

**MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 05 DECEMBER 2024 AT 09H05**

**1. OPENING**

The Executive Mayor, Councillor J N Kamkam welcomed everyone present at 09h05 and requested Councillor N P Kolwapi to open the meeting with prayer.

**2. ATTENDANCE**

As per attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

None, all Councillors were present.

**4. DECLARATION OF INTEREST**

None

**5. CONFIRMATION OF MINUTES**

**5.1 Minutes of the Mayoral Committee Meeting: 24 October 2024**

That the minutes of the Mayoral Committee Meeting of 24 October 2024, be and are hereby **CONFIRMED AND SIGNED.**

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

**6. COMMUNICATIONS BY THE EXECUTIVE MAYOR**

None

**7. PRESENTATIONS**

None

**8. ITEMS FOR INFORMATION WHICH HAVE BEEN DEALT WITH BY THE PORTFOLIO COMMITTEES IN TERMS OF DELEGATED AUTHORITY**

That the Items for information which have been dealt with by the respective Portfolio Committees as indicated below be **NOTED**.

- *Strategic Services & Office of The Municipal Manager Portfolio Committee meeting held 21 October 2024*
- *Corporate & Finance Portfolio Committee meeting held 21 October 2024*
- *Engineering & Community Services Portfolio Committee meeting held 16 October 2024*

**Proposed:** Councillor A R Olivier

**Seconded:** Councillor W J Nel

**FOR INFORMATION**

**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED MAYCO RESOLUTIONS**

None

**10. CONSIDERATION OF REPORTS (OPEN)**

**Section 1: Office of the Municipal Manager**

No items for consideration

**Section 2: Financial Services****Recommendation C/2/243/11/24****FINANCIAL INFORMATION STATEMENT: LONG TERM DEBT TO THE AMOUNT OF R40 545 000,00**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 5/13/3

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council take note of the information statement in respect of the proposed raising of long-term debt (Annexure A) as prescribed in terms of Section 46 of the Municipal Finance Management Act, (Act 56 of 2003), to fund a portion of the approved 2024/2025 capital budget.
2. That Council take note of the capital projects approved in the 2024/2025 capital budget to be funded from the borrowing as set out in Annexure B.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor A R Olivier

**For execution refer to Council resolution**

**Resolution M/2/245/11/24****REVENUE MANAGEMENT REPORT – OCTOBER 2024**

**Portfolio Comm.:** Finance & Corporate Services  
**File Ref:** 9/1/3/4

**Demarcation:** All Wards  
**Delegation:** MayCo

**Resolved**

1. That the Revenue Management Report for the month of October 2024, be noted.
2. That it be noted that the amount of R 23,211 has been written off as bad debt in the 50% settlement discount program and an amount of R 30,495 collected in the month of October 2024 as per the Council approved Writing off of Irrecoverable Debt Policy.
3. That it be noted that the amount of R 1,816,489 has been written off for indigent arrear debt due at the time of approval of indigents as per Council approved Indigent policy.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor N P Kolwapi

**FOR EXECUTION**                      **Manager: Revenue Services**

**For the record:**

Item C/2/246/11/24 circulated with the MayCo Agenda has been **WITHDRAWN**. It was dealt with as an Item under **CONSIDERATION OF MOTIONS OF EXIGENCY** at the Special Council meeting of 22 November 2024.

**Resolution M/2/247/11/24**

**SECTION 71 REPORT FOR THE MONTH OF OCTOBER 2024**

**Portfolio Comm:** Finance & Corporate Services

**Demarcation:** All Wards

**File Ref:** 9/1/3/4

**Delegation:** MayCo

**Resolved**

That the Section 71 Report for the month ended 31 October 2024, be noted.

**Proposed:** Councillor W J Nel

**Seconded:** Councillor N P Kolwapi

**FOR EXECUTION**

**Manager: Budget & Reporting**

**Recommendation C/2/248/11/24**

**REQUEST TO NOMINATE REPRESENTATIVES TO PARTICIPATE IN THE MANAGEMENT BODY OF THE SPECIAL RATING AREA**

**Portfolio Comm.:** Finance and Corporate Services

**Demarcation:** All Wards

**File Ref:** 9/1/3/4

**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council nominate the relevant Ward Councillor, Councillor J N Kamkam to serve as a representative to attend and participate, but not vote, at the meetings of the management body as required.
2. That Council nominates the Chief Financial Officer or his delegate to serve as a representative to attend and participate, but not vote, at the meetings of the management body as required.

**Proposed:** Councillor A R Olivier

**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Section 3: Corporate Services****Recommendation C/3/251/11/24****CLOSURE OF MUNICIPAL OFFICES BETWEEN CHRISTMAS AND NEW YEAR 2024/2025**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 2/6/R

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the administrative municipal offices officially close Friday, 20 December 2024 (13h30) until Friday, 3 January 2025, effectively reopening on Monday, 6 January 2025.
2. That all essential services sections be fully operational during the closure period.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Section 4: Community Services**

No items for consideration

**Section 5: Engineering Services****Recommendation C/5/173/11/24****PROGRES REPORT ON TID ROLLOVER PROJECT**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 12/2/1/4/47

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That the report of the status of the TID rollover project, be noted.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Recommendation C/5/177/11/24****ASSESSMENT OF THE QUALITY AND OVERALL ACCEPTABILITY OF WORKS PERFORMED UNDER THE CONTRACT SCM/2023/57/ENG: UPGRADING OF STORMWATER: PHASE 1****Portfolio Comm:** Engineering & Community Services**File Ref:** 5/7/1/12**Demarcation:** All Wards**Delegation:** Council**Recommended by the Executive Mayor**

1. That the Consulting Engineer be appointed to design and implement the remedial works.
2. That the Contractor be appointed to carry out the remedial works.
3. That a detailed breakdown be submitted at the next Portfolio Committee meeting outlining the earliest possible timeframe for commencing remedial works within this financial year as well as the financial shortfall.

**Proposed:** Councillor W J Nel**Seconded:** Councillor A R Olivier

For execution refer to Council resolution

**Recommendation C/5/178/11/24****2023/2024 ANNUAL WATER SERVICES DEVELOPMENT PLAN(WSDP) PERFORMANCE AND WATER SERVICES AUDIT REPORT****Portfolio Comm:** Engineering & Community Services**File Ref:** 3/1/3/5/1**Demarcation:** All Wards**Delegation:** Council**Recommended by the Executive Mayor**

That the final 2023/2024 Annual Water Services Development Plan (WSDP) Performance Report - and Water Services Audit Report be adopted.

**Proposed:** Councillor A R Olivier**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Recommendation C/5/179/11/24****CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): MONTHLY PROGRESS REPORT FOR PERIOD ENDING OCTOBER 2024**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 5/7/1/12

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council takes cognizance of the Capital Projects Implementation Plan (CPIP) for the period ending October 2024.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Recommendation C/5/180/11/24****ROADS, TRANSPORT AND STORM WATER CAPITAL PROJECT IMPLEMENTATION PLAN REPORT FOR PERIOD ENDING OCTOBER 2024**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 9/1/3/5/2

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council to take note of Roads, Transport, and Stormwater Capital projects Implementation Plan report for period ending October 2024.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Recommendation C/5/181/11/24****STATUS QUO REPORT: KEURBOOMS RIVER TRANSFER SCHEME /WADRIF OFF-CHANNEL DAM**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 3/1/3/5/1

**Demarcation:** All Wards.  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Committee take note of the Status Quo Report: Keurbooms River Transfer Scheme /Wadrif Off-Channel Dam dated 2024/10/21 as prepared by Zutari Consulting Engineers.
2. That the Committee, in principle, endorse and approve the initiative to implement the Keurbooms River Transfer Scheme /Wadrif Off-Channel Dam as a priority project to ensure long term water security for the Greater Plettenberg Bay area.

**Proposed:** Councillor A R Olivier  
**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Section 6: Economic Development and Planning****Recommendation C/6/163/11/24****PROPOSED AMENDMENT OF RESTRUCTURING ZONES IN BITOU**

**Portfolio Comm:** Strategic Services and Office of the MM  
**File Ref:** 15/1

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Council approve the amended Restructuring Zones.
2. That application be made to the Department of Human Settlements to amend the Restructuring Zones accordingly for gazetting purposes.

**Proposed:** Councillor N P Kolwapi  
**Seconded:** Councillor A R Olivier

For execution refer to Council resolution

**Recommendation C/6/165/11/24****REPORT ON ESTABLISHING AN ECONOMIC DEVELOPMENT AGENCY FOR BITOU MUNICIPALITY**

**Portfolio Comm:** Strategic Services and Office of the MM    **Demarcation:** All Wards  
**File Ref:** 15/1/8/1    **Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council take note of the report on establishing an Economic Development Agency for Bitou Municipality.
2. That Council mandate administration to conduct a feasibility study for the establishing of an Economic Development Agency, including compliance with legislation and regulations and submit a report back to Council after completion.

**Proposed:** Councillor N P Kolwapi

**Seconded:** Councillor W J Nel

**For execution refer to Council resolution**

**Recommendation C/6/166/11/24****AGRICULTURAL LAND FOR ECONOMIC DEVELOPMENT PURPOSES**

**Portfolio Comm:** Strategic Services and Office of the MM    **Demarcation:** All Wards  
**File Ref:** 9/1/3/6    **Delegation:** Council

**Recommended by the Executive Mayor**

That Council approves the assessment to be done on the following portions of land, erven 25/308; 28/306; 31/306; RE/7/428; 1218 and 1219 by the Provincial Department of Agriculture for purposes of advising Council on agricultural opportunities that could be considered on each land parcel, and that a report be submitted to Council once the feasibility study has been completed for further consideration.

**Proposed:** Councillor N P Kolwapi

**Seconded:** Councillor A R Olivier

**For execution refer to Council resolution**

**11. IN-COMMITTEE MATTERS**

Please refer to the In-Committee minutes of even date.

**12. RECORDING OF COUNCILLORS PRESENT**

The Mayoral Committee members recorded their presence in the following order during the In-Committee session.

Councillor W J Nel , Councillor A R Oliver, Councillor N P Kolwapi and Councillor J N Kamkam.

**13. CLOSURE**

The Executive Mayor closed the Open meeting at 10h03. The In-Committee session convened at 10h10 and closed at 10h11.

**CONFIRMED AND SIGNED**

**SIGNATURE:**

  
The Executive Mayor: Councillor J N Kamkam

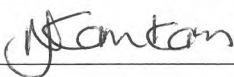
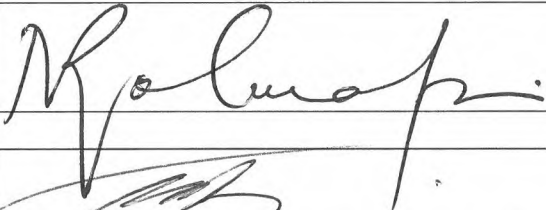


**DATE:**

27 / 01 / 25

**ATTENDANCE REGISTER: MAYORAL COMMITTEE**

**BITOU LOCAL MUNICIPALITY**

**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 05 DECEMBER 2024 AT 09H00**

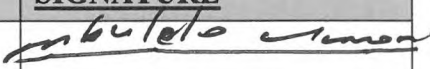
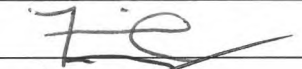




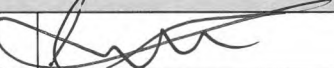


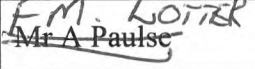

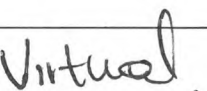
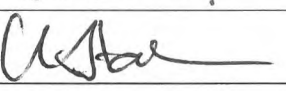
<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>
COUNCILLOR J N KAMKAM (EXECUTIVE MAYOR)	
COUNCILLOR N P KOLWAPI (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR W J NEL	
COUNCILLOR A R OLIVIER	
<b>NON – MEMBERS</b>	<b>SIGNATURE</b>
COUNCILLOR M P BUSAKWE(SPEAKER)	
COUNCILLOR K DE BRUIN	
COUNCILLOR S E GCABAYI	
COUNCILLOR S A MANGXABA	
COUNCILLOR T MHLANA	
COUNCILLOR N T SETI	
COUNCILLOR D J SWART	
COUNCILLOR C N-J TERBLANCHE	
COUNCILLOR R WILLEMSE	

**ATTENDANCE REGISTER**

**BITOU LOCAL MUNICIPALITY**

**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 05 DECEMBER 2024 AT 09H00**

**OFFICIALS**

<b><u>DESIGNATION</u></b>	<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>
Municipal Manager	Mr M Memani	
<b>DIRECTORS</b>		
Director: Corporate Services	Mr L Loliwe	
Director: Engineering Services	Mr V Felton	
Acting Director: Financial Services	Mr A Zindlu	
Acting Director: Planning and Development	Mr F Maki	
Acting Director: Community Services	Mr S Vandala	
<b>MANAGERS</b>		
Manager Administration	Ms T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Acting Senior Manager Governance and Compliance	<del>Mr A Paulse</del> 	
Manager: Speaker's Office	Mr M James	
Manager Communication & Customer Relations	Mr A Namntu	
Manager: Executive Mayor	Mr S Liwani	
Manager: Deputy Mayor Office	Mr V Thomas	
Acting Chief Audit Officer	Mr C Koeberg	
Chief Risk Officer	Mrs C Van Staden	

**ATTENDANCE REGISTER****BITOU LOCAL MUNICIPALITY**

**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL  
OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 05 DECEMBER 2024  
AT 09H00**

**OFFICIALS**

<b><u>DESIGNATION</u></b>	<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>

# ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending.



NAME	CONTACT NO	EMAIL ADDRESS	REPRESENTING	SIGNATURE
Debi Nicholson	079 259 9320		RPA	DK d

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 05 DECEMBER 2024 AT 09H00

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