



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



NOTICE!!

NOTICE!!

PUBLIC PARTICIPATION INVITATION NOTICE

SUBJECT: INVITATION TO PARTICIPATE IN PUBLIC FORUM ON PROJECTS UPDATE

Date: ~~October 3rd, 2022~~ ^{AUGUST} 1st QUARTER

Dear Residents,

You are invited to join us for a public forum organized by the Ol' Kalou Municipality to discuss updates on various projects in our community.

Venue: Kanjuri Ground

Date: September 25th, 2022

Time: 9:00 AM – 1:00 PM

This forum aims to provide residents with information about ongoing projects and solicit feedback to ensure that they align with the needs and aspirations of the community. Your input is invaluable in guiding the development initiatives of our municipality.

Please mark your calendars and make plans to attend this important event. Your participation is essential in shaping the future of our community.

We look forward to seeing you there!



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



Kanjuiri Ward

MINUTES OF PUBLIC PARTICIPATION REPORT ON PROJECTS **UPDATE**

Venue: Kanjuiri Ground,

Date: 25th SEPT, 2022

Time: 9:00 AM – 1:00 PM

Introduction: Ol'kalou Municipality hosted a public participation forum at Tumaini Ground in Kanjuiri Ward to provide updates on ongoing projects and gather input from residents regarding proposed initiatives within Ol' Kalou Municipality. The forum aimed to foster dialogue, transparency, and community engagement in municipal decision-making processes, with a focus on discussing the Engagement of planners from the National Land Commission and proposed construction projects, including a paving block plant, cemetery, modern kiosks, and solid waste management facilities.

Attendance: The forum saw a significant turnout of residents, community leaders, government officials, and stakeholders from Kanjuiri Ward, indicating the community's strong interest and commitment to participating in municipal affairs.

Proceedings: The forum commenced with a presentation on the status of ongoing projects in Kanjuiri Ward, including the involvement of planners from the National Land Commission. Residents were encouraged to provide feedback and suggestions for improvement on the draft report.

Following the project update, the proposed construction projects were introduced, covering the establishment of a paving block plant, cemetery, modern kiosks, and solid waste management facilities. Residents received information on the goals, scope, and potential impact of each project, laying the groundwork for an interactive discussion.

Agenda:

1. Presentation of Projects Update:

- Overview of ongoing projects in Kanjuiri Ward, including the engagement of planners from the National Land Commission.
- Discussion and feedback solicitation on the draft report from residents.

2. Discussion on Proposed Construction Projects:

- Introduction of proposed construction projects, including a paving block plant, cemetery, modern kiosks, and solid waste management facilities.
- Explanation of project objectives, scope, and potential community impact.

3. Feedback and Suggestions:

- Open forum for residents to express their views, concerns, and suggestions regarding ongoing and proposed projects.
- Opportunities for residents to seek clarification from municipal officials.

4. Closing Remarks:

- Summary of key points raised during the forum.

- Commitment from the municipality to consider residents' input in project planning and decision-making processes.

Key Points Raised:

1. Engagement of Planners from National Land Commission:

- Residents expressed appreciation for the engagement of planners from the National Land Commission and stressed the importance of thorough land planning processes for sustainable development and land use management.
- Suggestions were made to enhance community involvement in the planning process and ensure that the draft report accurately reflects residents' needs and aspirations.

2. Proposed Construction Projects:

- Residents welcomed the proposed construction projects, recognizing their potential to enhance infrastructure and service delivery in Kanjuiri Ward.
- Concerns were raised regarding the location and design of the paving block plant, cemetery, and kiosks, with residents advocating for considerations of environmental impact and community aesthetics.
- Suggestions were made to prioritize solid waste management facilities to address existing sanitation challenges and promote a clean and healthy environment.

Conclusion: The public participation forum in Kanjuiri Ward provided a valuable platform for residents to engage with municipal officials, provide feedback on ongoing projects, and contribute to the planning process for proposed construction initiatives. Through dialogue and collaboration, Ol'kalou Municipality reaffirmed its commitment to inclusive governance and community-driven development in Ol' Kalou Municipality. Moving forward, the municipality will consider residents' input in project implementation and ensure that development initiatives align with the needs and priorities of the local community.

The meeting was closed by a word of prayer from one of the residents at 1:53pm.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL KALOU MUNICIPALITY



PUBLIC PARTICIPATION ATTENDANCE LIST

KAIMBAGA WARD: *** **

*** **

NAMES			PHONE NUMBER
SERAH	WANJIRU	KIGATHI	0704936354
NAFTALI	MWENDA	GITHAE	0704938809
CHRISTOPHER	NJOGU	WANJIRU	0704943055
VERONICA	MUTHONI	MAINA	0704952988
RAHAB	WANGECHI	NDIRITU	0704953018
DORCAS	WAMBUI	WAGENI	0704966787
RISPER	WANJIKU	MWAI	0704971307
MARY NYAMBURA	-	WANDUTU	0704976419
VERONICA WANJIKU	-	KARIUKI	0704990548
RUTH	MUMBI	MARIKU	0704996013
NANCY	NJERI	NGATIA	0705012981
CHARITY	WACHERA	MWANGI	0705027971
MURUNGA	WANGARI	EUNICE	0705034720
JANE	WANGECI	KABUI	0705046068
ABRAHAM	WACHIRA	MUREITHI	0705071608
MARTHA WAMBUI	-	MUHUTHIA	0705072960
JOYCE	WAITHIRA	MACHARIA	0705080641
ANDREW	WANGUNGU	RUKWARO	0705084403
JOSEPH	NDERITU	GITAH	0705085735
CECILIA	WAMBUI	KIBOI	0705094758
ALICE WANJIRA	-	NGUBA	0705100351
LAWRENCE	MWANGI	KIHORO	0705100352
ESTHER MUTHONI	-	MBUGUA	0705100358
LOISE WANGECHI	-	NGUNJIRI	0705101165
MARTHA NYAMBURA	-	GICHERU	0705101166
JAMES GACHUHI	-	GITHAMA	0705101167
GEORGE NDEGWA	-	NDUNGU	0705101905
MARY	WANJIKU	WANGARI	0705102157
JOSIAH	NJUGUNA	MUTURI	0705102239
JOHN	MBUNDI	NDWIGA	0705102376
MICHAEL	MWANIKI	NDUNG'U	0705103254
MARY	WARUGURU	GAKIMA	0705106248
PETER MAINA	-	WARUNGE	0705107511
FRANCIS	NJOGO	MATHENGE	0705108604



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



NOTICE!!

NOTICE!!

PUBLIC PARTICIPATION INVITATION NOTICE

Date: October 8th, 2022 (2nd Quarter)

**SUBJECT: INVITATION TO PARTICIPATE IN PUBLIC FORUM ON
INSTALLATION OF SOLAR STREET LIGHTS AND SOLID WASTE MANAGEMENT**

Dear Residents,

You are cordially invited to attend a public forum organized by the Ol' Kalou Municipality to discuss the installation of solar street lights and solid waste management initiatives in our community.

Venue: Kaimbaga A.C.K Hall

Date: December 17th, 2022

Time: 9:00 AM – 1:00 PM

This forum provides an opportunity for you to learn about the proposed projects, ask questions, and share your thoughts and concerns. Your input is vital in shaping the implementation of these initiatives and ensuring they meet the needs of our community.

We encourage all residents to join us and actively participate in this important discussion.

Looking forward to your presence and contributions.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



Kaimbaga Ward

MINUTES OF PUBLIC PARTICIPATION REPORT ON INSTALLATION OF SOLAR STREET LIGHTS AND SOLID WASTE MANAGEMENT.

Venue: Kaimbaga A.C.K Hall,

Date: 17th DEC, 2022

Time: 9:00 AM – 1:00 PM

Introduction: Ol'kalou Municipality organized a public participation forum at Kaimbaga A.C.K Hall in Kaimbaga Ward to discuss the installation of solar street lights and solid waste management initiatives.

Attendance: The forum witnessed a strong turnout of residents, community leaders, government officials, and stakeholders from Kaimbaga Ward, demonstrating the community's active involvement and interest in municipal development initiatives.

Proceedings: The forum commenced with presentations on the proposed projects, providing an overview of the installation of solar street lights and strategies for solid waste management. The discussions emphasized the importance of community participation and sustainable solutions to address pressing issues facing Kaimbaga Ward.

Agenda:

- 1. Presentation of Projects:**

- Introduction of the installation of solar street lights and solid waste management initiatives in Kaimbaga Ward.
- Explanation of project objectives, scope, and potential benefits for the community.

2. Community Safety and Security:

- Discussion on how the installation of solar street lights can enhance community safety and security by providing well-lit public spaces and reducing the risk of criminal activities.
- Consideration of community-led initiatives and partnerships with local authorities to address security concerns effectively.

3. Environmental Conservation:

- Exploration of sustainable solid waste management practices to minimize environmental pollution and promote cleanliness in Kaimbaga Ward.
- Identification of opportunities for community engagement in recycling programs, waste segregation, and public awareness campaigns to foster environmental stewardship.

4. Feedback and Suggestions:

- Open forum for residents to share their views, concerns, and suggestions regarding the proposed projects, community safety measures, and environmental conservation efforts.
- Opportunities for residents to propose innovative ideas and solutions to enhance project effectiveness and community participation.

5. Closing Remarks:

- Summary of key points raised during the forum.

- Commitment from the municipality to consider residents' input in project implementation and prioritize community safety and environmental sustainability in Kaimbaga Ward.

Key Points Raised:

1. Community Safety:

- Residents expressed the need for improved lighting infrastructure to enhance community safety, particularly during the night.
- Suggestions included strategic placement of solar street lights in high-traffic areas, residential neighborhoods, and near community facilities to deter crime and promote a sense of security.

2. Solid Waste Management:

- Community members highlighted the importance of proper waste disposal practices to maintain cleanliness and protect the environment.
- Suggestions included increasing the frequency of waste collection services, implementing recycling initiatives, and educating residents on responsible waste management practices.

3. Environmental Conservation:

- Concerns were raised about environmental degradation and pollution caused by improper waste disposal and lack of recycling facilities.
- Suggestions included establishing community-led clean-up campaigns, creating green spaces, and incentivizing eco-friendly practices to promote environmental conservation in Kaimbaga Ward.

Conclusion: The public participation forum provided a platform for residents to voice their concerns, share ideas, and contribute to the planning and implementation of sustainable projects in Kaimbaga Ward. By prioritizing community safety and environmental conservation, Ol'kalou Municipality aims to create a safer, cleaner, and more sustainable environment for residents. The meeting was closed by a word of prayer from one of the residents at 1:45pm.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL KALOU MUNICIPALITY



PUBLIC PARTICIPATION ATTENDANCE LIST

KAIMBAGA WARD: ...

...

NAMES			PHONE NUMBER
EUNICE	NJOKI	NGWENYI	0704234896
RAHAB SYLVIA	NYAWIRA	KIRAGU	0704240168
BANCY	NJERI	NJARAMBA	0704247903
JACINTA	WANJIRU	KARUGA	0704250887
JANE	WANJIRU	MWANGI	0704255600
RAHAB WANGARI W	-	NDERITU	0704256760
JOHN	MAINA	THUITA	0704266619
ANTONY MWANGI	-	WACHUKA	0704267028
SALOME WANJIKU	-	KIMANI	0704267051
ISAAC KINYANJUI	-	KABAUKU	0704267053
DORCAS	MUTHONI	MAINA	0704269935
SUSAN	WANGUI	JOSEPH	0704272188
CAROLINE	NYAMBURA	MAINA	0704275703
MARTHA	WAMBUI	WARUTUMO	0704284972
SUSAN	NGINA	KININI	0704294538
JANE	WANJIRU	KARIUKI	0704297336
JANE	WAMBUI	MUCHOKI	0704298008
RACHEL	WATHERA	MAINA	0704306769
JAMES	GICHUKI	MWANGI	0704330272
JANE WANJIRU	-	WANG'OMBE	0704343217
BILHA MARIA	-	WANJA	0704343244
JAMES	MAINA	MUTHUNGU	0704343701
ANNA	WANJIKU	WACIRA	0704343701
FRANCO THUMBI	-	NDIRITU	0704344028
JANE WANJIKU	-	NDIRITU	0704344198
MARY WAMBUI	-	MAINA	0704344642
ROBERT MWANGI	-	MWAI	0704345105
MARGARET	WANGUI	MWANGI	0704345759
DAVID	KANYIRI	KAMINDU	0704354630
PHILIP	GATHUTHI	MUTERO	0704358688
JOSEPH	KABURIA	MURIUKI	0704384081
PHEBIAN	MAINA	THUKU	0704388538
JOHN	GICHOHI	NDIRANGU	0704391418
MARY	NJOKI	WANJOHI	0704393972

PAUL WANYIKA	-	NYOKABI	0704427130
MARY	MUTHONI	MURAYA	0704444974
BEATRICE	MUMBI	THUO	0704446610
HANNAH	WAGIO	NDIRANGU	0704449593
GODFREY	KIIRU	WARIUA	0704454624
GETRUDE	NJERI	KINGORI	0704454624
JAMES	WANJOHI	NDUNGU	0704454674
CAROLINE	MUTHONI	NJUGUNA	0704454764
BEATRICE	WAKARIMA	WAWERU	0704454770
DAVID	LOSHUANG	ISACHABUYA	0704454779
SIMON KARIUKI	-	NANCY	0704457105
SYLVIA	NJERI	GATONYE	0704457108
JOSEPH	KIARII	MWAURA	0704457125
MARGARET WANGUI	-	WAMBUI	0704457177
ROSE	WANJIRU	WAKIBIA	0704459744
JOSECK	NYAGA	KIIRU	0704471636
JACKLINE	KARWITHA	MUTUA	0704498407
JOHN MWANGI MWAI	-	NJOROGE	0704525899
WINFRED	WANJIRU	MWAI	0704539737
LILIAN	WAIRIMU	NDUNGU	0704542559
BENARD GITHAIGA	-	WAMBUGU	0704549262
PENINAH WAITHIRA	-	KIBOI	0704549356
ELIZABETH	WANGUI	WANGONDU	0704549371
BILHA WAMAHIGA	-	GATHIHA	0704549380
ANNE WANGARI	-	MUGO	0704549387
WINNIE GATHIGIA	-	MAINA	0704549395
MORRIS	MAINA	GITONGA	0704555761
JOSEPH	MWANGI	NJOKI	0704561521
NANCY WANJIRU	-	MWANGI	0704569317
MARY	NJERI	NDERITU	0704570999
NAMUYA	NAMULEN	NAMORNGOLE	0704571708
EUNICE	WAIRIMU	KAMONG'O	0704577145
JOYCE	WANGARI	NJOROGE	0704582615
ISAAC	NDICHU	GACIRI	0704584553



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



NOTICE!!

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PUBLIC PARTICIPATION INVITATION NOTICE

5th Jan 2023

PUBLIC PARTICIPATION INVITATION NOTICE

**SUBJECT: INVITATION TO PARTICIPATE IN PUBLIC FORUM ON MUNICIPAL
PLANNING AND DEVELOPMENT, LOCAL ECONOMY PROMOTION**

Dear Residents,

You are cordially invited to attend a public forum organized by the Ol' Kalou Municipality to discuss municipal planning and development initiatives, as well as strategies for promoting the local economy.

Venue: Karau A.C.K Hall

Date: February 2nd, 2023

Time: 9:00 AM – 2:00 PM

Your presence and input are crucial as we endeavor to shape the future of our community together. This forum provides an excellent opportunity for you to contribute your ideas, perspectives, and suggestions on matters related to municipal planning and economic development.

We urge all residents to participate actively and engage in meaningful dialogue to help us create a brighter future for our town.

***We look forward to your attendance and valuable
contributions.***



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



Karau Ward

MINUTES OF PUBLIC PARTICIPATION REPORT ON MUNICIPAL PLANNING AND DEVELOPMENT, LOCAL ECONOMY PROMOTION

Venue: Karau A.C.K Hall,

Date: 2nd FEB, 2023

Time: 9:00 AM – 2:00 PM

Introduction: Ol'kalou Municipality conducted a public participation forum at Karau Catholic Hall in Karau Ward to discuss municipal planning and development initiatives, as well as strategies for promoting the local economy. The forum provided residents with an opportunity to contribute their perspectives and insights to the preparation and approval of municipal integrated strategic urban development plans, by-laws, and other policy framework documents.

Additionally, discussions centered around the construction and maintenance of markets, slaughterhouses, operationalization of cottage industries, and public-private partnerships aimed at bolstering the local economy.

Attendance: The forum attracted a diverse audience, including residents, community leaders, government officials, business owners, and other stakeholders from Karau Ward. The significant turnout underscored the community's interest and commitment to actively participating in municipal decision-making processes.

Proceedings: The forum commenced with an overview of the topics under discussion, highlighting the importance of municipal planning and economic development in fostering sustainable growth and prosperity. Presentations were made regarding the preparation and

approval of strategic urban development plans, by-laws, and policy frameworks, outlining the objectives and expected outcomes of these initiatives.

Subsequent discussions focused on specific measures to promote the local economy, including the construction and maintenance of markets, slaughterhouses, and the operationalization of cottage industries. Participants engaged in dialogue, shared their perspectives, and offered suggestions for enhancing the effectiveness and inclusivity of these economic development strategies.

Agenda:

1. Presentation of Municipal Planning and Development Initiatives:
 - Overview of municipal integrated strategic urban development plans, by-laws, and policy framework documents.
 - Explanation of the planning process and opportunities for public input and feedback.
2. Discussion on Local Economy Promotion:
 - Presentation of strategies for promoting the local economy, including market construction, slaughterhouse maintenance, and cottage industry operationalization.
 - Exploration of potential public-private partnerships to support economic growth and entrepreneurship.
3. Feedback and Suggestions:
 - Open forum for residents to express their views, concerns, and suggestions regarding municipal planning and economic development.
 - Opportunities for participants to propose innovative ideas and collaborative initiatives to drive local economic prosperity.
4. Closing Remarks:
 - Summary of key points raised during the forum.
 - Commitment from municipal officials to consider residents' input in decision-making processes and prioritize inclusive economic development initiatives.

Key Points Raised:

1. Municipal Planning and Development:

- Residents emphasized the importance of transparent and inclusive planning processes, advocating for meaningful public participation in the development of urban development plans and policy frameworks.
- Suggestions were made to prioritize infrastructure projects that address the needs of underserved communities and promote equitable access to essential services.

2. Local Economy Promotion:

- Participants expressed support for initiatives aimed at revitalizing local markets, improving slaughterhouse facilities, and fostering the growth of cottage industries.
- Concerns were raised regarding regulatory barriers and bureaucratic hurdles that may impede the establishment and operation of small businesses, highlighting the need for streamlined approval processes and support services.

Conclusion: The public participation forum at Karau Catholic Hall in Karau Ward provided a valuable platform for residents to engage with municipal officials, contribute their perspectives, and shape the future direction of municipal planning and economic development. By fostering dialogue and collaboration, Ol'kalou Municipality reaffirmed its commitment to inclusive governance and community-driven decision-making, laying the groundwork for sustainable growth and prosperity in the region. Moving forward, the municipality will integrate residents' input into its planning and development initiatives, ensuring that they reflect the needs and aspirations of the local community.

The meeting was closed by a word of prayer from one of the residents at 1:55pm.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL KALOU MUNICIPALITY



PUBLIC PARTICIPATION ATTENDANCE LIST

NAMES			PHONE NUMBER
JECINTA	WANGECI	MBURU	0703916560
CHARLES	GITITU	WAIHENYA	0703916879
LUCY	NG'ENDO	NJOROGE	0703917090
DAMARIS	WANGARI	KIAMBUTHI	0703923762
EVALYNE	MUTHONI	MBURU	0703925575
FRANCIS	MUCHANGI	MWANGI	0703925578
STEPHEN	MAINA	KAIBARARI	0703925579
RACHAEL	WANJIRU	WAINAINA	0703927742
PETER NDUNGU	-	KIHIA	0703930009
ANN	MUTHONI	IRUNGU	0703930545
MARTHA	MUTHONI	NDIRANGU	0703933192
HADSON	NJENGA	NDIRANGU	0703934795
MARGARET WAMBUI	-	KIRUNDI	0703944690
ZACHARY NJOROGE	-	KIMANI	0703972757
DAVID	GATHIMBA	GATHONI	0703981137
HARUN	CHEGE	MBOTE	0703983640
DANIEL	KAMAU	NJOROGE	0703983701
JAMES	WAWERU	MURIITHI	0703984557
PETER	MWANGI	NDIRITU	0703984973
LEAH	NYAWIRA	MACHARIA	0703986667
JOSEPH	MAINA	NGECHU	0703987384
HANNAH	KANGAI	NDEKE	0704011502
DAVID	WANJOHI	WAIKWAINI	0704023319
BRIAN	KARIUKI	NDIRANGU	0704024595
VERONICA WANJIKU	-	TIPIS	0704032316
PETER WAMBUGU	-	NDUMIA	0704032316
ALICE	MUMBI	MURIITHI	0704049865
PETER MUCHEMI	-	GAITHO	0704067795
DANIEL	NGIGI	MWANGI	0704067799
JECINTA WANGUI	-	NGATIA	0704067971
JULIANA	NYAKONYU	MAINA	0704078049
GERALD	NJUGUNA	GITHAE	0704082491
LUKE	CHEGE	MACHARIA	0704086949
RAHAB	WANJIRU	MUTHAMI	0704087848



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



NOTICE!!

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PUBLIC PARTICIPATION INVITATION NOTICE

JANUARY
March 10th, 2023 q 3rd

PUBLIC PARTICIPATION INVITATION NOTICE

**SUBJECT: JOIN US FOR PUBLIC PARTICIPATION ON PROGRESS STATUS
REPORT AND PRESENTATION OF OL' KALOU MULTIPURPOSE HALL DESIGN.**

Dear Residents of Karau Ward,

You are invited to participate in a public forum organized by the Ol' Kalou Municipality to discuss important matters related to local economy promotion, projects update status, and market allocation by-laws.

Venue: Karau Catholic Hall, Karau Ward

Date: Feb 25th, 2023

Time: 9:00 AM – 2:00 PM

This forum provides an excellent opportunity for you to contribute your ideas, perspectives, and feedback on initiatives aimed at promoting the local economy, updating project statuses, and discussing market allocation by-laws. Your input is crucial in shaping the future development of our ward.

We encourage all residents to attend and actively participate in the discussions. Together, we can work towards fostering economic growth and ensuring equitable market practices in Karau Ward.

We look forward to your valuable contributions and active engagement.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL' KALOU MUNICIPALITY



**PUBLIC PARTICIPATION REPORT ON PROGRESS STATUS REPORT
AND PRESENTATION OF OL' KALOU MULTIPURPOSE HALL
DESIGN.**

Venue: Karau A.C.K Hall, Ol' Kalou.

Date: 25th FEB, 2022

Time: 9:00 AM – 2:00 PM

Introduction: The Ol' Kalou Municipality organized a public participation forum at Karau Catholic Hall to provide residents with a progress status report on ongoing initiatives and seek community feedback. Additionally, the forum aimed to present the design for the proposed Ol' Kalou Multipurpose Hall. The gathering provided an opportunity for residents to engage with municipal officials, share their perspectives, and contribute to the decision-making process.

Agenda:

1. Progress Status Report:

- Overview of ongoing projects and initiatives within Ol' Kalou Municipality.
- Presentation of achievements, challenges, and future plans.
- Solicitation of community feedback on project implementation and effectiveness.

2. Presentation of Ol' Kalou Multipurpose Hall Design:

- Introduction to the proposed design concept for the multipurpose hall.
- Explanation of the hall's features, functionality, and potential benefits to the community.
- Opportunities for residents to review the design, ask questions, and provide input.

Proceedings: The forum commenced with an overview of the progress status report, highlighting key achievements and challenges encountered in various municipal projects. Municipal officials provided detailed updates on infrastructure developments, service improvements, and community initiatives. Residents were encouraged to share their feedback, suggestions, and concerns, fostering an open and constructive dialogue.

Following the progress report, attention turned to the presentation of the Ol' Kalou Multipurpose Hall design. The design team showcased renderings, floor plans, and conceptual drawings, illustrating the hall's layout, amenities, and architectural features. Residents had the opportunity to examine the design closely, offer their input on functionality, aesthetics, and usability, and ask questions about the project.

Key Points Raised:

1. Community Feedback on Progress Status:

- Residents expressed appreciation for the municipality's efforts in implementing various projects.
- Concerns were raised regarding the pace of progress, particularly in addressing infrastructure needs and service delivery gaps.
- Suggestions were made for improved communication and transparency in project updates and decision-making processes.

2. Input on Multipurpose Hall Design:

- Residents provided feedback on the proposed design, suggesting modifications to enhance accessibility, safety, and functionality.
- Questions were raised about the funding sources, timeline for construction, and potential community use of the multipurpose hall.
- Recommendations were offered for incorporating sustainable features and community spaces into the design.

Conclusion: The public participation forum at Karau Catholic Hall provided a valuable platform for residents to engage with municipal officials, receive updates on progress, and provide input on future developments. Through collaborative discussions and feedback, Ol' Kalou Municipality demonstrated its commitment to inclusive governance and community involvement. Moving forward, the municipality will incorporate resident feedback into project planning and design processes, ensuring that initiatives align with community needs and aspirations.

The meeting was concluded by a word of prayer by one of the residents at 1:35pm.



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
OL KALOU MUNICIPALITY**



PUBLIC PARTICIPATION ATTENDANCE LIST

ZIPORAH	NJOKI	MAINA	0702619657
DANIEL	MUKUBWA	NDIRITU	0702624873
GLADYS	WANGARI	WANJUGU	0702625237
EVALYNE	WAIRIMU	KARIMI	0702630715
CHRISTINE	NZEMBI	KIMITI	0702636479
JANE	WAITHIRA	MBUGUA	0702666499
EMMANUEL	MAINGI	NDIRANGU	0702667053
RUTH	WANGECHI	GICHUKI	0702671499
STEPHEN	NDIRITU	KARIUKI	0702681727
LUCY WANJIKU	-	WAITHIRA	0702681782
PRISCILLA	WANGUI	MURIITHI	0702686583
EUTYCHUS	WACHIRA	NDUNGU	0702689458
LUCY	NYAGUTHII	MAGENDA	0702695799
ISAAC	MUCHIRI	MUTHUI	0702702727
PETER	KINYUA	MURAGE	0702711915
DAVID	MAINA	WANJKU	0702718712
STANLEY	MACHARIA	MAINA	0702759844
LUCY	WOTHAYA	MAIGUA	0702764298
NATHAN	MUTURI	KARAI	0702768931
MARY	WAMBUI	KARUNDO	0702768931
AMOS	NJAMA	MAINA	0702768943
ROBERT	KARIUKI	NDIRANGU	0702770422
TERISIA	WANJIKU	MAINA	0702774845
MARTIN	KARIUKI	GITHINJI	0702777136
GRACE	WANJIRU	MIROBI	0702777864
SERAH	MWIHAKI	MUCHEMI	0702780800
CAROLINE	WANJIRU	KING'ORI	0702783146
LILIAN	CHEPKORIR	NDIRANGU	0702788793
HOSEA	MACHARIA	NDIRITU	0702789791
ALICE	NYAGUTHII	MUTHONI	0702797895
SOPHIA	WANJIRU	IRUNGU	0702808207
CYRUS	MWANGI	WAIRIMU	0702808627
MARY	MUTHONI	KING'ORI	0702808690
TERESA	WANGUI	NGURA	0702812146

BY LAWS
[Made under section 21 (1) (f)]

**THE OLKALOU MUNICIPALITY (MARKET STALLS AND KIOSK ADMINISTRATION)
BY-LAWS, 2023**

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THE OLKALOU MUNICIPALITY (MARKET STALLS AND KIOSK ADMINISTRATION) BY-LAWS, 2023

PART 1 – INTRODUCTORY

Citation.

1. These By-laws may be cited as the Olkalou Municipality (Market Stalls and Kiosk Administration) By-Laws, 2023.

Interpretation.

2. In these By-laws, except where the context otherwise requires -

“accounting officer” means the officer designated by the County Executive Committee Member responsible for Finance under section 148 of the Public Finance Management Act, 2012 to be in charge of the Municipality.

“allocation” means the process of consideration, balloting, payment of prescribed fees and issuance of a Letter of allotment and Lease to a Stall or kiosk;

“board” means the Board of Olkalou Municipality.

“committee” means the Olkalou Municipality Market Stalls and Kiosks Administration Committee established by these by-laws.

“common area” means the area other than the area occupied by the stalls and kiosks provided for common use by all stalls and kiosk owners and customers and includes drainage channels, entryways and hallways, stairs and ramps and connected landings, corridors, green areas, pathways and walkways, common water points, designated common loading and unloading bays or such other areas as may be designated as such.

“document” includes;

- a) any matter written or inscribed on any substance by means of letters or by more than one of this means intended to be used for the purposes of recording that matter; and
- b) electronic files.

“fees” shall be as provided for in the Nyandarua County Finance Act as enacted from time to time.

“kiosk” means a small open fronted cubicle/building for sale of light merchandise or foodstuff inside the market, and defined as Candy shops in the Architectural designs or as otherwise defined in the Nyandarua County Finance Act.

“market ” means a designated commercial area within Olkalou municipality;

“Municipality” has the meaning as assigned to it in Urban Areas and Cities Act, 2019.

“person” includes a company, association or other body of persons whether incorporated or unincorporated;

“public officer” means any officer, employee or member, including an unpaid, part-time or temporary officer, employee or member, of any of the following-

- (a) the County or National Government or any department, service or undertaking of the Government;
- (b) the Olkalou Municipality;
- (c) any corporation, council, board, committee or other body which has power to act under and for

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- the purposes of any written law relating to local government, public health or undertakings of public utility or otherwise to administer funds belonging to or granted by the Government or money raised by rates, taxes or charges in pursuance of any such law;
- (d) a co-operative society established under the Co-operative Societies Act.

“stall” means a stand and compartment for sale of goods inside the market and includes a lockable market stand or as otherwise defined in the Nyandarua County Finance Act.

“writing” includes printing, photography, lithography, typewriting, Braille and any other means of representing or reproducing words in a visible form

Objects and purpose of the By-laws.

3. The object and purpose of these By-laws is to provide for:—

- (a) Application, balloting, allocation, leasing, transfer, extension and termination of lease of stalls and kiosks;
- (b) Forfeiture and surrender of stalls and kiosks;
- (c) Payment of prescribed fees and charges;
- (d) Compliance, enforcement and appeals mechanism;
- (e) Regularization and/or cancellation of previous allocations; and
- (f) Management and administration of the market.

PART II – ADMINISTRATION OF MARKET KIOSKS AND STALLS

The Olkalou Municipality Market Stalls and Kiosks Administration Committee

4. (1) There is established a committee known as the Olkalou Municipality Market Stalls and Kiosk Administration Committee.
- (2) The members of the Committee shall consists of:-
- (i) County Executive Committee Member responsible for Urban Development who shall be the chairperson;
 - (ii) County Attorney or a representative authorized in writing;
 - (iii) Chief Officer responsible for Urban Development;
 - (iv) Chief Officer responsible for Trade;
 - (v) Chief Officer responsible for revenue collection;
 - (vi) Two representatives of the market traders community to be appointed by the County Executive Committee Member responsible for trade;
 - (vii) Municipal Manager who shall be the Secretary and an *ex-officio* member.
- (2) The Committee may co-opt such other technical officers as it may deem necessary to attend its meeting or serve as a secretariat.
- (3) The meetings of the Committee shall be convened by the Chairperson and shall be convened at such time as may be necessary for the discharge of its functions.
- (4) The committee shall develop its own guidelines in conducting its affairs.
- (5) The Committee shall have a maximum of three (3) meetings every quarter.

- (6) The quorum for a meeting of the Committee shall be half of the membership.
- (7) The decisions of the Committee shall be by simple majority of the Members present.
- (8) The Chairperson shall have a casting vote in case of a tie.

Functions of the Committee.

- 5. The functions of the Committee shall be to:-
 - (a) Receive and consider applications for allocation and transfer of kiosks and stalls;
 - (b) Map, identify and cluster kiosks and stalls according to their authorized use;
 - (c) Advise the Board on areas of policy and regulatory framework with regards to kiosks and stalls management;
 - (d) Resolve disputes on allocation, transfer and administration of kiosks and stalls;
 - (e) Oversee the management of the common areas and shared utilities;
 - (f) Prepare and submit status reports to the Board;
 - (g) Develop market regulations in collaboration with the Board;
 - (h) Carry out any other function as may be necessary for implementation of these By-laws.

Functions of the Board with regard to market stalls and kiosks administration.

- 6. (1) In administration of stalls and kiosks, the Committee shall be responsible to the Board.
- (2) In the administration of the stalls and kiosks, the Board shall be responsible for:-
 - (a) Providing a forum for consultation on all stalls and kiosks administration processes;
 - (b) Receive and review status reports on the allocation and administration of kiosks and stalls; and
 - (c) Facilitate the operations of the Committee established under these By-laws.

PART III – ALLOCATION AND LEASE OF KIOSKS AND STALLS

Issuance of public notice

- 7. (1) The Committee shall by notice invite the public for applications for allocation of a market kiosk or stall. The notices shall be in the manner prescribed in Sections 11 and 12 of the Nyandarua County Public Participation and Civic Education Act, 2016 with necessary modifications.
- (2) The notice in subparagraph (1) shall outline:
 - (a) Qualifications for allocation;
 - (b) Timelines for application;
 - (c) The addressee of the application;
 - (d) The office for collection and submission of application forms;
 - (e) The specific or authorized use of the kiosk or stall; and
 - (f) Period of the Lease as shall be agreed between the Committee and the Board.
- (3) Notwithstanding the provisions of subparagraph (1), the Committee may by notice invite a section of the holders of existing kiosks and stalls for applications for regularization of allocation of a market kiosk or stall.
- (4) The Secretary to the Committee shall maintain a register of all applications capturing relevant details including the name and contacts details of applicant, type of kiosk or stall applied for, intended business, name of market, date of receipt of the application and signature of the applicant.

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Application for a stall or kiosk

8. (1) Applicants shall make their applications to the Committee in the prescribed format as provided for in the first schedule of these By-laws.
- (2) The Committee shall consider the applications within 21 days of receipt, and shall issue a fourteen (14) day notice inviting all successful applicants for balloting on a date, place and time to be designated in the notice.
- (3) The Committee shall conduct the balloting exercise and shall issue printed ballot papers indicating the type and kiosk or stall number for the available slots to the successful applicants.
- (4) The secretary to the committee shall prepare a list of successful applicants and publish it on the County or Municipality website, and the public notice boards of Municipality offices, offices of the respective Sub County Administrators and Ward Administrators and at the respective market.
- (5) An applicant shall be entitled to only one kiosk or stall in a particular market.
- (6) The Committee may charge printing or copying charges or levies as may be approved by the Board for the printing or copying the applications forms.

Issuance of a Letter of allotment.

9. (1) The Secretary shall issue a letter of allotment to successful allottee within thirty (30) days of balloting and have each kiosk or stall site identified to the allottee.
- (2) The letter of allotment shall be as in the format prescribed in the second schedule of these By-laws and shall provide the name of the allottee, Kiosk or stall type and number, applicable fees, levies and charges and such other special conditions as may be provided.
- (3) An allottee shall pay applicable fees, levies and charges and satisfy the special conditions within thirty (30) days from the date of the letter of allotment, at the end of which the offer shall lapse.

Issuance of a Lease.

10. (1) On payment of applicable fees, levies and charges and satisfaction of the special conditions, the Accounting Officer of the Municipality shall issue a Lease to the successful allottee.
- (2) The Lease shall be prepared in a standard format by the respective legal office and shall stipulate the kiosk or stall number and type, period for which the kiosk or stall shall be held, applicable fees, levies and charges and such other special conditions as may be imposed upon the Lessee.
- (3) The Lease shall be the absolute contractual document between the Lessee and the Board and *prima facie* proof of ownership of the kiosks or stalls subject to the conditions contained or endorsed in the Lease, and shall not be subject to challenge, except –
 - (a) on the ground of fraud or misrepresentation to which the Lessee is proved to be a party; or
 - (b) where the Lease has been acquired illegally, unprocedurally or through a corrupt scheme.
- (4) The Accounting Officer shall ensure that a Lessee has only one Lease to a kiosk or stall in a particular market.

Lessee to comply with applicable legislation.

11. The Lessee shall comply with the provision of the applicable County Finance Act and shall be

or requisite fees, levies and charges as required by any authority as envisaged in any legislation.

Records.

12. (1) The Secretary shall maintain a record of the application, balloting, allotment letter and Lease documents and appurtenant processes thereto.

(2) The records referred to in subparagraph 1 shall be preserved in the Municipality registry.

PART IV - TRANSFER, EXTENSION AND TERMINATION OF LEASE

Transfer of stall or kiosk.

13. (1) An application for Transfer of Lease of a kiosk or stall shall be made to the Committee in the form prescribed under the third schedule and shall be subject to the following conditions:-

- a) All requisite fees and charges have been paid in full;
- b) Has been in operation for a period of atleast one (1) year; and
- c) The term of Lease has not expired.

(2) For the avoidance of doubt, a letter of allotment shall not be transferrable.

(3) The Committee shall consider an application for Transfer of Lease in the next scheduled meeting as provided for in By-law 4 (5) and may require the physical attendance of the transferor and transferee during such sitting.

(4) In considering the application, the committee may impose additional conditions, fees, charges or levies as a pre-requisite for the Transfer of Lease.

(5) The Secretary to the Committee shall communicate to the applicant with regard to the status of approval of an application for Transfer of Lease within 14 days of consideration.

(6) On successful consideration by the Committee of the application for Transfer of Lease, the transferor and transferee shall appear before the Accounting Officer of the Municipality and sign the Lease Transfer forms.

(7) The secretary to the Committee shall maintain all records related to the transfer in the Municipality registry.

Extension of Lease.

14. (1) A Lessee may apply for extension of the lease term by writing to the Committee, and upon meeting the following conditions:-

- (a) Demonstrated continuous compliance with the terms of the Lease and statutory requirements;
- (b) Pay the relevant fees and charges;
- (c) The term of lease has not expired; and
- (d) Meet any other condition that may apply at the time of such application.

(2) The provisions of By-laws 13 (3), (4), (5) and (7) shall apply to Extension of Lease with necessary modification.

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(3) On successful consideration by the Committee of the application for Extension of Lease, the Lessee shall appear before the Accounting Officer of the Municipality and sign the Extension of Lease Agreement which shall be prepared by, and signed in the same manner as the Lease.

Termination of Lease.

15. (1) Either party to the Lease may terminate the Lease at any time during the subsistence of the Lease period.

(2) Termination shall be effected by issuance of a written notice of not less than ninety (90) days from the date of the notice.

(3) The Accounting Officer of the Municipality shall issue the termination notice to the Lessee on behalf of the Board.

(4) The Lessee shall submit the termination notice to the Accounting Officer of the Municipality.

(5) At the expiry of the term of the Lease, reversionary interests or rights in and over the stall or kiosk shall vest with the Accounting Officer to hold in trust of the Board.

PART V – COMPLIANCE AND ENFORCEMENT

Forfeiture of stalls and Kiosks.

16. (1) Stalls and kiosks shall revert to the Board on the following grounds:-

- a) Failure to pay requisite fees, rent and charges amounting to a cumulative three (3) months arrears;
- b) Failure to commence operation of the stall or kiosk within three months upon issuance of a Lease;
- c) When Lessee parts with possession either by subletting or unauthorized transfer to another person;
- d) Use of the stall or kiosk for purposes other than the designated and authorized use;
- e) Failure to maintain law and order in the market or non-compliance with market regulations set from time to time;
- f) Non-compliance with conditions on the Letter of Allotment or willful surrender by an allottee before execution of a Lease;
- g) Lapse of Lease term, where no application for extension of Lease has been served upon the Accounting Officer; and
- h) Using the stall or kiosk to operate illegal businesses.

(2) The forfeiture shall take effect immediately without notice and shall terminate any letter of allotment or Lease, and the Board shall be entitled to take possession or otherwise deal with the stall or kiosk as it may deem fit.

(3) Any obligation outstanding or remaining to be done by either party at the time of forfeiture will remain outstanding and enforceable, except where a waiver is expressly issued.

Lessee to remove items and goods.

17. Upon termination of the Lease or forfeiture of the kiosk or stall to the Board, the Lessee shall within fourteen (14) days remove the items and goods from the premises failure to which the Board

Right of entry into Leased premises.

18. Whenever there is need to enter into, inspect or service the kiosks or stalls, an authorized public officer shall have the right of entry into such premises on notice.

Obstruction to enforcement

19. Any person who obstructs or otherwise interferes with the execution of the enforcement under By-laws 17 and 18 commits an offense and is liable, on conviction, to a fine not exceeding one hundred thousand Kenya Shillings or to three (3) months imprisonment or both.

PART VI – APPEALS MECHANISM

Market Stalls and Kiosks Appeals Committee.

20. (1) There is established a committee to be known as Market Stalls and Kiosks Appeals Committee comprising of:-

- i. The County Attorney who shall be the chairperson;
- ii. County Executive Committee Member responsible for Trade;
- iii. Chairperson of the Board or an authorized representative; and
- iv. Municipal Manager who shall be the secretary and *Ex-officio* member.

- (2) The Committee may co-opt such other technical officers as it may deem necessary to attend its meetings or serve as a secretariat.

- (3) In conducting its affairs, the committee shall develop its own forms and guidelines.

- (4) The Committee shall have a maximum of one (1) meeting every quarter.

- (5) The quorum for a meeting of the Committee shall be half of the membership.

- (6) The decisions of the Committee shall be by a vote of simple majority of the Members present. The Chairperson shall have a casting vote in case of a tie.

Functions of the Market Stalls and Kiosks Appeals ad-hoc Committee.

21. The Market Stalls and Kiosks Appeals Committee shall:-

- a) Receive and review reports of the Committee;
- b) Receive, register and consider any complaints from the public, allottees and Lessees on matters of kiosks and stalls allocation, transfer, extension of Lease, enforcement and any other administrative processes connected thereto;
- c) Advise the Board on matters of market administration arising from the appeals; and
- e) Reporting to the Board on the processing and compliance of appeal decisions.

Appeal proceedings.

22. (1) A person who appeals to Market Stalls and Kiosks Appeals Committee shall do so in writing in the prescribed form.

- (2) The Market Stalls and Kiosks Appeals Committee shall hear and determine an appeal within sixty (60) days of the appeal being filed and shall inform the appellant of its decision within fourteen (14) days of making a determination.

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Duty to appear before the appeals committee.

23. In making a determination, the Market Stalls and Kiosks Appeals Committee may summon any person or public officer before it for purposes of giving information or producing documents.

Appearance through a representative.

24. (1) A person who has been summoned to appear before the Market Stalls and Kiosks Appeals Committee may do so through a representative or through any form of communication that the committee may permit for the purpose and if required to produce or deliver any document that person shall produce or deliver that document in accordance with the direction of the Market Stalls and Kiosks Appeals Committee.

- (2) A person who contravenes the provisions of this By-law commits an offence and is liable, on conviction, to a fine not exceeding twenty-five thousand Kenya shillings.

Communication.

25. All summons issued or notices issued, or awards or orders made, under this part by the Market Stalls and Kiosks Appeals Committee may be issued or made in electronic form or written form.

Withdrawal of appeal and abandonment of appeal

26. (1) A person who has made an appeal before a Market Stalls and Kiosks Appeals Committee may withdraw the appeal in writing at any time before the appeal is determined.
- (2) The Market Stalls and Kiosks Appeals Committee shall notify each relevant party that an appeal has been withdrawn within seven days of receiving the written notice of the withdrawal.
- (3) Where a Market Stalls and Kiosks Appeals Committee concludes that an appeal has been abandoned by the person who filed the appeal, the appeals committee may require the applicant to submit to the appeals committee, within fourteen days of the appeals committee notifying the applicant in writing, reasons why the appeal should not be regarded as having been withdrawn.
- (4) The Market Stalls and Kiosks Appeals Committee shall consider the submissions made under subparagraph (3) and shall either allow the appeal to be finally heard and determined or shall stop all proceedings and determine that the appeal has been withdrawn.
- (5) The Market Stalls and Kiosks Appeals Committee shall maintain written records of its proceedings.
- (6) The decision of the Market Stalls and Kiosks Appeals Committee shall be final and binding on all parties.

PART VII – GENERAL PROVISIONS

Common areas

27. The Common area shall:-

- a) Shall remain public property with all interests vested in the Board;
- b) Not undergo change of use, alterations or modification except with the approval of the County Executive Committee on recommendation of the Board;
- c) Remain exclusively for the designated use and shall be available to all Lessees; and
- d) be managed and maintained by the Municipality.

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Maintenance of common areas

28. Expenses related to maintenance of the common areas within the localities of the Kiosks and stalls shall be borne by the Municipality.

Damage to kiosk or stall

29. Damage to a Kiosk or stall shall be reported to the Municipal Manager and Lessee shall take necessary remedial measures.

Made thisday of, 2023

.....
Ms. Priscillah Mwirigi
Chairperson, Ol'kalou Municipal Board

DRAFT

SCHEDULES

FIRST SCHEDULE

APPLICATION FOR A KIOSK/STALL
(to be completed in triplicate)

Form

PART 1: PERSONAL DATA

Name of applicant:

Identity card No: P.I.N. No:

Phone number: Email address:

Ward: Sub-location:

Next of kin: Tel:

PART 2: BUSINESS DETAIL

Name of Business: Registration No.

Nature/Types of Business (Specify)

PART 3: APPLICATION

I/WE, do hereby apply for allocation of
a KIOSK / STALL at
Township / Trading Centre to carry on business related to

I/WE hereby attach the following documents in support of this application:

DOCUMENT TO BE AVAILED

TICK	AS
APPROPRIATE	
Copy of National Identity Card / Passport	
Copy of Registration / Incorporation Certificate (where applicable)	
Copy of KRA certificate Pin	
Copy of current Single Business Permit / Receipt (for existing traders)	
Original Kiosk application payment receipt	

Copy of NCPLWD Certificate (where applicable)	
A passport photo	

DECLARATION

I/WE do confirm and declare that if I/WE are successfully allocated a Kiosk in I/WE shall abide by the provisions of the Municipality (Markets Allocation) by-lawss and all applicable Laws and Regulations. THAT if I/WE fail to comply with the said conditions I/WE agree to surrender the kiosk back to the Municipality without any claims of whatsoever nature against the Municipality or the County Government.

Applicant

1. Name.....Sign:ID No..... Date:
2. Name.....Sign:ID No..... Date:
3. Name.....Sign:ID No..... Date:

Official use

Approval Section

Approved..... ..Not approved.....

Chairperson.....signDate.....

Secretary.....Sign.....Date.....

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Form O.M.M. 1

Serial

Number.....

ON MUNICIPAL'S LETTER HEAD

ALLOTTMENT LETTER FOR TEMPORARY ALLOCATION OF MARKET

KIOSK/STALL

(to be completed in duplicate)

KIOSK/STALL NUMBER.....

The Committee on behalf of the County Government of Nyandarua through minute number.....dated..... hereby offers you an allotment you of the above Kiosk / stall shown edged red on the attached plan numbersubject to your formal written acceptance of the attached conditions, and to the payment of charges as prescribed hereunder:

Kiosk / Stall number:..... Approximate size:.....

Term:.....years from

Monthly rent: Kshs.....) subject to review from time to time by the
Nyandarua County Finance Act.

General: This Offer of Allocation is subject to, and the lease will be made under the provisions of the Urban Areas and Cities Act, 2011 (with subsequent amendments) and the Municipal Charter.

Special Conditions:

- (i) You shall pay all requisite fees, rent and charges within 30 days of falling due.
- (ii) You shall commence operation of the kiosk or stall within three months of accepting this offer.
- (iii) You shall not sell, transfer, sublet or otherwise part with possession of the Kiosk/stall without prior approval from the Market Allocation Committee.
- (iv) You shall only use of the kiosk or stall for the designated use.
- (v) You shall abide by all laws, regulations and by-laws and maintain order in the market.
- (vi) You shall not operate illegal businesses in the kiosk or stall.

I should be glad to receive your acceptance of the attached conditions together with your payment for the amount set out below within 30 days of this offer:

ITEM	AMOUNT (KSHS)
1 month Rent Deposit (refundable, less any repair/restoration expenses)	
Rent for the first 2 months	
Service Charge	
Single Business Permit	
Others: Administrative Costs	
TOTAL	

NOTE:

1. If acceptance and payment respectively are not received **within thirty (30) days** from the date hereof, the offer herein contained will be considered to have lapsed.
2. The issuance of Lease **upon fulfilment of the aforementioned conditions.**

.....
**MUNICIPAL MANAGER
MUNICIPALITY**

I / WE have read and understood the conditions of this Offer and do hereby accept the Offer, and enclose the payment receipts for the sum of Kshs.

NAME:..... ID:

SIGN:..... DATE:.....

NAME:..... ID:

SIGN:..... DATE:.....

NAME:..... ID:

SIGN:..... DATE:.....

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ENFORCEMENT NOTICE

FORM N.C.K.A. 3

To.....

Kiosk/ Stall Number.....

PO Box.....

Ref:.....

Date:

1. It has come to our notice that you are in breach of condition(s) set out in the letter of Offer and other laws, regulations and by-laws namely (*Description of the alleged offense*): -
.....
.....
.....
.....
.....
2. This therefore serves as a notice that you are required to take the following corrective measures:
a).....
b).....
c).....
within the next days from the date of this notice, failure to which Municipality will enter into the kiosk/ stall and execute the requirements herein above stated, including re-possession of the kiosk/ stalls and may recover related expenses.
3. This notice takes effect on the date of service and lapses on the day of 20.....

.....
Municipal Manager
Municipality

Served by:

NAME: P/No:

DESIGNATION: DATE:

Received by:

Name: ID:

Sign: Date:



COUNTY GOVERNMENT OF NYANDARUA
DEPARTMENT OF PUBLIC ADMINISTRATION
AND ICT
OFFICE OF THE SUB COUNTY
ADMINISTRATOR
OLKALOU SUB COUNTY



P.O. BOX 701-20303

Telephone: 0710765509
24TH SEPTEMBER, 2019

THE CDO

OLKALOU SUB COUNTY.

ATT: MRS. ANN

**RE: INVITATION TO PUBLIC PARTICIPATION FORUM ON MUNICIPALITY
PROJECTS FOR THE FINANCIAL YEAR 2019/2020**

As you are aware, the County Government through the support of Kenya Urban Support Program (KUSP) is undertaking various development projects in Olkalou Municipality. Implementation of this projects requires that public participation be done to ensure the views and aspirations of municipality residents are considered.

It is in this spirit that I, on behalf of the Olkalou Municipality, extend an invitation to the Olkalou Business Community to the above stated forum on Monday 30th September, 2019 at Olkalou ACK hall starting 10:00 Am.

Kindly purpose to attend and also invite other members of Olkalou Municipal Business Association.

Thank you for your continued support.

MUNGAI KIONGO,

SUB COUNTY ADMINISTRATOR-OLKALOU

Cc: Municipal Manager

**MINUTES OF PUBLIC PARTICIPATION MEETING HELD ON 11th July 2018 AT
THE CATHOLIC HALL OL'KALOU**

IN ATTENDANCE

- | | |
|---------------------|---|
| 1) Hiram Kahiro | County Secretary |
| 2) Lawrence Mukundi | County Executive Committee
Member Lands, Housing, Physical
Planning and Urban Development |
| 3) Samuel Kamau | Ag Chief Officer Lands, Housing,
Physical Planning and Urban
Development |
| 4) Martin Muriuki | Ag Director, Physical planning |
| 5) David Kuria | Project Manager |
| 6) Peter Mungai | Sub- County Administrator-Olkalou |
| 7) Miriam Ngotho | Sub County
Environment Officer |

N/B Comprehensive List of stake-holder participants is attached.

Items of Agenda

- 1) Public participation and engagement on infrastructure projects earmarked for implementation in Ol'Kalou Municipality in the Financial Year 2018/2019

Minute 1/Olk/Mun/ Program/2018- Background

The meeting started with a word of prayer followed by self-introductions.

The County Secretary gave the opening remarks. He informed the meeting that Olkalou town had been elevated to Municipal status as the County Headquarter of Nyandarua County and would be ran by a semi-autonomous board in future. He outlined milestones achieved and