



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# Public Participation Plan

NAME OF PROCESS	Public participation process for the City Improvement District By-law
LINE DEPARTMENT	Urban Management (City Improvement Districts)
RESPONSIBLE OFFICIAL	Eddie Scott
PPU PRACTITIONER	Frederick Venter

## SECTION 1: PUBLIC PARTICIPATION PLAN

### SCOPE AND METHODOLOGIES FOR PUBLIC PARTICIPATION

A public participation process is to be implemented requesting affected stakeholders/ sectors and residents to comment on the Draft City Improvement District By-law Review by way of publishing the By-law via print media, digital media and on the City's 'have your say' website.

#### 1.1 Public participation period

Period	16 August 2021 – 15 September 2021
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Mark with an "X"

Localised Process	<input type="checkbox"/>	City Wide Process	<input checked="" type="checkbox"/>
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Sub council: If a Localised Process, please indicate which Sub councils are affected. Mark with an "X"

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

#### 1.2 Communication Tools

Push Tools	Description
<b>Newspapers</b> (Indicate which newspapers)	Weekend Argus and Die Burger
<b>Community Organization Database:</b> E-mail and SMS	E-mail invitations or SMS notifications to be sent to organisations listed on the Community based Organisations databases of all subcouncils (done by PPU) except for existing CIDs who will be targeted by the CID Department.
<b>CoCT website</b>	Article placed on the 'have your say' public participation web portal
Pull Communication & Access Points	Description
Have Your Say Webpage	The process to be published on the City's website with online comment form for viewing. <a href="http://www.capetown.gov.za/haveyoursay">www.capetown.gov.za/haveyoursay</a>
Libraries	-
Sub Council Offices	-
Tel:	021 400 1872
E-mail: (Insert)	Eddie.scott@capetown.gov.za
Postal Address (Indicate where comments can be posted to)	City of Cape Town  P O Box 298  Cape Town  8000

#### 1.3 Action steps

No	Steps in the process	Proposed Timeline (Maximum)	Responsibility
1	Public Participation Unit (PPU) receives request for public participation together with documents relevant to PPU and completes draft advertisement	5 work days from receipt of all required documentation from line department	Line Department & PPU
2	Line department approves draft advertisement and returns same to PPU	3 work days	Line Department
3	PPU places advertisements	5 working days	PPU
4	Line Department distributes relevant documentation to sub-councils under cover of a standardised report	15 work days that runs concurrently with Step 3 above (Last day of	Line Department

		the month prior to process going live)	
5	CID Department to distribute to the existing CIDs directly by email	8 June 2021	Line Department
6	Public participation period commences	16 August 2021 to 15 September 2021	Line Department
7	Line Department receives comments, considers and finalises report to Council	16 September 2021	Line Department
<b>ESTIMATED TIMEFRAME FOR PROCESS</b>		30 days	