

## **KNYSNA LOCAL MUNICIPALITY**

Notice is hereby given of a

### **MAYORAL COMMITTEE MEETING**

which will be held on

**Friday, 2 December 2022**

at

**09:00**

In the Council Chamber  
to consider the following items

CLLR NA TSENGWA  
EXECUTIVE MAYOR  
MUNICIPAL OFFICE  
**KNYSNA**

MR RF BUTLER  
**ACTING MUNICIPAL MANAGER**

#### **CHAIRPERSON :**

Cllr NA Tsengwa (Executive Mayor)

#### **MEMBERS :**

Cllr A Marbi (Executive Deputy Mayor)

Cllr T Matika

Cllr K Andrews

Cllr W Grootboom

Cllr B Charlie

## TABLE OF CONTENTS

		<b>Page</b>
1	WELCOME	6
2	ATTENDANCE	6
2.1	MEMBERS : PRESENT	6
2.2	MEMBERS : ABSENT WITH LEAVE	6
2.3	MEMBERS : ABSENT WITHOUT LEAVE	6
2.4	OTHER COUNCILLORS PRESENT	6
2.5	OFFICIALS PRESENT	6
2.6	MEMBERS OF THE AUDIT COMMITTEE	6
2.7	MEMBERS OF THE PUBLIC	6
3	NOTING OF THE PROVISIONS OF CODE OF CONDUCT FOR COUNCILLORS	6
4	DECLARATION OF INTEREST	6
5.	<b>CONFIRMATION OF THE MINUTES</b>	
5.1	MINUTES OF PREVIOUS MEETING : 26 SEPTEMBER 2022	7
6.	<b>MATTERS ARISING FROM THE MINUTES</b>	
6.1	EXECUTION LIST	24
7.	<b>ITEMS FOR CONSIDERATION</b>	
	<b>ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 15 NOVEMBER 2022</b>	
IS02/11/22	PERMISSION FOR THE REMOVAL OF ILLEGAL CONNECTIONS IN THE KNYSNA MUNICIPALITY JURISDICTION, AND ISSUING OF WARNING NOTICES TO ILLEGAL AND UNSAFE CONNECTIONS	31
IS03/11/22	ELECTRICAL & MECHANICAL DEPARTMENT SMALL SCALE EMBEDDED GENERATION (SSEG) POLICY	31
IS04/11/22	PROJECTS PROGRESS REPORT – SEPTEMBER 2022	31
IS05/11/22	DRAFT FLEET MANAGEMENT POLICY	31
IS07/11/22	MUNICIPAL INFRASTRUCTURE GRANT : UPGRADE OF BONGANI SPORTSFIELD	32
	<b>ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 16 NOVEMBER 2022</b>	
C04/11/22	ESTABLISHMENT OF MINI-LIBRARY : BUFFALO BAY	32
C05/11/22	PERMANENT EMPLOYMENT OF CONDITIONAL GRANT FUNDED EMPLOYEES	32
C06/11/22	LIBRARY INFRASTRUCTURE : DAM SE BOS SATELLITE	32
	<b>ITEMS SUBMITTED TO THE PLANNING, ECONOMIC DEVELOPMENT &amp; TOURISM COMMITTEE MEETING HELD ON 17 NOVEMBER 2022</b>	
P07/11/22	ENVIRONMENTAL MANAGEMENT - ESTUARY POLLUTION COMMITTEE REPORT FOR QUARTER 1 (JULY - SEPTEMBER 2022)	33
P08/11/22	REPORT ON THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN JULY 2022 TO SEPTEMBER 2022	33
	<b>ITEMS SUBMITTED TO THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 22 &amp; 23 NOVEMBER 2022</b>	

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

F&G01/11/22	REPORT ON CORPORATE SERVICES SDBIP QUARTERLY PERFORMANCE REPORT [QUARTER 1 OF 2022/23]	<b>34</b>
F&G02/11/22	DEPARTMENTAL REPORT ON LEGAL MATTERS : 06 AUGUST 2022 – 20 OCTOBER 2022	<b>34</b>
F&G03/11/22	RISK MANAGEMENT STRATEGIC RISK REGISTER	<b>34</b>
F&G04/11/22	PUBLIC PARTICIPATION REPORT JULY - SEPTEMBER 2022	<b>34</b>
F&G05/11/22	APPLICATION TO PURCHASE A PORTION OF ERF 1626, BUFFALO BAY ADJACENT TO ERF 186	<b>35</b>
F&G06/11/22	APPLICATION TO LEASE A PORTION OF ERF 210, KNYSNA ABUTTING ERVEN 1273 & 1274, KNYSNA FOR PARKING PURPOSES	<b>35</b>
F&G07/11/22	APPLICATION FOR PRIVATE SERVITUDE ACCESS OVER A PORTION OF ERF 210, BUFFALO BAY IN FAVOUR OF ERF 222	<b>36</b>
F&G08/11/22	APPLICATION TO PURCHASE A PORTION OF ERF 161, BUFFALO BAY ADJACENT TO ERF 162	<b>37</b>
F&G09/11/22	REPORT BACK ON APPLICATION TO LEASE A PORTION OF ERF 1527, (LEISURE ISLE) KNYSNA	<b>8</b>
F&G10/11/22	REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 314 LAKE BRENTON, KNYSNA	<b>38</b>
F&G11/11/22	REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 313 LAKE BRENTON, KNYSNA	<b>39</b>
F&G12/11/22	REPORT BACK ON APPLICATION FOR A LEASE AGREEMENT FOR A PORTION OF ERF 255 GEORGE REX DRIVE, KNYSNA	<b>40</b>
F&G13/11/22	REPORT BACK ON APPLICATION FOR THE LEASING OF A PORTION OF ERF 3331, KNYSNA (HORNLEE) ADJACENT TO ERF 6250, HORNLEE FOR GARDENING PURPOSES	<b>40</b>
F&G14/11/22	REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF ERF 122 KARATARA	<b>41</b>
F&G15/11/22	REPORT BACK ON THE APPLICATION TO LEASE A PORTION OF ERF 3281, KNYSNA	<b>42</b>
F&G16/11/22	REPORT BACK ON APPLICATION TO LEASE A PORTION OF ERF 6817, (KHAYALETHU) KNYSNA	<b>43</b>
F&G17/11/22	TRANSFER OF NATIONAL ROAD AND ROAD RESERVE FROM KNYSNA MUNICIPALITY TO SANRAL	<b>43</b>
F&G18/11/22	REPORT BACK ON THE APPLICATION TO LEASE A PORTION OF OLD GAOL BUILDING, ON A PORTION OF ERF 1003 KNYSNA	<b>44</b>
F&G19/11/22	REPORT BACK ON APPLICATION TO PURCHASE PORTIONS OF ERF 4124 AND ERF 4128 KNYSNA ABUTTING ERF 19868	<b>44</b>
F&G20/11/22	REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 763 LAKE BRENTON, KNYSNA	<b>45</b>
F&G21/11/22	REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 315 LAKE BRENTON, KNYSNA	<b>46</b>
F01/11/22	MONTHLY BUDGET STATEMENT – OCTOBER 2022	<b>47</b>
F02/11/22	CAPITAL BUDGET REPORT - 2022/2023 (AS AT 31 OCTOBER 2022)	<b>47</b>
F03/11/22	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 APRIL 2022 TO 30 JUNE 2022	<b>48</b>
F04/11/22	QUARTERLY INSURANCE REPORT - QUARTER 1 OF 2022/2023	<b>48</b>

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

F05/11/22	WRITING-OFF OF IRRECOVERABLE DEBT AS DELEGATED TO SECTION 80 AS AT NOVEMBER 2022	<b>48</b>
	<b>ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 24 NOVEMBER 2022</b>	
	None	<b>49</b>
8.	<b>ITEMS FOR NOTING</b>	
	<b>ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 15 NOVEMBER 2022</b>	
IS01/11/22	VANDALISM AND THEFT ON THE WATER AND SEWER INFRASTRUCTURE	<b>50</b>
IS06/11/22	ELECTRO-TECHNICAL DEPARTMENT CAPITAL PROJECT REPORT FOR JULY – SEPTEMBER 2022	<b>50</b>
IS08/11/22	MUNICIPAL FLEET REPORT: JULY TO SEPTEMBER 2022	<b>50</b>
IS09/11/22	REPORT OF THE ROADS, TRANSPORT & STORM WATER & BUILDINGS MAINTENANCE DIVISION (RTSBMD) FOR QUARTER 1: 2022	<b>51</b>
IS10/11/22	REPORT ON THE OPERATIONS AND MAINTENANCE TO WATER AND SEWER FOR JULY TO SEPTEMBER 2022	<b>51</b>
	<b>ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 16 NOVEMBER 2022</b>	
C01/11/22	INFORMATION REPORT ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES FOR JULY TO SEPTEMBER 2022	<b>51</b>
C02/11/22	COMMUNITY SERVICES QUARTERLY REPORT FOR THE PERIOD JULY 2022 TO SEPTEMBER 2022	<b>51</b>
C03/11/22	SOCIAL DEVELOPMENT & SPECIAL PROGRAMMES COMBINED REPORT	<b>52</b>
	<b>ITEMS SUBMITTED TO THE PLANNING, ECONOMIC DEVELOPMENT &amp; TOURISM COMMITTEE MEETING HELD ON 17 NOVEMBER 2022</b>	
5A	PRESENTATION : TOURISM SEASON READINESS IN KNYSNA 2022	<b>52</b>
P01/11/22	ECONOMIC DEVELOPMENT DEPARTMENT PERFORMANCE REPORT : JULY TO SEPTEMBER 2022	<b>52</b>
P02/11/22	EXPANDED PUBLIC WORKS PROGRAMME REPORT FOR QUARTER 1: JULY TO SEPTEMBER 2022	<b>52</b>
P03/11/22	BUILDING CONTROL DIVISION PERFORMANCE REPORT FOR QUATER 1 : JULY – SEPTEMBER 2022	<b>52</b>
P04/11/22	LAND USE MANAGEMENT DEPARTMENT JULY 2022 TO SEPTEMBER 2022	<b>53</b>
P05/11/22	ECONOMIC DEVELOPMENT DEPARTMENT PERFORMANCE REPORT : APRIL TO JUNE 2022	<b>53</b>
P06/11/22	ENVIRONMENTAL QUARTERLY PERFORMANCE REPORT JULY 2022 TO SEPTEMBER 2022	<b>53</b>
	<b>ITEMS SUBMITTED TO THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 22 &amp; 23 NOVEMBER 2022</b>	
	None	<b>53</b>
	<b>ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 24 NOVEMBER 2022</b>	
IHS01/11/22	INTEGRATED HUMAN SETTLEMENTS MONTHLY REPORT : JUNE 2022	<b>53</b>
IHS02/11/22	SUBMISSION OF THE BUSINESS PLAN FOR 2022/23 FINANCIAL YEAR	<b>54</b>
IHS03/11/22	REPORT ON THE ONLINE WORKSHOP ON BENEFICIARY SELECTION	<b>54</b>

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

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<b>9.</b>	<b>REPORT SUBMITTED DIRECTLY TO THE EXECUTIVE MAYOR</b>	
9.1	<i>None</i>	<b>55</b>
<b>10.</b>	<b>REPORTS SUBMITTED DIRECTLY TO THE MAYORAL COMMITTEE</b>	
	<i>None</i>	<b>56</b>
<b>11.</b>	<b>MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER</b>	
	<i>None</i>	<b>57</b>
<b>12.</b>	<b>IN COMMITTEE</b> (see green pages)	<b>58</b>
<b>13.</b>	<b>CLOSURE</b>	<b>58</b>

# 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 : 26 SEPTEMBER 2022**

**RECOMMENDATION**

That the minutes of the Mayoral Committee Meeting held on 26 September 2022, be approved.

## **KNYSNA LOCAL MUNICIPALITY**

<h1><b>MINUTES</b></h1>
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of the

### **MAYORAL COMMITTEE**

meeting which took place in the Council Chamber  
on

**Monday, 26 September 2022**

at

**09:00**



1. Opening and Welcoming

The Executive Mayor welcomed Councillors, officials, Audit committee members and the public to the meeting and conducted a roll call of members present.

2. In Attendance :

2.1 Councillors Present

Members :

Cllr NA Tsengwa  
Cllr A Marbi  
Cllr T Matika  
Cllr K Andrews  
Cllr W Grootboom  
Cllr B Charlie

Members : Absent with leave

None

Members : Absent without leave

None

2.2 Other Councillors Present :

Cllr S Campbell  
Cllr P Bester  
Cllr J White  
Cllr N Louw  
Cllr R Arends  
Cllr M Khumelwana

2.2.1 Officials :

Dr Ngqele, S	Director : Community Services
Hariparsad, P	Director : Infrastructure Services
Smit, H	Acting Director : Planning and Economic Development
Sotshede, L	Acting Director : Financial Services
Bezuidenhout, C	Manager : Communications and IGR
Botha, M	Acting Manager: Legal Services
Lakay, J	Head : Council Committees and Councillor Support and Acting Manager : Administration
Madokwe, S	Committee Officer
Mjamba, B	Interpreter

**Apologies:**

Mr J Jonkers	Acting Municipal Manager
Adv L Loliwe	Acting Director: Corporate Services

2.4. Member of the Audit Committee:

None

2.5. Members of the Public Present:

*The meeting was livestreamed via YouTube.*

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

UNANIMOUSLY RESOLVED

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

4. Declaration of Interest

RESOLVED

That it be noted that no member or other Councillor declared any interest in any matter in the Agenda.

5. **MINUTES OF THE PREVIOUS MEETING**

5.1 **MAYORAL COMMITTEE MEETING : 21 JUNE 2022**

UNANIMOUSLY RESOLVED

That the minutes of the Mayoral Committee Meeting held on 21 June 2022, be approved.

6. **EXECUTION LIST**

UNANIMOUSLY RESOLVED

That the matters arising from minutes of schedule meetings held on 21 June 2022, be noted.

7. **ITEMS FOR CONSIDERATION**

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 23 AUGUST 2022**

IS05/08/22 **CHEMICAL PRICE INCREASE REQUESTS FOR T06 OF 2020/2021: SUPPLY, DELIVERY AND SERVICING OF CHEMICALS IN THE GREATER KNYSNA MUNICIPAL AREA FOR THE PERIOD 1 AUGUST 2022 TO 30 JUNE 2023**

UNANIMOUSLY RECOMMENDED

- [a] That the report on the Chemical price increase requests for T06 of 2020/2021 : Supply, Delivery and Servicing of Chemicals in the Greater Knysna Municipal area for the period 1 August 2022 to 30 June 2023, be noted;

- [b] That Council approve the 54% increase for Metsi Chem for Soda Ash;
- [c] That Council approve the 51%, 10.86% and 9.76% increase for Chlorcape for Aluminum Sulphate sodium, chlorine gas and Sodium Dichloroisocyanuric Acid (SDIC) respectively; and
- [d] That Council approve the Chemical price increase requests for T06 of 2020/2021 : Supply, Delivery and Servicing of Chemicals in the Greater Knysna Municipal area for 1 August 2022 to 30 June 2023.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services

Manager : Water & Sewer

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 24 AUGUST 2022**

**C01/08/22 INFORMATION REPORT FROM GARDEN ROUTE DISTRICT MUNICIPALITY ON MUNICIPAL HEALTH AND ENVIRONMENTAL SERVICES FOR APRIL 2022 AND JUNE 2022**

**UNANIMOUSLY RECOMMENDED**

That the Information report from Garden Route District Municipality on Municipal Health and Environmental Services for April 2022 and June 2022 be referred to the Mayoral Committee meeting and the representative from Garden Route District be informed.

File Number : 9/1/2/5

Execution : Director : Community Services

**C03/08/22 IMPLEMENTATION PROTOCOL**

**UNANIMOUSLY RECOMMENDED**

That the Implementation Protocol report submitted by the Director : Community Services, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

**C04/08/22 CUSTOMARY INITIATION FORUMS : THE ROLE OF THE MUNICIPALITY**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on Customary Initiation Forums : The Role of the Municipality, be noted;
- [b] That the Acting Municipal Manager be authorised to interact with the relevant Provincial Department and the local customary Initiation Forum regarding the conclusion of a cooperation agreement;

- [c] That an item with the proposed cooperation agreement mentioned above be tabled before Council for the ratification of the agreement; and
- [d] That the relevant Provincial Department be invited to a Council workshop to discuss the Cultural Initiation Act with special emphasis on the role of local government.

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

**C05/08/22 COUNCILLOR SAFETY AND SECURITY: STANDARD OPERATING PROCEDURE**

UNANIMOUSLY RECOMMENDED

- [a] That the report on Councillor Safety and Security : Standard Operating Procedure from the Director Community Services, be noted;
- [b] That it be noted that the attached Councillor Safety and Security Standard Operating Procedure was discussed during the Councillor Workshop held on 7 June 2022; and
- [c] That the item be reviewed and taken to a workshop that will be arranged by the Speaker; and possibly the presentation be given by a specialist in the field.

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

**C06/08/22 PROGRAMME IMPLEMENTATION PLAN FOR 2022/2023 SOCIAL DEVELOPMENT & SPECIAL PROGRAMMES COMBINED REPORT**

UNANIMOUSLY RECOMMENDED

- [a] That the implementation plan for proposed programmes to be implemented by the Social Development & Special programmes, be noted; and
- [b] That the Director Community Services prepare a report on Law Enforcement officials who have been dismissed from the employ of the municipality and that the report be submitted to the next Community Services Committee meeting.

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

**C08/08/22 STATUS OF SATELLITE STATION IN KHAYALETHU**

UNANIMOUSLY RECOMMENDED

That this item be withdrawn from the agenda.

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**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS AND PLANNING COMMITTEE MEETING HELD ON 30 AUGUST 2022**

**H&P06/08/22 SUBMISSION OF THE IHS BUSINESS PLAN FOR 2021/22 FINANCIAL YEAR**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the Submission of the Integrated Human Settlements Business Plan for the 2021/22 Financial Year, be noted;
- [b] That Council take note of the 2021/22 Housing Business Plan as approved by the Western Cape Department of Human Settlement (WC DoHS);
- [c] That Council take note of the claims submitted to the Western Cape Department of Human Settlement; and
- [d] That a report regarding the Actual Expenditure per Month vs Claimed Expenditure vs Received Claims for the Human Settlements Department be submitted to the next Integrated Human Settlements and Planning Committee meeting.

File Number : 9/1/2/15

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

**H&P07/08/22 OUTDOOR ADVERTISING ON LAMP POLES AND STREET REFUSE BINS**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the Outdoor Advertising on Lamp poles and Street refuse bins, be noted; and
- [b] That a comprehensive report on the Outdoor advertising on Lamp poles and Street refuse bins be submitted to the next Integrated Human Settlements and Planning Committee meeting, for consideration.

File Number : 9/1/2/13

Execution : Acting Director : Planning & Development  
Building Control Officer

**H&P08/08/22 SECOND CALL FOR NOMINATIONS OF VOLUNTARY MEMBERS TO SERVE ON THE KNYSNA AESTHETICS COMMITTEE**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the Second call for nominations of voluntary members to serve on the Knysna Aesthetics Committee, be noted;
- [b] That the re-advertising of the call for nominations for members of Aesthetics and Heritage Committee voluntary be supported in terms of

Section 29 of the Knysna Municipality By-law relating to Building Aesthetics and Heritage (2021);

- [c] That the Acting Municipal Manager shall make a recommendation to Council for the appointment of members with due regard to the criteria in Sections 28 and 29 of the Knysna Municipality By-law relating to Building Aesthetics and Heritage (2021); and
- [d] That it be noted that Council will consider and appoint the nominations received.

File Number : 9/1/2/13

Execution : Acting Director : Planning & Development  
Building Control Officer

**ITEMS SUBMITTED TO THE FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON 14 & 15 SEPTEMBER 2022**

**CS02/09/22 RISK MANAGEMENT ANNUAL RISK ASSESSMENT REPORT**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Risk Management Annual Assessment Report, be noted;
- [b] That the Reviewed Risk Register, be approved;
- [c] That the Quarter 3 Risk Management Minutes, be approved.

File Number : 9/1/2/14

Execution : Acting Municipal Manager  
Chief Risk Officer

**CS05/09/22 REPORT ON THE DETERMINATION OF ANNUAL ESCALATION FOR STAFF HOUSING**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the determination of annual rental escalation for Staff Housing be noted;
- [b] That the Council reviews and rescinds resolution **FC26/04/21** (e);

**FC26/04/21**

**REPORT BACK ON THE STATUS OF STAFF HOUSING**

**RESOLVED BY MAJORITY**

[a] .....

[b] .....

[c] .....

[d] .....; and

[e] *That the Municipal Council renew the rental amounts on an annual basis.*

[c] That the committee resolves that the annual increases (rental escalations) as determined by the Professional Valuer be fixed at 7% for the duration of the leases; and

[d] That the Head of Properties identifies those properties that have not yet been renovated and that no rental escalations be applied to them.

File Number : 7/1/2/5

Execution : Acting Director : Corporate Services

Acting Manager : Legal Services

Head : Properties

**CS06/09/22 REPORT BACK ON APPLICATION TO EXCHANGE ERF 8119, KNYSNA FOR AN ALTERNATIVE ERF (8125, KNYSNA)**

**UNANIMOUSLY RECOMMENDED**

[a] That the report and annexure's regarding the application to exchange Erf 8119, Knysna for Erf 8125, Knysna, be noted;

[b] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council hereby confirms that Erf 8125, Knysna to be exchanged, is deemed not needed to provide the minimum level of basic Municipal Services;

[c] That the intended exchange was advertised for public comments and no objections where received;

[d] That the market valuation of R7 000 for Erf 8119, Knysna and R10 000 for Erf 8125, Knysna, be noted;

[e] That the Municipal Council gives an approval to exchange Erf 8119 with Erf 8125 Knysna for residential purposes;

[f] That the building be constructed away from the municipal services running across the site;

[g] That the Integrated Human Settlements Directorate appoint a surveyor, to survey the current access to Erf 8125 Knysna, as well a Town Planner to look at the subdivision;

[h] That the existing house on Erf 8119 Knysna be demolished at the cost of the applicant; and

That the Property, Erf 8119 Knysna be converted into a community garden.

File number :7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**CS07/09/22 REQUEST TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH SEDGEFIELD ISLAND CONSERVANCY**

UNANIMOUSLY RECOMMENDED

- [a] That the report and annexure's regarding the request to enter into an MOU with Sedgefield Island Conservancy on Erven 1248.1249,1624 and 1625 Sedgefield (area along the Swartvlei estuary which falls within the Garden Route national Park) for a period of 9 years and 11 months be noted,
- [b] That the Municipal Council approve the proposed MOU between Sedgefield Island Conservancy and Knysna Municipality for 9 years and 11 months on the same terms and condition as the previous MOU;
- [c] That the Acting Municipal Manager be authorised to conclude the MOU with Sedgefield Island Conservancy.

File Number : 7/2/1/2

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

**CS08/09/22 REQUEST TO TRANSFER REPUBLIC OF SOUTH AFRICA PROPERTIES INTO THE NAME OF KNYSNA MUNICIPALITY**

UNANIMOUSLY RECOMMENDED

- [a] That the report and annexure's regarding the request to give the Administration authorisation to engage with the Department of Public Works to consider transferring state owned land into the name of the Municipality, be noted; and
- [b] That the Acting Municipal Manager be mandated to engage with the Department of Public Works to consider the donation of the following state owned land into the name of the Municipality:
  - I) Portion 1 of the farm 183;
  - II) Portion 111 of the farm 183 and
  - III) Portion of farm 514

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services



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**CS09/09/22 TRANSFER OF MUNICIPAL PROPERTIES ON WHICH VARIOUS SCHOOLS ARE HOUSED TO WESTERN CAPE GOVERNMENT**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the transferring of municipal properties on which various schools are housed to Western Cape Government, be noted; and
- [b] That the Acting Municipal Manager be mandated to commence with the process of donation of a portion of Erf 1672 and Erf 2573 (Erf 3813), Sedgfield, Erf 9930, Knysna and Erf 7124, Knysna into the name of Western Cape Government.

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

**FG02/08/22 WRITING – OFF OF IRRECOVERABLE DEBT AS DELEGATED TO SECTION 80 - JUNE 2021-JUNE 22**

**UNANIMOUSLY RECOMMENDED**

That the total amount of R 2 005 924.06 (Annexures A,B,C,D,F,G) as recommended by the Chief Financial Officer and Municipal Manager, be written off as irrecoverable debt;

*Cllr Campbell abstained from this recommendation during the Finance and Governance Committee Meeting.*

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

**FG03/08/22 CAPITAL BUDGET REPORT - 2021/2022 (AS AT 30 JUNE 2022)**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Capital Expenditure Budget as at 30 June 2022 be noted; and
- [b] That the Directorates ensure that capital spending is in accordance with the capital expenditure budget.

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

**FG04/08/22 QUARTERLY EXTERNAL LOANS REPORT : QUARTER 4 OF 2021/2022**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Quarterly External Loans report for the quarter ending June 2022 be noted; and

- [b] That the debt ratio of 35.9%, based on budgeted revenue, for the quarter ending June 2022 be noted.

File Number : 9/1/2/10

Execution : Acting Director : Financial Services

**FG06/08/22 REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 JANUARY 2022 TO 31 MARCH 2022**

UNANIMOUSLY RECOMMENDED

- [a] That the report on the implementation of the SCM policy for the second quarter, ending 31 March 2022, be noted;
- [b] That the deviations to the value of R 2,194,329 for the period as indicated in [a] above, be noted; and
- [c] That the report be made available to the public in terms of section 21A of the Municipal Systems Act, 2000.

File Number : 8/1

Execution : Acting Municipal Manager

*At this point the Mayor adjourned the meeting for 10 minutes.*

8.

**ITEMS FOR NOTING**

**THE MAYORAL COMMITTEE NOTED THE FOLLOWING RESOLUTIONS**

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 23 AUGUST 2022**

**IS01/08/22 ELECTRO-TECHNICAL DEPARTMENT : CAPITAL PROJECT REPORT FOR DECEMBER 2021 to JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the report from the Electro-Technical Department regarding the Capital Project Report for the period December 2021 to June 2022, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services  
Manager : Electro Technical

**IS02/08/22 REPORT ON THE OPERATIONS AND MAINTENANCE TO WATER AND SEWER FOR APRIL TO JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the report on the Operations and Maintenance to Water and Sewer for April to June 2022, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services  
Manager : Water & Sewer

**IS03/08/22 MUNICIPAL FLEET REPORT : APRIL 2022 TO JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the Municipal Fleet report for the period April 2022 to June 2022, be noted.

File Number : 9/1/2/1

Execution : Director : Technical Services  
Manager : Electro Technical

**IS04/08/22 PROJECTS PROGRESS REPORT – JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the Projects Progress report for the period June 2022, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 24 AUGUST 2022**

**C02/08/22     PROGRESS REPORT ON OLD PLACE GARDEN REFUSE FACILITY**

**UNANIMOUSLY RESOLVED**

That the progress report on Old Place Garden Refuse Facility and the possible options for new sites, be noted.

File Number : 9/1/2/5

Execution :     Director : Community Services

**C07/08/22     COMMUNITY SERVICES: QUARTERLY REPORT FOR THE PERIOD APRIL 2022 TO JUNE 2022**

**UNANIMOUSLY RESOLVED**

[a]     That the Community Services : Quarterly Report for the period April 2022 to June 2022, be noted;

[b]     That the Community Services Quarterly Report for the period April 2022 to June 2022, be submitted to the next Community Services Committee meeting.

[c]     That it be noted that there is a structure in ward 3 opposite the Chris Hani Hall which may be visited to ascertain if it is suitable for the establishment of a Library;

[c]     That an item be tabled at the next Community Services Committee meeting regarding the status of Conditional Grant Employees.

File Number : 9/1/2/5

Execution :     Director : Community Services

**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS AND PLANNING COMMITTEE MEETING HELD ON 30 AUGUST 2022**

**H&P01/08/22     BUILDING CONTROL DIVISION PERFORMANCE REPORT FOR QUARTER 4 APRIL – JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the Building Control Division Performance Report for Quarter 4 (April - June 2022) be noted.

File Number : 9/1/2/5

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

**H&P02/08/22 ENVIRONMENTAL MANAGEMENT - ESTUARY POLLUTION COMMITTEE  
REPORT APRIL - JUNE 2022**

**UNANIMOUSLY RESOLVED**

- [a] That the Environmental Management - Estuary Pollution Committee Report for the period April to June 2022, be noted; and
- [b] That the report on the departmental actions emanating from the Knysna Estuary authorities pollution meetings convened by South African National Parks, be noted.

File Number : 9/1/2/13

Execution : Acting Municipal Manager  
Acting Director : Planning & Development  
Manager : Environmental Management

**H&P03/08/22 ENVIRONMENTAL QUARTERLY PERFORMANCE REPORT APRIL – JUNE  
2022**

**UNANIMOUSLY RESOLVED**

That the Environmental Management Department quarterly Performance Report be noted.

File Number : 9/1/2/13

Execution : Acting Municipal Manager  
Acting Director : Planning & Development  
Manager : Environmental Management

**H&P04/08/22 LAND USE MANAGEMENT DEPARTMENT APRIL 2022 – JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the Land Use Management Departmental report for the period April 2022 to June 2022, be noted.

File Number : 9/1/2/13

Execution : Acting Municipal Manager  
Acting Director : Planning & Development

**H&P05/08/22 INTEGRATED HUMAN SETTLEMENTS MONTHLY REPORT : JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the contents of the report in respect of related project implementation for the period ending June 2022 relative to the approved WCDoHS Business Plan 2021/22 FY, be noted.

File Number : 9/1/2/15

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

**ITEMS SUBMITTED TO THE FINANCE AND GOVERNANCE COMMITTEE MEETING  
HELD ON 14 & 15 SEPTEMBER 2022**

**CS10/09/22 REPORT ON HUMAN RESOURCES MATTERS FOR QUARTER 1 OF  
2022/2023 FINANCIAL YEAR – JULY TO AUGUST 2022**

**UNANIMOUSLY RESOLVED**

That the quarterly report on the Human Resources activities for the period July to August 2022, be noted.

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services

**CS04/09/22 REPORT ON CORPORATE SERVICES SDBIP QUARTERLY  
PERFORMANCE REPORT**

**UNANIMOUSLY RESOLVED**

That the Corporate Services SDBIP Quarterly Performance Report April to June 2022, be noted.

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services

**CS03/09/22 DEPARTMENTAL REPORT ON LEGAL MATTERS : 27 APRIL 2022 - 05  
AUGUST 2022**

**UNANIMOUSLY RESOLVED**

That the Departmental Report on legal Matters: 27 April 2022-05 August 2022, be noted.

File Number : 9/1/1/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**CS01/09/22 PUBLIC PARTICIPATION REPORT APRIL - JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the report of the Public Participation Unit for April - June 2022 as received from the Director: Corporate Services, be noted.

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services

**FG05/08/22 QUARTERLY INSURANCE REPORT - QUARTER 4 OF 2021/2022**

**UNANIMOUSLY RESOLVED**

- [a] That the Quarterly Insurance Report for the quarter ending June 2022 be noted; and
- [b] That an Insurance workshop is currently in the process of being finalised.

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

**FG01/09/22 QUARTERLY INVESTMENT REPORT : QUARTER 4 OF 2021/2022**

**UNANIMOUSLY RESOLVED**

That the Quarterly Investment report for the quarter ending June 2022, be noted.

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

**FG07/09/22 MONTHLY BUDGET STATEMENT – JULY & AUGUST 2022**

**UNANIMOUSLY RESOLVED**

That the Monthly Budget Statements for the months July and August 2022, be noted.

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

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

13. **CLOSURE**

After the conclusion of the In-Committee Agenda the Executive Mayor thanked everyone present and the meeting adjourned at 10:11.

.....  
Chairperson : Cllr NA Tsengwa

.....  
Date

-oOo-

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

**6. EXECUTION LIST**

<b>EXECUTION LIST : MAYORAL COMMITTEE MEETING : 22 MARCH 2022</b>			
<b>F09/02/22      QUARTERLY INSURANCE REPORT - QUARTER 2 OF 2021/2022</b>			
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a]	That the Quarterly Insurance Report for the quarter ending December 2021, be noted; and	A/CFO	No instruction received from the Office of the Speaker to date.
[b]	That the quarterly insurance report be referred to a workshop that will be arrange by the office of the Speaker.		
<b>CS04/03/22      <u>HR QUARTERLY REPORT FOR THE MONTH OF OCTOBER TO DECEMBER 2021</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a]	That the committee notes the report on the Human Resources activities for the period October to December 2021; and	Manager : HR	Executed
[b]	That necessary corrections be made to the report and that the report be re-submitted at a Special Section 80 meeting on 08/03/2022.		
<b>M11.1      <u>IMPLEMENTATION OF THE PREFERENTIAL PROCUREMENT REGULATIONS DUE TO THE CONSTITUTIONAL COURT RULING OF 16 FEBRUARY 2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a]	That, the advice offered by National Treasury be followed. That, contracts be extended where applicable, Transversal contracts be entered into where applicable, exemption be asked to continue with certain procurements, and that the outcome of the court be awaited;	AMM	Implemented
			March 2022



MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

[b]	That, the Preferential Procurement Policy 2021/2022 be withdrawn and that Council approve the revised policy, which is in line with the Preferential Procurement Framework Act to allow the municipality to continue with procurements; and	AMM	Implemented	March 2022
[c]	That, a report on the EOI contractors be submitted to the next Finance Committee meeting.	AMM/Comm Services	Implemented	March 2022 – November 2022
<b>MAYORAL COMMITTEE MEETING : 21 JUNE 2022</b>				
<b>IS11/05/22     <u>ELECTRO-TECHNICAL DEPARTMENT ELECTRICITY MASTERPLAN</u></b>				
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>				
[a]	That the Electro-Technical Department : Electricity Masterplan, be noted; and	Manager : Electro Technical		
[b]	That the financial implications be tabled to the Committee			
<b>IS14/05/22     <u>INFRASTRUCTURE ILLEGAL CONNECTIONS, VANDALISM AND COPPER THEFT</u></b>				
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>				
[a]	That the Report on Infrastructure Illegal Connections, Vandalism and Copper Theft, be noted; and	Manager : Electro Technical		
[b]	That Councillors have Public Education Workshops with communities to indicate the hazards of vandalism.			
<b>IS15/05/22     <u>UPGRADING OF YSTERHOUT/BITOU STREET WARD 11</u></b>				
<b>RESOLUTIONS TO BE ACTIONED</b>		<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>				
[a]	That the Report on the Upgrading of Ysterhout/Bitou Street, Ward 11, be noted; and	Dir : Infrastructure		

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

[b] That a site inspection be arranged with Committee members and the report be submitted to a Special Infrastructure Services Committee meeting.			
<b>H&amp;P09/05/22 <u>GARDEN ROUTE DISTRICT MUNICIPALITY HUMAN SETTLEMENTS STRATEGIC PLAN</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the Garden Route District Municipality's Strategic Plan document, be noted; and  [b] That a joint meeting be held between the Garden Route District Municipality's Mayoral Committee Chairperson, Knysna Municipality's Mayoral Committee Chairperson and a representative from the Adhoc Land Committee, to discuss the implications of the GRDM Strategy.	A/Dir : IHS		
<b>FC02/0622 <u>OUTSTANDING DEBT REPORT OF MUNICIPAL EMPLOYEES AS AT 31 MARCH 2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the monthly report on the outstanding debt of municipal employees as at 31 March 2022 be noted;  [b] That the Acting Municipal Manager ensures that each Senior Manager and each official exercising financial management responsibilities in terms of the Municipal Finance Management Act, implement the Customer Care, Credit Control, Debt Collection, Indigent and Tampering Policy to improve revenue collection; and  [c] That a report regarding type of accounts be submitted to the next Finance and Economy Committee meeting.	Senior Manager: Revenue Services		
<b>FC03/06/22 <u>OUTSTANDING DEBT REPORT FOR COUNCILLORS AS AT 31 MARCH 2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the report on the outstanding Councillor debt as at 31 March 2022, be noted; and	Acting : CFO		

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

[b] That a report regarding type of accounts be submitted to the next Finance and Economy Committee meeting.			
<b>FC04/06/22    <u>QUARTERLY EXTERNAL LOANS REPORT : QUARTER 3 OF 2021/2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the Quarterly External Loans report for the quarter ending March 2022 be noted;  [b] That the debt ratio of 28.3%, based on budgeted revenue, for the quarter ending March 2022 be noted; and  [c] That Gleebe pump station Insurance claim be circulated to the next Finance and Economy Committee meeting.	Acting : CFO	The Glebe claim was submitted to Cllr Campbell as requested in this meeting. No instruction was received to submit the claim to the next Sec 80 meeting.	
<b>FC05/06/22    <u>QUARTERLY INSURANCE REPORT - QUARTER 3 OF 2021/2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the Quarterly Insurance Report for the quarter ending March 2022 be noted; and  [b] That a Workshop on Insurance be arranged on a date to be determined by the Speaker.	Acting : CFO	No instruction received from the Office of the Speaker to date	
<b>M05/06/22    <u>ESTABLISHMENT OF THE KNYSNA MUNICIPAL SPORT COUNCIL</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the report on the establishment of the Knysna Municipal Sport Council, be noted; and	Dir : Comm Serv		

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

[b] That it be noted that a comprehensive report inclusive of the Knysna Municipal Sport Council's Constitution, envisaged relationships between the Knysna Municipality as well as the Sport Council which will also contain projected financial implications for operations will be submitted to a subsequent meeting of the Community Services Committee for discussion and consideration			
<b>M06/06/22      <u>ILLEGAL OCCUPATION OF LAND</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>			
<b><u>UNANIMOUSLY RESOLVED</u></b>			
That the report on the illegal occupation of land, the policy and standard operating procedure be referred to a Council workshop to be arranged by the Speaker.	Dir : Comm Serv		
<b>M08/06/22      <u>CLEANING OF ILLEGAL DUMPING HOTSPOTS WITHIN THE VARIOUS WARDS THROUGH THE EOI PROCESS</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>			
<b><u>UNANIMOUSLY RESOLVED</u></b>			
[a] That Council takes note of the appointment of contractors for the cleaning of residential areas; and  [b] That a comprehensive report be submitted to the next Community Services meeting including condition of the green waste site, EOI and pictures in colour before the cleaning of the site and after the cleaning.	Manager : Waste Management		
<b>M13/06/22      <u>REVIEW : RULES OF ORDER REGULATING THE CONDUCT OF MEETINGS OF THE COUNCIL OF KNYSNA MUNICIPALITY BY-LAW</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>			
<b><u>UNANIMOUSLY RESOLVED</u></b>			
That the report on the review of the Rules of Order By-law be referred to a Council workshop whereafter a report be submitted to the Ordinary Council meeting, for consideration.	Acting Manager: Legal Services	Awaiting confirmation of the date for the councillor workshop.	

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

<b>M16/06/22      <u>GRANT TO SUPPORT THE GREATER KNYSNA FOOD SECURITY FORUM</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
That the report on the funding for the Greater Knysna Food Security Forum from the Garden Route District Municipality received from the Acting Director : Corporate Services be referred to a Council workshop and thereafter a report be submitted to the Corporate Services Committee Meeting for consideration.	Acting Dir : Corp Services	This function/project has been handed over to the Director: Community Services	
<b>M21/06/22      <u>REPORT BACK ON THE RECTIFYING OF INCORRECTLY BUILT RDP HOUSE ONTO PRIVATE OWNED PROPERTY: ERF 8296, KNYSNA</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the report and annexure's regarding the application to rectify the incorrectly built RDP house on a portion of Erf 8296, Knysna, be noted; and  [b] That comments of Director Infrastructure Service be obtained and thereafter the matter be submitted to the next Infrastructure Committee meeting, for further consideration.	Acting Manager: Legal Services	The Properties department is awaiting the comments of the Instructure department whereafter an item will be prepared.	30 November 2022
<b>MAYORAL COMMITTEE MEETING : 26 SEPTEMBER 2022</b>			
<b>C07/08/22      <u>COMMUNITY SERVICES: QUARTERLY REPORT FOR THE PERIOD APRIL 2022 TO JUNE 2022</u></b>			
<b>RESOLUTIONS TO BE ACTIONED</b>	<b>OFFICIAL(S)</b>	<b>STATUS OF EXECUTION</b>	<b>DUE DATE</b>
<u>UNANIMOUSLY RESOLVED</u>			
[a] That the Community Services : Quarterly Report for the period April 2022 to June 2022, be noted;  [b] That the Community Services Quarterly Report for the period April 2022 to June 2022, be submitted to the next Community Services Committee meeting.	Dir : Comm Serv	[b] Report submitted to the s80 detailing the way forward. Several meetings were held with the ward Cllr to discuss the matter.	

MAYORAL COMMITTEE MEETING  
AGENDA  
2 DECEMBER 2022

<p>[c] That it be noted that there is a structure in ward 3 opposite the Chris Hani Hall which may be visited to ascertain if it is suitable for the establishment of a Library;</p> <p>[d] That an item be tabled at the next Community Services Committee meeting regarding the status of Conditional Grant Employees.</p>		<p>[c] Report submitted to S80 regarding the status of conditional grant funded employees.</p>		
<p><b>FG05/08/22     <u>QUARTERLY INSURANCE REPORT - QUARTER 4 OF 2021/2022</u></b></p>				
<p style="text-align: center;"><b>RESOLUTIONS TO BE ACTIONED</b></p>		<p style="text-align: center;"><b>OFFICIAL(S)</b></p>	<p style="text-align: center;"><b>STATUS OF EXECUTION</b></p>	<p style="text-align: center;"><b>DUE DATE</b></p>
<p style="text-align: center;"><u>UNANIMOUSLY RESOLVED</u></p>				
<p>[a] That the Quarterly Insurance Report for the quarter ending June 2022 be noted; and</p>				
<p>[b] That an Insurance workshop is currently in the process of being finalised.</p>	<p>Acting : CFO</p>	<p>Arrangements in process for Insurer to attend the workshop as they want to meet Council. No instruction received from the Office of the Speaker to date</p>		

RECOMMENDATION

That the matters arising from the minutes of the scheduled meeting held on 22 March 2022, 21 June 2022 and 26 September, be noted.

**7. ITEMS FOR CONSIDERATION**

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING  
HELD ON 15 NOVEMBER 2022**

**IS02/11/22 PERMISSION FOR THE REMOVAL OF ILLEGAL CONNECTIONS IN THE  
KNYSNA MUNICIPALITY JURISDICTION, AND ISSUING OF WARNING  
NOTICES TO ILLEGAL AND UNSAFE CONNECTIONS**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the permission for the removal of illegal connections in the Knysna Municipality jurisdiction, and issuing of warning notices to illegal and unsafe connections, be noted;
- [b] That permission be granted to start with the rollout for removing of illegal connections in the Knysna municipality jurisdiction.

File Number : 9/1/2/1

Execution : Manager : Electro Technical

**IS03/11/22 ELECTRICAL & MECHANICAL DEPARTMENT SMALL SCALE  
EMBEDDED GENERATION (SSEG) POLICY**

**UNANIMOUSLY RECOMMENDED**

That the policy on Small Scale Embedded Generation (SSEG) be referred to a Council Workshop prior to the Ordinary Council meeting.

File Number : 9/1/2/1

Execution : Manager : Electro Technical

**IS04/11/22 PROJECTS PROGRESS REPORT – SEPTEMBER 2022**

**UNANIMOUSLY RECOMMENDED**

That the report on current municipal capital projects for 2022/23 and to highlight challenges faced in the financial year, be noted.

File Number : 9/1/2/1

Execution : Director : Infrastructure Services

**IS05/11/22 DRAFT FLEET MANAGEMENT POLICY**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Draft Municipal Fleet Management Policy, be approved.
- [b] That a Council Workshop to discuss the Draft Fleet Management Policy, be arranged prior to the Ordinary Council meeting.

File Number : 9/1/2/1

Execution : Manager : Electro Technical

**IS07/11/22     MUNICIPAL INFRASTRUCTURE GRANT : UPGRADE OF BONGANI SPORTSFIELD**

**UNANIMOUSLY RECOMMENDED**

That the Technical Report for Upgrade of Bongani Sportsfield item be withdrawn.

File Number : 9/1/2/1

Execution :     Director : Infrastructure Services

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 16 NOVEMBER 2022**

**C04/11/22     ESTABLISHMENT OF MINI-LIBRARY : BUFFALO BAY**

**UNANIMOUSLY RECOMMENDED**

- [a]     That the report on the Establishment of a Mini-Library in Buffalo Bay, be noted;
- [b]     That Council authorises the Director: Community Services to submit an application to the Provincial Library Service for the establishment of a wheelie wagon library at Buffalo Bay; and
- [c]     That Council grants permission to the Director : Community Services to negotiate with the Buffalo Bay Resident's Association regarding the housing a wheelie wagon library at the Buffalo Bay hall.

File Number : 9/1/2/5

Execution :     Director : Community Services

**C05/11/22     PERMANENT EMPLOYMENT OF CONDITIONAL GRANT FUNDED EMPLOYEES**

**UNANIMOUSLY RECOMMENDED**

- [a]     That the report on the Permanent Employment of Conditional Grant funded employees, be noted; and
- [b]     That the Municipal Council considers the proposal to appoint the conditional grant funded employees as permanent municipal staff.

File Number : 9/1/2/5

Execution :     Director : Community Services

**C05/11/22     LIBRARY INFRASTRUCTURE : DAM SE BOS SATELLITE**

**UNANIMOUSLY RECOMMENDED**

- [a]     That the report on the Library Infrastructure Dam Se Bos Satellite, be noted;



- [b] That Council approves that the amount of R97, 043.00 is allocated to the repairs and maintenance vote and can be utilised to start the process of converting the house into a satellite library; and
- [c] That additional funding for shelving and other capital items such as furniture be allocated in the adjustments budget.

File Number : 9/1/2/5

Execution : Director : Community Services  
Manager : Libraries

**ITEMS SUBMITTED TO THE PLANNING, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING HELD ON 17 NOVEMBER 2022**

**P07/11/22 ENVIRONMENTAL MANAGEMENT - ESTUARY POLLUTION COMMITTEE REPORT FOR QUARTER 1 (JULY - SEPTEMBER 2022)**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Environmental Management : Estuary Pollution Committee Report for Quarter 1 (July 2022 to September 2022); be noted; and
- [b] That the report on the departmental actions emanating from the Knysna Estuary authorities pollution meetings convened by South African National Parks be noted.

File Number : 9/1/2/13

Execution : Acting Municipal Manager  
Acting Director : Planning & Development  
Manager : Environmental Management

**P08/11/22 REPORT ON THE SERVICE DELIVERY AND BUDGET MPLEMENTATION PLAN JULY 2022 TO SEPTEMBER 2022**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the Service Delivery and Budget Implementation Plan for the period July 2022 to September 2022, be noted; and
- [b] That the progress on the performance of the Planning and Economic Development Directorate for the first quarter (July 2022 – September 2022), be noted.

File Number : 9/1/2/13

Execution : Acting Director : Planning & Economic Development

**ITEMS SUBMITTED TO THE FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON 22 & 23 NOVEMBER 2022**

**F&G01/11/22 REPORT ON CORPORATE SERVICES SDBIP QUARTERLY PERFORMANCE REPORT [QUARTER 1 OF 2022/23]**

**UNANIMOUSLY RECOMMENDED**

That the Corporate Services SDBIP Quarterly Performance Report July – September 2022, be noted.

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services

**F&G02/11/22 DEPARTMENTAL REPORT ON LEGAL MATTERS : 06 AUGUST 2022 – 20 OCTOBER 2022**

**UNANIMOUSLY RECOMMENDED**

That the Departmental Report on Legal Matters 06 August 2022- 20 October 2022 be noted.

File Number : 9/1/1/1/2

Execution : Acting Director : Corporate Services

Acting Manager : Legal Services

**F&G03/11/22 RISK MANAGEMENT STRATEGIC RISK REGISTER**

**UNANIMOUSLY RECOMMENDED**

[a] That the Strategic Risk Register be noted; and

[b] That the Quarter 1 RM Minutes be noted.

File Number : 9/1/2/14

Execution : Acting Director : Corporate Services

**F&G04/11/22 PUBLIC PARTICIPATION REPORT JULY - SEPTEMBER 2022**

**UNANIMOUSLY RECOMMENDED**

That the report of the Public Participation Unit for July - September 2022 as received from the Director: Corporate Services be noted.

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services

**F&G05/11/22 APPLICATION TO PURCHASE A PORTION OF ERF 1626, BUFFALO BAY  
ADJACENT TO ERF 186**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of a Portion Erf 215, Buffalo Bay, be noted;
- [b] That in terms of the Knysna Municipality's Management of Immovable Property Policy the portion of Erf 215, Buffalo Bay adjacent to Erf 186, Buffalo Bay as applied for by the owner of Erf 186, Buffalo Bay is classified as non-viable property;
- [c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that a portion of Erf 215, Buffalo Bay, applied for is a non-exempted capital asset;
- [d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that a portion of Erf 215, Buffalo Bay is not a "high value" asset and that a public participation should be followed although not mandatory;
- [e] That the Acting Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the fair market value of a Portion of Erf 215, Buffalo Bay, the cost should be for the applicant;
- [f] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee); and
- [g] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**F&G06/11/22 APPLICATION TO LEASE A PORTION OF ERF 210, KNYSNA  
ABUTTING ERVEN 1273 & 1274, KNYSNA FOR PARKING  
PURPOSES**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the application for parking and sidewalk over a portion of Erf 210, Knysna in favour of erven 1273 & 1274, be noted;
- [b] That in terms of the Knysna Municipality's Management of Immovable Property Policy the portion of Erf 215, Buffalo Bay adjacent to Erf 186, Buffalo Bay as applied for by the owner of Erf 186, Buffalo Bay is classified as non-viable property;

- [c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that a portion of Erf 215, Buffalo Bay, applied for is a non-exempted capital asset;
- [d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that a portion of Erf 215, Buffalo Bay is not a “high value” asset and that a public participation should be followed although not mandatory;
- [e] That in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, the Acting Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the market related rental of a Portion of Erf 215, Buffalo Bay, the cost should be for the applicant;
- [f] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee); and
- [g] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services

Acting Manager : Legal Services

**F&G07/11/22 APPLICATION FOR PRIVATE SERVITUDE ACCESS OVER A PORTION OF ERF 210, BUFFALO BAY IN FAVOUR OF ERF 222**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure’s regarding the application for a private servitude access over a portion of Erf 210, Buffalo Bay in favour of Erf 222, Buffalo Bay, be noted;
- [b] That in terms of the Knysna Municipality’s Management of Immovable Property Policy the portion of Erf 210, Buffalo Bay adjacent to Erf 222, Buffalo Bay as applied for by the owner of Erf 222, Buffalo Bay is classified as non-viable property;
- [c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that a portion of Erf 210, Buffalo Bay, applied for is a non-exempted capital asset;
- [d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that a portion of Erf 210, Buffalo Bay is not a “high value” asset and that a public participation should be followed although not mandatory;

- [e] That in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, the Acting Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the market related rental of a Portion of Erf 210, Buffalo Bay, the cost should be for the applicant;
- [f] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee); and
- [g] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**F&G08/11/22 APPLICATION TO PURCHASE A PORTION OF ERF 161, BUFFALO BAY ADJACENT TO ERF 162**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of a Portion Erf 162, Buffalo Bay, be noted;
- [b] That in terms of the Knysna Municipality's Management of Immovable Property Policy the portion of Erf 162, Buffalo Bay adjacent to Erf 162, Buffalo Bay as applied for by the owner of Erf 162, Buffalo Bay is classified as non-viable property;
- [c] That in terms of Section 14(6) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council confirms that a portion of Erf 162, Buffalo Bay, applied for is a non-exempted capital asset;
- [d] That in terms of Regulation 5(2) of the Local Government: Municipal Finance Management Act, 56/2003: Municipal Asset Transfer Regulations, 2008, the Municipal Council confirms that a portion of Erf 162, Buffalo Bay is not a "high value" asset and that a public participation should be followed although not mandatory;
- [e] That the Acting Municipal Manager should be instructed to appoint a Registered Professional Valuer to determine the fair market value of a Portion of Erf 162, Buffalo Bay, the cost should be for the applicant;
- [f] That after the advertising period the matter must be resubmitted to the next section 80 (Corporate Service Committee); and
- [g] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**F&G09/11/22 REPORT BACK ON APPLICATION TO LEASE A PORTION OF ERF 1527, (LEISURE ISLE) KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the leasing of a portion of Erf 1527, Knysna, be noted;
- [b] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms the portion of Erf 1527, Knysna to be leased, are deemed needed to provide the minimum level of basic Municipal Services;
- [c] That the Council consider the objections and make recommendation;
- [d] That this item be referred to the next Finance and Governance Committee meeting and that all the objections to this application form part of this item; and
- [e] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

References : 7/2/1/2

Execution : Acting Director : Corporate Services

Acting Manager : Legal Services

**F&G10/11/22 REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 314 LAKE BRENTON, KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of a portion of Northern Grunter Avenue adjacent Erf 314 Lake Brenton, Knysna be noted;
- [b] That the advertising of the intended alienation of a portion of Northern Grunter Avenue adjacent Erf 314 Lake Brenton, be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That the fair market value for the portion of Northern Grunter Avenue adjacent Erf 314 Lake Brenton is **R80 000.00** as determined by the Registered Professional Valuer;
- [e] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the property measuring approximately 142m<sup>2</sup> to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;

- [f] That a portion of Northern Grunter Avenue adjacent to Erf 314 Lake Brenton, Knysna may only be used for gardening purposes;
- [g] That construction in the portion under consideration is not supported, all further construction should be reserved for the original extent of the property;
- [h] Invasive species to be removed and natural and indigenous vegetation to be retained as a refuge for small mammals and birds;
- [i] That the applicant be responsible for all costs related to the alienation of a portion Northern Grunter Avenue adjacent to Erf 314 Lake Brenton, Knysna;
- [j] That the Acting Municipal Manager be instructed to enter into a sale agreement for a portion of a portion Northern Grunter Avenue adjacent to Erf 314 Lake; and
- [k] That this application not be approved.

References: 7/2/1/2

Execution: Acting Director : Corporate Services  
Head : Properties

**F&G11/11/22 REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 313 LAKE BRENTON, KNYSNA**

UNANIMOUSLY RECOMMENDED

- [a] That the report and annexure's regarding the alienation of a portion of Northern Grunter Avenue adjacent Erf 313 Lake Brenton, Knysna be noted;
- [b] That the advertising of the intended alienation of a portion of Northern Grunter Avenue adjacent Erf 313 Lake Brenton , be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That the fair market value for the portion of Northern Grunter Avenue adjacent Erf 313 Lake Brenton is **R80 000.00** as determined by the Registered Professional Valuer;
- [e] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the property measuring approximately 142m<sup>2</sup> to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;
- [f] That a portion of Northern Grunter Avenue adjacent to Erf 313 Lake Brenton, Knysna may only be used for gardening purposes;

- [g] That construction in the portion under consideration is not supported, all further construction should be reserved for the original extent of the property;
- [h] Invasive species to be removed and natural and indigenous vegetation to be retained as a refuge for small mammals and birds;
- [i] That the applicant be responsible for all costs related to the alienation of a portion of a portion Northern Grunter Avenue adjacent to Erf 313 Lake Brenton, Knysna;
- [j] That the Acting Municipal Manager be instructed to enter into a sale agreement for a portion of a portion Northern Grunter Avenue adjacent to Erf 313 Lake Brenton; and
- [k] That this application not be approved.

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

**F&G12/11/22 REPORT BACK ON APPLICATION FOR A LEASE AGREEMENT FOR A PORTION OF ERF 255 GEORGE REX DRIVE, KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the request for a lease agreement of a portion of Erf 255, George Rex Drive, Knysna for the applicant, be noted;
- [b] That the Council consider the objections and make recommendation; and
- [c] That the application be approved for and that the lease be for a period of 12 months.

File Number : 7/2/1/2  
Execution : Acting Municipal Manager

*Cllr Campbell, seconded by Cllr Sabbagh proposed that the applicant trade across the street from their proposed property instead but the majority of the committee members went with the approval of the application.*

**F&G13/11/22 REPORT BACK ON APPLICATION FOR THE LEASING OF A PORTION OF ERF 3331, KNYSNA (HORNLEE) ADJACENT TO ERF 6250, HORNLEE FOR GARDENING PURPOSES**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure regarding the request for a lease agreement on a portion of Erf 3331, Knysna (Hornlee) for gardening purposes, be noted;



- [b] That in terms of Section 34(1)(b) of the Asset Transfer Regulations the Municipal Council approve in principle that the right to use, control or manage the relevant portion of Erf 3331, Knysna for gardening purpose may be granted;
- [c] That the applicant be informed that they will be solely responsible for all costs for the establishment of a garden on a portion of Erf 3331, Knysna;
- [d] That all risks should be transferred to the applicant once approval is granted for the portion of Erf 3331, Knysna;
- [e] That in terms of Section 14(2)(b) of the Local Government: Municipal Finance Management Act, 2003, the Municipal Council consider the fair market value of a portion of Erf 3331, Knysna to be leased as determined by a professional Valuer;
- [f] That the Municipal Manager be instructed to advertise the intended leasing of a portion of Erf 3331, Knysna for the purposes of establishing a vegetable garden;
- [g] That the applicant puts measures in place for stabilisation of the land, to the satisfaction of the Knysna Department of Infrastructure Services;
- [h] That a clear and visible boundary be indicated in order to know where the property ends; and
- [i] That the property be leased for a period of 9 years and 11 months.

File Number : 7/2/1/2

Execution : Acting Municipal Manager

Acting Manager : Legal Services

Head : Properties

**F&G14/11/22 REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF ERF 122 KARATARA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of Erf 122 Karatara be noted;
- [b] That the intended alienation of Erf 122 Karatara was advertised for public comments and no objections were received;
- [c] That the appointed Registered Professional Valuer has determined the fair market value of Erf 122 Karatara to be **R85 000**;
- [d] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the property to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;

- [e] That in terms of Section 5(b)(ii) of the Local Government: Municipal Finance Management Act (56/2003): Municipal Asset Transfer Regulations the Municipal Council approve that Erf 122 Karatara may be disposed of;
- [f] That the Acting Municipal Manager place the alienation of Erf 122, Karatara on a call for proposals; and
- [g] That the applicant be offered property lease for a period of 10 years instead of selling it.

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

**F&G15/11/22 REPORT BACK ON THE APPLICATION TO LEASE A PORTION OF ERF 3281, KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the leasing of a portion of Erf 3281 Knysna be noted;
- [b] That the advertising of the intended leasing of a portion of Erf 3281 Knysna, be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That the Municipal Council consider the fair market rental value of a portion of Erf 3281, Knysna to be at **R10 000 per month** with 7% annual escalation as determined by CDV Waardeerders Valuers;
- [e] That the lease be for a period of 9 years and 11 months;
- [f] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms the portion of Erf 3281 Knysna measuring 64m<sup>2</sup> to be leased, is deemed not needed to provide the minimum level of basic Municipal Services;
- [g] That the applicant be responsible for all other costs relating to the leasing of a portion of Erf 3281 Knysna; and
- [h] That the Municipal Manager be instructed to enter into a lease agreement for a portion of Erf 3281 Knysna with Ilanga Technologies (Pty) Ltd, for a period of 9 years and 11 months at a monthly rental as determined by a professional Valuer.

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

**F&G16/11/22 REPORT BACK ON APPLICATION TO LEASE A PORTION OF ERF 6817,  
(KHAYALETHU) KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the leasing of a portion of Erf 6817, Knysna, be noted;
- [b] That the report and annexure's regarding the alienation the unutilized portion of Erf 6817 (Khayaletu) Knysna be noted;
- [c] That the advertising of the intended leasing of the unutilized portion of Erf 6817 (Khayaletu) Knysna, be noted;
- [d] That it be noted that no comments and or objections were received during the advertising period;
- [e] That the property be leased for **R10 000** as determined by the Registered Professional Valuer;
- [f] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the unutilized portion of Erf 6817 (Khayaletu) Knysna, is deemed not needed to provide the minimum level of basic Municipal Services; and
- [g] That the applicant be informed that they are responsible for all other costs relating to the leasing of a portion of Erf 6817, Knysna.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Acting Manager : Legal Services

**F&G17/11/22 TRANSFER OF NATIONAL ROAD AND ROAD RESERVE FROM KNYSNA  
MUNICIPALITY TO SANRAL**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the transfer of national road and road reserve situated in the Municipal area of Knysna into the name of SANRAL, be noted;
- [b] That the Acting Municipal Manager be mandated to attend to the transfer of the following properties into the name of SANRAL:
  - (i) Erf 17857, Knysna;
  - (ii) Erf 17859, Knysna;
  - (iii) Erf 16217, Knysna;
  - (iv) Erf 16216, Knysna;
  - (v) Erf 16218, Knysna;
  - (vi) Erf 18092, Knysna;
  - (vii) Erf 4841, Sedgefield; and

- [c] That this item be referred to the next Finance and Governance Committee meeting and that a meeting be organised with SANRAL before the next meeting to discuss the possibility of a land exchange.

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

**F&G18/11/22 REPORT BACK ON THE APPLICATION TO LEASE A PORTION OF OLD GAOL BUILDING, ON A PORTION OF ERF 1003 KNYSNA**

UNANIMOUSLY RECOMMENDED

- [a] That the report and annexure regarding the application to lease a portion of the Old Gaol Building on a portion of Erf 1003 Knysna be noted;
- [b] That the advertising of the intended leasing of a portion of the Old Gaol Building on a portion of Erf 1003 Knysna, be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That Council resolves to let a portion of the Old Gaol to the Knysna Basin project for a period of 9 years and 11 months;
- [e] That Council mandates the Acting Municipal Manager to conclude a lease agreement with the Knysna Basin Project for a nominal rental amount of R 2000 per month with an annual escalation of 5% per annum;
- [f] That the Knysna Basin Project be responsible for the costs related to the lease;
- [g] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting; and
- [h] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

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

**F&G19/11/22 REPORT BACK ON APPLICATION TO PURCHASE PORTIONS OF ERF 4124 AND ERF 4128 KNYSNA ABUTTING ERF 19868**

UNANIMOUSLY RECOMMENDED

- [a] That the report and annexure's regarding the alienation the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868 be noted;

- [b] That the advertising of the intended the alienation the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868, be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That the fair market value for of the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868 is **R150 000 for Erf 4128 and R110 000 for Erf 4124** as determined by the Registered Professional Valuer;
- [e] That the Acting Municipal Manager advertise the intended alienation of the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868;
- [f] That the Municipality attend to the transfer of the properties into Knysna Municipality's name simultaneously with the transfer to the applicant;
- [g] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868, is deemed not needed to provide the minimum level of basic Municipal Services;
- [h] That the applicant be responsible for all costs related to the alienation of the unutilized Erf 4128 and Erf 4124 Knysna abutting Erf 19868;
- [i] That the Acting Municipal Manager enter into a sale agreement with the applicant for the sale of a portion of Erf 4128 measuring 425m<sup>2</sup> and Erf 4124 measuring 310m<sup>2</sup> for the amounts as determined by the Professional Valuer;
- [j] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting; and
- [k] That a site visit be conducted and that the application be referred to the next Finance and Governance Committee meeting.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services

Acting Manager : Legal Services

**F&G20/11/22 REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 763 LAKE BRENTON, KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of a portion of Northern Grunter Avenue adjacent to Erf 763 Lake Brenton, Knysna be noted;
- [b] That the advertising of the intended alienation of a portion of Northern Grunter Avenue adjacent Erf 763 Lake Brenton, be noted;

- [c] That it be noted that no comments and or objections were received during the advertising period;
- [d] That the fair market value for the portion of Northern Grunter Avenue adjacent Erf 763 Lake Brenton is **R105 000.00** as determined by the Registered Professional Valuer;
- [e] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the property measuring 180m<sup>2</sup> to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;
- [f] That a portion of Northern Grunter Avenue adjacent to Erf 763 Lake Brenton, Knysna may only be used for gardening purposes;
- [g] That construction in the portion under consideration is not supported, all further construction should be reserved for the original extent of the property;
- [h] Invasive species to be removed and natural and indigenous vegetation to be retained as a refuge for small mammals and birds;
- [i] That the applicant be responsible for all costs related to the alienation of a portion Northern Grunter Avenue adjacent to Erf 763 Lake Brenton, Knysna; and
- [j] That the Municipal Manager be instructed to enter into a sale agreement for a portion of a portion Northern Grunter Avenue adjacent to Erf 763 Lake Brenton.

File Number : 7/2/1/2

Execution : Acting Director : Corporate Services  
Head : Properties

**F&G21/11/22 REPORT BACK ON APPLICATION TO PURCHASE A PORTION OF NORTHERN GRUNTER AVENUE ADJACENT TO ERF 315 LAKE BRENTON, KNYSNA**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report and annexure's regarding the alienation of a portion of Northern Grunter Avenue adjacent to Erf 315 Lake Brenton, Knysna be noted;
- [b] That the advertising of the intended alienation of a portion of Northern Grunter Avenue adjacent Erf 315 Lake Brenton, be noted;
- [c] That it be noted that no comments and or objections were received during the advertising period;

- [d] That the fair market value for the portion of Northern Grunter Avenue adjacent Erf 315 Lake Brenton is **R80 000.00** as determined by the Registered Professional Valuer;
- [e] That in terms of Section 14(2)(a) of the Local Government: Municipal Finance Management Act, 2003, and on reasonable grounds, the Municipal Council confirms that the property measuring 142m<sup>2</sup> to be alienated, is deemed not needed to provide the minimum level of basic Municipal Services;
- [f] That a portion of Northern Grunter Avenue adjacent to Erf 315 Lake Brenton, Knysna may only be used for gardening purposes;
- [g] That construction in the portion under consideration is not supported, all further construction should be reserved for the original extent of the property;
- [h] Invasive species to be removed and natural and indigenous vegetation to be retained as a refuge for small mammals and birds;
- [i] That the applicant be responsible for all costs related to the alienation of a portion Northern Grunter Avenue adjacent to Erf 315 Lake Brenton, Knysna;
- [j] That the Municipal Manager be instructed to enter into a sale agreement for a portion of a portion Northern Grunter Avenue adjacent to Erf 315 Lake Brenton; and
- [k] That this application not be approved.

File Number: 7/2/1/2

Execution : Acting Director : Corporate Services  
Head : Properties

**F01/11/22**      **MONTHLY BUDGET STATEMENT – OCTOBER 2022**

**UNANIMOUSLY RECOMMENDED**

That the Monthly Budget Statement for the month ending 31 October 2022, be noted.

File Number : 9/1/2/10

Execution : Acting Director : Financial Services

**F02/11/22**      **CAPITAL BUDGET REPORT - 2022/2023 (AS AT 31 OCTOBER 2022)**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Capital Expenditure Budget as at 31 October 2022 be noted; and
- [b] That the Directorates ensure that capital spending is in accordance with the capital expenditure budget.

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

**F03/11/22**     **REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD 1 APRIL 2022 TO 30 JUNE 2022**

**UNANIMOUSLY RECOMMENDED**

- [a] That the report on the implementation of the SCM policy for the fourth quarter and SCM annual report, ending 30 June 2022, be noted;
- [b] That the deviations to the value of R 2,896,402 for the period as indicated in [a] above, be noted;
- [c] That the report be made available to the public in terms of section 21A of the Municipal Systems Act, 2000; and
- [d] That the Supply Chain Management Department submit a comprehensive report that is up to date as at 30 November 2022.

File Number : 8/1  
Execution : Acting Director : Financial Services

**F04/11/22**     **QUARTERLY INSURANCE REPORT - QUARTER 1 OF 2022/2023**

**UNANIMOUSLY RECOMMENDED**

- [a] That the Quarterly Insurance Report for the quarter ending September 2022 be noted; and
- [b] That an Insurance workshop is currently in the process of being finalised.

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

**F05/11/22**     **WRITING-OFF OF IRRECOVERABLE DEBT AS DELEGATED TO SECTION 80 AS AT NOVEMBER 2022**

**UNANIMOUSLY RECOMMENDED**

- [a] That the writing-off of debt to the total amount of R5 048 243,77 (Annexures A to T) as per section 6.3.2 of the Writing-off of irrecoverable Debt Policy, be approved; and
- [b] That the Irrecoverable Debt Policy be brought back to the Finance and Governance Committee for a review.

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



**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE  
MEETING HELD ON 24 NOVEMBER 2022**

None

8.

**ITEMS FOR NOTING**

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

**ITEMS SUBMITTED TO THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ON 15 NOVEMBER 2022**

**IS01/11/22     VANDALISM AND THEFT ON THE WATER AND SEWER INFRASTRUCTURE**

UNANIMOUSLY RESOLVED

That the report on the increase in vandalism and theft on water and sewer infrastructure, be noted.

File Number : 9/1/2/1  
Execution :     Director : Infrastructure Services  
                           Manager : Water& Sewer

**IS06/11/22     ELECTRO-TECHNICAL DEPARTMENT CAPITAL PROJECT REPORT FOR JULY – SEPTEMBER 2022**

UNANIMOUSLY RESOLVED

That the contents of the report detailing the capital projects status within the Electrical and Mechanical Department from July – September 2022 period, be noted.

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

**IS08/11/22     MUNICIPAL FLEET REPORT : JULY TO SEPTEMBER 2022**

UNANIMOUSLY RESOLVED

That the update on the monthly activities conducted by the Municipal Workshop and cost associated, be noted.

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

**IS09/11/22     REPORT OF THE ROADS, TRANSPORT & STORM WATER & BUILDINGS  
MAINTENANCE DIVISION (RTSBMD) FOR QUARTER 1: 2022**

**UNANIMOUSLY RESOLVED**

That the Report of the Roads, Transport & Storm Water & Buildings Maintenance Division (RTSBMD) for Quarter 1: 2022, be noted.

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

**IS10/11/22     REPORT ON THE OPERATIONS AND MAINTENANCE TO WATER AND  
SEWER FOR JULY TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Report on the Operations and Maintenance to Water and Sewer for the period July 2022 to September 2022, be noted.

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

**ITEMS SUBMITTED TO THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON  
16 NOVEMBER 2022**

**C01/11/22     INFORMATION REPORT ON MUNICIPAL HEALTH AND ENVIRONMENTAL  
SERVICES FOR JULY TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Information Report on the Municipal Health and Environmental Services for the period July 2022 to September 2022, be noted.

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

**C02/11/22     COMMUNITY SERVICES QUARTERLY REPORT FOR THE PERIOD JULY  
2022 TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Community Services Quarterly Report for the Period July 2022 to September 2022, be noted.

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

**C03/11/22 SOCIAL DEVELOPMENT & SPECIAL PROGRAMMES COMBINED REPORT**

**UNANIMOUSLY RESOLVED**

That the implementation plan for proposed programmes implemented by the Social Development & Special Programmes section, be noted.

File Number : 9/1/2/5

Execution : Director : Community Services

**ITEMS SUBMITTED TO THE PLANNING, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING HELD ON 17 NOVEMBER 2022**

**5A. PRESENTATION : TOURISM SEASON READINESS IN KNYSNA 2022**

**UNANIMOUSLY RESOLVED**

[a] That the Presentation on Tourism Season Readiness in Knysna 2022 by Tourism Information Officer, Thozeka Sikali from Visit Knysna, be noted; and

[b] That the proposals submitted in the Presentation be implemented.

**P01/11/22 ECONOMIC DEVELOPMENT DEPARTMENT PERFORMANCE REPORT: JULY TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Economic Development Department Performance Report for the period July 2022 to September 2022, be noted.

File Number : 9/1/2/13

Execution : Acting Director : Planning & Development

**P02/11/22 EXPANDED PUBLIC WORKS PROGRAMME REPORT FOR QUARTER 1: JULY TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Expanded Public Works Programme Report for Quarter 1 : July 2022 to September 2022, be noted.

File Number : 9/1/2/13

Execution : Acting Director : Planning & Development

**P03/11/22 BUILDING CONTROL DIVISION PERFORMANCE REPORT FOR QUARTER 1: JULY – SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Building Control Division Performance Report for Quarter 1 (July - September 2022), be noted.

File Number : 9/1/2/5  
Execution : Acting Director : Planning and Economic Development  
Manager : Building Control

**P04/11/22 LAND USE MANAGEMENT DEPARTMENT JULY 2022 TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Land Use Management Departmental report for the period July 2022 to September 2022, be noted.

File Number : 9/1/2/13  
Execution : Acting Director : Planning & Development  
Manager : Land Use Management

*Body break from 10:55 until 11:06*

**P05/11/22 ECONOMIC DEVELOPMENT DEPARTMENT PERFORMANCE REPORT : APRIL TO JUNE 2022**

*That the item regarding the Economic Development Department Performance Report : April to June 2022 be withdrawn as it already served before the Committee.*

**P06/11/22 ENVIRONMENTAL QUARTERLY PERFORMANCE REPORT JULY 2022 TO SEPTEMBER 2022**

**UNANIMOUSLY RESOLVED**

That the Environmental Management Department quarterly Performance Report for the period July 2022 to September 2022, be noted.

File Number : 9/1/2/13  
Execution : Acting Municipal Manager  
Acting Director : Planning & Development  
Manager : Environmental Management

**ITEMS SUBMITTED TO THE FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON 22 & 23 NOVEMBER 2022**

None

**ITEMS SUBMITTED TO THE INTEGRATED HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 24 NOVEMBER 2022**

**IHS01/11/22 INTEGRATED HUMAN SETTLEMENTS MONTHLY REPORT : JUNE 2022**

**UNANIMOUSLY RESOLVED**

That the report in respect of related project implementation for the period ending August 2022 relative to the approved WCDHS Business Plan 2021/22 FY, be noted.

File Number : 9/1/2/15  
Execution : Acting Director : Integrated Human Settlements  
Manager : Human Settlements

**IHS02/11/22 SUBMISSION OF THE BUSINESS PLAN FOR 2022/23 FINANCIAL YEAR**

**UNANIMOUSLY RESOLVED**

- [a] That Council take note of the revised 2022/23 Housing Business Plan as approved by the Western Cape Department of Human Settlement (WC DoHS); and
- [b] That Council take note of the claims submitted to the Western Cape Department of Human Settlements.

File Number : 9/1/2/15  
Execution : Acting Director : Integrated Human Settlements  
Manager : Integrated Human Settlements

**IHS03/11/22 REPORT ON THE ONLINE WORKSHOP ON BENEFICIARY SELECTION**

**UNANIMOUSLY RESOLVED**

That the report on the Online Workshop on Beneficiary Selection, be noted.

File Number : 9/1/2/15  
Execution : Acting Director : Integrated Human Settlements  
Manager : Integrated Human Settlements

9.

<p><b>ITEMS SUBMITTED DIRECTLY TO THE EXECUTIVE MAYOR</b></p>
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*No items were received at time of compilation of the agenda.*

**10.**

<p><b>REPORTS SUBMITTED DIRECTLY TO THE MAYORAL COMMITTEE</b></p>
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*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 ITEMS (See separate pages)**

**13. CLOSURE**