

**REPORT AND RECOMMENDATION TO COUNCIL IN TERMS OF SECTION 30(5)(a) OF THE LOCAL GOVERNMENT: MUNICIPAL STRUCTURES ACT, N0117 OF 1998**

**PROCESS OF ADOPTING DRAFT BY-LAWS PUBLISHED IN THE PROVINCIAL GAZETTE OF .....AS BY-LAWS FOR THE ..... MUNICIPALITY.**

1. The Municipal Manager published the following draft Standard By-laws as amended for the ..... Municipality, for public comment, consulted the contents thereof with officials and politicians of the Municipality and held a public participation process:-
  - 1.
  - 2.
  - 3.
  
2. A letter to the *Provincial Gazette* was accompanied by a "General Notice", given under the hand of the Municipal Manager, calling for public comment with a closing date of ..... The publication of the drafts under cover of the above "General Notice" took place on ..... A copy of the draft by-laws was provided for each Councillor. (General Notice No .... of ..... in *Provincial Gazette* No ..... A copy of the first page of said *Provincial Gazette* is attached as Annexure ....).
  
3. To facilitate public participation, six public workshops were held. The workshops were held at:
  - ..... on .....
  - ..... on .....
  - ..... on .....
  - ..... on .....
  - ..... on .....
  - ..... on .....Attendance registers and minutes of the above workshops are included as Annexure ....  
These workshops were advertised well in advance in the local press, namely in the ..... and ..... (copies of advertisements: Annexure .....). The process and workshops were also made known on radio. The Communication Manager of the Municipality prepared a jingle that was carried on Radio ..... inviting public participation. Copies of the draft by-laws were placed at the following Libraries for public scrutiny:
  - .....
  - .....
  - .....
  - .....
  
4. Over - and - above the public workshops, a workshop was held on ..... as an informal meeting of the Municipal Council, where Councillors were briefed on the proposed by-laws. (Minutes of the meeting: Annexure .....). Internal workshops to inform officials of the Municipality and to obtain their inputs, were held on ..... It was agreed on these workshops that written comments will be forwarded to be taken up as proposals coming from the specific directorates.

5. Comments closed on ..... as set out in the above General Notice No ..... in the *Provincial Gazette* (and repeated in the press advertisements and at the workshops). All written comments, as well as proposals minuted at the informal Council meeting of ....., were put on record as possible amendments and submitted to me.
6. I indicated my decision on the proposed amendments by accepting or rejecting it, as provided for in the last column of Annexure .....

**7. RECOMMENDATION**

It is recommended that Council adopt the set of by-laws as amended, published under General Notice ..... of ..... in *Provincial Gazette* ..... as by-laws for the ..... Municipality.

.....  
**EXECUTIVE MAYOR**

.....  
**DATE**