

# **KNYSNA LOCAL MUNICIPALITY**

Notice is hereby given of a

## **MAYORAL COMMITTEE MEETING**

which will be held on

**Wednesday, 9 March 2016**

at

***08:00***

in the Municipal Council Chambers

to consider the following items.

CLLR G WOLMARANS  
EXECUTIVE MAYOR  
MUNICIPAL OFFICE  
**KNYSNA**

G EASTON  
**MUNICIPAL MANAGER**

**CHAIRPERSON:**

Cllr G Wolmarans

**MEMBERS:**

Cllr E Edge

Cllr I Grootboom

Cllr P Myers

Cllr E Van Aswegen

1. WELCOMING

2. ATTENDANCE

2.1 MEMBERS: ABSENT

WITH LEAVE

WITHOUT LEAVE

2.2 OTHER COUNCILLORS PRESENT:

3. PROVISIONS OF SCHEDULE 1 (CONDUCT FOR COUNCILLORS) OF THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT, 2000 [ACT 32 OF 2000]

FOR INFORMATION

4. DECLARATION OF INTEREST

5. ITEMS FOR CONSIDERATION

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**ITEMS FOR CONSIDERATION**

**MEMBERS ARE REMINDED THAT THE RELEVANT AGENDAS OF THE PORTFOLIO COMMITTEE'S CONTAINED THE REPORTS AND SHOULD THUS BE USED AS THE SOURCE DOCUMENTATION WHEN CONSIDERING THE RECOMMENDATIONS BELOW.**

**ITEMS SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD ON 11 FEBRUARY 2016**

**F01/02/16     MONTHLY BUDGET STATEMENT FOR OCTOBER, NOVEMBER AND DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the monthly budget statement and supporting documentation for October, November and December 2015, be noted.

File number: 9/1/2/10  
Execution: Director: Financial Services

**F02/02/16     QUARTERLY REPORT ON THE IMPLEMENTATION OF THE BUDGET AND THE FINANCIAL AFFAIRS OF THE MUNICIPALITY FOR DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the quarterly report on the implementation of the budget and the financial affairs for Knysna Municipality referred to in section 52(d) of the MFMA for the quarter ended 31 December 2015, be noted.

File number: 9/1/2/10  
Execution: Director: Financial Services

**F03/02/16     SECTION 72 REPORT MID YEAR BUDGET AND PERFORMANCEASSESSMENT REVIEW FOR THE PERIOD 1 JULY 2015 – 31 DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

[a] That the Section 72 Report Mid-year Budget and Performance Assessment Review for the Period 1 July 2015 to 31 December 2015, be noted;

[b] That an adjustments budget for 2015/16 be submitted by the Executive Mayor in terms of Section 72 of the MFMA to the Municipal Council by no later than 25 February 2016;

[c] That following the approval of the adjustments budget the revised SDBIP which forms the basis of the mid-year assessments be considered by the Municipal Council;

[d] That following the approval of the adjustments budget the revised IDP be considered by the Municipal Council.

File number: 9/1/2/10

Execution: Director: Financial Services

**F04/02/16** **DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016 FINANCIAL YEAR AS AT 31 DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

[a] That the Detailed Capital Budget Report: 2015/2016 as at 31 December 2015, be noted;

[b] That a meeting between Directors and service provider on the concerns raised by Ward Councillors pertaining to ward projects be arranged with a report back to the next Finance Committee Meeting.

File Number: 9/1/2/10

Execution: Director: Financial Services

**F05/02/16** **REPAIRS AND MAINTENANCE FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the repairs and maintenance expenditure for October, November and December 2015, be noted.

File number: 9/1/2/10

Execution: Director: Financial Services

**F06/02/16** **SUMMARY OF EXTERNAL LOANS: QUARTER 2 OF 2016**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the Summary of External Loans : Quarter 2 of 2016, be noted.

File Number: 5/8/2

Execution: Director: Financial Services

**F07/02/16** **EARLY REPAYMENT: ANNUITY LOANS AND STOCK ISSUES**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

[a] That the Early Repayment : Annuity Loans and Stock Issues report, be noted;

[b] That it is not financially viable for Council to settle its Loan Portfolio as at 30 June 2016;

[c] That the CFO investigate and report back at the next Section 80 Finance Committee Meeting on the viability of restructuring all or a part of the current loan portfolio with a view of cost savings.

File number: 5/8/2

Execution: Director: Financial Services

**F08/02/16 QUARTERLY WITHDRAWAL REPORT FOR THE QUARTER ENDING 31 DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the Quarterly withdrawal report for the quarter ending 31 December 2015, be noted.

File Number: 9/1/2/10

Execution: Director: Financial Services

**F9/02/16 DEBTORS AGE ANALYSIS FOR OCTOBER, NOVEMBER AND DECEMBER**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the debtors age analysis report for the months of October, November and December 2015, be noted.

File Number: 9/1/2/10

Execution: Director: Financial Services

**F10/02/16 INSURANCE REPORT FOR THE PERIOD SEPTEMBER 2015 TO JANUARY 2016**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the Insurance Report for September 2015 to January 2016, be noted.

File Number: 9/1/2/10

Execution: Director: Financial Services

**F11/02/16 ORDER AND INVOICE REPORT FOR 1 JULY 2015 TO 31 DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

[a] That the order and invoice report for 1 July 2015 to 31 December 2015, be noted;

[b] That a more meaningful report that will assist council to fulfill their oversight roll with regard to HDI and local spend on procurement against targets be submitted to the future meetings.

File number: 9/1/2/10  
Execution: Director: Financial Services

**F13/02/16** **DEVIATION REPORT FOR THE PERIOD ENDING DECEMBER 2015**

**UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE**

- [a] That the Deviation Report for the period ending December 2015, be noted;
- [b] That the comments column be replaced by separate columns for the date of the deviations, legislative category and a reason for the deviations be added to the report.

File number: 9/1/2/10  
Execution: Director: Financial Services

**F14/02/16** **LOCAL AWARDING OF TENDERS**

**UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE**

- [a] That the letter from the Western Cape Government : Ministry of Finance with regard to the awarding of contracts within the greater Knysna Municipality Area, dated 21 December 2015, be noted;
- [b] That the letter that was written by the Municipal Manager to the MEC be submitted to the next Mayoral Committee Meeting.

File number: 8/1/R  
Execution: Municipal Manager

**F15/02/16** **TENDERS AWARDED OCTOBER TO DECEMBER 2015**

**UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE**

- [a] That the Tenders awarded and extensions approved by the delegated authorities for the period October to December 2015, be noted;
- [b] That a comprehensive report be requested from the Municipal Manager on Tender 27/2015 and Tender 60/2015 with further details on the bid specification process and its members, to be submitted to the next Mayoral Committee Meeting;
- [c] That the number of Wheelie Bins awarded in terms of Tender 38/2015 be provided to the next Section 80 Finance Committee Meeting.

File number: 9/1/2/10  
Execution: Director: Financial Services

**F16/02/16**     **MFMA CIRCULAR 76 DATED 19 OCTOBER 2015 : MUNICIPAL REGULATIONS ON FINANCIAL MISCONDUCT PROCEDURES AND CRIMINAL PROCEEDINGS**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

- [a] That the report on the MFMA Circular no 76 dated 19 October 2015: Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, be noted;
- [b] That the contents of MFMA Circular no 76 regarding the Municipal Regulations and Financial Misconduct Procedures and Criminal Proceedings, dated 19 October 2015, be noted;
- [c] That the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, promulgated in Government Gazette no 37699, per Government notice R430, on 30 May 2014, be noted;

File number: 1/1/1/5

Execution: Director: Corporate Services

**F17/02/16**     **MUNICIPAL BUDGET CIRCULAR FOR THE 2016/17 MTREF**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

That the Municipal Budget Circular for the 2016/17 MTREF (MFMA Circular No 78) dated 7 December 2015, be noted.

File number: 5/3/R

Execution: Director: Financial Services

**F18/02/16**     **REPORT ON THE ALIGNMENT OF THE OVERTIME POLICY WITH APPLICABLE LABOUR LAW LEGISLATION**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

- [a] That the report on the alignment of the Overtime policy with the applicable labour legislation and the basic conditions of employment, be noted;
- [b] That the attached Overtime policy, be noted.

File Number: 9/1/2/10

Execution: Director: Corporate Services

**F19/02/16**     **OVERTIME REPORT**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

- [a] That the report with regard to Overtime for July 2015 to January 2016 received from the Director: Financial Services, be noted;

- [b] That a comprehensive report, including a benchmarking exercise with a neighboring Municipality, on Overtime be submitted to the next Section 80 Finance Committee Meeting;

File Number: 9/1/2/10  
Execution: Director: Financial Services

**F21/02/16 municipal STANDARD CHART OF ACCOUNTANTS (mSCOA)**

UNANIMOUSLY RECOMMENDED BY THE FINANCE COMMITTEE

- [a] That the report on the implementation of the mSCOA, be noted;
- [b] That the continued developments regarding the mSCOA implementation, be noted;
- [c] That the mSCOA presentation by the CFO to National Treasury dated 12 January 2016, be noted;
- [d] That it be noted that mSCOA is not just a Finance project but that significant change management is required at all levels of the municipality for the project to succeed;

File number: 9/1/2/10  
Execution: Director: Financial Services

**ITEMS SUBMITTED TO THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 16 FEBRUARY 2016**

**G08/02/16 APPLICATION TO ALIENATE COUNCIL LAND – ERF 121, KARATARA**

UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the report and annexures regarding the alienation of Erf 121, Karatara submitted to the Governance & Economic Development Committee meeting dated 16 February 2016 be noted;
- [b] That the derelict house be demolished and that the property be incorporated into the planned Karatara housing project.

File Number: 7/2/3  
Execution: Director Corporate Services  
Manager: Administration

**G09/02/16 APPLICATION FOR LAND ALIENATION: PORTION OF ROAD RESERVE ABUTTING SEDGEFIELD ERF 429**

UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the report and annexure regarding the alienation of a portion Erf 4302, Sedgfield submitted to the Governance & Economic

Development Committee meeting dated 16 February 2016 be noted;

- [b] That the matter be referred to the next Governance and Economic Development Committee in April 2016 to enable the Director Corporate Services to arrange an inspection in loco.

File Number: 7/2/3

Execution: Director Corporate Services  
Manager: Administration

**G10/02/16**     **APPLICATION FOR LAND ALIENATION: PORTION OF ERF 1626  
SEDFIELD**

**UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND  
ECONOMIC DEVELOPMENT COMMITTEE**

- [a] That the report and annexure regarding the alienation of a portion Erf 1626, Sedgfield submitted to the Governance & Economic Development Committee meeting dated 16 February 2016 be noted;
- [b] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, it is confirmed that the portion of Erf 1626, Sedgfield to be alienated, are deemed not needed to provide the minimum level of basic Municipal Services;
- [c] That in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, the fair market value of the portion of Erf 1626, Sedgfield is determined at R 16 000 plus VAT taking into consideration the economic and community value to be received in exchange for the portion of Erf 1626, Sedgfield;
- [d] That in terms of Section 5(b)(ii) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations the disposal of the portion of Erf 1626, Sedgfield is approved;
- [e] That in terms of the Knysna Municipality's Management of Immovable Property Policy the portion of Erf 1626, Sedgfield must be disposed of by means of a Private Treaty Agreement with the owner of Erf 1578, Sedgfield at the market value price of R 16 000 plus VAT as determined by the Municipal Valuer (DDP), subject to [f] below;
- [f] That all costs relating to this alienation be for the account of the owner of Erf 1578, Sedgfield;
- [g] That the Municipal Manager be requested to conclude the Private Treaty Agreement mentioned in [e] above.

File Number: 7/2/3

Execution: Director Corporate Services  
Manager: Administration

**G11/02/16 STANDARDIZATION OF PUBLIC NOTICES**

UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND  
ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the contents of the report regarding the standardization of Public Notices, be noted;
- [b] That all Public Notices be placed on the website and be displayed on all Notice Boards.

File number: 10/1/1/R  
Execution: Director: Corporate Services  
Manager: Administration

**G13/02/16 HORNLEE BACKYARD DWELLER SURVEY REPORT**

UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND  
ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the key findings of the Hornlee Backyard Dweller Survey, be noted;
- [b] That the full report regarding the Hornlee Backyard Dweller Survey be circulated to all Councillors by email;
- [c] That a presentation on the Backyard Dweller Survey be made by the Manager: Local Economic Development at the Mayoral Committee meeting in March 2016.

File Number: 15/3/2  
Execution: Director: Planning and Development  
Manager: Local Economic Development

**G14/02/16 KNYSNA BUSINESS UNIT SURVEY FINDINGS**

UNANIMOUSLY RECOMMENDED BY THE GOVERNANCE AND  
ECONOMIC DEVELOPMENT COMMITTEE

That the key findings of the Knysna Business Unit Survey Report, be noted.

File Number: 9/2/1  
Execution: Director: Planning and Development  
Manager: Local Economic Development

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD  
ON 23 FEBRUARY 2016**

**C07/02/16     DISASTER MANAGEMENT PLAN**

**UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE**

- [a] That the report with regard to the Disaster Management Plan be noted;
- [b] That the amended Disaster Management Plan be approved and implemented;
- [c] That electronic copies of the plan referred to in [b] above be made available to Councillors, Officials and interested members of the public.
- [d] That a report on standard operating procedures for different incidents be submitted to the next Community Services Committee meeting in April 2016.

Reference: 17/12/1  
Execution: Director Community Services  
Disaster Management

**C08/02/16     SMALL FARMERS ASSOCIATION**

**UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE**

- [a] That the report on the meeting with the Small Farmers Association held on 19 January 2016, be noted;
- [b] That the matter with regards to the small farmers remain a standing item on the Section 80 agenda;
- [c] That the Director Community Services liaise with the Director Planning and Development with regards to the portion of land at Windheuwel;
- [d] That Municipality must take a leading role with the Department of Agriculture in the acquiring of such land;
- [e] That a data base of all Small Farmers within the Knysna area will be established;
- [f] That the Municipal Environmental Health Officer in conjunction with the Eden Health Department and the State Veterinarian will be consulted;
- [g] That the Director Community Services will also liaise with the SAPS Animal Control Unit to assist farmers with the branding of their animals;

- [h] That it be noted that quarterly meetings would be held and the minutes of these meetings be submitted to Council for information.

File Number: 3/3/3/1  
Execution: Director: Community Services

**C09/02/16 CANCELLATION OF OLD SUMMONSES AND WARRANTS OF ARREST**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

That the indirect cost implication of the cancellation of old summonses and warrants of arrest, be noted.

File Number: 17/3/1  
Execution: Director: Community Services

**C10/02/16 REPORT ON THE REVIEW OF BY-LAWS**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the report on the review of the Community Fire Safety- and Sporting Facilities By-laws be noted;
- [b] That the amended Community Fire Safety By-law as contained in Annexure "A", be approved and promulgated in the Provincial Gazette;
- [c] That the amended Sporting Facilities By-law as contained in Annexure "B" be approved and promulgated in the Provincial Gazette.

File Number: 1/3/2  
Execution: Director: Corporate Services  
Manager: Legal Services

**C11/02/16 POST SEASON REPORT**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the post season report received from the Director: Community Services, be noted.
- [b] That the Municipal Manager be requested to provide an explanation on why the Public Amenities By- Law was not enforced in its entirety.

- [c] That the Department provides the Committee with contingency plans for the next festive season and that the report include budget implications and resources.

File number: 9/1/1/2  
Execution: Director: Community Services

**C12/02/16** **REPORT ON THE DRAFT YOUTH POLICY, THE YOUTH SUMMIT AND ESTABLISHMENT OF A YOUTH COUNCIL**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the Youth Summit report, be noted;
- [b] That the Draft Youth Policy be submitted to the Mayoral Committee meeting in March 2016 ;
- [c] That the establishment of the Youth Council be held in abeyance until the Youth Policy has been approved;
- [d] That all councillors be informed about the processes to be followed on the establishment of the Youth Council once the Policy has been approved.

File number: 9/1/2/5  
Execution: Director: Community Services

**C13/02/16** **RHEENENDAL DUAL PURPOSE LIBRARY: MEMORANDUM OF AGREEMENT**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the report with regard to the Rheenendal Dual Purpose Library: Memorandum of Agreement, be noted;
- [b] That the contents of the Memorandum of Agreement, be noted.

File number: 9/1/2/5  
Execution: Director: Community Services

**C14/02/16** **COMMUNITY SERVICES MONTHLY REPORT: FIRE AND RESCUE: DECEMBER 2015**

UNANIMOUSLY RECOMMENDED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the monthly report for Fire and Rescue for December 2015 received from the Director Community Services [Fire and Rescue] be noted.

RECOMMENDATION TO THE EXECUTIVE MAYOR

- [b] That a report be submitted with regard to the establishment of satellite fire stations in the remote areas

File Number: 9/1/2/5  
Execution: Director: Community Services  
Manager: Protection Services

**ITEMS SUBMITTED TO THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 24 FEBRUARY 2016**

**P01/02/16 ERF 2403, (CORNER OF WOODPECKER AND FLAMINGO STREET),  
SEDFIELD APPLICATION FOR DEPARTURE AND CONTRAVENTION  
LEVY**

UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE

- [a] That the correspondence regarding the Application from Annelie Le Grange (Algrange Concepts), be noted;
- [b] That the Application for departure in terms of Section 15 of the Land Use Planning Ordinance (No. 15 of 1985) and Knysna Municipality Fences and Fencing By-Law 2008 for relaxation of boundary wall from 1.2m to 2.1m, be refused for the following reasons:
- No substantial information given to prove the need to deviate from the Council's Knysna Municipality Fences and Fencing By-Laws.;
  - Physical barrier through high walls discourages interaction and discontinues activities between public and private property;
  - Approving the application could set a precedent.
- [c] That the applicant must rectify the illegal boundary wall and submit building plans within 30 days of final notification otherwise legal action will be taken.

File Number: 9/1/2/13  
Execution: Director: Planning and Development  
Manager: Planning and Building Control

**P02/02/16 ERF 621 & 628, KNYSNA (GORDON STREET): PROPOSED  
REZONING AND DEPARTURES**

UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE

- [a] That the following correspondence be noted:

- [i] Application from VPM Planning CC, dated 25 June 2015;
  - [ii] Comments from the Technical Services dated 2 November 2015 and 3 December 2015; and
  - [iii] The applicant's response to comments, dated 13 October 2015 and 26 November 2015.
- [b] That, the application for the rezoning of 621 & 628 (Gordon Street, Knysna), from "Single Residential Zone" to "Business Zone" to allow the proposed hotel, be approved, in terms of Section 16 of the Land Use Planning Ordinance, 1985 (No. 15 of 1985);
- [c] That the departure application be approved in terms of Section 15 of the Land Use Planning Ordinance (No. 15 of 1985) to relax the parking requirement from 61 parking bays to 50 parking bays, on Erf 621 & 628, Knysna, as depicted on site development plan submitted with the response from the applicant dated 26 November 2015, Plan No. S111 Rev A drawn by Paul Oosthuizen Architects cc dated 11 November 2015
- [d] The above approvals are subject to the following conditions, imposed in terms of Section 42 of the Ordinance:
- [i] The applicant is responsible for ensuring compliance with all the conditions imposed hereunder;
  - [ii] The properties must be consolidated before building plans are submitted;
  - [iii] The use of the site must comply with the developmental parameters of a "Business Zone" in terms of the Knysna Zoning Scheme (1992);
  - [iv] An encroachment agreement to be entered into between the developer and Knysna Municipality to allow the bus drop off facility in the Gordon Street Road Reserve;
  - [v] The a drop-off and pick up bus bay should only be used for that purpose and not park or overnight there;
  - [vi] The bus size to be limited to that of a tour bus size parking only;
  - [vii] The residential component of the properties to be always retained;
  - [viii] A traffic mirror must be erected opposite the parking exit for site distance improvements;
  - [ix] Should the usage of the properties change in future then the parking requirement as per the Knysna Zoning Scheme Regulations shall be complied with;
  - [x] A Signage mater plan to be Submitted to the Aesthetic Committee for review;
  - [xi] The roof pitch and overhang must match the existing building;
  - [xii] The Urban Conservation Guidelines should be complied with;
  - [xiii] Augmentation will be due on water and sewer services;

- [xiv] Upgraded new water and sewer connections costs will be for the developer;
- [xv] Augmentation and connection fees payable for electricity;
- [xvi] Any electrical services encountered will be relocated at the cost of the applicant;
- [xvii] The applicant is to ensure that there is access to property for meter reading purposes;
- [xviii] Solar assisted or gas assisted water heating devices or heat pumps shall be installed by the applicant;
- [xix] Load Switch Accommodation is required and it will be wired in accordance to the Electrical Department' specification and the switch will be purchased by the applicant;
- [xx] Low energy lamps are to be used in all fittings;
- [xxi] The development shall, upon completion, have a waste management facility and an Integrated Waste Management Plan/System, to Council's approval;
- [xxii] Any green waste as a result of the development, must be chipped on-site and/or disposed of at an approved site;
- [xxiii] Normal building plan approval in terms of the National Building Control and Building Regulations Act shall be applicable, and
- [xxiv] This approval does not absolve the developer from compliance with any other approvals or statutory requirements.

File Number: 9/1/2/13

Execution: Director: Planning and Development

**P03/02/16      ERF 532 (67 MAIN ROAD) SEDGEFIELD: PROPOSED REZONING**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

- (a) That the following correspondence be noted:
  - [i] Application from MarikeVreken Urban and Environmental Planners dated 2 July 2016;
  - [ii] Internal Comments undated;
  - [iii] Letter from SANRAL dated 22 September 2015;
  - [iv] Consent from Sedgefield Holdings (Pty) Ltd dated 31 July 2015 and
  - [v] Response letter from MarikeVreken dated 22 September 2015.
  
- (b) That, approval be granted in terms of Section 16 of Land Use Planning Ordinance (No.15 of 1985) for the rezoning of Erf 532, Sedgefield from "Single Residential" zone to "Business" zone; subject to the following conditions imposed in terms of Section 42 of the Land Use Planning Ordinance (No. 15 of 1985):
  - [i] The applicant is responsible for ensuring compliance with all the conditions imposed hereunder;

- [ii] Developmental parameters of a “Business” zone in terms of the Sedgefield Zoning Scheme Regulations (1980) shall be adhered to;
- [iii] Pruning or removal of protected tree species requires a permit in terms of the National Forest Act (Act No. 84 of 1998) as issued by the Department of Agriculture, Forestry and Fisheries;
- [iv] Water Augmentation will be due as determined by the Director: Technical Services;
- [v] Sewer system must be approved by Director Technical Services of Knysna Municipality;
- [vi] Any electrical services encountered will be relocated at the cost of the applicant;
- [vii] The applicant is to ensure that there is access to property for meter reading purposes;
- [viii] Solar assisted or gas assisted water heating devices or heat pumps shall be installed by the applicant;
- [ix] Load Switch Accommodation is required and it will be wired in accordance to the Electrical Department’ specification and the switch will be purchased by the applicant;
- [x] Low energy lamps are to be used in all fittings; and
- [xi] This approval does not absolve the developer from compliance with any other approvals or statutory requirements.

File Number: 15/2/5/2

Execution: Director: Planning and Development

**P04/02/16**

**AMENDMENT OF THE SYSTEM OF DELEGATIONS TO ACCOMMODATE THE NEW PLANNING SYSTEM UNDER SPLUMA**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the System of Delegations as approved on 28th January 2016 be amended in accordance with the schedule attached as Annexure “A” to this report;
- [b] That one or more officials be nominated by the Municipal Manager to the Mayoral Committee for approval to act as the Authorised Employee(s) in terms of Section 68(1) of the Knysna Municipality By-law on Municipal Land Use Planning;
- [c] That the categorization of applications set out in Annexure C in terms of Section 69(1) of the Knysna Municipality By-law on Municipal Land Use Planning as amended, be approved;
- [d] That it be noted that the System of Delegations will come into operation once the Western Cape Land Use Planning Act (Act No 3 of 2014) is implemented within the Knysna Municipal Area.

File Number: 9/1/2/14

Execution: Municipal Manager

**P05/02/16** **UNSOLICITED BID PROPOSAL FOR THE DEVELOPMENT OF A MULTI-PURPOSE CONVENTION AND EVENTS CENTRE: PORTION OF KNYSNA ERF 1399; KNYSNA ERF 1316 AND PORTIONS OF UNION STREET AND NEW STREET**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the unsolicited bid proposal in terms of Section 113 of the Local Government: Municipal Finance Management Act (Act No. 56 of 2003) for the proposed development is welcomed but before the Council can consider it, a business plan that addresses a number of the challenges identified and other information, be submitted to the next Planning, Development and Infrastructure Committee meeting to be held on 28 April 2016;
- [b] That administration sets out the legislative requirements in terms of unsolicited bids including the provisions of the asset transfer regulations and councils immovable property policy.

File Number: 9/1/2/13

Execution: Director: Planning and Development  
Manager: Planning and Development

**P06/02/16** **FEEDBACK REPORT: COMPLAINTS RECEIVED RELATING TO ERVEN 6389, 2252, 6248, 6239: HORNLEE**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the feedback report on illegal structures on Erven 6389, 6248, 6239 be noted;
- [b] That it be noted that the owners complied with all relevant notices and that all approvals are granted in terms of abovementioned Legislation;
- [c] That the Customer Complaints Procedures and Customer Services Charter approved by Council for the efficient resolving of complaints, be noted.

File Number: 9/1/2/13

Execution: Director: Planning and Development  
Manager: Planning and Building Control

**P07/02/16** **ERF 1130, KNYSNA (17 CLYDE STREET): PROPOSED REZONING**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the following correspondence be noted:
- [i] Application from Marike Vreken Town Planners, dated 25 June 2015;
  - [ii] Comments from the internal departments undated;
  - [iii] Email from Geoffrey van der Merwe, dated 03 September 2015;
  - [iv] Email from Marike Vreken dated 09 February 2016; and
  - [v] The applicant's response to comments, dated 16 October 2015.
- [b] That, the application for the rezoning of 1130 (17 Clyde Street, Knysna), from "Single Residential Zone" to "Local Business Zone" to allow the proposed offices, be approved, in terms of Section 16 of the Land Use Planning Ordinance, 1985 (No. 15 of 1985); subject to the following conditions, imposed in terms of Section 42 of the Ordinance:
- [i] The applicant is responsible for ensuring compliance with all the conditions imposed hereunder;
  - [ii] The use of the property is to comply with the developmental parameters of a Local Business
  - [iii] Zone in terms of the Knysna Zoning Scheme (1992);
  - [iv] If in future the owner wishes to extend the business or building, then a residential component must be incorporated;
  - [v] The Knysna Urban Conservation Guidelines must be complied with;
  - [vi] No advertising signs are to be put on the property unless approval is obtained from the Council;
  - [vii] No reversing will be allowed onto the street;
  - [viii] Only 1 access will be allowed to the site with a maximum width of 6m;
  - [ix] Any electrical services encountered will be relocated at the cost of the applicant
  - [x] The applicant is to ensure that there is access to property for meter reading purposes;

- [xi] Solar assisted or gas assisted water heating devices or heat pumps shall be installed by the applicant;
- [xii] Load Switch Accommodation is required and it will be wired in accordance to the Electrical Department' specification and the switch will be purchased by the applicant;
- [xiii] Low energy lamps are to be used in all fittings;
- [xiv] Change of use building plans to be submitted to Building Control in terms of the National Building Control and Building Regulations Act, and;
- [xv] This approval does not absolve the developer from compliance with any other approvals or statutory requirements.

File Number: 9/1/2/13

Execution: Director: Planning and Development

Manager: Planning and Building Control

**P08/02/16 ERF 2004, SEDGFIELD (4 CORMORANT WAY): PROPOSED DEPARTURE**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the following correspondence be noted:
  - [i] Application from Annelie le Grange, dated 15 August 2015;
  - [ii] Internal comments undated;
  - [iii] Letter from Helene Lina Buser undated;
  - [iv] An email of objection from Gerhard Prins dated 21 September 2015;
  - [v] An email from Annelie le Grange dated 13 January 2016; and
  - [vi] A response email from Annelie le Grange dated 11 February 2016 ;
- [b] That the departure application be APPROVED in terms of Section 15 of the Land Use Planning Ordinance (No. 15 of 1985) to relax the western lateral building line from 3m to 0m for the proposed courtyard and the relaxation of the Street building line from 5m to 2.5m for the proposed new dwelling, as indicated on the site plan No. S2004CP drawn by Annelie le Grange dated December 2015 on Erf 2004, (4 Cormorant Way) Sedgfield, subject to the following conditions, imposed in terms of Section 42 of the Ordinance:

- [i] The applicant is responsible for ensuring compliance with all the conditions imposed hereunder;
- [ii] The building line relaxations is only applicable to the new building and the courtyard on the western boundary and excludes the drying yard;
- [iii] Applicant must ensure that erosion control measures are in place during and after construction;
- [iv] Adequate stormwater control measures must be put in place;
- [v] The remaining dune and vegetation must not be disturbed. Pruning or removal of protected tree species requires a permit in terms of the National Forest Act (Act No. 84 of 1998) as issued by the Department of Agriculture, Forestry and Fisheries;
- [vi] Augmentation levies & connection fees payable in respect of services;
- [vii] Any electrical services encountered will be relocated at the cost of the applicant;
- [viii] The applicant is to ensure that there is access to property for meter reading purposes;
- [ix] Energy saving lamps are to be used in all fittings if advantageous;
- [x] Any green waste as a result of the development, must be chipped on-site and/or disposed of at an approved site;

File Number: 9/1/2/13

Execution: Director: Planning and Development  
Manager: Planning and Building

**P09/02/16**

**IMPROVEMENT OF SERVICES FOR TEMPORARY SHELTERS ON OLD MAIN ROAD BESIDE OUPAD**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the report on the improvement of services for temporary shelters on the old main road beside Oupad, be noted;
- [b] That a report be submitted to the Mayoral Committee on the potential problems regarding water run-off that may result in flooding downstream and as a result whether the solutions currently being implemented are appropriate.

**P10/02/16     ERF 4966 (CNR PARROT AND UIL STREET) SEDGEFIELD:  
PROPOSED AMENDMENT OF APPROVAL CONDITIONS AND THE  
APPROVAL OF A SITE DEVELOPMENT PLAN**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

- [a] That the following correspondence be noted:
- (i) Copy of the original application from Nito Valentim dated 27 July 2015;
  - (ii) Comments from JGee Construction dated 29 October 2015;
  - (iii) Comments from Mr Brian Hart dated 16 November 2015;
  - (iv) Internal comments printed on 5-02-2016; and
  - (v) Applicant's response to comments dated 21 December 2015.
- [b] That approval be granted in terms of Section 42(3)(a) of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) for the amendment of Condition (ii) set out in the approval letter dated 11 January 2013 by replacing "36m<sup>2</sup>" with "99m<sup>2</sup>";
- [c] That approval be granted in terms of Section 42(1) of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985) read with Condition (viii) set out in the approval letter dated 11 January 2013, for the approval of site development plan "Drg. No. 4966 parking" drawn by Nicholas Beech dated 12-01-2016; and
- [d] That the following conditions are imposed in terms of Section 42 of the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985), that:
- i) This approval applies to the proposal as outlined above and may not be construed as authority to deviate from any other legal prescriptions or requirements;
  - ii) The area of the workshop shall be limited to 99m<sup>2</sup> as indicated on "Drg. No. 4966 parking" drawn by Nicholas Beech dated 12-01-2016;
  - iii) The use of the workshop shall fit the description of a light industrial building as defined in the Sedgefield Zoning Scheme;
  - iv) The light industrial land use shall only be permitted to operate during normal working hours (8 am to 6 pm Monday to Friday and 8 am to 1 pm on Saturdays, with no work on Sundays or public holidays) and should it be established that the land use in question contravenes the definition of light industry as defined, Council reserves the rights to take reasonable steps to regulate it;
  - v) That no light industrial activity of any sort shall be permitted outside the workshop building;

- vi) That the local streets shall not be used for the testing of vehicles except in as much as it is necessary to drive a vehicle out of the local area to test it;
- vii) That all business or trading including parking for customers shall be confined to within the boundaries of the Erf and that no Council land shall be used for the display of vehicles for sale;
- viii) Building plans of all structures shall be submitted within 3 months from the date of notification of the approval of this application;
- ix) Proof of the implementation of the building plan approval shall be submitted to the municipality within six months of the notification of such approval;
- x) The conditions stipulated in Council's resolution of 29 November 2012 (Annexure H) shall be adhered to;
- xi) Non-compliance with any of the conditions of approval within the specified time frames will render this approval null and void and Council shall take all necessary steps to bring the property to full compliance with relevant legislation and regulations and shall charge whatever expenses incurred during such an exercise on the account of the property owner;
- xii) That Council reserves the right to regulate the exclusive use of its road reserve along the boundaries of the site by the clients of the current business;
- xiii) The applicant shall ensure that the proposed hedge along the Uil Street and Parrot Street boundary consist only of indigenous vegetation;
- xiv) Council reserves the right to require that a sound-proofing specialist be employed at the expense of the property owner to investigate and install sound-proofing measures to prevent the workshop from being a source of nuisance on the surrounding property owners.

File Number: 9/1/2/13

Execution: Director: Planning and Development

**P11/02/16      ERF 2372 & 2373 (54 & 56 MILKWOOD DRIVE) KNYSNA: PROPOSED SUSPENSION OF RESTRICTIVE TITLE DEED CONDITIONS**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the following correspondence be noted:
  - (i) Application from VPM dated September 2015; and
  - (ii) Approved building plans attached; and
- [b] That approval is granted in terms of the stipulation of condition C 4 contained in Deed of Transfer No. T80267/1993 and T74251/1990 for the suspension of the restrictive conditions to allow the already

built second dwelling units as indicated on the approved building plans on Erf 2372 and 2373, (No. 54 & 56 Milkwood Drive) Knysna.

- [c] That it be noted that this approval is not a formal approval in terms of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and the relevant deed does not need to be endorsed by the Deeds Office. It remains the responsibility of the owner of the property to comply with any additional legislation, if required.

File Number: 9/1/2/13

Execution: Director: Planning and Development

**P12/02/16 PROVISION OF BATHROOMS, HORNLEE**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the report on the progress of the Hornlee Bathrooms Project, be noted;
- [b] That a standard bathroom unit be provided in all relevant cases.

File Number: 9/1/2/14

Execution: Municipal Manager

**P13/02/16 IN PRINCIPLE ADOPTION OF THE DRAFT INTEGRATED STRATEGIC DEVELOPMENT FRAMEWORK FOR PUBLIC PARTICIPATION**

**RECOMMENDED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE BY MAJORITY VOTE**

- [a] That the draft documents of the ISDF available to all Councillors on the Municipal intranet and provided to Councillors on "flash drives", be noted;
- [b] That it be noted that a Presentation was made to the Section 80 Committee by Mr Laurie Barwell on behalf of the Knysna Creative Heads Consortium;
- [c] That the draft reports of the Integrated Strategic Development Framework, including the Draft Spatial Development Framework, the Draft Integrated Human Settlement Strategy, the Draft Economic Development Strategy and the draft Strategic Environmental Assessment, be adopted, subject to [d] below;
- [d] That the adoption of the draft documents for public participation purposes does not imply approval for any or all aspects of the documents and does not compel the Municipal Council to adopt or implement any aspect of the plans;
- [e] That the final ISDF and the final version of each of the component plans be submitted, after public participation, for final consideration.

File Number: 15/2/6/1/3  
Execution: Director: Technical Services

***3 Councillors (DA) voted for the above recommendation;  
2 Councillors (ANC) voted against the above recommendation.***

**P14/02/16 WATER DEMAND SIDE MANAGEMENT**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

- [a] That the contents of the report with regard to water demand side management, be noted;
- [b] That a comprehensive report regarding the water demand side management be submitted to the next meeting in which, amongst others the financing and Public Participation be included;
- [c] That all new housing developments and those dwellings that are currently in arrears with their water consumption accounts be targeted for roll-out with the meter management device.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P16/02/16 UPDATE ON KNYSNA'S TWO MEMBRANE PLANTS**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

That the Update on Knysna's two membrane water plants, be noted.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P17/02/16 TECHNICAL SERVICES: POST SEASON REPORT (2015/2016)**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

- [a] That the Technical Services: Post Season Report (2015/2016), be noted;
- [b] That a report outlining the skills shortage challenges in the water and sewer sections be submitted to the next Planning, Development and Infrastructure Committee meeting to be held on 28 April 2016.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P18/02/16      GREATER KNYSNA WATER SUPPLY STATUS QUO REPORT**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

- [a] That the Greater Knysna Water Supply Status Quo Report, be noted;
- [b] That the Communication Section alert communities to the dire drought situation and encourage the conservation of water through a more vigorous campaign plan that will be submitted to the next Mayoral Committee Meeting;
- [c] That the Law Enforcement Section be put on HIGH alert and enforce the water restrictions vigorously;
- [d] That "water drought situation" tariffs, be implemented;
- [e] That a water leak repair program be implemented;
- [f] That a report be submitted to the Mayoral Committee Meeting regarding water restrictions and different levels that pertain thereto;
- [g] That an updated report on the necessary investments and interventions regarding the water infrastructure investment program be submitted to the next Mayoral Committee Meeting.

File Number: 9/1/2/1

Execution: Director: Technical Services

**P19/02/16      SEPTEMBER 2015 STORM DAMAGE REPORT**

**UNANIMOUSLY RECOMMENDED BY THE PLANNING DEVELOPMENT  
AND INFRASTRUCTURE COMMITTEE**

That the September 2015 Storm Damage report, be noted.

File Number: 9/1/2/1

Execution: Municipal Manager

6.

**ITEMS FOR NOTING**

**MEMBERS ARE REMINDED THAT THE RELEVANT AGENDAS OF THE PORTFOLIO COMMITTEE'S CONTAINED THE REPORTS AND SHOULD THUS BE USED AS THE SOURCE DOCUMENTATION WHEN NOTING THE RESOLUTIONS BELOW.**

**ITEMS SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD ON 11 FEBRUARY 2016**

**F20/02/16     REPORT ON THE DRAFT STANDBY ALLOWANCE POLICY**

UNANIMOUSLY RESOLVED BY THE FINANCE COMMITTEE

- [a]     That the report on the draft Standby Allowance Policy, be noted;
- [b]     That the Standby Allowance Policy with amendments (clause 4.2 b) dated February 2016 be approved and implemented.

File number: 9/1/2/10  
Execution:     Director: Corporate Services  
                   Manager: Legal Services

**ITEMS SUBMITTED TO THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON 16 FEBRUARY 2016**

**G01/02/16     MONTHLY REPORTS: CORPORATE SERVICES [HUMAN RESOURCES]**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a]     That the monthly reports for December 2015 and January 2016 received from the Director: Corporate Services [Human Resources] be noted;
- [b]     That the OHS reports be amended to be more meaningful.

File Number: 9/1/2/8  
Execution:     Director Corporate Services  
                   Manager: Human Resources

**G02/02/16     MONTHLY REPORT: PLANNING AND DEVELOPMENT [INTEGRATED DEVELOPMENT PLANNING]**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

That the monthly report for January 2016 received from the Director: Planning & Development [Integrated Development Planning], be noted.

File Number: 9/1/2/13  
Execution: Director: Planning and Development  
Manager: Integrated Development Planning

**G03/02/16 MONTHLY REPORT: PLANNING AND DEVELOPMENT [ECONOMIC DEVELOPMENT]**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

That the monthly reports for October, November and December 2015 received from the Director: Planning & Development [Local Economic Development], be noted.

File Number: 9/1/2/13  
Execution: Director: Planning and Development  
Manager: Local Economic Development

**G04/02/15 PUBLIC PARTICIPATION MONTHLY REPORTS: OCTOBER, NOVEMBER AND DECEMBER 2015**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

[a] That the monthly reports for Public Participation and the Community Development Workers for October, November and December 2015 received from the Director Corporate Services [Public Participation] be noted;

[b] That the SDBIP figures be updated regularly.

File Number: 9/1/2/9  
Execution: Director: Corporate Services  
Manager: Public Participation

**G05/09/15 MONTHLY REPORT: CORPORATE SERVICES [LEGAL SERVICES] 22 OCTOBER 2015- 02 FEBRUARY 2016**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

That the monthly report for Legal Services for 22 October 2015- 02 February 2016 received from the Director: Corporate Services [Legal Services] be noted.

File Number: 9/1/2/9  
Execution: Director Corporate Services  
Manager: Legal Services

**G06/02/16 DETAILED CAPITAL BUDGET REPORT FOR THE 2015/2016 FINANCIAL YEAR AS AT 31 DECEMBER 2015**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the Detailed Capital Budget Report: 2015/2016 as at 31 December 2015, be noted
- [b] That in future all Capital Budget reports be submitted to the Finance Committee meeting.

File Number: 9/1/2/10  
Execution: Director: Financial Services  
Manager: Budget Office

**G07/02/16** **EXPANDED PUBLIC WORKS PROGRAMME (EPWP) GRANT FUNDING REPORT BACK**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the ward maintenance programme as the EPWP grant project for the 2015/2016 financial year (and subsequent years depending on the terms of reference) be noted;
- [b] That the 2015/2016 operational budget (and subsequent years depending on the terms of reference) makes provision for the programme mentioned in [a] above as the municipal contributions towards the project;
- [c] That the committee identifies the EPWP projects for the 2016 /2017 financial year and a report be submitted to the next Governance and Economic Development meeting to be held in April 2016;
- [d] That the full EPWP quarterly report as submitted to the Department of Public Works be submitted on a regular basis to the Governance and Economic Development Committee.

File Number: 16/3/R  
Execution: Director: Financial Services  
Director Planning and Development  
Manager: Local Economic Development

**G12/02/16** **EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY REVISION**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the changes made to the EPWP Policy in relation to Phase III be noted;
- [b] That the revised EPWP Policy be approved.

*Cllr Van Aswegen requested that his vote against the above resolution, be noted.*

File Number: 16/3R

Execution: Director Planning and Development

Manager: Local Economic Development

**G15/02/16 APPROVAL OF THE HOUSING ALLOWANCE/SUBSIDY POLICY**

UNANIMOUSLY RESOLVED BY THE GOVERNANCE AND ECONOMIC DEVELOPMENT COMMITTEE

- [a] That the contents of the report of the Housing Allowance/Subsidy Policy, be noted;
- [b] That the attached draft Housing Allowance/Subsidy Policy be approved.

File Number: 9/1/2/9

Execution: Director: Corporate Services

Manager: Human Resources

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 23 FEBRUARY 2016**

**C01/02/16 COMMUNITY SERVICES MONTHLY REPORT: TRAFFIC AND LAW ENFORCEMENT: OCTOBER, NOVEMBER, DECEMBER 2015 AND JANUARY 2016**

UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the monthly report for Traffic and Law Enforcement for October, November, December 2015 and January 2016 received from the Director Community Services [Traffic and Law Enforcement] be noted;
- [b] That a report for additional information be included in future monthly reports.

File Number: 9/1/2/5

Execution: Director: Community Services

Manager: Protection Services

**C02/02/16 EDEN DISTRICT MONTHLY REPORT: ENVIRONMENTAL HEALTH: DECEMBER 2015 AND JANUARY 2016**

UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE

- [a] That the monthly report for Eden District Municipality for December 2015 and January 2016 received from the Eden District Municipality [Environmental Health] be noted;
- [b] That in future the minutes of the Estuary pollution meetings be attached to the Eden District monthly report.

File Number: 9/1/2/5  
Execution: Director: Community Services  
Manager: Environmental Health

**C03/02/16**      **DISASTER MANAGEMENT, SPORT, YOUTH AND SOCIAL MONTHLY REPORT: NOVEMBER AND DECEMBER 2015**

**UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE**

- [a] That the monthly report for Sport, Youth and Social for November and December 2015 received from the Disaster Management Department, be noted;
- [b] That in future more meaningful reports with regards to Social Development and Sport Development be submitted to the next Community Services Committee meeting.

**RECOMMENDATION TO THE EXECUTIVE MAYOR**

- [c] That a comprehensive Social Development Policy be developed and submitted to the next Community Services Committee meeting in April 2016;
- [d] That a report to clarify the delegations of the committee be submitted to the next Section 80 Committee meeting.

File Number: 9/1/2/5  
Execution: Director: Community Services  
Manager: Disaster Manager

**C04/02/16**      **COMMUNITY SERVICES MONTHLY REPORT: WASTE MANAGEMENT: OCTOBER- DECEMBER 2015**

**UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE**

That the monthly report for Waste Management for October - December 2015 received from the Director Community Services [Waste Management] be noted.

File Number: 9/1/2/5  
Execution: Director: Community Services  
Manager: Waste Management

**C05/02/16**     **COMMUNITY SERVICES MONTHLY REPORT: PARKS AND RECREATION: DECEMBER 2015**

**UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE**

That the monthly report for Parks and Recreation for December 2015 received from the Director Community Services [Parks and Recreation] be noted.

File Number: 9/1/2/5  
Execution: Director: Community Services  
                  Manager: Parks and Recreation

**C06/02/16**     **COMMUNITY SERVICES MONTHLY REPORTS: LIBRARIES AND HERITAGE: DECEMBER 2015**

**UNANIMOUSLY RESOLVED BY THE COMMUNITY SERVICES COMMITTEE**

That the monthly reports for Libraries and Heritage for December 2015 received from the Director Community Services [Libraries and Heritage] be noted.

File Number: 9/1/2/5  
Execution: Director: Community Services  
                  Manager: Libraries and Heritage

**ITEMS SUBMITTED TO THE PLANNING, DEVELOPMENT AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 24 FEBRUARY 2016**

**P15/02/16**     **POLICY ON THE ELECTRIFICATION OF SECOND DWELLINGS**

**UNANIMOUSLY RESOLVED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

- [a] That the Policy on the Electrification of Second Dwelling, be noted;
- [b] That the Policy on the Electrification of Second Dwelling and related costings, be amended and re-submitted to the next Planning, Development and Infrastructure Committee Meeting to be held on 28 April 2016.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P20/02/16**     **TECHNICAL SERVICES : OCTOBER 2015 MONTHLY REPORT**

**UNANIMOUSLY RESOLVED BY THE PLANNING DEVELOPMENT AND INFRASTRUCTURE COMMITTEE**

That the monthly report for October 2015 received from the Director :  
Technical Services, be noted.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P21/02/16 TECHNICAL SERVICES : NOVEMBER 2015 MONTHLY REPORT**

UNANIMOUSLY RESOLVED THE PLANNING DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

That the monthly report for November 2015 received from the Director :  
Technical Services, be noted.

File Number: 9/1/2/1  
Execution: Municipal Manager

**P22/02/16 TECHNICAL SERVICES : DECEMBER 2015 MONTHLY REPORT**

UNANIMOUSLY RESOLVED BY THE PLANNING DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

That the monthly report for December 2015 received from the Director :  
Technical Services, be noted.

File Number: 9/1/2/1  
Execution: Director: Technical Services

**P23/02/16 TECHNICAL SERVICES : JANUARY 2016 MONTHLY REPORT**

UNANIMOUSLY RESOLVED BY THE PLANNING DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

That the monthly report for January 2016 received from the Director :  
Technical Services, be noted.

File Number: 9/1/2/14  
Execution: Director: Technical Services

**P24/02/16 MONTHLY REPORTS: ENVIRONMENTAL MANAGEMENT  
DEPARTMENT, INTEGRATED HUMAN SETTLEMENTS AND TOWN  
PLANNING AND BUILDING CONTROL**

UNANIMOUS RESOLUTION BY THE PLANNING DEVELOPMENT AND  
INFRASTRUCTURE COMMITTEE

That the monthly reports for October, November, December 2015 and  
January 2016 received from the Director : Planning and Development  
(EMD, IHS and Planning and Building Control), be withdrawn and re-

submitted to the next Planning, Development and Infrastructure Committee meeting to be held on 28 April 2016.

7. Closure

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