



Section:	Administration	Policy No:	4-10
Subject:	Municipal Requisitions	Effective date:	September 16, 2009
		Revision date:	March 15, 2017

In September of each year, as part of the budget preparation process, the Kneehill Housing Corporation CAO will recommend any changes in the current municipal requisitions to the Kneehill Housing Corporation Board for approval.

After approval of the requisition amount by the Board, Administration will calculate the amount of requisition payable by each municipality, based on the current year's equalized assessment. Equalized assessment information for each municipality is found on the Government of Alberta website, Alberta Municipal Affairs, Assessment Services, Equalized Assessment Report webpage. Board members will bring approved requisition to their councils for discussion.

The CAO will send a letter to each municipality following the budget meeting indicating the amount that will be payable by June 30.