PUBLIC PARTICIPATION PLAN: PROPOSED ESTABLISHMENT OF THE GRAAFF-REINET COMMUNITY IMPROVEMENT DISTRICT

- Explanatory note 1: This template serves as a guide for steering committees when compiling their proposed public participation plan for approval by the Executive Director as contemplated in section 6(2) of the CID By-law. The template provides examples of a wide range of notification and consultation methods that may be employed. The steering committee should identify methods that would be both meaningful and cost-effective, taking into account the particular characteristics of the local community of the proposed CID. Where the proposed methodology deviates from any mandatory requirements in terms of the By-law, the steering committee must motivate such deviation to Sub-Council, NGOs and any other focus groups the program.

- Explanatory Note 2: "local community" in relation to a CID- means the body of persons comprising individuals falling under one or more of the following categories –

(a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate;
(b) residents of the district;
(c) tenants and body corporates in the district;
(d) any civic organizations and non-governmental, private sector or labor organizations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.

PUBLIC PARTICIPATION PLAN (required under S6(2) of CID By-law)					
PROPOSED METHODS OF NOTIFICATION (requirement under S6(7) of CID By-law)					
Notification Medium	**Details**	**Targeted Interested & Affected Party ("I&AP")**	**By-law**	**Policy**	**Deviation sought?**
Internet	GRT CID website: www.grtcid.co.za	Local community & proposed Additional Rate Payers (ARP's)		Clause 9.4.3	N
Email Notification	Email documents & notices to email addresses of proposed ARPs- (a) contained in the Municipality's records (b) listed in the steering committees register of listed members of the local community (clause 9.3)	Proposed ARP's	S 6(7)(a)(i)	Clause 9.4.1	N
	Email documents & notices to email addresses of- (a) Local community members listed in the steering committees register of members of the local community (clause 9.3).	Local Community	S 6(7)(a)(ii)	Clause 9.4.1	N

	(b) NGOs and other community organisations carrying out activities in the proposed GRT CID as listed in the steering committees register of members of the local community.				
Hand deliver	Deliver relevant documents or notice to: (a) Those ARPs for whom the steering committee does not have email addresses; and (b) Members of the local community contemplated who have not provided email addresses for purposes of the written notice. (c) Pamphlets will be distributed to all homes in Graaff-Reinet.	Proposed ARP's and Local Community	S 6(7)(a)	Clause 9.4.1	Y – pamphlets will be distributed to all households in SRA boundary. Register of streets will be recorded not signed receipt per household.
Email Notification/Physical meeting	Over and above the public meetings required in terms of section 6 of the By-law: (a) The steering committee shall convene one or more focus groups for purposes of conveying information about, (b) Eliciting comment on, both draft and final business plans, and (c) Group(s) should consist of between 3 to 15 participants	Sub council, NGOs and any other focus groups	`	Clause 9.8	N
Newspaper	Advertisement in: • The Advertiser (online) • The Advertiser Facebook page	Proposed ARP's and Local Community	S 6(7)(b)	Clause 9.4.4	Y – Only one English newspaper in Graaff-Reinet.

Public notices	Public notices to be affixed at the following locations: • Library: Kroonvale, Umasizakhe and Horseshoe • Notice boards at the following shopping complex: Superspar Spandau, SPAR Camdeboo, Shoprite and PNP • Sport facilities: Botanics Sports Ground, Bowling Club, Golf club • Petrol stations: 7 – Astron x2, Engen x2, Shell, Chargo, Quest	Proposed ARP's and Local Community	Not a legal Requirement	Not a legal Requirement	N
Other means	Broadcasts via social media channels and messaging apps i.e. Facebook and WhatsApp groups	Proposed ARP's and Local Community		Clause 9.4.5	N
A. REGISTER OF THE LOCAL COMMUNITY					
Proposed Date	**Proposed Action**	**Content of register**	**By-law**	**Policy**	**Deviation sought?**
March 2025	Open and maintain a register of member of the local community "Local community" in relation to a CID means the body of persons comprising individuals falling under one or more of the following categories: a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate b) residents of the district c) tenants and body corporates in the district d) any civic organisations and non-governmental, private sector or	Name, contact details & addresses of persons listed in clause 9.3 of the Policy.		Clause 9.3	N

	labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.				
B. **OBTAIN INPUT FROM I&AP**					
1. Focus Group					
Proposed Date	**Proposed Action**	**Targeted Interested & Affected Party ('I&AP')**	**By-law**	**Policy**	**Deviation sought?**
17 & 18 December 2025	Convene focus groups consisting of the following groups of people: i. Representatives of NGOs in local community ii. Representatives of any neighbourhood watch association in the local community and Community Policing Forum members iii. ARPs	Local Community & Proposed ARPs		Clause 9.8	N
2. First Public Meeting					
a. Notice of First Public Meeting					
Date	**Notification Mediums**	**Content of Notice**	**By-law**	**Policy**	**Deviation sought?**
24 November 2025	i. Websites ii. Email iii. Hand delivered iv. Public Notices/ Posters v. Newspaper advertisement	**PLEASE TAKE NOTICE THAT:** Derek Light, the registered owner of Erf no. 692, 87 Somerset Street, Graaff-Reinet intends to apply for the establishment of a Community Improvement District (CID) in terms of the Dr Beyers Naude Local Municipality: Community Improvement District By-law, 2025.	S 6 (6)	Clause 9.4.1	N

		The proposed Graaff-Reinet CID (GRT CID) will include all commercially rated and residential properties in the area within: • Horseshoe, • Spandau and Bergendal • Sunnyside • Industrial area A map depicting these geographical boundaries is attached hereto as Annexure A. The purpose of the upcoming public meeting is to discuss the draft Business Plan and proposed application for establishment of the CID and to elicit comments for purposes of preparing the final Business Plan. DATE: 9 December 2025 TIME: 18:00 VENUE: Botanics Sports Ground ADDRESS: 34 Park Street **ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.** **PLEASE TAKE FURTHER NOTICE THAT:** All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 6(8) of the By-law. Other members of the local community who wish to register as interested persons must contact the applicant at cell: 071 244 0820 or email: info@grtcid.co.za			

		The draft Business Plan is available for download at www.grtcid.co.za and available for inspection at the: 68 Somerset Street, Graaff-Reinet after the 9th December 2025. Any written comments on the draft Business Plan and proposed application must be submitted to the applicant as appears in para 1 above by the 12th January 2026. If you are not registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@grtcid.co.za of the registered owners contact details, so that he/she may relay the contents of this notice.			
b. Convene First Public Meeting					
Date	**Venue**	**Details of Chairperson**	**By-law**	**Policy**	**Deviation sought?**
9 December 2025	Botanics Sports Grounds	The meeting will be chaired by Mr Derek Light. Contact details: Email address – moira@dereklight.co.za Cell phone number - 083 227 1922	S 6(5) S 6(7)(a) S 6(7)(b) S 6(7)(c)		N
c. Written Comments on Draft Business Plan					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
9 December 2025 – 12 January 2026	Provide local community until at least 30 days after the date of the public meeting an opportunity to submit to the applicant written comments on the proposed application and the draft business plan.		S 6(8)		N
d. Include Written Comments in Final Business Plan					

Date	Action/Steps	Details	By-law	Policy	Deviation sought?
10 – 15 January 2026	Prepare a table to accompany final Business Plan, which summarise: i. Comments made during the 1st Public meeting ii. Written comments received pursuant to section 6(10) iii. The applicant's response to these comments, including references to changes in the final business plan that were made pursuant to any relevant comment.		S 6(9)		N
3. Second Public Meeting					
a. Notice of 2nd Public Meeting					
Date	**Notification Mediums**	**Content of Notice**	**By-law**	**Policy**	**Deviation sought?**
24 November 2025	I. Website II. Email III. Hand delivered IV. Public Notices / Posters V. Newspaper advertisements	**PLEASE TAKE NOTICE THAT:** Derek Light, the registered owner of Erf no. 692, 87 Somerset Street, Graaff-Reinet intends to apply for the establishment of a Community Improvement District (CID) in terms of the Dr Beyers Naude Local Municipality: Community Improvement District By-law, 2025. The proposed Graaff-Reinet CID (GRT CID) will include all commercially rated and residential properties in the area within: • Horseshoe • Spandau and Bergendal • Sunnyside • Industrial area	S 6(7)(a) S 6(7)(b) S 6(7)(c) S 6(10) S 6(11)	Clause 9.4.1	N

		A map depicting these geographical boundaries is attached hereto as Annexure A. The purpose of the upcoming public meeting is to discuss the final Business Plan and proposed application for establishment of the CID and to elicit comments for purposes of preparing the final Business Plan. DATE: 15 January 2026 TIME: 18:00 VENUE: Botanics Sports Ground ADDRESS: 34 Park Street **ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.** **PLEASE TAKE FURTHER NOTICE THAT:** All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 6(8) of the By-law. Other members of the local community who wish to register as interested persons must contact the applicant at cell: 071 244 0820 or email: info@grtcid.co.za The final Business Plan is available for download at www.grtcid.co.za and available for inspection at the: 68 Somerset Street, Graaff-Reinet after the 15th January 2026. Any written comments on the final Business Plan and proposed application must be submitted to the applicant as appears in para 1 above by 16th February 2026.			

		If you are not registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@grtcid.co.za of the registered owners contact details, so that he/she may relay the contents of this notice.			
b. Convene 2nd Public Meeting					
Date	**Venue**	**Details of Chairperson**	**By-law**	**Policy**	**Deviation sought?**
15 January 2026	Botanics Sports Grounds, 34 Park Street, Graaff-Reinet	The meeting will be chaired by Derek Light, chairperson of the GRT CID steering committee. Contact details: Email address -moira@dereklight.co.za Cell phone number -083 227 1922	S 6(10)		N
c. Written Comments on Final Business Plan					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
16 January – 16 February 2026	Provide local community until at least 30 days after the date of the second public meeting an opportunity to submit to the applicant written comments on the proposed application and the draft Business Plan.		S 6(12)		N
d. Include written Comments on Final Business Plan					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
16 - 20 February 2026	Prepare a table to accompany final Business Plan, which summarise: i. Comments made during the 2nd Public meeting ii. Written comments received pursuant to section 6(14)		S 6(13)		N

	iii. The applicant's response to these comments				
4. Voting for the establishment of a CID					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
16 January – 20 March 2026	Voting for the establishment of the Graaff-Reinet Community Improvement District.	Mixed Use Community Improvement District: • At least 60% in the event that more than 40% of the rates base value consists of residential property. • At least 50% plus one in the event that less than 40% of rates base value consists of residential property. • Meet objectors.	S 5(5)(c) (i)(ii) S 6(15)	Clause 10.1 Clause 10.2 Clause 10.3 Clause 10.6	N
24 March 2026	Apply for Section 22(2)(b) MPRA for establishment of the CID		S 5(6)		Y- Not sufficient votes in area
5. Third Public Meeting					
a. Notice of 3rd Public Meeting					
Date	**Notification Mediums**	**Content of Notice**	**By-law**	**Policy**	**Deviation sought?**
11 June 2026	i. Website ii. Email iii. Public Notices / Posters iv. Newspaper advertisements	**PLEASE TAKE NOTICE THAT:** Derek Light, the registered owner of Erf no. 692, 87 Somerset Street, Graaff-Reinet intends to apply for the establishment of a Community Improvement District (CID) in terms of the Dr Beyers Naude Local Municipality: Community Improvement District By-law, 2025. The proposed Graaff-Reinet CID (GRT CID) will include all commercially rated and residential properties in the area within:	S 6(7)(a) S 6(7)(b) S 6(7)(c) S 6(10) S 6(11)	Clause 9.4.1	Y

		• Horseshoe A map depicting these geographical boundaries is attached hereto as Annexure A. The purpose of the upcoming public meeting is to discuss the final Business Plan and proposed application for establishment of the CID and to elicit comments for purposes of preparing the adjusted Business Plan. DATE: 30 June 2026 TIME: 18:00 VENUE: Botanics Sports Ground ADDRESS: 34 Park Street **ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.** **PLEASE TAKE FURTHER NOTICE THAT:** All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 6(8) of the By-law. Other members of the local community who wish to register as interested persons must contact the applicant at cell: 071 244 0820 or email: info@grtcid.co.za The adjusted Business Plan is available for download at www.grtcid.co.za and available for inspection at the: 68 Somerset Street, Graaff-Reinet after the 30th of June 2026. Any written comments on the adjusted Business Plan and proposed application must be			

		submitted to the applicant as appears in para 1 above by 30 July 2026. If you are not registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@grtcid.co.za of the registered owners contact details, so that he/she may relay the contents of this notice.			
b. Convene 3rd Public Meeting					
Date	**Venue**	**Details of Chairperson**	**By-law**	**Policy**	**Deviation sought?**
30 June 2026	Botanics Sports Grounds, 34 Park Street, Graaff-Reinet	The meeting will be chaired by Derek Light, chairperson of the GRT CID steering committee. Contact details: Email address -moira@dereklight.co.za Cell phone number - 083 227 1922	S 6(10)		Y
c. Written Comments on adjusted Business Plan					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
30 June – 30 July 2026	Provide local community until at least 30 days after the date of the third public meeting an opportunity to submit to the applicant written comments on the proposed application and the adjusted Business Plan.		S 6(12)		Y
d. Include written Comments on adjusted Business Plan					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
30 July – 7 August 2026	Prepare a table to accompany final Business Plan, which summarise:		S 6(9)		Y

	i. Comments made during the 3rd Public meeting ii. Written comments received pursuant to section 6(14) iii. The applicant's response to these comments				
6. Voting for the establishment of a CID					
Date	**Action/Steps**	**Details**	**By-law**	**Policy**	**Deviation sought?**
30 June – 30 July 2026	Allow members within the boundary to review their vote with the option to change it and allow any member within the boundary who hasn't voted to vote.	Mixed Use Community Improvement District: • At least 60% in the event that more than 40% of the rates base value consists of residential property • At least 50% plus one in the event that less than 40% of rates base value consists of residential property	S 5(5)(c)(i)(ii)		Y