

MINUTES OF THE MEETING OF GENERAL COUNCIL
HELD ON THURSDAY, APRIL 13, 2017

The monthly meeting of the St. Mary Municipal Corporation was held on Thursday, April 13, 2017 in the Corporation's Chambers, Port Maria Civic Centre, commencing at 10:10 a.m.

Present were:-

Councillors	Divisions
Richard Creary (Chairman)	Richmond
Germaine Smiley	Port Maria
Doreen Hutchinson	Carron Hall
Mitsy Hudson	Hampstead
Hugh Bryan	Annotto Bay
Lenford Danvers	Castleton
Leroy Sewell	Boscobel
Sheldon Kidd	Oracabessa
Lincoln Dixon	Islington

The following Councillor(s) came during the course of the meeting:

Krystal Lee	Retreat
Levan Freeman	Belfield

Officers	Positions
Glenford Ricketts	Deputy Chief Engineering Officer
Yanique Samuels	Director of Administration
Rovel Morris	Director of Planning
Lincoln Brooks	Inspector of Poor
Patrice Hart	Chief Financial Officer
Raxine Bailey	Community Programmes Coordinator
Angella Lammie	Internal Auditor
Kirk Roberts	Parish Coordinator- Disaster Preparedness (Acting)
Uraih Cameron	Management Information Systems
Stanley Davis	Commercial Services & Enforcement Officer
Sharon Burke	Matron
Debbie Pryce	Recording Clerk

Representatives/Agencies	Positions
Michael McPherson	Public Health Inspector- St. Mary Health Department
Andrew Wildman	Deputy Superintendent - Jamaica Fire Brigade
Travis Graham	Parish Manager – Social Development Commission
Jasmine Hyde	Parish Manager – RADA
Karesha Dillion	Extension Officer (Port Maria) -RADA
Jahnel McFarlane	Ministry of Local Government and Community Development

NOTICE

The Notice convening the meeting was read by Mr. Rovel Morris, Acting Clerk to the Committee.

DEVOTIONAL EXERCISE

Devotional exercise was conducted by Pastor from the Port Maria Division.

The Chairman thanked Pastor for conducting the devotional exercise.

NATIONAL PLEDGE

The attendees repeated the National Pledge.

WELCOME AND APOLOGIES

The Chairman extended welcome to Miss Jahnel McFarlane, Liaison Officer from the Ministry of Local Government and Community Development, Mr. Eyon Palmer, Vice Chairman, Parish Development Committee, Heads of Agencies, Mr. Stanley Davis, Commercial Services Supervisor, members of staff of the Corporation and Councillors.

Apologies were tendered on behalf of Miss Carmen Samuda, Chief Executive Officer, who was attending Court on behalf of the Corporation, Mr. Garfield Thompson, Chief Engineering Officer, who was off on a few days leave, Mr. Albert Brown, Chief Public Health Inspector, who was on sick leave, Dr. Tamara Henry, Medical Officer (Health), Acting, who was absent.

OPENING REMARKS

The Chairman drew the members attention to the change in the meeting room, pointing out that a PA system had been installed. He informed that it was donated by the Ministry of Local Government and Community Development; that he would like to thank Minister Desmond McKenzie for providing the funds for same.

The Chairman made mention of the Corporation's Strategic Business Plan 2016-2020 that was circulated to Councillors; that it should be noted.

The Chairman said that drain cleaning exercises would be carried out in preparation for the hurricane season hence there would be no Road Maintenance Allocations, however each Division would receive an allocation in the amount of Four Hundred Thousand Dollars (\$400,000.00) for Drain Cleaning. He added that an amount of One Hundred Thousand Dollars (\$100,000.00) was also allocated to each Division; that he had asked that the information be passed on to each Councillor; that each Division would receive an amount of Five Hundred Thousand Dollars (\$500,000.00) in total. He asked that the critical drains be dealt with in preparation for major rainfall or hurricane.

The Chairman updated the Committee on the operation in the town of Port Maria. He said that a meeting was held with Vendors, Bus and Taxi operators, most of whom did not attend the meeting; that only one representative from the Bus and Taxi operators was in attendance. He said there was a change in the operation; that the Ocho Rios bus that was at the front of the line in the bus park was allowed to come out and park at Cox Street and as soon as that bus was loaded, the other one in line would be allowed to do the same. He said the same applied to the Highgate buses and they would park on Warner Street. He said the designated areas for parking have been marked and the reason for the change, was because especially for the Ocho Rios busses, the major challenge was with the illegal taxi operators who would take the passengers while the buses remained in the bus park. He said in allowing the busses to come out of the park in that manner would put them in a better position to compete with the illegal taxis and it was easier for the Police to monitor those taxis.

The Chairman said with regards to the carts and vending on the street; that the situation has somewhat subsided. He said at the meeting, the Superintendent of Police said he would not allow any vending to take place on the street. He added that Mr. Stanley Davis updated him earlier on an operation that was carried out the day before the meeting; that a cart was seized and goods confiscated and summonses were served. He added that, that would be the approach taken by the Municipal Police in conjunction with the Police going forward. He said he heard an item of news on the radio stating that a Municipal Police Officer in St. Catherine issued a ticket to a gentleman that was caught urinating in a public space; that the gentleman did pay the fine to the St. Catherine Municipal Corporation and he was subsequently taken to court where he was fined and sentenced and the Judge commended the Municipal Police Officer for having served the ticket. He said he was not aware whether or not such ticket was ever issued by any of our Municipal Police Officers. He asked that such tickets be served by our Municipal Police Officers.

The Chairman informed that the St. Mary Municipal Corporation was allocated twenty (20) garbage receptacles through the Tourism Enhancement Fund; that they were similar to those received from the National Solid Waste Management Authority (NSWMA) some time ago. He said the colour was blue and they were placed at varied sections in Port Maria, one at the Post Office and one at Warner Street; that they were similar to the ones along the roadway at the Port Maria Housing scheme. He said the difference was that these had a metal container placed inside them and he was told that the NSWMA would also be equipping them with plastic bags so that it would be easier for the collectors to handle. He said the receptacles would be placed in Port Maria, Oracabessa and Annotto Bay and that the Corporation would be required to secure them so that they would not be removed to be used for other purposes.

The Chairman said there was a situation that took place on Friday of the previous week and he would mention it because it must not reoccur. He said he was away for two days and he received calls stating that persons who came in to collect cheques were not able to do so and were told by staff members that no funds were received from the Ministry so there would be no pay bill. He added that staff members are not to communicate such information to the public; that the action has brought the Corporation into disrepute and it should not happen again. He said that the persons who did it knew themselves and he asked that the Chief Executive Officer carry out an investigation to identify the culprits and the necessary actions be taken against them.

CORRECTIONS

- Page 1:
1. *“Albert Brown, Chief Public Health Inspector – NERHA” should read: “Albert Brown, Chief Public Health Inspector – MOH”*
 2. *“Dr. Tamara Henry, Chief Medical Officer – MOH” should read: “Dr. Tamara Henry, Medical Officer (Health) (Acting)”*

CONFIRMATION OF MINUTES

The Minutes of General Council Meeting held March 9, 2017 having been circulated, read and corrected, was confirmed on a motion by Councillor Hutchinson, seconded by Councillor Bryan.

MATTERS ARISING FROM THE MINUTES

Community Project -Balmoral

It was noted that the Corporation was committing Four Million Dollars (\$4,000,000.00) to a project in the community. It was also noted that the Chairman said he would be having words with Minister McKenzie in regards to the Ministry matching the Corporation’s funds so that it would amount to Eight Million Dollars (\$8,000,000.00) to do projects within Balmoral.

The Chairman informed that he had dialogue with Minister McKenzie regarding the matter and he was told to send him a letter which he did and was now awaiting a response.

Green House Project

It was noted that the project was funded by JICA in the amount of One Million Dollars.

The Chairman said he had not received an update on the matter however, Mr. Palmer from the PDC was present and would update the members.

(A) ENERGY CONSERVATION

The Deputy Chief Engineering Officer informed that he attended a meeting on Tuesday of said week at the Petroleum Corporation of Jamaica (PCJ); that a letter was sent to PCJ by the Corporation for them to consider assisting us with installing solar panels on three main buildings, namely: Administration, Infirmary and the Civic Centre under the Energy Conservation Project. He said a site inspection would be carried out either on May 12 or 19, 2017 by the PCJ so that they would be better able to make plans going forward with the project.

He said the project could be considered under two categories, the ESCO category, meaning that it is an Energy Saving Service Company; that this company would undertake the project and the savings garnered from the energy saving exercise would be used to pay for the installation. He said the other was the CSR category, which meant, Corporate Social Responsibility; that the project would be sponsored. He said the selection of either category would be determined by the cost of the solar panel that would be suitable for the Corporation.

The Chairman updated the members on the history of the matter. He added that he was one of the Directors on the PCJ Board and he had requested that the St. Mary Municipal Corporation be considered for one of the Energy Saving Projects; that a letter was sent making such request hence the Deputy Chief Engineering Officer attending that meeting. He said he was confident that the Corporation would benefit greatly from the project.

ACTION: DEPUTY CHIEF ENGINEERING OFFICER

(B) PORT MARIA MARKET RECONSTRUCTION PROJECT

The Deputy Chief Engineering Officer informed that the Evaluation Committee was completed and the next stage was for the document to be forwarded to the National Contracts Commission (NCC) for contract approval, then to the Cabinet for final approval.

ACTION: DEPUTY CHIEF ENGINEERING OFFICER

(C) EXCHANGE OF LAND/PROPOSED DEVELOPMENT – MURDOCK BEACH

It was noted that Golden Eye Development wanted to do a land swap with the Corporation; that the UDC was to upgrade the Fisherman's Beach at a cost of M\$7.4; the UDC said funds were not available; that the Golden Eye Development said they would advance the funds for the UDC.

The Chairman said he made contact with Mr. Ransford Graham, Chairman of the UDC; that he has requested information so that he may be made aware of the history of the situation; that he has provided the information requested and was now awaiting a response.

ACTION: CHAIRMAN

(D) RESOLUTION – REPAIR HOUSE

It was noted that the amount of Five Hundred Thousand Dollars (\$500,000.00) would be allocated to each Division to assist with Indigent Housing in the new financial year.

The Chairman said funds were being awaited from the Ministry of Local Government and Community Development.

(E) UNITS TO BE USED AT CASTLETON HEALTH CENTRE

It was noted that there were desks and bed frames available; that persons from the Ministry of Health came to examine them however, it was not clear whether or not they had taken any of the furniture.

(F) CLAIM NO 2011/HCV-00232 SEYMOUR MORALES V ST. MARY PARISH COUNCIL AND ATTORNEY GENERAL OF JAMAICA

The Director of Administration informed that there was no further update on the matter.

(G) PALMERS PARK

The Chairman informed that there has been some significant works done at Palmers Park within the previous week. He said the field was graded and the thirty-one loads of top soil was spread; that there may be need for more top soil. He said it was work in progress, however the major part of the work was completed. He said he was still awaiting a letter from Councillor Smiley to the Sports Development Foundation regarding the application for a multi-purpose court for the park.

Councillor Smiley responded that said letter would be forwarded to the Chairman after the meeting.

(H) UPDATE ON WATER TRUCK

The Chairman informed that he was told that the funds would have to be spent first before any funds could be received from the Ministry; that it was “a spend the money to get the money” situation. He said there were two matters; one was with regards to the repairs to the water truck and the other was with regards to the trucking of water.

The Deputy Chief Engineering Officer responded that trucking of water had begun; that water was trucked to the Oracabessa and Boscobel Divisions.

The Director of Planning informed that the invoices were sent to the Ministry and the Corporation was awaiting the funds.

Councillor Hutchinson said she was a bit surprised that trucking of water has begun and the Carron Hall Division has still not received any water; that she requested that water be trucked to the Division in January and to date has not received same; that the Division was the most drought stricken area in St. Mary.

Councillor Kidd informed that the Oracabessa Division received only seven trips of water; that at present the Mason Hall catchment tank was dry and persons have been calling constantly.

The Chairman said Councillor Kidd was fortunate; that other Divisions had not received any water so he should be grateful. He added that the Deputy Chief Engineering Officer should provide a schedule for trucking of water as soon as possible and the necessary actions taken for the other Divisions to receive water.

The Deputy Chief Engineering Officer responded that the schedule would be provided to the Chairman by the following Wednesday.

ACTION: DEPUTY CHIEF ENGINEERING OFFICER

SUSPENSION OF STANDING ORDERS – CORPORATION TO SIT AS LOCAL BOARD OF HEALTH

ON A MOTION BY COUNCILLOR JAMES, SECONDED BY COUNCILLOR SMILEY, THE STANDING ORDERS WERE SUSPENDED.

LOCAL BOARD OF HEALTH

BUTCHERS LICENCE

Nil

BEAUTY THERAPISTS/COSMETOLOGISTS/HAIRDRESSERS/BARBERS

The Director of Planning presented the following for approval:

No.	Name of Applicant	Name & Address of Establishment	Type of Licence
1	Marjorie Howell	Jacks River	Hairdresser
2	Mitsy Smellie	Lime Hall District	Massage Therapist
3	Latoya McGregor	Mango Valley, Oracabessa	Massage Therapist
4	Sophia Jones	Jacks River	Cosmetologist
5	Evelys Beckford	Trinity	Hairdresser
6	Nathalee Ramsay	Geddes Town	Massage Therapist
7	Sharon Grant	Free Hill	Beauty Therapist

8	Naddeshea Bailey	Seville Heights, St. Ann's Bay	Massage Therapist
9	Elizabeth Bullah	Stewart Town	Massage Therapist
10	Michaela Russell	Marvins Park, St. Ann	Beauty Therapist
11	Kaydeen Mitchell	36 Cox Street	Beauty Therapist
12	Diana Newby	Spring Valley	Cosmetologist
13	Jeanette Irons	Lucky Hill	Beauty Therapist

ON A MOTION MOVED BY COUNCILLOR HUDSON SECONDED BY COUNCILLOR BRYAN, THE COMMITTEE APPROVED.

Environmental Health Highlights March, 2017

Water Quality Monitoring

A total of thirty three (33) visits were made to water supplies from all three (3) entities providing water in the parish. Nine (9) samples were submitted for bacteriological analysis to the National Public Health Lab.

Fifty (50) chlorine residual checks were done.

The results of bacteriological analysis and chlorine residual testing are shown in the tables below-

Chlorine Residual

Agency	No. of Samples	# (%) (satisfactory) positive	# (unsatisfactory) (%) negative
NWC	13	12(92%)	1(18%)
Parish Council	30	20(67%)	10(33%)
Private Supplies	07	6(86%)	1(14%)
Total	50	38(76%)	12(24%)

Bacteriological Sampling

Agencies	No. of Samples Submitted	No. Satisfactory (Negative)(%)	No. Unsatisfactory (Positive)(%)	Results Pending
NWC	1	1(100%)	0	0
Parish Council	6	3(50%)	3(50%)	0
Private	2	1(50%)	1(50%)	0
Total	9	5(55%)	4(45%)	0

Drinking Water Status

Agency	No. of Supplies	No. Inspected (%)	No. Treated (%)
NWC	20	6(30%)	19(95%)
Parish Council	42	22(52%)	32(76%)
Private	15	5(33%)	14(93%)

From the results received from bacteriological samples submitted 55% were satisfactory. Seventy six percent (76%) of chlorine residuals checks done were satisfactory. Unsatisfactory chlorine residual and bacteriological sample results were obtained from the following supplies:

NWC- Georges Spring; no chlorine residual was observed at storage tank.

Parish Council- Saltrum, Crescent and Mason Hall

Building Plans and Subdivisions

	No. Received	No. Investigated	#.Recommended	#Not Recommended
Building Plans	32	20	18	2
Subdivisions	1	1	1	0
Total	33	21	19	2

A total of thirty two (32) building plans and one subdivision were received.

Eighteen (18) building plans were recommended from the twenty (20) that were investigated

Plans were not recommended for the following reasons:

- 1) The application and site map indicated two separate locations
- 2) Inappropriate sewage disposal system proposed for location

Burial Site Inspection

Forty three (43) applications were received for family plot burial. All were investigated and recommendations made.

A list of the applications was submitted to the Parish Council.

Mosquito Control

Aedes Surveillance

District	# of Premises Inspected	# of Premises Positive	# of Containers Found	# of Containers Positive	Aedes Premises Index (%)	Container Index (%)	Breteau Index
Port Maria:							
Jacks River	110	13	257	28	12	11	25
Days Mountain	201	16	394	36	8	8	18
Albion Mountain	103	20	339	54	19	16	52
TOTAL	414	49	990	118	12	12	28
GAYLE:	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0
ANNOTTO BAY:	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0
HIGHGATE:							
School Lane	50	6	134	13	12	10	26
TOTAL	50	6	134	13	12	10	26
PARISH TOTAL	464	55	1124	131	12	12	28

The Vector Control team continued to carry out Aedes Aegypti surveillance in a number of communities throughout the parish. During the period four (4) communities were visited, the main focus was on the mitigation against Zika virus/fever transmission.

The table above shows the communities that were surveyed. All breeding sites found were treated in order to terminate breeding.

The average parish premises index was 12%. Three (3) of the communities visited had premises index above double digits. One locality, (Albion Mountain) had an index of 19%.

The Vector Control team distributed two hundred and seventy five (275) drum covers in high risk communities.

Fogging

Fogging activities were carried out in the following communities;
Windsor Castle, Camberwell, Sandside and Dover.

Barber Shops and Hair Dressing Salon Application

Three (3) applications for operating barbershops/hairdressing salons were recommended

Investigation of Suspect Plastic Rice purchased in Port Maria

Following up on a complaint made at the Local Board of Health meeting on January 12, 2017 (re: sale of plastic rice in Port Maria), several samples of rice were subsequently collected from the food shop in question. These along with the suspect rice presented at the meeting were submitted to the Bureau of Standards for testing and analysis. The Health Department has received the report from the Bureau of Standards indicating that all samples tested were genuine rice

Sewage Disposal Industry Pen Phase 2

The developers of the above mentioned housing development (Land Mark Developers) are in the process of completing the sewage disposal system. They have indicated that rain and other unforeseen contingencies have hampered progress in this effort. The Health Department whilst mindful of this will continue to not recommend additional development that proposes to utilize the existing central sewerage system until it is fully operational as this would otherwise exacerbate the public health nuisance that currently exists.

Boscobel Sewage Treatment Plant

The National Water Commission has completed construction of a new sewage treatment facility for the Boscobel housing scheme. This new facility has been put in operation and is functioning effectively. The Health department is now prepared to give consideration to development proposals utilizing this central sewage system.

Water Safety Plan

At a meeting held on March 9, 2017 which was convened by The Ministry of Health in collaboration with PAHO (all agencies and stake holders in the provision of domestic water were invited) discussions were held in respect of a **national water safety plan**. Arising from this it was proposed that all agencies providing drinking water to the public develop and document a water safety plan. The format of such a plan is available at the health department for perusal and adoption. A copy will be forwarded to the Municipal Corporation.

Medical Services

The following medical missions/ groups will be visiting the parish in April and May. Free medical services will be offered as outlined in the schedules below: -

(1) Teams for Medical Missions (Medical Services)

<u>Date</u>	<u>Location</u>
Monday, May 8, 2017	Hamilton Mountain (New Testament Church)
Tuesday, May 9, 2017	Days Mountain (Ebenezer Community Church)
Wednesday, May 10, 2017	Boscobel United Church
Thursday, May 11, 2017	Mango Valley (Maranatha Baptist Church)
Friday, May 11, 2017	Mango Valley (Maranatha Baptist Church)

(2) Deaconess Hospital Incorporated (Medical Services)

Date	Location
Monday April 24, 2017	Long Road Health Centre
Tuesday, April 25, 2017	Robins Bay Health Centre
Wednesday, April 26, 2017	Enfield Health Centre
Thursday, April 27, 2017	Islington Health Centre

(3) Women at Real Risk (WARR) Medical Mission

Date	Location
Monday, April 24, 2017	Lewis Store Adventist Church
Tuesday, April 25, 2017	Windsor Castle Health Centre
Wednesday, April 26, 2017	Rock River Health Centre
Friday, April 28, 2017	Mary Mount High School

Concerns /Questions/Highlights

The Public Health Inspector said with regards to the meeting held on March 9, 2017, it was reported that no one from the Corporation was in attendance. He said coming out of the meeting, it was recommended that all entity that supplied water should formulate a Water Safety Plan; that the Health Department had a format that would be forwarded to the Corporation.

Councillor Smiley asked what was being done in regards to the mosquito control in the Albion Mountain area.

The Public Health Inspector responded that the team treated the drains where the breeding was taking place and fogging would be done to get rid of the parent mosquitoes.

Councillor Kidd said that based on the report, the catchment in Mason Hall was unsatisfactory and he would like to know the cause and what steps would be taken ensure improvement.

The Public Health Inspector responded that there was an infrastructural problem; that the catchment was not able to sustain treatment as there was continuous overflow and insufficient storage capacity, therefore the water goes into the distribution system untreated. He added that once water was stored, it would be treated.

QUESTION TO THE LOCAL BOARD OF HEALTH

Nil

The Chairman thanked Mr. McPherson for the report and participation.

RESUMPTION OF COUNCIL

ON A MOTION BY COUNCILLOR JAMES, SECONDED BY COUNCILLOR KIDD, THE CORPORATION RESUMED SITTING.

REPORTS FROM AGENCIES AND COMMITTEES

a) Jamaica Fire Brigade

REPORT FOR THE MONTH OF MARCH 2017

*Kindly see below information on the Fire Statistics and Fire Prevention activities in the St. Mary Division, Area II, Jamaica Fire Brigade for the **Month of March 2017.***

FIRE STATISTICS

<i>Genuine Fires</i>	<i>19</i>
<i>M.F.A.</i>	<i>01</i>
<i>F.A.W.G.I.</i>	<i>01</i>
<i>S.S.C.</i>	<i>06</i>
<i>Total Calls</i>	<i>27</i>

CLASSIFICATION OF GENUINE FIRES

<i>Dwelling House</i>	<i>05</i>
<i>Shop</i>	<i>01</i>

Bush/Rubbish 09
 Utility Pole 01
 Coal Kiln 01
 Trees 02

Total Genuine Fire Calls 19

Estimated Value of Property Loss \$12,445,000.00
 Estimated Value Property at Risk \$364,800,000.00
 Estimated Value of Property Saved \$352,355,000.00

FIRE PREVENTION ACTIVITIES

The Fire Prevention Section of the St. Mary Division was engaged in the under listed activities during the Month of March 2017.

Inspection of Buildings:

Industrial & Commercial 04
 Schools 06
 Clubs, Bars/Grills & Sporting Venues 04
 Post Office 01
 Early Childhood Institution 19
 Fuel Station 02
 Hotels/Guest Houses 01
 Library 01
 Fuel Station 02

Educational Activities

Lectures 19
 Fire Drills 07
 Exhibition 04
 Community Fire Safety Awareness 06
 Video Presentation 05
 Tour of Fire Station 01
 Fire Warden Training 01
 Seminars & Special Meetings 05

Fire Hydrants

No. of Fire Hydrants Inspected 26
 No. of Fire Hydrants Repaired 05
 No. of Fire Hydrants Serviced 03

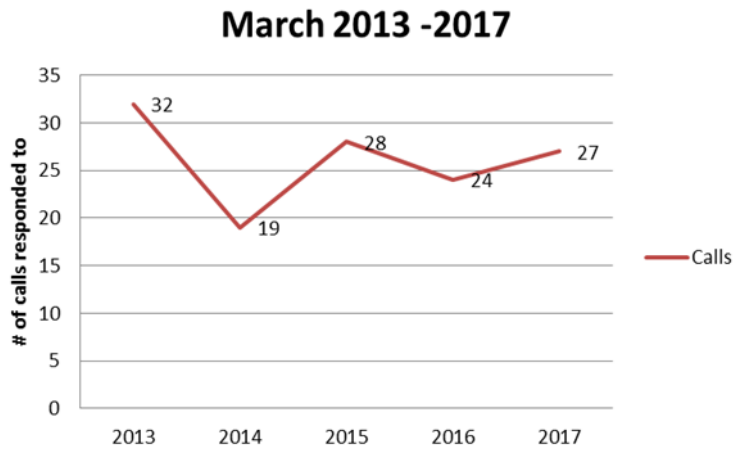
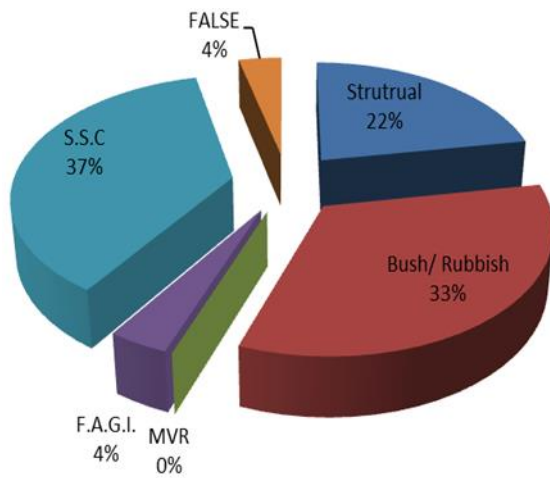
Both fire Engines operated satisfactorily during the Month of March with minor defects.

Please note the under mentioned statistics and other relevant information for the period under review:

Fire Statistics

Please note the undermentioned statistics and other relevant information for the period under review:

Total Calls		M.F.A	F.A.W.G.I	S.S.C	Genuine	MVR	Other	Bush/Rubbish	Structural	Displaced	Death	Injury
Feb	20	01	01	05	13	01	02	06	04	02	00	06
Mar	27	01	01	06	19	00	04	09	06	04	00	00



There was a Thirty-five percent increase total calls for March 2017 compared to the previous month. Structural and Bush fires both increased by fifty percent for the period under review, thankfully no one got injured nor loss their life. When the Month of March is evaluated over the period 2013- 2017, March 2017 is slightly above the average call for that period.

It is not anticipated that the construction of the Port Maria Fire station will be in the 2017-2018 Financial year, however it should commence after the Montego Bay Fire Station gets.

(COUNCILLOR LEE JOINED THE MEETING)

Highlights/Concerns

Nil

The Chairman thanked Mr. Wildman, Deputy Superintendent, for his report.

(COUNCILLOR FREEMAN JOINED THE MEETING)

b) PDC

Parish Development Committee Report for the month of March 2017

Chairman Opening Remarks

The following outlines the activity of the St. Mary Parish Development Committee since its recent Annual General Meeting in March 2017.

We had our Annual General Meeting (AGM) on Friday, March 30, 2017 at the Civic Centre. At that AGM, we looked at issues affecting the PDC and the parish of St. Mary and had our elections of officers.

Consequent to the elections, the new PDC Executive for the period April 2017 to March 2019 are:

Mr. Raymond Grant – Chairman

Mrs. Murdel McKenzie-Rattigan – Vice Chairman

Mr. Eyon Palmer – Vice Chairman

Ms. Paulette Nelson – General Secretary

Ms. Annette Taylor – Deputy General Secretary

Mrs. Maxine Marsh – Treasurer

Lt. Chase Neil – Public Relations Officer

MATTERS FROM MEETING

This new Executive had its first meeting on Tuesday, April 11, 2017 at the PDC Office. The Executive discussed the way forward and from this discussion, it was determined that there was need for an Executive Retreat. The Executive Retreat will take place Saturday, May 13 to Sunday, May 14 at Tapioca Village with the aim to meet the following goals/objectives:

1. Outline the roles and functions of the PDC Executive and the Administrator.
2. Draft a Constitution for the PDC.
3. Establish priorities for the PDC.
4. Determine PDC Communications Strategy.
5. Formulate a PDC Operation/Work Plan for the next one or two years.
6. Establish a PDC Budget.

We are requesting a contribution of \$20,000 from St. Mary Municipal Corporation to offset some of the costs for the Retreat.

In regards to the greenhouse project currently underway, a fulsome report will be presented prior to or at the next meeting of the municipal corporation.

Bank Account

After discussion, it was decided four persons would be signatories on the Bank Account at Jamaica National: Any two (2) persons can sign

Chairman:	Mr. Raymond Grant
Vice-Chairman	Mrs. Murdel McKenzie-Rattigan
Treasurer	Mrs. Maxine Marsh
General Secretary	Miss Paulette Nelson

The Chairman has a cheque for \$15,000.00 which will be used to open the account.

The next meeting of the PDC executive will be on the 26th of April at 4:00 p.m.

The Chairman thanked Mr. Palmer for his report.

c) Local Government Reform Nil

d) ALGA

Nil

e) SDC

SOCIAL DEVELOPMENT COMMISSION MUNICIPAL CORPORATION REPORT APRIL 2017

SDC – Summary of Achievements for April 2016-March 2017

LEDSP – LOCAL ECONOMIC DEVELOPMENT SUPPORT PROGRAM

6 LEI Capacity plans completed	Enfield Ginger Bear, Hampstead Water, Jacks River Taino, Carron Hall Agri, Elliot Farmers, Wag Water DAC Pastries
7 LEI's receive Capacity building	Enfield Ginger Bear, Hampstead Water(2), Jacks River Taino, Carron Hall Agri, Elliot Farmers, Wag Water DAC Pastries, Castleton Chocolate.
2 LEI Stories written	Hampstead Water Project , Jacks River Taino Village

6 Business Models Completed	Enfield Ginger Bear, Hampstead Water, Jacks River Taino, Carron Hall Agri, Wag Water DAC Pastries, Elliot Farmers
2 Business Plans Completed	Enfield Ginger Bear, Hampstead Water
4 Business Fairs Held	Port Maria Night Out, St Mary CASFest, St Mary Cricket Feature March, St Mary Parish Awards

PGFP – PARTICIPATORY GOVERNANCE FRAMEWORK PROGRAM

4 CSO's Established	Annotto Bay DAC, Oracabessa DAC, Port Maria CDC, Lucky Hill CDC.
12 CSO received Capacity Interventions	St Mary PDC (2), Wag Water DAC, Annotto Bay DAC, Wag water DAC, Highgate DAC, Enfield CDC, Bonny Gate CDC, Hampstead CDC, Highgate CDC, Gayle CDC, Annotto Bay CDC
6 Advocacy Plans Completed	Hampstead, Castleton, Charles Town, Clonmel, Bonny Gate, Camberwell
4 Advocacy Forums Held	Hampstead, Charles Town, Dover, Enfield
6 CSO's increase representation	Highgate DAC, Castleton, Amiel Town, Clonmel, Scotts Hall, Charles Town
2 CSO Assessments Completed	Belfield CDC, Dover CDC
1 CDC Community Conference Hosted	St Mary Community Conference (Theme- The business of Community Development)

PP & DP- PRIORITY PLAN AND PROJECT DEVELOPEMNT PROGRAM

6 Priority Plans Completed	Scotts Hall, Charles Town, Hampstead, Broadgate, Highgate, Mango Valley
19 Proposals Completed and Submitted	Funding agencies include- EFJ, CDB, Chase, Digicel Foundation, MP's, Food For the Poor, Jamaica Producers, USF, EFJ, Canada Fund

PIAN – PARISH INTER AGENCY NETWORK (SMART)

1 PIAN Strategic Planning Workshop held	SMART- St Mary Agencies Response Team
8 PIAN Meetings Held	SMART
4 IAN Public Forums Hosted	Highgate DAC, Annotto Bay DAC, Oracabessa DAC, Wag Water DAC
8 Social Service Fairs Held	Castleton Earth Day, Oracabessa SSF, Hampstead Back to School, Islington Health and SSF Fair, Enfield Homecoming, Port Maria Night Out, Paggee Regatta, Charles Town SSF.

CRDP- COMMUNITY RESEARCH AND DATABASE PROGRAM

3 Profiles Completed	Mango Valley, Sandside, Hampstead
11 Asset Map Completed and validated	Broadgate, Jeffery Town, Hampstead, Islington, Mango Valley, Scotts Hall , Castleton , Amiel Town, Labyrinth, Devon Pen, Friendship Gap
23 Summary Profiles Completed	

SCD- SPORTS FOR COMMUNITY DEVELOPMENT

14 Teams registered for T20 competition.	14 Teams
3 Winning teams implement projects	Gayle/Woodpark, Highgate

10 Teams registered for T20 competition.	10 Teams
3 Winning teams implement projects	Jacks River, Three Hills,
1 Community Netball Rally Implemented	10 Communities participated in Rally

INCENTIVE GRANTS PROGRAM

1 Parish Awards Ceremony Held	St Mary Community Awards
18 Communities submitted applications for Grant Funding.	Castleton CDC (2), Camberwell CDC, Annotto Bay CDC (2), Scotts Hall CDC, Hampstead CDC, Clonmel CDC, Gayle CDC, Bonny Gate CDC, Carron Hall CDC, Jeffery Town CDC, Mile Gully CDC, Oracabessa CDC, Enfield(2) CDC, Dover CDC, Wag Water DAC,
7 CSO's received Funding through grant fund facilities	Hampstead CDC, Robins Bay CDC, Castleton CDC, Dover CDC, Enfield CDC, Scotts Hall CDC, Annotto Bay CDC

PROGRAM SUPPORT REQUESTED FROM MUNICIPAL CORPORATION FOR 2017-2018 FINANCIAL YEAR

- SDC is currently finalizing our work plan for 2017-2018 financial year and it will be presented at the next Municipal Corporation meeting
- Transportation support for survey of 71 Disaster shelters in St Mary (April 2017)
- Continued partnership for Social Service Fairs and Community Consultations
- Partnership and Funding support for Port Maria Night Out (July 2017)
- Partnership and Funding support for St Mary Community Awards (Nov 2017)
- Partnership and Funding support for St Mary Community Development Committee conference (Nov 2017)
- Partnership and Funding support for St Mary CASFest (March 2017)
- Funding/technical support for Paving of SDC Parish Office Driveway Cape Clear

The Chairman encouraged Mr. Graham to keep up the good work and thanked him for his report.

f) RADA

1) *ABIS Farmer Registration*

- a) Total Number of registered farmers – A total of ten thousand four hundred and forty-seven (10,447) farmers have been registered to date.
- b) Farmer Profile Updates - A total of one thousand one hundred and ninety-seven (1197) farmer's profiles were updated for the month.

2) *Visits*

- a) Agricultural Extension Officers Farm Visits – Over the period a total of three hundred and thirty-two (332) farm visits were conducted during the reporting period, to cover Crop and Livestock production, Marketing and Land Husbandry practices.
- b) Home Visits (Home Economics)- Three (3) Home visits were conducted over the reporting period.

3) *Training Sessions*

- a) Farmer Trainings
 - i) Crop Production Training Sessions- Formal – During the reporting period of March 2017 three (3) Crop Production trainings was held; one area of focus was Post Agro-ecosystem Analysis.

- ii) Crop Care Training Sessions- Formal – Three (3) Formal Crop Care Training Sessions were conducted for the month of March 2017.
- iii) Facilitated Training Sessions – There was one (1) facilitated training session during the reporting period on the topics Molding and Pest and Disease Identification in Irish Potato Production.
- iv) Livestock Production Training Sessions Formal – Three (3) formal training sessions were conducted covering aspects of Pig, Goat, Cattle and Broiler and Layer Bird Production.
- v) Land Husbandry Training Sessions Formal – Three (3) farmer trainings were conducted over the reporting period covering the topics: Ballasted Waterway, Mounding of Irish Potato and Usage of an A-Frame.
- vi) Marketing Training Sessions Formal – One (1) Marketing Training session was conducted, focusing on Harvesting and Post-Harvest Techniques in Irish Potato Production.
- vii) Social services/Home Economics Training Sessions Formal- Five (5) training sessions were conducted over the reporting period.
- viii) Farmers Trained Formal – A total of one hundred and eleven (111) farmers were trained formally for the month of March 2017

b) Staff Training

Seven (7) Staff Training sessions were conducted for the month of March; four (4) sessions were done in Agri. Business Management, one (1) focused on Basic Flower Arrangement and Event Draping, one (1) looked at Backyard and Containerized Gardening and one (1) was conducted by the HEART Trust/NTA focusing on Customer Service.

4) Workshop/Seminar/Meeting/Exhibition/Collaboration

- a) PMO Groups Formed/ Strengthened – No new PMO groups were formed during the reporting period. A total of three (3) PMO/other groups were strengthened for the period.
- b) Home Economics Groups Serviced – Four (4) groups were serviced during the reporting period; Windsor Castle Social Services/Home Economics Benevolent Society, Gifted Hands Community Group, Port Maria Home Economic Movement, and Rosend Community Group.

5) Projects/Programmes

- a) Fort George Honey Production Project - The Fort George Honey Production Project currently has forty-four (44) boxes which make a total of fifteen (15) colonies. Members visit the Apiary once weekly to monitor and do work activities. The project has no honey at this time; income for the reporting period was \$70,000.00.
- b) Import Substitution- Irish Potato Programme - A total of 1242 bags of Irish Potatoes were received. To date 107.6 hectares have been planted by 325 farmers, 132 of them being women and youth; 46.8 hectares has been reaped to date totaling 1048 tons.
- c) GOJ/Adaptation Fund Programme Water Harvesting Project: St. Mary Technical High- Water Harvesting project has been completed, with guttering installed and attached to the water tanks. The school is now able to harvest and utilize rain water in their agricultural production.
- d) GOJ/Adaptation Fund Programme Water Harvesting Project: Brimmer Vale High- Water harvesting project has been completed with guttering being installed and attached to the water tanks.
- e) GOJ/Adaptation Fund Programme Water Harvesting Project: Highgate Primary and Junior High – Project has been completed with guttering installed and attached to the water tanks. Cabbage and Tomato plots have been established and are growing in good condition.
- f) GOJ/Adaptation Fund Programme Water Harvesting Project: Jeffrey Town Water Harvesting Project- Two (2) Water tanks received for the Project. Entombment of spring to be done. Meeting was held with farmers and GOJ/Adaptation Fund Programme personnel on March 28, 2017.

- g) GOJ/Adaptation Fund Programme Water Harvesting Project: Enfield Water Harvesting Project- Entombment of spring to be done. Awaiting information from GOJ/AFP as to the start date. Invoice was sent to GOJ/AFP office re materials for construction. Meeting was held with farmers and GOJ/Adaptation Fund Programme personnel on March 15, 2017.
- h) GOJ/Adaptation Fund Programme Farmer Field School Project- All sessions have been completed. 27 persons will be graduating on the 26th of April 2017.
- i) Peace Corp Water Harvesting Programme: St. Mary High School- Water harvesting project has been completed with guttering installed and attached to tanks.
- j) Production Incentive Programme- Pringle's Home Layer Project- Construction of the building is completed. Birds are laying 3 ½ flats per day.
- k) Agro Processing Incubator Unit - Building facility has been completed. Most of the equipment was received and awaits installation.

6) **Demonstration Plots**

a) Crop Care Demonstration Plot –

Five (5) Irish Potato Demo Plots exist in the following areas, namely:

- Nutfield- plot is eleven (11) weeks old: plot was molded.
- Robin's Bay- Plot is ten (10) weeks old; training was conducted on molding and Pest and Disease Management. Low rainfall is affecting the plot.
- Enfield – Demonstration Plot was not established.
- *Richmond (Smilefiled)- Most of the plot was harvested; a total of 950lbs were reaped (2 bags. A small acreage is left to be reaped.*
- *Decoy- Harvesting to begin next week; crop care and monitoring is ongoing.*

7) **Livestock Activities**

Beef	Dairy	Broiler	Layer	Pig	Goat	Rabbit	Sheep	Apiary
4,061	752	47,653	22,122	16,009	14,913	2,717	525	740

8)

Marketing Activities – Marketing linkages were made between twenty (20) farmers and various buyers for supplying farm produce valuing \$1,543,300.00 and a total volume of 10,850 kg.

9) **Land Husbandry/ Soil Management Activities**

- i) **Agronomic Methods** – 8 hectares of contour cultivation, 8 hectares of cover cropping, 13 hectares of inter cropping, 2 hectares of mulching/grass, 1.8 hectares of mulching/plastic and 80 meters of vegetative barriers/pineapple.
- ii) **Integration with Farming Systems** – Eight (8) hectares of conservation farming systems were done during the period. Discussions were facilitated about conservational farming systems such as: Managing agro-Ecosystems for improved and sustainable productivity, increased profits and food security while preserving and enhancing the resource base and the environment and continuous minimum mechanical disturbances, permanent organic soil cover.
- iii) **Soil Fertility Management Methods**- Six (6) hectares of correct usage of Inorganic Fertilizer was observed over the reporting period; farmers in the Flint River, Rock Spring and Marlborough areas were introduced to best practices in Inorganic Fertilizer Application.
- iv) **Structural Methods** –2200 meters of Tree Trunk Barriers were done in the Albion Mountain and Agualta Vale areas; logs were used to break the force of water flowing down hill and also to reduce soil erosion.

10) **Social Services/Home Economics Activities**

Three (3) Food Promotion Exhibitions were mounted at the following events:

- Carron Hall High School's Career Day
- St. Mary High School's Career Day
- St. Mary Creative Arts & Skills Festival (CASFest 2017)

Four (4) Inter-Agency Collaborations were done with St. Mary High School, Carron Hall High School, St. Mary 4-H Parish Advisory Committee and the Social Development Commission (SDC).

11) **Crop Production-** Hectares planted decreased by 16.4%, while hectares reaped declined by 38.7%. Farmers especially in the Irish Potato belt usually intercrop red peas/string bean with Irish Potato; however, due to continuous rainfall this was not done and thus there was a decline in legumes and vegetables. In some instances, farmers lost their vegetable seed beds due to continuous rainfall and lands could not be prepared.

Crop Category	Hectares Planted This Month	Hectares Planted Previous Year & Month	Hectares Reaped This Month	Hectares Reaped Previous Year & Month	Hectares Growing This Month	Hectares Growing Previous Year & Month	Hectares Loss This Month	Hectares Loss Previous Year
Legumes	6.3	13	6.2	11.3	21.7	34.7	0	0
Vegetables	56.3	66.6	46.1	63	159.3	191.2	0.4	1
Condiments	15.4	21.8	12.4	16.1	47.1	59.2	0	0
Fruits	11.7	10.8	8.6	10	135.7	128.9	3.4	0.3
Cereals	5.9	4.7	5.9	4.2	18.4	12.4	0	0
Plantains	29.1	28.1	24.6	24.9	272.6	253.7	0	0
Potatoes	11.8	10.5	40.5	108.5	101.7	72.5	0.2	0
Yams	8	10.4	6.9	11.8	69.9	82.8	0	0
Other Tubers	8.7	17.4	8.2	10.2	71.7	96.1	0	0
Total	153.2	183.3	159.4	260	898.1	931.5	4	1.3

12) **Income Generation Activities**

- Nursery Production-** There are no seedlings available at the nursery at this time. A section of the roof on the Nursery has been destroyed due to the strong winds that affected the parish recently. We are awaiting an estimate as to the cost to effect repairs.
- Tractor service** – The tractor is operational and accessible by: application, payment of \$3,500.00 per hour and transportation at \$150.00 per km from the parish office to the location and return. 3.1 hectares of land was ploughed for the month of March.
- Tools & Equipment Rental-** Items available for rental include: Mist Blower, Weed Wacker, Spray Pans and a Rotovator.
- Truck Rental-** The Parish presently has two (2) trucks for rental, namely a Hyundai Box Truck and a Isuzu Store Body Truck.

Questions/Concerns

Nil

The Chairman thanked Miss Hyde for her report.

g) JCDC

JCDC ST MARY ACTIVITIES REPORT FOR MARCH – APRIL 2017

PERFORMING ARTS

The parish implemented the annual Performing Arts competition between January and March 2017. The results are as follows:-

485 entries were received with 302 advancing to Parish Finals

Gold medals 55 an increase of 9 over 2016

Silver medals 110 an increase of 21 over 2016

Bronze medals 109 an increase of 34 over 2016

Certificates of Merit 19 a decrease of 5 over 2016

Forty Seven pieces have been recommended to the National Finals – an increase of 7 over 2016.

Evening of Excellence

The parish celebrated its annual Evening of Excellence which is the culmination of the parish Performing Arts Competitions. This event recognized and awards the top achievers in the just concluded competition. The implementation was Wednesday March 29, 2017 at the Anglican Church Hall in Port Maria.

The awardees are as follows:

Most Outstanding Teacher in Speech – Miss Delrose Coburn of St Mary High School
Most Outstanding School in Speech – St Mary High School

Most Outstanding Teacher in Drama – Miss Shanthele Simms
Most Outstanding School in Drama – Tacky High School

Most Outstanding Teacher in Traditional Folk Forms – Miss Nadia Jennings – Retreat Primary School
Most Outstanding School in Traditional Folk Forms – Retreat Primary School

Most Outstanding Teacher in Music – Miss Audrey Brown – Port Maria High and Prep
Most Outstanding School in Music – Port Maria High and Prep

Most Outstanding Teacher in Dance – Miss Sharon Bressett
Most Outstanding School in Dance – Port Maria Primary

The Dr. Morais Guy Trophy for the Most Outstanding Teacher overall in the Performing Arts Competition for 2017 is Miss Nadia Jennings of Retreat Primary

The Tacky Award donated by the Hon. Alaric Pottinger Custos Emiritus for the Most Outstanding School in the Performing Arts 2017 was awarded to St Mary High School

ENTERTAINMENT ARTS

Children Gospel & Jamaica Gospel Competitions

The parish received nineteen entries in the Children Gospel and Six in the Jamaica Gospel competition and also hosted the auditions.

Festival Queen Competition

The Miss St Mary Festival Queen competition is currently underway. Contestants are being trained in various disciplines leading to self and professional development. The parish coronation show will be held on May 6, starting at 8:00pm at the Anglican Church Hall in Port Maria. Contributions to the coronation is Adults - \$ 1 000.00, Children under 12 \$500.00. Tickets can be purchased at the Parish office as of Monday April 13. The winner of the competition will represent the parish at the National Finals in August.

World Reggae Dance Competition

This competition aims to offer national and international exposure to the talents that exists in Jamaican Popular forms specifically Reggae and Roots Dances. The Commission is currently accepting entries for this art form. All dance groups are encouraged to participate.

CREATIVE ARTS

Visual Arts

The Parish submitted seventeen entries in the recently held Visual Arts Competition. The awards will be announced at the ceremony to be held at the Jamaica Conference Centre on May 7 at 3:30pm.

Creative Writing

The National Creative Writing competition is underway. The categories for this competition are Poetry, Plays, Essays, Short Stories, and Novels. These categories can further be broken down into readerships of Junior, Intermediate, and Adult. Entry forms can be collected at the parish office and entries are to be submitted by the end of April.

Workers Week Church Service

The Workers Week Church Service will be held on May 14 at a venue to be decided by the Minister's Fraternal. The formal invitations will be sent out on confirmation.

Big Stage Competition

This competition is open to amateurs eighteen years and older and is used to capture all areas of cultural expressions that do not fall under the regular competitions. The avenue provides a meaningful opportunity especially to unattached youths as it caters to a variety of cultural forms and talents inclusive of Dee Jay, dancing, acts of comedy and other novelty acts. Entry forms can be collected at the JCDC Parish Office. The competition starts in June and will be implemented across the parish.

Jamaica 55 Emancipation and Independence Celebrations

These celebrations will take the forms of street concerts, Emancipation Vigil, Drumming in the Park, Band Wagon, Flag Raising Ceremony, and will culminate with the Parish Gala on August 6 at the Claud Stuart Park. The Independence calendar of events will be circulated upon final confirmation.

The JCDC continues to unearth, promote and showcase the cultural talents that exist within the parish. The Commission is therefore seeking the collaboration of all stakeholders in the process of nation building.

The report was circulated to the members.

h) JCF

Nil

i) Youth Mayor/Youth Councillors

Nil

ANNOUNCEMENTS

1. St. Mary Agro Expo will be held on Monday, April 17, 2017 at Gray's Inn. Councillors and are on the VIP list and their names will be left at the gate.
2. Community Meetings:
 - a) Woodside Community Centre - April 27, 2017
 - b) Hartland Basic School (Carron Hall) - May 2, 2017
 - c) Ireland beam of Light Church (Castleton) - May 4, 2017

NOTICE OF MOTION FROM ANNOUNCEMENTS

Nil

UNFINISHED BUSINESS OF FORMER MEETINGS

Nil

MINUTES OF COMMITTEES FOR ACCEPTANCE

The following Minutes of Committees were presented for acceptance as under:

- a) *Infrastructure & Traffic Management*
- b) *Poor Relief*
- c) *Physical Planning & Environment*
- d) *Finance*
- e) *Disaster Preparedness Hazard Mitigation & Safety*
- f) *Civic and Community Affairs*
- g) *Human Resource Management*

On a motion by Councillor Hudson, seconded by Councillor Hutchinson, the Minutes of Committees were accepted.

PROCUREMENT POLICY GUIDELINES FOR ACCEPTANCE

The following Procurement Policy Guidelines were presented for acceptance:

POLICY GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES

PROCUREMENT COMMITTEE

1. This Committee provides guidance to the operation of the Corporation in the procurement of all goods, services and works that are above an amount as specified by the Corporation. The mandate of the committee is to:
 - a. Review recommendations for the award of contracts,
 - b. Ensure compliance with relevant policies, guidelines and procedures,
 - c. Review evaluations done by Evaluation Committee,
 - d. Facilitate responses to contractors' inquiries,
 - e. Maintain proper record of Committee meetings, including records of the recommended contracts awarded,
 - f. Ensure compliance with standard reporting obligations; and
 - g. Make recommendations to the Chief Executive Officer.
2. All goods and service in excess of \$500,000.00 **MUST** be presented to the Procurement Committee meeting for approval.
3. Procurement Committee meetings will be held on Fridays at 11:00 a.m. or any other convenient time so specified by the Chairman.
4. The quorum for the Procurement Committee meeting consists of five (5) persons and should include:
 - a. Chief Financial Officer
 - b. Chief Engineering officer/any technical Officer selected
 - c. Budget and Revenue Officer
 - d. Director of Planning
 - e. Procurement Chairperson
 - f. Procurement Vice Chairperson
 - g. Political Representatives (4 Councillors)
 - h. Procurement Officer
 - i. Recording Secretary

Please note that the Chief Executive Officer and Internal Auditor must not sit on the procurement committee.

5. Copies of minutes must be submitted to the following Officers:
 - a. Members of the committee
 - b. Chief Executive Officer
 - c. Mayor
 - d. Internal Auditor
6. If a meeting is not held because of the absence of the Chairman or quorum and where there is dire need for goods and services to be procured, an "out of session" approval should be done. This session should include the Procurement Officer to the committee.
7. Each department making a submission to the meeting must be given a report on the status of their submission within 24 hours after the meeting.

Tender Committee

- Goods and services in excess of \$500,000.00 must be put to tender.

- This is a sub-committee of the Procurement Committee
- The committee should meet when the need arises
- The committee should comprise of the following Officers-
 - a. The Internal Auditor
 - b. Chief Financial Officer
 - c. Member of the Technical Dept.
 - d. Procurement Chairman
 - e. Director of Administration
 - f. Matron
 - g. Recording Secretary

NOTE: The Chief Executive Officer can also be a part of the Tender Committee.

- Tender notices issued should be treated confidentially by all staff members.
- At the opening of the Tender, the members should ensure that punctuality is observed.
- The Internal Auditor MUST be in attendance to observe the opening and to ensure that Bidders have submitted the necessary documents requested.
- The Internal Auditor and invited Bidders should sign the register and leave the room after the opening of the tenders.

The following documents are to be submitted to the Evaluation Committee:

- A copy of the invitation to Tender
- Invitation for Tender letters
- Response to Tender invitation
- Bid Opening Documents
- Bids received
- Comparative Estimate

Evaluation Committees

• The St. Mary Municipal Corporation is responsible for establishing Evaluation Committees in accordance with the type of procurement and the relevant expertise required to carry out the evaluation process. Evaluation Committees are responsible for the evaluation and comparison of the bids received and for the preparation of the Bid Evaluation Report.

• During the bid evaluation period, GOJ requires that all Evaluation Committees adhere strictly to the following principles:

- a. ensure that the bid evaluation process is strictly confidential;
 - b. reject any attempt or pressure to distort the outcome of the evaluation;
 - c. reject any proposed action likely to lead to fraud and corruption;
- and
- d. ensure that only the evaluation and qualification criteria specified

in the bidding documents are applied.

e. The committee should consist of:

- Chief Engineering Officer
- Chief Financial Officer - Chairman
- Internal Auditor
- Procurement Officer
- Procurement Vice-Chairman
- Recording secretary

f. Evaluation Committee meeting must be held immediately after tender opening or at the nearest convenient time.

NOTE: Procurement Committee members who sit on an Evaluation Committee should not vote at the subsequent Procurement Committee meeting regarding the acceptance of the Evaluation Report.

The Chief Financial Officer based on the amount of tenders that were received, she would like to know when would the effective date be for the operation of the Committees.

The Chairman responded that as soon as the Policy was accepted.

Councillor Freeman said he would like to know the names of the persons who were on the Procurement Committee.

The Community Programmes Coordinator said in respect of the Councillors, they were as follows:

Councillors: Hugh Bryan
 Mitsy Hudson
 Germaine Smiley
 Sheldon Kidd

Councillor Freeman said he would not accept the Procurement Policy because there was no inclusion of any member from the opposition.

The Chairman responded that there were no opposition at the Corporation; that all Councillors were duly elected to serve.

On a motion by Councillor Sewell, seconded by Councillor Lee, the Procurement Policy was accepted.

CORRESPONDENCE

The Director of Planning presented the following:

1. *Letter dated March 31, 2017, Ref. No. T236-147, from the Office of the Services Commission, Local Government Services Commission as under:*

“Pursuant to the provisions of Section 5 93) of the Local Government (Unified Service and Employment) Act, I am to inform you that the Local Government Services Commission has directed that Mr. Garfield Thompson, Superintendent, Roads and Works (SOG/ST 8) in the service of the St. Mary Parish Council, be transferred temporarily to the service of the St. Catherine Parish Council in a similar capacity with effect from 1st May, 2017 vice Mr. Everton Ricketts, temporarily transferred.

“I am to ask that enclosed letter addressed to Mr. Thompson concerning his transfer, be delivered to him immediately on receipt – a copy is attached for the Council’s record.”

The Committee accepted the recommendation.

2. *Letter dated March 31, 2017, Ref. No. J 182-146, from the Office of the Services Commission, Local Government Services Commission as under:*

“Pursuant to the provisions of Section 5 93) of the Local Government (Unified Service and Employment) Act, I am to inform you that the Local Government Services Commission has directed that Mr. Doyen Johnson, Superintendent, Roads and Works (SOG/ST 8) in the service of the Manchester Municipal Corporation and presently on temporary transfer to the St. Ann Parish Corporation, be transferred temporarily to the St. Mary Municipal Corporation in a similar capacity with effect from 1st May, 2017 vice Mr. Garfield Thompson, temporarily transferred.

“Arrangements should, therefore, be made for Mr. Johnson to assume duty in the service of the St. Mary Municipal Corporation as from that date.”

The Committee accepted the recommendation.

3. Letter dated April 11, 2017 from the St. Ann Municipal Corporation re Notice of Temporary Transfer as under:

“The Local Government Services Commission has directed that Mr. Doyen Johnson, Chief Engineering Officer (SOG/ST 8) in the St. Ann Municipal Corporation be temporarily transferred to the St. Mary Municipal Corporation in a similar capacity with effect from 1st May, 2017 vice Mr. Garfield Thompson, temporarily transferred.”

“the St. Ann Municipal Corporation has supported the recommendation of the Services Commission and has therefore released Mr. Johnson to take up the aforementioned duties from that date.”

“This supersedes letter dated April 10, 2017, previously sent.”

The Committee noted.

NEW BUSINESS

Nil

PETITION

Nil

RESOLUTIONS FROM CORPORATIONS

The Director of Planning presented the following resolutions for support:

- 1) Resolution passed by the Clarendon Municipal Corporation on February 16, 2017

WHEREAS there has been an escalation of serious crimes especially murder;

AND WHEREAS many of these violent acts are perpetuated against women and children;

AND WHEREAS a large percentage stem from domestic disputes;

AND WHEREAS Councillors are strategically placed and are in close contact with the various communities in their divisions;

AND WHEREAS Councillors with the necessary training can be mediators, counsellors, intercessors and confidants to persons and are often the first point of contact for many;

BE IT RESOLVED that this Council in session call upon the relevant Ministeries and Agencies of Government to institute as a matter of urgency the training of all Councillors and Justice of the Peace in Conflict Resolution mediation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Municipal Corporations for their support and to the Ministries of Local Government and Community

Development and Ministry of Justice and the Police High Command for support and necessary action.

The Chairman said he was aware that training was in progress for Justices of the Peace. He added that he was derelict as he has not been attending even though he was informed of same. He asked if anyone was aware whether or not the training included Conflict Resolution.

The members were not aware.

The Committee noted.

2) *Resolution passed by the St. James Municipal Corporation on February 9, 2017*

WHEREAS *Municipal Corporations conduct its business through Committees established pursuant to sections 37 and 38 Local Government Act;*

WHEREAS *each Committee is chaired by a Chairman who himself is a Councillor of the Municipal Corporation;*

WHEREAS *in the performance of his duties, the Chairman is required to perform functions and duties in preparation for said Committee meetings over and beyond those expected of by a regular Committee member;*

WHEREAS *those functions and duties are critical to the effective conduct of committee meetings;*

WHEREAS *those functions and duties fall within the description of “approved duty” as defined in section 33(2) (a) (b) Local Governance Act;*

WHEREAS *it was proposed in a special meeting of the Saint James Municipal Corporation held on Monday, December 19, 2016 that by virtue of these additional functions and duties to be performed by Chairmen of Committees, that they be paid a special rate in addition to their regular emoluments a Councillor;*

WHEREAS *in the said special meeting of the Saint James Municipal Corporation, it was decided that a select committee be established to examine whether such proposal fits within the legal framework of the Local Governance Act;*

WHEREAS *the said committee met on January 30, 2017 and came to the decision that the proposal for additional reward for Chairmen of Committees fell within the legal framework of the Local Governance Act and that the appropriate resolution be submitted to Council;*

BE IT RESOLVED *that commencing April 2018 all Chairmen of Committees receive an additional reward in addition to their regular emoluments as Councillors for the performance of their functions and duties as Chairmen of Committees;*

BE IT FURTHER RESOLVED *that said additional reward be itemized and included in the operational budget of the Municipal Corporation for approval under the Local Government (Financing and Financial Management) Act;*

BE IT FURTHER RESOLVED *that this resolution be circulated to all Municipal Corporations and the Ministry of Local Government and Community Development for support.*

The Committee supported the resolution.

3) *Resolution passed by the St. Ann Municipal Corporation on March 9, 2017*

WHEREAS *the Road Traffic Act does not allow for left turn at stop lights and stop signs;*

AND WHEREAS *the Road Traffic Act needs to be amended to accommodate left turn if no oncoming traffic is approaching;*

AND WHEREAS *there is a precedence in fact that in the USA it is permissible to turn right at street*

lights and stop signs;

AND WHEREAS the flow of traffic could be enhanced by this amendment;

AND WHEREAS exceptions can be accommodated with a “No Left Turn” designation;

AND WHEREAS it is desirable that the Road Traffic Act (General) (Amendment) Order, 2017 be affirmed;

NOW THEREFORE, BE IT RESOLVED by this Honourable Council as follows:

- i. That this resolution may be cited as the Road Traffic Act (General) (Amendment) Order, 2017 resolution.*
- ii. That the Ministry of Local Government be empowered by the Local Authorities to start the dialogue with the Ministry of Transport and Works to pursue such.*
- iii. That the left turn amendment to the Road Traffic Act be enforced as a matter of urgency to alleviate unnecessary traffic build up and ease the flow of traffic for residents.*

The Committee supported. Ten (10) members voted.

4) *Resolution passed by the St. James Municipal Corporation on March 9, 2017*

WHEREAS Municipal Corporations perform enforcement actions through Municipal Police;

WHEREAS it is important to improve the capacity of said Municipal Officer in the performance of their functions;

WHEREAS under section 4 (1) of the Public Health (nuisance) Regulations, 1995, the Ministry of Health may in writing authorize, prepare, execute and serve notices in writing under said Regulations;

BE IT RESOLVED that this Saint James Municipal Corporation take all steps necessary to appoint the Municipal Police as authorized persons to prepare, execute and serve notices under the Public Health (nuisance) Regulations, 1995;

BE IT RESOLVED that this resolution be forwarded to the Ministry of Health, Minister of Local Government and Community development and all other Municipal Corporations for support;

The Committee supported.

5) *Resolution passed by the St. Catherine Municipal Corporation on February 9, 2017*

WHEREAS certain Plastic products are made from Polyethylene Terephthalate (PET) and are used for packaging purposes;

AND WHEREAS these coloured plastic products are non-reusable, non-degradable and cannot be recycled;

AND WHEREAS these plastic products are harmful to marine life;

AND WHEREAS these plastic products create environmental hazards to our beaches, roadways, dump sites and gullies;

AND WHEREAS these plastic containers create health risks to our population;

BE IT RESOLVED that the necessary steps be taken by the Government of Jamaica to have these companies reduce use of these products by creating alternate packaging practices;

AND BE IT FURTHER RESOLVED that the resolution be sent to the Ministry of Local Government and Community Development and all Municipal Corporations for their support.

The Committee supported.

RESOLUTION - FINAL APPROVAL

STATUTORY DECLARATION

The Director of Planning presented resolutions for final approval as under:

1)

*IN THE MATTER of the subdivision of
Lands part of **ROCKMOOR***

SAINT MARY

IN THE MATTER of the Statutory Declarations Act

*I, **GLENFORD RICKETTS** do solemnly and sincerely declare as follows:-*

That I reside and have my true place of abode and postal address at Galina in the parish of St. Mary and I am the acting Chief Engineering Officer of the St. Mary Municipal Corporation (Formerly St. Mary Parish Council) and am duly authorized to depone to this Statutory Declaration on behalf of the St. Mary Municipal Corporation.

*That the subdivision of lands part of **Rockmoor** in the parish of Saint Mary registered at **Volume 472 Folio 78** in the name **Grace Wong c/o Denzil Wong** has been satisfactorily completed in accordance with the conditions of approval issued on **December 10, 2015**.*

*That conditions **No. 22** namely, the setting out of road alignment and lot boundaries has been checked on ground by the Local Planning Authority (St. Mary Municipal Corporation) and all pre-checked plans*

*(**PE: 389297**) have been adjusted accordingly, in respect of Lot # 2.*

***AND I MAKE** this solemn declaration conscientiously believing same to be true and by virtue of the Statutory Declaration Act.*

On a motion by Councillor Danvers, seconded by Councillor Hudson, the Corporation approved.

2)

*IN THE MATTER of the subdivision of
Lands part of **LIBERTY CASTLE**
SAINT MARY*

IN THE MATTER of the Statutory Declarations Act

*I, **GLENFORD RICKETTS** do solemnly and sincerely declare as follows:-*

That I reside and have my true place of abode and postal address at Galina P.O. in the parish of St. Mary and I am the Chief Engineering Officer of the St. Mary Municipal Corporation (Formerly The St. Mary Parish Council) and am duly authorized to depone to this Statutory Declaration on behalf of the St. Mary Municipal Corporation.

*That the subdivision of lands part of **Liberty Castle** in the parish of Saint Mary registered at **Volume 341 Folio 38** in the name **Veronica Reid C/o Ivor Stewart & Associate** has been satisfactorily completed in accordance with the conditions of approval issued on **December 06, 2013**.*

*That conditions **No. 42** namely, the setting out of road alignment and lot boundaries has been checked on ground by the Local Planning Authority (St. Mary Municipal Corporation) and all pre-checked plans (**PE: 379903**) have been adjusted accordingly, in respect of Lot **1, 2, 3, 4**.*

AND I MAKE this solemn declaration conscientiously believing same to be true and by virtue of the Statutory Declaration Act.

On a motion by Councillor Hudson, seconded by Councillor Hutchinson, the Corporation approved.

FINAL APPROVAL

The Director of Planning presented the following for approval:

1)

WHEREAS the subdivision applications have been filed with the St. Mary Municipal Corporation under section 5 (1) of the Local Improvement Act for:

Lands part of TREMOLESWORTH

RONALD MENZIES c/o SYDNEY MENZIES

AND WHEREAS the said lands are described in the maps prepared by Commissioned Land Surveyors, which maps or plans, have been signed by the property owners and contains the required particulars concerning them,

AND WHEREAS the Corporation had sought, obtained & accepted the advice of Government Town Planner and the Chief Technical Director, Ministry of Construction (Transport & Works) on the applications and draft conditions,

AND WHEREAS conditions of approval have been accepted in writing by the applicants,

AND WHEREAS in accordance with section 8 (10) of the Local Improvement Act, the St. Mary Municipal Corporation sanctioned the subdivision of the lands in the Parish of St. Mary,

AND WHEREAS that the Honorable Minister having confirmed the Corporation decision under the section 8 (5) of the Local Improvement Act,

BE IT RESOLVED that the St. Mary Municipal Corporation issues final approval to the above said subdivisions,

BE IT FURTHER RESOLVED that the Common Seal of the Corporation is hereby affixed.

On a motion by Councillor Hudson, seconded by Councillor Sewell, the Corporation approved.

2)

WHEREAS the subdivision applications have been filed with the St. Mary Municipal Corporation under section 5 (1) of the Local Improvement Act for:

Lands part of WENTWORTH ESTATE

GADMAN COTTRELL c/o PATRICIA COTTRELL

AND WHEREAS the said lands are described in the maps prepared by Commissioned Land Surveyors, which maps or plans, have been signed by the property owners and contains the required particulars concerning them,

AND WHEREAS the Corporation had sought, obtained & accepted the advice of Government Town Planner and the Chief Technical Director, Ministry of Construction (Transport & Works) on the applications and draft conditions,

AND WHEREAS conditions of approval have been accepted in writing by the applicants,

AND WHEREAS in accordance with section 8 (10) of the Local Improvement Act, the St. Mary Municipal Corporation sanctioned the subdivision of the lands in the Parish of St. Mary,

AND WHEREAS that the Honorable Minister having confirmed the Corporation decision under the section 8 (5) of the Local Improvement Act,

BE IT RESOLVED that the St. Mary Municipal Corporation issues final approval to the above said subdivisions,

BE IT FURTHER RESOLVED that the Common Seal of the Corporation is hereby affixed.

On a motion by Councillor Kidd, seconded by Councillor Smiley, the Corporation approved.

3)

WHEREAS the subdivision applications have been filed with the St. Mary Municipal Corporation under section 5 (1) of the Local Improvement Act for:

Lands part of THREE HILLS

GODFREY CAMPBELL c/o LINVAL CUMMINGS

AND WHEREAS the said lands are described in the maps prepared by Commissioned Land Surveyors, which maps or plans, have been signed by the property owners and contains the required particulars concerning them,

AND WHEREAS the Corporation had sought, obtained & accepted the advice of Government Town Planner and the Chief Technical Director, Ministry of Construction (Transport & Works) on the applications and draft conditions,

AND WHEREAS conditions of approval have been accepted in writing by the applicants,

AND WHEREAS in accordance with section 8 (10) of the Local Improvement Act, the St. Mary Municipal Corporation sanctioned the subdivision of the lands in the Parish of St. Mary,

AND WHEREAS that the Honorable Minister having confirmed the Corporation decision under the section 8 (5) of the Local Improvement Act,

BE IT RESOLVED that the St. Mary Municipal Corporation issues final approval to the above said subdivisions,

BE IT FURTHER RESOLVED that the Common Seal of the Corporation is hereby affixed.

On a motion by Councillor Lee, seconded by Councillor James, the Corporation approved.

4)

WHEREAS the subdivision applications have been filed with the St. Mary Municipal Corporation under section 5 (1) of the Local Improvement Act for:

Lands part of Three Hills

Euna Tucker c/o Delroy Richards

AND WHEREAS the said lands are described in the maps prepared by Commissioned Land Surveyors, which maps or plans, have been signed by the property owners and contains the required particulars concerning them,

AND WHEREAS the Corporation had sought, obtained & accepted the advice of Government Town Planner and the Chief Technical Director, Ministry of Construction (Transport & Works) on the applications and draft conditions,

AND WHEREAS conditions of approval have been accepted in writing by the applicants,

AND WHEREAS in accordance with section 8 (10) of the Local Improvement Act, the St. Mary Municipal Corporation sanctioned the subdivision of the lands in the Parish of St. Mary,

AND WHEREAS that the Honorable Minister having confirmed the Corporation decision under the section 8 (5) of the Local Improvement Act,

BE IT RESOLVED that the St. Mary Municipal Corporation issues final approval to the above said subdivisions,

BE IT FURTHER RESOLVED that the Common Seal of the Corporation is hereby affixed.

On a motion by Councillor Lee, seconded by Councillor Dixon, the Corporation approved.

5)

WHEREAS the subdivision applications have been filed with the St. Mary Municipal Corporation under section 5 (1) of the Local Improvement Act for:

Lands part of Mount Lebanon

Charmaine Thompson

AND WHEREAS the said lands are described in the maps prepared by Commissioned Land Surveyors, which maps or plans, have been signed by the property owners and contains the required particulars concerning them,

AND WHEREAS the Corporation had sought, obtained & accepted the advice of Government Town Planner and the Chief Technical Director, Ministry of Construction (Transport & Works) on the applications and draft conditions,

AND WHEREAS conditions of approval have been accepted in writing by the applicants,

AND WHEREAS in accordance with section 8 (10) of the Local Improvement Act, the St. Mary Municipal Corporation sanctioned the subdivision of the lands in the Parish of St. Mary,

AND WHEREAS that the Honorable Minister having confirmed the Corporation's decision under the section 8 (5) of the Local Improvement Act,

BE IT RESOLVED that the St. Mary Municipal Corporation issues final approval to the above said subdivisions,

BE IT FURTHER RESOLVED that the Common Seal of the Corporation is hereby affixed.

On a motion by Councillor Dixon, seconded by Councillor Freeman, the Corporation approved.

NOTICE OF MOTION

Nil

QUESTIONS

Update of previous Questions

The Director of Planning informed that in respect to the question Councillor Freeman asked regarding the Marking Stone Beach; that he was informed that a Handing-over Ceremony should have been held on the Wednesday before the meeting, however it was postponed for some time later the following month and the keys would be handed over to the Corporation.

The Chairman said he was aware that it was advertised; that he was not certain whether or not the closing date has passed.

The Community Programmes Coordinator informed that the date closed on the Wednesday before the meeting and that applications were received, however she was not sure of the amount.

The Chairman asked that the Divestment Committee quickly convene a meeting; that he received a memo stating that if the Corporation took over the facility, it would cost over One Hundred and Twenty-seven Thousand Dollars per month to secure it. He said rather than spending that amount of money on a monthly basis, the Corporation should quickly engage one of the applicants so that instead of spending money, it could be earned.

Annotto Bay Cemetery

It was noted that the Annotto Bay Cemetery was in a deplorable condition.

The Deputy Chief Engineering Officer informed that cleaning exercise was carried at the cemetery.

Robert Schuman Round-A-Bout

The Chairman informed that St. Mary Banana has committed to maintaining the Robert Schuman Round-A-Bout; that a letter was received in that regard and further dialogue was ongoing as to how the matter would be dealt with going forward. He added that the Round-A-Bout has since been cleaned.

Questions

Councillor James asked, "Is the Corporation aware that in the Bonny Gate to Jackson area, three schools were closed, in Preston Land, two Primary Schools and one Basic School?"

He added that Jackson Primary School would be next because of low attendance; that the bad road condition contributed to the decision. He said an estimate was prepared in 2016 and to date no feedback was received. He asked that the matter be pursued with the Ministry and the Minister in a bid to prevent the school from closing.

The Chairman said a resolution was sent to the Ministry in that regard and he would speak with the Minister.

Councillor Kidd asked, "Is the Corporation aware that the Mason Hall Catchment Plant is the only source of water for that community and adjoining community such as Wentworth and at present it is dry?"

He asked that the Corporation assist in that regard.

Councillor Kidd asked, "Is the Corporation aware that the Hamilton Mountain Community Centre started about seven years ago and is still not completed?"

He requested that an update be provided in regards to funding to complete the community centre.

The Chairman responded in regards to the first question; that a discussion was had earlier with regards to trucking of water; that the matter would be dealt with as soon as the schedule was prepared. He said with regards to the second question; the information was not readily available, however he was not sure whether or not the Director of Planning had any information on the matter.

The Director of Planning informed that the matter was tabled at the Infrastructure and Traffic Management Committee and was on that Minutes for discussion.

Councillor Freeman asked, "Is the Corporation aware that at the beginning of the financial year, Councillors are usually allotted funds from the Divisional Empowerment Fund?"

He asked whether or not there was an update on the matter.

Councillor Freeman asked, "Is the Corporation aware that the Plastic Bottle Recycling Plant was not operational?"

He asked whether or not there was any update in regards to the reason it was not being operated.

The Chairman responded that he was in dialogue with the Chief Executive Officer in regards to arriving at the amount to be allocated for Divisional Empowerment Fund. He said he was in discussion with the Minister regarding the use of Property Tax for that purpose. He added that he would have an update at the next sitting.

He said in regards to the non-operation of the Recycling Plant; that he was aware, however that information on the matter could be provided as it was discussed at one of the Committees.

ADJOURNMENT

The Chairman thanked everyone for attending the meeting. He wished for everyone a peaceful Easter Holiday.

There being no other matter for discussion, the General Meeting was adjourned on a motion by Councillor Kidd, seconded by Councillor Sewell at approximately 12: 31 p.m.

C O N F I R M E D

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CHAIRMAN
ST. MARY MUNICIPAL CORPORATION

.....
CLERK TO COMMITTEE
ST. MARY MUNICIPAL CORPORATION

DATE.....

DATE.....