



Archdiocese of Cape Town

Property Department

To All Parish Priest and Parish Administrators
CC: Parish Finance Council Chairs

20 April 2023

Dear Fathers

PROPERTY CIRCULAR 2023-02
1. PROPERTY PERMISSION PROCEDURE
2. POWER BACK-UP INSTALLATIONS
3. CITY OF CAPE TOWN RATES POLICY

I hope that you are all having a blessed and fruitful Easter. There are several property matters that I need to bring to your attention.

1. Property Permission Procedures

There have been a number of difficulties and delays recently in terms of being able to give permissions due to insufficient information supplied in the initial request. I realise that it has been several years since the updated permissions document was circulated, so I have attached it again to this letter. The key things to be included in a permission request are as follows:

- a. The reason that the work needs to be done.
- b. The prior consent of the Parish Finance Council (This should be the date of the PFC meeting on which the consent was given and recorded in the minutes). *In certain cases, especially Acts of Extraordinary Administration, the Parish Pastoral Council should also be consulted.*
- c. The 3 different quotes which have been compared (which should be for the same scope of work)
- d. The quote which has been selected and the motivation for the selection.
- e. The source of funds (i.e. parish building fund, other parish funds or a combination) *This is also where a request for assistance from the Advent Appeal should be made*

In the case of liturgical permissions, it is helpful if the request is accompanied by photographs, diagrams and a detailed description of what is requested. Such requests should come to me and I will then pass them on to Fathers Zane and Wim.

2. Power back-up Installations

A number of parishes are exploring power back-up solutions, including solar installations. We are busy putting together a proper policy, but in the interim, here are some key things to consider and questions to ask when looking into this:

- a. Registration with the electricity supplier (City of Cape Town, local municipality or Eskom) – This process should be begun BEFORE installation starts.
- b. A registered contractor – Ask to see the Department of Labour registration as a registered contractor (the company doing the work) AND a registered person (who supplies the electrical compliance certificate). *Registration with the ECSA (Engineer Contractors Association of South South Africa) would be an added.*
- c. The reliability of the contractor – ask for references and check them (ideally more than one, who has had work done and is satisfied with after-sales service).

- d. The make of inverter – it must be one approved by the City of Cape Town and (ideally) one that is locally manufactured or serviced.
- e. The type of inverter - It should also be a hybrid inverter (one that can be charged by mains or solar) and should also be able to be connected to more batteries or panels
- f. The type and size of battery or batteries – Lithium Ion is best and sometimes one larger battery costs the same as two smaller ones, but with a bigger capacity
- g. Selling excess electricity back to the City of Cape Town – if the parish generates more electricity than it uses, it is possible to sell feed electricity back into the grid. This requires the installation of a bi-directional meter, at an additional cost. This may be a good investment even if the initial capacity is insufficient.
- h. Electrical Compliance – the supplying of a certificate must be included with the quote and received before final payment is made

Here is a link to the City of Cape Town's page dealing with these matters. There is a lot of useful information here:

<https://www.capetown.gov.za/Family%20and%20home/Greener-living/Saving-electricity-at-home/going-solar>

3. City of Cape Town Rate Policy

Each year the City of Cape Town produces a draft budget (summary attached), including a rates policy, which is available for public comment. The window for comment this year closes on 5 May. There are two primary ways that we would like you and your parishioners to engage on this matter:

- Through your ward councillors
- Through the online comments

The public comments online page is to be found at this link:

<https://www.capetown.gov.za/layouts/15/WebFeedback.SharePoint/webfeedback.aspx?id=%20a4965b4e-cce0-4e95-8e25-8c2b7332772d>

If you do not know who your ward councillor is, please click this link to find out:

<https://www.capetown.gov.za/Family%20and%20home/Meet-the-City/City-Council/find-your-councillor-ward-or-subcouncil/show-wards?FirstWardSequenceNo=1&LastWardSequenceNo=10>

Comments can also be submitted by email to budget.commentary@capetown.gov.za, at public participation meetings or in writing to your local sub-council office.

On the following page you will find a summary of the key issues, which can be cut-and-pasted into the comment block or sent via email. Please share this with your Parish Pastoral Council and Parish Finance Council and also ask them to engage with the City on these issues.

Feel free to contact me if you have any queries on this or if there are any other matters with which I can assist you.

Peace and Blessings



Fr Charles Prince
Episcopal Vicar: Property





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We note with gratitude the City's creation of a new category for properties, use for specified religious purposes. However, the definition of "Public Worship" as appearing on page 7 and referred to in section 8 on page 25 of the draft Rates Policy narrows the definition that is found in section 17 of the MPRA and creates a situation where the City is effectively limiting our rights to practice our faith by charging property tax rates on certain properties which, prior to 2018, were never rated.

We respectfully submit that the activities which take place in parish centres are part of the practice of our faith and constitute public worship. The church also does not operate any commercial or for-profit offices, and any office space and parking lots only exist to further the practice of our faith and various forms of worship.

Furthermore we are also concerned that there are no set criteria or process for determining whether a property fall into this category