

## Proposed Establishment of Camps Bay City Improvement District

\*\*\* 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 in Annexure [x] 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.

<b>PUBLIC PARTICIPATION PLAN (required under s. 6(2) of CID By-law)</b>					
<b>A. Proposed Methods of Notification (requirement under s. 6(7))</b>					
<b>Notification Medium</b>	<b>Details</b>	<b>Targeted Interested &amp; Affected Party ("I&amp;AP")</b>	<b>By-law</b>	<b>Policy</b>	<b>Deviation sought?</b>
Internet	Steering Committee's Website at <a href="http://www.campsbaycid.org">www.campsbaycid.org</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, as listed in Annexure "A". <sup>2</sup>	Local Community and other affected parties such as NGOs	s. 6(7)(a)(ii)	Clause 9.4.1	N
<b>Notification Medium</b>	<b>Details</b>	<b>Targeted Interested &amp; Affected Party ("I&amp;AP")</b>	<b>By-law</b>	<b>Policy</b>	<b>Deviation sought?</b>
Registered Mail	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
Email notification/	Over and above the public meetings required in terms of section 6 of the By-Law;	Sub-Council, NGOs and any other focus groups		Clause 9.8	N

<sup>1</sup> The City will provide the steering committee with those contact details, which ratepayers have provided to the City.

<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 an annexure attached to this table.

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Physical meeting	(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.				
Newspapers	Newspaper advertisements <sup>3</sup> in: (a) Die Burger (b) The Atlantic Sun	Proposed ARPs & Local Community	s. 6(7)(b)	Clause 9.4.4	N
Public Notices	Public notices to be affixed at the following locations [e.g.]: (i) Library at The Drive, Camps Bay, 8005 (ii) Notice boards at the following shopping complex: (a) The Promenade Victoria Rd, Camps Bay, Cape Town, 8040 (iii) Rontree Service Station 2A Rontree Ave, Bakoven, Cape Town, 8005 (iv) The Glen Country Club 1 Victoria Rd, Clifton, Cape Town, 8005 (v) Vida Cafe 61 Victoria Rd, Camps Bay, Cape Town, 8005 (vi) The Social Club - Camps Bay Sports Field CB Primary School Newsletter	Proposed ARPs & Local Community	Not a legal requirement	Not a legal requirement	N
Other means	Broadcasts via social media channels and messaging apps. Facebook, Instagram, Telegram and WhatsApp Groups	Proposed ARPs & Local Community		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>
17 Feb 2023	Open and maintain a register of members of the local community.  “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	Names, contact details & addresses of persons listed in s. 6(8) of the By-law.	s. 6(8)	Clause 9.3	N

<sup>3</sup> If a local community consists of a large population whose first language is not English or Afrikaans, the steering committee may need to place their notices in a local community newspaper which is published in that language.

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	labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.				
Proposed Date	Proposed Action	Targeted Interested & Affected Party (“I&AP”)	By-law	Policy	Deviation sought?
16 Oct 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 community and Community Policing Forum members; (iii) ARPs	Local Community & Proposed ARPs		Clause 9.8	N
Date	Notification Mediums	Content of Notice	By-law	Policy	Deviation sought?
28 Jul 23	(i) Website; (ii) Email; (iii) Registered mail; (iv) Public notices; (v) Newspaper advertisement; (vi) Posters	<p><b>PLEASE TAKE NOTICE THAT:</b></p> <ol style="list-style-type: none"> <li>Spencer McNally, the registered owner of Erf no. 675, 28 Shanklin Crescent, Camps Bay, 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.</li> <li>The proposed Camps Bay CID will include all non-residential and residential properties in the area within the following geographical boundaries: <b>Northern Border:</b> Kloof Road; <b>Southern Border:</b> Oudekraal Estates; <b>Eastern Border:</b> Camps Bay Drive, Hely Hutchinson Avenue &amp; Theresa Avenue; <b>Western Border:</b> Victoria Road.</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: 23 August 2023 TIME: 18:00 VENUE: Camps Bay Primary ADDRESS: 11 Dunkeld Road, Camps Bay</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 “register”). Other members of the local community who wish to register as interested persons must contact the applicant at tel: 083 628 8500 or email: connect@campsbaycid.org.</li> </ol>	s. 6(6)	Clause 9.4.1	N

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		<p>2. The draft business plan is available for download at <a href="http://www.campsbaycid.org">www.campsbaycid.org</a> and available for inspection at Camps Bay Public Library – The Drive, Camps Bay, 8005.</p> <p>3. 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>23 September 2023</b>.</p> <p>4. If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform <a href="mailto:connect@campsbaycid.org">connect@campsbaycid.org</a> 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?
23 Aug 23	Camps Bay Primary School 11 Dunkeld Road, Camps Bay	<p>Marc Truss CPF Chairperson of Cape Town Central Police station and Chief Operations Officer of the GP / OK ID</p> <p>Marc has experience in chairing large meetings as well as extensive knowledge of CID's.</p> <p><a href="mailto:marc@gpokcid.co.za">marc@gpokcid.co.za</a> 0825600684</p>	<p>s. 6(5) s. 6(7)(a) s. 6(7)(b) s. 6(7)(c)  s. 6(10)</p>		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
23 Aug 23 – 23 Sep 23	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?
23 Aug 23 – 27 Sep 23	Prepare a table to accompany final business plan, which summarise: (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?
23 Oct 23	<p>(i) Website; (ii) Email; (iii) Registered mail; (iv) Public notices; (v) Newspaper advertisement (vi) Posters</p>	<p><b>PLEASE TAKE NOTICE THAT:</b></p> <p>1. Spencer McNally, the registered owner of Erf no. 675, 28 Shanklin Crescent, Camps Bay, Cape Town, intends to apply for the establishment of a City Improvement District in terms of the City of Cape Town: City Improvement</p>	<p>s. 6(7)(a) s. 6(7)(b) s. 6(7)(c)  s. 6(10) s. 6(11)</p>	Clause 9.4.1	N

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		<p>District By-Law, 2023 (the “<i>By-law</i>”), read with the City of Cape Town’s: City Improvement District Policy, 2023 (the “<i>Policy</i>”).</p> <p>2. The proposed Camps Bay CID will include all non-residential and residential properties in the area within the following geographical boundaries: <b>Northern Border:</b> Kloof Road; <b>Southern Border:</b> Erf 2802 boundary Oudekraal; <b>Eastern Border:</b> Camps Bay Drive, boundary of Woodhead Glen, green belts behind Hely Hutchinson Avenue, Theresa Avenue and Erf 2802 boundary; <b>Western Border:</b> Atlantic Ocean / Victoria Road / Lower Beta and Beta Close.</p> <p>3. Following the public meeting on 23 August 2023, certain changes have been made to the draft business plan to address comments from the local community. The purpose of the upcoming public meeting is to discuss the final business plan and elicit further comment in terms of section 6 of the By-law, before it is submitted to Council as part of the CID establishment application.</p> <p>DATE: 6 November 2023  TIME: 18h00  VENUE: Camps Bay Primary School  ADDRESS: 11 Dunkeld Road Camps Bay</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>1. All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of clause 9.3 of the Policy (the “<i>register</i>”). Other members of the local community who wish to register as interested persons must contact the applicant at tel.: 083 628 8500 or email: <a href="mailto:connect@campsbaycid.org">connect@campsbaycid.org</a>.</p> <p>2. The final business plan is available for download at <a href="http://www.campsbaycid.org">www.campsbaycid.org</a> and available for inspection at the Camps Bay Public Library, The Drive Camps Bay 8005.</p> <p>3. Any written comments on the final business plan and proposed application must be submitted to the applicant as appears in para 1 above by 6 December 2023.</p> <p>5. If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform <a href="mailto:connect@campsbaycid.org">connect@campsbaycid.org</a> of the registered owner’s contact details, so that he/she may relay the contents of this notice.</p>			
Date	Venue	Details of Chairperson	By-law	Policy	Deviation sought?
06 Nov 23	Camps Primary School 11 Dunkeld Road, Camps Bay, 8005	Spencer McNally – Camps Bay CID Chairperson	s. 6(10)		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
06 Nov 23 – 06 Dec 23	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 draft business plan.		s. 6(12)		N

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Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
06 Nov 23 – 31 Jan 24	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)		N