

November 18, 2022

VIA EMAIL

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

RE: 2023 Capped Assessment Program Rate and Key Dates for Filing of the 2023 Assessment Roll

In preparation for the filing of the 2023 Assessment Roll and mailing of property assessment notices, Property Valuation Services Corporation (PVSC) would like to share the following information with you.

The Capped Assessment Program (CAP) rate for the 2023 Assessment Roll, which is based on the Nova Scotia Consumer Price Index (CPI) as reported in November 2022, is confirmed at 7.7%.

Please ensure you share the below key dates and instructions with applicable staff:

- Nov. 25, 2022** 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.
- Nov. 30, 2022** The last daily Filed Roll Change Report for 2022 is placed on the secure FTP site.
- Dec. 2, 2022** The last weekly report(s) for the 2022 Assessment Roll are placed on the secure FTP site. All daily and weekly reports, up to and including the reports issued on December 2, should be applied to your system before the 2023 Assessment Roll is applied.
- Dec. 12, 2022** The Municipal Profile Report and Market and New Growth Indicators Report are placed on the secure FTP site.
- Dec. 12, 2022** The first weekly report is available for the 2023 Assessment Roll.
Please note: all weekly reports available from December 12 onward must not be applied to your system until the 2023 Assessment Roll is applied. It is important to align the timing of these updates to ensure consistency between your system and iasWorld.
- Dec. 29, 2022** The 2023 Assessment Roll is placed on the secure FTP site. This will include:
- Certificate of Director form
 - Assessment Roll Report in PDF, XML, and/or Flat File formats as applicable to your municipality

- Tax District Summary Report
- Seasonal Tourist Business Assessment Roll Report (if applicable)
- Addendum to the Assessment Roll (to be applied after the 2023 Assessment Roll is applied)

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

Jan. 3, 2023 Daily Filed Roll Change Report resumes.

Jan. 9, 2023 2023 Assessment Notices are mailed to property owners.

Once you have received an e-mail notification that the 2023 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.

If you have any questions or concerns, please feel free to contact us at 1-800-380-7775.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lloyd MacLeod".

Lloyd MacLeod
Director of Assessment
Property Valuation Services Corporation