



EASTLAKE ISLAND CITY IMPROVEMENT DISTRICT

BUSINESS PLAN for the period 1 July 2024 to 30 June 2029

Prepared by the Steering Committee: Ms C Philip; Ms J Hartley; Ms J Naidoo, Mr P Krut: Mr P Weir

In accordance with the City of Cape Town City Improvement District By-Law 2023 ("CID By-law") and CID Policy ("CID Policy")

This Business Plan is available at www.eastlakeislandcid.co.za

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PART A MOTIVATION REPORT

1. Introduction

The Marina da Gama, situated in the greater Muizenberg area, was developed by Anglo America Properties and Creative Homes in 1970.

One of the established areas within this development is Eastlake Island.

Walks around the area is a popular pastime of the residents and as many live on the water's edge, kayaking and paddle boats (padalos) are often seen on the waterways. The island is a peaceful place with lovely trees and grassed areas. We have a caring community and during Covid-19 many members of Eastlake Island came out in force to assist our struggling neighbours in Vrygrond with meals and assisting the varied NGO's there.

The steering committee for this CID application would hope that the establishment of a CID will help us to preserve and enhance our current lifestyle. It is therefore proposed that a City Improvement District (CID) be established covering an area within the City of Cape Town (City) as described below. The Eastlake Island CID, like all CIDs, is a community-driven venture which allows the local community to organise and make improvements of specific areas within the City.

Once established by the City, a non-profit company (the "CID Company"), carries out the improvements and upgrades proposed in the business plan of the CID Company (the "Business Plan"), funded by an additional property rate levied on rateable property located within the CID. In the case of the proposed CID, it is envisaged that all residential property owners will contribute to the improvements and upgrades.

This report has been prepared in accordance with the City of Cape Town City Improvement District By-Law 2023 ("CID By-law") and CID Policy ("CID Policy"). Section 22 of the Municipal Property Rates Act ("MPRA"), Act 6 of 2004, allows a municipality to define an area as a Special Rating Area for

the purpose of improving or upgrading the area. This is achieved by the municipality collecting additional property rates from the property owners within the defined area and directing that money back to the area, as part of the approved Business Plan.

The MPRA allows the municipality to determine the additional rate (based on the property valuation) and collect the additional rates from the property owners. The revenue collected is then administered to the benefit of the defined area under the Municipal Finance Management Act, Act 56 of 2003 ("MFMA") and the Companies Act, Act 71 of 2008. A non-profit company (NPC) will be registered in terms of the Companies Act of 2008, and the budgeted revenue is paid over by the City to the NPC in order for the NPC to provide additional services to improve and upgrade the area according to the approved Business Plan.

The NPC is managed by a board of directors (the Board) who are property owners in the area. The activities of the NPC are strictly monitored by the City to ensure adherence to the Business Plan, compliance with the legislation, transparency and good governance.

The content of the Business Plan is determined during the establishment process and must be supported by at least 60% of the property owners in the residential area. The final application will be submitted to the City only if the steering committee attain the 60% support, in the case of Eastlake Island this will be 97 property owners.

The CID has a term of five (5) years during which it can operate and then needs to re-apply for a further term. The CID can be dissolved in accordance with chapter 9 of the CID By-law.

2 NAME OF THE PROPOSED CITY IMPROVEMENT DISTRICT

The proposed name is Eastlake Island City Improvement District ("EICID").

3 THE APPLICANT

The applicant is the chairperson of the EICID Steering Committee (the "Steering Committee"), Cheryl Philip. Delivery of any notices to the applicant in respect of the applications may be emailed to info@eastlakeislandcid.co.za

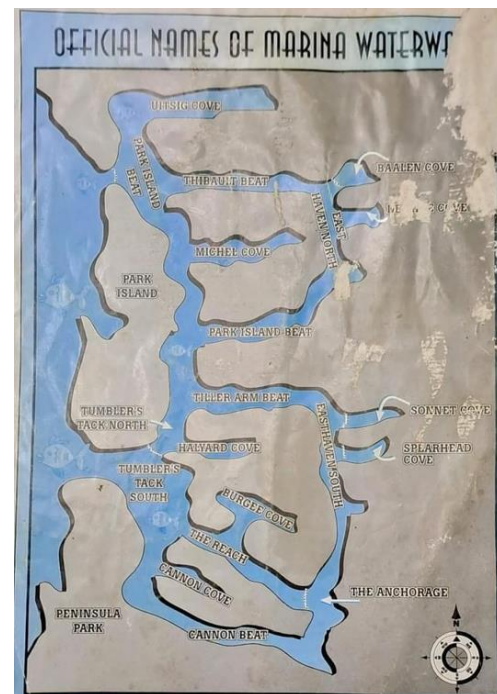
The steering committee members are as follows:

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4. DEFINED AREA OF THE CID

Eastlake Island, is, as the name describes, an island surrounded by waterways. The geographic area is defined mainly by the only vehicular entrance accessible by a vehicular bridge across the eastern waterway, Easthaven South. There is also a pedestrian gate between Eastlake Island and Park Island. This waterway is the border between Eastlake Island and the greater Eastlake area which extends onto the M5, Prince George Drive. There are 161 dwellings and NIL vacant plots in the area. The public open spaces belong to the City of Cape Town.

The following streets are wholly within the geographic area: Burgee Bend, Cable Close, Cutter Close, Capstan Close, Compass Close, Turks Head, Halyard Walk and Tiller Arm Way; Eastlake Island Way – even numbered properties numbers 6 – 122 and odd-numbered property - 1 Eastlake Island Way. Eastlake Island Way – even numbered properties numbers 6 – 122 and odd-numbered property number 1 Eastlake Island Way.



5. STRATEGIC OBJECTIVES

There are four main objectives of the EICID, all of which will be delivered by working in conjunction with the City where possible, improving and enhancing existing neighbourhood initiatives where feasible, and implementing additional services where desirable. The four objectives are listed below. The activities proposed to meet those objectives should all be seen as part of a system with a significant degree of interaction between relevant services required in order for all objectives to be met.

- 5.1 Maintaining the current high levels of public safety and sustaining them by improved safety initiatives. The use of technology will also increase. Core principles include expansion of security resources (see section 9 for details of how this will be achieved).
- 5.2 Environmental development, including, but not limited to beautifying and upgrading public areas and facilities (see section 10 of how this will be achieved)
- 5.3 Support for, and involvement in, broader civil society water quality initiatives; and
- 5.4 Regular and frequent communications between the CID board and the residents.

6. CORE VALUES

The core values of the Eastlake Island CID are transparency, accountability and community participation. To be achieved through

- 1. Transparent governance and effective communication;
- 2. Ongoing communication to and with the Eastlake Island CID community;
- 3. The submission of annual reports to the local community and the City of Cape Town CID Branch;
- 4. The encouragement of local community participation in board meetings and members meetings of the CID company; and
- 5. The publication of relevant documentation online.

7. WHY EASTLAKE ISLAND NEEDS A CID

Eastlake Island has a strong sense of community engendered by the environment which comprises waterways and an abundance of public open spaces – large parks, water access areas, lanes between the houses and wide verges. Existing community initiatives include ELISA (Eastlake Island Security and Guarding initiative), a public safety programme and maintenance of the public open spaces by residences. A CID would enhance the existing initiatives and provide better governance and transparency, simplified administration and robust continuity. Without the extra cash input from all the homes in the geographical area of the EICID, the current ELISA initiative is not sustainable. Service providers will be appointed by a competitive process as detailed in section 9 below.

8. URBAN MANAGEMENT SURVEY

The City of Cape Town CID Policy required the EICID Steering Committee to conduct an Urban Management Survey “(UMS)” to gather information from property owners on matters pertaining to Public Safety, Urban Management, Environmental Management and Social Development. The results of the survey are to be used to inform the Business Plan, in order to direct the funding and resources according to the priorities highlighted by the community.

The City required responses from not less than 20% of individual ratepayers in order for the CID process to proceed. The UMS was conducted online, with invitations to complete the survey distributed primarily by email during August 2023 to the more than 95% of individual ratepayers for whom email addresses could be obtained.

Responses were received from approximately 62% of ratepayers, substantially exceeding the minimum requirement of 20%. Accordingly, the steering committee is confident that the findings of the survey represent the feelings and wishes of the Eastlake Island community. The detailed UMS report together with a comprehensive analysis is included as Annexure B.

9. IMPROVING PUBLIC SAFETY

The urban management survey confirmed the importance of the existing public safety programme and identified it as the highest priority. The existing Eastlake Island Security program (ELISA) is at risk due to problems in the funding model, problems that a CID will address. The transition from the current model to the CID will be open and transparent.

The proposed change in the funding model will allow the existing public safety programme more freedom in selecting suppliers, and thereby the ability to upgrade the services in keeping with developments in the security industry. The process of appointing service providers will be a competitive process which is open and transparent. The process will be set up before the procurement process and all records will be kept for audit purposes.

Currently, crime levels are very low in the area of the proposed EICID. This is, however, not the case in certain adjoining areas and nearby neighborhoods.

Factors conducive to low crime levels;

- Most of the area is difficult to access, being an island with one vehicular/pedestrian bridge and a second pedestrian bridge;
- The MDGA has installed LPR camera's around the full perimeter of the Marina da Gama which cover all the peripheral entrances/exits;
- The vehicle access point into the CID area is monitored by an overview camera equipped with intelligent software and monitored from a central control room managed by a specialist service provider. The camera operation is financed and managed by the ELISA;
- A guarding operation consisting of a 24/7 guard at the vehicular entrance.
- There are currently six (6) further overview cameras equipped with intelligent software and monitored from a central control room managed by the specialist service provider;
- The guarding operation and camera operations are funded by around 80% of the residents of the area and managed by ELISA.

The effectiveness of guarding services is a deterrent but is limited in scope, due to the increasing numbers of residents now not supporting the security initiative.

The survey shows that public safety is the most important requirement of the residents; monitoring and detection of crime are significantly rated. Communication with residents is also seen to be important.

Proposed public services and projects:

There is a clear obligation to amend and improve the current safety initiatives in the area. The EICID will undertake its own processes in respect of appointing service providers as per section 9 above with the intent to provide the following initiatives.

- A greater ability to monitor all the major roads and public open spaces in the CID area 24/7 using more CCTV cameras equipped with intelligent software and monitored from a central control room managed by a specialist service provider;
- A 24/7 guard at the vehicular entrance. The entrance guard requires a team of 3 security personnel to provide 24/7 coverage; the contracting of the service provider will follow a competitive process as per section 9 above;
- The two (2) guard houses owned by ELISA (at the vehicular/pedestrian entrance at the pedestrian bridge (between Eastlake Island and Park Island) will be sold for a nominal sum to the EICID once it is approved and established;
- The existing WhatsApp and other communications are to be extended to all residents in the CID area; and
- The EICID to join the SAPS Muizenberg Forum and liaise with the MDGA security representative, as well as with the safety and security initiatives in adjoining areas.

The public safety provider would also provide the following additional services - locking and unlocking the gate on the pedestrian bridge.

9.1 Areas where the improvements will be carried out

- Leased cameras are already positioned to monitor traffic on all the major roads to enable the monitors to follow traffic through the area.

Additional cameras will be installed in designated areas. The service provider will be appointed as described under section 9 above. Due to increased load-shedding, the cameras will be fitted with a UPS, leased from the service provider, to ensure continuous transmission to the central control room managed by the specialist service provider; and

- The communication and collaboration improvements are listed above.

Cameras will be supplied through an operational lease from the service provider who will be responsible for all maintenance and cleaning, as well as upgrading the cameras when appropriate.

9.2 Total estimated costs

The cost of the proposed public safety support over the initial five-year term of the proposed EICID is summarized below.

Year 1	Year 2	Year 3	Year 4	Year 5	Total expenditure over 5 years
460 000	502 900	548 804	587 219	628 325	2 727 248

9.3 Allocation of resources

All residents will benefit from the public safety maintenance and improvement benefits described above.

9.4 Consistency with the municipality's Integrated Development Plan and Municipal Property Rates Act

Allocation of resources

The proposed improvements are consistent with the municipality's Integrated Development Plan (IDP) (16 objectives linked to its priorities and foundations) and with section 22(4) of the Local Government: Municipal Property Rates Act, No. 6 of 2004 (the "MPRA"). The proposed

services and projects will support the City of Cape Town's IDP, Safety – by enhancing the public safety in the area for the benefit of the community and contributing to Objectives 5 (Effective law enforcement to make communities safer) and 6 (Strengthen partnerships for safer communities).

10. ENVIRONMENTAL DEVELOPMENT, URBAN MAINTENANCE AND CLEANSING

The survey additionally confirmed the importance of the sustainability of our unique environment. Water quality in the canals and in Zandvlei generally is critical to the viability of Marina da Gama as a 'green' residential area. Responsibility for water quality cleanliness of canals is clearly a function of the Council and other related statutory bodies. Furthermore, residents were concerned with the maintenance of the public open spaces as Council resources in the area have been reduced.

- 10.1 Eastlake Island public open spaces require increased resources to maintain and improve the area. We propose to partner with an NGO in environmental development, thereby contributing to social responsibility.

Proposed services and tasks

10.1.1. Maintenance and improvement of **public open spaces** in Eastlake Island is performed by 3 separate entities:

- City of Cape Town Recreation and Parks - grass mowing, trimming of trees on public open space and maintenance of children's playgrounds
- The MDGA supplies gardeners with tools on Tuesdays to the Marina islands on rotation, typically every 3/4 weeks. Volunteer Eastlake Island residents manage the gardeners on the day they are allocated to Eastlake Island. The work the gardeners do is entirely at the discretion of the volunteer managing them, subject only that it is on public open space.
- Eastlake Island residents maintain and develop areas on their own initiative and at their own cost.

- The board director will be available to log C3 notifications with City fault reporting system, where each reported fault is given a reference number and tracked. In addition, the Marina da Gama Association provides a similar service for log C3 notifications.

We propose to formalise the third component, providing one (1) gardeners (once every three to four weeks) to work alongside the Eastlake Island resident who manages the gardeners on behalf of the MDGA. The tasks will be managed by a POS sub-committee reporting to the EICID board. There are NGOs in our neighbouring communities that focus on developing gardening skills. We propose to partner with and support financially one of these NGOs and use gardeners that have graduated from its training courses. The relationship will be formalised through a Service Level Agreement. The objective would be to further upskill currently unemployed people thereby improving their work possibilities whilst at the same time improving the common areas of the CID. The City's Recreation and Parks Department employees responsible for Marina da Gama are well known to many Eastlake Island residents. The POS subcommittee will work closely with them in developing and implementing the agreed tasks which will include the beautification of various areas within the EICID and those areas that are currently not attended to due to lack of manpower by the MDGA. The only associated costs are those of the gardener as the MDGA will continue to supply the materials and tools required. The services provided by the EICID will be a supplement to those services currently provided by both the MDGA and the City of Cape Town.

The CID will work closely with the City's Urban Mobility Directorate to ensure speedy repairs to roads, pavements and drainage when needed, this will be achieved by reporting any faults via the C3 reporting system.

10.1.2. Total Estimated Costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total for 5 years
Environmental upgrading	7 500	8 025	8 587	9 188	9 831	43 131

10.1.3 Allocation of resources

Tasks and maintenance will be carried out throughout the EICID geographic area. Proposed tasks will be agreed upon in the annual budgeting process and presented at the AGM.

10.1.4 Consistency with the municipality's IDP and the MPRA

The proposed services and tasks are in line with IDP Objective 9 (Healthy and sustainable environment). In addition, the EICID will create employment opportunities through its commitment to enhancing the management of vegetation and the environment contributing to Objective 1 (Increased jobs and investment in the Cape Town economy) and Objective 15 (A more spatially integrated and inclusive City).

- 10.2 Support for and involvement in broader civil society **water quality initiatives** - water quality in the surrounding waterways and Zandvlei is the responsibility of the City of Cape Town. The EICID will join existing civil society bodies in holding the City to account.

Proposed Services and Tasks

This item, cleanliness along our canals, achieved the second highest score in our survey.

The issues of water quality and water and bank cleanliness are very inter-related and it is not possible to have separate strategies to bring about the necessary improvements. Water quality in the canals and Zandvlei is affected by 3 main sources of pollution:

- Sewage spills into the vlei have been frequent, and the water body has been closed for extended periods
- Cladophora algae growth has covered large parts of the vlei, particularly in dead-end canals, making the water body unsightly and causing unpleasant odours, as well as preventing boating and other recreational water activities.
- The Sand River and Langevlei canals are used for dumping litter in areas north of the Marina including large pieces of discarded furniture items that wreak havoc with blockages and causes general unhealthy conditions in areas north of the Marina. The litter enters the vlei during rain events when the litter traps are unable to cope with the volumes, resulting in unsightly litter along shorelines and in the water.

Resolving these sources of pollution is the responsibility of the City of Cape Town, and the solutions are far beyond the capability of EICID. EICID is just one of many affected parties that have an interest in eliminating pollution from the water body. The City is aware of the pollution issues and addressing them through several programmes, including the renewal of ageing sewage infrastructure and replacing the weed harvester.

EICID will join other civil society groups in monitoring Council's performance through the existing structures, such as ZPAAC (Zandvlei Protected Area Advisory Committee), and the Sand River Catchment Forum. The City has launched the Liveable Urban Waterways (LUW) programme to develop a systematic approach to waterway rehabilitation across Cape Town. The Sand River catchment has been chosen as the broader site for the pilot projects of the LUW programme. One of the sub-projects, the confluence of the Sand River and Langevlei Canals, has a direct impact on the litter problem in Zandvlei.

The EICID, together with other civil society organisations, will be registered as an Interested & Affected Party (I&AP). When completed, the project will reduce or eliminate litter entering Zandvlei from the Sand River and Langevlei canals, the current major litter pollution sources.

Area where improvements will be carried out:

The upgrades will take place outside the EICID geographic area but will directly affect the canals/waterways within the CID area.

10.2.1. Total Estimated Costs

There are no direct costs attributable to this programme.

10.2.2 Allocation of resources

All residents will benefit from improved water quality, which will be reflected in

- a water sport lifestyle; and
- a natural environment, closer to nature

10.2.3 Consistency with the municipality's IDP and the MPRA

The proposed services and projects are in line with IDP Objective 10 (Clean and healthy waterways and beaches) and programme 10.1 (Healthy Urban Waterways programme)

11. PROMOTION OF SOCIAL AND ECONOMIC DEVELOPMENT

Comments suggested that there are many existing charitable causes in our area and that it would make more sense to support existing initiatives, rather than beginning anything new. Many Eastlake Island residents are actively involved in social responsibility programmes in our surrounding areas, mainly in Capricorn/Vrygrond. These include feeding schemes such as Where Rainbows Meet; educational support by NGOs such as True North, supply of books to the local Vrygrond library, and involvement in the waste recycling operation in Vrygrond. The involvement by residents is either directly with the organisations referred to above or individual donations of various types to them.

Social Development will be supported by the CID by partnering with an NGO to implement the environmental initiatives; there are NGOs in our neighbouring communities that focus on developing gardening skills. We propose to partner with and support financially one of these NGOs and use gardeners that have graduated from its training courses. The relationship will be formalised through an SLA.

12. COMMUNITY INITIATIVES

The survey also revealed that residents felt that the Eastlake Island CID is not the correct vehicle for developing Community activities. It is worth mentioning that Marina da Gama Association (MDG), which covers over 1,300 dwellings in the Marina da Gama, has a long history of public events (e.g. Christmas Carols, children's Christmas Party and Open Gardens), is a better vehicle for community development. The survey, however, did raise the possibility of more water events, as in the past, which we will refer to the MDGA. The Marina already has many Marina-wide clubs and associations, managed by residents.

Communications systems and sources are currently unstructured and ad hoc. Communications within and for Eastlake Island require streamlining and boosting.

Proposed Services and projects

12.1 EICID will provide information through its website, email circulars and through messaging products such as WhatsApp. The information will include

- Logging incidents with the City

- Security alerts and public safety information
- EICID documentation
- Meeting notices

Communication will be run in conjunction with the existing MDGA information services.

12.1.1 Total Estimated Costs

	Year 1	Year 2	Year 3	Year 4	Year 5	Total for 5 years
Community initiatives	6 000	6 420	6 869	7 350	7 865	34 504

12.1.2 Allocation of resources

The communications will be provided to all members in the EICID geographic area.

12.1.3 Consistency with the municipality's IDP and the MPRA

The proposed programme of improved communications supports the objectives detailed in the 3 programmes above.

13. FINANCIAL IMPACT OF THE CID

13.1 Funding of the CID

The EICID budget will be funded by the property owners within the CID boundaries through an additional property rate levied on the municipal valuation of all eligible properties. Additional rates attract VAT at 15%.

The additional rates required to fund the annual budget escalates with an average of 7.4% over the 5-year term.

Budget allocation per Portfolio:

• Public Safety	83.8 %
• Cleansing Services	0.0 %
• Environmental Upgrading & Urban Maintenance	1.4%
• Social Upliftment	0.0 %
• Employee Related	0.0 %
• General Expenditure	10.9 %
• Projects	0.9%
• Capital Expenditure	0.0 %
• Contribution to the Rolling Bad Debt Reserve	3.0%

13.2 Calculation of the additional rate

The additional rate is expressed as a 'rate-in-the-rand' and is calculated by dividing the EICID budget total for that year with the total municipal valuation of all the eligible properties in the EICID area. The additional rate remains constant for the financial year commencing 1st of July, and will be recalculated annually by the City during the City's budget process. The CID Policy allows for a differentiation in rates between properties classified as residential and non-residential, there are no non-residential properties included within the boundaries of the EICID.

The individual CID contribution for residential properties is calculated as follows, where R.0.XXXXXX represents the additional rate 'rate-in-the-rand':

- Property municipal valuation x R 0.XXXXXX = Annual CID contribution (VAT exclusive)
- Annual CID contribution (VAT exclusive) ÷ 12 = Average monthly CID contribution (VAT exclusive)
- Average monthly CID contribution (VAT exclusive) x 1.15 = Average monthly CID contribution (VAT inclusive).

For example, the monthly CID contribution for a property with a municipal valuation of R 3 000 000, assuming a 'rate-in-the-rand' of R0.001285 for Residential properties would be calculated as follows:

$$R\ 3\ 000\ 000 \times R\ 0.001285 = R\ 3\ 855.00 \div 12 = R\ 321.25 \times 1.15 = R\ 369.44 \text{ (Residential)}$$

The City will pay the EICID a monthly amount equivalent to one-twelfth of its approved budget less 3% which is retained by the City as a rolling bad debt reserve. The contribution to the rolling bad debt reserve will be kept in a ring-fenced account for the EICID. At the end of the financial year the City reconciles the billing with the CID budget and any under or over billing is offset against the ring-fenced rolling bad debt reserve account to avoid any cash flow impact on the CID in the case of under billing. This account is subsequently compared with the arrears as at the end of the financial year. When the latter is less than the balance in the rolling bad debt reserve account, 75% of the difference is paid to the CID as per the Finance Agreement concluded between the City and the CID.

14. PROPOSED MANAGEMENT STRUCTURE

14.1 Incorporation of a non-profit company

Once the Inaugural Board has approval from the City, the board will register a non-profit company (NPC). The NPC will open a bank account, register the company for PAYE (if required) and VAT, and follow the legal steps outlined in the Implementation Plan.

14.2 Membership and board of directors

14.2.1 Membership

Membership of Eastlake Island CID NPC is open to eligible ratepayers liable for the additional rates in the defined area.

14.2.2 Board of Directors

14.2.2.1 Inaugural Board

The incorporating directors of the board will be the members of the steering committee and will have the portfolios below. The board will act in a voluntary capacity to provide the oversight function and implementation of the Business Plan.

Feedback per portfolio will be given at the board meetings on the implementation of the business plan. Board members will be assigned the roles below, for the initial period of six (6) months, during which a members meeting will be held to elect the board of directors who will hold office until the next annual general meeting. Board members will be elected to the board in terms of the memorandum of incorporation of the NPC.

ROLE	PORTFOLIO
Chairperson/Vice-chairperson	Oversight role, chair meetings and overall direction. Delegation of specific tasks

Finance	Maintaining oversight of the accountant/bookkeeper, annual financial statements, VAT returns and certificates. Review of financial reports and annual budgets which are to be presented to the board and the City. Payment of contractors and staff. Annual tax certificates. Annual returns. Compliance with the Companies, legislative framework and King IV principles.
Public safety initiatives	Maintain oversight of contracts with the Public Safety service Provider. Monitoring service and response times. Interactions with public safety projects in the neighbouring areas, Law Enforcement (LE), Community Police forum (CPF) and South African Police Services (SAPS). Investigation and recommendation for improving public safety in the area.
Environmental development	Maintaining oversight of the public open spaces (POS) sub-committee. Approving tasks. Appointment and monitoring of gardeners. Liaising with city officials regarding the needs of the area.
Water quality	Attending council/civil society meetings. Liaising with local councillors and other civic groups. Lobbying through ZPAAC and Sand River Catchment Forum.
Communications	Oversight of public relations. Communication, facebook, website maintenance and updated content. Maintenance of the Whatsapp groups. Quarterly email newsletters
Secretary	Oversight of arranging meetings, keeping minutes. Preparation for and arranging the annual General Meeting. Membership list kept up-to-date and filing of required documentation

14.3 Board meetings

The Board will meet quarterly, and the community may attend the meeting for the first 30 minutes thereof, to inform the board of any issues. All property owners paying the additional property rate may become members after applying to the board and completing the necessary documentation. A political representative will be appointed to the Board as an observer by the Executive Mayor. Board members

will not receive remuneration. Agendas, notices and minutes of members' meetings will be published on the Eastlake Island CID's website. Dates of the board meetings will be published on the Eastlake Island website.

14.4 Financial and Performance Reporting Requirements

Provision has been made in the budget for the engagement of a third-party service provider to provide accounting and tax services to the Eastlake Island CID. The services to be provided will primarily be the maintenance of the books of account and the submission of required returns to the Revenue authorities. Monthly management accounts will be prepared by the appointed service provider for presentation to and approval by the directors of the company before being submitted to the City on the due date. Services, as stipulated in the Business Plan, will be provided by service providers who will be appointed by the Board of Directors. Comprehensive quotes will be obtained for evaluation, score and decision by the Board. Service provider selection decisions will be recorded in the minutes of the director's meetings.

15. PERMISSIBLE AMENDMENTS TO THE BUSINESS PLAN

If, at any time, it is decided that the geographical boundaries of the EICID needed to change then such change would need to go through a formal process as required in terms of section 26 of the CID By-law. If additional services are required, stemming from collaboration with City departments, which are not specified in the motivation report but deemed supplementary municipal services, the business plan can be amended without further consent by submitting a request to the City in terms of section 25 of the CID By-law as long as it is not material.

The Business Plan and Budget agreed upon and approved by the members annually may be amended by the City from time to time upon request of the Eastlake Island CID company board provided that such amendment is presented to the annual general meeting for approval. If the amendment proposed is substantial the CID will be required to go through the same formal support process as with the Eastlake Island CID establishment process.

