

**MINUTES OF AN ORDINARY COUNCIL MEETING OF THE KOUGA MUNICIPALITY HELD
AT THE KOUGA COUNCIL CHAMBER (JEFFREYS BAY UNIT) ON
TUESDAY, 18 SEPTEMBER 2018 AT 10:00**

PRESENT: Councillors

H Bornman	(Speaker)
H Hendricks	(Executive Mayor)
D Benson	
F Baxter	
FJ Campher	
BF Rheeder	(Alderman)
DM Nkomo	
L Vorster	
FJ Louw	
NS Botha	
B Dhludhlu	
WPD Gertenbach	
W Coenraad	
R Jantjies	
T Jantjies	
D Biggs	
P Nkwalase	
J Mayoni	
C Mandeka	
M Peters	
A Mabukane	
V Camealio-Benjamin	
M Dayimani	
C Matroos	
T Meleni	
V Vumazonke	
E Februarie	
S Jujwana	

**Officials &
Municipal Manager**

C du Plessis	(Municipal Manager)
K Moodley	(Director: Corporate Services)
S Thys	(CFO)
F Mabusela	(Director: Planning, Dev & Tourism)
N Machelesi	(Director: Community Services)
V Felton	(Director: I&E)
L Opperman	(Manager: Legal Services)
D de Jager	(Manager: Human Resources)
M Jantjies	(Committee Services)
B Klopper	(Committee Services)

PEC

Canadian Delegation

SALGA

C Augustine

1. **NOTICE OF MEETING**

The Speaker read the notice convening the meeting.

2. **OPENING AND WELCOME**

The Speaker welcomed everybody to the meeting and requested Councillor Cllr Nkomo to open the proceedings with a prayer. A special welcome was extended to the Canadian delegation from PEC and Ms C Augustine of SALGA.

Cllr V Camealio-Benjamin advised that she did not receive an electronic Council agenda for the Council meeting and requested that the matter be investigated.

Resolved (18 September 2018)

1. That the IT Department be requested to investigate the non-delivery/receipt of electronic Council Committee agendas to recipients via email addresses created & activated by the IT Department.

3. **LEAVE OF ABSENCE**

B Williams - without leave of absence

Cllr M Dayimani advised that due to prior commitments, requested permission to be excused at 11:30.

4. **PRESENTATION**

BIGM: PARTNERSHIP – PEC & KOUGA MUNICIPALITY

BUILDING INCLUSIVE GREEN MUNICIPALITIES (BIGM)

- Federation of Canadian Municipalities (FCM)
- South African Local Government Association (SALGA)
- Government of Canada
- Municipal Partners

Priorities of BIGM

- Local Economic Development
- Women, Youth & Vulnerable Sectors
- Climate Change Mitigation
- Asset Management

Local Economic Development

Community or local economic development (LED) involves changing the relationships between ordinary people and people in positions of power, so that everyone can take part in the issues that affect their lives.

Two handwritten signatures in black ink are located in the bottom right corner of the page. The first signature is a stylized 'S' with a vertical line through it, and the second is a more complex, cursive signature.

It starts from the principle that within any community there is a wealth of knowledge and experience which, if used in creative ways, can be channelled into collective action to achieve the community's desired goals.

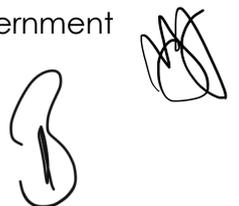
Workshop

- Developed expectations for meaningful stakeholder consultation and engagement in preparation for creating a LED strategic plan for Kouga.
- Reviewed strategies for communication, outreach and consultation that meet the needs of stakeholders.
- Discussed why "**the medium is the message**". How you choose to communicate is just as important as what you're communicating.
- Why meaningful engagement leads to community support and buy-in for your plans and activities.
- How to leverage support to form partnerships, identify champions, foster volunteerism and encourage participation from all stakeholders - making everyone's jobs easier.
- Learned how to establish a **Business Retention & Expansion (BR+E)** program that can identify challenges and opportunities faced by your business community in a systematic and measurable way.
- Learned about award-winning marketing and tourism development strategies. Focused on authenticity, consistency, leveraging social media and existing tourism champions, how to effectively brand, and why to place an emphasis on the experience over the event or the attraction.
- Learned how to employ a continuous cycle of
 - 1) analysis,
 - 2) planning,
 - 3) implementing and
 - 4) evaluating to ensure activities and initiatives are effective - "**evidence-based decision making**".

The next mission to Prince Edward County

LED Staff

1. Participate in BR+E interviews and use of a CRM to analyze the data
2. Involvement in event planning and delivery - Wassail/Countylicious/ Tourism Networking event
3. Shadow PEC Destination Marketing staff:
 - A. Developing 2019 marketing plan, objectives and metrics
 - B. Meeting with Destination Marketing Advisory Committee
 - C. Learn how to implement a social media campaign and lead generation including software tools and content creation strategies
4. Begin identifying achievable destination marketing foundational initiatives; branding exercise approach; social media approach; etc.
5. Attend Council and Community & Economic Development Commission meetings; present BIGM program; experience PEC local government



- processes; participate in the CEDC Terms of Reference revisions discussion
6. Engage with Downtown Revitalization Committees; understand value of local engagement/input; understand ways to develop work plans/budgets from those engagements
 7. Engage with local CFDC and Upper Canada Equity Fund to understand the investment approach to business incubation

Councillor(s)

1. Expose Councillor(s) to systems of delegated authority/community empowerment; Commissions, Boards of Management, Recreation Committees, arms-length corporations
2. Attend Agenda Management meetings with PEC senior leadership team;
understand methods of prioritizing items and activities
3. Participate in Community Development budgeting processes and in senior leadership budget review meetings
4. Participate in BR+E interviews alongside LED staff to foster a common understanding of the program's benefits, time requirements and processes
5. Attend a Destination Marketing Advisory Committee meeting to observe how LED staff engage with tourism/marketing experts to vet their plans and strategies before finalizing marketing plans and budgets annually
6. Meet with regional tourism organizations to discuss benefits and drawbacks of different tourism delivery models
7. Attend an Ontario East Economic Development Commission (OEEDC) or Immigration Partnership meeting; regional cooperation approach in LED
8. Attend orientation workshops for incoming Municipal Council in PEC; topics include governance vs. operations, strat planning, budgeting, LED and others

Scheduling

- Late November/early December 2018
- Subject to approvals through SALGA/FCM
- Subject to receipt of VISAs
- Duration of two (2) to three (3) weeks
- Subject to FCM budget and availability of Kouga staff/councillor(s)
- Program may accommodate only one (1) or two (2) weeks for a councillor
- Mission proposal to be submitted to SALGA/FCM next week following the current mission
- All costs covered by the BIGM program through FCM
- If approved, the following mission would involve PEC personnel travelling to Kouga in Q1 of 2019 to assist with the implementation of initial activities
- Completion of LED strategic plan, initial BR+E implementation, branding exercise, finalizing asset inventory/GIS among anticipated activities

No questions were put forward to the delegation.



Cllr Februarie applauded the delegation for the opportunity in involving Kouga Municipality in the partnership for the betterment of the community. Cllr Februarie further raised a concern that as a member of the LED Portfolio Committee he did not receive any invitation to partake in discussions and requested that he be advised and be involved in all future endeavours in terms of decision making with regards to local economic development for the surrounding community in Kouga.

The Executive Mayor thanked the delegation of PEC and the Kouga Municipality team for engaging in the strategic planning workshop sessions during and requested the delegation to convey Kouga Municipality's sincere gratitude to PEC and wished them a safe return journey.

5. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**

Birthday wishes extended to Cllr Louw
Condolences to Cllr Jantjies – brother passed away
Condolences to the family of Ms Mzwakhe
Warm welcome wishes to Cllr Meleni on his return from being off due to illness

6. **STATEMENTS OR COMMUNICATION BY THE SPEAKER**

The Speaker referred to "The Story of the Little Elephant", the moral of the story is that the way of thinking can change lives.

The Speaker further stated that recently long overdue Title Deeds were handed over to the community which were laying around at the Municipality for almost 20 years. On receipt of the Title Deeds, community members were now 1st time home owners which brought much joy and happiness and by just doing the small things can change lives.

The Speaker encouraged and thanked all Councillors to continuing doing the good work in the community for their upliftment and by assisting people in need which can make life changes. Continue to strive in making Kouga Municipality the best as the community deserves a better life with hopefulness & positivity.

The Speaker reported on the following programmes: -

- Moral Regeneration Movement – Road Show to commence with shortly throughout the Municipality focussing on the youth;
- Attended the Provincial Speakers Forum – report to be submitted to relevant Department;
- Saving Water Campaign – Mascot visiting schools & social events;



The Speaker thanked all Ward Councillors in submitting priorities in terms of the approved Ward Development Fund Policy for the spending funds for the new financial year. Early October 2018 a meeting will be held to discuss the progress of each ward in terms of the way forward and advised that a communication of such meeting will be forthcoming soon from the Office of the Speaker. The Procurement Processes is to be finalized by end November 2018.

7. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

The Executive Mayor stated that with the recent rainfall in Kouga which brought much relief, dam levels have risen and reported as follows: -

- Kouga Dam – 49%
- Churchill Dam – 100%
- Mpofu Dam – 34%

The Executive Mayor stated that the Department of Water & Sanitation has viewed the consumption patterns and refuses to lift the water shedding implemented in Hankey and Patensie and advised that the water quotes still apply. Discussions with the Department will be held to lift the water shedding as water is accessible to the community. Drought campaign is active in Patensie and Hankey with the "Save Water Mascot". Gratitude to Chantel du Toit for assisting with the campaign as being the Water Mascot. Started with the Water Campaign 2 weeks ago and have visited 24 schools reaching approximately 1300 learners. A Door-to-door campaign initiated by the community bringing awareness regarding the water shortage and to detect water leaks. Gratitude to the Irrigation Board who played a vital role in the drought-stricken areas.

It was also mentioned that the Kouga Municipality had won R1m for free marketing to expand tourism footprint in Kouga with job creation.

The Executive Mayor stated that due to heavy rains damage has been caused to many roads within Kouga and when visiting areas to evaluate the situation it was evident that there was a lack of staff training, commitment and oversight in the roads and maintenance department. It was noted with concern that performance management and performance cascading needed serious attention and advised that meetings with the respective Directorates will be held in terms of performance cascading to all general workers.

8. **REPORT BACK: SARAH BAARTMAN DISTRICT MUNICIPALITY REPRESENTATIVES**

None

9. **REPORT BACK: INTERGOVERNMENTAL RELATIONS FORUM (IGR)**

The minutes of the IGR Steering Committee meeting held on 15 August 2018 was noted.



Alderman Rheeder requested clarity on the outstanding land issues in Kouga as to why not addressed at the IRG meeting as well as the illegal governmental land grabs taking place in Cape St Francis and St Francis Bay. It was stated that the land referred to belonged to the Department of Public Works and currently illegal shacks have been erected thereon.

The Municipal Manager informed that the Department of Roads and Public Works advised that the State Advocates Office is currently dealing with the illegal land grabs and that a meeting with the relevant department on the process and progress made will be held in due course.

10. **REPORT BACK: MUNIMEC**

None

11. **DECLARATION OF INTEREST**

None

12. **STATUTORY MATTERS**

13. **CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

The Municipal Manager confirmed that all reports, are accurate and truthful.

- 13.1 The Minutes of the Special Council Meeting held on 21 August 2018 were accepted, with amendments.

Proposed: W Gertenbach

Seconded: F Campher

- 13.2 The Minutes of an Ordinary Council Meeting held on 30 August 2018 were confirmed and accepted.

Proposed: L Vorster

Seconded: W Coenraad

14. **MATTERS DEALT WITH IN TERMS OF DELEGATED AUTHORITY BY THE EXECUTIVE MAYOR**

(The reports by the Executive Mayor, in terms of the provisions of Section 63 of the Local Government Municipal Systems Act, 32 of 2000, on matters dealt with by the Executive Mayor in terms of delegated authority as detailed in the Minutes to be noted).

14.1 **MINUTES OF THE PREVIOUS MAYORAL COMMITTEE MEETING**

- 14.1.1 Minutes of the Mayoral Committee Meeting held on 20 June 2018, be noted.

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15. **MOTION**

15.1 **CHAIRPERSON: CORPORATE SERVICES**

Notice of Motion: Amendment and Rescission of Certain Resolutions Pertaining to Cellular Telephones for Councillors Resolution References: 13/07/F15, 14/10/CAME2, 17/12/AME-SP3 and 18/02/CORP2

Resolved (18 September 2018)

1. That it be noted that the Motion tabled, be **withdrawn**.
2. That it be noted that the item be dealt with as a supplementary item which under item **18/09/CORP3**.

16. **REPORTS BY THE OFFICE OF THE MUNICIPAL MANAGER**

18/09/MM1 RESOLUTIONS FOR 26 JULY 2018 & 30 AUGUST 2018 (COUNCIL)

Resolved (18 September 2018)

1. That the updated Actions Sheets reflecting resolutions of the Council meeting for 26 July 2018 & 30 August 2018 be noted.
2. That all outstanding resolutions be referred to Top Management meetings whereafter outstanding reports are to be submitted to respective Portfolio Committee meetings.

18/09/MM2 AUDIT COMMITTEE CHARTER 2018

Resolved (18 September 2018)

1. That the Audit Committee Charter 2018 be adopted by Council.
2. That the Municipal Manager be authorized to sign the adopted Audit Committee Charter 2018.

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17. **REPORTS BY THE EXECUTIVE MAYOR**

17.1 **FINANCE**

18/09/F1 **IRRECOVERABLE ARREAR DEBT WRITE-OFFS – EQUITABLE SHARE**

Resolved (18 September 2018)

1. That the irrecoverable arrear debt write-offs for indigent consumers in the amount of R899, 021.98, for the period October 2017 to December 2017, be approved.
2. That future schedules in terms of reports for EQS write-offs, be Ward based.

18/09/F2 **SUPPLY CHAIN MANAGEMENT: SECTION 39 DEVIATIONS FOR THE MONTH OF APRIL 2018**

Resolved (18 September 2018)

1. That the corrected deviation amount of R569 030,53 in respect of Aurecon, as per requisition number 87900, be noted by Council.

17.2 **CORPORATE SERVICES**

18/09/CORP1 **KOUGA MUNICIPALITY STANDING RULES & ORDERS FOR THE MEETINGS OF COUNCIL AND ITS COMMITTEES BY LAW**

Resolved (18 September 2018)

1. That the Standing Rules & Orders for the meetings of Council and its Committees By-Law, be adopted, with amendments.
2. That the Standing Rules & Orders for the meetings of Council and its Committees By-Law, as adopted by Council, with amendments be promptly published in the Provincial Gazette and placed on the Kouga Website.

18/09/CORP2 **ELECTRONIC MOBILE DEVICES POLICY**

Resolved (18 September 2018)

1. That the Policy on Electronic Mobile Devices be approved by Council.
2. That the adopted Policy on Electronic Mobile Devices be placed on the Kouga Website.

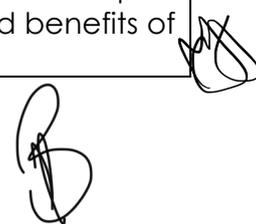


**AMENDMENT AND RESCISSION OF CERTAIN RESOLUTIONS
PERTAINING TO CELLULAR TELEPHONES FOR COUNCILLORS
RESOLUTION REFERENCES: 13/07/F15, 14/10/CAME2, 17/12/AME-
SP3 AND 18/02/CORP2**

Resolved (18 September 2018)

1. That the Council Resolution 13/07/F15 be amended by removing paragraph (iv) and the numbering of the resolution be amended accordingly.
2. That the Council Resolution 14/10/CAME2 be amended by removing paragraphs (i) and (ii) and the numbering be amended accordingly.
3. That the Council Resolution 17/12/AME-SP3 be rescinded.
4. That the Council Resolution 18/02/CORP2 be amended by removing paragraph (iii).

Standing resolution
<p>13/07/F15 DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS</p> <p>Resolved: (27 March 2014)</p> <p>i) That Government Gazette No.35962 relating to Determination of Upper Limits of Salaries, Allowances and Benefits of different members of Municipal Councils be accepted.</p> <p>ii) That, within 14 days of receiving a letter from the Administration, Councillors be requested to submit the necessary detail to ensure their properties and assets against possible loss or damage from any riot, civil unrest, strike or public disorder.</p> <p>iii) That if a Councillor does not submit such information within the 14 days, they be excluded from the cover as per Section 13(b) of the Gazette.</p> <p>iv) That no cell phones contracts will be taken out on behalf of a Councillor and cell phones will also not be insured by Council on behalf of Councillors.</p> <p>v) That the Municipal Manager submit a detailed report to the Council explaining the remuneration and benefits of Councillors.</p>



**14/10/CAME2 REMUNERATION OF PUBLIC OFFICE BEARERS:
CELLULAR TELEPHONES
AND ELECTRONIC COMMUNICATION DEVICES**

Resolved: (30 October 2014)

i) That the Resolution of the Mayoral Committee 13/07/F15 dated 27 March 2014 which reads as follows be re-confirmed:

'That no cell phone contracts will be taken out on behalf of a Councillor and cell phones will also not be insured by Council on behalf of Councillors'.

ii) That no cell phone or mobile communication device (tablet) upgrade/s be done by Kouga Municipality on behalf of any Municipal Councillor.

iii) That no cell phone and/or mobile communication device be insured by Kouga Municipality on behalf of any Municipal Councillor, irrespective of the fact that such a device may have been obtained through a contract secured by Kouga Municipality on behalf of such Municipal Councillor.

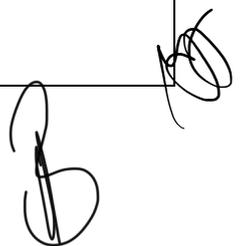
iv) That Kouga Municipality does not undertake or facilitate any repairs to cellular telephones or mobile devices of any Municipal Councillor irrespective of the fact that a contract may have been secured by Kouga Municipality on behalf of such Municipal Councillor or not.

v) That all existing cellular and/or mobile communication device contracts taken out by Kouga Municipality on behalf of any Municipal Councillor be cancelled on the termination date of the contract (2year period) or as soon as practically possible, thereafter subject to the following provisions:

a) Councillors shall in writing be informed of such cancellation with no less than three (3) months' notice;

b) Councillors shall be afforded the opportunity to take over such contract prior to cancellation.

vi) That a comprehensive report on cell phones and cell phone allowances of officials, as well as the cost implications thereof be tabled to the next FAME Portfolio Committee Meeting.



**17/12/AME-SP3 RESCINDING OF COUNCIL RESOLUTION
13/07/F15 OF 27 MARCH 2014**

Resolved: (8 December 2017)

- i) That no future cellphone contracts be concluded by Kouga Municipality on behalf of Councillors and that current cellphone contracts be systematically phased out over a period of 3 months.**
- ii) That the Director: AME&SP be requested to obtain clarity on the legalities from the Service Provider regarding the transfer of cellphone contracts from the Kouga Municipality to Councillors for the implementation of the phasing out process to be commenced with**
- iii) That the Director: AME&SP be requested to investigate as to why Council Resolution 13/07/F15 dated 27 March 2014 was not executed which resulted in the contravention of referred to Council Resolution**

**18/02/CORP2 CONDONATION OF CELL PHONE CONTRACTS
FOR COUNCILLORS**

Resolved: (1 February 2018)

- i) That the current cell phone contracts of the Councillors remain in the name of the Municipality and continued to be paid from the Cell phone allowances of the Councillors.**
- ii) That no new contracts will be taken out for the current or new Councillors.**
- iii) That Council condone the continuation of these contracts until the contracts terminate at the end of its term.**

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17.3 PLANNING, DEVELOPMENT & TOURISM

18/09/PD&T1 RED CAP IMPOFU PROPOSAL: CONSTRUCTION OF A 132 KV POWERLINE
SERVITUDE ACROSS KOUGA MUNICIPAL LAND: HUMANSDORP
(KRUISFONTEIN)

Resolved (18 September 2018)

1. That it be noted that the item be **withdrawn**.

The meeting closed at 12:30 for In Committee discussions.



H BORNMAN
SPEAKER

30 October 2018

DATE

