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1061



PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 ("FOIA" / "The Act"), the Port of Spain Corporation ("POSC") is required by law to publish the following statement which lists the documents and information existing within the Port of Spain Corporation and generally available to the public: -

The Act gives members of the public:

1. The legal right to access to information and official documents (with exemptions) held by the Port of Spain Corporation.
2. The legal right to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. The legal right to obtain reasons for adverse decisions made regarding a request made under the FOIA.
4. The legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Port of Spain Corporation as approved by the Minister of Local Government.

ORGANIZATION:

Port of Spain City Corporation

DESCRIPTION OF THE CITY OF PORT OF SPAIN

The City of Port of Spain, is the administrative, political and commercial centre of the country. The City of Port of Spain is situated between the hills of the Northern Range, the Gulf of Paria to the West and Caroni Plains to the South,

NORTH The City of Port of Spain is situated between the hills of the Northern Range, the Gulf of Paria to the West and Caroni Plains to the South, the Port of Spain City Corporation has an area of 12.3km² (1,345 hectares). This accounts for

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION (“POSC”) FOR
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0.3 percent of the land mass of Trinidad.

WEST Two (2) rivers run through the City, the Maraval River on the West and St. Ann’s River on the east. The City of Port of Spain is highly urbanized and as such has little undeveloped land with the exception of designated parks. The City is made up of the substantial Central Business District (Downtown/Uptown) as well as the adjacent residential and mixed use districts such as Newtown, Woodbrook, St. Clair, Belmont, St. James, East Dry River and Gonzales. A number of informal settlement areas are located in East Dry River and St. James.

EAST The region commonly referred to as East Port of Spain includes communities in the City of Port of Spain and the Municipality of San Juan/Laventille. East Port of Spain communities located within the boundaries of the City includes the East Dry River, Sealots, Gonzales and Belmont.

The Municipality is also divided along political (electoral) boundaries into eight (8) Electoral Districts, namely:

1. St. Ann’s River North;
2. St. Ann’s River Central;
3. St. Ann’s River South;
4. Belmont North and West;
5. Belmont East;
6. Belmont South;
7. Southern Port of Spain;
8. East Dry River;
9. St. James East;
10. St. James West and
11. Woodbrook

VISION STATEMENT:

The POSC is the **model of excellence** in Local Government.

Dedicated to sustainable development.

Innovative and proactive in meeting the needs of our stakeholders.

Recognizing their values and contributions to the governance of the City.

Reputable organization, professional, accountable, transparent and financially autonomous.

Providing competent leadership and highly motivated employees in a comfortable, safe and healthy environment.

MISSION STATEMENT:

To pursue the continual development of the infrastructure, social, economic and

PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION (“POSC”) FOR
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environmental conditions through the combined energies of our highly motivated Council and workforce in collaboration with the Central Government, the business sector, non-government organisations and other stakeholders to created a safe, vibrant and healthy city that places the highest priority on enriching the lives of all citizens and visitors within the capital City of Port of Spain.

STRUCTURE OF THE CORPORATION:

The POSC comprises two functional arms, the Council or Political Arm and the Administration. The Council’s Composition The Council or Political Arm is the executive or decision-making body (Section 10 of the MCA) and comprises of sixteen (16) persons: four (4) Aldermen and twelve (12) Councillors. The Mayor is elected from among the sixteen (16) members of Council and can be either an Alderman or a Councillor. The current Mayor is an Alderman. The work of the Council is conducted through various Standing and Special committees as follows:

Standing Committees

- Regional Coordinating
- Personnel Committee
- Strategic and Local Economic Development
- Spatial Planning and Inspectorate Committee
- Community Development, Social Services and Decentralization Committee
- Physical Infrastructure Committee
- Tourism Culture and The Arts Committee
- Revenue Committee
- Occupational Safety and Health Committee
- Public Health Committee
- Institutions and Facilities Committee
- Sports and Youth Affairs Committee
- Finance, Planning and Allocation of Resources Committee

The organizational structure consists of the following:-

- Council
- Management/Administration

COUNCIL:

The Council is made up of sixteen (16) members comprising of four (4) Aldermen and twelve (12) Councillors as follows:-

- Alderman Joel Martinez, His Worship the Mayor
- Councillor Hillan Morean, Deputy Mayor (Electoral District - St. Ann’s River North)
- Alderman Ms. Asha Permanand
- Alderman Wade Coker
- Alderman Wendell Stephen

PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION (“POSC”) FOR
THE YEAR 2022—CONTINUED

NAME OF COUNCILLOR	ELECTORAL DISTRICT
Councillor Clint Baptiste	East Dry River
Councillor Jameel Bisnath	St. James East
Councillor Dennis Bristol	Southern Port of Spain
Councillor Ms. Molouia Bourne	Belmont North and West
Councillor Ms. June Durham	Woodbrook
Councillor Ms. Jenneil Frederick	St. Ann’s River South
Councillor Ms. Abena Hartley	Northern Port of Spain
Councillor Ms. Aba Kamau	Belmont South
Councillor Ms. Camille Mc Dougall	St. James West
Councillor Ms. Esther Sylvester	St. Ann’s River Central
Councillor Ms. Nicole Young	Belmont East

THE ADMINISTRATION

In accordance with Section 36 of the Municipal Corporations Act Chapter 25:04, the Administration is comprised of Chief Officers, inclusive of the Chief Executive Officer, the City Medical Officer of Health, the City Engineer, the City Treasurer and the Corporate Secretary. Other senior administrative staff includes the Deputy Chief Executive Officer, the Superintendent of Police, the Auditor I, the Personnel and Industrial Relations Officer III and the Database Administrator.

The Chief Executive Officer heads this arm of the organisation. Officers of the Administration are responsible for advising Council, implementing its decisions and managing the day-to-day operations of the Corporation.

Organisational Structure

The Corporation is organised into the undermentioned ten (10) departments to carry out its functions and deliver the services provided. These are:

City Administration Department	- Administrative services
City Assessor’s Department	- Rating and assessment
City Engineer’s Department	- Physical infrastructure, building, maintenance and development and sanitation
City Police Department	- Security and enforcement of bye-laws
City Treasurer’s Department	- Financial matters
Internal Audit Department	- Auditing services
Human Resource Department	- Human resource management
Public Health Department	- General health and sanitation
Disaster Management Unit	- Disaster Mitigation and management
Information Technology Department	- Technological services

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR
THE YEAR 2022—CONTINUED

FUNCTIONS OF THE CORPORATION:

The remit of the Corporation is outlined in the MCA.

SERVICES PROVIDED

Section 232, Part XII, of the MCA, identifies the functions or services that are to be provided by all fourteen (14) Municipal Corporations including the Port of Spain Corporation. The following is a list of the services provided currently by the Port of Spain Corporation:

1. The provision, maintenance and control of all Corporation buildings.
2. The construction and maintenance of all drains and water courses except main watercourses and highways.
3. The provision, maintenance and control of parks, recreation grounds and other public spaces.
4. Infrastructure development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning.
5. The disposal of garbage from public and private properties.
6. Chemical treatment of the environment for insect and vector control.
7. Abatement of public nuisances and dissemination of primary health care.
8. The maintenance, control and enhancement of the physical environment including monitoring watercourses.
9. The distribution of truck borne water subject to the provisions of the Water and Sewage Act.
10. Enforcement of the Litter Act (Litter Prevention Wardens).
11. The cleaning of cesspits.
12. The supply of food badges.
13. The maintenance and control of markets.
14. The maintenance and control of burial grounds and crematorium.

DECISION MAKING POWERS:

The Council of the Corporation is the decision-making body in accordance with the functions enshrined in the Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.

Section 7 (1) (a) (ii) of the FOIA

Categories of Documents in the possession of the Port of Spain Corporation

- Legal Documents
- Financial and Accounting Documents
- Strategic Review and Strategic Plans of the Port of Spain Corporation
- Circulars, Memoranda, Notices, Brochures
- Registers

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR
THE YEAR 2022—CONTINUED

- Contract Documents pertaining to procurement of supplies, services and equipment
- Reports
- Minutes/Agendas of Council Meetings, Council Resolutions
- Maps of the Corporation
- Policy Documents
- Financial Records (Files, Cheques, Vouchers)
- Files dealing with Personnel Matters
- Manuals
- Correspondence to the Chief Executive Officer, Mayor and decisions are taken with respect to requests/complaints
- General correspondence, complaints
- Inventory Records

Section 7 (1) (a) (iii) of the FOIA

Materials Prepared for Publication / Inspection by the Public

The public may inspect and/or obtain copies of the following materials between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday at the Viewing Room at City Hall, Port of Spain

The following documents may be accessed by the Public:

- .Annual Reports
- .Statutory Minutes
- .Brochures/Pamphlets
- .Roles and Functions of the Port of Spain Corporation Corporation
- .Manuals of Operating Procedures
- .Newsletter of the Port of Spain Corporation

Section 7 (1) (a) (iv) of the FOIA

Literature available by Subscription

No literature is available by way of subscription to the POSC at this time.

Section 7 (1) (a) (v) of the FOIA

Procedure to be followed when accessing a document from the Corporation

HOW TO REQUEST INFORMATION:

General Procedure

Our policy is to respond to all requests for information, however, in order to receive all rights given

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR
THE YEAR 2022—CONTINUED

by the FOIA (e.g. the right to challenge a decision if a request for information is refused), a request in writing must be submitted using the Request for Access to Official Documents form. This form is available from our Designated Officer.

Addressing Requests

To facilitate prompt handling of your request, please address to the Designated Officer of the POSC: *See Section 7 (1) (a) (vi)*.

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. Should you require clarification on how to format your request or on the details to be included, kindly, contact our Designated officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public either from the POSC or any other public authority.

TIME LIMITS:

General

The FOIA sets a time limit of thirty (30) calendar days for the determination of your request for access to documents. If the Corporation fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. Every effort will be made to comply with the prescribed time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Fees and Charges

Section 17 (i) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as tape, disc, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi) of the FOIA

Officers in the POSC are responsible for:-

- i. The initial receipt of and action upon notices under Section 10;
- ii. Requests for access to documents under Section 13; and

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR
THE YEAR 2022—CONTINUED

- iii. Applications for correction of personal information under Section 36 of the FOIA, are as follows:

The Designated Officer is: Mrs. Esther O'Brien
Deputy Chief Executive Officer
Port of Spain Corporation
City Hall
2 – 4 Knox Street, Port of Spain.

TELEPHONE NO.: (868) 299-0870 Ext. 2226

Email: poscitycorporation@gmail.com

The Alternate Officer is: Ms. Victoria Allum
Personnel and Industrial Relations Officer III
Port of Spain Corporation
City Hall
2 – 4 Knox Street, Port of Spain.

TELEPHONE NO.: (868) 299-0870 Ext. 2342

Email: poscitycorporation@gmail.com

Section 7 (1) (a) (vii) of the FOIA

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)

Statutory Meetings

Statutory Meetings are held on the last Wednesday of every month at the Port of Spain Corporation Town Hall, located at #2-4 Knox Street, Port of Spain.

Section 7 (1) (a) (viii) of the FOIA

Library/Reading Room Facilities

This section is not applicable to the POSC at this time.

Section 8 (1) (a) (i) of the FOIA

Documents containing interpretations or particulars of written laws or schemes administered by the POSC, not being particulars contained in another written law:-

| This section is not applicable to the POSC at this time.

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PUBLIC STATEMENT OF THE PORT OF SPAIN CORPORATION ("POSC") FOR
THE YEAR 2022—CONTINUED

Section 8 (1) (a) (ii) of the FOIA

Manuals, rules of procedure, statements of policy, records of decision, letters of advice to persons outside the POSC, or similar documents containing rules, policies, guidelines, practices and precedents.

- a. Standing Orders Legal Notice No. 74 dated December 20, 1996
- b. Manual of Policy Statements
- c. Minutes of Statutory Meetings

Section 8 (1) (b) of the FOIA

In enforcing written laws or schemes administered by the POSC where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement.

This section is not applicable to the POSC at this time.

Section 9 (1) (a-m) of the FOIA

A report or a statement containing the advice or recommendations of a body or entity established within the POSC.

- .Statutory Minutes and Reports
- .Strategic Plan
- .Annual Administrative Report

PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA).

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (hereinafter referred to as “the FOIA”) 1999, the Princes Town Regional Corporation (PTRC), is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by the Princes Town Regional Corporation.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect, or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 – STATEMENTS

Section 7 (1) (a) (i)

Function and Structure of the Princes Town Regional Corporation

• **Vision Statement**

The Princes Town Regional Corporation’s vision is to serve and develop the region of Princes Town so that burgesses receive municipal services that are second to none. Our aim is to make the region beneficial for burgesses, attractive for investment and enjoyable for visitors. We can do this

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

if we work together in nurturing, protecting and proudly promoting the unique and diverse resources of Princes Town and Environs.

- **Mission Statement**

To ensure the effective delivery of municipal services to the burgesses of Princes Town Regional Corporation so that they lead quality productive lives.

- **Role and Function of the Princes Town Regional Corporation**

The roles, responsibilities, and decision-making powers of the Princes Town Regional Corporation are enshrined in the Corporations Act No. 21 of 1990, its amendment Act No. 8 of 1992, and the Standing Orders.

The services provided by the Princes Town Regional Corporation are summarized as follows:

- The provision, maintenance, and control of such parks, recreation grounds, and other public spaces vested in the Corporation.
- The provision and maintenance of sanitary conveniences in and the enhancement of public places vested in the Corporation and make reasonable charges for its use.
- Regional natural disaster mitigation planning and the provision of disaster relief coordination relief efforts (in collaboration with the national body for disaster management – The Office for Disaster Preparedness and Management (ODPM).
- the maintenance and control of any home for the aged established by the Corporation.
- The processing and granting of final approval for building plans and land development proposals.
- Provision of advice on land development, planning permission, and construction.
- The issuance of Completion Certificates upon inspection for compliance with Town and Country Planning provisions.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- The appointment of public places as markets and slaughterhouses as well as the control and maintenance of same.
- The distribution of truck-borne water subject to the provisions of the Water and Sewerage Act (Chapter 54:40).
- The construction and maintenance of all drains and watercourses, except main watercourses and highway watercourses.
- The promotion of development within the Municipality in accordance with the plans approved by the Minister with responsibility for physical planning.
- The maintenance, control, and enhancement of the physical environment.
- The provision of Public Health Services such as, but not limited to: the disposal of waste from public and private property, cleaning of septic tanks, insect, rodent, and vector control, sanitization of Corporation Assets, the dissemination of information for the public's health.
- The maintenance and repair of taxi stands and benches.
- The provision of charitable assistance from the Chairman's Fund.
- The coordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- The provision of food badges.
- The collection and distribution of forms issued by Departments of Government.
- The enforcement of the Litter Act, Chapter 30:52
- The enforcement of the Dog Control Act, Chapter 67:56.
- The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act (Chapter 30:50) and the Cremation Act (Chapter 30:51).

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act (Chapter 41:01).
- Such other functions as the President may from time to time by Order prescribe.

Structure of the Princes Town Regional Corporation

The Princes Town Regional Corporation comprises of a Political Arm known as the Princes Town Council and the Administrative Arm.

The Political Arm

Each electoral district is represented by an elected Local Government Representative or Councillor.

The Council consists of (10) ten Councillors and (4) four Aldermen and is responsible for:

i) COMMITTEES**a) The Standing Committees**

- Public Health Committee.
- Finance, Planning & Allocation of Resources Committee.
- Personnel Committee.
- Physical Infrastructure Committee.

b) The Sub-Committees

- Market and Vending Management Committee.
- Tourism & Business Development Committee.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- Security, Crime Prevention and Enforcement Committee.
- Sports & Recreational Facilities Committee.
- Social Services & Gender Equality Committee.
- Cultural National Days & Festivals Committee.
- Occupational Health & Safety Committee.
- Youth Development Committee.
- Transport & Logistics Committee.
- Street Naming & Orphan Road Committee.
- Self-Help Committee.
- Disaster Management Committee.
- Farming, Agriculture & Rural Development Committee.
- Education & Training Committee.
- Communications & Public Relations Committee.
- Building & Institutions Committee.
- Implementation Committee.

The Statutory Meeting is held at the end of each month in order to ratify all decisions made at the Standing Committee Meetings.

The Regional Coordinating Meeting is also held monthly. At this meeting representatives from different agencies chaired by the Chairman of Council come together to ensure that work carried out is structured and done in a planned and coordinated manner so that there is no misunderstanding or duplication of work.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED**ii) ELECTORAL DISTRICTS:**

- New Grant/Tableland.
- Inverness/Princes Town South.
- Corinth/Cedar Hill.
- St. Julien/Princes Town North.
- Ben Lomond/Hardbargain/Williamsville.
- Moruga.
- Fifth Company.
- Lengua/Indian Walk.
- St. Mary's/Hindustan.
- Reform/Manahambre.

The Administrative Arm

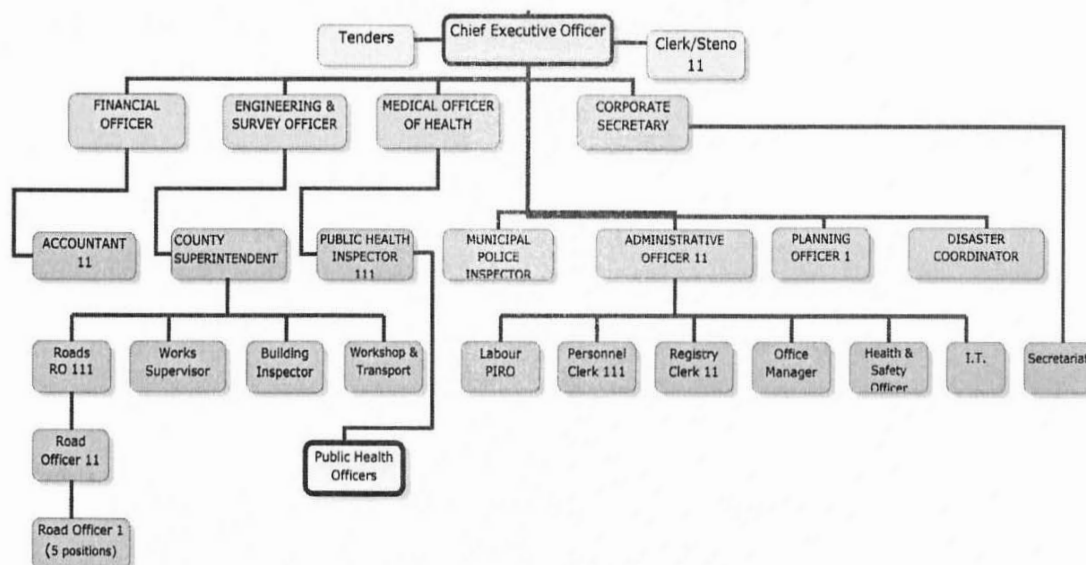
The Council acts through the Administrative Arm of the Corporation. The Administrative arm executes the resolutions of Council and is responsible for the daily operations of the Corporation.

The Administrative Arm is headed by the Chief Executive Officer who is assisted by qualified chief officers, technical officers, monthly paid employees, daily rated employees, and in some instances, contract workers where necessary.

The structure of the Administrative Arm:

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED



Categorization of the Workforce

Monthly Paid - The monthly paid positions of the Corporation are filled by public officers who are recruited through the Public Service Commission (PSC).

Daily Paid - Daily rated workers are recruited by the Personnel & Industrial Relations Department of the Princes Town Regional Corporation for the provisions of skilled and unskilled labor. The Corporation is guided by the Collective Agreement, as negotiated by the Chief Personnel Officer and the National Union of Government and Federated Workers, which states the salaries and terms and conditions of service of daily rated workers.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Princes Town Regional Corporation

- Legislation Administered by the Princes Town Regional Corporation.
- Financial and Accounting documents.
- Strategic Review and Strategic Plans.
- Corporate Plans.
- Documents from other public authorities lodged at the Corporation for public views e.g. [E.M.A.] Environmental Management Authority, Development Plans etc.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- Registers.
- Contractual Documents.
- Documents relating to Human Resources and Industrial Relations.
- Policies and other matters.
- Reports.
- Maps.
- Infrastructure matters.
- General Administrative Documents.
- Policy Documents.

Section 7 (1) (a) (iii)**Materials Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following materials between the hours of **8:00am to 4:00pm on normal working days at the Princes Town Regional Corporation, Hosein's Mall, High Street, Princes Town:**

- Minutes of Statutory Meetings and Appended Reports.
- Draft Estimates of Revenue and Expenditure.
- Detailed Estimates of Approved Projects.
- Approved Estimates of Development Programme Works.
- Audited and unaudited Financial Reports.
- Annual Administration Report.
- Magazines, Brochures.
- The Collective agreement between the Chief Personnel Officer (CPO) and the National Union of Government and Federated Workers Union (NUGFW).
- Signed Permanent Cadre, Regular and Casual List of Employees of the Corporation.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- Municipal Corporations Act NO. 21 of 1990 and its Amendment No. 8 of 1992.
- Standing Orders.
- Market and Abattoir Bye-Laws.
- Conditions of Contract:
 - Schedules
 - Tender Documents
 - Summary of Tenders invited
 - Schedule of Awards
 - Return of Awards
 - Manual of operating procedures
- Registers:
 - Assets
 - Fee Structure
 - Food Badges
 - Business Places
 - Water Applications
 - Petty Contractors and Bonded Contractors
 - Approved Plans
 - Market and Cemetery Allotments
 - Complaints.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

Section 7 (1) (a) (iv)

Literature available for subscription

This section is not applicable to the Princes Town Regional Corporation at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Princes Town Regional Corporation:

How to Request Information:

General Procedure

The Princes Town Regional Corporation's policy is to respond to all oral and written requests for information. However, in order to enforce the rights guaranteed to applicants pursuant to the Freedom of Information Act, applicants must make such request for information in writing. Applicants are advised to complete the Request for Access to Official Document(s) Form that is available at General Administration Department of the Princes Town Regional Corporation.

Addressing Requests

To facilitate prompt handling of requests, please address it to the Designated Officer of the Princes Town Regional Corporation (see **Section 7(1)(a)(vi)** herein for further details). Requests will be acknowledged as official when made on the prescribed form

Details in the Request

Applicants must provide sufficient information to permit identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write his/her request or what details to include therein, please communicate with our Designated Officer whose information is provided hereinbelow.

Requests not handled under the FOIA

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

A request under the FOIA will not be processed to the extent that it asks for information which is exempt under the FOIA or which is readily available to the public, either from the Princes Town Regional Corporation or from another public authority.

Responding to your Requests:**Retrieving Documents**

The Princes Town Regional Corporation is required to furnish copies of documents only when they are in our possession, custody or power or those which we can retrieve them from storage. We will furnish only one true copy of a document to reflect the exact contents of the original.

Time Limits - General

The FOIA sets a time limit of thirty (30) calendar days, from the date the request was received, for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request, advise you of the status of your request and request an extension of time to facilitate a response.

Additionally, since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request to ascertain its status.

If the Princes Town Regional Corporation determines that the request cannot be disclosed (refusal) then the applicant will be informed of the rights of the applicant according to Section 36A and 39 of the FOIA.

Fees and Refunds

Section 17(i) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as tape, disc, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of said material.

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED**Section 7(l)(a)(vi)**

Officers of the Princes Town Regional Corporation are responsible for:

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13; and
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer of the Princes Town Regional Corporation is:

Mrs. Liann Horrel Pariag

Corporate Secretary

Princes Town Regional Corporation

Hosein's Building,

High Street,

Princes Town

Tel: 655-3494/655-2416/655-2417 ext. 246

Email: liann.h.pariag@gov.tt

The Alternate Designated Officer:

Mrs. Savita Mohammed

Administrative Office II

Princes Town Regional Corporation

Hosein's Building,

High Street,

Princes Town

Tel: 655-3494/655-2416/655-2417 ext. 239

Email: ptrc@gov.tt

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PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where minutes/ meetings are open to the public):

Statutory Meetings are held on the last Wednesday of each month.

Section 7 (1) (a) (viii)

Library/ Reading Room Facilities

At present there are no library, however, the Corporation's Hall is available for use on non-meeting days. Information in the public domain can be accessed via our Facebook page:
<https://www.facebook.com/PrincesTownRegionalCorporation>

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations of particulars of written laws OR schemes administered by the public authority, not being particulars contained in another written law:

- a) Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.
- b) Public Health Ordinance Chapter 12 No. 4.
- c) Highways Act Chapter 48:01.
- d) Market Bye-Laws, Legal Notice No. 147.
- e) Abattoir Bye-Laws, Legal Notice No. 167.
- f) Litter Act Chapter 30:52.

1062—Continued

PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

- g) Dogs Act Chapter 67:5 and Dangerous Dogs Act.
- h) Recreation Ground and Pastures Act Chapter 41:01.
- i) Burial Grounds Act Chapter 30:50.

These can be purchased at the Government Printery or are available

online at www.legalaffairs.got.tt.

Section 8 (1) (a) (ii)

“Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters etc.”:

1. Standing Orders, Legal Notice No. 13.
2. Manual of Operating Procedures.
3. Manual of Policy Statements.
4. Statutory Minutes and Reports.

Section 8 (1) (b)

“In enforcing written laws or schemes administered by the Princes Town Regional Corporation where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.”

Classifications – Daily Paid and Monthly Paid as mentioned hereinabove.

SECTION 9 STATEMENTS

1062—Continued

PUBLIC STATEMENT OF THE PRINCES TOWN REGIONAL CORPORATION (PTRC) FOR
THE YEAR 2022—CONTINUED

Section 9 [1] [A – M] Statements:

- a. Strategic Review of the Princes Town Regional Corporation.
- b. Strategic Plan of the Princes Town Regional Corporation.
- c. Auditor General Reports.
- d. Minutes of the Statutory Committee Meetings of the Princes Town Regional Corporation, and its attached reports.
- e. Draft Estimates of Revenue.
- f. Draft Estimates of Expenditure (Recurrent).
- g. Draft Estimates of Expenditure (Development Programme).
- h. Approved Estimates of Revenue.
- i. Approved Estimated of Expenditure Recurrent.
- j. Approved Estimated of Development Programme.



PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC) IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the San Fernando City Corporation (SFCC), is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public

1. A legal right for each person to access official documents (with exemptions) held by the San Fernando City Corporation.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 – STATEMENTS

Section 7 (1) (a) (i)

Function and Structure of the SFCC

• **Vision Statement**

To be recognised as an outstanding provider of Local Government Services to our customers and to remain an organization committed to excellence in the social, cultural, economic and environmental development of San Fernando.

• **Mission Statement**

The San Fernando City Corporation is committed to being an outstanding provider of Local Government Services to its customers, the Citizens and users of San Fernando.

• **Role and Function of the SFCC**

The San Fernando City Corporation is a Body Corporate established under the Municipal Corporations Act No. 21 of 1990 (as amended). The Act governs the main operations of the Municipal Corporations inter alia, the main roles and responsibilities of the San Fernando City Corporation and are summarize as follows as stipulated by sections 124-224 of the Act:

- The construction, upgrade, and maintenance of streetsⁱ within the Municipality inclusive of the removal of any obstruction and/or encroachment, the naming/renaming of streets, numbering/re numbering of all premises and the erection and upkeep of street signs and other signage.
- The erection and preservation of any statue or monument in any street or public place within the Municipality.
- The planting and conservation of trees in any street or public place vested in the Corporation and the cutting down, trimming and removal of any such tree.
- The provision and maintenance of sanitary conveniences in any street or public places vested in the Corporation and make reasonable charges for its use.
- The maintenance of the house rate book containing a list of properties assessed and their annual ratable value.
- The inspection, registration, and monitoring of food establishments.
- The processing and approval of building plans and land development proposals.
- The appointment of public places as markets and slaughterhouses as well as the upkeep and inspection of such.
- The granting of licenses to sell and occupy any stall, stand, table, shed or place within the markets and slaughterhouses.
- The granting of licenses to individuals who wish to follow the trade/business of a peddler, hawker or travelling huckster.

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

- The enforcement of applicable rules, regulations, and byelaws under the purview of the Corporation and the subsequent issuance of notices and fines for the non-compliance and violation of these.
- The creation of byelaws, rules, and regulations by the Council, subject to other governing Laws and approval by the relevant authorities, as it relates to the Corporation's responsibilities and as is deemed proper for the good rule and government of the Municipality and for the prevention and suppression of nuisances not already punishable in a summary manner by virtue of any written law.

The SFCC is committed to offering the above-mentioned services to the citizens of San Fernando as well as the following miscellaneous services as incorporated in the Municipal Corporations Act No. 21 of 1990 (Section 232) and as amended by Act No. 8 of 1992:

- The provision, maintenance, and control of all Corporation buildings.
- The maintenance and control of childcare centers established by the Corporation (subject to any other written law).
- The construction and maintenance of all drains and watercourses, except main watercourses and highway watercourses.
- The provision, maintenance, and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe.
- The promotion of development within the Municipality in accordance with the plans approved by the Minister with responsibility for physical planning.
- The maintenance of state property including – such police stations, health centers, post offices, and other government buildings as the Minister to whom responsibility for the construction and maintenance of buildings is assigned may by order determine.
- The maintenance, control and enhancement of the physical environment including – monitoring watercourses, beaches and waterfront areas, swamps, forests, game sanctuaries, savannahs, parks, and other open spaces.
- The disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care.
- The development, construction, maintenance and repair of passenger bus and taxi shelters and benches.
- The coordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- The collection and distribution of forms issued by Departments of Government.
- The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act (Chapter 30:50) and the Cremation Act (Chapter 30:51).
- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act (Chapter 41:01).
- Such other functions as the President may from time to time by Order prescribe.

• Structure of the SFCC

The San Fernando City Corporation comprises of a Political Arm which is known as the San Fernando City Council and the Administrative Arm.

• The Political Arm

Each electoral district is represented by an elected Local Government Representative or Councillor. The Councillors are elected to office by the Citizens and normally hold office for three (3) years. The present Council comprises the following:

- Mayor
- Deputy Mayor
- Four (4) Aldermen (elected by Councillors)
- Nine (9) Elected member Representatives for each electoral District

The Mayor is the Custodian of the City and is a Justice of the Peace for the City. He/She is also the ex-officio Chairman of all Committees of the Council and presides over the meetings of the Council.

The Council for the period 2019 to 2022 are presented below and in Table 1:

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

- Alderman Junia Regrello, His Worship the Mayor
- Alderman Dr. Ferri Deanna Hosein
- Alderman Colin Aniceto Lezama
- Alderman Rooplal Samaroo

Name of Councillor	Electoral District
Councillor Kern Phillip H. Ramdin	Marabella East
Councillor Michael Johnson	Marabella West
Councillor Marcus Gerard D. Girdharie	Marabella South/Vistabella
Councillor Teresa Lynch	Cocoyea/Tarouba
Councillor Wayne Couttier	Mon Repos/Navet
Councillor Naigum Dumas Joseph	Springvale/Paradise
Councillor Robert Parris	Pleasantville
Councillor Ryaad Hosein	Les Efforts East/Cipero
Councillor Rishi Rudra Balramsingh	Les Efforts West/La Romaine

The Council formulates policies and makes decision on all major works to be undertaken within the City. As outlined under Section 69(1) of Act No. 21 of 1990, the Council is mandated to operate via four (4) Standing Committees to facilitate effective governance of social, physiological and economic well-being and development of the citizens. These are as follows:

1. Finance, Planning and Allocation of Resources
2. Personnel
3. Public Health
4. Physical Infrastructure

The Finance, Planning and Allocation of Resources Committee relates to the planning, supervision, and approval of the expenditure of the financial resources of the Corporation.

The Personnel Committee is responsible for matters relating to employment and the employees of the Corporation.

The Public Health Committee has responsibility for all matters pertaining to public health. These include, but are not limited to:

- Enforcement of Environmental Health Legislation such as the Public Health Ordinance, Litter Act and the Market and Abattoir Bye-Laws to name a few
- Environmental Sanitation
- Scavenging and Waste disposal
- Removal of derelict vehicles
- Emptying of cesspits and septic tanks
- Vector, Rodent and Canine control
- Maintenance of Sanitary and Public Conveniences

The Physical Infrastructure Committee is responsible for making decisions and formulating policies for matters relating to infrastructural maintenance, development, and usage. These include, but are not limited to:

- Streets
- Sanitary and Public Buildings
- Spatial development

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

In addition to this, and pursuant to Section 68(1) of the Act No. 21 of 1990, the Council also has the authority to appoint sub-committees. For the SFCC, these are:

1. Security and Disaster Management Committee
2. General Purposes Committee
3. Planning and Development Committee
4. Education, and Youth Affairs Committee
5. Parks and Institutions Committee
6. Arts and Culture Committee
7. Assessment Committee
8. Sports and Social Services Committee

All decisions taken at the various Committees are ratified at the Council's Statutory Committee Meeting which occurs last Wednesday of each month.

Regional Coordinating Committee Meetings are also held to facilitate all key stakeholders together to discuss matters impacting the Region, ensuring that work carried out is structured and done in a planned and coordinated manner to prevent duplication.

The Administrative Arm

Council is mandated to act through the Administration of Chief Officers and Staff to deliver Local Government Services and assist the Council in policy development and the implementation of these policies.

The Administrative Arm executes these resolutions of Council and is tasked with the efficient and effective delivery of products and services to all stakeholders through Direct Labour, Contracted Services, Recurrent and Capital Works programmes.

The Chief Executive Officer (CEO) is charged with the responsibility of managing the affairs of the Corporation, inclusive of planning, budgeting, coordinating, organising, and directing its statutory functions. The CEO is supported by the Deputy Chief Executive Officer (DCEO) and other Chief Officers whose combined efforts and dedication have allowed the Corporation to continuously achieve its strategic objectives through the implementation of the Council's programmes. The Chief Officers are:

- Chief Executive Officer (CEO)
- Corporate Secretary (CS)
- City Treasurer Accountant (CTA)
- Chief Medical Officer of Health (CMOH)
- City Engineer (CE)

The Chief Officers of the Corporation are assisted by qualified monthly paid officers, daily rated employees at all levels and contract workers. Public trust and confidence are strengthened through the provision of efficient, effective, and reliable services to the citizenry, coordinated through the undermentioned departments/units and their relevant sub-units in a professional manner. Accounts Department.

1. Office of the CEO
2. Engineering Department
3. Public Health Department
4. Disaster Management Unit
5. Municipal Police Service
6. Assessments Department
7. Tenders Unit
8. Internal Audit Unit

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

9. Personnel Department
10. Office Management

As mentioned, the SFCC provides employment to a variety of workers. The Corporation's establishment includes approved positions for monthly paid officers and daily paid employees. Contracted workers are also hired to fill labor gaps created by the increasing demands of the region and lengthy time for the relevant external authorities to fill established positions.

Categorization of the Workforce

Monthly Paid - The permanent Monthly paid establishment of the City Corporation are filled by public officers who are recruited through the Statutory Authorities Service Commission (SASC). They are represented by the Public Service Association (PSA) with their salaries and terms and conditions of service being negotiated with the Chief Personnel Officer (CPO). These positions range from professional, technical, administrative, clerical, secretarial and manipulative in job responsibility.

Daily Paid - These daily rated workers provide a means of direct labour, both skilled and unskilled, and are recruited by the Personnel Department of the SFCC. The Corporation is guided by the Collective Agreement as negotiated by the Contractors and General Workers Trade Union (C&GWTU) who is the union representative for the Daily paid workers and the CPO, which states their salaries and terms and conditions of service.

According to this Agreement, daily rated workers can be classified as permanent, regular or casual workers. Permanent workers are those who fill the approved positions of the Corporation's daily paid establishment. A worker shall be deemed to have effective years' service if he or she has worked at least 180 days in any twelve (12) month period. Casual workers are recruited on a fortnightly and rotational basis to temporarily fill any labor gaps. To retain the Corporation's approved positions which would naturally decrease due to retirement, death and/or resignation, workers from the regular list are promoted based on qualifications, skill set and seniority.

Section 7 (1) (a) (ii)**Categories of Documents in the Possession of the SFCC**

- Administrative files used in the daily operations of SFCC
- Circulars, Memoranda, Notices and Bulletins
- Complaints/suggestion files
- Contract documents, collective agreements and incidental material
- Personnel records for all categories of staff containing information on job specifications, job applications, staff appointments, performance appraisals, promotions, transfers, applications for vacation leave, resignations, retirement and death
- Documents related to the accounting and financial management function of the SFCC
- Documents related to court actions involving the SFCC
- Documents related to health and safety and environment management
- Documents related to the procurement of supplies, services and equipment
- Engineering, Architectural and Drawing Office documents
- Financial records, including payroll, management accounts, recoveries, accounts payables and audit correspondence files
- Internal and External Correspondence Files
- Inventory records
- Legislation and Legal Instruments regulating the operation of the SFCC
- Maps/ Charts/ Photographs/
- Minutes and Agendas of Meetings of the Council and Sub-Committees
- Policy documents
- Procedural guidelines and manuals
- Project reports;

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PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

- Tender documents
- Title documents, Statutory Approvals documents
- Legislation and Legal Instruments relating to SFCC
- Registers
- Contractual Documents
- Documents relating to Human Resources and Industrial Relations
- Infrastructure matters

Section 7 (1) (a) (iii)**Materials Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following materials between the hours of 8:00am to 4:00pm on normal working days at the San Fernando City Corporation, City Hall Harris Promenade, San Fernando:

- Annual Administration Report.
- Magazines, Brochures.
- Collective Agreement.
- Legislation relating to the operations of the SFCC

Section 7 (1) (a) (iv)**Literature available for subscription**

This section is not applicable to the SFCC at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the SFCC****How to Request Information****General Procedure**

The policy of the SFCC is to respond to all oral and written requests for information. However, in order to employ the rights given to the applicant under the Freedom of Information Act (e.g. the right to challenge a decision if the request for information is refused), the applicant must make such request for information in writing. The applicant must, therefore, complete the Request for Access to Official Document(s) Form that is available at General Administration Department of the San Fernando City Corporation.

Addressing Requests

To facilitate prompt handling of requests, please address it to the Designated Officer of the SFCC (see **Section 7(1)(a)(vi)** herein for further details). Requests will be acknowledged as official when made on the prescribed form.

Details in the Request

Applicants must provide sufficient information to permit identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write his/her request or what details to include therein, communication with the SFCC is recommended.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is exempt under the FOIA or which is readily available to the public, either from the SFCC or from another public authority.

Responding to your Requests:**Retrieving Documents**

The SFCC is required to furnish copies of documents only when they are in our possession, custody or power or those which we can retrieve them from storage. We furnish only one copy of a

1063—Continued

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and not its quality in our reply. Furthermore, records prior to the commencement of the FOIA may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed. Please note we are not compelled to do the following:

- (a) Create new documents
- (b) Perform research for you.

Time Limits**General**

The FOIA sets a time limit of thirty (30) calendar days, from the date the request was received, for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request, advise you of the status of your request and request an extension of time to facilitate a response.

Additionally, since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request to ascertain its status.

If the SFCC determines that the request cannot be disclosed (refusal) then the applicant will be informed of the rights of the applicant according to Section 36A and 39 of the FOIA.

Fees and Refunds

Section 17(i) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as tape, disc, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of said material.

Section 7(l)(a)(vi)

Officers of the SFCC are responsible for:

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13; and
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer of the SFCC is:

Ms. Lakshmi Lalla
Corporate Secretary
San Fernando City Corporation
City Hall
Harris Promenade
San Fernando
Tel: (868) 652-2543-7 Ext 2011
Email: corpsec.sfcc@gmail.com

The Alternate Designated Officer:

Mr. Jameel Ali
Deputy Chief Executive Officer (Ag)
San Fernando City Corporation
City Hall
Harris Promenade
San Fernando
Tel: (868) 652-2543-7 Ext 2011

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

Email: sfcc.dceo@gmail.com

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other bodies (where minutes/ meetings are open to the public)

Statutory Meetings are held on the last Wednesday of each month.

Section 7 (1) (a) (viii)

Library/ Reading Room Facilities

At present there are no library or reading room facilities. Information in the public domain can be accessed via our website – sfcc.com.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the SFCC, not being particulars contained in another written law.

This section is not applicable to the SFCC at this time.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the SFCC, or similar documents containing rules, policies, guidelines, practices or precedents.

Manual - Devolution of Functions

Section 8 (1) (b)

In enforcing written laws or schemes administered by the SFCC where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.

This section is not applicable to the SFCC at this time.

SECTION 9 STATEMENTS**Section 9 (1) (a)**

A report, or a statement containing the advice or recommendations, of a body or entity established within the SFCC.

➤ Annual Administrative Report

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside the SFCC by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the SFCC or to the responsible Minister of the SFCC.

This section is not applicable to the SFCC at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the SFCC."

This section is not applicable to the SFCC at this time.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations of a committee established within the SFCC to submit a report, provide advice or make recommendations

PUBLIC STATEMENT OF THE SAN FERNANDO CITY CORPORATION (SFCC)—CONTINUED

to the responsible Minister of the SFCC or to another officer of the SFCC who is not a member of the committee.

This section is not applicable to the SFCC at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the SFCC by a scientific or technical expert, whether employed within the SFCC or not, including a report expressing the opinion of such an expert on scientific or technical matters.

This section is not applicable to the SFCC at this time.

Section 9 (1) (f)

A report prepared for the SFCC by a consultant who was paid for preparing the report.

This section is not applicable to the SFCC at this time.

Section 9 (1) (g)

A report prepared within the SFCC and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

This section is not applicable to the SFCC at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the SFCC, or of any office, division or branch of the SFCC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the SFCC.

- Administrative Reports

Section 9 (1) (i)

A report containing final plans or proposals for the re-organisation of the functions of SFCC, the establishment of a new policy, programme or project to be administered by the SFCC, or the alteration of an existing policy, programme or project administered by the SFCC, whether or not the plans or proposals are subject to approval by an officer of the SFCC, another public authority, the responsible Minister of the SFCC or Cabinet.

- Budgets for all financial years to date
- Strategic Local Economic Developmental Plan for the year 2020- 2025

Section 9 (1) (j)

A statement prepared within the SFCC and containing policy directions for the drafting of legislation.

This section is not applicable to the SFCC at this time.

Section 9 (1) (k)

A report of a test carried out within the SFCC on a product for the purpose of purchasing equipment.

This section is not applicable to the SFCC at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the SFCC.

This section is not applicable to the SFCC at this time.

Section 9 (1) (m)

A valuation report prepared for the SFCC by a valuator, whether or not the valuator is an officer of the SFCC.

This section is not applicable to the SFCC at this time.

**PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022**



**THE 2022 PUBLIC STATEMENT OF THE
SANGRE GRANDE REGIONAL CORPORATION**

In compliance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA)
No. 26 of 1999

In accordance and compliance with sections 7, 8 and 9 of the Freedom of Information Act, No. 26 of 1999 (hereinafter referred to as FOIA), the Sangre Grande Regional Corporation (the Corporation) is obliged to publish an annually updated statement which lists the documents and information which is generally available to the public.

The FOIA grants members of the general public:

1. A legal right for each person to access information held by the Corporation.
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect, or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and apply to the High Court of Trinidad and Tobago for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Ministry of Public Administration and Communications and the Ministry of Rural Development and Local Government.

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Profile of the Corporation:

The Sangre Grande Regional Corporation is a body corporate, and one of fourteen (14) Municipal Corporations, that are enshrined in the Municipal Corporations Act No. 21 of 1990 Chap. 25:04 and created by its amendment, Act No. 8 of 1992.

The Corporation is the local government body responsible for the Municipality of Sangre Grande. The Region of Sangre Grande is found in northeast Trinidad. It is bounded on the south by the Region of Mayaro/Rio Claro, on the southwest by Couva/Tabaquite/Talparo and on the west by Tunapuna/Piarco. The Region is bounded by the Atlantic Ocean on the east, with a series of bays, and by the Caribbean Sea in the north.

The Municipality spans from the north-eastern corner of the lands owned by Bascille Coa proceeding in an easterly direction to Galera Point. It continues from Galera Point, proceeding in a southerly direction to the northern bank of the Dubloon River. It continues from the Dubloon River, westwards, to where the Plum Mitán Road crosses the North Bank and continuing westward to the Cumuto Main Road. Finally, from the Cumuto Main Road, the boundary proceeds in a northerly direction to the junction where it meets the Tamana Road and back to the point of lands by Bascille Coa. It spans approximately 927 square kilometres, and the last available statistics indicate a population of around 75,766.

Mission Statement:

The Mission of the Sangre Grande Regional Corporation is to provide prompt quality services to the citizens of the region in an effective and efficient manner thereby enhancing the standard of living of communities within the context of national development.

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

The Role of the Corporation:

The Municipality is largely rural with around forty-one (41) communities. The region is distributed into eight electoral districts:

1. Vega de Oropouche
2. Manzanilla/Fishing Pond
3. Sangre Grande Northeast
4. Valencia West
5. Valencia/Toco East
6. Sangre Grande South
7. Cumuto/Tamana
8. Sangre Grande Northwest

Functions of the Corporation:

The Corporation provides a range of services, such as infrastructural and Public Health to the local community. The Corporation acts as a catalyst to and a facilitator of development of the Region of Sangre Grande. Such functions are as follows:

1. Section 232 of the Municipal Corporations Act outlines some of the functions exercisable by the Corporation, these are:
 - the distribution of truck-borne water subject to the provisions of the Water and Sewerage Act; the provision, maintenance, and control of all Corporation buildings.
 - the maintenance and control of homes for the aged established by the Corporation.
 - subject to any other written law, the maintenance and control of childcare centres established by the Corporation.
 - the construction and maintenance of all drains and watercourses, except main drains and watercourses, and drains along main roads and highways.
 - the provision, maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe.
 - the promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning.
 - the maintenance of State property including— such police stations, health centres, post offices, and other government buildings as the Minister to whom responsibility for construction and maintenance of buildings is assigned may by Order determine.

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

- the disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care.
- the co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment.
- the collection and distribution of forms issued by Departments of Government.
- the maintenance and control of burial grounds and crematoria, subject to the provisions of the Burial Grounds Act and the Cremation Act.
- the provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act.

2. Additionally, the Corporation is responsible for the following:

I. Local Health

- General sanitation and rodent control
- Development and maintenance of cemeteries and crematoria
- Development and maintenance of Markets and Abattoirs
- Enforcement of the Litter Act
- Cleaning of Cesspits and Septic Tanks

II. Infrastructural

- Provision and maintenance of secondary roads, streets, bridges, and drains

III. Disaster Management

- Conduct initial damage assessment in the aftermath of the impact of a hazard to identify emergency/relief requirements
- Provide logistics support to emergency relief activities by procuring needed items of relief supplies
- Oversee Community Emergency Response Team (CERT) operations
- Monitor, response, and recovery activities involving the use of disaster related equipment such as pumps and power-saws.
- Conduct Community Emergency Preparedness Programmes

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

IV. Building Inspectorate

- Ensuring strict adherence to all guidelines and requirements of the Municipal Corporation's Act and the Street and Building Bye-Law under the Public Health Ordinance in all land development and building applications.
- To provide approval for land development and building construction

V. Policing

- Enforcement of bye-laws and other regulatory provisions
- Undertaking of community policing and of investigations and the gathering of evidence
- Detecting and preventing socially deviant behavior such as illegal street vending, the erecting of illegal structures and vandalism
- General maintenance of domestic peace and tranquility and the prevention of crime within the municipality in collaboration with the central police
- Gathering of intelligence that could facilitate the detection and prevention of crime and the formulation of security policy with respect to security administration
- Arresting, issuing warrants and formally charging offenders of the law

The Structure of the Corporation:

The Corporation is composed of two arms an administrative arm and a political arm.

A. The Council

The Corporation has a locally elected Council, which comprises of Councillors and Aldermen who generally serve for a statutory term of three years. The Councillors are elected while the Aldermen are nominated.

The Sangre Grande Regional Corporation is comprised of eight electoral districts. There are therefore eight members of Council and four Aldermen. The members of Council for the term 2019-2022 are as follows:

Councillors:

- | | | |
|-----------------------|---|--|
| 1. Anil Juteram | - | Vega de Oropouche / Chairman of Council |
| 2. Kenwyn Phillip | - | Manzanilla/Fishing Pond / Vice-Chairman of Council |
| 3. Paul Mongolas | - | Sangre Grande North Easter |
| 4. Simone Gill-Joseph | - | Valencia West |
| 5. Martin Rondon | - | Valencia/Toco East |

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

- | | | |
|---------------------|---|-------------------------|
| 6. Calvin Seecharan | - | Sangre Grande South |
| 7. Anil Maharaj | - | Cumoto/Tamana |
| 8. Nassar Hosein | - | Sangre Grande Northwest |

Aldermen:

1. Suzan Holder
2. Keon Saroopsingh
3. Danielle Marshall-Piper
4. Ronney Lochan

The Council is meant to be a policy making body which is presided over by the Chairman of the Corporation. The Council of the Corporation operates via a committee system, which passes resolutions and make recommendations on matters which fall under their purview and said resolutions or recommendations are ratified at the monthly Statutory Meeting.

In accordance with Section 69 of the Municipal Corporation's Act, there are four Standing Committees, which are by law, required to be held:

- i. Finance, Planning and Allocation of Resources
- ii. Personnel
- iii. Physical Infrastructure
- iv. Public Health

However, under Section 68, the Council can appoint other committees to deal with issues of a general or specific nature.

Currently, for the year 2022, the Corporation has the following sub-committees

- i. Occupational Health and Safety
- ii. Security, Enforcement and Implementation
- iii. Local Economic Development
- iv. Land and Building
- v. Transport
- vi. Sports and Culture
- vii. Street Naming and Orphan Roads
- viii. Disaster Management

While not a part of the regular Committee System Section 253 provides for the hosting of a Regional Coordinating Committee which is mean to - the Water and Sewerage Authority (WASA), The Trinidad and Tobago Electricity Commission (T&TEC), the District or Regional Officer responsible for drainage and irrigation, The

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

Medial Officer of Health, and any other such officers of Local or Central Government and other persons as the Minister may upon the request of a Council appoint.

B. The Administration

The Administrative Arm of the Corporation is under the supervision of the Chief Executive Officer whose duties are listed in Section 110 of the Municipal Corporations Act. Said duties are:

- (a) attend all meetings of the Council and any meetings of its committees as he may be required by the Council to attend.
- (b) see that the business of the Corporation is carried out in accordance with the Bye-laws, Regulations and resolutions of the Council and be responsible for the correspondence of the Council and conduct such negotiations on behalf of the Corporation as the Council may require;
- (c) be responsible for and supervise all sales carried out by the Corporation for the recovery of any rates or charges due to the Corporation.
- (d) see that the terms and conditions of appointment of the officers of the Corporation are carried out, that decisions of the Council relating to their work or conduct are conveyed to them, and that the duties of such officers are duly performed.
- (e) be responsible for the administration and coordination of the work of the several departments of the Corporation on ordinary questions concerning their duties and obligations arising therefrom.
- (f) not later than the 31st March in each year, submit to the Mayor for the information of the Council a full and accurate report on the entire administration of the Corporation for the period ending the 31st December in the preceding year, including a summary of the general state and condition of the Corporation, together with such observations and recommendations as he thinks expedient or necessary.

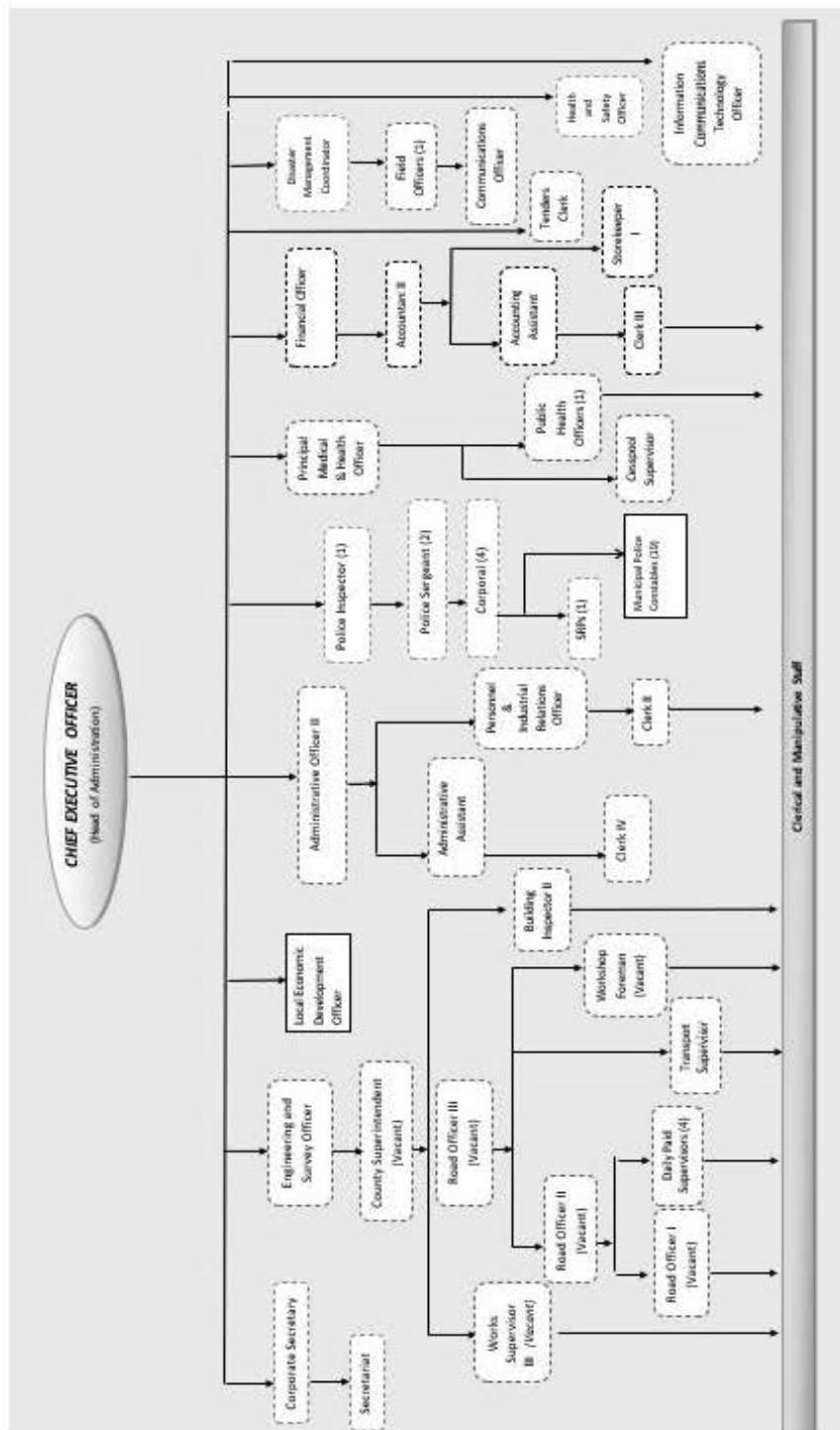
In addition to the Chief Executive Officer, the section 36 of the Municipal Corporation's Act provides that there are four other Chief Officers who are as follows:

- i. A treasurer
- ii. An Engineer
- iii. A Medical Officer of Health and
- iv. A Corporation Secretary

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR THE YEAR 2022

The Heads of Departments communicate instructions down the line to their immediate subordinates, who undertake the required work. Most of the work programmes are performed by daily rated employees.

The organisational chart of the Corporation is as identified below:



PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

The Corporation is comprised of the following departments:

- The Building Inspectors Department
- The Disaster Management Unit
- The Technical Department
- The Personnel and Industrial Relations Department
- The Municipal Police
- The Public Health Department
- The Accounts Department
- The Secretariat Department
- The Tenders Department

The Council is meant to work in tandem with the Administrative Arm by producing overall policy which is meant to guide the operations of the organisation.

Section 7 (1) (a) (ii)

The following are the categories of documents held by the Corporation:

- Legislation
- Accounting Documents
- Registers
- Contract Documents
- Reports
- Minutes
- Records
- Manuals
- Maps

Section 7 (1) (a) (iii)

The following are materials prepared for inspection by members of the public:

- A. Legislation
 - Municipal Corporations Act
 - Public Health Ordinance
 - Central Tenders Board Act
 - Public Procurement and Disposal of Property Act
 - Exchequer and Audit Act
 - Collective Agreement
 - Highways Act

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

- Sangre Grande Regional Corporation Standing Orders
- Civil Service Act/Regulations
- Constitution of Trinidad and Tobago
- Freedom of Information Act
- Burial Grounds Act
- Litter Act
- Sangre Grande Regional Corporation Vesting Orders

NB: The above listed documents are also available, at no charge, to members of the public online at: <http://laws.gov.tt/>. Further, said documents can be purchased from the Government Printery.

B. Accounting Documents

- Draft Estimates of Revenue and Expenditure
- Recurrent and Development Programme
- Approved Estimates of Revenue and Expenditure, Recurrent and Development Programme
- Detailed Estimates of approved projects
- Audited and Unaudited Annual Financial Statements
- Monthly Financial Statements

C. Registers

- List of Registered Petty Contracts
- Approved Plans - Buildings and Sub-Divisions
- Market and Cemetery Allotment

D. Contract Document

- Conditions of Contract
- Tender Documents

E. Reports

- Administrative
- Technical
- Public Health
- Finance
- Technical
- Audit
- Miscellaneous

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

F. Minutes

- Statutory Meeting

G. Records

- General Administrative
- Personnel
- Finance/Accounting
- Administrative

Section 7 (1) (a) (iv)

Literature available by subscription

The Corporation has no literature that is available via subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Corporation.

A. General Procedure

It is the Corporation's policy is to answer all oral and written requests for information however, in order to have the rights afforded to the public by the Freedom of Information Act, the applicant must make their request in writing. The applicant must therefore, to put said request in writing, complete the "*Request for access to official documents*" form, a copy of which may be downloaded from the website www.foia.gov.tt or a physical copy collected from the Ministry of Public Administration and Communication.

In completing the form, the relevant information must be provided:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

The completed form may be:

- Hand delivered to the Corporation
- Mailed to the Corporation
- Emailed to the Corporation (sgrcrnt@gmail.com)

B. Addressing Requests

To facilitate the prompt handling of your request, said request must be addressed to the Designated Officer of the Corporation (see Section 7 (1) (a) (vi)).

C. Details in the request

Applicants should provide sufficient details which will allow for the ready identification and location of the records being requested. If insufficient information is provided, clarification will have to be sought from the applicant. If the application is unsure how to write his/her request or what details should be included in the request, the applicant should communicate with the Corporation's Designated Officer.

D. Requests not handled under the Freedom of Information Act

In accordance with Section 12 of the Freedom of Information Act, the following requests will not be processed:

- Documents which contain information, which is open to public access, as part of a public register
- Documents which contain information that is available for purchase by the public
- Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- Documents which are stored for preservation or safe custody.

E. Responding to Requests

I. Retrieving Documents

The Corporation is required to furnish copies of documents only when they are in its possession, or it can be retrieved from storage. The Corporation is only required to furnish one (1) copy of the document. If the document in question is in such a condition that it cannot be made legible, the Corporation may not attempt to reconstruct it. Instead, the Corporation will furnish the best copy possible and note its quality in its response.

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

The Corporation is not required or compelled to do the following:

- Create new documents
- Undertake research for the applicant

Prior to the commencement of the Freedom of Information Act, old records may have been destroyed. The granting of a request for such documents may therefore not be possible. There are various laws, regulations, and manuals which give the time periods for which records may be kept before they are destroyed.

F. Time Limits

I. General

The Freedom of Information Act sets a time limit of thirty (30) days after the request was made to notify the applicant of the approval or refusal of access to the documents. As there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that the Corporation did receive your request. If it appears that the processing your request may take longer than the Statutory limit, you request will be acknowledged and the status of your request provided.

If the Corporation fails to meet the deadline of the Freedom of Information Act, the applicant has the right to proceed as if their request has been denied.

II. Fees and refunds

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the documents within seven (7) days of the payment of the relevant fee. If the information is not provided within the seven (7) day period, the applicant is entitled to a refund of the fees paid in addition to free access to the documents requested.

Section 7 (1) (a) (vi)

The Designated Officers at the Corporation are responsible for

1. The initial receipt of and action upon notices under section 10
2. Requests for access to documents under section 13 and
3. Application for corrections of Personal documents under Section 36 of the Freedom of Information Act are as follows

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

The Designated Officers of the Corporation are as follows:

Ms. Felisha St. Bernard
Corporate Secretary
Sangre Grande Regional Corporation
Corner Ramdass Street and Eastern Main Road
Sangre Grande
Telephone Number: 668 - 3410 (ext 120)
Email: sgrcnt@gmail.com

Administrative Officer II
Sangre Grande Regional Corporation
Corner Ramdass Street and Eastern Main Road
Sangre Grande
Telephone Number: 668 - 3410 (ext 104)
Email: sgrcnt@gmail.com

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies, (where meetings/minutes are open to the public)

The Statutory Meeting held by the Council of the Corporation on a monthly basis and the minutes of same are open and available to the general public. The Statutory Meetings are held at the Council's Chamber of the Sangre Grande Regional Corporation situate at Corner Eastern Main Road, Sangre Grande.

Section 7 (1) (a) (viii)

A. Library/Reading Room Facilities

The Corporation does not have a designated Reading Room however, the Council's Chamber of the Sangre Grande Regional Corporation situate at Corner Eastern Main Road, Sangre Grande doubles as a Reading Room which is available for public use.

B. Opening Hours

Arrangements will be made to accommodate the applicant at this facility between the hours of 8:00 a.m. to 4:00 p.m. Mondays to Fridays.

If the Applicant is to use the facility to peruse documents that were made available, it is the policy of the Corporation that:

- The provision of documents may be subject to a charge to cover administrative costs

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

- No smoking, eating, or drinking is allowed in the Chamber Hall
- The Applicant shall remain quiet and respectful so as to ensure that there is no disruption to the activities and ongoings of the Corporation
- The Applicant shall comply with the instructions of the Designated Officer at all times
- The Applicant shall comply with all Health and Safety and COVID 19 requirements and regulations

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particular of written laws or schemes administered by the Corporation, not being particulars in another written law:

- Municipal Corporations Act
- Public Health Ordinance
- Highways Act
- Market Bye Laws
- Litter Act
- Dogs Act
- Recreation Ground and Pastures Act
- Burial Grounds Act
- Sangre Grande Regional Corporation Standing Orders

NB: The above listed documents are also available, at no charge, to members of the public online at: <http://laws.gov.tt/>. Further, said documents can be purchased from the Government Printery.

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Corporation or similar documents containing rules, policies, guidelines, practices, or precedents.

The Corporation is not in possession of any such documents.

PUBLIC STATEMENT OF THE SANGRE GRANDE REGIONAL CORPORATION FOR
THE YEAR 2022

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Corporation, where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

There are no reports or statements to be published under this subsection at this time.

SECTION 9 STATEMENTS

Not applicable to the Corporation currently.

Dated this 12th day of July 2022

F. St. Bernard
Corporate Secretary
Sangre Grande Regional Corporation



PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC") FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 ("FOIA" / "The Act"), the San Juan/ Laventille Regional Corporation ("SJLRC") is required by law to publish the following statement which lists the documents and information existing within the San Juan/Laventille Corporation and generally available to the public:-

The Act gives members of the public:

1. The legal right to access to information and official documents (with exemptions) held by the San Juan/Laventille Corporation.
2. The legal right to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
3. The legal right to obtain reasons for adverse decisions made regarding a request made under the FOIA.
4. The legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the San Juan/ Laventille Regional Corporation as approved by the Minister of Rural Development and Local Government.

ORGANIZATION:

San Juan/Laventille Regional Corporation

DESCRIPTION OF THE REGION OF SAN JUAN/LAVENTILLE

The Region of San Juan/ Laventille is a municipal authority serving the burgesses of San Juan and Laventille, over a land area of 220.39km² and with a population of 157,295 people. It serves the communities of: Santa Cruz, Maracas Bay, La Fillette, St Ann, Cascade, Morvant, San Juan, Febeau Village, Bourg Mulatresse, Malick, Barataria, St. Barbs, Chinapoo, Aranguez, Petit bourg, Champs Fleurs, Mt. Lambert, Success Village, Trou Macaque and Laventille.

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION (“SJLRC”)
FOR THE YEAR 2022—CONTINUED

The Municipality is also divided along political (electoral) boundaries into fourteen (14) Electoral Districts, namely:

1. Beetham/Picton
2. St. Barb’s /Chinapoo
3. El Socorro/ Aranguez North
4. Febeau/Bourg mulatresse
5. Success/Trou Macaque
6. San Juan East
7. San Juan West
8. Aranguez/Warner Village
9. Maracas Bay/ Santa Cruz/ La Fillette
10. St. Ann’s/ Cascade/ Mon Repos
11. Barataria
12. Caledonia/ Upper Malick
13. Petit Bourg/Champs Fleurs/ Mt. Lambert
14. Morvant

VISION STATEMENT:

A dynamic and Vibrant organization for Administration, Staff and Council to work together as a team to achieve one common goal to effectively and reliably serve the burgesses of the region for San Juan/ Laventille Regional Corporation.

MISSION STATEMENT:

Our Mission is to effectively and reliably ensure infrastructural, social, environmental and Communal Services focused on continuous improvement of the quality of life of our Burgesses and staff through a process of community empowerment and innovative approaches to future

STRUCTURE OF THE CORPORATION:

The SJLRC comprises two functional arms, the Council or Political Arm and the Administration. The Council’s Composition: The Council or Political Arm is the executive or decision-making body (Section 10 of the MCA) and comprises of eighteen (18) persons: four (4) Aldermen and fourteen (14) Councillors. The work of the Council is conducted through various Standing and Non-Standing Committees as follows:

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION (“SJLRC”)
FOR THE YEAR 2022—CONTINUED

Council Committees

- Regional Coordinating
- Corporate Services Committee
- Infrastructural Development and Maintenance Committee
- Spatial Planning and Building Inspectorate Committee
- Community Development, Social Services and Decentralization Committee
- Public Relations, Marketing and Festivals Committee
- Finance, Economic Planning and Allocation of Resources Committee
- Public Health, Sanitation and the Environment Committee
- Sports Development, Recreation Grounds and Public Spaces Committee
- Statutory Meeting

The organizational structure consists of the following:-

- Political Arm
- Administrative Arm

COUNCIL:

The Council is made up of eighteen (18) members comprising of four (4) Aldermen and fourteen (14) Councillors as follows:-

- Alderman Anthony Roberts, Chairman of the Corporation
- Alderman Nazemool Mohammed
- Alderman Eddison McFarlane
- Alderman Richard Walcott

NAME OF COUNCILLOR	ELECTORAL DISTRICT
Councillor Akil Audain	Beetham/Picton
Councillor Joy Benjamin	St Barbs/Chinapoo
Councillor Racquel Ghany	El Socorro/Aranguez North
Councillor Eldon Coker	Febeau/Bourg Mulatresse
Councillor Adanna Griffith-Gordon	Success/Trou Macaque
Councillor Raphael John	San Juan East
Councillor Jodi Johnson	San Juan West
Councillor Junior St. Hillaire	Morvant
Councillor Amit Sooknanan	Aranguez/Warner Village
Councillor Sudhir Sagrainsingh	Maracas Bay/ Santa Cruz/ La Fillette
Councillor Sherwyn D. Jones	St Ann's /Cascade/Mon Repos West
Councillor Kimberly Small	Barataria
Councillor Kwesi Antoine	Caledonia/Upper Malick
Councillor Darren Winchester	Petit Bourg/Champs Fleurs/Mt. Lambert

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED

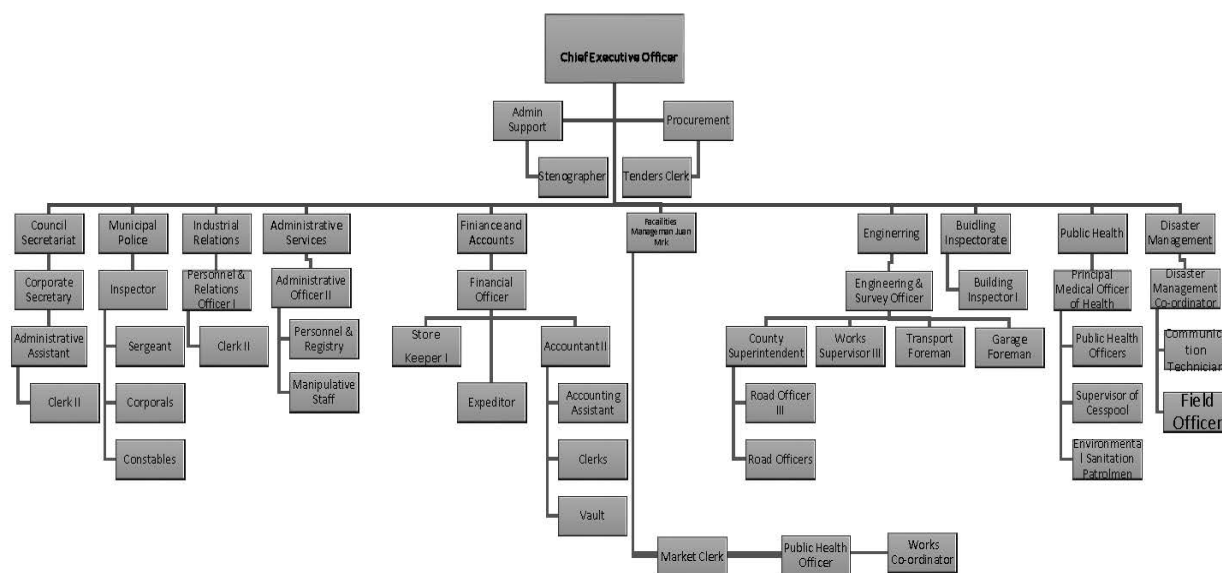
THE ADMINISTRATION

In accordance with Section 36 of the Municipal Corporations Act Chapter 25:04, the Administration is comprised of Chief Officers, inclusive of the Chief Executive Officer, the Principal Medical Officer of Health, Financial Officer, the Engineering and Survey Officer and the Corporate Secretary. Other senior administrative staff includes the Administrative officer II, Administrative assistant, the Inspector of the Municipal Police, the Personnel and Industrial Relations Officer III, The Health and Safety Officer, The Information Technology Manager, Clerk IV, Accountant II, Disaster Management Coordinator, County Superintendent, Stores Keeper, Vault attendant, Building Inspector

The Chief Executive Officer leads the administrative arm of the Corporation. Officers of the Administration are responsible for advising Council, implementing its decisions and managing the day-to-day operations of the Corporation.

Organisational Structure

There are currently sixteen (16) Departments within the SJLRC at this time. They consist of the following:



FUNCTIONS OF THE CORPORATION:

The remit of the Corporation is outlined in the MCA.

SERVICES PROVIDED

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED

Section 232, Part XII, of the MCA, identifies the functions or services that are to be provided by all fourteen (14) Municipal Corporations including the San Juan/Laventille Regional Corporation. The following is a list of the services provided currently by the San Juan/Laventille Regional Corporation Corporation:

1. The provision, maintenance and control of all Corporation buildings.
2. The construction and maintenance of all drains and water courses except main watercourses and highways.
3. The provision, maintenance and control of parks, recreation grounds and other public spaces.
4. Infrastructure development within the Region in accordance with plans approved by the Minister with responsibility for infrastructural planning.
5. The disposal of garbage from public and private properties.
6. Chemical treatment of the environment for insect and vector control.
7. Abatement of public nuisances and dissemination of primary health care.
8. The maintenance, control and enhancement of the physical environment including monitoring watercourses.
9. The distribution of truck borne water subject to the provisions of the Water and Sewage Act.
10. Enforcement of the Litter Act (Litter Prevention Wardens).
11. The cleaning of cesspits.
12. The supply of food badges.
13. The maintenance and control of markets.
14. The maintenance and control of burial grounds and crematorium.

DECISION MAKING POWERS:

The Council of the Corporation is the decision-making body in accordance with the functions enshrined in the Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.

Section 7 (1) (a) (ii) of the FOIA

Categories of Documents in the possession of the San Juan/Laventille Corporation

- Legal Documents
- Financial and Accounting Documents
- Annual Strategic Review and Strategic Plans of the San Juan/Laventille Corporation
- Circulars, Memoranda, Notices, Brochures
- Registers
- Contract Documents pertaining to procurement of supplies, services and equipment
- Reports
- Minutes/Agendas of Council Meetings, Council Resolutions
- Maps of the Corporation
- Policy Documents

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED

- Financial Records (Files, Cheques, Vouchers)
- Files dealing with Personnel Matters
- Correspondence to the Chief Executive Officer, and decisions are taken with respect to requests/complaints
- General correspondence, complaints
- Inventory Records

Section 7 (1) (a) (iii) of the FOIA

Materials Prepared for Publication / Inspection by the Public

The public may inspect and/or obtain copies of the following materials between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday through the office of the Chief Executive Officer and the Chairman of the Corporation, which will be forwarded to the relevant departments of the Corporation.

The following documents may be accessed by the Public:

- .Brochures/Pamphlets
- .Roles and Functions of the San Juan/Laventille Regional Corporation
- .Manuals of Operating Procedures
- .Social Media Publications
- .Print media Publications

Section 7 (1) (a) (iv) of the FOIA

There is no available literature by way of Subscription by the San Juan/Laventille Regional Corporation, and thus this section is not applicable.

Section 7 (1) (a) (v) of the FOIA

Procedure to be followed when accessing a document from the Corporation

HOW TO REQUEST INFORMATION:

General Procedure

Our policy is to respond to all requests for information, however, in order to receive all rights given by the FOIA (e.g. the right to challenge a decision if a request for information is refused), a request in writing must be submitted using the Request for Access to Official Documents form. This form is available from our Designated Officer.

Addressing Requests

To facilitate prompt handling of your request, please address to the Designated Officer of the SJLRC: *See Section 7 (1) (a) (vi).*

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. Should you require clarification on how to format your request or on the details to be included, kindly, contact our Designated officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public either from the SJLRC or any other public authority.

TIME LIMITS:**General**

The FOIA sets a time limit of thirty (30) calendar days for the determination of your request for access to documents. If the Corporation fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. Every effort will be made to comply with the prescribed time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Fees and Charges

Section 17 (i) of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as tape, disc, film or other material. The applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi) of the FOIA

Officers in the SJLRC are responsible for:-

- i. The initial receipt of and action upon notices under Section 10;
- ii. Requests for access to documents under Section 13; and
- iii. Applications for correction of personal information under Section 36 of the FOIA, are as follows:

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED*The Designated Officer is:*

Chief Executive Officer
San Juan/Laventille Regional Corporation
MTS Plaza, Aranguez, San Juan.

TELEPHONE NO.: (868): 638-1107- Ext. 112**Email:** ceo@sjlrc@gov.tt*The Alternate Officer is:*

Administrative Officer II
San Juan/Laventille Regional Corporation
MTS Plaza, Aranguez, San Juan.

TELEPHONE NO.: (868) : 638-1107 Ext. 130**Email:** sjlrcao2@gov.tt

Section 7 (1) (a) (vii) of the FOIA

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)

Statutory Meetings

Statutory Meetings are held on the last Wednesday of every month at the Jeffery Reyes Building, San Juan Market, San Juan.

Section 7 (1) (a) (viii) of the FOIA

Library/Reading Room Facilities of the San Juan/ Laventille Regional Corporation

The Jeffrey Reyes Building, San Juan Market, San Juan.

Section 8 (1) (a) (i) of the FOIA

Documents containing interpretations of particulars of written laws OR schemes administered by the public authority, not being particulars contained in another written law.

The Constitution of the Republic of Trinidad and Tobago

- The Exchequer and Audit Act
- The Representation of the People Act
- The Land and Building Taxes Act
- Town and Country Planning Act

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION (“SJLRC”) FOR THE YEAR 2022—CONTINUED

- The Highways Act
- The Civil Service Act
- The Burial Grounds Act
- The Public Health Ordinance
- The Recreation Grounds and Pastures Act
- The Litter Act
- The Cremation Act
- The Valuation of Land Act
- The Socially Displaced Persons Act
- The Mental Health Act
- The Dangerous Dogs Act
- The Advertisements Regulations Act
- The Dog Act
- The Country Markets Act
- The Public Procurement and Disposal of Public Property Act

Copies of all these Acts of Legislation can be purchased at the Government Printery’s Sales Department, which is located at 55-57 Eteck Park, Frederick Settlement, Caroni or unofficial versions can be found on the Ministry of the Attorney General and Legal Affairs’ website at www.agla.gov.tt

Section 8 (1) (a) (ii) of the FOIA

Manuals, rules of procedure, statements of policy, records of decision, letters of advice to persons outside the SJLRC, or similar documents containing rules, policies, guidelines, practices and precedents.

This section is not applicable to the SJLRC at this time.

Section 8 (1) (b) of the FOIA

In enforcing written laws or schemes administered by the POSC where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement..

This section is not applicable to the SJLRC at this time.

1065—Continued

PUBLIC STATEMENT OF THE SAN JUAN/LAVENTILLE REGIONAL CORPORATION ("SJLRC")
FOR THE YEAR 2022—CONTINUED

Section 9 (1) (a-m) of the FOIA

This section is not applicable to the SJLRC at this time.

Section 9 (2) of the FOIA

This section is not applicable to the SJLRC at this time.

1066

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGOUPDATED PUBLIC STATEMENT OF THE
SIPARIA REGIONAL CORPORATION (SRC) FOR THE YEAR 2022
IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT (FOIA), CHAPTER
22:02 - SECTIONS 7, 8 and 9.

In accordance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chapter 22:02, the Siparia Regional Corporation (SRC) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- The legal right to access official documents (with exemptions) held by the SRC.
- A legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding a request made under the FOIA.
- A legal right to complain to the Ombudsman, and to apply to the High Court for Judicial Review to challenge any adverse decisions made under the FOIA, in accordance with the Judicial Review Act, Chapter 7:08.

In accordance with Section 7 (1) (a) (i) of the FOIA:

Function and Structure of the Siparia Regional Corporation**✚ Mission Statement**

The Siparia Regional Corporation will provide quality Local Government services to the benefit of all stakeholders through optimum resource utilization and community empowerment.

✚ Vision Statement

The Siparia Regional Corporation is committed to providing a clean, safe and progressive environment and to promoting the development of sustainable communities.

✚ Structure

The structure of the Siparia Regional Corporation consists mainly of the Council of the Corporation and Administration of the Corporation:

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

1. The **Council** of the Corporation, which comprises of the elected Councillors that represent the various Electoral Districts of the region in accordance with the Representation of People's Act, Chapter 2:01, and the nominated Aldermen, in accordance with the Municipal Corporation's Act, Chapter 25:04.

The **Council** of the Corporation is comprised as follows:

- Nine (9) Councillors, for the Electoral Districts of:

1. Avocat/San Francique North
2. Mon Desir
3. Cedros
4. Otaheite/Rousillac
5. Siparia West/Fyzabad
6. Siparia East/ San Francique South
7. Brighton/Vessigny
8. Erin
9. Palo Seco

- Four (4) Aldermen

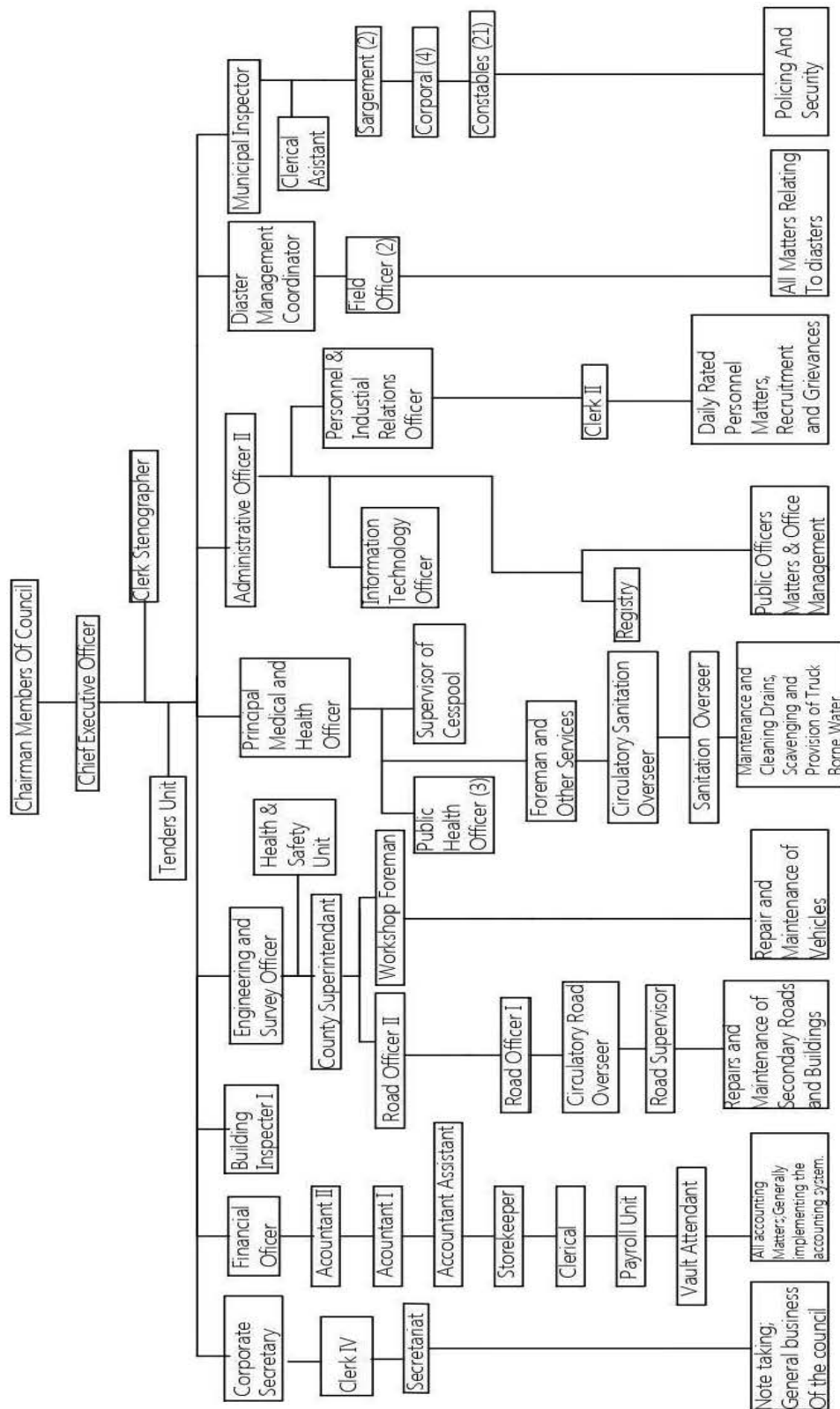
2. The **Administration** of the Corporation. (see Organizational Structure below) consists of the below primary areas:

- Office of the Chief Executive Officer
- Human Resource Management and Registry
- Personnel and Industrial Relations Department
- Secretariat
- Accounting Department
- Procurement Department
- Information Technology (I.T.)
- Public Health
- Engineering and Workshop
- Disaster Management
- Building Inspectorate
- Municipal Police

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

SIPIARIA REGIONAL CORPORATION ORGANIZATIONAL CHART



UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

Meetings

- The **Standing Committees** of the Council of the Siparia Regional Corporation are in accordance with the Municipal Corporations Act, Chapter 25:04 at Section 69 and are as follows:
 - Finance Planning and Allocation of Resources Committee
 - Personnel Committee
 - Public Health Committee
 - Physical Infrastructure Committee

- The **Regional Coordinating Committee Meeting** is held monthly with Agencies having the responsibility for ensuring efficiency in the management of operations and co-ordinating the delivery of services in accordance with Section 253 Municipal Corporations Act.

- The **Statutory Meeting** ratifies all decisions made at the Standing Committees as well as all the other Committee Meetings which are decided upon at the commencement of each new Term of Office.

Location(s)

LOCATIONS	OFFICES
High Street, Siparia	Head Office - Inclusive of the following Offices and Departments:- i) Office of the Chief Executive Officer ii) Human Resource Management and Registry iii) Secretariat iv) Accounting Department v) Information Technology vi) Engineering and Workshop vii) Procurement Department.
#6 Grell Street, Siparia	i) Public Health ii) Personnel and Industrial Relations iii) Building Inspectorate Department.
Siparia Market, High Street, Siparia	The Disaster Management Unit (DMU)
De Gannes Village, Siparia	Siparia Municipal Police
Bonasse Village, Cedros	Cedros Sub-Office

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

LOCATIONS	OFFICES
Lake Asphalt Road, Brighton	La Brea Sub-Office
S.S Erin Road, Palo Seco	Palo Seco Sub- Office

Functions

The Siparia Regional Corporation serves its electors by effectively and efficiently delivering infrastructural needs, social amenities and public health services. It aligns itself with its motto of *“Together, making the Siparia Region the Best Place to Live.”* The remit of the Corporation is outlined In the Municipal Corporations Act, Chapter 25:04.

The roles and responsibilities of the Siparia Regional Corporation are (but not limited to):

- Inspection of buildings under construction to ensure compliance with specifications approved by the Town and Country Planning Division (TCPD); and the issuance of completion certificates.
- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act, Chapter 41:01.
- The disposal of garbage from both public and private property.
- Distribution of truck-borne water to areas that are not serviced by pipe-borne water through the Water and Sewerage Authority (WASA).
- Enforcement of the Litter Act, Chapter 30:52 (including the removal of derelict vehicles) Public health services are also regulated by the provisions of the Public Health Ordinance, Chapter 12 No. 4.
- The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act, Chapter 30:50 and the Cremation Act, Chapter 30:51.
- Development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning.

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

- The construction and maintenance of all drains, minor water courses, bridges, and minor roadways vested in the Corporation and not scheduled in the Highways Act, Chapter 48:01.
- Regional natural disaster mitigation planning and the provision of disaster relief coordination relief efforts (in collaboration with the national body for disaster management – The Office for Disaster Preparedness and Management (ODPM).
- The maintenance, control and enhancement of the physical environment including – monitoring water courses, beaches and water front areas, swamps, forests, savannahs, parks and other open spaces;
- The disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisances and dissemination of information for primary health care;
- The co-ordination of local and regional trade fairs, athletic events and cultural displays and entertainment;
- The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;
- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- The provision, maintenance and control of all Corporation buildings;
- The provision, maintenance and control of such parks, recreation grounds and other public spaces as the President may from time to time by Order prescribe.

In accordance with Section 7 (1) (a) (ii) of the FOIA:

Categories of Documents Held by the Siparia Regional Corporation

- Legislation Administered by the Siparia Regional Corporation
- Financial and Accounting documents
- Strategic Review and Strategic Plans
- Documents from other public authorities lodged at the Corporation for public viewing and comments. e.g. Documents from the Environmental Management Authority (EMA), Development Plans etc

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

- Registers
- Contractual Documents
- Documents relating to Human Resources and Industrial Relations
- Reports- annual, statistical, consultants, technical, corporate etc.
- Maps
- General Administrative Documents
- Internal Policy Documents

In accordance with Section 7 (1) (a) (iii) of the FOIA:

Materials prepared for inspection by the public:

- Minutes and Agenda of Meetings of the Siparia regional Corporation and their reports.
- Approved statements for revenue and expenditure of Recurrent Services
- Approved estimates of Development Programme
- Annual Administrative Report.
- Collective Agreement between the Chief Personnel Officer (CPO) and the National Union of Government and Federated Workers Union (NUGFW)
- Signed permanent cadre of daily-rated employees at the Corporation.
- Contract documents
 - Agreement
 - Letter of Award
- Registers
 - Assets
 - Food badges
 - List of registered contractors
 - Approved Building and Layout Plans
 - Completion Certificates
 - Cemetery and Market allotments
 - Complaints
 - Contractors Tender Submission Register

The public may inspect and/ or obtain copies of the following material between the hours of 8:00AM to 4:00PM, from Monday to Friday (except on public holidays) at:

Siparia Regional Corporation

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

High Street
Siparia

Telephone: 1-868-649-2348

Email: src.registry@gmail.com

In accordance with Section 7 (1) (a) (iv) of the FOIA:

There is no available literature by way of subscription by the Siparia Regional Corporation and thus this section is not applicable.

In accordance with Section 7 (1) (a) (v) of the FOIA:

How to Request Information:

• **General Procedure**

Our policy is to answer all requests, both oral and written, for information, however, in order to have the rights given to an applicant under the Freedom of Information Act (for example, the right to challenge a decision if your request for information is refused) you must make your request in writing.

The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available at our Head Office- Human Resource Management and Administration or from our Designated Officer, for information that is not readily available in the public domain. [See Section 7(1)(a)(vi)]

• **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of the Corporation. [See Section 7(1)(a)(vi)].

• **Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

• **Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from the Corporation or from another public authority (e.g. material contained in Acts, Legal Notices and Gazettes) brochures and pamphlets etc.).

Responding to your Request:

• **Retrieving Documents**

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

The Corporation is required to furnish copies of documents only when they are in its possession and can be retrieved.

- **Furnishing Documents**

An applicant is entitled to copies of information that the Corporation has in its possession or custody of power, and is required to furnish only one copy of a document. If the Corporation cannot make a legal copy of a document to be released, it may not attempt to reconstruct it. Instead the Corporation will furnish the best copy possible and note its quality in the reply. Extra copies will be provided at the cost of reproduction.

Please note that the Corporation is not compelled to:

- i. Create new documents
- ii. Perform research on behalf of the applicant

Time Limits:

- **General**

The Freedom of Information Act sets certain limits for the Corporation to decide whether to disclose the documents that have been requested. If the Corporation fails to meet with the deadlines, the FOIA gives the applicant the right to proceed as if the request has been denied. If it appears that processing a request may take longer than the statutory limit, the Corporation will acknowledge the request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, applicants may wish to call or write to confirm that we have received the request and to ascertain its status.

- **Time Allowed**

The Corporation will determine whether to grant an applicant's request for access to information as soon as practicable but no later than 30 days, as is required by Section 15 of the FOIA.

In accordance with Section 7 (1) (a) (vi)

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following officers at the Siparia Regional Corporation for:

1. The initial receipt of and action upon notices under Section 10
2. Requests for access to documents under Section 13, and
3. Applications for correction of personal information under Section 36 of the FOIA.

Alternative Designate Officer

Corporate Secretary
Siparia Regional Corporation

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

High Street
Siparia
Telephone: 1-868-649-2348 (Extension: 251)

In accordance with Section 7 (1)(a)(vii)

Advisory Boards, Councils, Committees and Other Bodies (where meetings/ minutes are opened to the public)

- **Statutory Meeting** - Typically held on the last Thursday of each month, at the Head Office of the Siparia Regional Corporation, located at High Street, Siparia.

In accordance with Section 7 (1) (a) (viii)

Library/ Reading Room Facilities of the Corporation at the Siparia Regional Corporation

- **The Council Chambers** - Available for use on non-meeting days at the Head Office of the Siparia Regional Corporation, located at High Street, Siparia.

In accordance with Section 8 (1) (a) (i)

Documents containing interpretations of particulars of written laws **OR** schemes administered by the public authority, not being particulars contained in another written law.

- The Constitution of the Republic of Trinidad and Tobago
- The Exchequer and Audit Act
- The Representation of the People Act
- The Land and Building Taxes Act
- Town and Country Planning Act
- The Highways Act
- The Civil Service Act
- The Burial Grounds Act
- The Public Health Ordinance
- The Recreation Grounds and Pastures Act
- The Litter Act

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

- The Cremation Act
- The Valuation of Land Act
- The Socially Displaced Persons Act
- The Mental Health Act
- The Dangerous Dogs Act
- The Advertisements Regulations Act
- The Dog Act
- The Country Markets Act
- The Public Procurement and Disposal of Public Property Act

Copies of all these acts of legislation can be purchased at the **Government Printery's Sales Department**, which is located at 55-57 Eteck Park, Frederick Settlement, Caroni or unofficial versions can be found on the Ministry of the Attorney General and Legal Affairs' website at www.agla.gov.tt

In accordance with Section 8 (1) (a) (ii)

Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters etc.:

- Minutes of the Meetings of the Siparia Regional Corporation

In accordance with Section 9 (1) (A - M)

- Strategic Review of the Siparia Regional Corporation
- Strategic Plan of the Siparia Regional Corporation
- Approved Recommendations of Committee Meetings
- Reports from the Auditor General's Department
- Minutes of Committee Meetings of the Siparia Regional Corporation, and its attached reports.
- Estimates of Revenue

1066—Continued

UPDATED PUBLIC STATEMENT OF THE SIPARIA REGIONAL CORPORATION
FOR THE YEAR 2022—CONTINUED

- Draft Estimates of Expenditure (Recurrent)
 - Draft Estimates of Expenditure (Development Programme)
 - Approved Estimates of Revenue
 - Approved Estimated of Expenditure Recurrent
 - Approved Estimated of Development Programme
-

1067

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE
TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC) FOR THE YEAR OF 2022
IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT (FOIA)
CHAPTER 22:02- SECTION 7, 8 AND 9.

In accordance with **sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chapter 22:02**, The Tunapuna/Piarco Regional Corporation (TPRC) is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for any person to access official documents (with exemptions) held by the TPRC and for matters related thereto.
2. A legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High court for Judicial Review to challenge adverse decisions made under the FOIA, pursuant to the Judicial Review Act, Chapter 7:08.

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

In accordance with Section 7 (1) (A) (I) of the FOIA:

Function and Structure of the Tunapuna/Piarco Regional Corporation

Mission Statement

“To provide short term employment while enhancing the skills of individuals and communities through training, to achieve an improved quality of life while contributing economically and socially by developing and improving the physical infrastructure.”

Motto

Providing for Family- Building the Community.

Structure

The structure of the Tunapuna/Piarco Regional Corporation is divided into two (2) main arms:

1. The Council of the Corporation, which comprises of the sixteen (16) elected Councillors who represent the various electoral districts of the region in accordance with the Representation of People’s Act, Chapter 2:01 and the four (4) nominated Aldermen pursuant to the Municipal Corporation’s Act, Chapter 25:04.

Each Councillor of the Tunapuna/Piarco Regional Corporation represents one of the Sixteen (16) electoral districts in the region. These include:

- Auzonville/ Tunapuna
- Blanchisseuse/ Santa Rosa
- Bon Air/ Arouca/ Cane farm
- Carapo
- Caura/ Paradise/ Tacarigua
- Cleaver/ D’abadie
- Curepe/ Pasea
- Five Rivers

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

- Kelly Village/ Warrenville
- La Florissante/ Lopinot
- Macoya/ Trincity
- Maracas/ Santa Magarita
- Mausica/ Maloney
- St. Augustine South/ Piarco/ St. Helena
- Valsayn/ St. Joseph
- Wallerfield/ La Horquetta

The Council is responsible for the following meetings (committee and otherwise):

- Physical Infrastructure and Development Committee
- Building and Spatial Planning Committee
- Communication Committee
- Public Health and Environment Committee
- Disaster Management and Safety Committee
- Recreational Facilities, Cemeteries and Regional Aesthetics Committee
- Planning, Human Resource Issue and Practical Council Challenges Committee
- Street Naming Committee
- Youth Development Sport and Employee Social Culture and Festival Committee
- Community Outreach and Stakeholder Advisory Committee
- Local Government Reform and Advisory Committee
- Finance and Planning Committee
- Market Committee
- Local Economic Development and Agriculture Committee
- Regional Coordinating Committee
- Statutory Meeting

2. The Administrative arm of the Corporation is housed at the head office of the Tunapuna/Piarco Regional Corporation which is located at Centenary Street, Tunapuna.

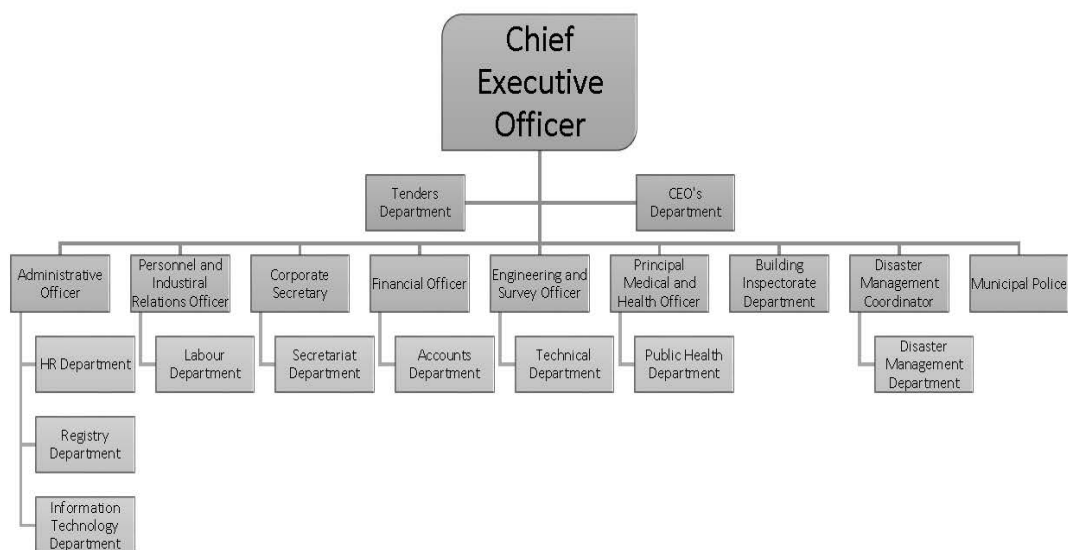
1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

The Administration of the Corporation comprises of:

- The Chief Executive Officer
- General Administration
- Tenders
- Secretariat
- Human Resource Management (Monthly-Paid and Daily-Rated)
- Personnel and Industrial Relation
- Municipal Police
- Engineering
- Accounts
- Public Health
- Building Inspectorate
- Disaster Management Unit

**TUNAPUNA/PIARCO REGIONAL CORPORATION ORGANIZATIONAL
CHART**



1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

The following are the office locations of the TPRC:

LOCATION	OFFICES
Macoya Extension Road, Macoya	Inclusive of the Transport Division, Stores Department and Disaster Management Unit.
Centenary Street, Tunapuna	<u>Head Office</u> -Inclusive of the Office of the Chief Executive Officer, General Administration, Secretariat Department, Human Resources Department, Building Inspectorate, Public Health Department Industrial Relations (Labour Department), Technical Department, County Superintendent, Work Shop Department, Accounts Department and the Registry Department.

Functions

The Tunapuna/Piarco Regional Corporation stands firm in its motto “Providing for Family-Building the Community,” by delivering to its burgesses; social facilities, infrastructural necessities, public health services, while providing employment and enhancing the skills of those within its community. The ambit of the TPRC is enshrined in the Municipal Corporations Act, Chapter 25:04.

The following functions are exercisable by Tunapuna/Piarco Regional Corporation (but are not confined to):

- Reducing unemployment to improve the lives of its burgesses, by providing temporary contractual employment for both skilled and unskilled workers.

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

- Supporting entrepreneurs such as market vendors and food vendors by providing safe, accessible spaces for them to vend such as the Tunapuna Market and the Eddie Hart Food Village respectively.
- Maintaining, upgrading and constructing roads, bridges, drains, recreational grounds, parks, historical sites, monuments, cremation sites, cemeteries, minor water courses, schools and government buildings. (Certain drains, minor water courses, bridges and roadways are vested in the Corporation and not scheduled in the Highways Act, Chapter 48:01.)
- The inspection of buildings under construction to ensure strict compliance with specifications outlined by the Town and Country Planning Division (TCPD) and the issuance of completion certificates, through the Corporation's Technical Department/Building Inspectorate.
- Provision of scavenging services and overseeing the collection of household garbage/bulk waste.
- Distribution of truck-borne water to areas that are not serviced by pipe-borne water through the Water and Sewerage Authority (WASA).
- Provision of cesspool services.
- Inspecting and making recommendations for domestic/commercial sewer system construction.
- Abatement of public nuisances and disseminating of information on primary health care through the Corporation's Public Health Department.
- Enforcement of the Litter Act, Chapter 30:52.

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

- Maintenance and control of burial grounds and crematoria vested in the Corporation, subject to the regulations of the Burial Grounds Act, Chapter 30:50 and the Cremation Act, Chapter 30:51.
- Provision and supervision of rodent control services.
- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act, Chapter 41:01.
- Provision of food badges (in collaboration with the County Medical Officer of Health)
- Enforcement of the Dog Control Act, Chapter 67:56.
- Implementing community-based disaster mitigation planning and providing disaster relief efforts in collaboration with The Office of Disaster Management (ODPM).
- Enhancing development within the region in accordance with plans approved by the Minister with the responsibility for physical planning.

In accordance with Section 7 (1) (a) (ii) of the FOIA:**Categories of Documents Held by the Tunapuna/Piarco Regional Corporation**

- Legislation administered by the Tunapuna/Piarco Regional Corporation
- Financial and Accounting documents
- Strategic Review and Strategic Plans
- Documents from other public authorities lodged at the Corporation for public viewing and comments. (e.g. Development Plans)
- Registers
- Contractual Documents
- Documents relating to human resources and industrial relations
- Reports

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

- Maps
- General Administrative Documents
- Internal Policy Documents

In accordance with Section 7 (1) (a) (iii) of the FOIA:**Materials prepared for inspection by the public:**

- Minutes of Statutory meetings of the Tunapuna/Piarco Regional Corporation and their reports.
- Draft estimates of revenue and expenditure (Recurrent and Development Programme)
- Detailed estimates of approved projects.
- Approved estimates of Development Programme works.
- Approved projects of Developmental Works.
- Audited and unaudited financial statements.
- Annual administrative report.
- Collective agreement between the Chief Personnel Officer (CPO) and the National Union of Government and Federated Workers Union (NUGFW)
- Signed permanent cadre of daily-rated employees at the Corporation.
- Contract documents inclusive of the Schedules, Tender Documents, Summary of Tenders invited, Schedule of Awards and Return of Awards.
- Registers which include Assets, Fee Structure, Food Badges, Truck Borne Water Applications, Petty Contractors, Approved Plan, Cemetery Allotments and Complaints.
- Municipal Corporations Act, Chapter 25:04 and its Amendment No.8 of 1992.
- Standing Orders
- Market and Abattoir Bye-Laws.

The public may inspect and/or obtain copies of the following material between the hours of 8:00a.m. to 4:00p.m., from Monday to Friday (except on public holidays) at:

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

Tunapuna/Piarco Regional Corporation

Centenary Street, Tunapuna

Telephone: 1-868-645-8772

Fax: 1-868-662-1612

E-Mail: tprc_localgovtt@hotmail.com

In accordance with Section 7 (1) (a) (iv) of the FOIA:

There is no available literature by way of subscription by the Tunapuna/Piarco Regional Corporation, and thus this section is not applicable.

In accordance with Section 7 (1) (a) (v) of the FOIA:

How to Request Information:

• **General Procedure**

Our policy is to answer all requests, both oral and written, for information, however, in order to have the rights given to an applicant under the Freedom of Information Act (for example, the right to challenge a decision if your request for information is refused) you must make your request in writing. The applicant must therefore complete the appropriate form (Request for Access to Official Documents) available at our General Administration or from our Designate Officer, for information that is not readily available in the public domain. [See Section 7(1) (a) (VI)]

• **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designate Officer of the Corporation. [See Section 7(1)(a)(vi)].

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED**• Details in the Request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designate Officer.

• Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information that is currently available in the public domain, either from the Corporation or from another public authority (e.g., brochures and pamphlets etc.).

Responding to your Request:**• Retrieving Documents**

The Corporation is required to furnish copies of documents only when they are in its possession and can be retrieved.

• Furnishing Documents

An applicant is entitled to copies of information that the Corporation has in its possession or custody of power, and is required to furnish only one copy of a document. If the Corporation cannot make a legal copy of a document to be released, it may not attempt to reconstruct it. In such a case, the Corporation will furnish the best copy possible and note its quality in the reply. Extra copies will be provided at the cost of reproduction.

Please note that the Corporation is not compelled to:

- i. Create new documents
- ii. Perform research on behalf of the applicant

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED**Time Limits:****• General**

The Freedom of Information Act sets certain limits for the Corporation to decide whether to disclose the documents that have been requested. If the Corporation fails to meet with the deadline, the FOIA gives the applicant the right to proceed as if the request has been denied. If it appears that processing a request may take longer than the statutory limit, the Corporation will acknowledge the request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misrouted, applicants may wish to call or write to confirm that we have received the request and to ascertain its status.

• Time Allowed

The Corporation will determine whether to grant an applicant's request for access to information as soon as practicable *but no later than 30 days from the date the request was received, as is required by Section 15 of the FOIA.*

In accordance with Section 7 (1) (a) (vi)

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following officers at the Tunapuna/Piarco Regional Corporation for:

1. The initial receipt of and action upon notices under Section 10
2. Requests for access to documents under Section 13, and
3. Applications for correction of personal information under Section 36 of the FOIA.

Designate Officer

Mr. St. Clair Michael O'Neil
Corporate Secretary
Tunapuna/Piarco Regional Corporation (TPRC)
Centenary Street, Tunapuna
Telephone: 1-868-645-8772
Fax: 1-868-662-1612
Email: st.clair.oneil@gov.ttmailto:tprcao2@gmail.com

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UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED**Alternative Designate Officer**

Ms. Vena Buchoon
Administrative Officer II
Tunapuna/Piarco Regional Corporation (TPRC)
Centenary Street, Tunapuna
Telephone: 1-868-645-8772
Fax: 1-868-662-1612
Email: tprcao2@gmail.com

In accordance with Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies (where meetings/ minutes are opened to the public)

- *Statutory Meeting* - Typically held on the last Wednesday of each month, at the Head Office of the Tunapuna/Piarco Regional Corporation (TPRC), located at Centenary Street, Tunapuna.

In accordance with Section 7 (1) (a) (viii)

Library/ Reading Room Facilities of the Corporation at the Tunapuna/Piarco Regional Corporation

- *The Council Chambers* - Available for use on non-meeting days at the Head Office of the Tunapuna/Piarco Regional Corporation (TPRC), located at Centenary Street, Tunapuna.

In accordance with Section 8 (1) (a) (i)

Documents containing interpretations of particulars of written laws **OR** schemes administered by the public authority, not being particulars contained in another written law.

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED

- The Constitution of the Republic of Trinidad and Tobago
- The Exchequer and Audit Act
- The Representation of the People Act
- The Land and Building Taxes Act
- Town and Country Planning Act
- The Highways Act
- The Civil Service Act
- The Burial Grounds Act
- The Public Health Ordinance
- The Recreation Grounds and Pastures Act
- The Litter Act
- The Cremation Act
- The Valuation of Land Act
- The Socially Displaced Persons Act
- The Mental Health Act
- The Dangerous Dogs Act
- The Advertisements Regulations Act
- The Dog Act
- The Country Markets Act
- The Public Procurement and Disposal of Public Property Act

Copies of all these Acts of Legislation can be purchased at the **Government Printery's Sales Department**, which is located at 55-57 Eteck Park, Frederick Settlement, Caroni or unofficial versions can be found on the Ministry of the Attorney General and Legal Affairs' website at www.agla.gov.tt

In accordance with Section 8 (1) (a) (ii)**Manuals, Rules of Procedure, Statements of Policy, Records of Decisions, Letters etc.:**

- Minutes of the Statutory Meetings and Reports of the Tunapuna/Piarco Regional Corporation.
- Standing Orders, Legal Notices.

1067—Continued

UPDATED PUBLIC STATEMENT OF THE TUNAPUNA/PIARCO REGIONAL CORPORATION (TPRC)
FOR THE YEAR 2022—CONTINUED**In accordance with Section 8 (1) (b)**

Classifications- Daily Paid and Monthly Paid

In accordance with Section 9 (1) (A - M)

- Strategic Review of the Tunapuna/Piarco Regional Corporation
- Strategic Plan of the Tunapuna/Piarco Regional Corporation
- Reports from the Auditor General's Department
- Minutes of Committee Meetings of the Couva/ Tabaquite/ Talparo Regional Corporation, and its attached reports.
- Draft Estimates of Revenue
- Draft Estimates of Expenditure (Recurrent)
- Draft Estimates of Expenditure (Development Programme)
- Approved Estimates of Revenue
- Approved Estimates of Recurrent Expenditure
- Approved Estimates of Development Programmes

In accordance with Section 9 (2)-**Index of Documents**

**UPDATED
PUBLIC STATEMENT OF
POINT FORTIN BOROUGH CORPORATION FOR THE
YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8, 9
OF THE FREEDOM OF INFORMATION ACT 1999**

In accordance with **Sections 7, 8 and 9 of the Freedom of Information Act, 1999** (“FOIA” / “The Act”), Point Fortin Borough Corporation (“P.F.B.C.”) is required by law to publish the following statement which lists the documents and information existing within the P.F.B.C. and generally available to the public:-

The Act gives members of the public:

- The legal right to access to information and official documents (with exemptions) held by the Point Fortin Borough Corporation.
- The legal right to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- The legal right to obtain reasons for adverse decisions made regarding a request made under the FOIA.
- The legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published by the Point Fortin Borough Corporation as approved by the Minister of Local Government.

ORGANIZATION:

Point Fortin Borough Corporation

DESCRIPTION OF THE REGION OF POINT FORTIN

The Borough of Point Fortin is located on the south-western peninsular delineated as follows:

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- NORTH** From a point on the coast at the northern end of Erin Road at the eastern boundary of Cedros Ward proceeding in a generally north-easterly direction along the said coast to the point on the West Bank of the Vance River.
- EAST** From the last mentioned point proceeding in a generally south-easterly direction along the West bank of the said river to the point where it meets the southern side of the Southern Main Road.
- SOUTH** From the last mentioned point proceeding in a generally south-westerly direction along the southern side of the Southern Main Road to the point where it crosses the eastern boundary of Cedros Ward at Erin Road.
- WEST** From the last mentioned point proceeding in a generally northerly direction along Erin Road (the eastern boundary of Cedros Ward) to the sea coast at the point of commencement.

Section 7 (1) (a) (i) of the FOIA**Role, Function and Structure of the Point Fortin Borough Corporation****VISION STATEMENT:**

Point Fortin is the preferred community to live. Our leaders ensure the availability of sustainable physical and social infrastructure within a safe and healthy environment, where opportunities for investment in employment, education, industrial development, sports, art and culture exist for our people.

MISSION STATEMENT:

Strategically located in the Hub of Industrial and Cultural activity, we are committed to good governance and vision focused leadership. We facilitate our community through appropriate technologically sound environment, physical and social infrastructure, equally and equitably distributed. We are a catalyst for development and change through a staff characterized by professionalism and dedicated to service excellence and continuous improvement.

PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

STRUCTURE OF THE CORPORATION:

The Point Fortin Borough Corporation is an organization whose governance structure consists of elected Councillors and Aldermen headed by a Mayor.

The organizational structure consists of the following:-

- **Council**
- **Management/Administration**

COUNCIL:

The Council is made up of ten (10) members comprising of four (4) Aldermen and six (6) Councillors as follows:-

- | | |
|----------------------------------|---|
| • Alderman Saleema Thomas | - Her Worship the Mayor |
| • Alderman Roamatie Smith | - Alderman |
| • Alderman Keith Miller | - Alderman |
| • Alderman Jo-Anne Bowen-Delysia | - Alderman |
| • Councillor Leslie Chang Fong | - Deputy Mayor - Electoral District - Hollywood |
| • Councillor Lyndon Harris | - Electoral District - Techier/Guapo |
| • Councillor Bryana Fortune-John | - Electoral District - Cap-de-Ville/Fanny Village |
| • Councillor Kwesi Thomas | - Electoral District - Egypt |
| • Councillor Leslie Pascall | - Electoral District - New Village |
| • Councillor Reynold Carrington | - Electoral District - New Lands/Mahaica |

The meetings of the Council of the Point Fortin Borough Corporations are as follows:

- Public Health Committee Meeting
- Personnel Committee Meeting
- Physical Infrastructure Committee Meeting
- Finance, Planning and Allocation of Resources Committee Meeting
- Occupational Health, Disaster Management, Safety and the Environment Committee Meeting
- Buildings and Institutions Committee Meeting

PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- Recreation Grounds and Public Spaces Committee Meeting
- Community Development Committee Meeting
- Innovation and Technology Committee Meeting
- Local Economic Development Committee Meeting
- Sports Development Committee Meeting
- Youth Development Committee Meeting
- Education Committee Meeting
- School Community Alliance Committee Meeting
- Security and Policing Committee Meeting
- Corporate Services Committee Meeting
- Culture and Celebrations Committee Meeting
- Local Area Planning and Development Committee Meeting
- Social Welfare Services Committee Meeting
- Statutory Meeting

MANAGEMENT/ADMINISTRATION:

The Management/Administration of the Point Fortin Borough Corporation consists of the following:

- Engineering Department
- Human Resource Department
- Building Inspectorate
- Finance and Accounting
- General Administration / Council Secretariat
- Public Health
- Municipal Police
- Assessment
- Disaster Management
- Health and Safety
- Information Technology

PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

ROLE OF THE CORPORATION:

The Point Fortin Borough Corporation provides a range of Infrastructural, Public Health and Social Services to the Local Community. The Corporation acts as catalyst and facilitator in the development of activities in the Borough of Point Fortin.

FUNCTIONS OF THE CORPORATION:

The remit of the Corporation is outlined in the Municipal Corporations Act Chapter 25:04. The functions that are exercisable by the Corporation include the following:

- The distribution of truck-borne water subject to the provision of the Water and Sewerage Act Chapter 54:40;
- The provision and maintenance and control of all Corporation buildings;
- The maintenance and control of homes for the aged established by the Corporation;
- Subject to any other written law, the maintenance and control of child care centers established by the Corporation;
- The construction and the maintenance of all drains and water courses except main water courses, highway water courses, also drains and main water courses along main roads and highways;
- The provision and maintenance and control of such parks, recreation grounds, beaches and other public spaces as the President may from time to time by Order prescribe;
- The promotion of the development within the municipality in accordance with plans approved by the Minister with the responsibility for physical planning;
- The maintenance of state property including such police stations, health centres, post offices and other government buildings as the Minister to whom the responsibility for construction and maintenance of buildings is assigned may by order determine;

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- The disposal of garbage from public and private property, the development and maintenance of sanitary landfills, chemical treatment for insect and vector control, abatement of public nuisance and dissemination of information for primary health care;
- The co-ordination of local and regional trade fairs, athletic events, cultural displays and entertainment;
- The collection and distribution of forms issued by Department of Government;
- The maintenance and control of burial grounds and crematoria, subject to the provisions of the Public Burial Grounds Act and the Cremation Act;
- The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act;
- The collection of property rates and taxes;
- Such other function as the President may from time to time by Order prescribe.

OTHER SERVICES PROVIDED BY THE CORPORATION:

- Grant final approval for Building Plans and Building Area Layouts; monitor to ensure compliance with details of specifications;
- Issue Completion Certificates;
- Provide advice on land development and building construction to the public;
- Grant provisional approval for land development
- Enforcement of Litter Act; (Litter Prevention Wardens);
- Cleaning of cesspits and septic tanks;
- Supply of Food Handlers Badges;
- Registration of Food Premises;
- Grant of Financial assistance for charitable and needy cases from Mayor's Fund;
- Removal of derelict vehicles;
- Markets and Abattoirs;

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- Municipal Police Service;
- Animal Control.
- Initial Damage Assessment

EMERGENCY RESPONSE:

Community Emergency Response for the Borough of Point Fortin is coordinated through the Point Fortin Borough Corporation. The Corporation has adopted an integrated all of Corporation approach to emergency response. Strategic relationships between governmental, community, individual and the private sector are enforced to effectively respond and manage Level 1 and 2 emergencies / disasters. As a consequence, Corporate stakeholders have provided sponsorship and a draft Community Emergency Response plan has been develop. This plan is currently being revised.

The objectives of the emergency response plan are as follows:-

- (a) **To save/protect human lives, property and the environment;**
- (b) **To provide a framework for the integration of each aspect of Emergency Management; and**
- (c) **To maintain acceptable continuation of operations.**

DECISION MAKING POWERS:

The Council of the Corporation is the decision making body in accordance with the functions enshrined in the Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.

Section 7 (1) (a) (ii) of the FOIA

Categories of Documents in the possession of the Point Fortin Borough Corporation

- Legal Documents
- Financial and Accounting Documents
- Strategic Review and Strategic Plans of the Point Fortin Borough Corporation
- Circulars, Memoranda, Notices, Brochures
- Registers

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- Contract Documents pertaining to procurement of supplies, services and equipment
- Reports
- Minutes/Agendas of Council Meetings
- Maps of the Borough
- Policy Documents
- Financial Records (Files, Cheques, Vouchers)
- Files dealing with Personnel Matters
- Manuals
- Correspondence to the Chief Executive Officer, Mayor and decisions taken with respect
- to requests/complaints
- General correspondence, complaints

Section 7 (1) (a) (iii) of the FOIA

Materials Prepared for Publication / Inspection by the Public:

The public may inspect and/or obtain copies of the following materials between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday at The Clyde Paul Reference Library situated at the Town Hall, Point Fortin.

The following documents may be accessed by the Public:

- Annual Reports
- Statutory Minutes
- Brochures/Pamphlets
- Roles and Functions of the Point Fortin Borough Corporation
- Manuals of Operating Procedures
- Newsletter of the Point Fortin Borough Corporation

Section 7 (1) (a) (iv) of the FOIA

Literature available by Subscription

No literature is available by way of subscription to the Point Fortin Borough Corporation at this time.

PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

Section 7 (1) (a) (v) of the FOIA

Procedure to be followed when accessing a document from the Corporation

How to request information

GENERAL PROCEDURE

Our policy is to answer all requests for information both oral and written. However, in order to have the rights given to you by the FOIA (e.g. the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available from our Designated Officer for information that is not readily available in the public domain.

ADDRESSING REQUESTS

To facilitate prompt handling of your request, please address to the Designated Officer of the Point Fortin Borough Corporation: See Section 7 (1) (a) (vi).

DETAILS IN THE REQUEST

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, please communicate with our Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public either from this public authority or from another public authority, for example brochures, pamphlets, reports etc.

TIME LIMITS

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the Corporation fails to meet this deadline, the FOIA gives you the right to

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

proceed as though your request has been denied. We will try diligently to comply within the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

The Corporation will determine whether to grant your request for access to information as soon as practicable but **no later than thirty (30) days as required by Section 15 of the FOIA**. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies of the documents.

Responding to your Request**Retrieving Documents**

The Corporation is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Any information stored in the National Archives or another storage centre, will be retrieved in order to process your request.

Furnishing Documents

An applicant is entitled to copies of information the Corporation has in its possession, custody or power. The Corporation is required to furnish only one (1) copy of a document. If the Corporation cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, the Corporation will furnish the best copy possible and note its quality in our reply.

Please note that the Corporation is not compelled to do the following:

- (i) Create new documents, for example, we are not required to write a new program so that a computer will print information in the format you prefer; or
- (ii) Perform research on behalf of the applicant.

Section 7 (1) (a) (vi) of the FOIA

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

Officers in the Point Fortin Borough Corporation are responsible for:-

- (i) The initial receipt of and action upon notices under Section 10;
- (ii) Requests for access to documents under Section 13; and
- (iii) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:

Ms. Delina Roberts

Corporate Secretary

Point Fortin Borough Corporation

Town Hall

George Road

Mahaica

Point Fortin.

Section: C.E.O.'s Department

Telephone No. 648-2124/2868/2869/0555 – Ext. 234

Fax No.: 648-4424

Email Address: pfb80@gmail.com

Web Site: www.pointfortinborough.com

The Alternate Officer is:

Ms. Sharon Juste

Deputy Chief Executive Officer (ag)

Point Fortin Borough Corporation

Town Hall

George Road

Mahaica

Point Fortin

Section: C.E.O.'s Department

Telephone: 648-2124/2868/2869/0555 – Ext. 258

Fax No.: 648-4424

Email Address: pfb80@gmail.com

PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

Web Site: www.pointfortinborough.com

Section 7 (1) (a) (vii) of the FOIA

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public).

Statutory Meetings

Statutory Meetings are held on the fourth Wednesday of every month at the Point Fortin Borough Corporation Town Hall, located at #26-30 George Road, Mahaica, Point Fortin.

Section 7 (1) (a) (viii) of the FOIA

Library/Reading Room Facilities

A Reading Room is available for public use at the Clyde Paul Reference Library located at the Town Hall, #26-30 George Road, Mahaica, Point Fortin. The opening hours to the public are from Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m.

Section 8 (1) (a) (i) of the FOIA

Documents containing interpretations or particulars of written laws or schemes administered by the Point Fortin Borough Corporation, not being particulars contained in another written law:-

- Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992
- Public Health Ordinance Chapter 12 No. 4
- Town and Country Planning Act Chapter 35:01
- Highways Act Chapter 48:01
- Market Bye Laws 1996, Legal Notice No. 101 dated December 31st, 1996
- Abattoir Bye Laws, Legal Notice No. 154 dated December 31st, 1996
- Litter Act Chapter 30:52
- Dogs Act Chapter 67:54; Dangerous Dogs Act No. 32 of 2000 and Dog Control (Amendment) Act 2014
- Recreation Grounds and Pastures Act Chapter 41:01

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PUBLIC STATEMENT OF THE POINT FORTIN BOROUGH CORPORATION FOR
THE YEAR 2022—CONTINUED

- Burial Grounds Act Chapter 30:50

These are available from the Government Printery located at #55-57 Eteck Park, Frederick Settlement, Caroni.

Section 8 (1) (a) (ii) of the FOIA

Manuals, rules of procedure, statements of policy, records of decision, letters of advice to persons outside the Point Fortin Borough Corporation, or similar documents containing rules, policies, guidelines, practices and precedents.

- (a) Standing Orders Legal Notice No. 74 dated December 20, 1996
- (b) Manual of Operating Procedures
- (c) Manual of Policy Statements
- (d) Minutes of Statutory Meetings

Section 8 (1) (b) of the FOIA

In enforcing written laws or schemes administered by the Point Fortin Borough Corporation where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

Not applicable at this time.

Section 9 (1) (a-m) of the FOIA

A report or a statement containing the advice or recommendations of a body or entity established within the Point Fortin Borough Corporation.

- Statutory Minutes and Reports
- Strategic Plan
- Records of Public Consultants held on various plans for Point Fortin
- Public Service Rules and Regulations

1069

SPECIAL LICENSING SESSIONS
(*Liquor Licences Act, Chap. 84:10*)

BOROUGH OF ARIMA

NOTICE is hereby given that by lawful authority under the provision of the Liquor Licences Act, Chap. 84:10(18), the Liquor Licensing Committee for the Borough of Arima, has appointed TUESDAY THE 26TH DAY OF JULY, 2022 at 9:00 o' clock in the forenoon at the Arima District Court as the day, hour and place at which a Special Licensing Session will be held to hear and determine the application of Janice Bally-Bideshi of 7, Malabar Branch Road, Arima for a Certificate authorizing her to carry on the trade of a Spirit Grocer in respect of premises situate at 7, Malabar Branch Road, Arima.

Dated this 4th day of July, 2022 at the Arima District Court.

T. REYES
*Secretary, Licensing Committee,
Borough of Arima*

1070

BOROUGH OF CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguanas, has appointed MONDAY THE 8TH DAY OF AUGUST, 2022 at the Trinidad North District Court, Chaguanas, as the day and place at which a Special Session will be held to hear and determine the application of Mark Rambally of Light Pole No. 1, Rasheed Avenue, Munroe Road Cunupia for a certificate authorizing him to carry on the trade of a Spirit Retailer in respect of premises situate at 96, Munroe Road, Cunupia.

Dated this 14th day of July, 2022 at the Trinidad North District Court, Chaguanas.

S. NANAN
*Secretary, Licensing Committee
Borough of Chaguanas*

1071

REGION OF COUVA-TABAQUITE-TALPARO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Region of Couva-Tabaquite-Talparo, has appointed THURSDAY THE 28TH DAY OF JULY, 2022 at the Trinidad South District Court, Couva as the day, hour and place at which a Special Session will be held to hear and determine the application of Renee Ramdial of 56, Mucurapo Road, St. James, for a Certificate authorizing her to carry on the trade of a Spirit Retailer in respect of premises situate at Mile Post 21, Southern Main Road, Couva.

Dated this 14th day of July, 2022 at the Couva District Court.

S. HARRY-RAMDEO
*Secretary, Licensing Committee
Couva-Tabaquite-Talparo*

1072

TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10*)

REGION OF COUVA/TABAQUITE/TALPARO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Region of Couva/Tabaquite/Talparo by Sherard Jahoor of 376, Bonne Aventure Road, Gasparillo, that it is his intention to apply to the Licensing Committee at the Trinidad South District Court Couva on THURSDAY THE 21ST DAY OF JULY, 2022 for a transfer to him of the Special Restaurant Licence now held by Safiath Jahoor, in respect of premises situate at 376, Bonne Aventure Road, Gasparillo in the said district.

Dated this 12th day of July, 2022 at the South District Court, Couva.

S. HARRY-RAMDEO
*Secretary, Licensing Committee
Region of Couva / Tabaquite / Talparo*