



## **BERMUDA GOVERNMENT**

### **Corporation of St. George**

## **PATI Information Statement**

**Name of Public Authority:** Corporation of St. George

**Introduction:**

- The purpose of the PATI Act 2010 is to give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others. The objective of the Act is to increase transparency and eliminate unnecessary secrecy with regard to information held by public authorities; to increase the accountability of public authorities, inform the public about the activities of public authorities including the manner in which they make decisions and have more information placed in the public domain as a matter of routine.

- The Corporation of St. George hopes that with PATI the constituents of the Town of St. George will have a clearer understanding of how decisions are made at the Corporation and how those decisions affect them. In addition it is hoped that this will enhance the relationship between the residents and the Corporation of St. George.

- Included in this Information Statement is the following information;

- a) Structure, Organization & Legislation
- b) Functions, powers, duties of the Authority
- c) Obligations under PATI Act
- d) Services & Programs provided by the Corporation of St. George
- e) Records & Documents held by the Corporation
- f) Administration Manuals
- g) Decision making documents
- h) Name of the Information Officer

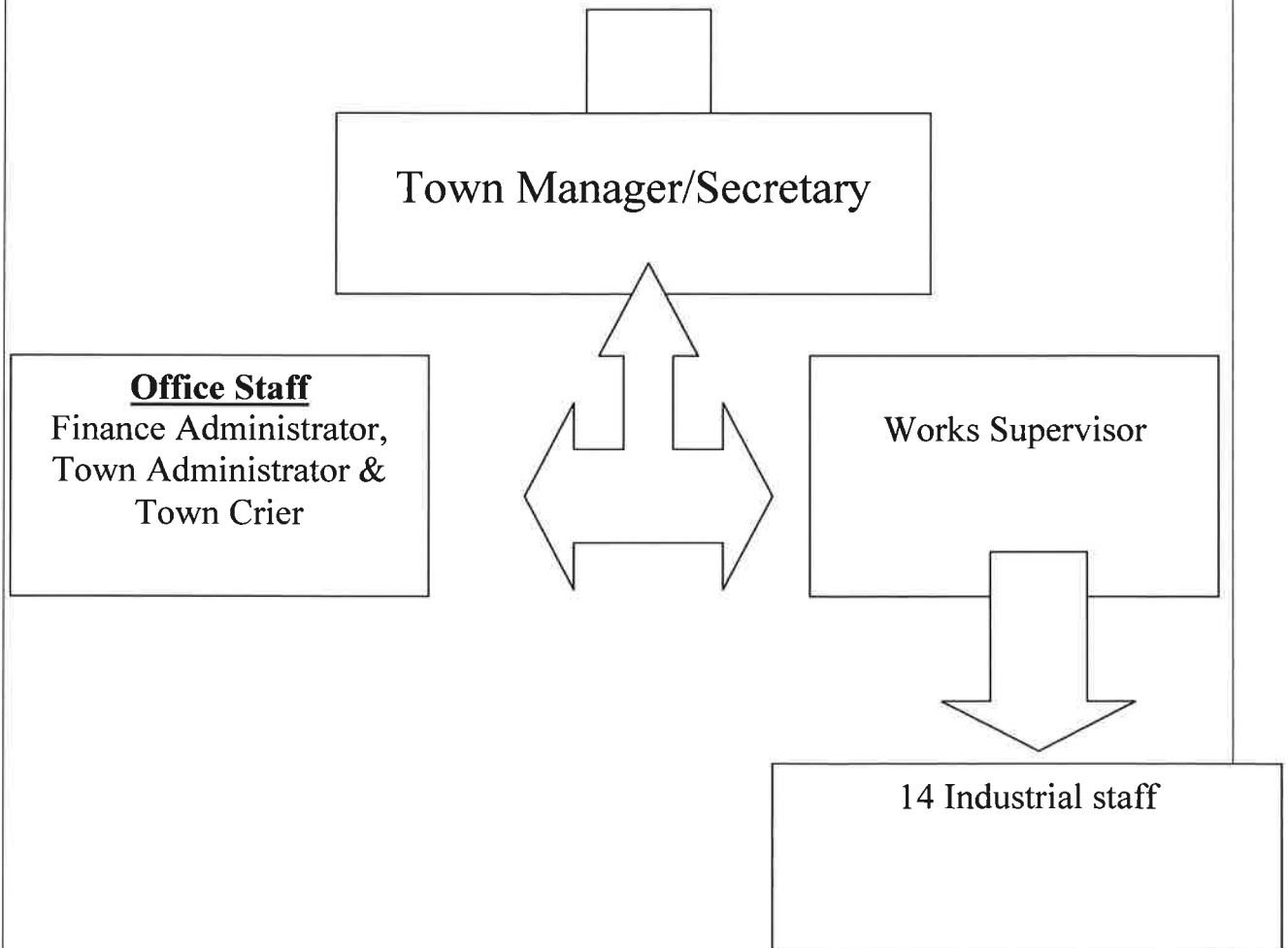
### **Section A: Structure, Organization and Legislation [s5(1)a]**

The Corporation of St. George consists of the Mayor and eight Councillors who create policies and ordinances to guide the operations and services provided through the management and staff. Of the eight Councillors, two represent businesses and six represent

the residents.

**Organizational Chart**

**Elected Officials**  
Mayor & 8 Common Councillors



**Legislation**

***Government Legislation, Regulation & Guidance***

Municipalities Act 1923/Municipalities Amendment Acts 1994, 2013, 2014 & 2015

Municipalities Reform Act 2010

Municipalities (Election) Order 2015

St George's Extension Act 1953  
St George's Sewerage Act 1943  
St George's Traffic Order 1947  
Parliamentary Election Act 1978  
Parliamentary Election Rules 1979  
Public Access to Information Act 2010/ Public Access to Information Amendment Act 2014  
Public Access to Information Regulations 2014  
Corporation of St George's (Unesco World Heritage Fund and Levy ) Act 2013  
Employment Act 2000 *as amended*  
Occupational Safety & Health Act 1982 *as amended*  
Occupational Safety & Health Regulations 2009  
Town of St George (Protection of Buildings of Special Interest) Act 1950  
Development in the Town of St George (Planning Department)  
Historic Town of St. George and Related Fortifications: Management Plan (Planning Department)  
St George's Preservation Authority – Building/Restoration/Signage (guidelines only)

***Municipality Ordinances***

St George's (Corporation Lands) Ordinance 1974  
St George's (Dangerous Commodities) Ordinance 1945  
St George's (Dangerous Commodities) Ordinance 1949  
St George's (Fire Prevention) Ordinance 1966  
St George's (Rating) Ordinance 1972  
St George's (Somers Gardens – Old Government Park) Ordinance 1974  
St George's Building Ordinance 1926  
St George's (Rating) Ordinance 1972  
St George's Goods Wharfage and Storage Charges Ordinance 1967  
St George's Port Dues Ordinance 1981  
St George's Public Entertainment (Control) Ordinance 1949  
St George's Sheds Ordinance 1926  
St George's Traffic Order 1947  
St George's Traffic (Ordinance) 1967

**Section B: I) Functions, powers, duties of the Authority [s5(1)b]**

- The Corporation of St. George's main duty is the maintaining and running of the Town of St. George. In doing so the Corporation provides some residents with sanitary water service at a fee and sewerage disposal and trash collection, as well as maintaining the road ways and lighting infrastructure of the Town. In addition the Corporation sets policy that will cover the activities in the Town, this includes but is not limited to parking regulations, activities and functions in the Town and ensuring the needs of the residents as well as the Businesses are met without favouring one over the other.
- Decisions made by the Corporation of St. George are made by the elected officials that consist of the Mayor and eight Common Councillors. Each decision is debated and voted on by the elected officials, with a majority decision needed, the Mayor does have the veto power to overrule any decision made by the majority of the elected officials.

- The Mission of the Corporation of St. George is to serve the needs of our constituents by providing the services they require in a timely, professional and cost-effective way and to support the revitalization of the Town of St. George.

- All requests can be submitted to the Corporation of St. George to the attention of the Secretary

### **Section B: 2) Obligations under PATI Act [s5(1)b]**

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

### **Section C: Services and Programs [s5(1)c]**

#### **Services:**

- **Services provided by the Corporation of St. George;**
  - a) **Trash collection, business and residential (not restaurants)**
  - b) **Maintain Sanitary water system**
  - c) **Maintain Sewerage System**
  - d) **Maintaining all Town Owned thorough fares and streets**

- e) **Maintaining Town Docks and Wharfs**
- f) **Maintain Street Lighting**
- g) **Maintenance and rentals of Town owned buildings and property**
- h) **Maintain Public bathrooms**
- i) **Administer Permits**
- j) **Maintenance of Town Parks and gardens**

**Programmes:**

**The organization of activities in the Town, either by the Corporation or outside entities who wish to have events in the Town.**

**Section D: Records and documents held [s5(1)d]**

- Minutes of Corporation of St. George General Council Meetings and Corporation Committee Meeting Minutes
- Deeds of all Corporation owned properties
- Audited annual financial statements of the Corporation
- Requests for Proposals of all work outsourced by the Corporation or major projects that have been pursued for the benefit of the Town.

**Section E: Administration (all public access) manuals [s5(1)e]**

Terms & Conditions for the rental of Corporation property or parks  
 Al Fresco Dining Policy  
 Seaport Security Pass Application Form  
 Employee Handbook  
 Parking Permits  
 Corporation Committee Terms of Reference  
 Municipal Meeting Guide

**Section F: Decision-making documents [s5(1)f]**

The Corporation makes decisions on issues in the following manner. All requests to the Corporation are submitted in writing addressed to the Town Manager/Secretary. If necessary, the Town Manager/Secretary will refer the request to the appropriate committee for decision. Once a decision is made it is then sent to the General Council for approval. During the next

monthly Corporation Council meeting the decision is voted on as a body and the decision of the General Council is passed on to the individual or group that submitted the request.

### **Elections:**

Corporation elections are held every three years during the first week following the first Sunday in May of the third year. Residents of the municipality on a parliamentary register are eligible to vote in Corporation of St. George elections. An extraordinary election is held if a member of the corporation dies or resigns from office.

### **Policy Statement**

The Corporation of St. George will ensure that it is accountable and transparent to the public for its actions.

### **Description**

The Corporation of St. George acknowledges that it is responsible for providing good government with respect to matters within its jurisdiction in an accountable and transparent manner by:

- Facilitating public access to information about the Town's services and programs, and encouraging public participation to ensure that the Town's decision making process is conducted openly and in a manner that is responsive to the needs of constituents and receptive to their opinions
- Delivering high quality services to constituents and actively seeking input for enhancing service delivery and achieving best practices
- Promoting the efficient and effective use of public resources in a manner that permits constituents the opportunity to evaluate the Town's performance in this regard

### **Definition**

**Accountability** – The principle that the Town will be responsible to its constituents for the decisions it makes and policies it implements, as well as its actions or inactions.

**Constituents** – The individuals who reside in the Town of St. George and businesses, institutions, and other entities which have premises in the Town

**Transparency** – The principle that the Town's decision making process should be open and accessible to the public. Also, that the Town ought to actively encourage and foster public access to and participation in its decision making process

### **Policies and Practices**

#### **1. Financial Matters**

- External audits summary published and provided to the Government
- Budget process – approved by Corporation Finance Committee and then ratified by full body.

#### **2. Public Participation**

- The goal of the Corporation of St. George is to ensure that as much as possible the meetings of its Council, Standing Committees, and Subcommittees of

- Council are conducted in a fair and honest way for the benefit of the Town.
- The Corporation of St. George facilitates public involvement in its activities by providing for and hosting a variety of public meetings and public presentations to inform constituents of initiatives being considered by the Town

### **Tendering and Quotes**

A consistent approach to purchasing across the Corporation is essential to achieve value for money with the following objectives:

- I. Fairness, i.e. quotations and/or tenders will be treated equally;
- II. Conduct of business openly and without restrictive practice;
- III. A variety of suppliers are given the opportunity to quote;
- IV. Compliance with internal control directives.

### **The Process**

In all instances the process will follow the Financial Instructions of the Corporation of St. George. The Financial Instructions of the Corporation of St. George covers Financial Responsibilities, Business Conduct, Internal Controls, Budget Management, Financial Signing Responsibility, Purchase of Goods & Services, Expenditures and Inventories.

### **Major Capital Projects**

The tendering process for Major Capital Projects is covered in the Financial Instructions of the Corporation of St. George.

### **Section G: The Information officer [s5(1)g]**

Candy-Lee Foggo  
Town Manager/Secretary  
Corporation of St. George  
#5 Ordnance Island  
St. George's GE 05  
Bermuda  
Tel: 297-1532  
E-mail: cfoggo@stgeorge.bm

### **Section H: Any Other Information [s5(1)h]**

### **Section I: Any Other Information To be Provided? [s5(1)i]**

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

**Date Information Statement was updated:** *October 2016*

**Locations of Information Statement:**

- Your principal office: ( #5 Ordnance Island, St. George GE 05) Y/N
- The Bermuda National Library; Y/N
- The Bermuda Archives; Y/N
- Available electronically, Y/N
- Website for public authority Y/N
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y/N
- With the Information Commissioner. Y/N

***Sign and Date:***