

KNYSNA LOCAL MUNICIPALITY

Notice is hereby given of a

MAYORAL COMMITTEE MEETING

which will be held on

Wednesday, 23 September 2020

at

09:00

On Microsoft Teams

to consider the items set out in the Table of Contents

CLLR E VAN ASWEGEN
EXECUTIVE MAYOR
MUNICIPAL OFFICE
KNYSNA

Dr L Scheepers
ACTING MUNICIPAL MANAGER

CHAIRPERSON:

Cllr E van Aswegen (Executive Mayor)

MEMBERS:

Cllr A Tsengwa (Executive Deputy Mayor)

Cllr C Croutz

Cllr T Matika

Cllr W Salaze

Cllr M Skosana

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11.1	None	61
12.	IN COMMITTEE None	
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AGENDA

1. Opening and Welcome
2. Attendance
 - 2.1 Members: Present (As per attendance registers)
 - 2.2 Members: Absent with Leave
 - 2.3 Members: Absent Without Leave
 - 2.4 Other Councillors Present
 - 2.5 Officials Present
 - 2.6 Members of the Audit Committee Present
 - 2.7 Members of the Public Present
3. Noting of the Provisions of Code of Conduct for Councilors and Declaration of Interest
4. Declaration of interest

5. MINUTES OF THE PREVIOUS MEETING

5.1 MAYORAL COMMITTEE MEETING 22 JULY 2020

RECOMMENDATION

That the minutes of the Mayoral Committee Meeting held on 22 July 2020, be approved.

KNYSNA LOCAL MUNICIPALITY

<h1>MINUTES</h1>

of the

MAYORAL COMMITTEE

meeting which took place on Microsoft Teams
on

Wednesday, 22 July 2020

at

09:10

1. Opening and Welcoming

The Executive Mayor welcomed Councillors, officials, whereafter a roll-call was conducted. He welcomed the Acting Municipal Manager to his first Mayoral Committee Meeting.

ANNOUNCEMENTS BY THE EXECUTIVE MAYOR

The Executive Mayor announced that he will make a statement or comment on the matters on social media, where members of the public have posted defamatory statements and photos regarding officials of this municipality.

2. In Attendance:

2.1 Councillors Present

Members:

Cllr E Van Aswegen (Executive Mayor)
Cllr N Tsengwa (Deputy Executive Mayor)
Cllr C Croutz
Cllr T Matika
Cllr W Salaze
Cllr S Skosana

Members: Absent with leave

None

Members: Absent without leave

None

2.2 Other Councillors Present :

Cllr M Gombo
Cllr M Matiwane
Cllr S Ngqezu
Cllr L Opperman
Cllr H Stroebele
Cllr L Tyokolo
Cllr C Weideman
Cllr M Wasserman
Cllr G Wolmarans

2.3 Officials:

Dr Scheepers, L	Acting Municipal Manager
Ms Makoma, P	Director: Corporate Services
Mr Maree, S	Acting Director: Technical Services
Mr Boyce, M	Director: Planning and Development
Mr Phillips, E	Director: Community Services
Mr Memani, M	Director: Financial Services
Mr Adonis, D	Acting Director: Integrated Human Settlements

Ms Paulsen, M	Manager : Legal Services
Ms Plaatjies, L	Acting Senior Manager : ICT
Mr Campher, E	Administrator : Knysna Municipal Planning Tribunal
Ms Botha, M	Legal Advisor
Ms Mndebela, N	Head: Properties
Mr Hardnick, R	Senior Clerk: Properties
Ms Gallant	Personal Assistant : Speaker's Officer
Ms Hofhuis, K	Executive Assistant in the Office of the Executive Mayor
Ms Lakay, J	Head: Council Committees and Cllr Support

2.4. Member of the Audit Committee:

Mr Barrell, R
Mr Hennessy, M

2.5. Members of the Public Present:

The meeting was livestreamed via YouTube and Facebook.

3. Noting of the Provisions of the Code of Conduct for Councillors

RESOLVED

That the Provisions of the Code of Conduct for Councillors, be noted.

4. Declaration of Interest

RESOLVED

That it be noted that the following Councillors declared an interest in the matters in the Agenda :

Cllr M Gombo	-	Knysna Child Welfare
Cllr C Weideman	-	Hospital Board
Cllr G Wolmarans	-	Hospital Board and Knysna Child Welfare

5. MINUTES OF THE PREVIOUS MEETING

5.1 MAYORAL COMMITTEE MEETING : 5 MARCH 2020

Cllr C Croutz proposed and seconded by Cllr M Skosana that the minutes be approved.

UNANIMOUSLY RESOLVED

That the minutes of the Mayoral Committee meeting held on 5 March 2020, be noted.

6. **MATTERS ARISING FROM THE MINUTES**

MG08/02/2020

**QUARTERLY REPORT ON LEGAL MATTERS : QUARTER 2
OF 2019/2020**

Cllr M Wasserman enquired with regard to the report mentioned in [c] on page 11 of the agenda.

The Acting Municipal Manager responded and advised that a report will be submitted to the upcoming Ordinary Council Meeting.

MF07/02/2020

**OUTSTANDING DEBT REPORT FOR THE QUARTER
ENDED 31 DECEMBER 2019**

Cllr M Wasserman enquired with regard to the Workshop mentioned in [d] on page 25 of the agenda.

The Chief Financial Officer and Cllr Croutz advised that the workshop was already held.

7. ITEMS FOR CONSIDERATION

ITEMS SUBMITTED TO THE FINANCIAL AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 7 JULY 2020 (Governance and Economic Development Items)

G08/07/2020 **REPORT BACK ON THE APPLICATION FOR THE LEASE OF A PORTION
OF ERF 2252, (HORNLEE) KNYSNA**

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report back on the application to lease a portion of Erf 2252, (Hornlee) Knysna, be noted;
- [b] That it be noted that the intended leasing of a portion of Erf 2252, (Hornlee) Knysna was advertised for public comment/and/or objections;
- [c] That it be noted no comments/objections was received during the public participation process;
- [d] That approval be granted in terms of Section 34(1)(b) of the Asset Transfer Regulations for the right to use, control or manage a portion of Erf 2252, (Hornlee) Knysna for a period of 5 years;
- [e] That the applicant be informed that the activities to take place and taking place on a portion of Erf 2252, (Hornlee) Knysna should comply with all land uses for the property in question;
- [f] That the applicant be informed that no listed plant species may be propagated on the leased area and that the applicant will be responsible for keeping the area clear of alien invasive plant species;
- [g] That the applicant be informed that he will be solely responsible for all costs for the establishing and maintenance of a garden on a portion of Erf 2252, (Hornlee) Knysna;
- [h] That the applicant be responsible for all other costs relating to the leasing of a portion of Erf 2252, (Hornlee) Knysna;
- [i] That the leased area should only be used for gardening purposes;
- [j] That the Municipal Manager enters into a long term lease agreement with the applicant for a portion of Erf 2252, (Hornlee) Knysna, for a period of 5 years; and
- [k] That the lease agreement must be in terms of Section 45 of the Asset Transfer Regulations;
- [l] That the monthly rental for a portion of Erf 2252, (Hornlee) Knysna be determined at the next Financial and Corporate Services Committee, after a policy on the beautification of Council land has been drafted and presented to the Committee.

File Number : 7/2/2/1
Execution : Municipal Manager
Director Corporate Services
Manager: Legal Services

G10/07/2020 **REPORT BACK ON THE APPLICATION TO PURCHASE 8269, KHAYALETHU, KNYSNA, ABUTTING ERF 20283, KNYSNA**

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report back on the application to purchase Erf 8269, Khayaletu, abutting Erf 20283, Khayaletu, be noted;
- [b] That it be noted that the property is required for Social Housing purposes;
- [c] That the application of Dorothy Broster Child and Youth Welfare Centre to purchase a portion of Erf 8269, Khayaletu, abutting Erf 20283, Khayaletu not be approved;
- [d] That a report on the use of the cottages be submitted to the Financial and Corporate Services Committee for consideration;
- [e] That a report on whether it is viable for a lease to be concluded with Dorothy Broster Child and Youth Welfare Centre for a portion of Erf 8269, until the site is developed, be submitted to a subsequent meeting of the Financial and Corporate Services Committee for further consideration;
- [f] That the allegations with regard to the e-mail indicating that the cottages are required for the "*provision of housing to deserving beneficiaries*" be probed by the Acting Municipal Manager and thereafter a report be submitted to the Committee with regard thereto.
- [g] That the erection of a play park in the vicinity of Erf 8269, be explored.

File Number : 7/2/1/2
Execution : Acting Municipal Manager
Director : Corporate Services
Manager : Legal Services

G11/07/2020 **REPORT BACK ON THE APPLICATION TO PURCHASE A PORTION OF ERF 214, (WHITE LOCATION) KNYSNA**

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report back on the application to purchase, a portion of Erf 214, (White Location) Knysna, be noted;
- [b] That it be noted that the intended alienation of a portion of Erf 214, (White Location) Knysna was advertised for public comment/and/or objections;

- [c] That it be noted no comments/objections was received during the public participation process;
- [d] That it be noted that the fair market value of a portion of Erf 214, (White Location) Knysna as determined by the Municipal Valuer, DDP Valuers, in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, is R30 000.00;
- [e] That the applicant be responsible for all costs relating to the alienation of a portion of Erf 214, (White Location) Knysna;
- [f] That the portion in question, not measuring more than 280m² be sold to Mr. Thami Duna at a value of R30 000.00;
- [g] That the Municipal Manager signs a sales agreement with the applicant, Mr. Thami Duna for the alienation of a portion of Erf 214, (White Location) Knysna, at the market value of R30 000.00 and
- [h] That the transfer agreement must be in terms of Section 17 of the Asset Transfer Regulations.

File Number : 7/2/1/2

Execution : Acting Municipal Manager

Director : Corporate Services

Manager: Legal Services

G12/07/2020 **REPORT BACK ON THE APPLICATION TO LEASE A PORTION OF ERF 3281, (HORNLEE) KNYSNA - HORNLEE REPLACEMENT CLINIC**

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report back on the application to lease a portion of Erf 3281, (Hornlee) Knysna, be noted;
- [b] That it be noted that the intended leasing of a portion of Erf 3281, (Hornlee) Knysna was advertised for public comment/and/or objections;
- [c] That it be noted that the Garden Route Taxi Association objected against the intended leasing of a portion of Erf 3281 (Hornlee) Knysna to The Western Cape Department of Transport and Public Works to use the unused Hornlee Taxi Rank as a replacement clinic, during the public participation process;
- [d] That the proposed lease agreement **be approved** subject to the Western Cape Department of Transport and Public Works take up the building within the next 6 (six) months;
- [e] That the Municipal Manager enters into a lease agreement with the Western Cape Department of Transport and Public Works for a portion of Erf 3281 (Hornlee) Knysna.

File Number : 7/2/2/1

Execution: Acting Municipal Manager

Director Corporate Services
Manager: Legal Services

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON
7 JULY 2020**

**C04/07/2020 2019/20 MSCOA CAPITAL FINANCIAL PERFORMANCE REPORT AS AT
31 MAY 2020**

UNANIMOUSLY RECOMMENDED TO COUNCIL

That the 2019/20 MSCOA Capital Financial Performance report as at 31 May 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

**C11/07/2020 PROGRESS REPORT ON THE ESTABLISHMENT OF A SHELTER FOR
HOMELESS PEOPLE IN GREATER KNYSNA MUNICIPAL AREA**

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report on the Establishment of a Shelter for homeless people in the Greater Knysna Municipal area, be noted;
- [b] That the portion of Erf 1343, Knysna in Church Street on which the dwelling is situated be provisionally earmarked for a homeless shelter; and
- [c] That the intention to utilise this property as mentioned in [b] above, be advertised for public comment.

File Number : 9/1/2/5

Execution : Director : Community Services

**ITEMS SUBMITTED TO THE FINANCIAL AND CORPORATE SERVICES COMMITTEE
MEETING HELD ON 8 JULY 2020 (Finance Items)**

F01/07/2020 MONTHLY BUDGET STATEMENT – JANUARY 2020

UNANIMOUSLY RESOLVED

That the Section 71 report of the Local Government: Municipal Finance Management Act, 2013, for the month ending January 2020, be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

F02/07/2020 MONTHLY BUDGET STATEMENT – FEBRUARY 2020

UNANIMOUSLY RESOLVED

That the Section 71 report of the Local Government: Municipal Finance Management Act, 2013, for the month ending February 2020, be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

F03/07/2020 MONTHLY BUDGET STATEMENT – MARCH 2020

UNANIMOUSLY RESOLVED

That the Section 71 report of the Local Government: Municipal Finance Management Act, 2013, for the month ending March 2020, be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

F04/07/2020 MONTHLY BUDGET STATEMENT – APRIL 2020

UNANIMOUSLY RESOLVED

That the Section 71 report of the Local Government: Municipal Finance Management Act, 2013, for the month ending April 2020, be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

F05/07/2020 MONTHLY BUDGET STATEMENT – MAY 2020

UNANIMOUSLY RESOLVED

That the Section 71 report of the Local Government: Municipal Finance Management Act, 2013, for the month ending May 2020, be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

F06/07/2020 QUARTERLY BUDGET STATEMENT FOR QUARTER 3 ENDING MARCH 2020

UNANIMOUSLY RECOMMENDED TO COUNCIL

That the Section 52(d) of the Local Government : Municipal Finance Management Act, 2003, report for quarter 3 ending March 2020, be noted.

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

F07/07/2020 OUTSTANDING DEBT REPORT FOR QUARTER ENDING MARCH 2020

UNANIMOUSLY RESOLVED

That the Credit Control & Debt Collection statistics for the quarter ending 31 March 2020, be noted.

File Number : 9/1/2/10
Execution : Acting Municipal Manager
Director : Financial Services
Manager : Income

F08/07/2020 QUARTERLY WITHDRAWAL REPORT: QUARTER 3 OF 2020

UNANIMOUSLY RESOLVED

- [a] The Quarterly Withdrawal Report for the quarter ending March 2020, be noted; and
- [b] That a copy of the report mentioned in [a] above be submitted to the Western Cape Provincial Treasury and the Auditor-General.

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

F09/07/2020 SUMMARY OF EXTERNAL LOANS : QUARTER 3 OF 2020

UNANIMOUSLY RESOLVED

That the Summary of External Loan Report for the quarter ending March 2020, be noted.

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

F10/07/2020 SUMMARY OF INVESTMENTS : QUARTER 3 OF 2020

UNANIMOUSLY RESOLVED

That the Summary of Investments for the quarter ending March 2020, be noted

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

F11/07/2020 MONTHLY OVERTIME AND STANDBY REPORT FOR FEBRUARY 2020

UNANIMOUSLY RESOLVED

That the Report for Overtime and Standby Allowance for the month of February 2020, be noted.

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

F12/07/2020 MONTHLY OVERTIME AND STANDBY REPORT MARCH 2020

UNANIMOUSLY RESOLVED

That the report for Overtime and Standby Allowance for the month of March 2020, be noted.

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

F13/07/2020 MONTHLY OVERTIME AND STANDBY REPORT APRIL 2020

UNANIMOUSLY RESOLVED

That the report for Overtime and Standby Allowance for the month of April 2020, be noted.

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

F14/07/2020 MONTHLY OVERTIME AND STANDBY REPORT MAY 2020

UNANIMOUSLY RESOLVED

That the report for Overtime and Standby Allowance for the month of May 2020, be noted.

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

F15/07/2020 PROGRESS ON REVENUE ENHANCEMENT STRATEGY : THIRD QUARTERLY REPORT (JANUARY TO MARCH 2020)

UNANIMOUSLY RESOLVED

- [a] That the Third Quarterly Revenue Enhancement Strategy Report for the 2019/20 financial year, be noted;
- [b] That the report be mentioned in [a] above be noted; and
- [c] That the focus areas as per the report mentioned in [a] above, on page 31 (way forward) as well as the risk register on page 21 be implemented as such.

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

F16/07/2020 IN-YEAR MONITORING REPORT BY PROVINCIAL TREASURY – QUARTER 2 OF 2019/2020

UNANIMOUSLY RESOLVED

That the In-Year Monitoring report from Provincial Treasury for the quarter ending December 2019, be noted.

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

F17/07/2020 CAPITAL BUDGET REPORT - 2019/2020 (AS AT 19 JUNE 2020)

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the 2019/2020 Year-to-Date Capital Budget Report as at 19 June 2020, be noted; and
- [b] That Directorates ensure that capital spend is in accordance with the Capex Budget; and
- [c] That an updated report on the Capital Budget for the Year End of 30 June 2020 be submitted to the Ordinary Council meeting scheduled for Thursday, 30 July 2020 for debate and discussion.

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

F19/07/2020 REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD ENDING 31 MARCH 2020

UNANIMOUSLY RESOLVED

- [a] That the report on the implementation of the Supply Chain Management (SCM) policy report for the second quarter of 2019/20, be noted;
- [b] That the deviations to the value of R 127 271 for the period as indicated in the report mentioned in [a] above, be noted; and
- [c] That the report mentioned in [a] above, be made available to the public in terms of section 21A of the Local Government: Municipal Systems Act, 2000.

File Number : 8/1
Execution : Acting Municipal Manager
Director : Financial Services
Manager : Supply Chain Management

F20/07/2020 REPORT ON THE DEVIATIONS FOR THE COVID-19 PERIOD

UNANIMOUSLY RESOLVED

- [a] That the report on the deviations during the Covid-19 period, be noted;
- [b] That the deviations to the value of R861 957.22 during Covid-19, be noted;
- [c] That the report mentioned in [a] above be made available to the public in terms of Section 21A of the Local Government : Municipal Systems Act.

File Number : 8/1
Execution : Acting Municipal Manager
Director : Financial Services
Manager : Supply Chain Management

ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 8 JULY 2020

None (See Items for Noting)

ITEMS SUBMITTED TO THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON 9 JULY 2020

None (See items for Noting)

ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE HELD ON 16 JULY 2020

IHS01/07/2020

REPORT ON INTEGRATED HUMAN SETTLEMENTS: STATUS OF KNYSNA HOUSING PROJECTS FOR THE THIRD QUARTER OF 2019/20 FINANCIAL YEAR

UNANIMOUSLY RESOLVED

- [a] That the contents of the report on Integrated Human Settlements: Status of Knysna Housing Projects for the Third Quarter of 2019/2020 financial year, be noted;
- [b] That the Breach of Contract Claim instituted by the small contractors on contract Vision 2002 (459 units) be concluded timeously to enable housing delivery in line with the business plan;
- [c] That the Chairperson of the Integrated Human Settlements Committee and Acting Director : Integrated Human Settlements conduct contact sessions with all Ward Councillors within the next two weeks to discuss project processes and challenges within the respective Wards.

File Number : 9/1/2/13

Execution : Acting Director : Integrated Human Settlements
Manager : Integrated Human Settlements

IHS03/07/2020

HOUSING BUSINESS PLAN - 2020/21 FY COMMENCING 1ST APRIL 2020 AND A PLAN FOR 2019/2020

UNANIMOUSLY RESOLVED

That the contents of the Integrated Human Settlements Business Plan for 2020/2021 as approved by the Western Cape Department of Human Settlements, be noted.

File Number : 9/1/2/13

Execution : Acting Director : Integrated Human Settlements
Manager : Integrated Human Settlements

ITEMS SUBMITTED TO THE SPECIAL FINANCIAL AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 16 JULY 2020

FG01/07/2020 APPLICATION FOR THE LEASING OF A PORTION OF ERF 255, KNYSNA FOR FARMING PURPOSES

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report on the application received from Ms Mamane, to lease a portion of Erf 255, Knysna, not exceeding 3 hectares, be noted;

- [b] That it be noted that the intended leasing of a portion of Erf 255, Knysna was advertised for public comment/and/or objections and no comments or objections were received;
- [c] That the advertising of the intention to lease a portion of Erf 255, Knysna, without a resolution of Council, be ratified;
- [d] That the application to lease a portion to the extent of 3 hectares on Erf 255, Knysna for farming purposes not be approved as the property was identified for housing development, Heide Vallei, project.

File Number : 7/2/1/2
Execution : Director: Corporate Services
Manager: Legal Services
Head: Properties

FG05/07/2020 APPLICATION TO PURCHASE SERVITUDE ROAD ALONGSIDE ERF 13066, KNYSNA

UNANIMOUSLY RECOMMENDED TO COUNCIL

- [a] That the report on the application to purchase servitude road alongside Erf 13066, Knysna be noted;
- [b] That it be noted that the intended alienation of Erf 13066, Knysna was advertised for public comment and/or objections and none were received;
- [c] That the advertising of Erf 13066, Knysna, without a Council resolution be ratified;
- [d] That it be noted that in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the portion of Erf 13066, Knysna to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;
- [e] That it be noted that the fair market value of the portion of Erf 13066 is R14 000.00 as determined by the municipal valuer, DDP Valuers, in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, and the economic and community value to be received in exchange for the Property;
- [f] That approval be granted for the disposal of the portion of Erf 13066, Knysna in terms of Section 5(b)(ii) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations; and
- [g] That the Municipal Manager signs a sale agreement with the applicant at the offered amount of R270 000.

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

Director : Corporate Services
Manager : Legal Services

8. ITEMS FOR NOTING

ITEMS SUBMITTED TO THE FINANCIAL AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 7 JULY 2020

G01/07/2020 **WESGRO PROGRESS REPORT ON TOURISM FUNCTION DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

- [a] That the presentation by Ms Colleen Durant on the progress of WESGRO for the period January to March 2020, be noted;
- [b] That the WESGRO report be noted.

File Number : 9/1/2/13

Execution : Director : Planning & Development
Manager : Economic Development

G02/07/2020 **CORPORATE SERVICES SDBIP QUARTERLY PERFORMANCE REPORT: JANUARY TO MARCH 2020**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the Corporate Services SDBIP Quarterly Performance Report for the period January 2020 to March 2020 and April to June 2020, be referred to the next Financial and Corporate Services Committee meeting for consideration.

File Number : 9/1/2/8

Execution : Director : Corporate Services
Manager : Human Resources

G03/07/2020 **APPLICATION FOR THE LEASING OF A PORTION OF ERF 255, KNYSNA FOR FARMING PURPOSES**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the application for the leasing of a portion of Erf 255, Knysna for farming purposes be referred to a Special Financial and Corporate Services Committee to enable the Director : Corporate Services to arrange a site visit with all relevant stakeholders prior to the Mayoral Committee Meeting scheduled for 22 July 2020.

File Number : 7/2/1/2

Execution : Director: Corporate Services
Manager: Legal Services
Head: Properties

G04/07/2020 **APPLICATION FOR THE LEASING OF PORTIONS OF ERVEN 2731 AND 255, KNYSNA FOR A SCHOOL**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report on the application to lease portions of erven 2731 and 255, situated at the corner of Vigilance and George Rex Drives in Knysna be referred to a Special Financial and Corporate Services Committee to enable the Director: Corporate Services to arrange a site visit with all relevant stakeholders prior to the Mayoral Committee Meeting scheduled for 22 July 2020.

File Number : 7/2/1/2

Execution : Director: Corporate Services

Manager: Legal Services

Head: Properties

G05/07/2020 **APPLICATION TO PURCHASE ERF 70, RHEENENDAL**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report and annexures regarding the alienation of Erf 70, Rheenendal be referred to a Special Financial and Corporate Services Committee to enable the Director: Corporate Services to arrange a site visit with all relevant stakeholders prior to the Mayoral Committee Meeting scheduled for 22 July 2020.

File Number : 7/2/1/2

Execution: Director: Corporate Services

Manager: Legal Services

G06/07/2020 **APPLICATION TO PURCHASE ERF 534, RHEENENDAL**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report on the application received from Jubilee Church for the purchase of Erf 534, Rheenendal be referred to a Special Financial and Corporate Services Committee to enable the Director: Corporate Services to arrange a site visit with all relevant stakeholders prior to the Mayoral Committee Meeting scheduled for 22 July 2020.

File Number : 7/2/1/2

Execution: Director: Corporate Services

Manager: Legal Services

G07/07/2020 **APPLICATION TO PURCHASE SERVITUDE ROAD ALONGSIDE ERF 13066, KNYSNA**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the application to purchase servitude road alongside Erf 13066, Knysna be referred to a Special Financial and Corporate Services Committee to enable the Director: Corporate Services to arrange a site visit with all relevant stakeholders prior to the Mayoral Committee Meeting scheduled for 22 July 2020.

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

G09/07/2020 **REPORT BACK ON THE APPLICATION TO LEASE ERF 2461, MARIGOLD STREET, SEDGEFIELD FOR THE CULTIVATION OF FOOD & MEDICINAL CROPS**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report back on the application to lease Erf 2461, Marigold Street in Sedgefield to start cultivation of food and medicinal crops be referred to the next Section 80 Committee to enable the administration to determine whether the property is used for a commercial enterprise or social benefit, who will be responsible for the fencing of the property and that an updated valuation be provided.

File Number : 7/2/1/2
Execution : Director: Corporate Services
Manager : Legal Services
Head : Properties

G13/07/2020 **QUARTERLY REPORT ON LEGAL MATTERS: QUARTER 3 OF 2019/2020**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

- [a] That the Quarterly Report on Legal Matters: Quarter 3 of 2019/2020, be noted;
- [b] That a report on the progress of Municipal Courts be submitted to a subsequent meeting of the Financial and Corporate Services Committee, for consideration.

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

G14/07/2020 **REPORT ON THE STAFF HOUSING POLICY**

Also refer to item M01/07/2020.

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report on the Staff Housing Policy be referred to the Mayoral Committee Meeting, for consideration

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

G15/07/2020 **REPORT ON THE COMMUNITY WORK PROGRAMME (CWP): JANUARY – MAY 2020**

UNANIMOUSLY RESOLVED

That the Public Participation January – May 2020 report on the Community Works Programme, be noted.

G16/07/2020 **REPORT ON THE COMMUNITY DEVELOPMENT WORKERS PROGRAMME (CDWP): JANUARY - MAY 2020**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the report on the Community Development Workers for January – May 2020 be noted.

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

G17/07/2020 **QUARTERLY PERFORMANCE REPORT – ECONOMIC DEVELOPMENT**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the Economic Development Department Quarterly Departmental Performance Report for Quarter 3 of 2019/2020 be noted.

G18/07/2020 **QUARTER 4 (APRIL & MAY) PERFORMANCE REPORT – ECONOMIC DEVELOPMENT**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the Economic Development Department Departmental Performance Report for Quarter 4 (April & May) of 2019/2020 be noted.

G19/07/2020

**REPORT ON HUMAN RESOURCES MATTERS FOR QUARTER 3
OF 2019/2020 FINANCIAL YEAR**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the quarterly report on the Human Resources activities for the period January to March 2020, be noted.

File Number : 9/1/2/9

Execution : Director : Corporate Services
Manager : Human Resources

G20/07/2020

**REPORT ON HUMAN RESOURCES MATTERS FOR QUARTER 4
OF 2019/2020 FINANCIAL YEAR**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the Financial & Corporate Services Committee notes the quarterly report on the Human Resources activities for the period April to May 2020.

File Number : 9/1/2/9

Execution : Director : Corporate Services
Manager : Human Resources

G21/07/2020

**REPORT ON OHS AND EMPLOYEE MATTERS FOR QUARTER 3 & 4 :
JANUARY 2020 TO MAY 2020**

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 7 July 2020)

That the Financial & Corporate Services Committee notes the quarterly report on the OHS & Employee Wellness activities for the period .

File Number : 9/1/2/9

Execution : Director : Corporate Services
Manager : Human Resources

ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 7 JULY 2020

C01/07/2020 SAFE HUB PRESENTATION – WHITE LOCATION MULTI-PURPOSE CENTRE

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

- [a] That the report on the Safe Hub Presentation : White Location Multi-Purpose Centre, be noted;
- [b] That the virtual presentation of Mr. Robin Petersen on the benefits that the SAFA Safe Hub Organization can offer to the community of Knysna be noted; and
- [c] That the facility management assistance of the SAFA Safe Hub Organisation in respect of the White Location MPC be considered.

File Number ; 9/1/2/5

Execution : Director : Community Services

C02/07/2020 NET ZERO WASTE 2 LANDFILL JOURNEY : PRESENTATION (CONVERTING RECYCLABLE MATERIAL INTO BUILDING BRICKS)

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Net Zero Waste 2 Landfill Journey : Presentation (Converting Recyclable Material into Building Bricks) Shereen Scheppel , be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C03/07/2020 INFORMATION REPORT ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES FOR MAY 2020

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Information Report on Municipal Health and Environmental Services for May 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C05/07/2020 COMMUNITY SERVICES QUARTERLY REPORT FOR THE PERIOD 01 FEBRUARY TO 31 MARCH 2020

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Community Services Report for the period 1 February 2020 to 31 March 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C06/07/2020 COMMUNITY SERVICES QUARTERLY REPORT FOR THE PERIOD 01 APRIL TO 31 MAY 2020

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Community Services Report for the period 1 April to 31 May 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C07/07/2020 KNYSNA WINTER SEASON READINESS PLAN : 1 JUNE 2020 TO 31 AUGUST 2020

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the report of the Knysna Winter Season Readiness Plan : 1 June 2020 to 31 August 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C08/07/2020 REPORT ON THE DRAFT KNYSNA YOUTH DEVELOPMENT STRATEGY

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

[a] That the Report on the Draft Knysna Youth Development Strategy, be noted; and

[b] That the Draft Knysna Youth Development Strategy, be approved.

File Number : 9/1/2/5

Execution : Director : Community Services

C09/07/2020 ROLLOUT OF RFID REFUSE WHEELIEBINS TO GREATER KNYSNA MUNICIPAL AREAS

UNANMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the report on the Rollout of RFID Refuse Wheelie bins to Greater Knysna Municipal Areas, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C10/07/2020 PROGRESS REPORT : ESTABLISHMENT OF GARDEN ROUTE REGIONAL WASTE MANAGEMENT FACILITY

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Progress Report regarding the Establishment of the Regional Waste Disposal Facility, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services
Manager : Waste Management

C12/07/2020 COVID-19 SITUATION REPORT

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the report and contents pertaining to the COVID-19 situation report be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

C13/07/2020 PROPOSED DEVELOPMENT OF SEDGEFIELD CEMETERY SITE : PORTION 107 OF THE FARM 205 RUYGTE VALLEY

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

[a] That the report of the Proposed Development of Sedgefield Cemetery Site : Portion 107 of The Farm 205 Ruygte Valley, be noted; and

[b] That all the necessary studies and processes be undertaken to ensure that legislation is complied within the development of the cemetery.

File Number : 9/1/2/5

Execution : Director : Community Services

C14/07/2020 PROGRESS REPORT : STRATEGY TO PROHIBIT ILLEGAL LAND INVASIONS

UNANIMOUSLY RESOLVED

(By the Community Services Committee on 7 July 2020)

That the Progress Report on the Implementation Strategy to Prohibit the Illegal Invasion of land in the Knysna Municipal area, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

ITEMS SUBMITTED TO THE FINANCIAL AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 8 JULY 2020 (FINANCE ITEMS)

F18/07/2020 PRESENTATION ON BUSINESS CONTINUITY MANAGEMENT (BCM)

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 8 July 2020)

[a] That the report on Business Continuity Management be noted; and

[b] That the presentation on Business Continuity Management, annexed to the report mentioned in [a] above, be noted.

File Number : 9/1/2/10

Execution : Acting Municipal Manager

Director : Financial Services

ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 8 JULY 2020

IS01/07/2020 MAINTENANCE PROGRAMME FOR ROADS AND STORM WATER, 2019/2020

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to the Maintenance Programme for Roads and Storm Water for 2019/2020, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services

Manager : Public Works

IS02/07/2020 **MAINTENANCE PROGRAMME FOR ROADS AND STORM WATER, 2019/2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to the Maintenance Programme for Roads and Storm Water, 2019/2020, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services
Manager : Public Works

IS03/07/2020 **STATUS OF CAPITAL PROJECTS 2019/2020 – MAY 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the office of the Municipal Manager intervenes in the matters relating to slow procurement of Capital projects.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services
Manager : PMU

IS04/07/2020 **STATUS OF MUNICIPAL INFRASTRUCTURE GRANT – MARCH 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the status of the Municipal Infrastructure Grant for March 2020, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services
Manager : PMU

IS05/07/2020 **REPORT ON THE OPERATIONS AND MAINTENANCE TO WATER AND SEWER FOR JANUARY TO MAY 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report on the Operations and Maintenance to Water and Sewer for January to May 2020, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services
Manager : Water and Sewer

IS06/07/2020 **ELECTRO-TECHNICAL ELECTRIFICATION REPORT MARCH 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to the Electro-Technical Electrification report for March 2020, be noted.

File Number : 9/1/2/1

Execution : Manager : Electro-technical

IS07/07/2020 **ELECTRO-TECHNICAL ELECTRIFICATION REPORT MAY 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to Electro-Technical Electrification Report May 2020, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services
 Manager Electro Technical

IS08/07/2020 **REPORT ON THE MUNICIPAL FLEET – MARCH 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report on the Municipal Fleet for March 2020, be noted.

File Number : 9/1/2/1

Execution : Manager : Electro-technical

IS09/07/2020 **REPORT ON THE MUNICIPAL FLEET : APRIL TO MAY 2020**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to the Municipal Fleet for April to May 2020, be noted.

File Number : 9/1/2/1

Execution : Manager : Electro-technical

IS10/07/2020 **STATUS OF MUNICIPAL INFRASTRUCTURE GRANT**

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report on the status of the Municipal Infrastructure Grant, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services

IS11/07/2020

GRAVEL ROADS PROJECT UPDATE REPORT

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the update report with regard to Gravel Roads Project, be noted.

File Number : 9/1/2/1

Execution : Manager : Public Works

IS12/07/2020

REQUEST TO DEVIATE FROM THE CONDITIONS OF TENDER FOR THE GRAVEL ROADS PROJECT

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

That the contents of the report with regard to request to deviate from the conditions of tender for the gravel roads project, be noted.

File Number : 9/1/2/1

Execution : Manager : Public Works

13/07/2020

REPORT ON POOR ACCESS CHALLENGES TO WATER AND SEWER BULK INFRASTRUCTURE

UNANIMOUSLY RESOLVED

(By the Infrastructure Services Committee on 8 July 2020)

- [a] That the contents of the report with regard to poor access challenges to water and sewer bulk infrastructure, be noted;
- [b] That a site visit be arranged and that a report be submitted to a subsequent meeting of the Infrastructure Services Committee, for consideration.

ITEMS SUBMITTED TO THE PLANNING AND DEVELOPMENT COMMITTEE MEETING HELD ON 9 JULY 2020

P&D01/07/2020

LAND USE MANAGEMENT DIVISION QUARTER 3 OF 2019/2020 - PERFORMANCE REPORT

UNANIMOUSLY RESOLVED

(By the Planning and Development Committee Meeting on 9 July 2020)

That the Land Use Management quarterly report for Quarter 3 of 2019/2020 be noted.

File Number : 9/1/2/13

Execution : Director : Planning and Development

P&D02/07/2020 **BUILDING CONTROL DIVISION QUARTER 3 OF 2019/2020 - PERFORMANCE REPORT**

UNANIMOUSLY RESOLVED

(By the Planning and Development Committee Meeting on 9 July 2020)

That the Building Control report for Quarter 3 (January to March) of 2019/2020 be noted.

File Number : 9/1/2/13

Execution : Manager : Town Planning and Building Control

P&D03/07/2020 **BUILDING CONTROL DIVISION QUARTER 4 OF 2019/2020 - PROGRESS REPORT**

UNANIMOUSLY RESOLVED

(By the Planning and Development Committee Meeting on 9 July 2020)

That the Building Control progress report for Quarter 4 (April and May) of 2019/2020 be noted.

File Number : 9/1/2/13

Execution : Manager : Town Planning and Building Control

P&D04/07/2020 **ENVIRONMENTAL MANAGEMENT DIVISION QUARTER 3 OF 2019/2020 - PERFORMANCE REPORT**

UNANIMOUSLY RESOLVED

(By the Planning and Development Committee Meeting on 9 July 2020)

That the Environmental Management quarterly report for Quarter 3 of 2019/2020 be noted.

File Number : 9/1/2/13

Execution : Manager : Environmental Management

P&D05/07/2020 **LAND USE MANAGEMENT DIVISION QUARTER 4 OF 2019/2020 - PROGRESS REPORT**

UNANIMOUSLY RESOLVED

(By the Planning and Development Committee Meeting on 9 July 2020)

That the Land Use Management quarterly progress report for Quarter 4 (April and May) of 2019/2020 be noted.

File Number : 9/1/2/13

Execution : Director : Planning and Development

ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 16 JULY 2020

IHS02/07/2020 REPORT ON INTEGRATED HUMAN SETTLEMENTS: STATUS OF KNYSNA HOUSING BUSINESS PLAN FOR 2019/2020

UNANIMOUSLY RESOLVED

(By the Integrated Human Settlements Committee on 16 July 2020)

That the contents of the report on the performance of the 2019/20 Integrated Human Settlements Plan, be noted.

File Number : 9/1/2/13

Execution : Acting Director : Integrated Human Settlements

IHS04/07/2020 DRAFT POLICY (PART 1) JUNE 2020

UNANIMOUSLY RESOLVED

(By the Integrated Human Settlements Committee on 16 July 2020)

That the matter with regard to the Draft Policy (Part 1) June 2020 be referred to the next Integrated Human Settlements Committee, for consideration.

File Number : 9/1/2/15

Execution : Acting Director : Integrated Human Settlements

ITEMS SUBMITTED TO THE SPECIAL FINANCIAL AND CORPORATE SERVICES COMMITTEE MEETING HELD ON 16 JULY 2020

FG02/07/2020 APPLICATION FOR THE LEASING OF PORTIONS OF ERVEN 2731 AND 255, KNYSNA FOR A SCHOOL

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 16 July 2020)

That a site visit be arranged with all relevant stakeholders and thereafter a report, which includes comments from all Directorates, be submitted to the next Financial and Corporate Services Committee meeting.

FG03/07/2020 APPLICATION TO PURCHASE ERF 70, RHEENENDAL

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 16 July 2020)

That a policy on processes to consider applications for purchase or lease of property to utilise for religious purposes, be developed prior to the consideration of further applications in this regard.

File Number : 7/2/1/2

Execution: Director: Corporate Services
 Manager: Legal Services

FG04/07/2020

APPLICATION TO PURCHASE 534, RHEENENDAL

UNANIMOUSLY RESOLVED

(By the Financial and Corporate Services Committee on 16 July 2020)

That a policy on processes to consider applications for purchase or lease of property to utilise for religious purposes, be developed prior to the consideration of further applications in this regard.

File Number : 7/2/1/2

Execution: Director: Corporate Services

Manager: Legal Services

9 ITEMS SUBMITTED DIRECTLY TO THE EXECUTIVE MAYOR

No items were received at time of compilation of the agenda.

10. REPORTS SUBMITTED DIRECTLY TO THE MAYORAL COMMITTEE

M01/07/2020 **REPORT ON THE STAFF HOUSING POLICY**

Also refer to item G14/07/2020.

It was agreed that the item be discussed under reports submitted directly to the Mayoral Committee, in the absence of submission of a new report.

UNANIMOUSLY RECOMMENDED

[a] That the report on the Staff Housing Policy be noted;

[b] That the matter with regard to the Staff Housing Policy be referred to the next Financial and Corporate Services Committee meeting scheduled for 4 August 2020, for a full comprehensive report.

File Number : 9/1/1/2

Execution : Acting Municipal Manager

Director : Corporate Services

Manager : Legal Services

11. MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER

No items were received at time of compilation of the agenda.

12. IN COMMITTEE (See Green Pages)

None

MATTERS RAISED AT THE MEETING : UPDATE DISCIPLINARY PROCESSES : SENIOR MANAGEMENT OFFICIALS

Cllr M Skosana enquired with regard to the status quo of the disciplinary hearing of the Municipal Manager, Dr S Vatala.

The Acting Municipal Manager, Dr L Scheepers responded by indicating that a report will be submitted to the next Ordinary Council Meeting on the Disciplinary Process of Dr S Vatala.

The Executive Mayor requested that an update with regard to the disciplinary processes that are currently underway and which Council is involved in, which relates to Senior Management, be submitted to the next Ordinary Council Meeting.

The Acting Municipal Manager undertook to submit an update on disciplinary processes relating to Senior Managers to the next Ordinary Council Meeting.

UNANIMOUSLY RESOLVED

That an update with regard to the disciplinary process of the Municipal Manager, Dr S Vatala as well as other Senior Management Officials be submitted to the next Ordinary Council Meeting, for consideration.

13. CLOSURE

The Executive Mayor drew Council's attention to the statements made by members of the public, on social media with regard to officials within the municipality. He stated that these statements are made without facts and that they are defamatory and without any merit. He reiterated that staff must be protected and that we cannot allow members of the public to make statements made in social media. The Executive Mayor requested that Councillors must assist him in protecting our staff.

The Chairperson thanked everyone and the meeting concluded at 11:54.

.....
Chairperson : Cllr E Van Aswegen

.....
Date

-oOo-

6. MATTERS ARISING FROM THE MINUTES

7.

<p>ITEMS FOR CONSIDERATION</p>

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON
8 SEPTEMBER 2020**

None (See Items for Noting)

**ITEMS SUBMITTED TO THE FINANCIAL & CORPORATE SERVICES COMMITTEE
MEETING HELD ON 9 SEPTEMBER 2020**

MFC01/09/2020 MONTHLY BUDGET STATEMENT – JULY 2020

RECOMMENDATION TO THE MAYORAL COMMITTEE

That the contents of the monthly budget statement for June 2020, prepared in compliance with the legislative requirements stipulated in section 71 of the MFMA, be noted.

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

MFC02/09/2020 QUARTERLY BUDGET STATEMENT – QUARTER 4 ENDING JUNE 2020

RECOMMENDATION TO THE MAYORAL COMMITTEE

That the quarterly budget statement for Quarter 4 of 2019/2020 ending June 2020 prepared to comply with the legislative requirements of Section 52(d) of the MFMA, be noted.

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

MFC07/09/2020 CAPITAL BUDGET REPORT - 2019/2020 (AS AT 30 JUNE 2020)

RECOMMENDATION TO THE MAYORAL COMMITTEE

- [a] That the 2019/2020 Year-to-Date Capital Budget Report as at 30 June 2020 be noted; and

- [b] That Directorates ensure that capital spend is in accordance with the capex budget.

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

MFC08/09/2020 SUMMARY OF INVESTMENTS: QUARTER 4 OF 2020

RECOMMENDATION TO THE MAYORAL COMMITTEE

That the Summary of Investments for the quarter ending June 2020 be noted.

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

MFC09/09/2020

SUMMARY OF EXTERNAL LOANS: QUARTER 4 OF 2020

RECOMMENDATION TO THE MAYORAL COMMITTEE

That the Summary of External Loans for the quarter ending June 2020 be noted.

File Number : 9/1/2/10

Execution : Director : Financial Services

MFC10/09/2020

QUARTERLY WITHDRAWAL REPORT: QUARTER 4 OF 2020

RECOMMENDATION TO THE MAYORAL COMMITTEE

[a] That the Quarterly Withdrawal Report for the quarter ending June 2020 be noted; and

[b] That a copy of this report be submitted to the Western Cape Provincial Treasury and the Auditor-General.

File Number : 9/1/2/10

Execution : Director : Financial Services

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING
HELD ON 9 SEPTEMBER 2020**

None (See Items for Noting)

**ITEMS SUBMITTED TO THE PLANNING AND DEVELOPMENT COMMITTEE MEETING
HELD ON 15 SEPTEMBER 2020**

MP&D11/09/20

BONGANI CATCHMENT REHABILITATION PLAN

UNANIMOUSLY RECOMMENDED

- [b] That provision be made in the 2021/22 financial year for the required budget to proceed with the rehabilitation programme as per the environmental authorisations.

File Number: 9/1/2/13

Execution: Director Planning & Development

**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE HELD
ON 10 SEPTEMBER 2020**

MIHS02/09/2020

SOCIAL HOUSING PROGRAMME

UNANIMOUSLY RECOMMENDED

- [a] That the launch of the Knysna Municipality' initial social housing and CRU pilot projects, be approved;
- [b] That approval be given by Council for the call for formal proposals in terms of the internal SCM guidelines to interested accredited Social Housing institutions to provide proposal on how they will develop the identified Council Milkwood Municipal flats to upgrade and provide additional social housing opportunities;
- [c] That further approval be given for the Municipality to formally apply for CRU State Funding consideration for upgrading of Curley Court to enhance its long term management viability and sustainability as a Council rental asset for low income households;
- [d] That the proposed criteria for such developments be the determinant factor to evaluate the social housing proposals; and
- [e] That approval be granted to Knysna Municipality to respond to the invitation by the SHRA to formally apply for its fully funded incubation programme to enhance the six (6) chosen Municipalities" internal SH capacity over 3 years.

**CONTINUATION INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING : 15
SEPTEMBER 2020**

None (See Items for Noting)

8.

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 COMMUNITY SERVICES COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020

MC01/09/20 COMMUNITY SERVICES MONTHLY REPORT FOR THE PERIOD JULY 2020

UNANIMOUSLY RESOLVED

That the consolidated report of Community Services report for the month of June 2020, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

MC02/09/20 COVID-19 SITUATION REPORT

UNANIMOUSLY RESOLVED

That the report and contents pertaining to the COVID-19 situation report, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

MC03/09/20 INFORMATION REPORT ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES FOR JULY 2020

UNANIMOUSLY RESOLVED

That the Information Report on Municipal Health and Environmental Services for July 2020 be deferred to the next Community Services Committee Meeting.

File Number : 9/1/2/5

Execution : Director : Community Services

MC04/09/20 PROGRESS REPORT ON THE ROLL OUT OF WHEELIE BINS WITHIN THE GREATER KNYSNA MUNICIPAL AREAS

UNANIMOUSLY RESOLVED

That the progress report on the roll out of wheelie bins within the Greater Knysna Municipal area, be noted.

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

MC05/09/20 PROGRESS REPORT ON VECTOR CONTROL : RODENTS

UNANIMOUSLY RESOLVED

That the Progress report on Vector Control : Rodents, be noted.

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

MC06/09/20 EXIT STRATEGY OF HOMELESS SHELTER AT LOERIE PARK

UNANIMOUSLY RESOLVED

That the Report and content pertaining the Exit Strategy for Homeless Shelter at Loerie Park, be noted.

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

MC07/09/20 ILLEGAL DUMPING CLEAN-UP CAMPAIGN

UNANIMOUSLY RESOLVED

- [a] That the report on Illegal Dumping Clean-Up Campaign, be noted;
- [b] That through this report a collective plan be established with all relevant departments and role players;
- [c] That co-ordination(s) be implemented to have a greater impact, especially between:
 - 1. Grass Cutting
 - 2. Storm-water Channel cleaning
 - 3. Solid Waste : Clean-ups and or Collection and removal; and
- [d] That a specific person from all relevant departments whose task will be to co-ordinate synchronization from their department, be identified.

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

**ITEMS SUBMITTED TO THE FINANCIAL AND CORPORATE SERVICES COMMITTEE
MEETING HELD ON 9 SEPTEMBER 2020**

MFC03/09/2020

INSURANCE PORTFOLIO REPORT – 2020/2021

RESOLVED

- [a] That the contents of the report of the Insurance Portfolio for the 2020/2021 financial year, be noted;
- [b] That the Acting Municipal Manager ensure that a proper system be implemented to confirm that all valuable assets of the municipality are insured and that assets that do not have any value, not be insured;
- [c] That the Insurance Committee of the municipality be revived and that the Acting Municipal Manager ensure that the Directors appoint officials to serve on the said Committee;
- [d] That the Acting Municipal Manager ensure that the Insurance Committee meet on a regular basis; and
- [e] That as soon as is possible Key Performance Indicators in relation to the Insurance Portfolio, be added to the scorecards of the Municipal Manager and Directors.

File Number : 9/1/2/10

Execution : Acting Municipal Manager
Director : Financial Services

MFC04/09/2020

MONTHLY OVERTIME AND STANDBY REPORT JUNE 2020

RESOLVED

That the contents of the report for overtime and standby for the month of June 2020, be noted.

Delegated to the committee to resolve. (F.2.1)

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

MFC05/09/2020

PROGRESS ON REVENUE ENHANCEMENT STRATEGY: FOURTH QUARTERLY REPORT (APRIL - JUNE 2020)

RESOLVED

- [a] That the contents of the fourth quarterly report for 2019/20 financial year, be noted;
- [b] That the risk register on page 13 - 20 be implemented as such; and
- [c] That the Acting Municipal Manager submit a complete list of all the properties owned by the municipality including their extent, zoning and improvements on the properties and that the report be submitted by January 2021.

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

MFC06/09/2020

OUTSTANDING DEBT REPORT FOR THE QUARTER ENDED 30 JUNE 2020

RESOLVED

- [a] That the credit control and debt collection statistics for the quarter ended 30 June 2020 be noted; and
- [b] That the administration explore alternative innovative measures in communicating with the community in relation to the payment of outstanding debt and application for indigent support.

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

MFC11/09/2020 **QUARTERLY REPORT ON LEGAL MATTERS: QUARTER 4 OF 2019/2020**

RESOLVED

- [a] That the Quarterly Report on legal matters for Quarter 4 of 2019/2020, be noted; and
- [b] That the report on the Cornutti's matter be submitted to the next Financial and Corporate Services Committee meeting for consideration.

File Number : 9/1/1/1/2
Execution : Acting Municipal Manager
 Manager : Legal Services

MFC12/09/2020 **HUMAN RESOURCES QUARTERLY REPORT FOR THE MONTH OF JUNE 2020**

RESOLVED

That the Human Resources Quarterly Report for the month of June 2020, be noted.

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

MFC13/09/2020 **HUMAN RESOURCES QUARTERLY REPORT FOR THE MONTH OF JULY TO AUGUST 2020**

RESOLVED

That the Human Resources quarterly Report for the month of July to August 2020, be noted.

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

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING
HELD ON 9 SEPTEMBER 2020**

MIS01/09/20 REPORT ON THE MUNICIPAL FLEET AUGUST 2020

UNANIMOUSLY RESOLVED

That the contents of the report on the municipal fleet for August 2020, be noted.

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

MIS02/09/20 REPORT ON ALL CAPITAL AND MIG PROJECTS

UNANIMOUSLY RESOLVED

That the contents of the report with regard to Capital and MIG Projects, be noted

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

MIS03/09/20 REPORT ON WATER LOSSES IN THE GREATER KNYSNA AREA

UNANIMOUSLY RESOLVED

That the contents of the report with regard to water losses in the Greater Knysna Area, be noted.

File Number: 9/1/2/1
Execution: Manager Water and Sewer

MIS04/09/20 ELECTRO-TECHNICAL CAPITAL REPORT SEPTEMBER 2020

UNANIMOUSLY RESOLVED

That the contents of the Electro-Technical Capital Report September 2020, be noted.

File Number: 9/1/2/1
Execution: Manager Electro Technical

**MIS05/09/20 REPORT ON THE OPERATIONS AND MAINTENANCE TO STORM WATER
AND ROADS FOR THE PERIOD JULY 2020**

UNANIMOUSLY RESOLVED

That the contents of the report on the operations and maintenance to storm water and roads for the period July 2020, be noted.

File Number: 9/1/2/1
Execution: Manager Public Works

MIS06/09/20 REPORT ON VANDALISM ON WATER AND SEWER INFRASTRUCTURE

UNANIMOUSLY RESOLVED

- [a] That the contents of the report on vandalism on water and sewer infrastructure, be noted; and
- [b] That a proper risk assessment, with costing, be conducted by a suitable company.

File Number: 9/1/2/1
Execution: Manager Water and Sewer

**ITEMS SUBMITTED TO THE PLANNING AND DEVELOPMENT COMMITTEE MEETING
HELD ON 15 SEPTEMBER 2020**

**MP&D01/09/20 QUARTER 4 2019/2020 PERFORMANCE REPORT – ECONOMIC
DEVELOPMENT DEPARTMENT**

UNANIMOUSLY RESOLVED

That the Economic Development Department Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

File: 9/1/2/13
Execution: Manager Town Planning and Building Control

**MP&D02/09/20 QUARTER 4 2019/2020 PERFORMANCE REPORT BUILDING
CONTROL DEPARTMENT**

UNANIMOUSLY RESOLVED

That the Building Control Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

File: 9/1/2/13
Execution: Manager Town Planning and Building Control

**MP&D03/09/20 QUARTER 4 2019/2020 PERFORMANCE REPORT – LAND USE
MANAGEMENT DIVISION**

UNANIMOUSLY RESOLVED

That the Land Use Management Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

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

**MP&D04/09/20 BUILDING CONTROL DEPARTMENT QUARTER 4 OF 2019/2020 –
PROGRESS REPORT**

UNANIMOUSLY RESOLVED

That the Building Control progress report for Quarter 4 (April and June) of 2019/2020 be noted.

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

MP&D05/09/20 **QUARTER 4 2019/2020 PERFORMANCE REPORT**
ENVIRONMENTAL MANAGEMENT DEPARTMENT

UNANIMOUSLY RESOLVED

That the Environmental Management Departmental Performance Report for Quarter 4 (April, May & June) of 2019/2020 be noted.

File Number: 9/1/2/13
Execution: Director Planning and Development
Environmental Management

MP&D06/09/20 **WESGRO PROGRESS REPORT ON TOURISM FUNCTION**
DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA

UNANIMOUSLY RESOLVED

That the WESGRO report for the period May 2020 to July 2020 as required by the Service Level Agreement, be noted.

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

MP&D07/09/20 **LAND USE MANAGEMENT DIVISION – JULY REPORT**

UNANIMOUSLY RESOLVED

That the Land Use Management Departmental Performance Report for July 2020 be noted.

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

MP&D08/09/20 **LAND USE MANAGEMENT DIVISION – OVERLAY ZONES**
PROCESS PLAN

UNANIMOUSLY RESOLVED

That the process plan for the development of the overlay zone for Hornlee, Smutsville and Rheenendal be noted.

File Number: 9/1/2/13
Execution: Director Planning & Development

MP&D09/09/20 **ECONOMIC DEVELOPMENT DEPARTMENT – JULY REPORT**

UNANIMOUSLY RESOLVED

That the Economic Development Department Departmental Performance Report for July 2020 be noted.

File Number: 9/1/2/13

Execution: Director Planning & Development

MP&D10/09/20 **MONTHLY PERFORMANCE REPORT JULY 2020**

UNANIMOUSLY RESOLVED

That the Environmental Management Departmental Performance monthly Report 2020/21 be noted.

File Number: 9/1/2/13

Execution: Director Planning & Development

MP&D11/09/20 **BONGANI CATCHMENT REHABILITATION PLAN**

UNANIMOUSLY RESOLVED

[a] That the report on the rehabilitation of the Bongani catchment be noted;

File Number: 9/1/2/13

Execution: Director Planning & Development

MP&D12/09/20 **LARGE MARINE MAMMAL STRANDING PROTOCOL**

UNANIMOUSLY RESOLVED

That the Large Marine Animal Stranding protocol, be approved.

File Number: 9/1/2/13

Execution: Director Planning & Development

MP&D13/09/20 **BUILDING CONTROL DIVISION REPORT FOR JULY 2020/2021**

UNANIMOUSLY RESOLVED

That the Building Control Report for July 2020 be noted.

File Number: 9/1/2/13

Execution: Director Planning & Development

MP&D14/09/20

**WESGRO PROGRESS REPORT ON TOURISM FUNCTION
DELIVERY WITHIN THE GREATER KNYSNA MUNICIPAL AREA**

UNANIMOUSLY RESOLVED

That the WESGRO report for the period August 2020 as required by the Service Level Agreement, be noted.

File Number: 9/1/2/13

Execution: Director Planning & Development

**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE
MEETING HELD ON 10 SEPTEMBER 2020**

MIHS01/09/20

DRAFT INTEGRATED HUMAN SETTLEMENTS POLICY

UNANIMOUSLY RESOLVED

- [a] That the Draft KM IHS Policy framework Part 1 be adopted and approved;
- [b] That Part 2 of the Knysna Municipality' Integrated Human Settlements PolicyFramework be submitted to the Integrated Human Settlements Committee for further consideration; and
- [c] That the approved Strategic Plan and Policy Framework be workshopped with all staff, other departments, development partners, clients and local community stakeholders to be conducted by the Senior Management of the Integrated Human Settlements Directorate with internal Corporate support from the Public Particiaption and Communications Sections.

File Number : 9/1/2/15

Execution : Acting Director : Integrated Human Settlements

**ITEMS SUBMITTED TO THE CONTINUATION: INTEGRATED HUMAN SETTLEMENTS
COMMITTEE MEETING HELD ON 10 SEPTEMBER 2020**

**MIHS03/09/20 CURRENT STATUS, RISKS AND CHALLENGES – KM HOUSING
PROJECTS/PROGRAMME: 2020/21 FY**

UNANIMOUSLY RESOLVED

- [a] That the proposed interventions to mitigate against the identified risks and challenges, be noted and supported;
- [b] That the proposed interventions per each respective project be respectively approved;
- [c] That these issues be the subject of a determined Risk Management protocol and processes as outlined and guided by the KM' internal strategic guidelines; and
- [d] That the consideration of the draft IHS Policy and placement process for the Directorate be expedited as it will be pivotal in limiting further consequential risks whilst containing the current risks identified in this report

File Number : 9/1/2/15

Execution : Acting Director : Integrated Human Settlements

MIHS04/09/20 KNYSNA INTEGRATED HUMAN SETTLEMENTS BUSINESS PLAN

UNANIMOUSLY RESOLVED

That the IHS Business Plan for 2020/21 as approved by the Western Cape Department of Human Settlements, be noted.

File Number : 9/1/2/15

Execution : Acting Director : Integrated Human Settlements

**MIHS05/09/2020 HOUSING BUSINESS PLAN COMMENCING 1ST APRIL 2020 AND
A PLAN FOR 2020/2021 FINANCIAL YEAR**

UNANIMOUSLY RESOLVED

That the report on the performance of the 2019/20 IHS Business Plan, be noted.

File Number : 9/1/2/15

Execution : Acting Director : Integrated Human Settlements

9.

ITEMS SUBMITTED DIRECTLY TO THE EXECUTIVE MAYOR

No items were received at time of compilation of the agenda.

10.

REPORTS SUBMITTED DIRECTLY TO THE MAYORAL COMMITTEE

No items were received at time of compilation of the agenda.

11. **MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER**

No items were received at time of compilation of the agenda.

12. **IN COMMITTEE (See Green Pages)**

13. **CLOSURE**

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