

\*\*\* Explanatory note 1: This template serves as a guide for steering committees when compiling their proposed public participation plan for approval by the Executive Director as contemplated in section 6(2) of the CID By-law. The template provides examples of a wide range of notification and consultation methods that may be employed. The steering committee should identify methods that would be both meaningful and cost-effective, taking into account the particular characteristics of the local community of the proposed CID. Where the proposed methodology deviates from any mandatory requirements in terms of the By-law, the steering committee must motivate such deviation to the program.

\*\*\* Explanatory Note 2: “local community” in relation to a CID-

means the body of persons comprising individuals falling under one or more of the following categories –

- (a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate;
- (b) residents of the district;
- (c) tenants and body corporates in the district;
- (d) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.

PUBLIC PARTICIPATION PLAN (required under s. 6(2) of CID By-law)					
A. Proposed Methods of Notification (requirement under s. 6(7))					
Notification Medium	Details	Targeted Interested & Affected Party (“I&AP”)	By-law	Policy	Deviation sought?
Internet	Steering Committee’s Website at <a href="http://www.eastlakeslandcid.co.za">www.eastlakeslandcid.co.za</a>	Local community & proposed Additional Rate Payers (ARPs)		Clause 9.4.3	N
Email notification	Email documents & notices to email addresses of proposed ARPs- (a) contained in the City’s records; <sup>1</sup> and/or (b) listed in the steering committee’s register of members of the local community (clause 9.3).	Proposed ARPs	s. 6(7)(a)(i)	Clause 9.4.1	N
	Email documents & notices to email addresses of- (a) local community members listed in the steering committee’s register of members of the local community (clause 9.3); and (b) NGOs and other community organisations carrying on activities in the proposed Camps Bay CID. <sup>2</sup>	Local Community and other affected parties such as NGOs	s. 6(7)(a)(ii)	Clause 9.4.1	N
Notification Medium	Details	Targeted Interested & Affected Party (“I&AP”)	By-law	Policy	Deviation sought?
Hard copy	Post relevant documents or notice to: (a) Those ARPs for whom the steering committee does not have email addresses; and (b) Members of the local community contemplated who have not provided email addresses for purposes of the written notice	Proposed ARPs & Local Community	s. 6(7)(b) read with s.1 definition of “written notice”.	Clause 9.4.1	Y The anticipated success from the use of registered mail does not justify the cost. The majority of ARPs will be reached through other

<sup>1</sup> The City will provide the steering committee with those contact details, which ratepayers have provided to the City. In terms of a POPI Act declaration signed by the steering committee, personal information received from the City can only be used for the CID establishment process and furthermore may not be shared or disclosed to third parties unless the third party was appointed by the steering committee and has signed the same undertaking.

<sup>2</sup> The steering committee should identify NGOs and community organisations (such as churches, clubs and social welfare organisations) carrying out activities in the proposed district and list their names and contact details in the steering committee’s register of members of the local community.

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					means of communication.
Email notification/Physical meeting	Over and above the public meetings required in terms of section 6 of the By-Law; (a) The steering committee shall convene one or more focus groups for purposes of conveying information about, (b) Eliciting comment on, both draft and final business plans, and (c) Group(s) should consist of between 3 to 15 participants.	Sub-Council, NGOs and any other focus groups		Clause 9.8	N
Public Notices	Public notices to be affixed at the following locations [e.g]: (i) Office of the Marina da Gama Association (ii) Guard house at entrance to CID area	Proposed ARPs & Local Community	Not a legal requirement	Not a legal requirement	N
Other means	Broadcasts via messaging apps WhatsApp Groups and email listing	Proposed ARPs & Local Community. ELISA, the current security in Eastlake Island has a very active Whatsapp group and the accounting system has the email addresses of about 90% of members. We have since reached about 95% of the members		Clause 9.4.5	
<b>Proposed Date</b>	<b>Proposed Action</b>	<b>Content of Register</b>	<b>By-law</b>	<b>Policy</b>	<b>Deviation sought?</b>
15 July 2023	Open and maintain a register of member of the local community.  “ <u>local community</u> ” in relation to a CID- means the body of persons comprising individuals falling under one or more of the following categories – (a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate; (b) residents of the district; (c) tenants and body corporates in the district; (d) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.	Names, contact details & addresses of persons listed in s. 6(8) of the By-law.	s. 6(8)	Clause 9.3	N
<b>Proposed Date</b>	<b>Proposed Action</b>	<b>Targeted Interested &amp; Affected Party (“I&amp;AP”)</b>	<b>By-law</b>	<b>Policy</b>	<b>Deviation sought?</b>
7 November 2023	Convene focus groups consisting of the following groups of people: (i) Representatives of NGOs’ in local community; (ii) Representatives of any neighbourhood watch association in the local	Local Community & Proposed ARPs		Clause 9.8	N

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	community and Community Policing Forum members; (iii) ARPs				
Date	Notification Mediums	Content of Notice	By-law	Policy	Deviation sought?
20 October 2023	(i) Website; (ii) Email; (iii) Public notices; (iv) Posters; (v) Hard copy to those that do not have verified email addresses	<p><b>PLEASE TAKE NOTICE THAT:</b></p> <ol style="list-style-type: none"> <li>Peter Weir, proxy for the registered owner of Erf no. 144410, 39a Burgee Bend, Marina da Gama, Cape Town, intends to apply for the establishment of a City Improvement District in terms of the City of Cape Town: City Improvement District By-Law, 2023 (the “<i>By-law</i>”), read with the City of Cape Town’s: City Improvement District Policy, 2023.</li> <li>The proposed Eastlake Island CID will include all non-residential and residential properties in the area within the following geographical boundaries: <b>the vehicular and pedestrian bridge into Eastlake Island</b> from Eastlake Island Way; <b>Southern Border:</b> Burgee Bend; <b>Northern Border:</b> Tiller’s Arm and <b>Eastern Border:</b> Eastlake Island Way</li> <li>The purpose of the upcoming public meeting is to discuss the draft business plan and proposed application for establishment of the CID, and to elicit comments for purposes of preparing the final business plan.</li> </ol> <p>DATE: 7 November 2023 TIME: 18:30 VENUE: San Marina Recreation Club ADDRESS: 8 Cormorant Street. Uitsig, Marina da Gama</p> <p><b>ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.</b></p> <p><b>PLEASE TAKE FURTHER NOTICE THAT:</b></p> <ol style="list-style-type: none"> <li>All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 7(a) of the By-law (the “<i>register</i>”). Other members of the local community who wish to register as interested persons must contact the applicant at email: info@eastlakeislandcid.co.za</li> <li>The draft business plan is available for download at www.eastlakeislandcid.co.za and available for inspection at 39a Burgee Bend, Eastlake Island, Marina da Gama..</li> <li>Any written comments on the draft business plan and proposed application must be submitted to the applicant as appears in para 1 above by <b>7 December 2023</b>.</li> <li>If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@eastlakeislandcid.co.za of the registered owner’s contact details, so that he may relay the contents of this notice.</li> </ol>	s. 6(6) s. 6(7)(a) s. 6(7)(b) s. 6(7)(c)	Clause 9.4.1	Y the success of registered does not warrant the cost

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Date	Venue	Details of Chairperson	By-law	Policy	Deviation sought?
7 November 2023 (TBC)	San Marina Recreation Club 8 Cormorant Street, Uitsig, Marina da Gama	Boudje Giljam, previous chairperson of the Marina da Gama Association and chairperson of the Park Island CID. Email: parkislandcid@gmail.com Tel: 0217883311  Boudje has experience in chairing large meetings and extensive knowledge of the Marina da Gama.	s. 6(5)		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
7 November 2023 – 7 December 2023	Provide local community until at least 30 days after the date of the public meeting an opportunity to submit to the applicant written comments on the proposed application and the draft business plan.		s. 6(8)		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
7 December 2023 – 15 December 2023	Prepare a table to accompany final business plan, which summarises: (i) Comments made during the 1 <sup>st</sup> public meeting; (ii) Written comments received pursuant to section 6(10); and (iii) The applicant's response to these comments, including references to changes in the final business plan that were made pursuant to any relevant comment.	CID Branch	s. 6(9)		N
Date	Notification Mediums	Content of Notice	By-law	Policy	Deviation sought?
28 December 2023	(i) Website; (ii) Email; (iii) Public notices; (iv) Posters (v) Hard copy to those that do not have verified email addresses	<b>PLEASE TAKE NOTICE THAT:</b>  1. Peter Weir, proxy for the registered owner of Erf no. 144410, 39a Burgee Bend, Marina da Gama, Cape Town, intends to apply for the establishment of a City Improvement District in terms of the City of Cape Town: City Improvement District By-Law, 2023 (the “By-law”), read with the City of Cape Town’s: City Improvement District Policy, 2023.  2. The proposed Eastlake Island CID will include all non-residential and residential properties in the area within the following geographical boundaries: <b>the vehicular and pedestrian bridge into Eastlake Island</b> from Eastlake Island Way; <b>Southern Border:</b> Burgee Bend; <b>Northern Border:</b> Tiller’s Arm and <b>Eastern Border:</b> Eastlake Island Way	s. 6(7)(a) s. 6(7)(b) s. 6(7)(c)  s. 6(10) s. 6(11)	Clause 9.4.1	the success of registered does not warrant the cost

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		<p>4. The purpose of the upcoming public meeting is to discuss the final business plan and proposed application for establishment of the CID, and to elicit comments for purposes of preparing the final business plan.</p> <p>DATE: 9 January 2024 TIME: 19:00 VENUE: San Marina Recreation Club ADDRESS: 8 Cormorant Street. Uitsig, Marina da Gama</p> <p><b>ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.</b></p> <p><b>PLEASE TAKE FURTHER NOTICE THAT:</b></p> <p>5. All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 7(a) of the By-law (the “register”). Other members of the local community who wish to register as interested persons must contact the applicant at email: info@eastlakeislandcid.co.za.</p> <p>6. The draft business plan is available for download at www.eastlakeislandcid.co.za and available for inspection at 39a Burgee Bend, Eastlake Island, Marina da Gama</p> <p>7. Any written comments on the draft business plan and proposed application must be submitted to the applicant as appears in para 1 above by <b>8 February 2024</b>.</p> <p>8. If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@eastlakeislandcid.co.za of the registered owner’s contact details, so that he may relay the contents of this notice.</p>			
Date	Venue	Details of Chairperson	By-law	Policy	Deviation sought?
09 January 2024	San Marina Recreation Club 8 Cormorant Street, Marina da Gama	<p>Boudje Giljam, previous chairperson of the Marina da Gama Association and chairperson of the Park Island CID. Email: parkislandcid@gmail.com Tel: 0217883311</p> <p>Boudje has experience in chairing large meetings and extensive knowledge of the Marina da Gama.</p>	s. 6(10)		
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
09 January 2024 – 08 February 2024	Provide local community until at least 30 days after the date of the second public meeting an opportunity to submit to the applicant written comments on the proposed application and the final business plan.		s. 6(10)		
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?

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09 January 2024 – 08 February 2024	Prepare a table to accompany final business plan, which summarise: (i) Comments made during the 2 <sup>nd</sup> public meeting; (ii) Written comments received pursuant to section 6(14); and (iii) The applicant's response to these comments.		s. 6(13)		
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