



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 124

1054

## ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022

“IN ACCORDANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA), ARIMA BOROUGH CORPORATION 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 information held by the Arima Borough 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 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 Arima Borough Corporation**

**MISSION STATEMENT**

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

The Arima Borough Corporation is committed to forging partnerships with all stakeholders in creating a unique Royal Chartered Borough that delivers quality services, while preserving our distinct history, heritage and culture.

### **ROLE OF THE CORPORATION**

The Arima Borough Corporation provides a range of quality services to the Local Community. The Corporation acts as a catalyst and facilitator in the development of Regional activities.

### **STRUCTURE**

The organizational structure of the Arima Borough Corporation consists of the following:

1. Council
2. Technical / Administrative [ please see organizational structure attached]

### **COUNCIL**

The Council consists of eight [8] Councillors and three [3] Aldermen and is responsible for:

### **COMMITTEES**

1. Public Health, Sanitation and Environmental Committee
2. Municipal Police
3. Sports and Youth Development
4. Traffic Management
5. Monitoring and Evaluation
6. Community Development and Social Services
7. Policy Development and Implementation
8. Corporate Services, Personnel and Human Resource
9. Recreation Grounds and Public Spaces
10. Finance, Planning, and Allocation of Resources
11. Statutory Meeting
12. Urban Local Health Authority Meeting
13. Internal Audit
14. Spatial Planning and Building Inspectorate
15. Infrastructure Development and Maintenance

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

16. Disaster Management

17. Digital Transformation

### **ELECTORAL DISTRICTS**

1. Arima North East
2. Arima West/ O'Meara
3. Calvary
4. Malabar North
5. Tumpuna
6. Malabar South
7. Arima Central

### **TECHNICAL/ADMINISTRATION**

The Arima Borough Corporation comprises the following departments-

1. Accounts
2. Personnel
3. Municipal Police
4. Administration
5. Arima Market
6. Assessment
7. Disaster Management Unit
8. Public Health
9. Engineering
10. Information Technology
11. Economic Development
12. Internal Audit
13. Procurement (Stores and Tenders)
14. Corporation Secretary
15. Deputy Chief Executive Officer
16. Chief Executive Officer

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

17. Health and Safety

**FUNCTIONS/SERVICES**

1. Manage Vending
2. Issue Licences
3. Oversee Buildings and construction
4. 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.
5. Manage public facilities
6. House rates
7. Issues show cause/stop notices
8. Manage lands vested in the Corporation
9. Manage/oversee the public health of the Borough of Arima
10. Maintenance and control of all Corporation properties
11. Construction and maintenance of all drains and water courses except main water-courses and highway water courses
12. Maintenance and control of parks, recreation grounds and other public spaces as the President may from time to time prescribe
13. The promotion of development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning
14. The provision, maintenance and control of public pastures and recreation grounds, subject to the provisions of the Recreation Grounds and Pastures Act
15. The implementation of the Infrastructure Renewal Improvement Development Programme (I.R.I.A.D)
16. The implementation of the Road Improvement Fund (R.I.F) Programme
17. Granting of final approval for Building Plans and Building Area Layouts monitoring to ensure compliance with details of specifications
18. Issuance of completion Certificates
19. Provision of advice on land development and building construction to the public
20. Granting of provisional approval for land development



1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

21. Enforcement of litter act
22. Cleaning of cesspit and septic tanks
23. Supply of food badge
24. Granting of financial assistance for charitable and needy cases from Chairman's Fund.
25. Such other functions as the President may from time to time by Order prescribe

### **DECISION-MAKING POWER**

Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992

#### **Section 7 [1] [a] [ii]**

### **CATEGORIES OF DOCUMENTS HELD BY THE ARIMA BOROUGH CORPORATION**

1. Legislation Administered by the Arima Borough Corporation
2. Financial and accounting documents
3. Strategic Review and Strategic Plans
4. Corporate Plans
5. Documents from other public authorities lodged at the Corporation for public views e.g. [E.M.A] Environmental Management Authority, Development Plans etc.
6. Registers
7. Contractual Documents
8. Documents relating to Human Resources and Industrial Relations, Policies and other matters
9. Reports
10. Maps
11. Infrastructure matters
12. General Administrative Documents
13. Policy Document

#### **Section 7 [1] [a] [iii]**

### **MATERIAL PREPARED FOR INSPECTION BY THE PUBLIC**

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

1. Minutes of Statutory Meetings and Appended Reports.
2. Draft Estimates of Revenue and Expenditure [Recreation and Development Programme.]
3. Detailed Estimates of Approved Projects
4. Approved Estimates of Development Programme [ Expenditure and Recurrent Expenditure]
5. Audited and unaudited financial Reports
6. Annual administrative report
7. Signed Permanent Cadre, Regular and Casual List of Employees of the Corporation
8. Municipal Corporations Act No 21 of 1990 and its Amendment No 8 of 1992
9. Standing Orders
10. Market and Abattoir Bye-Laws
11. Conditions of Contracts
  - Schedules
  - Tender Documents
  - Summary of tenders
  - Schedule of Awards
  - Return of Awards
  - Manual of Operating Procedures

**REGISTERS**

1. Assets
2. Fee Structure
3. Food badges
4. Business Places
5. Water Applications
6. Petty Contractor and Bonded Contractors
7. Approved Plans
8. Market and Cemetery Allotments
9. Complaints

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

“The Public may inspect and/or obtain copies of the following material between the hours of 8:00-4:00p.m on normal working days at:

Arima Borough Corporation

Xtra Plaza, Corner O’Connor Drive and O’Meara Road, Arima.

1868612-4222

arima.corporation@gmail.com

#### **Section 7(1)(a)(iv)**

No literature is available by way of subscription to the Arima Borough Corporation. This section is therefore not applicable.

#### **Section 7(1)(a)(v)**

### **PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENTS FROM THE ARIMA BOROUGH CORPORATION**

#### **How to request information: General Procedure**

Our policy is to respond to all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA, you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at Arima Borough Corporation for information that is not readily available from the information desk at the Arima Borough Corporation at the above-mentioned address.

#### **ADDRESSING REQUESTS**

To enable prompt handling of your request, the Designated Officer of the Arima Borough Corporation are detailed in Section 7(1)(a)(vi)

#### **DETAILS IN THE REQUESTS**

Applicants should provide details that will readily permit identification and location of the records that are being requested. If inadequate information is provided clarification will be required from the applicant. If you are unsure of the information/details required to make your request, communicate with the specified Designated Officers.

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

### **REQUESTS NOT HANDLED UNDER THE FOIA**

A request under the Freedom of Information Act will not be processed where 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**

The Freedom of Information Act sets a limitation period of thirty (30) calendar days, from the date of the request for the determination of your request for access to documents. If we fail to meet the deadline, the Act gives applicants a right to proceed as though the request was denied. If treating with your request may take longer than the statutory limit, we will acknowledge your request and inform you of its status. Since there is a probability that the request may be inaccurately addressed or misdirected, applicants may call or write to follow-up/confirm that we received the request and to ascertain its status.

### **TIME ALLOWED**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days, from the date the request was received, as required by Section 15 of the Freedom of Information Act. If there is a determination to grant access to the information requested, applicants will be allowed to scrutinize the documents and/ or be provided with photocopies/ soft copies.

### **RETRIEVING DOCUMENTS**

The public authority is obligated to supply copies of documents only when they are in our possession or we can recover them from storage. Information stored in the National Archives or another storage center, will be recovered to facilitate applicant's request.

### **FURNISHING DOCUMENTS**

An applicant is entitled to copies of the information we have in our possession, custody or power. The public authority is obligated to furnish only one copy of a document. If we cannot provide a

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

legible copy of the document, we may not endeavor to recreate it. Instead, we will furnish the most suitable copy possible and not its quality in our reply.

Please note we are not compelled to do the following:

- A. Create new documents
- B. Perform research for you.

**SECTION 7 (1) (a) (vi)**

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following officers in the Arima Borough Corporation 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 FOA “(Freedom of Information Act)”

**DESIGNATED OFFICER:**

Designation	-	Corporate Secretary Aleisha Holder
Address	-	Arima Borough Corporation Xtra Plaza Corner of O’Connor Drive and O’meara Road Arima Trinidad West Indies.
Telephone	-	612- 4222 Ext 139
Email Address	-	<a href="mailto:abcorp.corpsec@gov.tt">abcorp.corpsec@gov.tt</a> <a href="mailto:arima.corporation@gov.tt">arima.corporation@gov.tt</a>

**ALTERNATIVE DESIGNATED OFFICER:**

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

All notices or requests for access to a document or queries for amendment of information concerning an individual in the possession of the Arima Borough Corporation should be addressed to the following designated officer:

Designation	-	Tenders Clerk Melissa Walters
Address	-	Arima Borough Corporation Xtra Plaza Corner of O'Connor Drive and O'meara Road Arima Trinidad West Indies.
Telephone	-	612- 4222 Ext 113
Email Address	-	<a href="mailto:arima.corporation@gov.tt">arima.corporation@gov.tt</a>

**Section 7 (1) (a) (vii)**

ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPENED TO THE PUBLIC):

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

**Section 7 (1) (a) (viii)**

LIBRARY/READING ROOM FACILITIES OF THE ARIMA BOROUGH CORPORATION.

There is no library/reading room located at the Arima Borough Corporation available for public use.

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

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

1054—Continued

ARIMA BOROUGH CORPORATION UPDATED PUBLIC STATEMENT FOR THE YEAR 2022—CONTINUED

- 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 (Arima) Bye-Laws 1996
- E. The Abattoir (Arima) Bye Laws 1996
- F. Litter Act Chapter 30:52
- G. Bye-Laws for regulations the sale of meat, fish, vegetables in the Borough of Arima, 1907

These can be purchased at the Government Printery or are available online at [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.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 public authority 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 objective to be pursued in the enforcement of written laws or schemes.

This section is not applicable.

**SECTION 9 STATEMENTS**

**Section 9 (1) (A-M) Statements:**

- A. Strategic Review of the Arima Borough Corporation
- B. Strategic Plan of the Arima Borough Corporation
- C. Auditor General Reports
- D. Committee Minutes and Reports
- E. Draft Estimates of Revenue and Expenditures Recurrent and Development Programme
- F. Approved Estimates of Revenue and Expenditure Recurrent and Development
- G. Planning Bill

**Government of the Republic of Trinidad and Tobago****PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION- 2022****In compliance with Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02**

IN ACCORDANCE WITH SECTIONS 7,8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA), CHAGUANAS BOROUGH CORPORATION 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 to access information held by the Chaguanas Borough Corporation;
- (2) A legal right 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.”

**Part A Section 7[1] [a][i]****Role, Functions and Structure of the Chaguanas Borough Corporation****[I] ORGANISATION****MISSION STATEMENT**

Through the effective and efficient utilisation of resources, sustain and promote quality living, through commitment and collaboration in creating better communities.

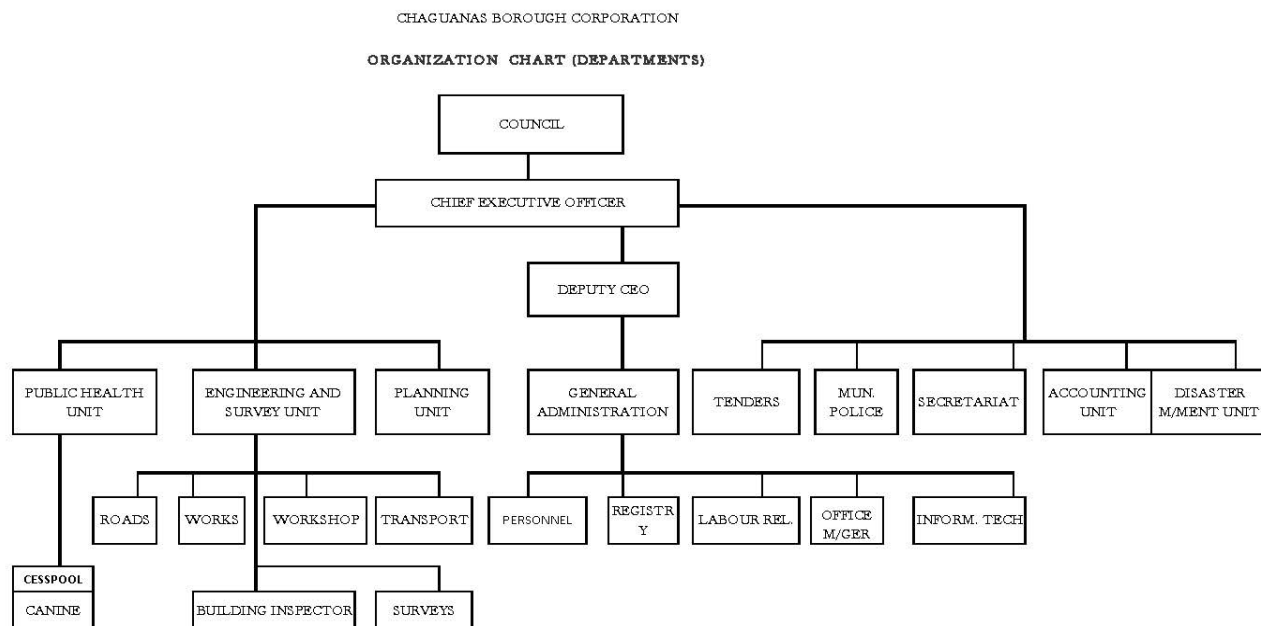
**ROLE OF THE CORPORATION**

The Chaguanas Borough Corporation is a Local Government Authority, incorporated on the 13th of September 1990 by the Municipal Corporation Act 21 of 1990. The Corporation operates a Council-Mayor form of Government and provides services as authorized by the Act: -



PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH COPORATION 2022—CONTINUED

**ORGANISATIONAL CHART OF THE CHAGUANAS BOROUGH CORPORATION**



**STRUCTURE OF THE CORPORATION**

The Corporation’s structure consists of the following:

- Council
- Administration

**COUNCIL**

The Council consists of eight [8] Elected Councillors, one returned per Electoral district, and four [4] Aldermen.

**ELECTORIAL DISTRICTS:**

- Charlieville
- Munroe Road/Caroni Savannah
- Cunupia
- Felicity/Endeavour
- Montrose
- Edinburgh / Longdenville South
- Enterprise North / Esmeralda
- Enterprise South/Longdenville North

Through the listed Committees the Council conducts the business of the Corporation

**COMMITTEES:**

- Public Health Committee

1055—Continued

PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

- Personnel Committee
- Physical Infrastructure Committee
- Disaster Management & Safety and Security Committee
- Finance, Planning and Allocation of Resources Committee
- Local Economic Development Committee
- Traffic Management Committee
- Streets, Buildings and Development Committee
- Sport, Youth & Community Development Committee
- Markets & Vending Committee
- Statutory Meeting

## ADMINISTRATION

Through Administration, the Council conducts the affairs of the Corporation.

Administration consists of the following Departments

- Technical
- Building Inspectorate
- Finance and Accounts
- General Administration
- Public Health
- Secretariat
- Disaster Management

## FUNCTIONS

The following functions are exercisable by the Corporation:

- 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 child care centers established by the Corporation;
- the construction and maintenance of all drains and water courses except main water-courses and highway water courses;
- 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 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 water courses, beaches and water front 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;

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

- The development, construction, maintenance, and repair of the 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 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;
- Such other functions as the President may from time to time by Order prescribe.

**OTHER SERVICES PROVIDED BY THE CORPORATION:**

- Granting of final approval for Building Plans and Building Area Layouts; monitoring to ensure compliance with details of specifications.
- Issuance of Completion Certificates.
- Provision of advice on land development and building construction to the public.
- Granting provisional approval for land development.
- Enforcement of the Litter Act.
- Cleaning of cesspits and septic tank.
- Supply of Food Badges.
- Granting financial assistance for charitable and needy cases from Chairman's Fund.

**DECISION MAKING POWERS:**

Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992.

**Part A Section 7 [1] [a] [ii]****CATEGORIES OF DOCUMENTS HELD BY THE CHAGUANAS BOROUGH CORPORATION:**

- Legislation Administered by the Chaguanas Borough Corporation.
- Accounting and Financial Management documents. (cheques, receipts, financial statements, vouchers, Income & Expenditure s/ments, etc.)
- Strategic Review and Strategic Plans
- Documents from other public authorities lodged at the Corporation for public views e.g. [E.M.A.] Environmental Management Authority, Development Plans, etc.
- Registers
- Documents dealing with matters relating to the procurement of supplies, services, and equipment
- Documents relating to Human Resources and Industrial Relations, Policies, and other matters
- Internal and external correspondence files.
- Reports
- Maps
- Infrastructure matters
- Inventory Management files
- Policy Document

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

- Minutes/Agenda of Council meetings and Appended Reports
- Administrative records used in the daily operations of the Department
- Personnel records
- Files dealing with official correspondence
- Cabinet Minutes and Notes
- Development Programme (PSIP) files;
- Circular Memoranda, notices, and bulletins
- Files dealing with official functions, conferences, and events
- Collective Bargaining Agreements and Terms and Conditions of employment (Daily Rated)
- Permanent Establishment in respect of Daily Rated workers
- Seniority list in respect to Daily Rated workers.
- Job Specifications and Descriptions in respect of offices in the Public service
- Legal Documents that are filed in the High Court, Industrial Court, and Special Tribunal. Draft Estimates of Revenue and Expenditure [Recreation and Development Programme.]
- Detailed Estimates of Approved Projects.
- Annual Administrative Reports

**REGISTERS:**

- Assets
- Fee Structure
- Food Badges
- Petty Contractors and Bounded Contractors.
- Approved Plans
- Market and Cemetery Allotments
- Complaints.

**Part A Section 7 [1] [a] [iii]****MATERIALS PREPARED FOR PUBLICATION FOR INSPECTION BY THE PUBLIC**

- List of Approved Shelters (Disaster Management)
- Minutes of Statutory Meetings and Appended Reports.
- Petty Contractors and Bounded Contractors..

“The Public may inspect and/or obtain copies of the following material between the hours of 8.00 a.m. to 4.00 p.m. on working days, Mondays to Fridays at:

154 -164 Chaguanas Main Road,  
St Thomas Village,  
Chaguanas.

Tel. No: - 671-0576, 665-5320, 665-5351

Fax: - 671-7757

e-Mail Address - [cbc\\_ceo@hotmail.com](mailto:cbc_ceo@hotmail.com)

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

**Part A Section 7[1] [a] [iv] Documents available by way of subscription****(Not Applicable)****Part A Section 7 [1] [a] [v]**

Procedure to be followed when accessing a document from the Chaguanas Borough Corporation

In order to have the rights given to applicants by the FOI Act (for example the right to challenge a decision if your request for information is refused), you must make your request in writing.

The Request for Access to Official Documents form can be accessed at our Reception/Lobby areas or it may be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt).

The relevant information that must be provided to the Ministry includes:

- 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)).

**Requests not handled under the FOIA:**

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- Documents that contain information that is open to public access, as part of a public register
- Documents that 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 that are stored for preservation or safe custody.

**Time Limits - General**

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for the 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. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that the request 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.

**Furnishing Documents**

An applicant is entitled to copies of the information we have in our possession, custody, or power. We are required to furnish only one copy of a document.

Please note we are not compelled to do the following:

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

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

**Part A Section 7 [1] [a] [vi]**

“Officers in the Chaguanas Borough Corporation are responsible for:

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

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING DOCUMENTS FROM THE CHAGUANAS BOROUGH CORPORATION**

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following Officers.

**DESIGNATED OFFICER**

Designation	-	Administrative Officer II (Ag.) Mr. Vishnu Seunarine
Address	-	Chaguanas Borough Corporation # 154-164 Chaguanas Main Road, St. Thomas Village, Chaguanas.
Telephone	-	671-0576, 665-5351, 665-5320 Ext. 3065
Fax:	-	671-7757
E-Mail Address:	-	<a href="mailto:ao2cbc@gmail.com">ao2cbc@gmail.com</a>

**ALTERNATE DESIGNATED OFFICER:**

Designation	-	Clerk IV (Ag.) Mr. Naresh Boodhram
Address	-	Chaguanas Borough Corporation # 154-164 Chaguanas Main Road, St. Thomas Village, Chaguanas.
Telephone	-	671-9209, 665-5351, 665-5320 Ext. 227
Fax	-	671-7757
E-Mail Address:	-	<a href="mailto:nareshboodhram@yahoo.com">nareshboodhram@yahoo.com</a>

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

**Part A Section 7 [1] [a] [vii]****ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES [WHERE MEETINGS/MINUTES ARE OPENED TO THE PUBLIC]:**

Statutory Meetings.

**Part A Section 7 [1] [a] [viii]****READING ROOM OF THE CHAGUANAS BOROUGH CORPORATION.**

The Chaguanas Borough Corporation will provide a suitable room and space for members of the public who have been granted access to inspect specific documents. Such room and space will be available during the Corporation's normal working hours, 8:00 am to 4:00 pm- Mondays to Fridays, and is located at the Administrative Complex, #154-164 Chaguanas Main Road, St. Thomas Village, Chaguanas.

No smoking, eating, or drinking is allowed in the space provided.

**Part B Section 8 [1] [a] [i]: Documents containing interpretations or particulars of written laws or schemes administered by the Chaguanas Borough Corporation, 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
- 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 downloaded/viewed online at <https://agla.gov.tt/>

**Part B Section 8 [1] [a] [ii]: Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Chaguanas Borough Corporation, or similar documents containing rules, policies, guidelines, practices or precedents:**

- Standing Orders, Legal Notice No. 13
- Manual of Operating Procedures
- Statutory Minutes and Reports
- Collective Agreement for Daily rated workers
- Circulars and Memorandums from Ministry of Finance, CPO, MPA, MORDLG

**Part B Section 8 [1] [b] : In enforcing written laws and schemes administered by the Chaguanas Borough Corporation where a member of the public might be directly affected by that**

1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

**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:**

- Collective Agreement of Daily Rated Workers
- Guidelines for Procurement

**Part C Section 9 (1)(a) A report or a statement containing the advice or recommendations, of a body or entity established within the Chaguanas Borough Corporation:**

- Strategic Plan of the Chaguanas Borough Corporation fy 2013-2016
- Committee Minutes and Reports
- Draft Estimates of Revenue and Expenditure Recurrent and Development Programme.
- Approved Estimates of Revenue and Expenditure Recurrent and Development.

**Section 9 (1) (b) A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Chaguanas Borough Corporation 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 Chaguanas Borough Corporation or to the responsible Minister of that public authority.**

- Management letters on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation's Consolidated Fund.
- Management letters on the Audit of the Accounts and Financial Statements of the Chaguanas Borough Corporation's Mayor's Fund
- Reports from Office of the Ombudsman
- Reports from the OSH agency of Trinidad and Tobago
- Fire Services of T&T

**Section 9 (1) (c) A report or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Chaguanas Borough Corporation**

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

**Section 9 (1) (d) A report or a statement containing the advice or recommendations of a committee established within the Chaguanas Borough Corporation to submit a report, provide advice, or make recommendations to the responsible Minister of Rural Development and Local Government or to another officer of the Chaguanas Borough Corporation who is not a member of the committee.**

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

**Section 9 (1) (e) A report (including a report concerning the results of studies, surveys, or tests) prepared for the Chaguanas Borough Corporation by a scientific or technical expert, whether**



1055—Continued

## PUBLIC STATEMENT OF THE CHAGUANAS BOROUGH CORPORATION 2022—CONTINUED

**employed within the Chaguanas Borough Corporation or not, including a report expressing the opinion of such an expert on scientific or technical matters.**

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

**Section 9 (1) (f) A report prepared for the Chaguanas Borough Corporation by a consultant who was paid for preparing the report**

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

**Section 9 (1) (g) A report within the Chaguanas Borough Corporation 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, program or project**

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

**Section 9 (1) (i) A report containing final plans or proposals for the re-organization of the functions of the Chaguanas Borough Corporation, the establishment of a new policy, programme or project to be administered by the Chaguanas Borough Corporation, or the alteration of an existing policy, programme or project administered by the Chaguanas Borough Corporation, whether or not the plans or proposals are subject to approval by an officer of the Chaguanas Borough Corporation, another public authority, the responsible Minister of the Chaguanas Borough Corporation or Cabinet.**

- Strategic Plan of the Chaguanas Borough Corporation FY 2013- 2016.

**Section 9 (1) (j) A statement prepared within the Chaguanas Borough Corporation and containing policy directions for the drafting of legislation.**

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

**Section 9 (1) (k) A report of a test carried out within the Chaguanas Borough Corporation on a product for the purpose of purchasing equipment.**

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

**Section 9 (1) (k) A report of a test carried out within the Chaguanas Borough Corporation on the product for the purpose of purchasing equipment.**

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

**Section 9 (1) (l) An environmental impact statement prepared within the Chaguanas Borough Corporation**

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

**Section 9 (1) (m) A valuation report prepared for Chaguanas Borough Corporation by a valuator, whether or not the valuator is an officer of the Chaguanas Borough Corporation**

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



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## **GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

### **Updated Public Statement of the CEPEP Company Limited for the year 2022 in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA)**

In accordance with Sections 7, 8 and 9 the Freedom of Information Act 1999 ("the Act"), the CEPEP Company Limited (CEPEP) is required by law to publish this statement, which lists the documents and information generally available for the public.

The Act gives members of the public a legal right to: -

1. Access information held by the CEPEP Company Limited;
2. Have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. Obtain reasons for adverse decisions made regarding an applicant's request information under the FOIA; and
4. 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)**



1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

## Functions and Organization of CEPEP

Section 7 (1) (a) (i) seeks to provide information on the structure and function of CEPEP Company Limited.

There is no arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of policy in, or the administration of CEPEP at this time.

## Establishment of the CEPEP Company Limited

The CEPEP Company Limited is a state agency of the Ministry of Rural Development and Local Government. The CEPEP Programme was officially launched on the 29th of July 2002 by our former Prime Minister, Mr. Patrick Manning. The CEPEP Company was established in 2006 under the Companies Act Chapter 81:01 of the revised laws of the Republic of Trinidad and Tobago and its registered office is located at #16 Factory Road, Ste. Madeleine in the Ward of San Fernando in the Island of the Republic of Trinidad and Tobago.

The objectives of the Programme are: -

- a. To employ organizations/businesses within communities to improve the conditions of the local environment;
- b. To expand employment opportunities for the benefit of the semi-skilled and unskilled citizens in the communities; and
- c. To create opportunities for development of small businesses.

## Vision

CEPEP's vision is ***"To be the premier environmental enhancement company which fosters national pride"***.

## Mission

The mission is ***"Securing the future by protecting and enhancing the physical environment while building our communities through entrepreneurship"***.

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

### Corporate Structure

The Company is governed by a Board of Directors appointed in accordance with the Companies Act of Trinidad and Tobago and are as follows:

- **Chairman** - Ms. Marilyn Michael
- **Deputy Chairman** - Mr. Derek Ambrose
- **Board Members**- Mr. Sabeer Ali, Ms. Phyllis Wickman-Stewart, Mr. Rajcoomar Bhagaloo, Ms. Heather Tardieu, Mr. Glen Roach, Mrs. Cheryl Ryan-Mohammed and Mr. Cecil Santana.

The Board is accountable to the Minister of Rural Development and Local Government whilst the Minister of Finance manages all assets and liabilities of the Company. The day-to-day operations are managed by the Management Team, which reports to the Board.

### Organizational Structure

CEPEP Company Limited comprise of eight (8) Departments which reports to the Chief Executive Officer. These are: -

1. Operations Department
2. Marketing and Communications Department
3. Human Resource Department
4. Information Technology Department
5. Finance Department
6. Legal Department
7. Internal Audit
8. Compliance Unit

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED



#### Office of the Chief Executive Officer

The Chief Executive Officer is responsible for the management of the organization. The Chief Executive Officer is responsible for ensuring the Company is mission driven, fiscally accountable for efficient and quality delivery of services. The Chief Executive Officer reports to the Board of Directors and also acts as the liaison between the Board of Directors and staff and between the Board of Directors and outside entities.

#### Human Resource Department

The Human Resource Department develops and implements the Company's Human Resource Policies and programmes which focuses on compensation and benefits, employees' performance and training, recruitment and talent management, industrial and employee relations and office management services. The Department also maintains personnel records of all employees and other matters relating to terms and conditions of employment.

#### Finance and Accounts Department

The Finance Department is responsible for monitoring and reporting on the financial position of CEPEP. Its mandate is to ensure that the financial requirements of all stakeholders are met in a timely and effective manner against a backdrop of integrity, transparency and accountability. The Department is also responsible for the preparation of budgetary estimates

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

for the activities of the organization, processing of management fees and contractors workers' payroll, salary processing for in-house staff and any new projects.

Internal Audit Department

The Internal Audit Department was re-established in February 2017, to provide independent, objective assurance and advice to the organization in the achievement of organizational goals and management of risk. The Unit assists CEPEP in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

The internal audit activity is defined by the Board of Directors body as part of their oversight role.

Information Technology Department

The IT Unit is responsible for the management of Information Technology infrastructure, data management, management of all company's social platforms and provision of Information Technology support services; being proactive in maintenance and offering quality customer service in a rapidly changing environment.

Marketing and Communications Department

The Marketing and Communications Department of CEPEP engages in public relations, company branding and advertising, stakeholder relations and performs activities in keeping with social responsibility. This department is also responsible for developing, cultivating and maintaining a corporate identity or brand image. Initiatives are created and executed to mould company image, communicate with internal and external audiences, and sustain a long-term positive reputation.

Legal Department

The Legal Department of the CEPEP Company Limited provides proactive and general legal advice to the Board of Directors and CEPEP's Management. The Department drafts and

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

executes CEPEP contracts in an effort to preserve and protect the assets of CEPEP and minimize CEPEP's exposure to potential litigation and other claims. The legal department liaises with external Counsels on litigation matters and other legal proceedings relevant to the Company. The department is also responsible for preparation and review of legal contracts/agreements between its independent contractors and CEPEP.

## Compliance Department

Amongst their various activities, the Compliance Department ensures that the Contractors comply with certain terms of their contract with The CEPEP Company Limited. The Department provides a range of administrative services that support and review Core Contractors' statutory obligations to their Workers. Moreover, the Department processes and analyses payments made by the Contractors to the relevant Statutory Bodies.

## Operations Department

The Operations Department oversees the provision and monitoring of the major of services provided by CEPEP. These include Environmental Clean-Up, Beautification and Maintenance, Waste Removal, Dead Animal Removal, Coastal Maintenance, Eco-Site Management, Disaster and Emergency Response and Transportation. These works are monitored by field officers who have been assigned to the six (6) geographical regions that comprise of thirty-nine (39) environmental work areas throughout Trinidad.

**SECTION 7 (1) (a) (ii)**

## Statement of the Categories of documents

Under Section 7 (1) (a) (ii), the Categories of documents are as follows: -

1. General administrative records (files and documents) for the operation of the CEPEP programme.
2. Personnel Records - which detail all appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation.

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

3. Financial records (cheques, journals, pay records, vouchers, purchasing orders, receipts etc.).
4. Audit files.
5. Procurement Records - dealing with matters relating to the procurement of goods and services and equipment.
6. Photographs/CompactDiscs/Diskettes/Abstracts/Tapes/Catalogues/Brochures; Charts.
7. News releases and speeches originating in CEPEP.
8. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.
9. Record of Stores (Inventory).
10. Periodicals and publications.
11. Board Appointments.
12. Legislation and legal instruments.
13. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Technical, Administrative, Achievements
14. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications.
15. Minutes of Board and Management Meetings.

**SECTION 7 (1) (a) (iii)**

Materials Prepared for Public Inspection

Under Section 7 (1) (a) (iii), general information on the CEPEP Company Limited can be sourced via the Company Website at <https://www.cepep.gov.tt/>

**SECTION 7 (1) (a) (iv)**



1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

## Statement of Literature available via subscription

With reference to Section 7 (1) (a) (iv), which relates to the Statement Listing the Literature available by way of subscription, CEPEP Company Limited has no literature available by subscription.

**SECTION 7 (1) (a) (v)**

## Accessing Information

With reference to Section 7 (1) (a) (v), the procedures for accessing documents under the FOIA from CEPEP is outlined below:-

## General Procedure

CEPEP will respond to all oral and written requests for information. However, in order to have the rights given under the FOIA, the request must be made in writing. In cases where the information is not readily available, the applicant must submit a ***Request for Access to Official Documents*** for information.

## Details in Request

Applicants should provide details that will allow for easy identification and retrieval of records. If applicants are uncertain of how to write the request or what details to include in the request, applicants are encouraged to seek guidance from the Designated Officer named in below.

**SECTION 7 (1) (a) (v)**

## Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of CEPEP (see Section 7 (1) (a) (vi)). The request should be forwarded to:

**Samantha Marcelle-Wells****Senior Human Resource Officer (Ag.)****The CEPEP Company Limited****#16 Factory Road,**

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

**Ste. Madeleine,**

**Tel: 225-4400 ext. 2006/2106/2105 Fax: 698-0166**

Responding to your requests

Retrieving Documents

CEPEP Company Limited will retrieve the required documents whether it is being stored on-site or offsite. It should be noted that various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, as such the Company can only provide information once it is available.

Furnishing Documents

The Company is required to furnish copies of information in our possession, custody or power, once the requirements of the FOIA are satisfied. It should be noted that in accordance with the FOIA, the Company will furnish one (1) copy of the requested document. If the Company cannot make a legible copy of a document to be released, the Company may not attempt to reconstruct it. Instead, the Company will furnish the best copy possible and note its quality in our reply.

Please note the CEPEP Company Ltd is not compelled to do the following:

1. Generate new documents. For example, we are not required to write a new programme so that a computer will print information in the format that you prefer.
2. Perform research for the applicant.
- 3.

Time Limits

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the Company fails to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. The Company will diligently comply with the time limit. If it appears that processing your request may take longer than the statutory

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

limit, the Company will acknowledge your request and advise you of its status. Since there is the possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm whether the request was received and to ascertain its status.

## Time Allowed

The Company will determine whether to grant your request for access to information as soon as practicable but no later than 30 days after the day on which the request is duly made 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.

## Fees and Charges

Section 17 (1) 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, disk, 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)**

## Statement Specifying Designated FOIA Officer

Under Section 7 (1) (a) (vi), the designated FOIA officer in CEPEP will be 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 corrections of personal information under Section 36 of the FOIA.

As stated in Section 6.2 of this document, the Designated Officer is:

**Samantha Marcelle-Wells, Senior Human Resource Officer (Ag.)**

The CEPEP Company Limited

#16 Factory Road,

Ste. Madeleine,

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

Trinidad, W.I.

Tel: 225-4400 Ext. 2006/2105/2106 Fax: 698-0166

**SECTION 7 (1) (a) (vii)**

Statement Listing All Boards, Councils, Committees

SECTION 7 (1) (a) (vii) of the Act is not applicable to the CEPEP Company Limited at this time since there exist no Board, Council, Committee or any other body that advise the Company.

**SECTION 7(1) (A) (VIII)**

Statement indicating whether the Commission maintains a library or reading room

Section 7 (1) (a) (viii) of the Act is not applicable to the CEPEP Company Limited at this time

**SECTION 8 STATEMENTS**

Section 8 (1) (a) (i) of the Act is not applicable to the CEPEP Company Limited at this time.

Section 8(1) (b) of the Act is not applicable to the CEPEP Company Limited at this time.

**SECTION 9 STATEMENTS**

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

SECTION 9 (1) (a)

Section 9 (1) (a) refers to any report, or a statement containing the advice or recommendations, of a body or entity established within CEPEP. It should be noted that there are no reports or statements to be published under this section at this time.

SECTION 9 (1) (b)

Section 9 (1) (b) refers to any report, or a statement containing the advice or recommendations:

- i. of a body or entity established outside the CEPEP by or under a written law; or
- ii. by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to CEPEP or to the responsible Minister.

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

SECTION 9(1) (c)

Section 9 (1) (c) of the Act refers to a report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of CEPEP

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

SECTION 9 (1) (d)

Section 9 (1) (d) refers to any report, or a statement containing the advice or recommendations, of a committee established within CEPEP to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the Ministry who is not a member of such committee.

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

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

SECTION 9 (1) (e)

Section 9 (1) (e) refers to any report (including a report concerning the results of studies, surveys or tests) prepared for CEPEP by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

SECTION 9 (1) (f)

Section 9 (1) (f) makes reference to any report prepared for CEPEP by a consultant who was paid for preparing the report.

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

SECTION 9 (1) (g)

Section 9 (1) (g) refers to any report prepared within CEPEP 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.

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

SECTION 9 (1) (h)

Section 9 (1) (h) refers to any report on the performance or efficiency of CEPEP, or of an office, division or branch of CEPEP, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

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

SECTION 9 (1) (i)

Section 9 (1) (i) makes reference to any report containing:

- i. Final plans or proposals for the re-organization of the key functions of CEPEP;

1056—Continued

UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED  
FOR THE YEAR 2022—CONTINUED

- ii. The establishment of a new policy, programme or project to be administered by CEPEP; and
- iii. The alteration of an existing policy, programme or project administered CEPEP, whether or not the plans or proposals are subject to approval by an officer of CEPEP, another public authority, the responsible Minister or Cabinet.

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

SECTION 9 (1) (j)

Section 9 (1) (j) refers to any statement prepared within CEPEP and containing policy directions for the drafting of legislation.

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

SECTION 9 (1) (k)

Section 9 (1) (k) refers to any report of a test carried out within CEPEP on a product for the purpose of purchasing equipment.

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

SECTION 9 (1) (l)

Section 9 (1) (l) makes reference to the development and publication of any environmental impact statement prepared within CEPEP.

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

SECTION 9 (1) (m)

Section 9 (1) (m) refers to any valuation report prepared for CEPEP by a valuator, whether or not the valuator is an officer of CEPEP.

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

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**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**

**UPDATED PUBLIC OF THE COUVA/ TABAQUITE/ TALPARO REGIONAL CORPORATION (CTTRC) 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 Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC) 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 CTTRC.
- 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 Couva/ Tabaquite/ Talparo Regional Corporation**

**Mission Statement**

*"To provide basic infrastructural and social facilities, maintenance and upgrading of these facilities so as to complement and provide a better way of life to the citizens of the Couva Tabaquite Talparo Region and to unite and integrate communities through social, cultural and sporting activities."*

**Vision Statement**



1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

Couva/Tabaquite/Talparo Region must be known as a clean and aesthetically beautiful environment in which its citizens are civic minded, healthy, economically independent, technologically driven, culturally and socially progressive and enjoy the highest standard of living.

**Structure**

The structure of the Couva/ Tabaquite/ Talparo Regional Corporation consists mainly of two (2) different arms:

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:

- Fourteen (14) Councillors, for the electoral districts of:

1. Piparo/ San Pedro/ Tabaquite
2. Balmain/ Calcutta #2
3. Brechin Castle/ Esperanza
4. Califonia/ Pt. Lisas
5. Caparo/ Mamoral
6. Caratal Tortuga
7. Carli Bay/ Calcutta #3/Mc Bean
8. Claxton Bay/ Pointe -a- Pierre
9. Freeport/ Chickland
10. Gasparillo/ Bonne Aventure
11. Las Lomas/ San Raphael
12. Longdenville/ Talparo
13. Perseverance/ Waterloo
14. St. Mary's/ Carlsen Field

- Four (4) Alderman

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

The meetings (committee and otherwise) of the Couva/ Tabaquite/ Talparo Regional Corporation are as follows:

- Agriculture, Market and Vending Committee
- Environment and Beautification Committee
- Youth Development Committee
- Social & Community Outreach and Gender Equality Committee
- Culture and Festivals Committee
- Traffic Management and Street Naming Committee
- Disaster Management Committee
- Community Safety, Enhancement and Security Committee
- Educational and Training Committee
- Tourism and Local Economic Development Committee
- Marketing and Publication Committee
- Public Health Committee
- Personnel Committee
- Physical Infrastructure Committee
- Building, Land and Street Acquisition Committee
- Sport Development and Recreational Facilities Committee
- Implementation Committee
- Finance, Planning & Allocation of Resources Committee
- Statutory Committee
- Regional Coordinating Committee

2. The Administration of the Corporation (see organizational structure below) consists of the following.

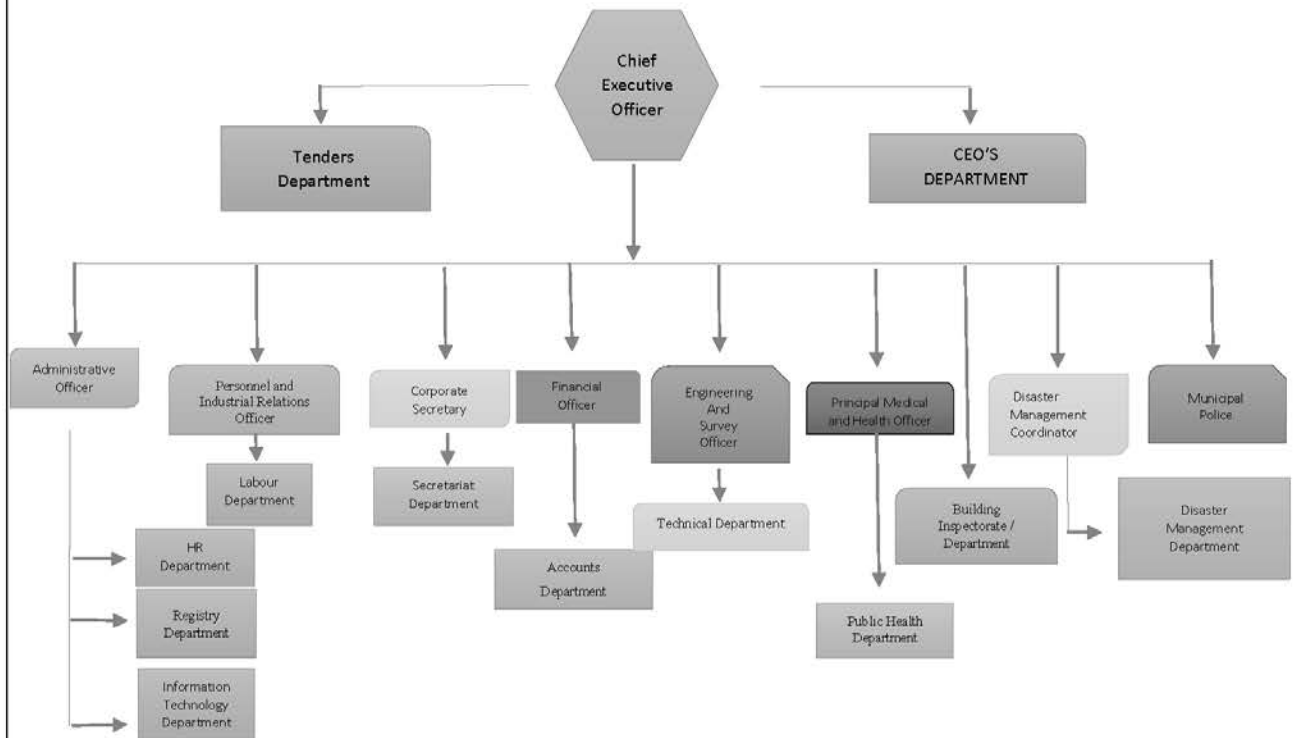
- Chief Executive Officer
- General Administration
- Tenders
- Secretariat
- Human Resource Management (Monthly-Paid and Daily-Rated)
- Personnel and Industrial Relation

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

- Municipal Police
- Engineering
- Accounts
- Public Health
- Building Inspectorate
- Disaster Management Unit

COUVA/TABAQUITE/TALPARO REGIONAL CORPORATION  
ORGANIZATIONAL CHART



1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

LOCATION LOCATIONS	OFFICES
Railway Road, Couva	<b>Head Office</b> - Inclusive of the Office of the Chief Executive Officer, General Administration, the Secretariat Department, the Human Resources Department, the Industrial Relations (Labour Department), the Accounts Department and the Registry Department.
Corner of Grant Street and Grant Street Extension, Railway Road, Couva	Inclusive of the Public Health Department, the Building Inspectorate and Stores Department.
Corner of Grant Street, Railway Road, Couva	Inclusive of the Transport/ Technical Division, Work Shop Department and County Superintendent.

### Functions

The Couva/ Tabaquite/ Talparo 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 *“Perseverance, Performance, and Prosperity”*. The remit of the Corporation is outlined in the Municipal Corporations Act, Chapter 25:04.

The roles and functions of the Couva/Tabaquite/Talparo Regional Corporation have grown beyond its original mandate as set out in Act 21 of 1990. Employees, as well as the governing Council are of the belief that they are now morally obligated to extend their services in spheres outside of their legal purview in an attempt to improve the quality of life of the citizens of the region.

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

The overall role and function as perceived by the Corporation is to represent the citizenry, as well as to plan and provide infrastructural support for the development of the region. The Council also seeks to provide social, cultural, recreational and sporting facilities. This is achieved through the following:

- **Infrastructure** – Cleaning, maintenance, upgrade and construction of roads, drains, bridges, recreational grounds, parks, historical sites and monuments, cremation sites and cemeteries, schools, Government buildings and fresh goods and meat markets. 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 disposal of garbage from both public and private properties. The provision of rodent control services. The cleaning of septic tanks.
  
- **Maintenance of Public Utilities** – Maintenance of water courses, cleaning of flood drainage, the collection and disposal of household garbage and bulk waste, the inspection of and recommendations for domestic and commercial sewer system construction, the inspection of chemical run-off to public watercourses, rodent control and distribution of potable water to households. The public is also educated on health related issues. The Public Health Unit operates in collaboration with the County Medical Officer of Health Department of the Ministry of Health. 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 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. Provision of food badges (in collaboration with the Caroni County Medical Officer of Health. 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 Corporation is also responsible for 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. Development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning.

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

- **Social, Cultural, Recreational and Sporting Support** - Participation of the public in community based activities is encouraged and supported by the development and maintenance of facilities such as recreational grounds, pavilions and cultural sites. The Corporation also actively supports national, religious and other festivals such as Indian Arrival Day and Emancipation Day celebrations, and the Regional Corporation Week.
  
- **Reduction in Unemployment** – The Corporation has sought to provide temporary employment on contractual terms and conditions to persons in skilled and unskilled areas, thus contributing significantly to improving the quality of life of its citizens and, by extension, the region. Furthermore, the Corporation supports persons engaged in agriculture through the development and maintenance of access roads and by facilitating the sale of fresh produce and meat at the market.
  
- **Moral Responsibility** – The Corporation assists needy persons with regard to their general welfare and improvement to their quality of life, provided Council is made aware of and capable of identifying such needs. The Corporation charges itself with the responsibility of motivating and encouraging its citizens to seek higher levels of education and build aspirations of achieving a better quality of life. Such a view is extended to the domestic and social problems faced by the citizenry.
  
- **Disaster Preparedness** – The Corporation plays a vital role in the protection of the citizenry and their assets and the environment against disasters. It aims to do so through a pro-active, community-based, developmental and multi-sectoral approach that combines disaster preparedness, prevention and mitigation, and integrates disaster management into development of the region. 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)).

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

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED**Categories of Documents Held by the Couva/Tabaquite/Talparo Regional Corporation**

- Legislation administered by the Couva/Tabaquite/Talparo 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)
- Registers
- Contracts
- Documents relating to human resources and industrial relations
- Reports
- 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 Couva/Tabaquite/Talparo 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
  - 1. Schedules

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

2. Tender documents
  3. Summary of tenders invited
  4. Schedule of awards
  5. Return of awards
- Registers
1. Assets
  2. Fee structure
  3. Food badges
  4. Truck broke water applications
  5. Petty contractors
  6. Approved plans
  7. Cemetery allotments
  8. Complaints

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

Couva/Tabaquite/Talparo Regional Corporation  
Railway Road, Couva

Telephone: 1-868-636-7411

Fax: 1-868-636-9161

E-Mail: [aoicouva@hotmail.com](mailto:aoicouva@hotmail.com)

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

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

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



UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED**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)].

**• 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**

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
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)*

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

Arrangements can be made to obtain copies of documents or to inspect documents by contacting the following officers at the Couva/Tabaquite/Talparo 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**

Ms. Valicia Phillip

Corporate Secretary

Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC)

#4-6 Railway Road, Couva

Telephone: 1-868-636-3875

Fax: 1-868-636-9161

Email: [corporatesecretarycttre@gmail.com](mailto:corporatesecretarycttre@gmail.com)**Alternative Designate Officer**

Ms. Beverly Bahadur- Alexander

Clerk IV (Ag.)

Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC)

#4-6 Railway Road, Couva

Telephone: 1-868-636-3875

Fax: 1-868-636-9161

Email: [aoiicouva@hotmail.com](mailto:aoiicouva@hotmail.com)

*In accordance with Section 7 (1) (a) (VII)*

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED**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 Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC), located at #4-6 Railway Road, Couva.

*In accordance with Section 7 (1) (a) (VIII)*

**Library/ Reading Room Facilities of the Corporation at the Couva/ Tabaquite/ Talparo Regional Corporation**

- **The Council Chambers** - Available for use on non-meeting days at the Head Office of the Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC), located at #4-6 Railway Road, Couva.

*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

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
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](http://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 of the Couva/ Tabaquite/ Talparo Regional Corporation (CTTRC), located at #4-6 Railway Road, Couva.

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

- Strategic Review of the Regional Corporation
- Strategic Plan of the Couva/ Tabaquite/ Talparo Regional Corporation
- Reports from the Auditor General's Department
- Minutes of Committee Meetings of the Couva/ Tabaquite/ Talparo Regional Corporation, and its attached reports.

1057—Continued

UPDATED PUBLIC STATEMENT OF THE COUVA/TABAQUITE/TALPARO  
REGIONAL CORPORATION FOR THE YEAR 2022—CONTINUED

- 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

**PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION (DMRC) FOR THE YEAR 2022 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, 1999

(“FOIA”/The Act) the Diego Martin Regional Corporation (‘DMRC’) is required by law to publish the following statement which lists the documents and information existing within the Diego Martin Regional Corporation and generally available to the public:-

The Act gives members of the public:

- 1) The legal right to access information and official documents (with exemptions) held by the Diego Martin Regional 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 an applicant’s request for information 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 Diego Martin Regional Corporation as approved by the Minister of Rural Development and Local Government.

**ORGANIZATION:**

Diego Martin Regional Corporation

**DESCRIPTION OF THE DIEGO MARTIN**

The Diego Martin Regional Corporation is situated in the north west of the island of Trinidad and includes the Chaguaramas peninsula in the west and intensely urbanized valleys of the

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

northern range. The municipality is an administrative district that encompasses a land area of 127.53 sq.km.

- North From Point Rouge on the seacoast in a generally north-easterly direction along the said sea coast to the point where it meets the eastern boundary of the Ward of Diego Martin
- East From the last mention point proceeding in southwest wards direction along the eastern boundary of the Ward of Diego Martin to the point at its south-eastern boundary at the northern boundary of the City of Port –of- Spain where Saddle Road meets Cotton Hill.
- South and East From the last mention point proceeding in a generally north-westerly and then westerly direction along Saddle Road to Long Circular Road; thence Westwards along Long Circular Road to Belle Vue Road; thence north-westwards along BelleVue Road to the point where it crosses the West bank of the BelleVue Ravine; thence in a generally south-westerly direction along the West bank of Belle Vue Ravine into and along the South bank of Bournes Road Ravine to Murray Ravine thence in a generally north-westerly direction along the South bank of the Murray Ravine to a point on the boundary between lands now or formerly of Charles Ross and the Public Cemetery; thence south-westwards along the said boundary line passing between the lands now or formerly of Charles Ross and the Public Cemetery to a point on the southern boundary of Fort George Road; thence in a generally south-westerly direction along the southern boundary of Fort George to a point about 1,330 feet from the junction of the said Fort George Road with the Western Main Road; thence on a bearing of  $290^{\circ}.06'$  crossing Fort George Road to a monument; thence on the same bearing for a distance of 2,679.6 feet to a monument; thence on a bearing of  $299^{\circ}.09'$  for a distance of 173.2 feet to a monument at the north-western corner of lands of the Church of England; thence proceeding south-westwards along an imaginary straight line passing along the western boundary of the lands of the Church of England to the point at its south-western boundary at Ocean Avenue on the sea coast; thence proceeding first in a



1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

generally westerly and then northerly direction along the said sea coast to Point Rouge at the point of commencement. This Regional District includes the islands of Chacachacare, Huevos, Monos, Gaspar Grande, Gasparillo, Carrera, Cronstadt, the Five Islands and all other small islands as lie in close proximity to the said regional district.

The Diego Martin Regional Corporation comprises of three (3) electoral areas and ten (10) electoral districts namely:

1. Covigne/Richplain
2. Belle Vue/Boissierre #1
3. St Lucien /Cameron
4. Moka/Boissierre#2
5. Diamond Vale
6. Glencoe/Goodwood/La Puerta
7. Bagatelle/ Blue Basin
8. Petit Valley/Cocorite
9. Chaguaramas/Point Cumana
10. Morne Coco/Alyce Glen

The Diego Martin Regional Corporation is a corporate body governed by the Municipal Corporation Act 21 of 1990 as amended by Act 18 of 1992 which outlines the responsibilities of the Corporation.

**Vision Statement**

The Diego Martin Regional Corporation will be a very efficient quality service provider to all our burgesses and other stakeholders, in a holistic and sustainable manner.

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED**Mission Statement**

The Diego Martin Regional Corporation will provide quality infrastructure and social services in an efficient manner through a competent, highly motivated and innovative team, using all resources, to the satisfaction of our stakeholders.

**Structure and Functions of the Diego Martin Regional Corporation**

The Diego Martin Regional Corporation comprises two (2) functional arms, the Council or the Political Arm and the Administration. Enshrined in the Municipal Corporation Act No. 21 of 1990, the Council is the political arm of the Diego Martin Regional Corporation, and comprise of the Chairman, Vice Chairman, Councillors and Aldermen. The work of the Council is carried out through its Committees which are as follows:

- Community Development and Social Services and Decentralisation
- Corporate Services
- Disaster Preparedness, Environment Management and Security
- Finance, Planning and Allocation of Resources
- Infrastructure Development and Maintenance
- Planning and Building Inspectorate
- Public Health, Sanitation and the Environment
- Public Information Education and Culture
- Regional Coordinating
- Sports Development Recreation Grounds and Public Spaces
- Statutory

The Council consist of fourteen (14) members comprising of ten (10) Councillors and four (4) Aldermen. The names and electoral districts are as follows:-

Aldermen:

- Sigler Jack- Alderman, Chairman of the Diego Martin Regional Corporation
- Irene Hinds - Alderman
- Spencer Tardieu – Alderman
- Sterling Chase – Alderman

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

<b>Name of Councillor</b>	<b>Electoral District</b>
Akeilah Glasgow	Vice Chairman of the Diego Martin Regional Corporation Chaguaramas/Point Cumana
Alina Renn	Bagatelle/ Blue Basin
Amber Caines	Glencoe/Goodwood/La Puerta
Andy Felician	Moka/Boissierre#2
Avanelle Boyce	Covigne/Richplain
Catherine Mendez	St Lucien /Cameron
Jinelle Schulere-Smart	Morne Coco/Alyce Glen
Keeda James	Diamond Vale
Marcia Marslin	Petit Valley/Cocorite
Wendell Jeffrey	Belle Vue/Boissierre #1

### **Administration**

The Diego Martin Regional Corporation is a corporate body governed by the Municipal Act 21 of 1990 as amended by Act 18 of 1992 which outlines the responsibilities of the Corporation. In accordance with the Municipal Corporation Act, Section 36 the Administration comprises Chief Officers inclusive of the Chief Executive Officer, the Corporate Secretary, the Treasurer, the Engineer and the Medical Officer of Health. The

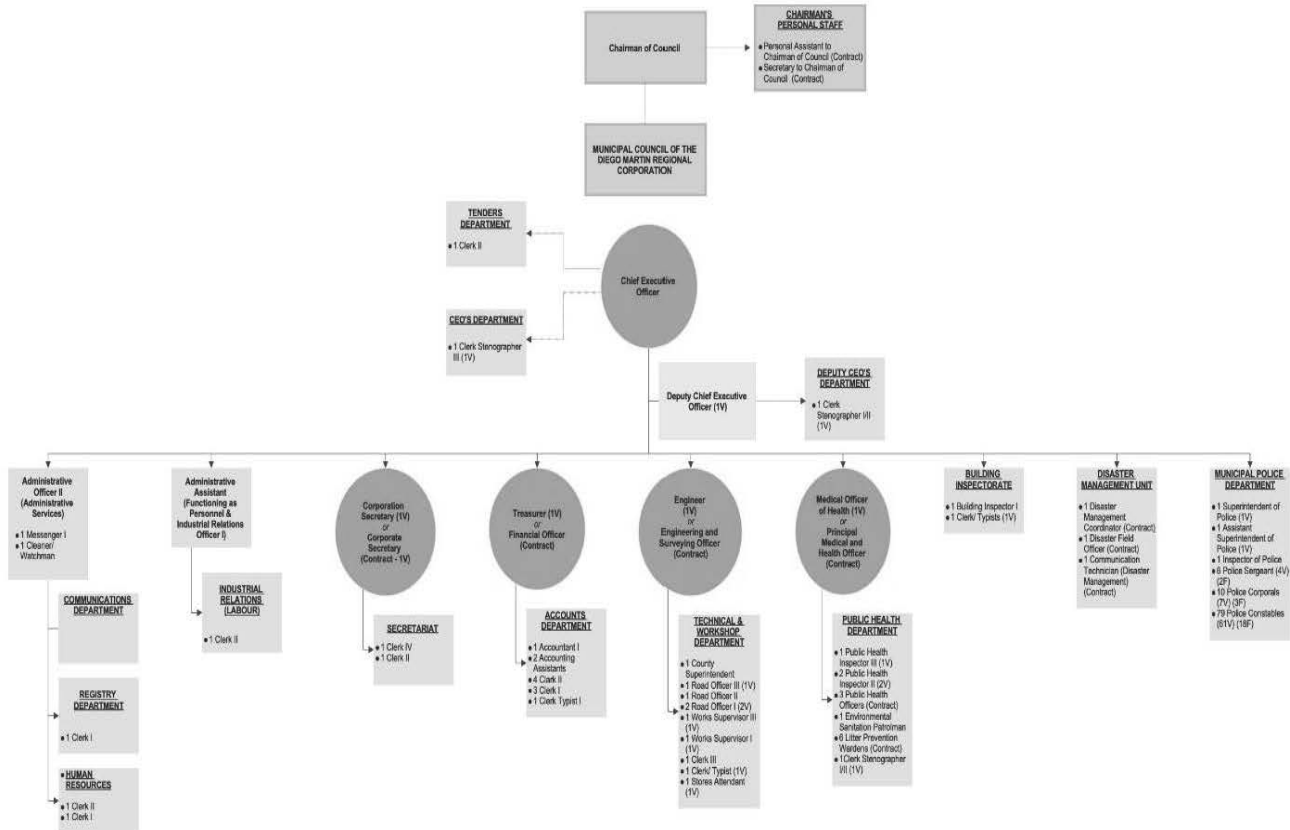
1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

Chief Executive Officer has direct responsibility for the Chief Officers who head the Departments. The Departments are as follows:-

- Building Inspector Department.
- Communication Department
- Corporate Services Department
- Disaster Management Department
- Health Department
- Information Technology Department
- Labour Department
- Municipal Police Department
- Technical Department

The organization chart



\* The positions in the blue circles are the Chief Officers indicated in the Municipal Corporations Act, Chapter 23:04, Section 36(1).  
 \*\* The posts of Administrative Assistant and Personnel and Industrial Relations Officer I are the same except (Range 39F).  
 † Clerical staff (including the Clerk Typists and Clerk Stenographers) are subject to reassignment as may be needed within the Corporation.  
 ‡ The personal staff of the Chairman of Council is approved by Cabinet Minute No. 892 of April 7, 2005.

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED**The Functions of the Divisions of the Diego Martin Regional Corporation**

The Municipal Act Part XII Section 232, identifies the functions or services that are to be provided by the fourteen (14) Municipal Corporations. The following is a list of the services provided by the Diego martin Corporation:

The provision, maintenance and control of all Corporations buildings

The construction and maintenance of all drains and water courses, except main water courses and highways

The provision, maintenance and control of parks, recreation grounds and other public spaces

Infrastructure development within the Municipality in accordance with plans approved by the Minister with responsibility for physical planning

The disposal of garbage from public and private properties

Chemical treatment of the environment for insect and vector control

Abatement of public nuisances and dissemination of primary health care

The maintenance, control and enhancement of the physical environment including monitoring watercourses

The distribution of truck borne water subject to the provision of the Water and Sewage Act

Enforcement of the Litter Act

The cleaning of cesspits

The supply of food badges

The maintenance and control of markets

The maintenance and control of burial grounds and crematorium

**The Administration** gives effect to lawful resolutions of Council and is entrusted with the efficient and effective delivery of products and services to all stakeholders. It is headed by the Chief Executive Officer and comprises of monthly paid and daily paid officers and

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED**REQUESTS NOT HANDLED UNDER THE FOIA**

A request under the Freedom of Information Act will not be processed where 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**

The Freedom of Information Act sets a limitation period of thirty (30) calendar days, from the date of the request for the determination of your request for access to documents. If we fail to meet the deadline, the Act gives applicants a right to proceed as though the request was denied. If treating with your request may take longer than the statutory limit, we will acknowledge your request and inform you of its status. Since there is a probability that the request may be inaccurately addressed or misdirected, applicants may call or write to follow-up/confirm that we received the request and to ascertain its status.

**TIME ALLOWED**

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days, from the date the request was received, as required by Section 15 of the Freedom of Information Act. If there is a determination to grant access to the information requested, applicants will be allowed to scrutinize the documents and/ or be provided with photocopies/ soft copies.

**RETRIEVING DOCUMENTS**

The public authority is obligated to supply copies of documents only when they are in our possession or we can recover them from storage. Information stored in the National Archives or another storage center, will be recovered to facilitate applicant's request.

**FURNISHING DOCUMENTS**

An applicant is entitled to copies of the information we have in our possession, custody or power. The public authority is obligated to furnish only one copy of a document. If we cannot provide a

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

Contract officer. The departments include Human Resource services, Registry and Accounting services and procurement of goods and services for the Corporation.

**The Building Inspectorate Department** is responsible for inspection of buildings and approval of plans. The responsibilities include working in conjunction with Town and Country Planning Division and ensures compliance with the National Building Codes and Regulations. The Inspector also advises Council and the Chief Executive Officer on matters relating to illegal structures.

**The Corporate Secretary** is responsible for providing corporate support to the Council. The unit is charged with ensuring that all administrative functions including the management of the secretariat for the Council meetings. The Corporate Secretary also provides legal advice to the Administration and Council, and represents the Corporation in legal matters.

**The Disaster Management Department** is responsible for coordinating relief efforts following a disaster whether natural or otherwise. They are responsible for ensuring that the burgesses and members of staff are prepared to deal with disasters.

**The Health Department** is responsible for cleaning of drains and minor water courses, truck borne water distribution, collection and disposal of household waste and bulk waste and collection and disposal of faecal waste. Services also include Rodent and canine control, removal of derelict vehicles and enforcement of the Litter Act.

**The Information Technology Department** is responsible for establishment of a Department in the Diego martin Regional Corporation. . Specifically maintains security controls to the network and connectivity infrastructure, networking and resolves network problems.

**The Labour Department** is responsible for the Daily Rated Employees. The Personnel and Industrial Relations Officer is the Supervisor for this department. The department apply and interpret the terms and conditions in the existing Collective Agreement for the daily rated workers.

**The Municipal Police Department** is responsible for security and protection of the Corporation's human, financial and infrastructural resources. The responsibility include assistance in facilitating of law and order in the Municipality.

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**The Technical Department** is responsible for the provision, maintenance and control of all the Corporation's buildings, provision, maintenance and control of parks, cemeteries and recreational facilities. Provision, maintenance and control of all secondary roads in the region, traces inclusive of bridges and all related infrastructure. Responsibilities include the maintenance of the corporation's vehicles and equipment.

**Section 7(1) (a) (ii)**

**Categories of documents held and maintained held and maintained by the Diego Martin Regional Corporation**

A. Files, Records, Manuals, Documents

Files on the following subject matter::

1. Accommodation
2. Administrative Matters
3. Amenities
4. Audit
5. Building and Land
6. Circulars
7. Committees/Meetings/Conferences
8. Environmental Sanitation
9. Financial Matters
10. Freedom of Information
11. Personnel
12. Staff/Daily Paid
13. Information technology
14. Legal Matters
15. Natural Disasters
16. Organisations/Associations/Council Group
17. Procurement of Supplies/Services
18. Public Relations/Information



1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

19. Record Management
20. Roads/Streets/Traces/Drains Water Courses
21. Training

Publications:

1. Minutes
2. Reports
3. Legal documents
4. Financial and Accounting Documents
5. Strategic review and Strategic Plans
6. Contract documents
7. Maps of the Corporation
8. Manuals
9. Correspondences to the Chief Executive officer, Chairman and decisions taken with respect to request/complaints
10. Inventory Records

**Section 7(1) (a) (iii)****Materials prepared for publication or inspection.**

The public may inspect and obtain copies of material between the hours of 8.00a.m and 4.00p.m from Monday to Friday. The following documents may be accessed by the Public:

- Annual Reports
- Statutory Minutes
- Brochures/Pamphlets
- Roles and Functions of the Diego martin Regional Corporation
- Manuals of Operating Procedures
- Newsletter of the Diego martin regional Corporation

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**Section 7 (1 (a) (iv)**

**Literature available by subscription**

The Diego Martin Regional Corporation has no literature available by way of subscription

**Section 7(1) (a) (v)**

**Procedure to be followed when accessing a document from Diego Martin Regional Corporation**

The Diego Martin Regional Corporation's policy is to answer oral and written responses for information. However, in order to have the rights given to the public by the FOIA, the applicant must make his/her request in the following manner

1. Written
2. Oral

The relevant information that must be provided includes:

- Name of Applicant
- 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 Diego martin Regional Corporation(see Section 7(1)(a) vi)

**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

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

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 (of the FOIA stipulates that no fee shall be charged by a public authority for the making of a request for access to and 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)****Officers in DMRC responsible for**

- 1) The initial receipt of and action upon notices under section 10**
- 2) Request for access to documents under Section 13, and**
- 3) Applications for correction of personal information under Section 36**

The designated Officer for the Ministry is:

**Ms. Nikela Richards, Clerk IV**

**Diego Martin Regional Corporation**

**17-18 Diego Martin Main Road**

**Diego Martin**

**Telephone: 633-1533**

**Email: [dmartin1tt@gmail.com](mailto:dmartin1tt@gmail.com)**

**Section 7(1) (a) (vii)**

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

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

Statutory Meetings

Statutory meetings are held on the fourth Thursday of every month at the Diego Martin Regional Corporation, conference room, located 17-18 Diego Martin Main Road, Diego Martin.

**Section 7(1) (a) (viii)**

**Library /Reading Room Facilities**

This section is not applicable to the Diego martin Regional Corporation at this time.

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

**Documents containing interpretations or particulars of written laws or schemes administered by the Diego Martin Regional al Corporation, not being particulars contained in another written law:-**

This section is not applicable to the Diego martin Regional Corporation at this time.

**Section 8(a) (ii)**

**Manuals , rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Diego martin Regional Corporation or similar documents containing rules, policies, guidelines, practices or precedents:- national C**

- Local Government Reform Policy
- National ICT Plans
- National Developmental Strategy Vision 2030
- National COVID 19 Guidelines

1058—Continued

PUBLIC STATEMENT OF THE DIEGO MARTIN REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**Section 8(1) (b)**

**In enforcing written laws and schemes administered by the Diego Martin 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, the written laws or schemes:**

- Litter Act
- Public Health Ordinance
- Town and Country Act

**Section 9 (1) (a-m)**

**A report or a statement containing the advice or recommendations of a body or entity established within the Diego Martin Regional Corporation**

- Statutory Minutes and Reports
- Strategic Plans

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1059

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

In accordance with **Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA)**, the Mayaro-Rio Claro Regional Corporation (MRCRC) is required by law to publish, with the approval of the Minister of Rural Development and Local Government, and annually update this statement which lists the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the MRCRC, subject to certain exemptions;
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 to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

1059—Continued

## PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

## SECTION 7

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**Section 7 (1) (a) (i)****FUNCTION AND STRUCTURE OF THE MAYARO-RIO CLARO REGIONAL CORPORATION****MISSION OF THE MRCRC:**

*“To enhance the quality of life in our community through effective stakeholder consultation, education and provision of value for money services.”*

**VISION OF THE MRCRC:**

*“To deliver value for money services through strategic alliances for sustainable development of the region.”*

**STRUCTURE OF THE MRCRC:**

1. **The Council** of the MRCRC comprises of six (6) Councillors and two (2) Aldermen.

The Councillors represent the following Electoral Districts in the region:

- Rio Claro North
- Rio Claro South/Cat’s Hill
- Ecclesville
- Biche/Charuma
- Cocal/Mafeking
- Mayaro/Guayaguayare

The meetings of the Council and/or Committees of the MRCRC include:

- Public Infrastructure
- Public Health
- Personnel
- Finance, Planning and Allocation of Resources
- Market and Vending
- Culture and Festivals
- Open Spaces and Environmental Enhancement
- Local Economic Development
- Education and social Services
- Sport and Youth Affairs
- Buildings
- Recreation Grounds, Cemeteries, Parks and Street Naming
- Disaster and Security Services
- Regional Co-ordinating
- Statutory

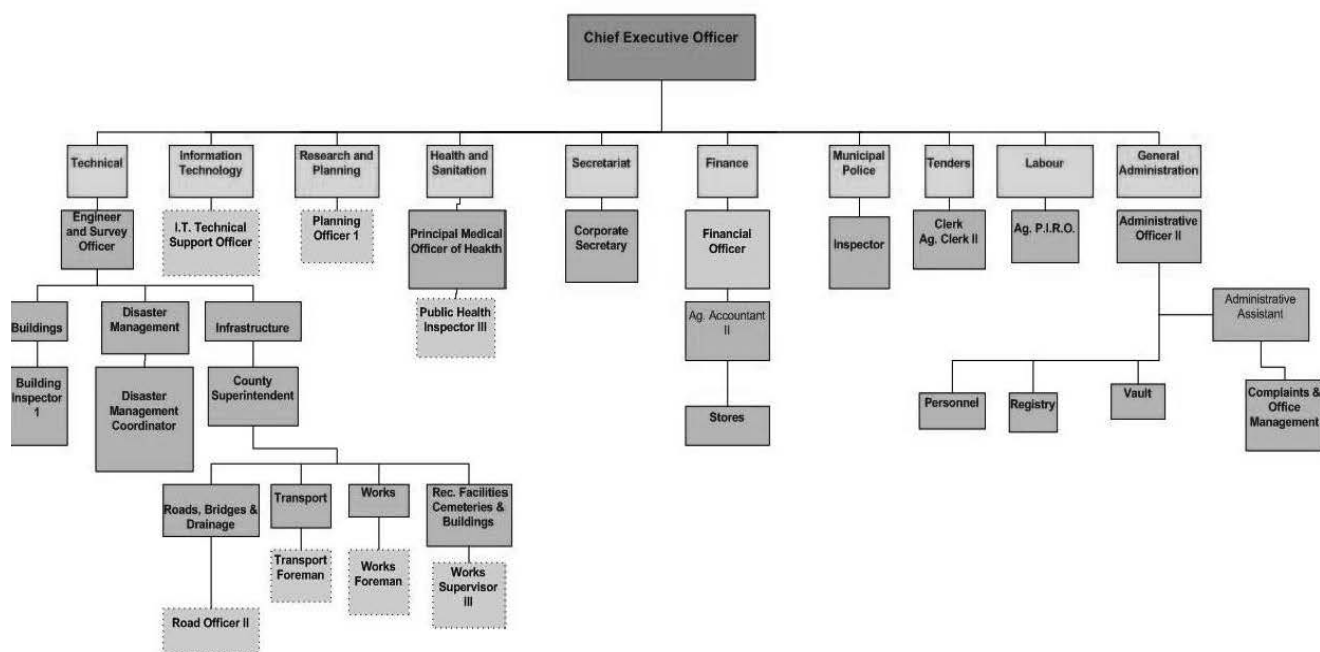
2. **The Administration** of the MRCRC, led by the Chief Executive Officer, comprises of the following Departments:

- Tenders
- Finance / Accounts
- Secretariat
- Public Health
- Technical (inclusive of Workshop, Transport and Building Inspectorate)
- Disaster Management Unit
- Labour
- Personnel
- Registry
- Management Information Systems
- Research and Planning
- Municipal Police

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

ORGANIZATIONAL CHART OF THE MRCRC:



**FUNCTIONS OF THE MRCRC**

The remit of the MRCRC is outlined in the Municipal Corporations Act, Chap. 25:04. Its roles and responsibilities include, but are not limited to:

**TENDERS** – Processing tenders for the different Tender Committees such as Chief Executive Officer, Special Ministerial Tenders Committee, Regional Corporation Tenders Committee. Attending meetings of the Committees. Submitting requests for the MRCRC through the Permanent Secretary, Ministry Of Local Government to the Central Tenders Board for the process of the award of contracts. Registering Petty Contractors and maintaining the register. Submitting monthly returns to the Central Tenders Board on contracts awarded for the Regional Corporations Tenders Committee. Acquiring quotations for open market purchases.

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

**ACCOUNTS** – Ensuring proper accounting of all financial transactions. Observing accepted accounting principles and practices in government, sound financial management and fiscal administration. Reconciling accounting records. Inspecting and accepting incoming products. Identifying and temporary storing items before movement to specific departments. Preparing accounts for processing of payment.

**SECRETARIAT** – Recording minutes of the Standing Committees and other Committees of the MRCRC's Council. Preparing and despatching minutes to relevant persons. Coordinating and organizing correspondence for approvals for use of the assets of the MRCRC by members of the public. Addressing various legal issues.

**PUBLIC HEALTH** – Collecting and disposing sewage. Distributing truck borne water to specific areas within the region. Collecting and surveillance of solid waste. Assisting with the enforcement of the Litter Act, Chap. 30:52. Controlling rodent, insect vector and canine. Cleaning drains and small water courses. Processing Food Badges for applicants within the municipality.

**TECHNICAL** – Constructing and repairing secondary streets, traces, local roads and bridges. Constructing and repairing box drains and other infrastructure to prevent flooding and maintain a healthy environment. Maintaining minor water courses, cemeteries, cremation facilities, public recreation grounds, parks and squares. Maintaining and regulating public retail markets. Attending to landslips. Enhancing the safety of commuters. Cutting of fallen trees obstructing roadways within the municipality. Overseeing Workshop and Transport Departments. Inspecting buildings and building sites. Approving building plans for residential, and commercial structures. Providing advice on land development and building construction. Issuing completion certificates.

**DISASTER MANAGEMENT UNIT** – Providing the first response in the event of disasters such as flooding, oil spills, earthquakes and hurricanes. Providing basic relief measures during emergencies. Assessing damage and identifying emergency or disaster relief requirements. Advising the public on evacuation procedures and available shelters.

**LABOUR** – Ensuring the terms and conditions of employment of its Daily Rated employees are adhered to in accordance to the Subsisting Collective Agreement between the Chief Personnel Officer and the National Union of Government and Federated Workers. Recruiting. Managing promotions, benefits and workers' compensation. Resolving grievances and disputes. Managing Records.

**PERSONNEL** – Updating of Personnel records for all Monthly Paid and Contract workers employed at the MRCRC. Verifying Leave (sick, casual and vacation leave). Verifying and appointment for acting/promotion. Processing of Benefits/ Gratuities (Retirement, Termination, Death etc.) owed to former (retired, deceased etc.) employees of the MRCRC. Investigating and finding suitable resolutions regarding grievance matters. Ongoing Training.

**REGISTRY** – Categorizing and processing all incoming correspondence for action by relevant officers. Maintaining filing system and preserving records for future reference (e.g. Vault). Up-keeping of the Digital and I.T. Software and Hardware system. Handling of Public notices and ads. Despatching all outgoing correspondence.



1059—Continued

## PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

**MANAGEMENT INFORMATION SYSTEMS** – Providing the necessary support and development of technical matters within the MRCRC. Advising all users of effective use of Systems and Services. Installing new computers equipment and anti-virus. Scheduling upgrades and security backups of hardware and software systems.

**RESEARCH AND PLANNING** – Researching and preparing reports and answering questions from the Joint Select Committee and Annual Administrative Reports. Conducting research and comparing statistics. Strategic Planning and monitoring of performance.

**MUNICIPAL POLICE** – Enforcing the bye-laws and other regulations of the Municipal Corporation. Monitoring and carrying out general surveillance of the MRCRC's property, assets and personnel. Providing escort services, as well as, security at Council meetings, official functions and special events. Maintaining domestic peace and tranquillity and preventing crime in the municipality in collaboration with the central police service. Undertaking community policing and related social services pertaining to poverty eradication, youth training and development, counselling and family rehabilitation. Arresting, detaining, and formally charging offenders of the law. Gathering intelligence to prevent and detect crime.

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**Section 7 (1) (a) (ii)****CATEGORIES OF DOCUMENTS MAINTAINED BY THE MAYARO-RIO CLARO REGIONAL CORPORATION**

- a. Files, Records, Manuals, documents:
  1. General administrative documents.
  2. Personnel files; which detail all staff appointments, job applications, job specifications, acting, transfers, resignations, deaths retirements, leave, vacation, performance appraisals etc.
  3. Financial and Accounting documents.
  4. Files containing circulars, memoranda, notices.
  5. Procurement documents.
  6. Market vendor files with matters of fees, contractual agreements, payments etc.
  7. Files dealing with Complaints from members of the public and staff.
  8. Records and documents relating to the strategic review and strategic plans of the MRCRC.
  9. Contracts, agreements, leases; legal opinions and related matters.
  10. Minutes/Agenda of Meetings of Council and Administration, recommendations, actions sheets.
  11. Files, records and documents stored at the vault of the MRCRC.
  12. Policy and procedure documents.
  13. Documents from other Public Authorities lodged at the MRCRC for public viewing i.e. Environmental Management Authority, Development Plans etc.
  14. Legislation which govern the operations of the MRCRC.
- b. Publications:
  1. Other information can be accessed at the MRCRC's Facebook page.
- c. Forms:
  1. Application for Grave Grants
  2. Application for use of Facilities

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

3. Freedom of Information Act Forms
  4. NIS forms
  5. Complaints Forms
- d. Audio Visuals:
1. NIL
- e. Registers:
1. Assets
  2. Food Badges
  3. Fee Structure
  4. Water Distribution
  5. Petty Contractors and Bonded Contractors
  6. Complaints
  7. Donations

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**Section 7 (1) (a) (iii)**

**MATERIALS PREPARED FOR PUBLICATION OR INSPECTION BY MEMBERS OF THE PUBLIC**

Members of the public may inspect and/or obtain copies of material from Monday to Friday (except public holidays) between the hours of 8:00 am to 4:00 pm at the MRCRC's Main Office:

**Mayaro-Rio Claro Regional Corporation**

Rann's Building,  
High Street,  
Rio Claro.  
Telephone: 644-2261  
Email: [ceosec@mrcrc.gov.tt](mailto:ceosec@mrcrc.gov.tt)

**Publications:**

- Minutes of Statutory Meetings and appended reports
- Annual Administrative Reports
- Brochures on the services of the MRCRC
- Manual of operation procedures
- 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
- Collective Agreement
- Tenders

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

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**Section 7 (1) (a) (iv)****LITERATURE AVAILABLE BY SUBSCRIPTION**

The MRCRC has no literature available by way of subscription.

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**Section 7 (1) (a) (v)****PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MRCRC**

**General Procedure** – Our policy is to answer all requests for information made by members of the public. However, in order to have the rights given to applicants by the FOIA, **you must make your request in writing**. The applicant must complete the *Request for Access to Official Documents Form* that is available at the MRCRC's Main Office or can be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt).

An applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided on the applicant's request, clarification shall be sought from the applicant. If the applicant is unsure how to write the request or what details to include, the Designated Officer of the MRCRC is available to assist (**see Section 7 (1) (a) (vii)**).

The relevant information that **must be** provided to the MRCRC includes:

- 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 MRCRC (**see Section 7 (1) (a) (vii)**).

The FOIA establishes a time limit of thirty (30) calendar days from when the request is made to notify the applicant of the approval or refusal of the request. Once the request is received at the MRCRC, the applicant shall be notified by the Designated Officer that the request has been received and is being processed. Where the request is approved, the information shall be available to the member of the public forthwith. Where the request is refused, the member of the public is notified of the reasons and his/her rights under the FOIA to have the decision reviewed.

The MRCRC is required to furnish copies of documents only when they are in its possession. The MRCRC is required to furnish only one copy of a document. If a legible copy of the document to be released cannot be made, the MRCRC may not attempt to reconstruct it, instead the best copy possible will be provided.

Section 17(1) stipulates that no fee shall be charged by the MRCRC for the processing of a request for access to official documents. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

### **Requests NOT handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the MRCRC or another public authority, or if the said information is exempt.

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### **Section 7 (1) (a) (vi)**

#### **OFFICERS IN THE MAYARO-RIO CLARO REGIONAL CORPORATION RESPONSIBLE FOR –**

1. 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.

#### **THE DESIGNATED OFFICERS FOR THE MRCRC ARE:**

##### **Mrs. Cintra Budhoo-Samaroo (Designated Officer)**

Clerk IV (Ag.)  
Mayaro-Rio Claro Regional Corporation  
Rann's Building,  
High Street,  
Rio Claro  
Tel: 644-2261 ext 5036  
E-mail: [ceosec@mrcrc.gov.tt](mailto:ceosec@mrcrc.gov.tt)

##### **Mrs. Dhanmatie Lemet (Alternate)**

Administrative Assistant (Ag.)  
Mayaro-Rio Claro Regional Corporation  
Rann's Building,  
High Street,  
Rio Claro  
Tel: 644-2261 ext 5026  
E-mail: [ceosec@mrcrc.gov.tt](mailto:ceosec@mrcrc.gov.tt)

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### **Section 7 (1) (a) (vii)**

#### **ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (Where Meetings/Minutes are open to the Public)**

The Statutory Meetings held by the Council of the MRCRC are held on the last Thursday of every month and are open to the public to attend and state their concerns.

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

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**SECTION 7 (1) (a) (viii)****LIBRARY/READING ROOM FACILITIES****Council Hall**

Rann's Building,

High Street, Rio Claro

Tel: 644-2261

E-mail: [ceosec@mrcrc.gov.tt](mailto:ceosec@mrcrc.gov.tt)

An applicant requesting to view information can make general enquires by calling the Designated Officer listed under Section 7 (1) (a) (vi). Arrangements can be made to accommodate the applicant during normal working days (Monday to Friday) between the hours 8:00 am to 4:00 pm.

**SECTION 8**

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**Section 8 (1) (a) (i)****DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MRCRC, 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 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

1059—Continued

PUBLIC STATEMENT 2022 OF THE MAYARO-RIO CLARO REGIONAL CORPORATION—CONTINUED

- The Dog Act
- The Country Markets Act
- The Public Procurement and Disposal of Public Property Act

Copies of all the above legislation can be purchased at the Government Printery's Sales Department or unofficial versions can be found on the Ministry of the Attorney General and Legal Affairs' website at [www.agla.gov.tt](http://www.agla.gov.tt).

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**Section 8 (1) (a) (ii)**

**MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MRCRC, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS:**

- Standing Orders Legal Notice No.13
- Departmental Manuals, Policies and Procedures
- Statutory Minutes

**SECTION 9**

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**Section 9 (1) (a) – (m)**

- Strategic Review of the MRCRC
- Strategic Plan of the MRCRC
- Reports from the Auditor General's Department
- Minutes of Statutory Meetings and its attached reports
- Draft Estimates of Revenue
- Draft Estimates of Expenditure (Recurrent)
- Draft Estimates of Expenditure (Development Programme)
- Approved Estimates of Revenue
- Approved Estimated of Expenditure Recurrent and
- Approved Estimated of Development Programme
- Annual Administrative Reports
- Report on the Activities of the Transport Department
- Report on Activities of the Works Supervisor Department
- Reports on Activities of the Workshop Department
- Report on Activities of the Finance/Accounting Department



# PENAL/DEBE REGIONAL CORPORATION

218A S.S. Erin Road, Debe  
☎: 1-868-647:0961/7012/2092 ● 📠: 1-868-647-3354  
✉: pdrctt@hotmail.com / pdrctt.registry@gmail.com  
🌐: www.pdrc.gov.tt

## UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION FOR THE YEAR 2022

**“IN ACCORDANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA), PENAL/DEBE REGIONAL CORPORATION 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) The legal right for each person to access information held by the Penal/Debe 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 Penal/Debe Regional Corporation

#### **MISSION STATEMENT:**

To provide the services that our burgesses require so that it is the best living and working environment to achieve and sustain social and economic prosperity.

#### **ROLE OF THE CORPORATION:**

The Penal/Debe Regional Corporation provides a range of services to the burgesses aimed at improving the standard and quality of life. The Corporation acts as the driving force in the development of the Region.

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**STRUCTURE:**

The Penal/Debe Regional Corporation, like all other Municipalities in Trinidad and Tobago, comprises of a political and an administrative arm.

The political arm includes the Chairman, Aldermen and Councillors which form the Council of the Corporation.

**COUNCIL:**

The Council consists of of ten (10) Councillors and four (4) Aldermen.

**STANDING/ SUB COMMITTEE MEETINGS:**

- Finance, Planning and Allocation of Resources
- Public Health
- Physical Infrastructure
- Personnel
- Environment and Public Spaces Committee
- Spatial Planning and Building Committee
- Community Development and Social Services Committee
- Sport and Youth Development Committee
- Disaster Management and Security Committee
- Co-ordinating, Monitoring, Evaluation and Implementation Committee

**ELECTORAL DISTRICTS:**

- Barrackpore West
- Bronte
- Debe East/L'Esperance/Union Hall
- Debe South
- La Fortune/Debe North
- La Romaine
- Palmiste/Hermitage
- Penal
- Quinam/Morne Diablo
- Rochard/Barrackpore East

**ADMINISTRATION:**

The Administration of the Penal/Debe Regional Corporation comprises:

- Administration Unit/Registry
- Technical Unit
- Labour Unit
- Accounting Unit
- Building Inspectorate



1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

- Public Health Unit
- Disaster Management Unit
- Secretariat
- Transport
- Workshop
- Municipal Police

**FUNCTIONS OF THE PENAL/DEBE REGIONAL CORPORATION:**

The lines of business are incorporated in the functions of the Corporation as enshrined in the Municipal Corporations Act No.21 of 1990 (Section 232) as amended by Act No. 8 of 1992. These are listed hereunder:

1. The distribution of truck-borne water subject to the provisions of the Water and Sewerage Act (Chapter 54:40);
2. The provision, maintenance and control of all Corporation buildings;
3. The maintenance and control of homes for the aged established by the Corporation;
4. The maintenance and control of child care centres established by the Corporation (subject to any other written law);
5. The construction and maintenance of all drains and watercourses, except main watercourses and highway watercourses;
6. 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;
7. The promotion of development within the Municipality in accordance with the plans approved by the Minister with responsibility for physical planning;
8. The maintenance of state property including – such police stations, health centres, 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;
9. 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;
10. 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.

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

### **Services Provided by the Penal/Debe Regional Corporation**

The Penal/Debe Regional Corporation currently serves the citizenry by providing many essential services. These services are divided in two (2) categories:

#### **1. Non-Chargeable Products and Services**

- Construction and maintenance of secondary roads, minor watercourses and all associated appurtenances;
- Scavenging services;
- Provision, development and maintenance of recreational facilities, cemeteries, markets, abattoirs and public conveniences
- Provision of truck borne water in areas not furnished by direct water pipelines
- Vector Control via dyna-fogging activities
- Assistance in cleaning of beaches and rivers
- Waste Disposal of both solid and bulk waste.
- Controlling pests, mosquitoes, and rodents by spraying areas within the region.
- Environmental services such as beach clean-ups, beautification of beaches, picnic areas, recreational parks, volcanoes, and historic sites), cutting of trees etcetera.
- Site Inspections, complaints, and notices are also available.
- Processing of building applications
- Loaning of stage modules
- Installations of street signs

#### **2. Chargeable Services**

- Sewerage disposal
- Renting of market stalls
- Building services such as: building plans, sub-division layouts, completion certificates and vault searches.
- Purchase of Cemetery plots
- Use of Recreation Grounds
- Processing of Food Badges

The Corporation also provides services under the Development Programme where funding for Capital Works are sourced from the Public Sector Investment Programme (PSIP).

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**DECISION MAKING POWERS:**

Municipal Corporations Act No. 21 of 1990 and its Amendment Act No. 8 of 1992.

**Section 7 (1) (a) (ii)**

**Categories of Documents that are maintained at the Penal/Debe Regional Corporation**

- The Municipal Corporations Act No. 21 of 1990 along with its amendments and Standing Orders.
- The Representation of the People Act, Act No. 41 of 1967 and its' amendments
- The Boundaries Commission Act
- The Industrial Relations Act, 1972
- The Town and Country Planning Act, 1960
- The Public Health Ordinance, 1915
- The Land Acquisition Act, 1994
- The Highways Act, 1970
- The Regularization of Tenure Act, 1998
- The Public Service Regulations
- The Market Bye-Laws, 1905
- The Freedom of Information Act, 1999
- The Burial Ground Act, 1919
- The Litter Act, 1973
- Occupational Safety and Health Act 1/2004
- Dog Control Act, 2013
- Central Tenders Board Act, 1961

The Planning and Facilitation of Development Act, 2014 (to repeal The Town and Country Planning Act)

Public Procurement and Disposal of Public Property Act, 2015

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**Section 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR INSPECTION BY THE PUBLIC:**

- Minutes of Statutory Meeting
- Draft Estimates of Revenue and Expenditure (Recurrent and Development Programme)
- Listing of Approved Projects
- Approved Estimates of Recurrent Expenditure and Development Programme
- Annual Financial Statements
- Annual Administrative Report
- Brochures
- Collective Agreement (Joint Negotiation Committee (J.N.C.))
- Signed Permanent Cadre, Regular and Casual List of Employees of the Corporation
- Municipal Corporations Act No. 21 of 1990 and its amendment Act No. 8 of 1992
- Standing Orders
- Market and Abattoir Bye-Laws
- Tenders Documents:
  - Conditions of Contract
  - Summary of Tenders invited
  - Schedule of Awards
  - Return of Awards
  -

**REGISTERS:**

- Assets
- Fee Structure
- Food Badges
- CEO's Award Register
  - Contracted Projects
  - Material & Supplies
- Special Ministerial Tenders Committee Awards Register
- Approved Plans
- Market and Cemetery Allotments
- Complaints
- Water Applications

**Section 7 (1) (a) (iv)**

This section is not applicable since the Penal/Debe Regional Corporation has no literature that is available by way of subscription.

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED**Section 7 (1) (a) (v)****PROCEDURE TO FOLLOW WHEN ACCESSING DOCUMENTS FROM PENAL/DEBE REGIONAL CORPORATION**

**How to request information** – A request for information can be oral or written. However, to ensure that the right given to the applicant by the FOIA is honoured, as a general rule the request should be in writing. Therefore, the appropriate form (Request for Access to Official Documents) must be completed and signed by the applicant and submitted to the Penal/Debe Regional Corporation.

**Addressing Requests:** - To facilitate prompt handling of request, the request can be sent via email to the Designated Officer, hand delivered or addressed to the Designated Officer, Penal/Debe Regional Corporation.

**Details in the Request:** - Applicants should be clear and concise with their request and provide details that will make for efficient identification and location of records to expedite the request. Failure to provide proper details may result in clarification being sought from the applicant and a subsequent delay in the processing of the request.

**Requests not handled under the FOIA:** - A request for information under the FOIA may not be processed if it asks for information which is readily available to the public, either from this Corporation or from other public authority. The applicant will be informed of such and guided.

**Time Limits:** - The FOIA sets a time limit of thirty (30) calendar days, from the date of receipt of the request for access to documents. Failure to meet the thirty (30) calendar days' deadline, the FOIA gives the applicant the right to proceed as though the request was denied. All attempts will be made to comply with the time limit. In the event that processing of the request is likely to exceed the statutory time limit an acknowledgement would be sent to the applicant giving a status update.

**Time Allowed:** - The granting of access to information/documents, as far as practical will be no later than the thirty (30) calendar days' from the date the request was received, as required by Section 15 of the FOIA. Once a decision is taken to grant access to the information requested, the applicant would be permitted to inspect the documents and/or be provided with copies.

**Retrieving Documents:** - The public authority is required to furnish copies of documents only when these are in our possession and can be easily retrieved from storage. Information, that have stored at a different location or in the National Archives will be retrieved to process the applicant's request. In the event that the retrieval of documents may result in a delay of the processing of the request the applicant will be informed.

**Furnishing Documents:** - The applicant is entitled to copies of information in our possession or custody. The Public Authority is required to furnish only one (1) copy of a document, and will furnish the best copy possible and not its quality in our reply.

Please note that we are not compelled to do the following:

- a. Create new documents.

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

b. Perform research for you.

Applicants are to note that arrangement to acquire copies of document or to inspect document can be made by contacting the following officers in the Penal/Debe Regional Corporation responsible for:

- The initial receipt of and action upon notices under Section 10;
- Request for access to documents under Section 13; and
- Applications for correction of personal information under Section 36 of the FOIA (Freedom of Information Act).

**DESIGNATED OFFICER:**

Designation	-	Administrative Officer II (Ag) Mrs Sherryl Pariagsingh
Address	-	Penal/Debe Regional Corporation 218A SS Erin Road Debe
Telephone	-	647-0961/7012/2092 Ext 113
Fax/Phone	-	647-2186
Email address	-	<a href="mailto:pdrett@hotmail.com">pdrett@hotmail.com</a>

**ALTERNATIVE DESIGNATED OFFICER**

Notices under section 10 and Request for access to documents under section 13 or applications under section 36 for information concerning an individual can be forwarded to the Alternative Designated Officer:

Designation:	-	Ms Neela Ragbir Clerk II (Ag)
Address	-	Penal/Debe Regional Corporation 218A SS Erin Road Debe
Telephone	-	647-0961/7012/2092 Ext 113
Fax/Phone	-	647-2186
Email address	-	<a href="mailto:pdrett@hotmail.com">pdrett@hotmail.com</a>

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED**Section 7 (1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPENED TO THE PUBLIC):**

Statutory Meeting which is held on the last Monday or Thursday of the month as determined by Council.

**Section 7 (1) (a) (viii)****LIBRARY/READING ROOM FACILITIES OF THE PENAL/DEBE REGIONAL CORPORATION**

The Penal/Debe Regional Corporation is not outfitted with a library/reading room facilities, however, if there is the need for an applicant to be granted this facility, arrangements can be made for an area to be provided for use.

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

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

- The Municipal Corporations Act No. 21 of 1990 along with its Amendment Act No. 8 of 1992
- Public Health Ordinance Chapter 12 No. 4
- Highways Act Chapter 48:01
- Market Bye-Laws, Legal Notice No. 147
- Abattoir Bye-Laws, Legal Notice No. 167
- Litter Act Chapter 30:52
- Dog Act Chapter 67:5 and Dangerous Dogs Act
- Recreation Grounds and Pastures Act Chapter 41:01
- Burial Grounds Act Chapter 30:50

1060—Continued

UPDATED PUBLIC STATEMENT OF THE PENAL/DEBE REGIONAL CORPORATION  
FOR THE YEAR 2022—CONTINUED

**These documents can be purchased from the Government Printery or are available online at [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt)**

**Section 8 (1) (b)**

In enforcing written laws or schemes administered by the public authority 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.

- The Public Service Regulations
- The Industrial Relations Act, 1972
- Classifications of Salary and Wages – Monthly Paid and Daily Paid

**SECTION 9 STATEMENTS**

**Section 9 (1) (A – M) Statements:**

- Statutory Minutes
- Auditor General's Report
- Draft Estimates of Recurrent Expenditure and Development Programme
- Approved Estimates of Recurrent Expenditure and Development Programme
- Annual Administrative Report