

SPECIAL COUNCIL MEETING

OPEN



KOUGA

local municipality

Good Governance through Service Excellence

DATE: 13 June 2025

TIME: 10:00

Virtual

KOUGA MUNICIPALITY (EC108) <u>NOTICE CONVENING A MEETING</u> NOTICE IS HEREBY GIVEN that in terms of Section 19 of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) that a Special Council Meeting will be held virtually on <u>DATE:</u> 13 June 2025 <u>TIME:</u> 10:00  <u>L.MAREE</u> SPEAKER	UMASIPALA I-KOUGA (EC108) <u>ISAZISO NGENTLANGANISO</u> ISAZISO sikhutshiwe ukuba ngokweCandelo-19 uMthetho weeNkqubo zikaMasipala, (uMthetho 32 ka-2000), ukuba kubanjwe intlanganiso ekhethekileyo yesigqeba Ye khansile <u>UMHLA:</u> 13 Isilimela 2025 <u>IXESHA:</u> 10:00  <u>L.MAREE</u> USOMLOMO	MUNISIPALITEIT KOUGA (OK108) <u>KENNISGEWING VAN VERGADERING</u> KENNIS GESKIED HIERMEE dat ingevolge Artikel 19 van die Wet op Munisipale Stelsels, 2000 (Wet No.32 of 2000), dat 'n virtuele raadsvergadering gehou sal word op <u>DATUM:</u> 13 Junie 2025 <u>TYD:</u> 10:00  <u>L.MAREE</u> SPEAKER
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Councillors are required to comply with the Standing Rules and Orders of Council and all its Committees By-law as promulgated in the Provincial Gazette on 22 October 2018 No.4134 and applicable to this meeting of Council. Any person who willfully contravenes any provision of these rules shall be guilty of an offence and which contravention shall be dealt with in accordance with the disciplinary procedures for Councillors.

A G E N D A

1. **NOTICE OF MEETING**
2. **OPENING AND WELCOME**
3. **ABSENT WITH LEAVE**
4. **ABSENT WITHOUT LEAVE**
5. **PRESENTATIONS**
6. **ACKNOWLEDGEMENTS, CONDOLENCES & CONGRATULATIONS**
7. **STATEMENTS OR COMMUNICATIONS BY THE SPEAKER**
8. **STATEMENTS OR COMMUNICATIONS BY THE EXECUTIVE MAYOR**

9. **DISCLOSURE OF INTEREST**

10. **STATUTORY MATTERS**

11. **REPORTS OF COMMITTEES OF COUNCIL**

11.1 **REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER**

25/06/DMM13 Authorisation for Executive Mayor to Participate in the 2025 Pan African City Symposium & Exposition (PACSE), which will be held from June 23– 28, 2025, at the University of the District of Columbia in Washington, D.C.

Pages: 5 - 11

13. **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. **REPORTS BY THE EXECUTIVE MAYOR**

14.1 **REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT**

25/06/PD12 Request for Council's Approval for the Appointment of Mr Adrian Thorne as Building Control Officer

Pages: 15 - 18

15. **CLOSURE**

Distribution list:

Executive Mayor
Executive Deputy Mayor
Speaker
All Councillors
Municipal Manager
All Directors
Relevant Managers
Committee Services

REPORTS BY THE OFFICE OF THE DEPUTY MUNICIPAL MANAGER





KOUGA MUNICIPALITY (EC 108)

SPECIAL COUNCIL MEETING

OFFICE OF THE DEPUTY

MUNICIPAL MANAGER

OPEN

DATE: 13 JUNE 2025

ITEM NO: **25/06/DMM13**

AUTHORISATION FOR EXECUTIVE MAYOR TO PARTICIPATE IN THE 2025 PAN AFRICAN CITY SYMPOSIUM & EXPOSITION (PACSE), WHICH WILL BE HELD FROM JUNE 23– 28 2025, AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA IN WASHINGTON, D.C.

1. Introduction

The purpose of this item is to seek the Council's approval for the Executive Mayor to attend the Pan African City Symposium & Exposition (PACSE). This year's theme is: "Driving Innovation, Advancing Sustainability, and Empowering Equity," this sets the stage for a dynamic exchange of knowledge, strategies, and solutions aimed at promoting sustainable human settlements across the African Diaspora.

Additionally, Mayor Ben Walsh, from the City of Syracuse, USA, has officially invited Mayor Bornman to participate in a tour, hosted by the City of Syracuse for the Global Leadership Academy (GLA) school based in Jeffreys Bay.

This will foster working relationships between local learners and internationally based businesses, exposing learners to business and IT environments in the USA through interactive sessions, job shadowing and mentorship opportunities.

This will take place between the 21st June 2025 – 5th July 2025, with Mayor participating in the programme between the 23rd June – 5th July 2025.

2. Background

The 2025 PACSE is a premier international gathering of thought leaders and practitioners dedicated to advancing human-centered development. Hosted by the US Africa Collaborative, this symposium and exposition will:

- Feature plenary sessions, panel discussions, workshops, and innovation labs.
- Highlight cutting-edge housing, sustainability, and smart village solutions.
- Foster cross-sector partnerships between governments, private sector, NGOs, and academia.
- Provide networking opportunities with influential decision-makers.
- Provide an opportunity to engage with potential funders looking to invest in sustainable, smart villages in Africa.
- US Africa Collaborative has also provided the Executive Mayor a 30-minute timeslot on the formal agenda at the event to address all influential guests about Kouga Municipality and the development plans we have.

3. Discussion

Refer to Annexure A for the full programmes.

4. Financial Implications

Completed by BTO -	
Project Description	Executive Mayor
Ukey no.	20230707066074 20240710995803 20241009020651 20240710995804 20180927014137
Budgeted Amount	R 583 000
Amount spent and committed to date	R433 194.39
Amount Available	R 149 805.61
Comment	



5. Applicable Legislation

None

6. Legal Implications

None

7. Other Implications

None

8. Comments by Directorates:

8.1 Chief Financial Officer:

Noted

8.2 Director: Planning & Development

Noted

8.3 Director: Civil & Water Services

Item noted.

8.4 **Director: Electro-Mechanical Services**

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

- 10.1 That Council approves the Executive Mayor's participation at the 2025 Pan African City Symposium & Exposition (PACSE).

Item approved by Chief of Staff:



Item approved by the Deputy Municipal Manager:



Item endorsed by Municipal Manager:



Item noted by Portfolio Chairperson



Annexure A



May 30, 2025

Councillor Hattingh Bornman
Executive Mayor
Kouga Municipality
Eastern Cape, South Africa

Subject: Official Invitation to the 2025 Pan African City Symposium & Bilateral Forums

Dear Mayor Bornman,

On behalf of the US Africa Collaborative, I extend a warm and distinguished invitation to you and your esteemed colleagues to attend the 2025 Pan African City Symposium & Exposition (PACSE), which will be held from June 23–28, 2025, at the University of the District of Columbia in Washington, D.C.

This year's theme, "Driving Innovation, Advancing Sustainability, and Empowering Equity," sets the stage for a dynamic exchange of knowledge, strategies, and solutions aimed at promoting sustainable human settlements across the African Diaspora. As a respected representative of your nation and its global citizens, your participation would significantly enrich the dialogue and strengthen international collaboration.

We invite your embassy's participation in the following flagship events:

- Women's Leadership Forum (June 24, 2025)
- African Diaspora Forum (June 25, 2025)
- Bilateral Cooperation Meeting with the State of Maryland (June 26, 2025)
- Latin Caribbean Forum (June 27, 2025)
- Development Sites Tour (June 28, 2025)

You and your staff are encouraged to attend and engage in both plenary and breakout sessions. We also welcome your participation as panelists or speakers. This is an opportunity to foster greater diplomatic engagement, amplify your country's development successes, and explore practical collaborations with US institutions and diaspora communities.

Please RSVP or direct questions to me at elizabethscottglenn@gmail.com or via phone at +1 443-326-6713. We hope to welcome you and your delegation to Washington, D.C. in June.

With sincere regards and deep respect,

Elizabeth S. Glenn
Chair, US Africa Collaborative
www.usafricacollaborative.org

SCHEDULE AT-A-GLANCE

DAY 1: Tuesday, June 24

- **Opening Plenary**

Featured Speakers Include:

- **Keynote:** Secretary Susan C. Lee: Secretary of State, Maryland – USA
- **Dr. Kavisha Nandhat:** Director, The Innovation Space and Postdoctoral Research Fellow, University of KwaZulu-Natal – South Africa

- **Women's Leadership Forum**

The vision and mission of the WLF is to build a future where women leaders shape and influence the housing, infrastructure, and human settlements industries, fostering equitable, sustainable, and resilient communities. We endeavor to empower women across generations through leadership development, knowledge transfer, and strategic support, enabling them to thrive in traditionally male-dominated fields and drive transformative change in their communities.

Featured speakers include:

Moderator & WLF Honorary Chair: Gloria Ekpo, MD, FMCOG, MPH: Chief Executive Office, Health Kiosk for All Inc. – Maryland USA

Keynote: Odette Gillian Anderson: Acting Acting Chief Director, Corporate Services, KZN Human Settlements – South Africa

Call For Action/ Engagement Facilitator: Dr. Sheri Parks: Professor Emeritus, University of Maryland – USA

Panelists:

- **Dr. Kavisha Nandhat:** Director, The Innovation Space and Postdoctoral

Research Fellow, University of KwaZulu-Natal – South Africa

- **Dr. Vuyiwe Princess Marambana:** Chief Executive Officer, Joe Gqabi Economic Development Agency – South Africa
- **Chelsea Andrews:** President, Housing Opportunities Commission Montgomery County, Maryland – USA
- **Joanna Jane Bartholomew:** CEO, O'Hara Development Partners CDC – USA

- **Breakout Sessions**

DAY 2: Wednesday, June 25

- **Opening Plenary**

Featured Speakers Include:

- **Rail Mamepele:** University of Johannesburg, South Africa Housing and Infrastructure Fund - South Africa
- **Brendan P. Boyce:** Lecturer, University of Fort Hare/East London – South Africa

More to be announced.

- **The African Diaspora Forum**

This event offers a strategic opportunity to confront persistent challenges while shaping a collective, forward-looking implementation agenda for global African peoples. This session emphasizes technology, decolonization, economic empowerment, and cultural reconciliation through robust dialogue, collaborative planning, and policy advocacy.

Featured Speakers include:

Moderator: Vivienne Sequeira: Executive Director, The Africa Society

Panelists:

- **Mei Foote:** CEO, Constituency for Africa – USA
- **Rodrigue Vital:** Caribbean American Liaison, Office of Community Partnerships, Montgomery County, Maryland – USA
- **Dr. Byron Price:** Strategic Diplomatic Officer Political Cooperation African Union, African Diaspora Sixth Region High Council – USA

- **Breakout Sessions**

DAY 3: Thursday, June 26

- Opening Plenary

Featured Speakers include:

- **De'Andre Wells:** Center of Excellence for Sustainable Smart Villages and Human Settlements – USA
- **Dr. Stephen Ngubeni:** Department of Human Settlements, City of Ekurhuleni, Gauteng – South Africa

More to be announced.

- **Bilateral Cooperation Meeting with the State of Maryland**

Maryland Secretary of Housing and Community Development will host the 3rd Bilateral Meeting with South African Officials to discuss areas of collaboration for continued and future engagement. Topics will be centered around innovative approaches to housing, community and human settlement development, and other matters including energy and climate change.

Host: Secretary Jake Day: Maryland Department of Housing and Community Development – USA

- Breakout Sessions

DAY 4: Friday, June 27

- Closing Plenary

Featured Speakers TBA

US Africa Collaborative Awards Ceremony

- Madiba Award
- Yes, We Can Award
- Unsung Hero Award
- Frontiers Media Research Awards

- **Latin Caribbean Forum**

This gathering with African-descended peoples of the Latin and Caribbean regions in the Americas will focus discussion on building innovative partnerships between Latin American communities and African, Caribbean, and other global groups facing similar challenges.

Featured Speakers include:

Moderator: Dr. Altza M. Haddad Nuñez: Founder / Board President, Friendly Law – USA

Panelist:

- **Rodrigue Vital:** Caribbean American Liaison, Office of Community Partnerships, Montgomery County – Maryland USA

More to be announced.

- Breakout Sessions

DAY 5: Saturday, June 28

- **Development Sites Tour**

Join us on a tour of selected human settlement and real estate development projects in the Maryland DC Metro area. Hosted by the Maryland Department of Housing and Urban Development, this tour is a highlight of our dual format

conference and will include lunch.

Hosted by the Maryland Department of Housing and Community Development



OFFICE OF THE MAYOR

MAYOR BEN WALSH

June 2, 2025

United States Consulate General
2 Reddam Ave Westlake 7945,
Cape Town, South Africa

To Whom It May Concern,

We, the City of Syracuse, New York, USA, are pleased to formally invite the Mayor of Kouga in South Africa, Chris Hattingh Borman, to join learners from Global Leadership Academy (GLA) to visit the City of Syracuse as part of their 2025 Vision Tour to the United States.

Details of the Visit:

- Purpose: To provide learners with first-hand exposure to business and IT environments in the USA through interactive sessions, job shadowing, and mentorship opportunities.
- Group Trip Date: 21 June – 5 July
- Location: Carrols Corp, 968 James Street, Syracuse, NY 13203
- Host Company Representative: Gary McQuillan, VP Strategic Procurement, Carrols Corporation
- Activities: Company tour, workshops, meetings with professionals, hands-on learning experiences, and community service.

Visitor Information:

- The delegation consists of 12 high school learners, aged 16 – 18, 1 undergraduate student, accompanied by two teachers from Global Leadership Academy and the Mayor above Chris Hattingh Borman
- School Name: Global Leadership Academy
- Location: Jeffreys Bay, South Africa
- Group Leaders: Paul du Plessis and Thomas Schulz

Passport Details:

- Chris Hattingh Borman, Male, Passport: E00225957(Mayor)
- Kouga Municipality 33 Da Gama Rd, Jefferys Bay 6330

We confirm that all visitors are expected to return to South Africa upon completion of their visit, as this tour is strictly for educational and career development purposes. Learners are committed to finishing school at Global Leadership Academy in Jeffreys Bay, South Africa.

Office of the Mayor
233 E. Washington St.
201 City Hall
Syracuse, N.Y. 13202

Office 315 448 8005
Fax 315 448 8067

www.syr.gov.net

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Topic: Subject: Invitation Letter for Mayor of Kouga, South Africa – Vision Tour 2025

30 May 2025

Page 2

All visitors will be responsible for their own expenses in connection with the visit to the offices of Carrols Corporation, including, but not limited to, airfare, meals, and accommodations, nor will Carrols be compensating GLA or its learners for any activities.

Please do not hesitate to contact us if you require any further information. We look forward to welcoming these learners and contributing to their global learning experience.

Sincerely,

Ben Walsh
Mayor

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

REPORTS BY THE EXECUTIVE MAYOR



REPORTS BY THE PORTFOLIO CHAIRPERSON: PLANNING AND DEVELOPMENT





KOUGA MUNICIPALITY (EC 108)
 SPECIAL COUNCIL MEETING
 PLANNING & DEVELOPMENT
 OPEN
 DATE: 13 JUNE 2025
 ITEM NO: **25/06/PD12**

REQUEST FOR COUNCIL'S APPROVAL FOR THE APPOINTMENT OF MR ADRIAN THORNE AS BUILDING CONTROL OFFICER

1. Introduction

The purpose of the item is for Council to approve the appointment of Mr Adrian Thorne as Building Control Officer (BCO) and request for liability certificate.

2. Background

Mr Adrian Thorne has been appointed as Building Control Officer (BCO) for the Kouga Municipality. This appointment is in accordance with Section 5 of the National Building Regulations (NBR) and is intended to ensure effective oversight and compliance with the legislation.

3. Discussion

The BCO is tasked by the National Building Regulations and Building Standards Act 103 of 1977 and the Constitutional Court judgments to advise the local authority on building matters. The BCO therefore recommends that the building application be approved or refused, as the case may be, by the local authority.

Definition of 'building control officer means any person appointed or deemed to be appointed as building control officer by a Local Authority in terms of section 5 of the Act, 103 of 1977

Section 5 of Act 103 of 1977: Appointment of Building Control Officer by Local Authority:

- (1) Subject to the provisions of subsection (3), a local authority shall appoint a person as a building control officer in order to exercise and perform the powers, duties, or activities granted or assigned to a building control officer by or under this Act.
- (2) Any person not having the qualifications prescribed by national building regulation in respect of a building control officer shall not, without the approval in writing of the Minister, be appointed as building control officer in terms of subsection (1).
- (3) Subsection (1) shall also be construed so as to enable-

- (a) two or more than two local authorities to appoint, on such conditions as they may agree to, one person as building control officer for all such local authorities;
 - (b) a local authority from time to time to appoint a person temporarily as building control officer;
 - (c) a local authority, with the approval in writing of any other local authority and on such conditions as they may agree to, to make use of the services of any person appointed as building control officer by such other local authority.
- (4) Any person who-
- (a) immediately before the date of commencement of this Act was employed by a local authority in order to perform as controlling officer any activities substantially the same as the activities referred to in Section 6(1); and
 - (b) on such date is still so employed, shall be deemed to have been appointed in terms of this section as building control officer by such local authority.

Clearly, the Act and the judgments made by the Constitutional Court recognize the high level of technical expertise that is required to ensure the regulation of and stability of our building environment. This building environment includes the protection of our financial capital investment in the built environment. In line with the provisions outlined in Sections 6 and 13 of the NBR, Mr. Thorne will assume responsibilities that include, but are not limited to:

- Make recommendations to the Local Authority in question regarding plans, specifications, documents, and information submitted to the Local Authority.
- Ensure that any instruction given in terms of the NBR is carried out.
- Conducting inspections to ensure compliance with building standards.
- Advising on building regulations and compliance measures.
- Serving as the custodian of the Building Act within the Municipality.

Furthermore, to facilitate the above appointment and responsibilities, we kindly request a certificate of liability for the official involved. This is essential in order to exempt Mr. Thorne and other designated officials in terms of Section 23 of the NBR.

Mr. Thorne's qualifications and experience on building matters make him an ideal candidate for this role, and his appointment will greatly benefit our Municipality's compliance with building regulations.

4. Financial Implications

Completed by BTO -	
Project Description	
Ukey no.	
Budgeted Amount	
Amount spent and committed to date	
Amount Available	
Comment	That the budget of the previous incumbent, Mr. Nico Lappert to be utilized.
Completed by BTO -	

5. Applicable Legislation

National Building Regulations and Building Standards Act No. 103 of 1977 (as amended).

6. Legal Implications

Should the Council approve the recommendations below the official herein will be authorized to implement the roles and responsibilities of a building control officer, as per the provisions section 6 and 13 of the Act, 103 of 1977

7. Other Implications

None

8. Comments by Directorates:

8.1 Chief Financial Officer:

Noted

8.2 Director: Planning & Development

Recommendation supported

8.3 Director: Civil & Water Services

Item noted.

8.4 Director: Electro-Mechanical Services

Noted

8.5 **Director: Community Services**

Noted

8.6 **Deputy Municipal Manager**

Supported.

8.7 **Municipal Manager**

Supported.

9. **Delegated Authority**

Council

10. **Recommendations**

10.1. That Council approves the appointment of Mr Adrian Thorne as the Building Control Officer in accordance with Section 5 of NBR.

10.2 That a certificate of liability be signed by the Accounting Officer for Mr Adrian Thorne.

Item prepared by the: Manager Building Control



Item approved by the: Director Planning & Development



Item endorsed by the Municipal Manager:



Item noted by Portfolio Chairperson:

