected to submit their reports before May 31 of each year. The information required will be for the Federation's current year as per Article 19.

## **III. REQUIREMENTS**

Clubs are required to submit information on the SMNB Annual Financial Report form. It is required that two officers of the club attest to the accuracy and completeness of the information.

## **IV. POLICY REVIEW**

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

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**CLB-003**

**NEW CLUB APPLICATIONS**

## **I. GENERAL**

In accordance with Article 25.3 of the By-laws, the Board may accept additional clubs as members of the Federation. The purpose of this policy is to establish and standardize the process by which new clubs are admitted.

## **II. APPLICATION PROCEDURE**

Clubs requesting status as members of the Federation are to complete the SMNB Membership Application Form and submit it to the Federation office. The Executive Director shall then forward a copy of the application to the appropriate Zone Director(s) along with the following:

- A written impact statement from each of the bordering clubs,
- Overall financial plan,
- Fundraising activities / plans,
- Trail signage plans,
- Trail grooming plans,
- Expected size of volunteers / members,
- Names of the Club's Executive and contact information.
- Demonstrate proof of club's incorporation.

The Zone Director(s) shall then be expected to make a recommendation at the next scheduled Board meeting. The Board may ask for an in-person presentation at a future Board meeting with the Club Executive. Final approval of new club applications rests with the Board of Directors.

## **III. PROBATION PERIOD**

There shall be a probation period of 1 year for new clubs accepted as Federation members. If at the end of 1 year the Board is satisfied with the performance of the club, permanent membership status shall be granted.

## **IV. FREQUENCY OF APPLICATIONS**

Should a club be refused membership in the Federation, additional applications will not be considered by the Board for a minimum of 12 months.

## **V. POLICY REVIEW**

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

Date of Last Change: October 13, 2012

**NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS**

**CLB-003 NEW CLUB APPLICATIONS**

SMNB Membership Application Form

Club Name: \_\_\_\_\_

Club Incorporation # : \_\_\_\_\_

Club Incorporation Date : \_\_\_\_\_

# of club members / volunteers : \_\_\_\_\_

Does the club own a groomer? \_\_\_\_\_

Please list the club's fundraising activities and plans:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the club's plans for trail grooming:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the club's plans for trail signage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the club's proposed Trail plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please attach the club's proposed operating policy as well as information regarding the club's financial status.

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

CLB-004

CLUB'S REQUESTS FOR FINANCIAL ASSISTANCE

## I. GENERAL

To provide a process for member clubs to submit specific outlined financial requests to the provincial Board of Directors. All requests are received in the context that the decision requested is best for the entire provincial trail system. Thus these financial requests / decisions will strive to attain fairness, not necessarily equality amongst all Member Clubs of the SMNB and will be considered as *exceptions* when granted by the Board of Directors.

## II. FINANCIAL REQUEST CONSIDERATIONS:

- There are no extra funds available to any Board of Director's outside of the approved Operating Budget until the Federation's annual Audited Financial Statements are completed each fiscal year.
- Any club's financial request will be regarded as an "*Exception*" and if the request is approved by the Board of Director's the Director's decision will be shared and distributed amongst all other member clubs immediately after the decision.
- The five scheduled annual Club Payouts are budgeted currently to distribute 100% of all revenues received in a SMNB fiscal year – after fixed expenses - to the member clubs on the Club Payout formulas agreed to at historical AGM's of the SMNB.
- Therefore any club's financial request can only come from past SMNB Retained Earnings... or potentially create a financial deficit in the year the *Exception* is granted.

## III. WHAT IS ELIGIBLE FOR A FINANCIAL REQUEST:

- Trail Groomer Loans.
- Trail Maintenance; Off-Season only.

## IV. REQUEST RESPONSIBILITIES

### – CLUB:

1. Must submit financial request one month (30 days) prior to next scheduled SMNB BOD meeting completely.
2. Must submit their financial request through their Club's Zone Director (who will present the request on their Member Clubs behalf) – not Staff.
3. Must submit their financial request in writing, for entire Board of Director's distribution at the Board Meeting.

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**CLB-004**

**CLUB'S REQUESTS FOR FINANCIAL ASSISTANCE cont.**

**– Staff:**

1. Will include the current SMNB Operating Policy of the Board if relevant.
2. Will include SMNB correspondence to or from the Board if relevant.
3. Will include any additional written correspondence related to the Club's request – not provided by the Club.

**V. SUBMISSIONS TO THE BOARD MUST ALSO INCLUDE**

**- CLUB:**

- Club's most previous financial year end statements for last 3 years.
- Club's record of financial investments held.
- Club's NB Corporation's Business #:
- Club's HST #:
- Club's last 12 months of Banking Account Statements.
- Club's written Land-Owner permission (if applicable to \$\$ request).
- Club's other funding partners showing partners commitments in writing.
- Club's own fundraising efforts and results for the year prior to request.
- List of Club's Executive (including any Vacancies) and contact information of each.
- ASK Form – CLB-004 Appendix

**- STAFF**

- Club's record of their 4 or (5) Annual Club Payouts received in the last 3 years – seasons.
- Club # and incorporated Name.
- Club's kilometers of one-way trails (as of April last fiscal year).
- Club's Grooming Hour records for most recent 5 seasons.
- Club's number of and record of all Trail Groomers;
  - Groomer #1/ Groomer #2 / etc.. ....
- Club's most recent Groomer M.O.U. signatures with SMNB
- Club's Mapping (if relevant)
- Club's annual compliance with Operating Policies;
  - TRL – 001 (Club Agreement)
  - TRL – 004 (Grooming Guidelines)
  - TRL – 009 (Trail Checks & Signage Guidelines)

**VI. POLICY REVIEW**

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

Date of Last Change: June 24, 2023

NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

CLB-004 CLUB'S REQUESTS FOR FINANCIAL ASSISTANCE cont.

Appendix A
Director's Ask Template
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:

[Blank lines for Ask / Exception]

Motion: Be it moved that,

[Blank lines for Motion]
Seconded:

Rationale:

[Blank lines for Rationale]

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

1. Operating Budget Ledger and Effect:

[Blank line for item 1]

2. Operating Policy # and Effect:

[Blank line for item 2]

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

[Blank line for item 3]

**NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS**

**CLB-004 CLUB'S REQUESTS FOR FINANCIAL ASSISTANCE cont.**

**Appendix A  
Director's Ask Template cont.  
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**

\_\_\_\_\_

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR- 001

## DIRECTOR'S AND STAFF'S EXPENSES

### I. GENERAL

In accordance to **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 set by the Board of Directors 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: July 5, 2025

# 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: July 5, 2025

# 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	Director / Staff reimbursement rates: <ul style="list-style-type: none"> <li>• \$/km rate established by the Canada Revenue Agency for use of personal vehicle on Federation business. The Board of Directors will review the Canada Revenue Agency \$/km rate annually (June) and determine if an increase is warranted.</li> <li>• \$/km rate established by the Canada Revenue Agency + \$0.70 per km for towing a snowmobile trailer on Federation business</li> </ul> Personal snowmobile use on Federation business: <ul style="list-style-type: none"> <li>• Staff - \$1.00 per km.</li> <li>• Directors - \$ value of gas receipts submitted.</li> </ul>
IV. Meals	- 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	There is no limit for the reimbursement of incidental expenses when traveling outside NB.
VII. Entertainment	- 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	- 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: July 5, 2025

# 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"> <li>- Expense claims that include miscellaneous purchases such as office supplies or gasoline must include an explanation of the purpose of the purchase.</li> <li>- Any claims for entertainment must include the nature / purpose of the event and the number of people attending.</li> <li>- It is acceptable for one staff / board member to pay for and claim the expenses of another. For example if the Executive Director and the President meet over dinner the GM can pay for and claim both meals.</li> <li>- 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.</li> </ul>
IX. Approval	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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).</li> <li>- Such approvals must be in writing.</li> </ul>

Date of Last Change: July 5, 2025
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# 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

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**DIR-005**

**DELEGATES TO EVENTS**

## **I. GENERAL**

The Federation believes that it is in the interest of New Brunswick snowmobilers to be represented at conventions and trade shows with a direct connection to snowmobiling.

## **II. ATTENDANCE AT TRADE SHOWS AND CONVENTIONS**

Attendance shall be at the discretion of the Board of Directors provided that related costs fall within the allowances made in the Annual Budget.

## **III. POLICY REVIEW**

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

Date of Last Change: January 23, 2011

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**DIR-006**

**SPOKESPERSON**

## **I. GENERAL**

The objective of this policy is to identify those individuals who are to act or speak on behalf of the Federation as in accordance with Article 25.10.3.

## **II. PRESIDENT**

The President may speak on behalf of the Federation at any time during his term. The President shall be the only spokesperson unless he designates this responsibility to whoever he chooses.

## **III. POLICY REVIEW**

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

Date of Last Change: October 6, 2002

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-007

## CONFIDENTIALITY AND CONFLICT OF INTEREST

### I. GENERAL

The Board of Directors (BoD) of the New Brunswick Federation of Snowmobile Clubs (SMNB) want to ensure that their personal interests do not interfere with the performance of their duties, responsibilities and transparency to the SMNB, or result in personal financial, professional, expense to the SMNB or its members, supporters, and other stakeholders.

### II. DEFINITIONS:

- Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests of official responsibilities of a person in a person of trust. Persons in a position of trust include board members and staff.
- Board means the Board of Directors.
- Staff Member means a person who receives all or part of her/his income from the SMNB.
- Volunteer means an appointed or requested person who serves in a Member Club or on a permanent or ad hoc committee of the SMNB.

### III. POLICY AND PRACTICES:

1. Full disclosure, by notice in writing, shall be made by the interested parties to the Board of Directors in all conflicts of interest, including but not limited to the following:
  - a) A board member or staff member stands to benefit
  - b) Board members and/or staff taking part in any SMNB business decisions involving a company that employs them.
2. Staff members shall not serve as President of any snowmobile, ATV or Wheeled Organization.
3. Board members shall not serve as President of any ATV or Wheeled Organization.
4. Staff members are not eligible to serve on the SMNB Board of Directors for a period of two (2) years from the date their employment with SMNB is terminated.
5. Board members who bring to SMNB Board of Director's meetings a Zone / Club ask or request that is an *exception* to current General By-Laws or Operating Policies or that would create an *exception* only awarded to the Board member's Zone / Clubs shall;
  - a. Declare to the other Board members they are in a Conflict of Interest.
  - b. Be allowed to present their Zones' / Club's ask or request to the Board members.
  - c. Move as the first motioned their Zones / Club's prepared written motion in advance of the Board of Director's debate.
  - d. Remove themselves from the meeting before any debate occurs on the motion.
  - e. Not be permitted to vote on the ask, request, motion, exception presented.
6. A board or staff member shall be deemed to be in a conflict position when, at any Board or Committee meeting, questions arise in which such Board or staff member either directly or indirectly has a personal financial interest, expressed a moral obligation or conflict, or places the interests, goals, and objectives of the SMNB secondary to those of any other organizations.

Date of Last Change: March 19, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-007

CONFIDENTIALITY AND CONFLICT OF INTEREST cont.

## III. POLICY AND PRACTICES cont.

a. The SMNB Board of Directors annually declares in a Board Meeting(s) all Conflict of Interest resolutions which are recorded in the BoD meeting minutes.

7. Where questions arising at any board meeting or committee meeting present a conflict of interest for any board or staff member, such board or staff member shall be excused from the meeting during any discussion and voting on those questions. The remaining board members shall constitute a quorum for the purpose of voting on such questions.

8. A copy of this policy shall be given to all Board and staff members and volunteers upon commencement of such person's relationship with the SMNB or at the official adoption of the stated policy. Each Board and staff member and volunteers shall sign and date the policy at the beginning of her/his term of service or employment.

## IV. Conflict of Interest Declarations

I, \_\_\_\_\_  
have read, understand and agree to abide by the Conflict of Interest Policy of the SMNB and I understand that such adherence is a condition of my volunteer work or employment.

I agree that:

1. If any member of a SMNB affiliated club or provincial affiliated organization or SMNB board member, perceives that conflict of interest exists, or has the potential to develop, he/she must declare a conflict of interest and remove himself/herself from the specific situation and abstain from discussion and voting. This abstention must be recorded in the meeting minutes when the event occurs.
2. I, as an Officer, Director, Committee Member will not enter into any contract/agreement with the organization for which I am entitled to remuneration other than ordinary expenses related to my volunteer relationship with the organization unless granted by the board with written permission to do so.
3. I will make known, before deliberations, that a potential contract or agreement involves a relative, friend or associate and will refrain from the process of selection including any voting to select.
4. That I, as a committee member (volunteer other than Board member), will refrain from entering any tendering process of the organization which is the direct result of a decision making process, that may or may not include the budget that I have participated in.
5. I shall keep confidential from all persons whatsoever (except for other members of the Board of Directors and their committees) all information that comes to me through my association with the New Brunswick Federation of Snowmobile Clubs Inc. (SMNB).
6. I 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 meeting.

Date of Last Change: March 19, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

DIR-007

CONFIDENTIALITY AND CONFLICT OF INTEREST cont.

7. I shall act honestly and in good faith with the view to the best interests of the membership of the New Brunswick Federation of Snowmobile Clubs Inc. (SMNB).
8. I make this solemn declaration believing it to be true and knowing that if I am in breach of my duties 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

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name (Please Print)

\_\_\_\_\_  
SMNB President Signature

\_\_\_\_\_  
SMNB President Name (Please Print)

## V. EVENT OF A DISPUTED CONFLICT:

- The Chair / President of a meeting shall / may determine a if a Board member is in 'conflict' for a direct violation of Operating Policy.
- The Board of Directors in a meeting shall / may by a simple majority determine if another Board member is in 'conflict' for a non-direct file.

## VI. DATE OF EFFECT:

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: March 19, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**DIR-008**

**IN CAMERA MEETINGS**

## **I. GENERAL**

There are times when discussions within SMNB Board meetings must be kept confidential. Such discussions are considered to be “in camera” meetings.

“In camera” meetings have a legitimate purpose, but their use should be limited. Because in camera meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.

## **II. SUPPORTING FACTORS:**

In camera meetings should be considered where the following subject matter is to be discussed (this list is not meant to be exclusive, other factors may be considered):

1. Personnel matters about any identifiable individual, including employees, Directors, participants, or Members of the SMNB;
2. Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
3. Litigation or potential litigation; or,
4. The receiving of advice that is subject to privilege, including communications necessary for that purpose.

## **III. 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

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GOV-001

## HARASSMENT POLICY

**I. GENERAL:** SMNB is committed to providing a safe, inclusive, and respectful environment for all employees, volunteers, clients, and stakeholders. Harassment in any form will not be tolerated, and individuals engaging in such behavior will be subject to appropriate corrective action.

**II. DEFINITION OF HARASSMENT:** Harassment includes, but is not limited to, unwelcome conduct, comments, gestures, or other behaviors based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other protected characteristic. Harassment can occur in verbal, physical, electronic, or written form.

**III. EXAMPLES OF HARASSMENT:** Harassment can manifest in various ways, including, but not limited to:

1. Verbal harassment, such as offensive jokes, slurs, suggestive comments, epithets, or name-calling.
2. Written harassment, including offensive emails, text messages, or other written communications.
3. Physical harassment, like unwelcome touching, intimidation, or any form of physical assault.
4. Visual harassment, such as derogatory gestures, posters, cartoons, or drawings.
5. Cyberbullying or online harassment through social media, email, or other digital platforms.
6. Unwanted sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature.

**IV. REPORTING PROCEDURE:** If you believe that you have been subjected to harassment or have witnessed harassment, it is important to report it promptly. You can report harassment to HR or any supervisor, in any of the following ways:

- In person
- By phone
- By email

Reports will be kept confidential to the extent possible, but the organization may need to disclose information as required by law or to conduct a thorough investigation.

Date of last Change: November 18, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GOV-001

HARASSMENT POLICY cont.

## **V. INVESTIGATION AND CORRECTIVE ACTION:**

SMNB is committed to conducting a timely, prompt, fair, and thorough investigation of all reports of harassment. The organization will take appropriate corrective action based on the outcome of the investigation. Corrective actions may include counseling, training, written warnings, suspension, or termination of the responsible party, as deemed necessary.

**VI. NON-RETAILIATION:** SMNB prohibits any form of retaliation against individuals who report harassment or participate in an investigation. Retaliation is a serious violation of this policy and will result in disciplinary action.

**VII. TRAINING AND EDUCATION:** SMNB may provide regular training and education on this harassment policy to all employees, volunteers, and stakeholders. This may include workshops, seminars, and informational materials.

**XIII. POLICY REVIEW:** This policy shall be reviewed annually and revised at the discretion of the Board of Directors. By adhering to this policy, we aim to maintain a workplace free from harassment and conducive to the well-being and success of all individuals associated with SMNB.

Date of last Change: November 18, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GOV-002**

**DISMISSAL POLICY**

## **I. GENERAL**

Any SMNB Employee, Officer or Director that has been dismissed or removed from their duties in any way, shall not be allowed to attend any SMNB Annual General Meeting, Special Meeting or hold the position of officer or Director within SMNB for a minimum of 2 years after their dismissal/removal, to then be reviewed by the Board of Directors.

## **II. POLICY REVIEW**

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

Date of Last Change: July 5, 2025

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-001

SMNB APPROVED GROOMERS

## I. GENERAL

The purpose of this policy is to identify grooming equipment which is approved for the maintenance of SMNB snowmobile trails and which qualifies for compensation from the SMNB.

## II. DEFINITION OF A GROOMER

A self-propelled vehicle designed to drag a piece of mechanical equipment which aerates, compacts and smoothes the snow on the trail.

## III. 'GRANDFATHER CLAUSE'

Any member clubs, as of the acceptance of this Operating Policy on October 13<sup>th</sup>, 2012, will continue to be able to Groom SMNB trails with unapproved Trail Grooming equipment (snowmobiles, modified trucks, etc.) however be subject to a reduced fiscal Club Payout as per SMNB Operating Policy, TRL-001, *Club Payouts / Annual SMNB Club Agreement*.

## IV. LIST OF APPROVED SMNB GROOMERS MANUFACTURERS

1. Lamtrac
2. Tucker
3. Prinoth
4. Pisten Bully
5. Soucy Track (Farm Tractor Conversion only)
6. Gilbert (Farm Tractor Conversion only)
7. Sur-Trac (Farm Tractor Conversion only)
8. Bombardier Groomer

Any club purchasing a Trail Groomer or Tractor Conversion other than the Approved Groomer List must obtain prior approval from the SMNB Board of Directors.

## V. POLICY REVIEW

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

Date of Last Change: November 26, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-002

## ALLOWABLE NUMBER OF TRAIL GROOMERS PER CLUB, PER KILOMETER OF TRAIL

### I. GENERAL

Member Clubs accepted by the SMNB Board of Director's as 'members' almost 100% of the time expect to obtain and maintain at least one Trail Groomer and Drag. The *Groomer* is usually the reason for volunteers and a club's existence and while a source of great motivation and pride it also consumes the greatest amount of time and monies; more than any other activity or responsibility as a member of the Federation. Groomer's capital costs, annual maintenance costs and annual fuel consumption are the largest single financial cost for the SMNB's / Club's annual operating budget, by a wide margin.

### II. DEFINITIONS

For the purposes of this Operating Policy the SMNB Board of Director's today and in the future will determine what equipment qualifies as a Trail Groomer or Drag for the purposes of this Policy.

### III. RATIONALE/PURPOSE

The rationale for this Operating Policy is to control the number of Trail Groomers and Drags that Member Clubs should attain, operate and will be financially reimbursed for through the annual Club Payouts. Also, this policy will assist and guide the Board in the offering of Trail Groomer financial grants from public sources, i.e., Provincial and/or Federal Government grants. Furthermore the policy will link Trail Groomers to the management, responsibility and quantity of snowmobile trails, (one-way measurement) each Member Club grooms and trail signs.

### IV. GRANDFATHER CLAUSE

All current Member Clubs in the SMNB will have their current (as of November 29, 2014) Trail Groomers and Drags that they are now receiving financial Club Payouts from, locked in time. Thus Member Clubs who are deemed to have an excess of Grooming Equipment, versus their kilometers of trails, will not be affected. These Member Club's may continue to operate excess grooming equipment.

### V. MEASUREMENT OF TRAILS

The SMNB will annually update the total number of kilometers of one-way trails and provide an Appendix to this Operating Policy. Snowmobile trails are defined as both SMNB Provincial Trails and SMNB Local Trails.

Date of Last Change: May 21, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-002

## ALLOWABLE NUMBER OF TRAIL GROOMERS PER CLUB, PER KILOMETER OF TRAIL cont.

### VI. CRITERIA

- For every 150 kilometers and less of (one-way) snowmobile trails it is expected each Member Club will obtain, maintain and operate a single (1) Trail Groomer and Drag.
- For every 300 kilometers and less of (one-way) snowmobile trails it is expected each Member Club will obtain, maintain and operate two (2) Trail Groomers and Drags.
- For every 450 kilometers and less of (one-way) snowmobile trails it is expected each Member Club will obtain, maintain and operate three (3) Trail Groomers and Drags.
- A variance of plus or minus 5% to the Policy's Criteria may be instituted at the discretion of the Board of Directors. I.e. 150 kms at 5% is 8 km (rounded) therefore a single Club / Groomer may maintain up to 158 km of one-way trail, or ideally no less than 142 kilometers of one-way trail.
- Member Clubs with less than 100 kilometers of one-way trail are encouraged to increase their trail kilometers or seek amalgamation with neighbouring Member Clubs to increase the efficiency of the SMNB's provincial Trail Groomer fleet.
- Member Clubs with less than 75 kilometers of one-way trail will not qualify for Government Grant funding for any Trail Groomers and / or Drags from the Federal or Provincial Governments or the SMNB unless a special motion of the SMNB Board of Directors is passed, overriding this policy statement.

### VII. APPENDIX

An appendix aligned with this Operating Policy will be updated annually and presented to the SMNB Board of Directors at the Annual Policy Review at the annual Summer Board of Director's Meetings. Data for annual updates will be garnered from the SMNB's electronic Groomer GIS data at the end of April and at the annual Club Survey's hosted every April, annually. A Member Club's lack of participation in the collection of this data may affect their outcomes.

Date of Last Change: May 21, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-002**

**ALLOWABLE NUMBER OF TRAIL GROOMERS  
PER CLUB, PER KILOMETER OF TRAIL cont.**

## **VII. APPENDIX cont.**

### **Controls:**

Member Club's may no longer increase their Trail Groomer and Drag fleet size unless approved by the Board of Directors.

- Each Appendix will list the following data;
  - Member Club's Name
  - Kilometers of One-Way Trail
  - Current (Groomer) Fleet Quantity
  - Recommended (Groomer) Fleet Size
  - Variance; too many or too few Groomers.

## **VIII. POLICY REVIEW**

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

Date of Last Change: May 21, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-002**

**ALLOWABLE NUMBER OF TRAIL GROOMERS  
PER CLUB, PER KILOMETER OF TRAIL cont.**

**APPENDIX**

<b>Recommendation on 1 groomer/club/150km of trail</b>					01-May-24	
<b>Club Name</b>	<b>KM Trail</b>	<b>Current Fleet</b>	<b>Recom. Fleet</b>	<b>Variance</b>		
Club Motoneige de Memramcook	16	1	1	0		
Cap-Pele	26	1	1	0		
Carleton Borderview	46	1	1	0		
Safari 2000	57	1	1	0		
Club Motoneige Ours Polaires	61	1	1	0		
Rogersville	70	1	1	0		
Millville Snowhawks	72	1	1	0		
Nackawic Sno-Drifters	96	3	1	2		
Baie St. Anne	106	1	1	0		
Keswick River	108	2	1	1		
Super Village Trail Blazers	110	1	1	0	<b>maintain 1 groomer</b>	
Club Motoneige de St. Quentin	111	1	1	0		
Restigouche Snowmobile Club	114	1	1	0		
Mountain View	114	1	1	0		
St. Antoine	114	1	1	0		
Aberdeen	118	1	1	0		
Caribou Snowdrifters	121	2	1	1		
Nashwaak Valley	122	1	1	0		
Charlotte County	123	2	1	1		
Rexton	129	1	1	0		
Club Motoneige de Kedgwick	130	1	1	0		
Canterbury Meductic Fosterville	131	1	1	0		
Fredericton	142	2	1	1		
Bouctouche / Ste. Marie	144	1	1	0		

Date of Last Change: May 21, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-002**

**ALLOWABLE NUMBER OF TRAIL GROOMERS  
PER CLUB, PER KILOMETER OF TRAIL cont.**

**APPENDIX cont.**

Club Name	KM Trail	Current Fleet	Recom. Fleet	Variance		
Neguac	151	1	2	-1		
Twin Rivers	153	2	2	0		
Sackville Snow Drifters	155	1	2	-1		
Club Motoneige Chaleur	156	2	2	0		
Oromocto River Valley	166	2	2	0		
St. Croix Ridge Runners	174	2	2	0		
Mad-Vic	176	1	2	-1		
Northern Lights	183	2	2	0		
Club Motoneige Nord-Est	185	2	2	0	<b>maintain 2 groomers</b>	
Club Motoneigiste du Nord	184	2	2	0		
Woodstock Trailmakers	199	2	2	0		
Restigouche Timber Trails	201	2	2	0		
Club Motoneige Peninsule Acadienne	204	3	2	1		
ASNO	204	2	2	0		
Victoria County	221	1	2	-1		
Fundy Trailriders	230	2	2	0		
Green River Snowmobile Club	236	2	2	0		
Southwest Snowmobilers	236	2	2	0		
Grand Lake Snow Cruisers	268	2	2	0		
Millstream Valley	279	2	2	0		
Nepisiquit Sport Lodge	283	3	2	1		
Goshen	288	2	2	0		
Miramichi Valley	319	3	3	0	<b>maintain 3 groomers</b>	
Miramichi Snow-Goers	358	3	3	0		
SENBSA	419	4	3	1		

Date of Last Change: May 21, 2024

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-003**

## **FINANCIAL DEPOSITS FOR TRAIL GROOMER PURCHASES**

### **I. GENERAL**

Member Clubs who are approved for a financial grant from the SMNB Board of Directors to replace or refurbish a Club's Trail Grooming equipment will be eligible under this Policy. The replacement of Groomers/Drags can include new or previously used equipment. The policy will only apply to approved club funding applications. The policy will also only apply when the financial transaction is between a Member Club and approved supplier, not between SMNB Member Clubs or another jurisdiction; see Operating Policy, **GRM- 001** for approved suppliers.

### **II. PURPOSE**

To enable Member Clubs to place a "hold" on a Trail Groomer/Drag via the process of a financial deposit between the SMNB and approved supplier on the Member Club's behalf.

### **III. DEPOSIT MAXIMUM**

The SMNB will provide to a supplier, when required and when requested, up to 10% of the purchase price (minus HST) or a maximum of \$10,000.00 for the purposes of placing a "hold" on Groomers/Drags being purchased by Member Clubs under a Groomer Grant assigned by the SMNB.

### **IV. RESPONSIBILITY**

The responsibility to initiate this Policy and know the maximum deposit for financial assistance lies with the Member Club.

Member Club is responsible for the full amount of the financial deposit in the event it is non-refundable and the Club defaults on their commitment to the financial transaction with the supplier, for any reason.

### **V. POLICY REVIEW**

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

Date of Last Change: February 5, 2017

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-004

## PURCHASE AND SALE OF TRAIL GROOMERS

### I. GENERAL

Member Clubs accepted by the SMNB are expected to obtain and maintain at least one Trail Groomer and Drag. GRM-002 appendix authorizes maximum numbers of groomers per club to be recognized.

### II. PURPOSE

For the purposes of this Operating Policy, the SMNB Board of Directors will determine the approval of all purchases and/or sales of any groomer bought with assistance of a financial grant. Refer to GRM-003 for the policy around financial deposits. The SMNB Board of Director's will determine what equipment qualifies as a Trail Groomer or Drag.

### III. CRITERIA (in no priority)

- All purchases and sales of trail groomers must have SMNB Board of Directors approval.
- All requests must go through your zone director **30 days** prior to BOD meeting
- Additional groomers cannot be added to your fleet without the Board of Directors written consent.
- All requests for purchasing a **replacement trail groomer** must include in writing the reasoning and the year, make, model and serial number of the equipment being requested.
- All requests for a **sale of a trail groomer** must include in writing the reasoning and the year, make, model and serial number of the equipment being requested.
- All requests for **purchasing additional trail groomers** must include in writing the reasoning and the year, make, model and serial number.
- All new/used replacement trail groomer purchases approved by your BOD will be added to our trail groomer inventory list and groomer priority list as it pertains to GRM-002.
- All new/used additional trail groomer purchases approved by your BOD will be added to our inventory list, but not the trail groomer funding list.
- Trail Groomers classed as a "Prototype" cannot be purchased at any time as an addition or replacement to your fleet. A "Prototype" will not be recognized by the SMNB on the groomer inventory list nor the groomer funding list.
- Any used piece of equipment purchased to be included in the trail groomer funding list will be listed as the current year of purchase with 0 hours.
- Please consult with your zone director for meeting dates as they are subject to change.

Date of Last Change: June 22, 2019

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-004**

## **PURCHASE AND SALE OF TRAIL GROOMERS**

### **IV. CONTROLS**

- The SMNB requires and the Member Club agree that all trail groomers are to be equipped with electronic tracking systems, approved by the SMNB Board of Directors.
- The Member Club agrees that if Trail Grooming Equipment is to be utilized for the maintenance of any other activities, i.e. ATV trails or non motorized winter trails, then the Member Club shall notify the SMNB in advance of any purchase of equipment and SMNB shall decide if the grants are to be made available in those circumstances.
- The SMNB Member Club agrees to this condition; no Member Club who has acquired a Groomer and/or Drag with the assistance of a government grant from the SMNB or directly from the Government of New Brunswick or Canada may sell, dispose, trade or otherwise transfer the equipment after purchase without the prior written approval of the SMNB Board of Directors at any time.

### **V. POLICY ADHERANCE**

If a member club does not abide by this policy and/or receive written permission from current board of directors, the trail grooming equipment obtained will not be recognized on the SMNB groomer inventory list or the SMNB groomer funding list. The equipment will also not receive any funding or be credited hours towards your 5-year rolling average of any Club Payout.

### **VI. POLICY REVIEW**

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

Date of Last Change: June 22, 2019

# 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

GRM-005

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

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-005

## 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 Policies, 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

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

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

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**GRM-005**

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

## GROOMER FUNDING PRIORITY LIST – APPENDIX 1

### FUNDING LIST SEPTEMBER 2024

8/31/2024

Club #	Zn	Club Name	Groomer	Year	Total Rank
10	4	Nackawic Sno-Drifters Inc.	Tucker 2000 2	1967	1
42	1	Twin Rivers Snowmobile Club Inc.	John Deere 6400 Gilbert (1993)	1993	2
73	7	Southwest Snowmobilers Inc.	Bombardier BR 160	1996	3
11	7	Oromocto River Valley Snowmobile Club Inc.	Tucker 2000	2000	4
74	7	Charlotte County Snow Cruisers	Tucker 2000	1996	5
28	8	Goshen Snowmobile Club Inc.	John Deere 6125R Soucy	2014	6
72	4	Canterbury Meductic Fosterville Rec.	Bombardier BR 180	2006	7
71	7	Caribou Snow Drifters Inc.	Pisten Bully PB100	2002	8
12	2	Restigouche Snowmobile Club Inc.	(2017) Prinoth Husky	2017	9
11	7	Oromocto River Valley Snowmobile Club Inc.	Tucker 2000	2011	10
20	8	SENBSA	Tucker 2000 2	2012	11
26	6	Club Motoneige Ours Polaires Inc.	Pisten Bully PB300	2021	12
78	2	Restigouche Timber Trails Inc.	Pisten Bully Trail Bully 150	2016	13
39	1	Victoria County Snowmobile Club Inc.	John Deere 6125R Soucy	2013	14
47	4	Northern Lights Trail Blazers Inc.	Prinoth Husky	2010	15
28	8	Goshen Snowmobile Club Inc.	Lamtrac LTR 5200	2016	16
73	7	Southwest Snowmobilers Inc.	John Deere Soucy 6130M	2015	17
15	6	St. Antoine Snowmobile Club Inc.	Pisten Bully B150	2014	18
8	5	Le Club Autoneige de Neguac Inc.	Tucker 2000	2014	19
63	6	Memramcook Snowmobile Club Inc.	(1999) Pisten Bull 100	2017	20
68	5	Baie Ste Anne Snowmobile And Gun Club	Prinoth Trooper	2013	21
7	5	Miramichi Valley Snow. Club	Prinoth Husky (2017)	2017	22
31	1	Madawaska Victoria County Snow Club	Prinoth Husky	2020	23
1	5	Nepisiguit Sport Lodge Inc.	(2023) Pisten Bully 100 Pro #2	2023	24
4	3	Club Motoneige Chaleur Inc.	Prinoth Husky	2024	25
29	1	ASNO	Pisten Bully Trail Bully	2017	26
30	8	Fundy Trailriders Snowmobile Club Inc.	Tucker 2000	2014	27
45	6	Bouctouche / Ste. Marie Inc. Snow. Club Inc.	Pisten Bull 100 Pro	2019	28
41	2	Club de Motoneige de Kedgwick Inc.	Massey Ferguson Soucy	2020	29
69	2	Supervillage Trailblazers Inc.	Lamtrac LTR 5200	2017	30
70	7	Grand Lake Sno-Cruisers Inc.	Pisten Bully Trail Bully	2015	31
74	7	Charlotte County Snow Cruisers	(2001) Lamtrac LTR 4000	2017	32
14	5	Rogersville Snowmobile Club Inc.	Pisten Bully Trailbully	2022	33
22	5	Miramichi Snow-Goers Inc.	New 2024	2024	34
33	2	Club Motoneige St. Quentin Inc.	Tucker 2000	2020	35
35	6	Rexton Snowmobile Club	(2018) Prinoth Husky	2018	36
50	7	Nashwaak Valley Snowmobile Club	John Deere Gilbert	2014	37
53	6	Sackville Snow Drifters Inc.	(2012) Tucker 2000	2012	38
66	8	Millstream Valley Snowmobile Club	Case Puma Soucy	2013	39
9	3	Club Motoneige Nord-Est Inc.	Tucker 2000 #1	2021	40
20	8	SENBSA	Tucker 2000 4	2022	41

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.) cont.**

## GROOMER FUNDING PRIORITY LIST – APPENDIX 1 CONT.

Club #	Zn	Club Name	Groomer	Year	Total Rank
44	1	Club des Motoneigistes Du Nord Inc.	(2022) Prinoth Husky	2022	42
1	5	Nepisiguit Sport Lodge Inc.	(2024) Pisten Bully 100 Pro #3	2024	43
20	8	SENBSA	Tucker 2000 1	2019	44
76	1	Club de Motoneige de la Riviere Verte Inc.	Pisten Bully 400	2022	45
78	2	Restigouche Timber Trails Inc.	Pisten Bully PB400	2022	46
9	3	Club Motoneige Nord-Est Inc.	Tucker 2000 #2	2020	47
22	5	Miramichi Snow-Goers Inc.	Lamtrac M-series	2020	48
66	8	Millstream Valley Snowmobile Club	John Deere Soucy	2017	49
75	3	Club Motoneige Peninsule Acadienne Inc.	(2022) Tracadie Lamtrac M-series	2022	50
5	7	Fredericton Snowmobile Club Inc.	Pisten Bully PB150	2016	51
7	5	Miramichi Valley Snow. Club	Prinoth Husky (2023)	2023	52
23	4	Woodstock Trailmakers Inc	Tucker 2000	2023	53
75	3	Club Motoneige Peninsule Acadienne Inc.	(2020) Lameque Lamtrac M-series	2020	54
23	4	Woodstock Trailmakers Inc	Prinoth Husky	2018	55
47	4	Northern Lights Trail Blazers Inc.	Pisten Bully 400	2022	56
49	4	Millville Snowhawks Snowmobile Club Inc.	Pisten Bully PB 100 Pro	2020	57
55	4	Aberdeen Snowmobile Club Inc.	new 2024	2024	58
59	4	Keswick River Trail Blazers Inc.	(2018) Pisten Bully Trail Bully	2018	59
70	7	Grand Lake Sno-Cruisers Inc.	(2022) New Holland Surtrac	2022	60
19	6	Safari 2000 Inc.	Pisten Bully Pro100	2021	61
30	8	Fundy Trailriders Snowmobile Club Inc.	Tucker 2000 (2021)	2021	62
67	7	St. Croix Ridge Runners Inc.	Pisten Bully 100 Pro	2020	63
71	7	Caribou Snow Drifters Inc.	(1997) John Deere 6400 Gilbert	2018	64
5	7	Fredericton Snowmobile Club Inc.	Pisten Bully 100Pro	2022	65
62	4	Mountain View Trailmakers	New 2024	2024	66
77	6	Cap Pele	(2009) Massey Gilbert MF6465	2019	67
3	4	Carleton Borderview Trails Inc.	(2014) Prinoth Husky	2023	68

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.) cont.**

## GROOMER FUNDING ALLOWANCE LIST – APPENDIX 2

2-May-25

Zone	Club #	Club Name	Rank Sum
<b>NEW</b>			
5	1	Nepisiquit Sport Lodge	73
8	20	SENBSA	56
2	78	Restigouche Timber Trails	45
3	75	Club Motoneige Peninsule Acadienne	42
5	7	Miramichi Valley	42
8	28	Goshen	40
3	4	Club Motoneige Chaleur	38
5	22	Miramichi Snow-Goers	34
3	9	Club Motoneige Nord-Est	29
8	66	Millstream Valley	27
7	5	Fredericton	25
8	30	Fundy Trailriders	25
1	31	Mad-Vic	24
1	44	Club Motoneigiste du Nord	24
1	76	Club de la Riviere Verte	24
6	15	St. Antoine	22
4	23	Woodstock Trailmakers	21
4	47	Northern Lights	21
6	45	Bouctouche / Ste. Marie	21
7	70	Grand Lake Snow Cruisers	21
2	12	Restigouche Snowmobile Club	20
2	33	Club Motoneige de St. Quentin	20
1	29	ASNO	19
5	8	Neguac	19
7	73	Southwest Snowmobilers	19
4	59	Keswick River	18
7	11	Oromocto River Valley	18
1	39	Victoria County	17
6	35	Rexton	17
5	68	Baie St. Anne	16
7	50	Nashwaak Valley	16
4	62	Mountain View	15
1	42	Twin Rivers	15
2	41	Club Motoneige de Kedgwick	15

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.) cont.**

## GROOMER FUNDING ALLOWANCE LIST – APPENDIX 2 cont.

Zone	Club #	Club Name	Rank Sum
<b>NEW</b>			
4	10	Nackawic Sno-Drifters	15
4	55	Aberdeen	15
7	71	Caribou Snowdrifters	14
<b>Used</b>			
2	69	Super Village Trail Blazers	13
6	19	Safari 2000	13
6	53	Sackville Snow Drifters	12
7	67	St. Croix Ridge Runners	12
4	49	Millville Snowhawks	11
4	72	Canterbury Meductic Fosterville	11
5	14	Rogersville	11
7	74	Charlotte County	11
6	26	Club Motoneige Ours Polaires	10
6	77	Club Motoneige Cap Pelé	6
4	3	Carleton Borderview	5
6	63	Club Motoneige de Memramcook	5

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.) cont.

## SAMPLE LETTER OF OFFER – APPENDIX 3

**Re: Club's Responsibilities - Requirements for approval of  
Groomer Grant Funding from NBFSC (SMNB), ACOA and THC**

Dear Club,

We are currently working with the Federal and Provincial Governments on a groomer replacement funding program for 2022-2023.

Your 'letter of offer' and receipt of the grant dollars is not only conditional on upon completion of the responsibilities contained in this letter, **but also written approval from the funding partners.**

The financial grants follow the NBFSC's Winter Tourism Growth Strategy document (April 2018) that was approved by the NBFSC Board of Directors and submitted to the Provincial Governments during ongoing negotiations to secure the 'Winter Tourism' funding.

Your club could be offered funding based on the club matching the contributions made by the other three parties, with the maximum of a \$XXXXX grant for the replacement only of your (XXXXX Serial # XXXXX). That unit will therefore be removed from both the NBFSC/SMNB funding and inventory lists and will not receive future compensation. For example, if your replacement groomer is priced at \$XXXXX, THC would contribute a %, ACOA would contribute \$60,000.00, NBFSC/SMNB would contribute a % and the club would be responsible for the remaining balance of a %.

The funding obtained is the responsibility of the NBFSC/SMNB. As a member club of the NBFSC/SMNB you're required to:

1. Respond in writing to the SMNB office within **10 days** with a signed letter stating your club is either accepting or declining this offer. This must be signed by the Club President and Club Treasurer. Attached. If this is not received within the 10 days, your club will be considered declining this offer.
2. Respond to the SMNB office within **10 days** with a signed M.O.U. This must be signed by the Club President and Club Treasurer. If this is not received within the 10 days, your club will be considered declining this offer.
3. Must provide the SMNB within **30 days** (including 10 days from above) a Purchase Order from the Supplier as well as proof of Financing (letter of credit / transaction receipts) that demonstrates your club will be spending an equivalent dollar value of the grant offered, or more. Expenditures prior to the date of this letter are not eligible.

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.) cont.

## SAMPLE LETTER OF OFFER – APPENDIX 3 CONT.

The NBFSC/SMNB will spend all the monies allotted by the Provincial & Federal Government, by the end of March 2023 and ideally sooner. Therefore, it is imperative that your club complete the transaction of purchasing a *New* or *Used* Trail Groomer by the above date.

If your club chooses to not accept the outlined responsibilities or cannot meet the timelines, the Board of Directors will immediately assign the grant dollars to the next trail / club / grooming priority in the provincial snowmobile trail system. The Board and your fellow clubs would appreciate your club's response, as soon as possible.

We wish to also acknowledge our appreciation for the Federal and Province of New Brunswick's Government commitment and partnership to *Snowmobiling - New Brunswick's Winter Tourism*. The leadership of our member club's MLAs, Ministers and the efforts of Government have culminated into this very appreciated announcement.

Yours Truly,

Janice Bragdon  
Snowmobile – Motoneige NB

cc: SMNB Board of Directors

*The New Brunswick Federation of Snowmobile Clubs operating as Snowmobile-Motoneige NB*

Date of last Change: March 14, 2025

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-006

## EMERGENCY PLAN, MOVING GROOMERS

### I. GENERAL

The purpose of this emergency plan is to improve a weakness in the SMNB trail system as it relates to consistently and frequently grooming trails throughout a season by the Member Clubs. All Member Clubs have identified a territory for “their” trails over the last approximate 35 years. Member Clubs meet at these territory boundaries to collectively groom the entire SMNB Trail network each season. When a Member Club’s Groomer/Drag has a mechanical failure (“broken down”) there has been no backup plan to groom their trails with other grooming equipment from around the Province. Note: the SMNB does not own any Trail Groomers, the Member Clubs own the Trail Groomers in the provincial fleet.

### II. PURPOSE

The purpose of this emergency plan is to identify another club(s) grooming equipment by a Director (of the Board) in cooperation with the Member Clubs who may assist when a Groomer / Drag is “broken down” or will be “broken down” beyond the guideline of seven (7) days as outlined in **SMNB Operating Policy, TRL-004**. This plan outlines all steps to be taken to assist the “broken down” Club and ensure all SMNB Permit Holders have a groomed trail system throughout the Province.

### III. RESPONSIBILITY

The ‘broken down“ Member Club’s Zone Director is to undertake this recommended sequence of actions. The Zone Director is the lead, with assistance from the Trail Manager when required. Overall responsibility to ensure this plan is followed is the Zone Director first and in his/her absence the Member Club affected by the breakdown.

### IV. PROCESS / STEPS / ORDER OF PRIORITY ACTIONS ARE;

1. Call/ contact the SMNB member club(s) whose trail system directly joins the club whose groomer/drag is unable to groom their trails. Contact as many adjoining clubs as required to ensure all trails, under the effected “break down” are groomed to the SMNB guidelines. If not successful;
  - i. Note; in order of importance, SMNB Provincial Trails should be groomed first and generally groomed more frequently. While SMNB Local trails are important, they are the secondary priority when prioritization of resources must be applied.

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-006

EMERGENCY PLAN, MOVING GROOMERS

## IV. PROCESS / STEPS / ORDER OF PRIORITY ACTIONS ARE; (CONT.)

2. Call / contact all member clubs in the entire SMNB Zone affected in the event that a number of member clubs must 'come together' to schedule grooming to ensure all trails in the affected Zone are groomed to the minimum of once every seven (7) days. If not successful;
3. Call / contact SMNB member clubs in the adjoining SMNB Zone(s) – with the assistance of other Zone Directors - that may be able to groom an expanded territory to assist the effected Member Club or all Clubs in the Zone who are assisting the effected Club who is broken down. If not successful;
4. Ask a Member Club with grooming equipment that is not being utilized (in a winter with no snow in some Zones) to agree to physically move their Groomer/Drag to the effected Club to groom the trails where the “broken down groomer” is at. After receiving agreement;
5. Ask the SMNB Board of Directors for the financial approval of the estimated costs to float the Groomer/Drag from its home Club to the ‘broken down’ club including a return trip. Estimates of cost must be provided in the request so the motion can be made for an actual quantitative \$\$ amount.

## V. FUNDING for MOVING GROOMERS

The Board of Directors will propose to the Member Clubs at each AGM a line item to support this Emergency Plan in the proposed Operating Budget, approved by a majority of the delegates of the AGM. It is the Board's intent, with Member Club support, to always have a budgeted amount to support this plan.

## VI. RULES

1. Grooming hours collected on a Club's Groomer will be credited to that Groomer at year end, no matter which club's snowmobile trails they groom. Exceptions for not crediting grooming hours are covered under **SMNB Operating Policy, TRL-006**, of which examples could be using the groomer for snow plowing, using the groomer to surface or plow ATV winter trails or excessive engine idling recorded.
2. The cost/compensation for labor (if agreed to) is between individual member clubs – volunteers; the SMNB will not be a referee in any disputes or fund labor.

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

GRM-006

EMERGENCY PLAN, MOVING GROOMERS

## VI. RULES

3. The cost/compensation for fuel (if agreed to) is between individual member clubs – volunteers; the SMNB will not be a referee in any disputes or fund fuel.
4. The cost/compensation for mechanical breakdowns (if agreed to) is between individual member clubs – volunteers; the SMNB will not be a referee in any disputes or fund mechanical breakdowns.
5. In the event of an accident with the ‘borrowed’ Club’s Groomer/Drag and the ‘public’ while grooming another Member Clubs trails, the SMNB’s Groomer Fleet insurance will respond to the claim, however the Member Club whose trails the Groomer is operating in, may hold liability if proven.
6. In the event of improperly placed or missing SMNB Trail Signage, the operator of the ‘borrowed’ Club’s Groomer/Drag will not be responsible for correcting the errors. If the operator is from the “broken down” club but using the ‘borrowed’ groomer, then the operator is responsible to replace and report improperly placed or missing SMNB Trail Signage as he/she is currently. In the event an accident occurs during this time, the Member Club who is borrowing the Groomer shall remain solely responsible for any claims pursuant to trail signage.

## VI. POLICY REVIEW

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

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-001

## CLUB PAYOUTS / ANNUAL CLUB AGREEMENT

### I. GENERAL

The purposes of this policy are to identify the source of Club Payouts, define the terms and conditions of the Annual SMNB / Club Agreement, identify “**SMNB Snowmobile Use Only**” trails, and identify the SMNB Operating Policies necessary for Member Clubs to meet in order to qualify for the four (4) annual Club Payouts.

### II. PURPOSE OF THE CLUB PAYOUTS

Member Clubs are responsible to budget their four (4) Club Payouts for all requirements of the member club’s trail annual maintenance and infrastructure. Maintenance generally, but not entirely, defines all the capital, fixed and variable costs associated with owning and operating Trail Grooming equipment. Infrastructure generally, but not entirely, defines the costs around trail signage, trail bridges, culverts, bushing and trail improvements or modifications. Membership in the Federation does not guarantee any other sources of financial funds therefore it is expected most member clubs will only derive a percentage of their overall financial requirements from the four (4) Club Payouts.

### III. SOURCE OF THE CLUB PAYOUTS

The primary source of the Club Payouts is from all Trail Permit sales and the Trail Management Trust Fund (license rebates) received from the Provincial Government for every snowmobile registered (licensed) in the snowmobile season. Other revenues received by the SMNB may be added to the total fund at the discretion of the Board.

### IV. TIME, SOURCE AND NUMBER OF PAYOUTS

- **October:** Sourced from previous season’s Trail Permit sales, all types, left over after the December and February Pay Outs. Calculated on the club’s 5-year grooming hour averages and the club’s 5-year Trail Permit sales averages.
- **December 31st:** Sourced from current season’s Trail Permit sales up to December 15th. Calculated on the 5-year grooming hour averages and 5-year trail permit sales averages.
- **February:** Sourced from current season’s Trail Permit sales up to the end of January. Calculated on the 5-year grooming hour averages and 5-year trail permit sales averages.
- **June:** Sourced from same season’s snowmobile registrations at \$15.00 per. calculated on the 5-year grooming hour averages only.

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-001

CLUB PAYOUTS / ANNUAL CLUB AGREEMENT cont'

## V. ELECTRONIC TRACKING SYSTEMS

'Electronic tracking systems' or more commonly known as GPS-Groomer Tracking Systems are completely defined in SMNB Operating Policy #TRL-006

For Club Payouts, only the electronic records of the approved Tracking System from the SMNB will be utilized to calculate and pay Member Clubs, via the four (4) annual Club Payouts.

Where and when any piece of equipment (i.e., snowmobiles, modified trucks, etc.) is utilized as a Trail Groomer, that Member Club's annual Club Payouts will be calculated at 50% of grooming hours.

Member Club's Trail Groomers must be equipped with an 'electronic tracking system' approved by the SMNB to receive Club Payouts.

## VI. SMNB SNOWMOBILE USE ONLY TRAILS

Member clubs will only receive Club Payouts for grooming "**SMNB Snowmobile Use Only**" trails.

Where and when clubs are utilizing Trail Groomers for the maintenance of other trails (i.e. ATV or non-motorized winter trails), grooming hours must be recorded separately from "**SMNB Snowmobile Use Only**" trails, or not submitted electronically with all other grooming hours.

## VII. TERMS & CONDITIONS FOR FOUR ANNUAL CLUB PAYOUTS

After annual grooming hour percentages are calculated by the SMNB, all required -SMNB Operating Policies and General By-Laws must be met in order for a club to receive one hundred percent (100%) of their allowance.

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-001

CLUB PAYOUTS / ANNUAL CLUB AGREEMENT cont.'

## VII. TERMS & CONDITIONS FOR FOUR ANNUAL CLUB PAYOUTS cont.

The SMNB Operating Policies which must be met, over and above the Club Agreement and General By-Laws are as follows:

**Annual SMNB/ Club Agreement; signed by Member Club President.**

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: Credit Policy - # ADM-001**
5. **SMNB: Financial Reporting Policy - #CLB-002**
6. **SMNB: Interactive Groomer Tracking Responsibilities - #TRL-006**
7. **SMNB: Club's Accident & Insurance Deductible Responsibilities -#ADM-009**
8. **SMNB General By-Laws – as of May 7, 2023**
9. **Clubs must identify to the Trail Manager Annually – Club Trail Boundaries**

The Annual SMNB / Club Agreement must be signed on or before **May 31<sup>st</sup>** of each SMNB fiscal year, by the Member Club's President, in order to qualify for monies from the four (4) Club Payouts.

The June Payout will be withheld if the Federation office does not have the following documents:

1. Club's Annual Return – NB Companies Act Form 35.1 for the Club's current fiscal year, and
2. Club's Groomer Registrations for all groomers for the current snowmobile season.

## VIII. COMPLIANCE / REWARDS

Compliance with this Operating Policy, the SMNB General By-Laws and the terms and conditions of the SMNB Annual Club Agreement will not be achieved through a system of pre-determined financial penalties or percentages, rather from overall compliance and rewards, available to the member clubs.

The SMNB Board of Directors may withhold a Member Club's Payout, entirely, until the member Club complies with the outstanding Club Agreement, By-Law Article or Operating Policy as outlined in this Operating Policy.

The SMNB Board will reward Member Clubs who are eligible at the next regularly scheduled Annual Zone Meeting or in a scheduled Club Payout, at the discretion of the Board of Directors.

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-001

CLUB PAYOUTS / ANNUAL CLUB AGREEMENT cont'

## VIII. COMPLIANCE / REWARDS cont.

Any other penalties, if applied through the SMNB's Operating Policies are separate and mutually exclusive of the penalties levied under this Operating Policy.

## IX. RECEIPT OF PAYOUTS

Member clubs will only receive their Club Payouts on schedule if a current SMNB Annual Club Agreement has been signed, on or before May 31st, annually or until they have met the terms and conditions as outlined in this operating policy.

## X. WITHHOLDING OF A CLUB PAYOUT

The SMNB Board may withhold any Member Club's four (4) Payouts with a motion of the Board at any time throughout a fiscal year for non-compliance of the SMNB Annual Club Agreement.

All non-conforming issues creating noncompliance with the Annual SMNB Club Agreement will be dealt with at the next scheduled Board of Director's Meeting.

Member Clubs must, in writing, explain to the Board of Directors what actions have been undertaken to comply.

For Member Clubs who are advised after June 30<sup>th</sup>, for a previous season's non-compliance, they will have no later than September 1<sup>st</sup> of that calendar year, to submit their explanation for future compliance with the SMNB Annual Club Agreement.

Member Clubs who fail to respond in writing, may risk their future Club Membership in the SMNB as per General By-Law Article # 9 - LOSS OF MEMBERSHIP STATUS.

## XI. ASSUMPTION / CONDITION

The SMNB Board of Directors expects and requires all member clubs to abide by the *Annual SMNB / Club Agreement*. Clubs who fail to adhere to the *Annual SMNB / Club Agreement* and/or SMNB General By-Laws are placing at risk, their future membership in the Federation.

## XII. POLICY REVIEW

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

Date of Last Change: February 27, 2021

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**TRL-002**

**TRAIL PERMIT SALES & RETURNS**

## **I. GENERAL**

The purpose of this policy is to outline the terms involving the sale and return of all types of Trail Permits.

## **II. DISTRIBUTION**

All permits will be forwarded to the member clubs only after an order is received in writing.

## **III. SALE OF PERMITS**

As per **Article 6.3.2** of the General By-Laws, member clubs must sell Trail Permits at a price determined by a General Meeting of the member clubs.

The member clubs are permitted to sell seasonal Trail Permits to non-residents only.

The member clubs are permitted to sell Daily and Replacement Trail Permits to NB Residents as well as non-residents.

SMNB approved checkpoints and Corporate Partners are permitted to sell seasonal Trail Permits to residents as well as non-residents between December 16<sup>th</sup> and April 15<sup>th</sup>, annually. These Trail Permits will be invoiced to the club at their highest selling price.

The SMNB office may sell Trail Permits to walk-ins, tourists and out of province requests received. The net monies from these sales will be credited to the October Club Payout.

The SMNB office may only distribute seasonal Trail Permits at no charge as outlined in Policy TRL-007, No Charge Trail Permits.

## **IV. CASH ONLY**

The permit is only to be sold for cash. Cash is defined here as currency, cheque or credit card or debit card. Permits are not to be issued for any other goods or services other than cash.

## **V. SNOWMOBILES ONLY**

As per **Article 6.3.3** of the General By-Laws, Trail Permits are to be sold to individuals for the use of snowmobiles only on designated trails.

Date of Last Change: June 22, 2014

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-002

TRAIL PERMIT SALES & RETURNS cont'

## VII. DATES OF RETURN

All non-resident Season Trail Permits **sold by clubs on or before December 15** must be returned (or postmarked) to the office by **December 20** and will be invoiced to the club at the early sale price.

All remaining Trail Permits (sold or unsold) must be returned (or postmarked) to the office by **April 30** and will be invoiced to the club at their highest selling price.

Unsold Trail Permits that are not returned by April 30 are considered as sold Trail Permits and will be invoiced at their highest selling price.

## VIII. CREDITS

Unsold permits returned after **June 30** will not be credited.

## IX. POLICY REVIEW

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

Date of Last Change: June 22, 2014

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**TRL-003**

**FUND RAISING ON SMNB TRAIL SYSTEM**

## **I. GENERAL**

The purpose of this policy is to define the rules an SMNB club shall apply to the use of its trails by a non-club organization for the purpose of fundraising.

## **II. TRAIL PASSES**

All participants must have a current SMNB trail permit, unless previous permission by the Board of Directors is obtained.

## **III. APPROVAL**

The club reserves the right to approve, disallow or co-sponsor any activity by a "Fundraising organization". The exception to this rule would be events organized by the SMNB Board of Directors.

## **IV. POLICY REVIEW**

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

Date of Last Change: November 23, 2013

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-004

TRAIL GUIDELINES

## I. GENERAL

The objectives of the “Trail Guidelines” policy are multi- faceted. The overall recognition is that trail guidelines should exist, however it is also recognized that the SMNB (Federation) is a volunteer- driven entity with finite human resources and finite financial resources. The trail guidelines written in this policy are written as a “best effort” at the time they are adopted.

Another important element of a snowmobile trail is trail signage. The Federation therefore also recognizes that signage guidelines are important but attempts to adhere to the “Guidelines” of the ‘International Association of Snowmobile Administrators’ who publish snowmobile signage guidelines. The IASA recognizes the finite human and financial resources of non-profit volunteer-based entities like ourselves.

The trail guidelines and signage guidelines objectives stated might exceed the finite resources of a club’s volunteers; therefore while the trail guidelines and signage guidelines should occur in a ‘perfect world’ it is understood they can both only be recommended guidelines versus strictly adhered to guidelines.

## II. MULTI-FACETED OBJECTIVES

- ◆ **To continuously improve snowmobile trail conditions.** The Federation strives to take actions that would prevent all snowmobile accidents. The Federation also realizes it can not exclusively control the decisions of the snowmobiling public (riders) whose individual decisions, actions and habits are the primary cause of all accidents.
- ◆ **To continuously place uniform and consistent snowmobile-trail signage throughout the provincial system.** The Federation recognizes that trail signage can enhance the snowmobile experience by providing direction and information. The Federation also recognizes that trail signage, in its absence or presence, should not constitute a “safe” or “unsafe” trail.

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-004 cont.

## TRAIL GUIDELINES

### II. MULTI-FACETED OBJECTIVES cont.

- ◆ **To continuously groom the surface of all snowmobile trails.** The Federation strives to groom snowmobile trails as required. The Federation also recognizes that the condition or surface of a snowmobile trail constantly and continuously changes; therefore the condition of the surface of a trail should not be labeled as a “safe or “unsafe” trail.
- ◆ **To continuously strive to duplicate the actual trail experience with corresponding trail maps.** The Federation recognizes that trail conditions change almost constantly while a trail map is a static “snapshot” of a point in time, therefore the snowmobiling public can not rely on any snowmobile map to guarantee their personal “safety”.

### III. SAFE TRAIL CONDITIONS

There is no such thing as a ‘safe’ trail condition. Snowmobile trail conditions change constantly. Snowmobilers (riders) should never rely on any source of reported trail conditions because so many variables are ‘at play’. Temperature, snowfall, traffic, the time of year, etc. can change a snowmobile trail’s condition within hours. All snowmobile trails in the province are maintained by multiple volunteer-based clubs, therefore one section of the same trail with the same route number could offer very different conditions, all in the same day.

Riders should also exercise extreme caution and travel at a speed that would also allow them to stop before striking any hazard that the condition of a snowmobile trail could offer. The “safest” trail conditions are when all riders operate as if risks exist. A rider’s individual actions, habits and decisions determine their individual ‘safety’, not the condition of the trail.

### IV. TRAIL SIGNAGE RECOMMENDED

- ◆ All trail signs are recommended to be marked at a height that is within the headlight beam of a snowmobile approaching on the trail.
- ◆ All highway / road crossings are recommended to be marked with a ‘Stop’ sign on both sides of the highway / road.
- ◆ All highway / road crossings, but not necessarily all driveways, are recommended to be marked with a ‘Stop Ahead’ sign in both approaching directions.
- ◆ A trail’s personalized “Route” sign is recommended to be marked at every 10 kilometers of trail in both directions.
- ◆ Trail signs that are referred to as “Route”, “Destination”, “Service” and “Business” signage are recommended to be marked primarily at the intersection of all trails.
- ◆ All bridges are recommended to be marked with a ‘Bridge Ahead’ sign in both directions.

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-004 cont.

## TRAIL GUIDELINES

### V. TRAIL GUIDELINES RECOMMENDED

- ◆ Clubs “Provincial” trails are recommended to be a minimum width of three (3) meters after being groomed.
- ◆ Clubs “Provincial” trails are recommended to be absent of any natural growth, tree branches or trees that encroach within the 3 meter trail width.
- ◆ Clubs “Provincial” trails are recommended to be groomed a minimum of once in every seven days. Clubs “Local” trails are recommended to be groomed a minimum of once in every seven days.
- ◆ All trails should be groomed for ‘snowmobile-use’ only.
- ◆ Bridges on all trails are recommended to be a minimum width of four (4) meters. Bridges are recommended to be marked with trail signage on all four-corners, therefore the entrance and exit.
- ◆ Water course trail corridors and open area trail corridors are recommended to be blazed and marked a minimum of every one hundred (100) meters.
- ◆ Snowmobile and ATV winter trails should be differentiated clearly. Red posts should mark the snowmobile trail and blue posts should mark the ATV winter trail at all points of intersection.
- ◆ A visual inspection of all a club’s trails, provincial and local are recommended to be conducted at a minimum of once a week and can occur when trails are groomed.
- ◆ A Club Trail Check could occur annually by representatives of the Federation.

### VI. POLICY ADHERANCE

- ◆ A Member Club that does not groom or maintain their Club’s trails (Provincial and Local) to the minimum of “once every seven days”, will be deemed to have not adhered to this Policy. A deduction of \$200.00 per occurrence during the season in a future Club Payout will be applied. The SMNB will monitor all Clubs trails throughout the season at various times. A report will be produced and provided to the Member Club before deductions are finalized.

### VII. POLICY REVIEW

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

Date of Last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-006

## INTERACTIVE GROOMER TRACKING RESPONSIBILITIES

**I. GENERAL:** The SMNB Board of Directors, with the member clubs support introduced an Interactive Groomer Tracking system to the SMNB in 2012. The advantages and benefits from this technology were, but not limited to:

- Security Feature for Groomer Operators.
- Elimination of Log Books.
- Secured record of Grooming Hours – Financial Payouts.
- Accurate Trail Mapping Files.
- Possible Revenue(s) Sources - Applications.
- Trail Status Interactive - eliminate subjective Trail Conditions.
- Snowmobile Trip Planning features.

**II. PURPOSE:** The purpose of this operating policy is to ensure all Member Clubs are aware of their individual responsibilities as it relates to the new technology. This is imperative for each club's role in the entire system, in season, and also critical to each individual member club as failure to comply with the terms and conditions could result in less than expected Club Payouts (See TRL-001).

### III. TERMS & CONDITIONS:

All member clubs must;

1. Have installed properly, at the member club's cost, the approved GPS hardware / unit as established by the SMNB Board of Directors, annually.
2. After installation, with the exception of a total unit failure, all damages to the units, antennas, etc., are at the cost and responsibility of the member club the units / hardware is assigned to for repairs or replacement.
3. At the beginning of each season, it is the member club's responsibility to "test" their Groomer Tracking Unit with the Federation's service provider.
4. Understand that they are responsible for where their Groomers and Groomer Operators maintain trails and if the GPS tracking determines that snowmobile trails are being maintained on properties without landowner permission, hours may be deducted from their total hours for the season.
5. Understand that the recording by GPS tracking equipment, of groomer idling time will be limited to 25 minutes commencing in the 2022 snowmobile season.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-006

INTERACTIVE GROOMER TRACKING RESPONSIBILITIES cont.

### III. TERMS & CONDITIONS cont.:

6. Understand that they are responsible to manage the percentage of hours they utilize their Trail Groomer for activities such as 'snow plowing', 'brush cleaning', etc. If the GPS tracking determines that activities other than snowmobile trail grooming are excessive, hours may be deducted from their total hours for the season.
7. Understand that they are responsible to manage the percentage of hours they utilize their Trail Groomer for ATV Winter –Use Trails; if the GPS tracking determines that ATV Winter-Use trails are being maintained, hours may be deducted from their total hours for the season.

**IV. ASSUMPTION / CONDITION:** The SMNB Board of Directors expects and requires all member clubs to abide by the *Annual SMNB / Club Agreement*. Clubs who fail to adhere to the *Annual SMNB / Club Agreement* and/or SMNB General By-Laws are placing at risk, their future membership in the Federation.

**V. POLICY REVIEW:** This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**TRL-007**

**NO CHARGE TRAIL PERMITS**

## **I. GENERAL**

There are exceptional instances when the Federation may authorize and will distribute SMNB Trail Permits to individuals, government, corporations or organizations at no charge, via the Federation Office. The intent of this policy is to establish the conditions under which no charge Trail Permits are authorized and distributed. Any type of SMNB Trail Permit may be utilized, dependent upon the instance for use.

## **II. AUTHORIZATIONS**

### **No Charge Authorizations:**

#### **N.B. Trappers and Fur Harvesters Federation**

The Federation has a long-standing tradition of providing access to the Managed Snowmobile Trails to members in good standing of the NB Trappers and Fur Harvesters Federation. Forms are provided to this organization every year for distribution to their members only. Letters of access are only provided upon completion of the proper form, with a valid Trappers License # verified with the Fur Harvesters Federation.

#### **Camp Owners on Crown Land**

SMNB will provide a letter of access to camp owners so that they can access their camp in the winter months using the managed snowmobile trail, with very specific conditions. The letter of access will be provided only if there is no route to access the camp other than the managed snowmobile trail. The letter will identify the most direct route and will give permission to use this route only. If the camp owner wishes to use any other sections of the trail, they must purchase a Trail Permit. The letter also stipulates that trail use is by snowmobile only.

#### **Snowmobile Media / Travel Writers**

The Federation may distribute Trail Permit(s) when visiting snowmobile media and/or Travel Writers who are invited by PNB-Tourism or us to promote, prepare and publish an article about New Brunswick and or the SMNB.

#### **Industrial Freehold Landowners**

The Federation may distribute Trail Permit(s) to Industrial Freehold Landowners who request, in writing, a no charge Trail Permit. It is an expectation that the no charge Trail Permit will only be utilized for the purposes of their workload, not recreation, to access their land via a SMNB Trail authorized on Crown Land or on another landowners' property. Examples, not necessarily all inclusive are J.D. Irving Ltd., A.V. Nackawic Ltd., or any other such Industrial Freehold Landowner as deemed necessary.

Date of last Change: June 25, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-007

NO CHARGE TRAIL PERMITS cont.

## No Charge Authorizations - continued:

### **PNB; Tourism, Heritage and Culture (THC)**

The Federation may distribute Trail Permit(s) to the provincial department of Tourism, Heritage and Culture when requested in writing. These authorizations include Park's Division snowmobiles, i.e., Mt. Carleton and Mactaquac Provincial Parks. (THC is regarded as the Federation's 'champion' within the Provincial Government and are the source of many successes including funding files; past, current and ongoing.)

### **Crown Land Licensees and Sub-Licensees**

The Federation may distribute Trail Permit(s) to N.B.'s Crown Land Timber Licensees and sub Licensees (as deemed by PNB-Natural Resources (ERD) on the ten (10) Crown Land Licenses) who request, in writing, a no charge Trail Permit. It is an expectation that the no charge Trail Permit will only be utilized for the purposes of their workload, not recreation, to access their licensed Crown Land via a SMNB Trail authorized on Crown Land or on another landowners' property. Examples, not necessarily all inclusive are Fornebu Lumber Company Ltd., A.V. Cell Inc., Twin Rivers Paper Company Inc., etc. or any other named Licensee by ERD.

### **Special Cause Agency or Fund Raising Events (Invited)**

The Federation may distribute Trail Permit(s) when we invite a Special Cause Agency or Event to promote their special cause or fundraise for their cause or event by utilizing the SMNB trails. An agency or event who through association, i.e., Canadian Council of Snowmobile Organizations would also qualify. In these instances of authorization the Trail Permit(s) issued would only be for the Event or Agency, not all their invited participants or guests and only Daily Trail Permit(s) would be utilized.

### **Promotions, Marketing, Prizes, Etc.**

The Federation may with Board of Director's approval use and distribute Trail Permits to promote and market the Federation. Trail Permits can be part of SMNB only (not Member Clubs) promotions and marketing or as a SMNB promotion and marketing with SMNB Corporate Partners. The SMNB Trail Permit becomes the prize at no charge to the 'winners' of the Trail Permit.

Date of last Change: June 25, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-007

NO CHARGE TRAIL PERMITS cont.

## II. PURCHASES

### Must purchase Trail Permit:

#### **Enforcement Agencies / Officers**

Generally, it is expected that all municipal, provincial or federal Enforcement Agencies should acquire Trail Permits by purchasing them like the general public. The exception; provided that the snowmobiles are to be used on SMNB snowmobile trails, for the purpose of enforcing the Off Road Vehicle Act, the Federation may distribute no charge Trail Permits to Enforcement Officers or Agencies. Examples, not necessarily all inclusive are the RCMP, Municipal Police, the provincial Off Road Vehicle Enforcement team, or any other such agency as deemed necessary.

#### **Special Cause Agency or Fund Raising Events (not invited)**

The Federation will not distribute Trail Permit(s) when a Special Cause Agency or Event decides unilaterally to promote their special cause or fundraise for their cause by utilizing the SMNB trails.

#### **Public Utilities**

Public Utilities should pay for Trail Permits. Generally, it is expected that all for profit Public Utilities should acquire Trail Permits by purchasing them like the general public. The Federation Office to provide additional service may administer the sales transaction upon application from the Public Utility.

#### **Provincial and/or Federal Government Departments**

Governments and their departments should pay for Trail Permits. (The exception is the PNB – THC Department). Generally, it is expected that all municipal, provincial or federal Enforcement Agencies should acquire Trail Permits by purchasing them like the general public. The Federation Office to provide additional service may administer the sales transaction upon application from the Provincial or Federal Government Department.

## III. DISTRIBUTION

All no charge Trail Permits will be distributed by the Federation Office only. SMNB Member Clubs are not permitted to authorize or distribute any no charge Trail Permits. No other group or person has the authority to distribute Trail Permits at no charge under any circumstances. There is no maximum quantity available for authorization or distribution in any season.

## IV. POLICY REVIEW

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

Date of last Change: June 25, 2022

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-008

## DEALER TRAIL PERMITS ACQUISITION & QUALIFICATION

### I. GENERAL

The Federation has created a Trail Permit in a key tag format for use by snowmobile dealers. These are known as, Dealer Trail Permits. Snowmobile dealers may have to 'loan' a snowmobile before it is sold to the eventual owner, thus creating a situation where it is to be used on the SMNB snowmobile trails and the loner or demonstration snowmobile still requires a Trail Permit. The purpose of this policy is to outline who may acquire, and qualify for Dealer Trail Permit(s) and the procedures for the sale and acquisition of these Trail Permits.

### II. SELLING PRICE & DISTRIBUTION

Dealer Trail Permits will always be sold at the same price structure as the Seasonal Trail Permits. Member Clubs do not have access to Dealer Trail Permits and are not permitted to acquire, distribute or sell Dealer Trail Permits. Dealer Trail Permits may be purchased through the Federation Office only, and are not available through any other person or group under any circumstances.

### III. QUALIFICATION

#### Manufacturers (OEM) Dealers in New Brunswick:

Dealer Trail Permits may be purchased by snowmobile dealers, within New Brunswick, as identified by the Original Equipment Manufacturer (OEM) as being authorized to sell their products. Dealers will be verified by the District Sales Managers of Arctic Cat, BRP, Ski-Doo, Polaris and Yamaha as required. Dealers are allowed to purchase up to a maximum of six (6) Dealer Trail Permits each season.

#### Manufacturers (OEM) Dealers outside New Brunswick:

Dealer Trail Permits may be purchased by snowmobile dealers, outside New Brunswick, as identified by the Original Equipment Manufacturer (OEM) as being authorized to sell their products. This qualification includes Canada and the United States. Dealers will be verified by the appropriate District Sales Managers of Arctic Cat, BRP, Ski-Doo, Polaris and Yamaha as required. OEM Dealers are allowed to purchase up to a maximum of six (6) Dealer Trail Permits each season.

Date of last Change: September 21, 2013

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-008

## DEALER TRAIL PERMITS ACQUISITION & QUALIFICATION cont.

### III. QUALIFICATION; Cont'd:

#### Dealers, in New Brunswick, with a PNB Dealer License Number

Dealer Trail Permits may be purchased by dealers who have a valid and current New Brunswick (PNB), Off-Road Vehicle Dealer Licence from Public Safety. The verification of a valid PNB Off Road Vehicle Dealer License number is made by the Federation Office before authorization is granted. PNB Dealers are allowed to purchase up to a maximum of two (2) Dealer Trail Permits each season.

### IV. NOT – ELIGIBLE (NON-QUALIFICATION)

#### Dealers outside New Brunswick, with a Government Dealer License Number

Any inquiry, request or application from a dealer outside of New Brunswick who is not an OEM Dealer but is in possession of his Government's Off Road Vehicle Dealer License (or equivalent) is not eligible to purchase a SMNB Dealer Trail Permit. This qualification of dealers should purchase other SMNB Trail Permits.

### V. POLICY REVIEW

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

Date of last Change: September 21, 2013

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-009

## CLUB - TRAIL CHECKS / SIGNAGE GUIDELINES

### I. GENERAL

To continuously improve snowmobile trails, the Federation (SMNB), via the Member Clubs, always strives to provide all SMNB Trail Permit holders with snowmobile trails that are maintained to minimum guidelines, primarily regarding trail grooming and trail signage. The objectives of this operating policy are multi-faceted. However, the overall recognition of the SMNB is that the responsibility for trail signage installation and all ongoing trail signage maintenance is one of the core responsibilities of being a Member Club of the SMNB. The SMNB recognizes the importance of trail signage for the security and pleasure of riders and passengers, but also for the importance of the SMNB's responsibility in growing New Brunswick's winter tourism.

### II. TRAIL SIGNAGE GUIDELINES RECOMMENDED

All trail signs are recommended to be chosen, installed and maintained as per the guidelines provided by the SMNB Board of Directors. The trail signage guidelines provided, taught, reinforced and utilized strive for consistency throughout the SMNB trail system. Overall; "*saying what we are going to do*" and "*doing what we say*" as it relates to trail signage will provide the consistency, security and pleasure for everyone riding the SMNB-Club's trails.

### III. CLUB - TRAIL CHECKS

Annually, random Club -Trail Checks will be performed by the SMNB as a step in the process to assist Member Clubs in reinforcing the training and education they have received in the correct installation of SMNB trail signage. A Trail Check is a measurement of:

1. The correct choice of trail signage and absence of unapproved signage.
2. That other seasonal signage, (i.e. forestry, walking-hiking, ATV, campground, golf course, etc.) is covered so that it cannot be interpreted as 'for snowmobiling'.
3. The correct installation and placement of trail signage.
4. The correct understanding of previous training and support.

Confirmation that member clubs are "*doing what we say*" as it pertains to trail signage placement guidelines, and compliance with "*saying what we are going to do.*"

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-009

CLUB - TRAIL CHECKS / SIGNAGE GUIDELINES cont.

## IV. SMNB SUPPORT / ASSISTANCE / RESOURCES

The SMNB will provide support annually to the volunteers of the Member Clubs. The assistance and/or resources listed below are provided to strive for compliance with the objectives and guidelines of the adopted trail signage;

1. Trail Signage proprietary supplier with club only pricing. (Board of Directors)
2. Budgeted financial subsidized funding (SMNB Budget).
3. Trail signage placement training (classroom).
4. Additional financial funding \*(when available) from Provincial or Federal sources.
5. Trail signage placement field manuals. (classroom & Trail Manager)
6. Trail signage (classroom handouts) support materials; Approved Signs, Discontinued Signs and Sign placement Guide.
7. Trail Checks of trail signage compliance with written reports.(Trail Manager)
8. Time line for policy adherence to trail signage guidelines. (Board of Directors)

## V. POLICY ADHERANCE

A Member Club that does not maintain their trails, to the SMNB trail signage guidelines, can expect to be the recipients of the following process and support until the correction of the noted guidelines from a club's Trail Check are adhered to. **Proof of compliance is the responsibility of the Member Club. Proof of compliance will be in the form of photographs of before and after at each trail signage site identified in the written Trail Check that was provided.**

- Immediately; correction of each STOP, STOP AHEAD and RAILWAY AHEAD.
- Week 1 / Trail Check Report (Written Report)
- Week 2 / Additional Training (at Club's financial expense) – Classroom and/or on Site
- Week 3 / Financial Fines (as outlined in Policy)
- Week 4 / Hire outside resources to perform Volunteer Responsibilities (at Club's financial expense)
- Week 5 /
  - a. Loss of all future Club Payouts.
  - b. Loss of SMNB Commercial General Liability insurance for the Club's trails, landowners and loss of the Groomer Fleet insurance for the Club's trail groomer.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-009

CLUB - TRAIL CHECKS / SIGNAGE GUIDELINES cont.

## VI. FINANCIAL FINES

The following fines will be applied to the Member Club's next Club Payout.

- **\$200.00** – immediately for **each and every** STOP and/or STOP AHEAD and/or RAILWAY AHEAD and/or DESTINATION HWY SIGNAGE trail signs that are missing, improperly placed, not clearly visible, faded, defaced, smaller than 18" (not SMNB) damaged or degraded.
- **\$200.00** – immediately for each & every STOP and/or STOP AHEAD trail sign that is for three-season use & not covered as required for winter SMNB trail use.
- **\$200.00** – for **each and every** open corridor; including, but not all inclusive to trail ice-crossings, trail field crossings, trail forestry clear cuts and trail mulched power lines that is not clearly marked as per SMNB Signage Guidelines.
- **\$200.00** – for **each and every** temporary hazard on a club's trails that are not indicated with SMNB temporary hazard posts or another temporary "orange safety cone" that is also reflective for night time riding. (Flagging tape by a Club is not acceptable.)
- **\$200.00** – for **each and every** Permanent Signage Structures (PSS) that does not have all trail panels completed or completed accurately as per the SMNB trail signage guidelines for PSS's.

**VII. POLICY REVIEW:** This policy shall be reviewed annually and revised at the discretion of the Board of Directors.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**TRL-010**

## **ADDITIONAL ONE-WAY TRAIL MILEAGE**

### **I. GENERAL:**

SMNB continuously looks for ways to improve snowmobile trails, via the Member Clubs, and always strives to provide all SMNB Trail Permit holders with snowmobile trails that are maintained to minimum guidelines, primarily regarding trail grooming (TRL-004) and trail signage (TRL-009).

This operating policy will help facilitate the importance of being able to maintain clubs' current allotment of one-way trail and maintain policies TRL-004 and TRL-009. Member clubs must apply in writing 14 days before a Board of Directors meeting for approval.

### **II. DEFINITIONS**

For the purposes of this Operating Policy, the SMNB Board of Directors today and in the future will determine if applications for additional trail to your current one-way mileage is feasible.

### **III. GRANDFATHER CLAUSE**

All current Member Clubs in the SMNB will have their current (as of June 22, 2019) trail mileage allotment locked in time. Thus Member Clubs who are deemed to have an excess of kilometers of trails, will not be affected. These Member Club's may continue to operate excess kilometers of trail knowing that policies TRL-004 and TRL-009 will be in effect and monitored closely by SMNB staff.

### **IV. MEASUREMENT OF TRAILS**

The SMNB will annually update the total number of kilometers of one-way trails and provide an appendix to Operating Policy GRM-002. Snowmobile trails are defined as both SMNB Provincial Trails and SMNB Local Trails.

### **V. CRITERIA (application in writing to BOD must include)**

- Clear indication of where the trail begins and where it ends. SMNB Trail Manager will assist with mapping.
- Provide proof of all land use agreements of private lands.
- If the proposed trail is on Crown Lands, approval from the BOD is required before it can go before one of the pre-planned Provincial Trail Planning Committee meetings held 4 times a year with Department of Energy Resource Development (ERD).
- Indicate the reason for additional trails? I.E. Services, trail connection, other?
- How many additional km will this add to your current total allotment?
- What work is required prior to this trail becoming an operational managed trail?
- If approved, member club must receive a trail number from the SMNB Trail Manager.

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

**TRL-010**

**ADDITIONAL ONE-WAY TRAIL MILEAGE**

## **V. POLICY ADHERANCE**

- Member clubs who add trails without approval from the Board of directors will have their annual grooming hours reduced proven by the GPS tracking units.
- Member clubs who add trails without approval from the Board of directors will not be eligible for provincial groomer grants.
- Member clubs who add trails without approval from the Board of directors risk their membership in the SMNB.

## **VI. POLICY REVIEW**

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

Date of last Change: June 24, 2023

# NB FEDERATION OF SNOWMOBILE CLUBS POLICY STATEMENTS

TRL-011

RAILWAY CROSSINGS

## I. GENERAL

The purpose of this policy is to establish parameters around the use and maintenance of railway crossings within our trail system and the payment of fees for that use and maintenance.

## II. LEASE AGREEMENT

Fees that are associated with the use of railway crossings on the SMNB's trail system and are identified within the Lease agreement will be paid by SMNB at no cost to the Clubs.

## III. RAILWAY CROSSING REPLACEMENT OR REPAIR

Whereas there are several railway crossings within the SMNB trail system and they are used by permit holders throughout the province, the cost associated with any repairs or replacement will now be the responsibility of SMNB to lessen the cost burden on the local clubs. The fees will be reverted to the appropriate club unless the requirements below are followed.

## IV. REQUIREMENTS

Replacement and Repairs of railway crossings can be expensive and to help with controlling that cost, SMNB requires the following:

- Clubs are required to photograph each railway crossing within their trail section with a beginning of the season and an after-season photograph with a time stamp.
- Forward photos to Trail Manager on a yearly basis.
- Keep photos on file for a one-year period.

## V. POLICY REVIEW

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

Date of last Change: September 13, 2025