

November 25, 2020

VIA EMAIL

To: Chief Administrative Officers
Cc: Finance Department and Building Officials

RE: 2021 CAP and Key Dates for Filing of the 2021 Assessment Roll

As a follow-up to our October 27th email, we can now advise that the Capped Assessment Program (CAP) rate for the 2021 Assessment Roll, based on the Nova Scotia Consumer Price Index (CPI) reported in November 2020, is **0.3%**.

Please also note the following important dates for the 2021 Assessment Roll:

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| Nov. 25, 2020 | iasWorld is shut down for assessment roll preparation. This is the last day for inputting, but “read only” access is still available after iasWorld is shut down. |
| Dec. 2, 2020 | The last daily <i>Filed Roll Change Report</i> for 2020 is placed on the secure FTP site. |
| Dec. 4, 2020 | The last weekly report(s) for 2020 Assessment Roll are placed on the secure FTP site. All daily and weekly reports, up to and including the reports issued on December 4, should be applied to your system before the 2021 Assessment Roll is applied. |
| Dec. 14, 2020 | The <i>Municipal Profile Report</i> and <i>Market and New Growth Indicators Report</i> are available on the secure FTP site. |
| Dec. 14, 2020 | The first weekly report is available for the 2021 Assessment Roll. Please note: all weekly reports available from December 14 onward must not be applied to your system until the 2021 Assessment Roll is applied. It is important to align the timing of these updates to ensure consistency between your system and iasWorld. |
| Dec. 31, 2020 | The 2021 Assessment Roll is placed on the secure FTP site. This will include: <ul style="list-style-type: none">- <i>Certificate of Director</i> form*- <i>Assessment Roll Report</i> in PDF - XML and/or Flat File formats as applicable to your municipality- <i>Tax District Summary Report</i>- <i>Seasonal Tourist Business Assessment Roll Report</i> (if applicable)- Addendum to the Assessment Roll (to be applied after the 2021 Assessment Roll is applied) |

Once these files are applied, you can resume updating your system with the changes from the weekly reports.

Jan. 4, 2021 *Daily Filed Roll Change Report* resumes for 2021.

Jan. 11, 2021 2021 Assessment Notices are mailed to property owners.

*Once you receive e-mail notification that the 2021 Assessment Roll has been placed on the secure FTP site, please print and sign the *Certificate of Director* form and send it back to us within 60 days to acknowledge your receipt of the Assessment Roll. You can scan and email the signed form to servicedesk@pvsc.ca or fax it to 1-888-339-4555.

Please share this information with the applicable staff within your municipality. If you have any questions or concerns, please feel free to contact us at 1-800-380-7775

Sincerely,



Chris Doucette
Chief Operating Officer
Property Valuation Services Corporation