



NOTICE OF INTENT TO IMPOSE A SPECIAL LEVY

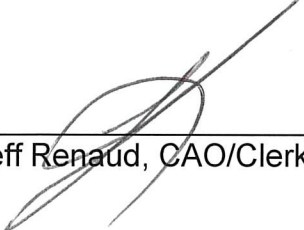
The Council of the Municipal District of St. Stephen, in accordance with *Section 6(2) of the Business Improvement Areas Act* of the Province of New Brunswick, does hereby provide notice of its intention to do the following:

- (a) to approve the budget; and
- (b) to impose a special levy of \$0.20 per \$100 of property assessment on all non-residential properties within the Business Improvement Area.

Objections and/or Comments to the budget may be submitted in writing to the Clerk for the Municipal District of St. Stephen on or before Wednesday, November 26, 2025, by 12:00 p.m. (noon), either through email to: celeste.caswell@chocolatetown.ca or by personal letter drop-off to the Municipal District reception desk at 22 Budd Ave, St. Stephen, NB (Garcelon Civic Center).

A digital copy of the St. Stephen Business Improvement Area Inc. Budget Report for Approval for Reporting Period 2025/26 and MDSS BYLAW 02-25, A BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY can be found on the Municipal District of St. Stephen website www.town.ststephen.nb.ca under "Municipal Menu", "Municipal District Office", "Public Notices" [Public Notices | St. Stephen, New Brunswick](#).

A paper copy of the St. Stephen Business Improvement Area Inc. Budget Report for Approval for Reporting Period 2025/26 and MDSS BYLAW 02-25, A BYLAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY can be provided upon request at the Municipal Office at 22 Budd Ave, St. Stephen, NB.



Jeff Renaud, CAO/Clerk

Budget Report for Approval

St. Stephen Business Improvement Area Inc.

Prepared by: Mary Dow

Date: October 24, 2025

Reporting Period: 2025/26

1. Executive Summary

- Purpose of the budget
 - Key highlights (total projected expenses, funding sources, surplus/deficit)
 - High-level recommendations
-

2. Budget Overview

Category	Budgeted Amount	Variance (+/-)	Notes
Revenues / Income	+\$49,713.00		
Personnel Costs	-\$32,319.00		
Operating Expenses	-\$6,915.00		
Program/Project Costs	-\$20,000.00		
Contingency/Reserves	+\$10,000.00		
Total			

3. Detailed Line-Item Budget

(Break down each category from the overview into specific line items. Example:)

Personnel Costs

- Salaries \$22,069
- Contracted Services \$10,250

(Accounting \$6,250; Web Design \$4,000)

Operating Expenses

- Office Supplies – \$1,000
 - Rent/Utilities – \$3,000
 - Insurance - \$1,020
 - Annual Dues – \$300
 - Bank Fees - \$150
 - Marketing/Communications \$500
-

4. Justification & Assumptions

- Key assumptions used in preparing this budget (e.g., staffing levels, inflation rates, grant funding)
 - Rationale for major expenses or increases from previous budgets
 - Explanation of cost savings or efficiencies
-

5. Funding Sources

Source	Confirmed (\$)	Pending (\$)	Total (\$)	Notes
Levy	\$29,713			
Grants	\$20,000			
Total	\$49,713			

6. Approval Section

Prepared by: Macy D Oct 27/2025 (Signature & Date)
Reviewed by: Entire Board Oct 30/25 (Signature & Date)
Approved by: Entire Board Oct 31/2025 (Signature & Date)

BY-LAW NO. MDSS 02-25

A BY-LAW TO IMPOSE A SPECIAL BUSINESS IMPROVEMENT LEVY

Pursuant to Section 5(1) of the *Business Improvement Areas Act*, BE IT ENACTED BY Council of the Municipal District of St. Stephen as follows:

THAT a Business Improvement Levy be imposed on all non-residential property within the Business Improvement Area of the local government that is liable to taxation under the *Assessment Act*. The 2026 Levy shall be in the amount of **\$29,713.20** at the rate of \$0.20 per \$100 of property assessment and the Council hereby directs and orders the Minister of Environment and Local Government to Levy the said amount pursuant to provisions of the *Business Improvement Area Act*.

IN WITNESS WHEREOF the Municipal District of St. Stephen has caused the corporate seal to be affixed to this By-Law this ____ day of _____, 2025.

FIRST READING:

SECOND READING:

THIRD READING AND ENACTED:

Allan MacEachern, Mayor

Jeff Renaud, CAO/Clerk