



COUNTY GOVERNMENT OF WEST POKOT

MUNICIPALITY OF KAPENGURIA

When replying please quote

P.O. BOX 222 – 30600- KAPENGURIA

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CITIZEN FORA MINUTES ON MUNICIPALITY BY-LAWS

Ref: KM/MIN/CIT/FORA1/AUGUST2025

Dates: 5th, 6th and 7th August 2025

Venues:

- 5th August 2025 – Sioyi AIC Church
- 6th August 2025 – Mtelo Hall
- 7th August 2025 – Mnagei Ward Youth Empowerment Centre

Subject: Public Participation on Kapenguria Municipality By-Laws

1. INTRODUCTION

Kapenguria Municipality conducted a three-day Citizen Fora aimed at engaging residents, community leaders, youth groups, business owners, and other stakeholders on the proposed Municipal By-Laws.

The forums were organized to ensure inclusivity, gender responsiveness, and accountability in decision-making processes affecting service delivery, urban planning, sanitation, and regulation within the municipality, in line with the **Constitution of Kenya 2010** and the requirements of the Kenya Urban Support Programme II (KUSP II).

The meetings were held across three wards to ensure broad representation, including women, youth, persons with disabilities, and vulnerable groups.

2. OBJECTIVES OF THE CITIZEN FORA

The objectives of the forums were to:

- Sensitize residents on the proposed Kapenguria Municipality By-Laws
 - Provide an opportunity for the public to give feedback and recommendations
 - Promote transparency, accountability, and citizen participation in municipal governance
 - Mainstream gender considerations in municipal planning and service delivery
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- Strengthen awareness on grievance redress mechanisms (GRM)
- Collect community views to improve implementation of municipal services

3. DAY 1 CITIZEN FORUM

Date: 5th August 2025

Venue: Sioyi AIC Church

Opening Remarks

The meeting was opened by municipal officials who welcomed residents and emphasized the importance of citizen participation, gender inclusion, and responsiveness to community grievances in governance and service delivery.

Key Issues Discussed

Participants were sensitized on the proposed municipal by-laws covering:

- Waste management and sanitation
- Regulation of business activities
- Environmental protection
- Noise and nuisance control
- Urban planning and development control
- Gender inclusion in access to municipal services
- Grievance reporting and redress procedures

Issues Raised by Participants

Issue Raised	Recommendation
Inadequate waste collection	Municipality to increase waste collection points
Illegal dumping of waste	Enforcement of waste management regulations
Noise pollution from entertainment premises	Strict enforcement of noise control by-laws
Encroachment on public spaces	Strengthen urban planning enforcement
Limited participation of women in decision-making	Ensure inclusive participation of women in public forums
Lack of safe sanitation facilities for women	Provide gender-sensitive sanitation infrastructure
Lack of awareness on complaint channels	Sensitize public on grievance reporting mechanisms

4. DAY 2 CITIZEN FORUM

Date: 6th August 2025

Venue: Mtelo Hall

Discussion Highlights

Participants discussed sanitation challenges, urban order, regulation of informal businesses, gender equity in service provision, and the need for effective grievance handling systems.

Issues Raised

Issue	Recommendation
Poor sanitation in markets	Improve market cleanliness and provide waste bins
Street vending	Designate specific vending areas
Drainage challenges	Improve drainage infrastructure
Lack of public toilets	Increase sanitation facilities
Inadequate facilities for persons with disabilities	Ensure inclusive infrastructure design
Gender-based safety concerns in markets	Improve lighting and security
Delayed response to complaints	Establish timely grievance redress system

Municipal officials assured residents that the proposed by-laws would incorporate gender-responsive approaches and structured grievance redress mechanisms.

5. DAY 3 CITIZEN FORUM

Date: 7th August 2025

Venue: Mnagei Ward Youth Empowerment Centre

Key Discussion Areas

- Youth participation in municipal development
- Gender equality in economic opportunities
- Community responsibility in maintaining public infrastructure
- Enforcement of municipal regulations
- Accessibility of grievance redress mechanisms

Issue	Recommendation
Youth unemployment	Engage youth groups in municipal environmental programs
Public awareness	Conduct continuous civic education
Enforcement of by-laws	Strengthen municipal enforcement teams
Reporting violations	Establish accessible complaint reporting mechanisms
Gender inequality in economic opportunities	Promote equal access to opportunities for women and youth
Weak grievance handling structures	Establish and operationalize a functional GRM committee

6. GENERAL OBSERVATIONS

Participants appreciated the opportunity provided by Kapenguria Municipality to express their views. There was strong support for inclusive, gender-responsive, and accountable municipal governance.

Stakeholders emphasized the importance of:

- Gender mainstreaming in all municipal programs
- Strengthening grievance redress systems
- Ensuring inclusion of vulnerable groups

7. RESOLUTIONS

The following resolutions were agreed upon:

1. The proposed Kapenguria Municipality By-Laws should incorporate public views, including gender and social inclusion concerns.
2. The municipality should strengthen enforcement mechanisms.
3. Gender mainstreaming should be integrated into all municipal programs and service delivery.
4. A functional Grievance Redress Mechanism (GRM) should be established and operationalized.
5. Continuous public awareness on municipal regulations, gender equality, and grievance reporting should be conducted.
6. Stakeholder engagement should be maintained during implementation.

8. CONCLUSION

The three-day citizen fora successfully collected public views and recommendations that will contribute to the formulation and implementation of the Kapenguria Municipality By-Laws.

The municipality committed to ensuring gender-responsive planning and strengthening grievance redress systems to improve service delivery and accountability.

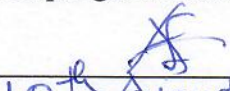
9. PREPARED BY

Minutes Prepared By:


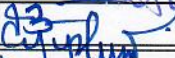
Name: **Nancy Chepkorir Andiem**

Position: Social Safeguards Officer

Institution: Kapenguria Municipality

Signature: 
Date: 10th August, 2025

10. APPROVAL

Name	Position	Signature	Date
Donato Longal	Municipal Manager		12/8/2025
Yator Kiptum David			12/8/2025



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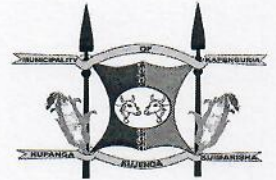
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CITIZEN FORA MINUTES ON CLIMATE RISK PROFILE AND RELATED AGENDAS

MIN/CIT/FORA/1/OCTOBER 2025

HELD ON 7TH, 8TH AND 9TH OCTOBER 2025

Venues:

- 7th October 2025: Sioyi AIC Church
- 8th October 2025: Kapenguria Mtelo Hall
- 9th October 2025: Mnagei Ward Youth Empowerment Centre

1. INTRODUCTION

Kapenguria Municipality organized a three-day Citizen Fora to engage residents and stakeholders on the Municipal Climate Risk Profile and related agendas. The forums aimed to gather public views on climate risks affecting the municipality and identify possible mitigation and adaptation measures.

The public participation exercise was conducted in line with the Constitution of Kenya 2010 and guidelines of the Kenya Urban Support Programme II.

Participants included community members, youth representatives, women groups, persons with disabilities (PWDs), business stakeholders, ward representatives, and municipal officials.

The forums also integrated gender mainstreaming considerations and provided an opportunity for participants to raise grievances through the Grievance Redress Mechanism (GRM).

2. OBJECTIVES OF THE CITIZEN FORA

The objectives of the meetings were to:

1. Present the Kapenguria Municipality Climate Risk Profile to residents
2. Identify major climate-related risks affecting the municipality
3. Gather community views and recommendations on climate resilience strategies

4. Promote public awareness on environmental conservation and climate change mitigation
5. Incorporate public input into municipal climate resilience planning
6. **Promote gender inclusion and equity in climate-related decision-making**
7. **Enhance awareness and accessibility of the Grievance Redress Mechanism (GRM)**

3. DAY 1 CITIZEN FORUM

Date: 7th October 2025

Venue: Sioyi AIC Church

Opening Remarks

Municipal officials welcomed participants and explained the purpose of the meeting, emphasizing the need for community involvement in addressing climate-related challenges. They further emphasized **inclusive participation of women, youth, and vulnerable groups**, and informed participants about available **grievance reporting channels**.

Presentation

A presentation was made on the Kapenguria Municipality Climate Risk Profile, highlighting:

- Increasing rainfall variability
- Flooding in low-lying areas
- Soil erosion and land degradation
- Poor waste management contributing to environmental degradation
- Effects of climate change on water availability and agriculture

Issues Raised by Participants

Issue Raised	Recommendation
Flooding in residential areas	Improve drainage systems and flood control measures
Poor waste management	Strengthen waste collection and disposal systems
Water scarcity	Develop sustainable water supply systems
Women disproportionately affected by water scarcity and climate shocks	Integrate gender-responsive climate interventions
Low participation of women and vulnerable groups in decision-making	Enhance targeted inclusion and representation
Lack of awareness on grievance reporting channels	Conduct sensitization on GRM procedures

MIN/CIT/FORA/1/OCTOBER 2025

Issue Raised	Recommendation
Delayed response to community complaints	Strengthen GRM efficiency and response timelines

4. DAY 2 CITIZEN FORUM

Date: 8th October 2025

Venue: Kapenguria Mtelo Hall

Discussion Highlights

Participants discussed how climate risks affect livelihoods, infrastructure, and the environment.

Key Issues Raised

Issue	Recommendation
Blocked drainage systems	Regular maintenance and cleaning of drainage
Urban flooding	Improve stormwater drainage planning
Lack of green spaces	Establish urban tree planting initiatives
Gender disparities in access to economic opportunities	Promote inclusive livelihood programs targeting women and youth
Complaints on inequitable service delivery	Strengthen GRM to ensure fairness and accountability
Limited feedback on reported grievances	Establish clear feedback mechanisms for complainants

Municipal officials noted that public feedback, including **gender concerns and grievances**, would inform the municipality's climate resilience strategies.

5. DAY 3 CITIZEN FORUM

Date: 9th October 2025

Venue: Mnagei Ward Youth Empowerment Centre

Focus of Discussion

- Youth participation in climate action
- Community environmental conservation initiatives
- Waste management and recycling
- Climate resilience planning

- **Gender inclusion and empowerment**
- **Community grievance handling mechanisms**

Key Recommendations

Issue	Recommendation
Youth engagement	Involve youth groups in environmental conservation activities
Waste management	Promote recycling and proper waste disposal
Climate awareness	Conduct continuous civic education on climate change
Community participation	Encourage community-led environmental initiatives
Gender inequality in participation	Ensure equal representation of women, youth, and PWDs
Weak grievance reporting structures	Strengthen and decentralize GRM systems at ward level

6. GENERAL OBSERVATIONS

Participants expressed appreciation to the municipality for providing an opportunity to contribute to discussions on climate change and environmental management.

Residents emphasized the need for:

- Strong environmental protection measures
- Improved drainage infrastructure
- Sustainable waste management practices
- Increased public awareness on climate change impacts
- **Enhanced gender inclusion in all development processes**
- **Accessible, transparent, and responsive grievance redress mechanisms**

7. RESOLUTIONS

The following resolutions were agreed upon:

1. The Kapenguria Municipality Climate Risk Profile should incorporate views collected from residents
2. The municipality should prioritize climate-resilient infrastructure development
3. Public awareness on climate change and environmental conservation should be strengthened
4. Youth and community groups should be involved in environmental management programs

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- 5. **Gender mainstreaming should be integrated into all municipal planning and climate interventions**
- 6. **The Grievance Redress Mechanism (GRM) should be strengthened, operationalized, and widely publicized**

8. CONCLUSION

The Citizen Fora successfully provided a platform for residents to share their views on climate risks affecting Kapenguria Municipality. The municipality committed to incorporating the feedback received into its climate risk management strategies and development planning, while ensuring **gender equity, social inclusion, and effective grievance handling systems.**


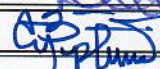
9. PREPARED BY

Name: Nancy Chepkorir Andiemma
Position: Social Safeguards Officer
Institution: Kapenguria Municipality

Signature: _____ 

Date: 9th October, 2025

10. CONFIRMATION OF MINUTES

Name	Position	Signature	Date
Donato Longal	Municipal Manager		13/10/25
Yator Kiptum David	Chairperson, Municipal Board		13/10/25



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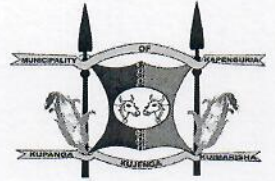
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CITIZEN FORA MINUTES ON SOLID WASTE POLICY AND OTHER MUNICIPAL ISSUES

Ref: KM/MIN/CIT/FORA3/JANUARY2026

Dates: 28th, 29th and 30th January 2026

Venues:

- 28th January 2026: Sioyi AIC Church
- 29th January 2026: Kapenguria Mtelo Hall
- 30th January 2026: Mnagei Ward Youth Empowerment Centre

1. INTRODUCTION

Kapenguria Municipality conducted a three-day Citizen Fora to engage residents and stakeholders on the Kapenguria Municipality Solid Waste Policy and other municipal development issues. The forums were organized to collect public views and promote community participation in improving environmental management and service delivery within the municipality.

The meetings were conducted in line with the principles of citizen participation under the Constitution of Kenya 2010 and guidelines of the Kenya Urban Support Programme II.

The forums ensured **inclusive participation**, integrating views of **women, youth, persons with disabilities, and vulnerable groups**, while emphasizing **gender-responsive service delivery** and the importance of **accessible grievance redress mechanisms (GRM)**.

Participants included residents, youth representatives, women groups, traders, ward leaders, and municipal officials.

2. OBJECTIVES OF THE CITIZEN FORA

The forums aimed to:

1. Sensitize residents on the proposed Kapenguria Municipality Solid Waste Policy.
2. Collect public views and recommendations on waste management.
3. Identify environmental challenges affecting the municipality.
4. Promote public participation in municipal planning and environmental management.
5. Discuss other municipal service delivery issues affecting residents.
6. Mainstream **gender considerations** in waste management and municipal services.
7. Strengthen awareness and accessibility of **Grievance Redress Mechanisms (GRM)**.

3. DAY 1 CITIZEN FORUM

Date: 28th January 2026

Venue: Sioyi AIC Church

Opening Remarks

Municipal officials welcomed participants and highlighted the importance of inclusive participation, gender equality, and responsiveness to public concerns in environmental management and municipal governance.

Presentation

A presentation was made on the Kapenguria Municipality Solid Waste Policy, highlighting:

- Waste generation trends within the municipality
- Current waste collection systems
- Challenges in waste management
- Proposed waste management strategies
- Need for inclusive and gender-sensitive service delivery
- Available and proposed grievance reporting channels

Issues Raised by Participants

Issue Raised	Recommendation
Irregular waste collection	Increase frequency of waste collection
Illegal dumping sites	Enforce waste management regulations
Lack of waste bins	Provide adequate waste bins in public places
Poor public awareness	Conduct environmental awareness campaigns
Limited involvement of women in waste management decisions	Promote inclusion of women in planning and implementation

Issue Raised	Recommendation
Inadequate sanitation facilities for women and vulnerable groups	Provide gender-responsive sanitation infrastructure
Lack of awareness on complaint channels	Sensitize community on GRM processes
Weak response to complaints	Strengthen grievance handling and feedback mechanisms

4. DAY 2 CITIZEN FORUM

Date: 29th January 2026

Venue: Kapenguria Mtelo Hall

Discussion Highlights

Participants discussed environmental sanitation, market waste management, infrastructure challenges, gender inclusion, and effectiveness of complaint handling systems.

Key Issues Raised

Issue	Recommendation
Waste accumulation in markets	Improve waste collection in market areas
Blocked drainage systems	Regular cleaning and maintenance
Lack of designated dumping sites	Establish official waste disposal sites
Environmental pollution	Promote community environmental conservation initiatives
Gender-based challenges in market sanitation	Improve safety, lighting, and sanitation facilities
Exclusion of vulnerable groups in services	Ensure inclusive service provision
Delayed response to complaints	Establish clear grievance response timelines
Limited reporting channels	Introduce accessible GRM platforms (hotlines, suggestion boxes)

Municipal officials noted that public feedback would inform **inclusive and gender-responsive waste management systems** and **strengthened grievance redress mechanisms**.

5. DAY 3 CITIZEN FORUM

Date: 30th January 2026

Venue: Mnagei Ward Youth Empowerment Centre

Focus of Discussion

- Community participation in waste management
- Youth involvement in environmental initiatives
- Recycling and waste reduction
- Gender equality in economic opportunities
- Accessibility of grievance redress mechanisms
- Other municipal service delivery issues

Key Recommendations

Issue	Recommendation
Youth unemployment	Engage youth groups in waste collection and recycling programs
Waste recycling	Promote recycling initiatives
Public awareness	Conduct continuous civic education on proper waste disposal
Community reporting	Establish channels for reporting illegal dumping
Gender inequality in opportunities	Ensure equal participation of women and youth
Weak grievance structures	Establish and operationalize GRM committees
Limited access to complaint channels	Provide multiple reporting mechanisms (SMS, community focal persons)

6. GENERAL OBSERVATIONS

Participants appreciated the efforts of Kapenguria Municipality in organizing the citizen fora and providing a platform for residents to express their views.

Residents emphasized the need for:

- Improved waste collection services
- Strong enforcement of environmental regulations
- Increased public awareness on waste management
- Community involvement in environmental protection
- **Gender mainstreaming in waste management programs**
- **Efficient, transparent, and accessible grievance redress systems**

7. RESOLUTIONS

The following resolutions were agreed upon:

1. The Kapenguria Municipality Solid Waste Policy should incorporate public views, including gender and social inclusion concerns.
2. Waste management infrastructure within the municipality should be strengthened.
3. Gender mainstreaming should be integrated into all waste management and municipal service delivery programs.
4. A **functional Grievance Redress Mechanism (GRM)** should be established and operationalized at municipal and ward levels.
5. Continuous public awareness programs on environmental management, gender equality, and grievance reporting should be conducted.
6. Community groups, youth, and vulnerable populations should be actively involved in waste management initiatives.

8. CONCLUSION

The Citizen Fora provided an important platform for residents to contribute to discussions on the Solid Waste Policy and other municipal issues.

The municipality committed to incorporating the feedback received to improve waste management and environmental sustainability, while ensuring **gender-responsive service delivery and effective grievance redress mechanisms.**

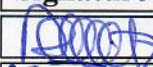

9. PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer
Institution: Kapenguria Municipality

Signature: _____

Date: 30th January, 2026

10. CONFIRMATION OF MINUTES

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		2/2/26
David Kiptum Yator	Chairperson, Municipal Board		2/2/26



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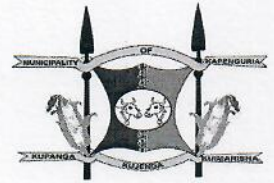
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CITIZEN FORA MINUTES ON MUNICIPAL BUDGET

HELD ON 12TH FEBRUARY 2026

KM/MIN/CIT/FORA4/FEBRUARY2026

Venues:

- Sioyi AIC Church
- Kapenguria Mtelo Hall
- Mnagei Ward Youth Empowerment Centre

1. INTRODUCTION

Kapenguria Municipality organized a **Citizen Forum** to engage residents and stakeholders on the **Municipal Budget for the Financial Year 2026/2027**. The meeting provided a platform for the public to review proposed budget priorities and contribute views on municipal development projects and service delivery.

The public participation forum was conducted in accordance with the principles of public participation under the Constitution of Kenya 2010 and guidelines provided by the Kenya Urban Support Programme II.

Participants included community members, youth representatives, women groups, traders, ward leaders, and municipal officials.

2. OBJECTIVES OF THE CITIZEN FORUM

The objectives of the forum were to:

1. Present the proposed **Kapenguria Municipality Budget** to residents.
2. Provide an opportunity for the public to give views on budget priorities.

3. Identify key development needs within the municipality.
4. Promote transparency and accountability in municipal financial planning.
5. Strengthen citizen participation in municipal governance.

3. PRESENTATION OF THE MUNICIPAL BUDGET

Municipal officials presented the proposed budget highlighting key priority areas, including:

- Road maintenance and urban infrastructure
- Solid waste management
- Environmental conservation
- Market infrastructure development
- Drainage and storm water management
- Public sanitation facilities

Participants were informed about the allocation of funds towards improving service delivery and supporting sustainable urban development.

4. ISSUES RAISED BY PARTICIPANTS

Issue Raised	Recommendation
Poor road conditions in some areas	Increase allocation for road maintenance
Inadequate waste collection services	Allocate more funds to waste management
Flooding due to blocked drainage	Improve drainage infrastructure
Limited market facilities	Expand and improve market infrastructure
Lack of public toilets	Construct additional sanitation facilities

5. GENERAL DISCUSSIONS

During the discussions, participants emphasized the need for the municipality to prioritize projects that directly improve the living conditions of residents. Participants also called for equitable distribution of resources across all wards within the municipality.

Residents further requested that the municipality continue conducting regular public participation forums to ensure community views are incorporated in development planning.

6. RESOLUTIONS

The following resolutions were agreed upon:


1. The **Kapenguria Municipality Budget** should incorporate public recommendations raised during the forum.
2. Priority should be given to infrastructure development, waste management, and environmental protection.
3. The municipality should enhance transparency in budget implementation.
4. Regular citizen engagement should be maintained to monitor project implementation.

7. CONCLUSION

The Citizen Forum provided an opportunity for residents to contribute to the planning and prioritization of municipal development projects. The municipality committed to incorporating the views collected during the forum into the final budget planning process.


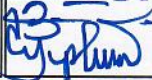
8. PREPARED BY

Name: Nancy Chepkorir Andiemma
Position: Social Safeguards Officer
Institution: Kapenguria Municipality

Signature: 12th Feb, 2026 

Date: 12/02/26

9. APPROVAL and Confirmations

Name	Position	Signature	Date
Donato Longal	Municipal Manager-		13/02/26
Yator Kiptum David	Chairperson, Municipal Board		13/02/26