Policymaking is a critical aspect of any governance system, ensuring that decisions are made in a transparent and fair manner. This policy manual outlines the procedures and criteria for setting rent increases for municipally owned houses, providing a structured approach to decision-making. Here's a summary of the key points:

**Policy**

The Manager - Regulatory Services may increase or decrease rents for municipally owned residential premises on monthly tenancies, without reference to Council, annually on or about the anniversary of the previous rental increase. However, such increases or decreases in monthly rental will not exceed 15% of the rent formerly charged in any twelve-month period, and any proposed increases or decreases beyond these limits shall be referred to Council for authorisation.

**Reason for Policy**

To ensure that rental charges are readily achieved where the increase is below 15% and the District receives fair rental value for its municipality owned residential premises.

**Authority to Act**

Delegated to Staff

**Procedure**

1. Approximately four months prior to the rental increase anniversary date for each property, the Manager - Regulatory Services will instruct the Property Valuator/Negotiators to ascertain the fair market value for such property and recommend an appropriate rental increase.

2. Three months prior to the rental increase anniversary date, the Manager - Regulatory Services will deliver to the Tenant in the prescribed form a Notice of Rent Increase advising them that the rent will be increased and the amount.

The approval dates and the bodies responsible for approval are noted in the table below:

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9, 1984</td>
<td>Policy &amp; Planning Committee</td>
</tr>
<tr>
<td>December 11, 1995</td>
<td>Regular Council</td>
</tr>
</tbody>
</table>

This policy manual serves as a guideline for setting rent increases, ensuring that decisions are made in a structured and transparent manner, aligned with the interests of both the District and its tenants.