



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 25, 2026, 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 2026/27 and MDSS BYLAW 06-26, 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 2026/27 and MDSS BYLAW 06-26, 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.

Budget Report for Approval

St. Stephen Business Improvement Area Inc.

Prepared by: Mary Dow Executive Director

Date: October 19, 2026

Reporting Period: September 1, 2026- August 31, 2027

Nelson Lynds: President

Rebecca Smith: Vice President

Jeff McShane: Past President

Tara Cleghorn: Secretary

Holly Ames: Director

Bernadette Cunningham: Director

Kara Robertson: Director

Christina Tapley: Director

1. Executive Summary

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

The Downtown St. Stephen Business Improvement Area intends to apply for \$20,000 in capital funding through the Downtown New Brunswick Heart of Communities Investment Initiative to support the proposed revitalization of the splash pad at the Chocolate Park. This funding opportunity presents the BIA and the Municipal District of St. Stephen with an opportunity to work together to enhancing an existing recreational space in our downtown. The proposed revitalization would focus on improving the splash pad and creating a more inviting, enjoyable destination for families and visitors. To help bring this project to fruition, the BIA is requesting that the Municipality consider a contribution of \$20,000, which together with the proposed grant funding, would provide a large investment conditional upon successful grant approval.

The Downtown St. Stephen Business Improvement Area Inc. is requesting financial assistance of \$8,750 from The Municipal District of St. Stephen to help offset cost associated with upcoming community events, seasonal initiatives, and improvements to existing programs. The funding would allow the BIA to continue building on the success of its community initiatives while enhancing the experience for residents and visitors. A key priority is the continued growth of our Downtown St. Stephen Movie Nights, which consists of four free, family friendly events held throughout the summer at the Ganong Chocolate Park in the heart of our community. Funding would also assist with the cost of providing portable washroom facilities, improving accessibility and convenience for attendees, and purchasing an upgraded sound system to enhance the

experience. Additionally, we also are looking to assist with protective cord covers to provide a safe experience for all attendees. These improvements would also support our goal of expanding the event's reach, encouraging greater participation from surrounding communities, including our neighbors across the border in Calais Maine. The remaining financial assistance would support a Christmas in July event with new engaging activities designed to increase foot traffic, encourage residents and visitors to explore our downtown, and create additional opportunities for local businesses. By investing in these initiatives, the Municipality would be supporting not only community events but also economic development, tourism and continued growth of Downtown St. Stephen. The BIA remains committed to seeking additional grant funding, sponsorships, and community partnerships to maximize available resources and minimize costs.

- This proposed budget is based on a levy of twenty cents (\$.20) for each one hundred dollars of assessed value. This is based on the assessed value of the businesses that are in the BIA district.
- BIA 2027 Assessment Base
Total Assessed Property Value: \$16,299,400
Tax Levy Rate: \$.20 per \$100 of assessed value
($16,299,400 / 100 = 162,994$. $162,994 \times \$0.20 = \$32,598.80$)
BIA Tax Levy: \$32,598.80

2. Budget Overview St. Stephen Business Improvement Area Inc.

PROPOSED 2026-2027 OPERATING BUDGET

Enter proposed amounts in the highlighted cells. Totals and the budget difference calculate automatically.

SOURCE OF FUNDS

Funding Source	Notes	Proposed Amount (\$)
BIA Tax Levy		\$32,598.80
MDSS Event Funding	Pending Approval	\$8,750.00
Projected Bank Balance /Carry Forward		\$17,691.46
Grant Funding	Pending Approval	\$43,986.00
TOTAL SOURCE OF FUNDS		\$103,026.26

USAGE OF FUNDS

Expense Category	Notes	Proposed Amount (\$)
Post Office Box		\$75.00
Annual Dues		\$300.00
Bank Fees		\$210.00
Insurance for Directors / Officers		\$1,061.00
Office Supplies		\$150.00
Professional Fees & Training		\$1,000.00
Payroll		\$30,000.00
Phone		\$675.00
Marketing & Promotional		\$580.00
Rent		\$2,967.00
Grant Funding	Pending approval. Grants listed below.	\$43,986.00
Accounting		\$3,000.00
MDSS Event Funding		\$8,750.00
TOTAL OPERATING EXPENSES		\$92,754.00

PROJECTED YEAR-END OPERATING RESERVE

\$10,272.26

Source of Funds less: Usage of Funds

BUDGET NOTES / BOARD COMMENTS

Downtown NB Holiday Grant		\$2,250.00
Community Investment Fund Grant		\$7,000.00
Heart of Communities Event Grant		\$5,000.00
Heart of Communities Capital Grant		\$20,000.00
Canada Summer Jobs Grant		\$4,736.00
MDSS Community Grant Program		\$5,000.00
Total Potential Grant Funding		\$43,986.00

3. Detailed Line-Item Budget:

- **Revenue/Income:**

BIA Tax Levy \$32,598.80

MDSS Event Funding \$8,750 – Pending Approval

Projected Bank Balance/Carry Forward \$17,691.46

Potential Grant Funding \$43,986

Total: \$103,026.26

Personnel Costs:

- Salaries - \$30,000

- Accounting - \$3,000

Total: \$33,000

Operating Expenses:

- Post Office Box \$75

- Annual Dues \$300

- Bank Fees \$210

- Office Supplies \$150

- Rent \$2,967

- Marketing/Promotional \$580

- Phone \$675

- Professional Fees/Training \$1,000

- Insurance for Directors/Officers \$1061

Total: \$7,018

Projected Programs/Grant Funding Opportunities:

- Downtown NB Holiday Grant \$2,250

- Community Investment Fund \$7,000

- Canada Summer Jobs \$4,736

- Heart of Communities Event Grant \$5,000

- Heart of Communities Capital Grant \$20,000

- MDSS Community Grant Program \$5000

- MDSS Event Funding \$8750 – Pending Approval

Total: \$52,736

Projected Year-End Reserve:

Total: \$10,000

4. Justification & Assumptions:

- Key Assumptions used in preparing this budget: The proposed 2026-2027 budget reflects anticipated operating expenses, staffing costs, community initiatives, and potential grant funding opportunities.
- Projected Funding Sources:
 - BIA Tax Levy: \$32,598.80
 - MDSS Event Funding \$8,750 – Pending Approval
 - Projected Bank Balance/Carry Forward \$17,691.46
 - Potential Grant Funding: \$43,986.00
- Total Projected Funding: \$103,026.26

All proposed grant funded initiatives are subject to successful funding applications and approvals. The BIA remains committed to pursuing available funding opportunities while maintaining responsible financial management. A projected year-end reserve of \$10,000 has been included to support financial stability and future initiatives.

5. Approval Section

Prepared by: Mary Dow  Oct 19, 2024

Reviewed by: BIA Board

Approved by: 

BY-LAW NO. MDSS 06-26

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 2027 Levy shall be in the amount of **\$32,598.80** 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 _____, 2026.

FIRST READING: October 28, 2026.

SECOND READING:

THIRD READING AND ENACTED:

Steven Backman, Mayor

Jeff Renaud, CAO/Clerk