

Commercial Services

The St. Catherine Municipal Corporation has reclaimed its role as a provider of Commercial Services in the Parish. As such, a Unit was established and was entrusted with the responsibility to revitalize the existing commercial entities and to explore, identify and develop other commercial activities within the parish. At present the unit is entrusted with the following entities: **markets, cemeteries, car parks and parking and enforcement.** The unit was established in November 2000.

Poor Relief Department

The Poor Relief Department was initially instituted to assist the Needy and Less Fortunate. The department provides assistance in the following categories:

- ❖ Monetary
- ❖ Educational
- ❖ Food
- ❖ Transportation
- ❖ Bedding and Clothing
- ❖ Medical
- ❖ Housing
- ❖ Burial
- ❖ Disabled
- ❖ Counseling
- ❖ Institutional care for Golden Agers

St. Catherine Infirmary

The Infirmary is a mere extension of the Poor Relief Department and so it falls immediately under the Poor Relief Department. The Infirmary serves as accommodation to persons who are classified as **Indoor Poor** and provides total care for residents who are considered wards of the state. The services provided are: *shelter, medical and mental care, clothing, personal hygiene, nutritional, social and spiritual needs.* The **Matron** heads this section.

The capacity for residents is 134 and this is in keeping with the Ministry of Health's Policy which states that the bed spacing should be four centimeters apart to prevent cross infection.

DID YOU KNOW

- Did you know that the St. Catherine Municipal Corporation is your Emergency Operations Centre in the event of disaster/hazards, manmade or natural?
- Did you know that the Corporation has rules and regulations that govern burial on family lands?
- Did you know that no member of staff at the Infirmary should be remunerated by families to care for residents?
- Did you know that Permit Parking tickets are sold at the Corporation and other areas of Spanish Town at a cost of \$50.00 per hour?
- Did you know that an approved building plan is valid only for 2 years after which the process has to recommence if you have not begun construction after 6 months? You can however apply for an extension or a revaluation of another 6 months. Revaluation can however be done only (3) times after which you will have to resubmit.
- Did you know that the Corporation now has a newly established Risk Reduction Management Centre housed within the Planning Unit?
- Did you know that in the Minor Water Supply Unit no cost is attached to the water distributed to residents in rural and drought stricken areas?

CONTACT INFORMATION:

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“Not For Ourselves But For Country”



MISSION STATEMENT

To provide top quality service to our customers who are the citizens of the parish , to effectively enforce the various local government laws and regulations and lead economic development, while protecting the environment throughout the parish.

VISION STATEMENT

To manage the orderly development of the parish through proper planning. This will be achieved by involving citizens in the decision-making process to address the infrastructural, economic, environmental, cultural and social needs of the parish.

PROFILE

The St. Catherine Municipal Corporation is located in the Emancipation Square of the Old Capital of Jamaica – **St. Jago Dela-Vega** now **Spanish Town**. It is housed by the former Old House of Assembly. The building is over three hundred (300) years old and served for several purposes in the past such as: **Beckford and Smith High School** now **St. Jago High School**, **St. Catherine Parish Library** and the **Collector of Taxes**.

This Corporation is the main Local Planning Authority of St. Catherine and serves the people in various ways. These services prevail through the present departments and sections. The Chief Executive Officer is in charge of management and operations. The Chairman is the Political Directorate, who is also the Mayor of Spanish Town.

Departments

- **Roads and Works**
Building
Minor Water Supplies
Planning (*functions are from Roads & Works and Administration*)
- **Administration**
Accounts
Disaster Preparedness
General Administration
Audit
- **Commercial Services**
Markets
Cemeteries
Car Parks
Permit Parking
- **Poor Relief**
Indoor – Spanish Town Infirmery
Outdoor

Roads and Works

Building Department

The **Chief Engineering Officer** is the Superintendent who is appointed by Law heads this department. **N.B.** All buildings within the parish require a building permit before any construction can take place. A cost is involved. This section is also responsible for the removal of Public Nuisance, such as Derelict Vehicles, Dilapidated Buildings and Shacks.



Minor Water Supplies

This section is responsible for all Minor Water Supplies in the Parish, which does **not** fall under the mandate of the National Water Commission such as catchment Tanks, Entomb Springs and Wayside Tanks.

Responsibilities of Roads and Works

- Rehabilitation and maintenance of roads, drains, sidewalks, traffic signs, identification signs that fall under this Corporation
- Recommend the Approval of Building Applications
- Maintenance of Buildings and Corporation's Parks
- Roads in schemes when they are handed over to the Municipal Corporation. These are done on the basis that the infrastructure – namely: roads, drains, streetlights are in a satisfactory condition.



Planning

This section is headed by the Director of Planning. Responsibilities for Developmental Control are as follows:-

- **Subdivision Approval**
- **Building Regulation**
- **Granting permission for enquiry, change of use and outline applications**
- **Regulate the erection of Billboards**
- **Erection of Streetlights**
- **Places of Amusement**

Under the Law, no land is to be sold, given as a gift or any other building erected on the same land until a subdivision approval is granted. The erection and maintenance of Street Lights falls also under the responsibilities of this department.

Additionally, so too is Development Control; this concerns the Enforcement under the Town & Country Planning Act, Parking Regulations and Preparation of Development Plans etc.

Requirements for Subdivision Application:

- i) 22 copies of prepared subdivision plan from a Commissioned Land Surveyor
- ii) Certificate of Valuation from Land Valuation Commission or Tax Office
- iii) Copy of Registered Title
- iv) If the land is Willed – a copy of the Probated Will

Requirements for Building Application

Residential

- i) 4 copies of plan
- ii) Copy of Title
- iii) Up-to-date Property Tax Receipt
- iv) 1 copy of application form

Commercial

- Same requirements as residential but instead **(10 copies of Plan)**

Administration

Accounts/Audit



- Cashiering
- Issuing of assessment notices and bills
- Community participation in the budget process
- Interfacing with other departments in providing services

Disaster Preparedness



This department addresses all aspects of man-made and natural disasters such as Earthquake, Fire, Flood, Hurricane and Freak Storms: General monitoring of disasters within the parish:

- Preparing Parish Disaster Plan
- Ensuring Public Education
- Shelters for the Public
- Identifying disaster prone areas
- Educating the public on disaster precautionary measures

Administrative Services

The Administrative section receives and processes applications for licenses for:

- Butchers,
- Hairdressers and Barbers

Places of Amusement, Clubs, Coney Island, Dances and Special Events

It receives and attends to complaints and correspondence from the public relating to the Corporation's provision of the following:

- Drains ,Garbage Disposal, Street Lighting, Lease of Council's Property