

Town of Portugal Cove-St. Philip's **Tax Reduction Policy**

Pursuant to the authority conferred in sections 7 and 8 of the *Towns and Local Service Districts Act, 2025*, the Town Council of Portugal Cove-St. Philip's has adopted the following Policy on the 11th day of March 2026.

1. TITLE

- 1.1. This document will be known and cited as the Town of Portugal Cove-St. Philip's Tax Reduction Policy.

2. PURPOSE

- 2.1. To establish guidelines and criteria for the eligibility of a reduction in the property tax portion of residential real property.

3. INTERPRETATION/DEFINITION

- 3.1. "**Combined Household Income**" shall mean the total net income earned by all members of a household over the age of 18, including income from employment (salaries, wages, tips, commission, self-employment), investments, interest, pensions, regular cash income (child support, spousal support or government benefits), rental income (basement apartment, room rentals).
- 3.2. "**Council**" shall mean the Town Council of Portugal Cove – St. Philip's.
- 3.3. "**Fiscal Year**" shall mean 01 January to 31 December of the current year.
- 3.4. "**Principal Place of Residence**" shall mean a housing unit that you own, either alone or with another person and is ordinarily inhabited by you, your spouse or your children.
- 3.5. "**Resident**" shall mean a person who is 18 years of age or older and lives in the Town on a full-time basis.
- 3.6. "**Town**" shall mean the Town of Portugal Cove – St. Philip's.

4. APPLICATION

- 4.1. The Town of Portugal Cove-St. Philip's provides residents with two distinct programs in which, upon approval, offer a reduction in the property tax portion of their principal residence: a Guaranteed Income Supplement (GIS) Reduction and a Low-Income Property Tax Reduction Program (LIPTR). The amount of the reduction is listed on the Town's Tax Structure and Schedule of Fees annually.
- 4.2. This Policy shall apply to residents of Portugal Cove-St. Philip's.

5. PROCEDURE

- 5.1. Residents can only apply for one reduction.
- 5.2. Residents accounts must be in good standing.
- 5.3. Reductions are for current year only and cannot be applied to past years.
- 5.4. The property must be the applicant's principal residence.

- 5.5. An annual application must be submitted.
- 5.6. Water and/or sewer taxes are not eligible for these reductions.
- 5.7. Guaranteed Income Supplement (GIS) Reduction:
 - 5.7.1. To be eligible for the GIS reduction you must be a residential property owner who receives the federal Guaranteed Income Supplement (GIS) for a full 12-month period from July of the previous year to June of the current year.
 - 5.7.2. Form SC-ISP-3057 from Service Canada confirming GIS receipt is the only accepted supporting document. This mailing address on this form must match the principal place of residence.
- 5.8. Low Income Property Tax Reduction Program (LIPTR):
 - 5.8.1. To be eligible for the LIPTR you must have a Single net income less than \$30,000 OR a combined household net income less than \$52,484.
 - 5.8.2. A Notice of Assessment (not an Express Notice) must be submitted for every member of the household age 18 years and over, for the previous year.

6. REPEAL OF PREVIOUS POLICY AND AMENDMENTS

- 6.1. Low Income Interest Exemption and Tax Deferral; Motion #2017-400, 29 August 2017.

7. INTO EFFECT

- 7.1. This Policy first came into effect on the 11th day of March 2026, through a resolution of Council, 2026-062.