

## MSDF 2019: ADDENDUM 3

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# PUBLIC PARTICIPATION AND PROCESS REPORT

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GEORGE MSDF AMENDMENT 2017 - 2019

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## 1 SUMMARY OF THE PUBLIC PARTICIPATION PROCESS FOLLOWED IN THE PREPARATION OF THE GEORGE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK REVIEW/ AMENDMENT 2017 – 2019

The process to prepare the George Municipal Spatial Development Framework 2019 followed a comprehensive four step public participation process which exceeded legislated requirements.

Throughout the process, inter-sectoral/ departmental input from within the Municipality was made via a formally established Project Committee which included, by invitation, representatives of the regional and head office of the Western Cape Government's Department of Environmental Affairs and Development Planning. The Project Committee met 4 times and was invited to comment on the draft product 5 times.

At key milestones the draft products of the MSDF Preparation Process were also workshopped with the George Municipality's Council.

### **Step 1: Commencement**

Notification of the Municipality's intent to commence with the preparation of the Municipal Spatial Development Framework concurrently with the development of the 2017-2022 Integrated Development Plan for the George Municipality in the local media including an invitation to make written submissions. An inter-governmental Issues and Vision Workshop was held with technical departments during which the main service delivery priorities were identified and all relevant information was reviewed that indicates shifting trends. A status quo report was drafted and adopted by Council on 24 August 2017.

### **Step 2: Initial public input on key spatial planning issues**

Following the completion of the '*Policy Context, Vision Directives and Status Quo Baseline – Gaps and Issues Identification*' phase, at the beginning of the following phase to prepare the draft Municipal Spatial Development Framework, the Municipality held three focus group sessions:

1. A housing sector focus group to unpack and understand human settlement planning in the Municipality (this was attended by local and provincial officials and their consultants involved in human settlements delivery).
2. A heritage sector focus group to tap into local knowledge on the heritage assets and resources in the George municipal area (this was attended by local heritage practitioners and organisations, as well as municipal officials).
3. A day long workshop to which a range of civil society groups, investors, consultants and interest groups were invited to discuss key issues that needed input to guide the development of the MSDF

### **Step 3: Inter-governmental Consultation**

Prior to the formal advertisement of the draft MSDF for comment, the draft report was circulated to key public-sector stakeholders with a strategic interest in the MSDF, inviting their input prior to finalising the MSDF for presentation to Council for authority to proceed with the statutory public participation process.

A special inter-governmental workshop was also held to unpack issues related to rural development and how these should be dealt with in the MSDF.

### **Step 4: Statutory Public Participation Process**

The draft MSDF was formally advertised for public comment and input, in terms of the legislated prescripts, via:

- The local media;
- The municipal website and social media platforms;
- Notices posted on municipal notice boards and in all public libraries;
- A publication in the Provincial Gazette;
- A letter to interested and affected parties;
- A letter to public sector stakeholders;
- Official IDP roadshows;
- 3 open days held in the Banquet Hall, George Civic Centre, the Thembalethu Thusong Centre and the Uniondale Community Hall, at which comments could be made via a form made available. Posters were also put up at the open days and a timeslot was set for a presentation to be made.

A period of 60 days was provided for written public comment/ input to be made. Comments received after the deadline were also accepted and considered.

***An overview of the process followed including more detail on and evidence of the above is tabled below and is accompanied by a digital portfolio of evidence.***

## 2 OVERVIEW OF THE PREPARATION, INTERNAL AND PUBLIC-SECTOR STAKEHOLDER AND PUBLIC PARTICIPATION PROCESS FOLLOWED AND SUMMARY OF THE PORTFOLIO OF EVIDENCE

No.	When	Activity	Att. No.	Evidence
<b>PHASE 0: INCEPTION</b>				
A.		Council decision not to establish a Project Committee	1.	28 September 2016 (part of IDP process plan)
B.	08 September 2016	Notice of the proposal to compile an SDF in two of the official languages of the Province most spoken in the area in two newspapers circulating in the area. The notices indicate: <ul style="list-style-type: none"> <li>- The Municipal intention to compile a SDF</li> <li>- The process followed for the compilation of the MSDF</li> </ul>	1. 2. 3. 4. 5.	Advert – George Herald Summary of inputs received Submissions from: DEA&DP DR&DLR HWC
C.	11 October 2016	Notification of the Provincial Minister: DEA&DP	1.	Letter to MEC
D.	17 April 2017	Establishment of the George Municipal Project Committee: Consisting of a nominee of the Municipal Manager At least he is following municipal departments: IDP Spatial Planning Engineering Local Economic Development Housing	1. 2. 3. 4.	Invitation letter  <b>Project Committee (Inception) Meeting #1:</b> Presentation Attendance Register Meeting notes/ Minute
E.	May 2017	Inception Report	1.	Inception Report
<b>PHASE 1: POLICY CONTEXT, VISION DIRECTIVES AND STATUS QUO BASELINE – GAPS AND ISSUES IDENTIFICATION</b>				
A.	28 June 2017	Issues and Vision Workshop Project Committee consideration of the draft 'Status Quo' Report	1. 2. 3. 4.	<b>Project Committee Meeting #2:</b> Presentation (draft Report) Agenda Attendance Register Meeting Notes
B.	21 August 2017	Council workshop on draft 'Status Quo' Report	1. 2. 3. 4.	<b>Council Workshop #1:</b> Presentation (draft Report) Agenda Notes Attendance Register
C.	August 2017	Council adoption of the 'Status Quo' Report	1. 2.	Council Minute Final Status Quo Report
<b>PHASE 2: DRAFT MSDF (REVIEWED/ AMENDED)</b>				
A.	August 2017	Focus Group Workshop with invited civil society groups	1. 2. 3. 4.	Invitation Agenda Introductory Presentations Notes
B.	August 2017	Housing Sector Focus Group	1. 2.	Agenda Attendance Register
C.		Heritage Sector Focus Group	1. 2.	Invitation Attendance Register

D.	28 September 2017	Council Workshop on Sustainable Growth Management	1. 2. 3.	Proposal Agenda Attendance Register
<b>Draft MSDF Report (version 1)</b>				
E.	9 October 2017	Project Committee consideration of the draft MSDF Report	1. 2. 3.	<b>Project Committee Meeting #3:</b> Agenda Presentation (same as for Council below) Attendance Register
F.	9 October 2017	Council workshop on draft MSDF	1. 2. 3. 4.	<b>Council Workshop #2:</b> Invitation Agenda Presentation Attendance Register
G.	23 April 2018	Inter-governmental Workshop on Rural Settlement Management	1. 2. 3. 4. 5.	Agenda Preparation Email Workshop Notes Attendance Register Presentation
H.	8 June 2018	Invitation to public sector stakeholders to comment on draft prior to public participation	1. 2. 3.	Invitation letter Circulation list Comments received from DEA&DP & DR&DLR
<b>Revised MSDF Report (version 1.2)</b>				
I.	24 July 2018	Project Committee consideration of the draft MSDF Report (v 1.2)	1. 2. 3. 4.	<b>Project Committee Meeting #4:</b> Agenda Presentation Minute Attendance Register
J.	8 August 2018	Council workshop on draft MSDF (Version 1.4)	1. 2. 3.	<b>Council Workshop #4:</b> Agenda Presentation Attendance Register
K.	September 2018	Council authorisation of the draft MSDF Report (Version 4.4) for public participation	1. 2.	Draft MSDF report (v 4.4) Council Minute
L.	5 Oct – 5 Dec 2018	Public notice of invitation to submit written representations on the draft MSDF to the Council within 60 days after the publication of the notice; Identification and consultation with organs of state and other role players; Notification of public open days taking place during the 60-day period	1. 2. 3. 4. 5. 6. 7. 8. 9.	Municipal Notice in local media Database of I&APs/ Public Sector Stakeholders Notification to I&APs Notification to Public sector stakeholders Covering email to notification to I &APs Gazette Notice Open day posters Open day attendance registers Open day presentation (Thembaletu and George Civic Centre)

M.	Oct 2018 – April 2019	Stakeholder and public comment and input received and considered	1. 2.	Summary Schedule of inputs/ comments received and municipal response Index of all respondent's submissions received. Available on request
<b>PHASE 3: FINAL DRAFT MSDF</b>				
A.	April 2019	Project Committee consideration of the input received from the public and the Provincial Minister and resulting amendments to the draft MSDF	1.	E-mail inviting comment
<b>PHASE 4: MSDF ADOPTION</b>				
A.		Revised and finalised draft MSDF (version 5.1)	1.	Final draft MSDF report (version 5.1)
B.		Council workshop on final draft MSDF	1. 2.	Presentation Attendance Register
C.	May 2019	Submission to Council for adoption	1. 2. 3. 4. 5.	Final draft MSDF report (version 5.1) Schedule of comments and responses Implementation action table Table of amendments made to the draft MSDF following the public participation process Council minutes
D.	7 June 2019	Notice of adoption of the MSDF in the media and Provincial Gazette within 14 days of adoption	1. 2.	Government Notice No. 012/2019 Advert in George Herald
E.	2017 - 2019	Submission of the MSDF as a core component of the IDP to the Minister: Local Government within 10 days of the adoption, including: <ul style="list-style-type: none"> <li>- Summary of public participation process</li> <li>- Statement that the process set out in Section 29(1) of the MSA has been complied with</li> </ul>	1. 2.	Portfolio of Evidence Adoption of the Amended MSDF (3 Sept 2019)
F.	2017 - 2019	Submission of the following within 10 days of the adoption of the MSDF to the Provincial Minister: <ul style="list-style-type: none"> <li>- A written notice of the decision to adopt or amend a MSDF</li> <li>- the adopted MSDF</li> <li>- a report setting out the response of the municipality to the comments of the ISC or the Provincial Minister</li> </ul>	1. 2. 3.	Letter to MEC dated 5 June 2019 Adopted MSDF V5.1 Addendum 4