

NAIVASHA MUNICIPALITY



MUNICIPAL CHARTER

Contents

NAIVASHA MUNICIPALITY	i
MUNICIPAL CHARTER	i
PREAMBLE	4
1. INCORPORATION, NAME AND BOUNDARIES	6
1.1. Incorporation and Name	6
1.2. Boundaries	6
2. POWERS, OBJECTS AND FUNCTIONS OF THE MUNICIPALITY	6
2.1. Powers of the Municipality	6
2.2. Objects of the Municipality	7
2.3. Functions of the Municipality	8
3. THE BOARD OF THE MUNICIPALITY	9
3.1. Establishment of the Board	9
3.2. Powers and Functions of the Board of the Municipality	10
3.3. Composition and term of the Board of the Municipality	12
3.4. Eligibility for appointment as member of the Board of the Municipality	13
3.5. Chairperson of the Board	14
3.6. Powers and functions of the Chairperson	14
3.7. Vice-Chairperson of the Board of the Municipality	14
3.8. Removal of the Chairperson and Vice-Chairperson	14
3.9. Secretary of the Board of the Municipality	15
3.10. Committees of the Board of the Municipality	15
3.11. Remuneration of the members of the Board of the Municipality	16
3.12. Removal of members of the Board of the Municipality	16
3.13. Meetings of the Board of the Municipality	17
3.14. Quorum	18
3.15. Rules of the Board	18
3.16. Record of information of the Board	18
3.17. Citizen fora	18
4. AUTHORITY TO MAKE BY-LAWS	19
4.1. By-laws	19

4.2.	Passing of By-laws.....	19
4.3	Effective date of By-laws	19
5	ADMINISTRATIVE AUTHORITY	20
5.3	Resolutions	20
5.4	Approval of resolutions	20
5.5	Effective date of resolutions	20
6.0	THE MUNICIPAL MANAGER.....	20
6.1	Office of the Municipal Manager	20
6.2	Appointment and term	20
6.3	Qualifications	21
6.4	Functions and powers of the Municipal Manager	21
6.5	Remuneration	23
6.6	Removal of the Municipal Manager	23
6.7	Acting Municipal Manager	24
7	MUNICIPAL FINANCES AND FINANCIAL MANAGEMENT	24
7.1	Sources of the Municipality’s funds and revenue	24
7.2	Appointment of the Municipality Accounting Officer	25
7.3	Functions and Powers of the Municipality Accounting Officer	25
7.4	Financial year	25
7.5	Management of Municipality Finances.....	25
7.6	Borrowing by the Municipality.....	26
7.8	Audit.....	26
8	MUNICIPALITY PERSONNEL.....	26
8.1	Municipality Personnel	26
8.2	Management of Municipal Personnel	26
8.3	Retirement systems	26
8.4	Compensation of Municipal Personnel.....	27
9	MUNICIPALITY PROPERTY	27
9.1	Acquisition, possession and disposal	27
9.2	Compulsory acquisition	27
9.3	Municipal Buildings	27
9.4	Protection of Municipality Property	27

10	GENERAL PROVISIONS.....	28
10.1	Oath of office.....	28
10.2	Amendments to the Charter.....	28
10.3	Separability.....	28
11.0	DISSOLUTION OF THE BOARD.....	29
12.0	EFFECTIVE DATE OF CHARTER.....	29

PREAMBLE

WHEREAS

Article 2 of the Constitution provides that the Constitution is the supreme law of the Republic of Kenya and binds all persons and all State organs at both levels of government.

WHEREAS

Article 184 of the Constitution of Kenya 2010 mandated parliament to enact a legislation to provide *inter alia* the criteria for classifying areas as urban areas and cities; establishing the principles of governance and management of urban areas and cities and to provide for participation by residents in the governance of urban areas and cities within 1 year of the promulgation of the Constitution.

WHEREAS

Parliament enacted the Urban Areas and Cities Act in the year 2011 which legislation had an effective date falling after the first elections held under the Constitution of Kenya 2010.

WHEREAS

Section 9 of the Urban Areas and Cities Act empowers the County Governor, on the resolution of the County Assembly, to confer on a qualifying town, the status of a Municipality by grant of a Charter in the prescribed form.

WHEREAS

The Urban Areas and Cities Act does not have the prescribed form of a Municipal Charter.

WHEREAS

No regulations have been promulgated under the Urban Areas and Cities Act providing the prescribed form of a Municipal Charter under the Urban Areas and Cities Act.

WHEREAS

Section 72 of the Interpretations and General Provisions Act allows for substantial conformity of any instruments required to be in a prescribed form under any statute in Kenya.

WHEREAS

The County Assembly of Nakuru duly approved the request by the County Executive Committee for grant of this Charter to the now Municipality of Naivasha.

NOW THEREFORE IN EXERCISE of the powers conferred by section 9 (1) of the Urban Areas and Cities Act, (No. 13 of 2011) as complemented by section 72 of the Interpretations and General Provisions Act (Chapter 2) and all other enabling provisions of law, the County Governor of Nakuru County **HEREBY GRANTS** the Municipality of Naivasha this Municipal Charter on thisDay of.....2019

.....

H.E. HON LEE MAIYANI KINYANJUI

THE GOVERNOR, NAKURU COUNTY

SEAL OF THE COUNTY GOVERNMENT OF NAKURU

1. INCORPORATION, NAME AND BOUNDARIES

1.1. Incorporation and Name

1.1.1. This Charter is the Municipal Charter of the Municipality of Naivasha, within Nakuru County, Kenya.

1.2. Boundaries

1.2.1. The boundaries of the Municipal Board of Naivasha shall be the boundaries of the Municipality of Naivasha as delineated prior to the advent of County Governments.

1.2.2. The Governor may through a consultative process and with the approval of the County Assembly declare any other area to be part of the Municipality.

2. POWERS, OBJECTS AND FUNCTIONS OF THE MUNICIPALITY

2.1. Powers of the Municipality

2.1.1. The Municipality of Naivasha shall have all the powers, general and special, governmental or proprietary, expressed or implied, which may be possessed or assumed by municipalities under the Urban Areas and Cities Act, the County Government Act, a County legislation and the County of Nakuru By-laws.

2.1.2. No enumeration of specific powers in this Charter shall be held to be exclusive. All such powers shall be exercised in the manner prescribed in this Charter, or, if not prescribed herein, in such manner as Board of the Municipality may determine, or, unless a contrary intent appears in this Charter or in the By-laws and Resolutions of the Board of the Municipality, in such manner as may be provided by the County of Nakuru By-laws.

2.2. Objects of the Municipality

2.2.1. The objects of the Municipality of Naivasha are to:-

- (i) Provide for efficient and accountable management of the affairs of the Municipality.
- (ii) Provide for a governance mechanism that will enable the inhabitants of the Municipality to:
 - a. Participate in determining the social services and regulatory framework which will best satisfy their needs and expectations.
 - b. Verify whether public resources and authority are utilized or exercised, as the case may be, to their satisfaction.
 - c. Enjoy efficiency in service delivery.
- (iii) Vigorously pursue the developmental opportunities which are available in the Municipality and to institute such measures as are necessary for achieving public order and the provisions of civic amenities, so as to enhance the quality of life of the inhabitants of the Municipality.
- (iv) Provide a high standard of social services in a cost effective manner to the inhabitants of the Municipality.
- (v) Promote social cohesiveness and a sense of civic duty and responsibility among the inhabitants and stakeholders in the Municipality in order to facilitate collective action and commitment towards achieving the goal of a harmonious and stable community.
- (vi) Provide for services, by laws and other matters for Municipality's benefit.
- (vii) Foster the economic, social and environmental well-being of its community

2.3. Functions of the Municipality

2.3.1. The Municipality of Naivasha shall, within the boundaries of the Municipality, perform the following functions:

- (a) Promotion, regulation and provision of refuse collection and recycling, solid waste management service, general sanitation and controlling all forms of nuisance
- (b) Subject to any written law or regulations, promotion and provision of water and sanitation services and infrastructure within the municipality
- (c) Construction and maintenance of urban roads and associated infrastructure;
- (d) Construction and maintenance of storm drainage and flood controls;
- (e) Construction and maintenance of walkways and other non-motorized transport infrastructure;
- (f) Construction and maintenance of recreational parks, green spaces and public amenities and entertainments
- (g) Construction and maintenance of street lighting;
- (h) Construction, maintenance and regulation of traffic controls ,auto cycle transport, non-motorized transport and parking facilities;
- (i) Construction and maintenance of bus stands and taxi stands;
- (j) Regulation of outdoor advertising;
- (k) Construction, maintenance and regulation of urban commerce, municipal markets and abattoirs;
- (l) Construction and maintenance of fire stations; provision of fire-fighting services, emergency preparedness and disaster management;
- (m) Promotion, regulation and provision of municipal sports and cultural activities;
- (n) Promotion, regulation and provision of animal control and welfare;

- (o) Development and enforcement of municipal plans and development controls;
- (p) Provision of Municipal administration services including construction and maintenance of administrative offices;
- (q) Promoting and undertaking infrastructural development and services including housing and health facilities within the municipality
- (r) Promotion and regulation of urban agriculture
- (s) Promotion and regulation of pre –primary education, childcare facilities and county vocational institutions and centers
- (t) Provision, maintenance and regulation of cemeteries, crematories and other burial places
- (u) Control and regulation of alcoholic beverages
- (v) Any other function as may be delegated by the County Executive Committee or County Assembly legislation.

3. THE BOARD OF THE MUNICIPALITY

3.1. Establishment of the Board

3.1.1. There shall be a Board of the Municipality of Naivasha¹.

3.1.2. The Board of the Municipality shall be a corporate body with perpetual succession and a common seal and shall in its own corporate name, be capable of²:

- (a) Suing and being sued;
- (b) Taking, purchasing or otherwise acquiring, holding, charging or disposing of movable and immovable property;

¹ Section 12 (1) of the UACA

² Section 12 (2) of the Urban Areas and Cities Act (UACA)

- (c) Borrowing money or making investments within the limits imposed by law
- (d) Entering into contracts; and
- (e) Doing or performing all other act or things for the proper performance of its functions in accordance with the Urban Areas and Cities Act or any other written law which may lawfully be done or performed by a body corporate.

3.1.3. There shall be a principal and agency relationship between the Board of the Municipality and the County Government of Nakuru

3.2. Powers and Functions of the Board of the Municipality

3.2.1. The Board of the Municipality shall have all the powers and perform all functions vested in boards of municipalities under the Urban Areas and Cities Act, the County Government Act, the Municipality By-laws or any other written legislation.

3.2.2. Except as this Charter otherwise provides, all powers of the Municipality shall be vested in the Board of the Municipality.

3.2.3. The Board of the Municipality shall provide for the exercise of these powers and for the performance of all duties and obligations imposed on the Board of the Municipality.

3.2.4. Subject to the Constitution and any other written law, the Board of the Municipality shall, within the boundaries of the Municipality of Naivasha

- (a) exercise executive authority as delegated by the County Executive Committee of the County Government of Nakuru;
- (b) ensure provision of services to its residents;
- (c) promote constitutional values and principles;
- (d) ensure the implementation and compliance with policies formulated by both the National and County Government;

- (e) make By-laws or make recommendations for issues to be included in By-laws;
- (f) ensure participation of the residents in decision making, its activities and programs; and
- (g) exercise such other powers as may be delegated by the County Executive Committee of the County Government of Nakuru or county legislation

3.2.5. The Board of the Municipality shall perform the following functions:

- (a) oversee the affairs of the Municipality;
- (b) develop or adopt policies, plans, strategies and programme and set targets for service delivery;
- (c) formulate and implement an integrated development plan;
- (d) control, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the Municipality as delegated by the County Government of Nakuru;
- (e) promoting and undertaking infrastructural development and services within Municipality as delegated by the County Government of Nakuru;
- (f) developing and managing schemes, including site development in collaboration with the relevant national and county agencies;
- (g) maintaining a comprehensive database and information system of the administration;
- (h) administering and regulating its internal affairs;
- (i) implementing applicable national and county legislation;
- (j) entering into contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions;

- (k) monitoring and, where appropriate, regulating municipal services where those services are provided by service providers other than the Board of the Municipality;
- (l) preparing and submitting its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- (m) collecting rates, taxes levies, duties, fees and surcharges on fees as delegated by the County Government of Nakuru;
- (n) settling and implementing tariff, rates and tax and debt collection policies as delegated by the County Government of Nakuru;
- (o) monitoring the impact and effectiveness of any services, policies, programs or plans;
- (p) establishing, implementing and monitoring performance management systems;
- (q) promoting a safe and healthy environment;
- (r) facilitating and regulating public transport
- (s) performing such other functions as may be legislated or delegated by the County Government of Nakuru or as provided by article 2.3 of this charter

3.3. Composition and term of the Board of the Municipality

3.3.1. The Board of the Municipality shall be composed of nine (9) members.

3.3.2. Four (4) members of the Board of the Municipality shall be appointed through a competitive process by the County Executive Committee and approved by the County Assembly.

3.3.3. Five (5) members of the Board shall be nominated by the following umbrella bodies³:

³ Section 13 as amended by Section 14 of the UACA

- (a) An umbrella body representing the following professional associations in the area; law society of Kenya, institute of certified public Accountants, Institute of certified Public Secretaries, Institute of Human Resource Management, Institute of Engineers of Kenya, Kenya Medical Practitioner and Dentist Board and other associations recognized by statute.
- (b) An association representing the private sector in the area including but not limited to Kenya chamber of commerce, local chapter.
- (c) a cluster representing registered associations of the informal sector in the area;
- (d) a cluster representing registered neighborhood associations in the area; and
- (e) an association of urban areas and cities

and appointed by the County Executive Committee with the approval of the County Assembly.

3.3.4. In appointing members of the Board of the Municipality, the County Executive Committee shall ensure gender equity, representation of persons with disability, youth and marginalized groups.

3.3.5. The term of the members of the Board of the Municipality shall be five (5) years on a part-time basis.

3.4. Eligibility for appointment as member of the Board of the Municipality

3.4.1. Each member of the Board of the Municipality shall have the following qualifications⁴:

- (a) be a Kenyan citizen;
- (b) be ordinarily resident or have a permanent dwelling in the Municipality;
- (c) holds a degree from a recognized university in Kenya
- (d) carries on business in the municipality; or
- (e) has lived in the municipality for at least five years.

⁴ Section 13 (4) as amended by Section 14 of the UACA

3.5. Chairperson of the Board

- 3.5.1. At the first regular meeting of the Board of the Municipality, members of the Board of the Municipality shall elect from amongst themselves, a Chairperson of the Board of the Municipality.
- 3.5.2. The Chairperson of the Board shall hold office for a term of five (5) years subject to article 3.8

3.6. Powers and functions of the Chairperson

- 3.6.1. The Chairperson of the Board of the Municipality shall have the following powers and shall perform the functions set out below:
 - (a) The Chairperson shall be the head of the Board of the Municipality with non-executive powers;
 - (b) Chairing the meetings of the Board of the Municipality; and
 - (c) Perform such other duties as may be delegated by the Board of the Municipality.

3.7. Vice-Chairperson of the Board of the Municipality

- 3.7.1. At the first regular meeting of the Board of the Municipality, members of the Board of the Municipality shall elect from amongst themselves, a Vice-Chairperson of the Board of the Municipality.
- 3.7.2. The Chairperson and the Vice-Chairperson of the Board of the Municipality shall at all times be of different gender.
- 3.7.3. The Vice-Chairperson shall, in the absence of the Chairperson, perform the functions of the Chairperson and shall perform such other functions as may be delegated by the Chairperson.

3.8. Removal of the Chairperson and Vice-Chairperson

- 3.8.1. The Chairperson and the Vice-Chairperson of the Board of the Municipality may be removed by:
 - (a) a majority decision of the members of Board of the Municipality at a duly convened meeting where quorum is present; or

- (b) upon petition by a resident of the Municipality to the Governor or County Assembly

3.8.2. The procedure for the removal of a Chairperson or Vice-Chairperson of the Board of the Municipality under 3.8.1 above may be provided by Regulations under the Urban Areas and Cities Act and in the absence thereof in accordance with a county Assembly legislation or National legislation having regard to fair labour practices.

3.8.3. Any vacancy arising out of the removal of a Chairperson or the Vice-Chairperson of Board of the Municipality may be filled in the manner provided under Article 3.6 and 3.7 respectively.

3.9. Secretary of the Board of the Municipality

3.9.1. The Municipal Manager as provided for in article 6.1 of this Charter shall be the secretary to the Board of the Municipality.

3.9.2. Where the secretary to the board of the municipality is not present in a board or committee of the board, the board may appoint any other senior employee heading one of the directorates to act as secretary

3.10. Committees of the Board of the Municipality

3.10.1. The Board of the Municipality may:

- (a) establish such Committees for any general or special purpose which, in its opinion, would regulate or manage its affairs more efficiently and as may be necessary for the performance of its functions under the Urban Areas and Cities Act;

- (b) delegate to such Committee such functions as are necessary for the efficient performance of its duties in respect to the whole or any part of the area under the jurisdiction of the Board of the Municipality; and

- (c) co-opt persons who are not members of the Board in any Committee

3.10.2. The Committees of the Board of the Municipality to which members of the Board of the Municipality delegate any of their powers and functions must follow procedures which are based as a far as they are applicable on those provision of

this Charter which govern the taking of decisions and performance of functions by the Board of the Municipality.

3.11. Remuneration of the members of the Board of the Municipality

3.11.1. The Board of the Municipality shall not be entitled to a salary.

3.11.2. However, members of the Board of the Municipality shall be paid such allowances as the County Executive Committee shall, on the advice of the Salaries and Remuneration Commission, determine.

3.12. Removal of members of the Board of the Municipality

3.12.1. A member of the Board of the Municipality shall cease to hold office if the member⁵:

- (a) is unable to perform the functions of the office by reason of mental or physical infirmity;
- (b) is declared or becomes bankrupt or insolvent;
- (c) is convicted of a criminal offence and sentenced to a term of imprisonment of six months or more;
- (d) resigns in writing to the County Governor;
- (e) without reasonable cause, the member is absent from three consecutive meetings of the Board or Committee of the Board of the Municipality within one financial year;
- (f) is found guilty of professional misconduct by the relevant professional body;
- (g) is disqualified from holding a public office under the Constitution;
- (h) fails to declare his or her interest in any matter being considered or to be considered by the Board or Board Committees;

⁵ Section 16 of the UACA

- (i) engages in any gross misconduct; or
- (j) dies.

3.12.2. A member of the Board of the Municipality may be removed from office by;

- (a) the County Governor subject to articles 3.12.3 of this charter
- (b) a resolution of the Board of the Municipality supported by at least two-thirds of the members of the Board of the Municipality; or
- (c) petition by the residents of the Municipality to the County Assembly
- (d) adverse recommendation by a Committee of the Assembly having taken into account the provisions of article 3.12.3

3.12.3. The procedure for the removal or petition for removal of a member of the Board of the Municipality under 3.12.2 above shall be as may be provided by the Assembly Standing Orders, county legislation or regulations.

3.12.4. Any vacancy arising out of the removal of a member of the Board of the Municipality may be filled in the manner provided under Article 3.2 and 3.3 above.

3.13. Meetings of the Board of the Municipality

3.13.1. The Board of the Municipality shall hold its sittings to transact the business of the Board once every three months.

3.13.2. Notwithstanding Article 3.12.1, the Chairperson of the Board of the Municipality may, and upon request in writing by at least one-third of the members of the Board of the Municipality shall, convene a special meeting to transact any urgent business of the Board of the Municipality.

3.13.3. All regular meetings of the Board of the Municipality called for the purpose of transacting public business, where a majority of the members elected are present, shall be open to the public.

3.13.4. The Board may under exceptional circumstances hold sessions from which the public is excluded, provided, no by-laws, resolution, rule or regulation shall be finally adopted in such sessions.

3.14. Quorum

3.14.1. A majority of the members of the Board of the Municipality is a quorum to conduct business.

3.14.2. A member of the Board of the Municipality who is interested in any discussion or decision-making regarding any subject or transaction under consideration by the Board of the Municipality, shall not be counted as participating in the discussions or decision-making, and is not entitled to vote on or agree to the subject or transaction relating to it.

3.15. Rules of the Board

3.15.1. The Board of the Municipality shall by resolution adopt rules to govern its meetings.

3.16. Record of information of the Board

3.16.1. The minutes and other information of the Board of the Municipality shall be kept by the Secretary of the Board of the Municipality.

3.16.2. Access to information on the activities and resolutions of the Board of the Municipality shall be as provided under the Urban Areas and Cities Act and any other written law.

3.17. Citizen fora

3.17.1. The Board of the Municipality shall in consultations with the members of County Assembly and other stakeholders develop mechanisms for the participation of the residents of the Municipality of Naivasha in the management and administration of the Municipality.

3.17.2. All recommendations from the Citizen Fora of the Municipality of Naivasha shall be forwarded to the Board of the Municipality for resolution.

3.17.3. All recommendations on issues raised in the Citizen Fora and addressed by the Board of the Municipality shall be forwarded to the Municipal Manager for implementation.

4. AUTHORITY TO MAKE BY-LAWS

4.1. By-laws

4.1.1. The Board of the Municipality may make by laws to aid in the management of the Municipality.

4.2. Passing of By-laws

4.2.1. Except as authorized by Article 3.2.2, making of By-laws shall require concurrence of the County Executive Committee and the approval of the County Assembly

4.2.2 Before passing any by-law, the board of the municipality shall submit the proposed by law to the office of the County Attorney, upon which the county attorney shall submit it with his written advisory to the county executive and the county assembly for consideration

4.2.3 The Board of the Municipality may adopt a By-law at a single meeting by the unanimous approval of at least a quorum of Board,

4.2.4 Any substantive amendment to a proposed By-law must be read aloud or made available in writing to the public before the Board of the Municipality adopts the By-law at that meeting.

4.2.5 After the adoption of a By-law, the vote of each member must be entered into the Board minutes.

4.2.6 After adoption of a By-law, the secretary to the Board shall avail the by-laws to the County Attorney for eventual submission to the county Assembly for consideration.

4.2.7 Pursuant to the legislative authority granted by article 185 of the Constitution, the County Assembly may amend or reject a by-law submitted for consideration

4.3 Effective date of By-laws

4.3.1 By-laws shall take effect on the 30th day after the final approval by the County Assembly or on a later day as may be resolved by the County Assembly

5 ADMINISTRATIVE AUTHORITY

5.3 Resolutions

5.3.1 The Board of the Municipality shall exercise its administrative authority by approving resolutions.

5.4 Approval of resolutions

5.4.1 Approval of a resolution or any other Board administrative decision requiring approval by the Board of the Municipality at one meeting.

5.4.2 Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the Board adopts the resolution at that meeting.

5.4.3 After approval of a resolution or other administrative decision, the vote of each member must be entered into the Board minutes.

5.5 Effective date of resolutions

5.5.1 Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

6.0 THE MUNICIPAL MANAGER

6.1 Office of the Municipal Manager

6.1.1 There is established the office of the Municipal Manager.

6.1.2 The Municipal Manager shall be the administrative head of the Municipality of Naivasha and the secretary to the Board of the Municipality.

6.2 Appointment and term

6.2.1 The Municipal Manager shall be competitively recruited and appointed with the approval of the County Assembly, by the County Public Service Board.

6.2.2 The Municipal Manager shall be appointed for a term of 6 years contract with an option of renewal of the contract subject to recommendations by the Municipal Board to the County Public Service Board

6.2.3 The Municipal Manager shall not serve for more than two terms.

6.3 Qualifications

6.3.1 The Municipal Manager shall:

- (a) Be a citizen of Kenya
- (b) Hold a degree from a university recognized in Kenya or its equivalent
- (c) Have served and had proven experience in administration or management either in public or private sector for a term of at least five years.
- (d) Be a qualified Certified Public Secretary of good professional standing
- (e) Have worked and resided within the Nakuru County for at least five years.

6.3.2 In appointing the Municipal Manager, the County Public Service Board shall be guided by the principles and thresholds set out in the Constitution and provisions of the County Government Act.

6.4 Functions and powers of the Municipal Manager

6.4.1 The Municipal Manager shall implement the decisions and functions of the Board of the Municipality and shall be answerable to the Board.

6.4.2 The Municipal Manager shall perform the following functions:

- (a) Implement resolutions and directions of the Board.
- (b) Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programs and operations of the Board;

- (c) Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community based organizations;
- (d) Cause to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- (e) Act as an ex-officio member of all committees of the Municipal Board and
- (f) Be the Secretary to the Municipal Board and the head of administration.
- (g) Such other functions as the Board may, by order, confer upon the Municipal Manager.

6.4.3 The Municipal Manager shall be fully responsible for the proper conduct of the executive and administrative work and affairs of the Municipality. The Municipal Manager shall have the power to:

- (a) Exercise supervision over all departments and agencies of the Municipality and provide for the coordination of their activities;
- (b) Enforce the provisions of this Charter, Municipal By-laws, and all applicable laws;
- (c) Exercise powers granted to the Municipal Manager in this Charter, By-laws and applicable laws concerning the appointment and removal of certain officers or employees,
- (d) Exercise such other powers as may be prescribed by this Charter, by-laws and any other written legislation

6.4.4 The Municipal Manager shall have no authority over the Board of the Municipality.

6.4.5 The Municipal Manager shall be entitled to attend meetings of the Board of the Municipality but shall not be entitled to vote.

6.5 Remuneration

6.5.1 The County Public Service Board shall in consultation with Salaries and Remuneration Commission set the compensation and determines the conditions of employment of the Municipal Manager.

6.6 Removal of the Municipal Manager

6.6.1 The Municipal Manager may subject to article 6.7.4 or any other written law relating to labour practice be removed from office by the ;

(a) The County Public Service Board on its own motion or on recommendation of the Municipal Board.

(b) Petition by the residents of the Municipality to the County Assembly

6.6.2 The Municipal Manager may cease to hold office before the lapse of the employment term of if he/she:

(a) is unable to perform the functions of the office by reason of mental or physical infirmity;

(b) is declared or becomes bankrupt or insolvent;

(c) is convicted of a criminal offence and sentenced to a term of imprisonment of six months or more;

(d) resigns in writing to the County Governor or the Public Service Board.

(e) without reasonable cause, is absent from three consecutive meetings of the Board of the Municipality;

(f) is found guilty of professional misconduct by the relevant professional body;

(g) is disqualified from holding a public office under the Constitution;

(h) engages in any gross misconduct; or

(i) dies.

6.6.3 The procedure for the removal of the Municipal Manager may be provided by the Regulations made under the County Government Act (No. 17 of 2012) and in the absence thereof in accordance with a county legislation or National law having regard to fair labour practices.

6.6.4 Any vacancy arising in the office of the Municipal Manager may be filled in the manner provided under Article 6.2 above.

6.7 Acting Municipal Manager

6.7.1 When the Municipal Manager is temporarily disabled from acting as Municipal Manager or when the office of the Municipal Manager becomes vacant, the County Public Service Board shall appoint a serving and qualified Board staff to act as the Municipal Manager.

6.7.2 The County Public Service Board shall inform the Governor and the County Assembly of such appointment within seven (7) days.

6.7.3 The Acting Municipal Manager shall have the authority and duties of the Municipal Manager, except that the Acting Municipal Manager shall have no power to appoint or remove any employee without the approval of the Board.

6.7.4 An Acting Municipal Manager shall hold office until such a time as a new Municipal Manager shall be appointed by the County Public Service Board.

7 MUNICIPAL FINANCES AND FINANCIAL MANAGEMENT

7.1 Sources of the Municipality's funds and revenue

7.1.1 The Board of the Municipality shall derive its revenue and funds from:

- (a) Monies allocated by the County Assembly for the purposes of the management and service delivery of the Board;
- (b) monies or assets that may accrue to the Board in the course of the exercise of its powers or the performance of its functions;
- (c) all monies or grants from any other legitimate source provided or donated to the Board;

- (d) revenue arising from rates, fees, levies, charges and other revenue raising measures which is retained by Municipality for the purpose of defraying its costs for providing services;
- (e) investment income; and
- (f) monies borrowed with authority of the County Executive Committee Member and approval by the County Assembly

7.2 Appointment of the Municipality Accounting Officer

7.2.1 The Municipality Accounting Officer shall be designated by the County Executive Committee Member for Finance in the manner provided under Sections 148 (1) and (2) of the Public Finance Management Act.

7.3 Functions and Powers of the Municipality Accounting Officer

7.3.1 The Municipality Accounting Officer shall have all the powers and perform all the functions of accounting officers as provided under the Public Finance Management Act.

7.3.2 Without prejudice to the foregoing, the Municipality Accounting Officer shall be responsible for managing the finances of the Municipality.

7.4 Financial year

7.4.1 The Municipality shall operate on an annual budget.

7.4.2 The financial year of the Board of the Municipality shall be the period of twelve months ending on the thirtieth June in each Budget year.

7.4.3 The budget of the Board of the Municipality shall be developed in the manner provided under Section 175 of the Public Finance Management Act any other written law.

7.5 Management of Municipality Finances

7.5.1 The Board of the Municipality shall, with the approval of the County Executive Committee member for finance, open and maintain a bank account in the name of the Municipality.

7.5.2 All monies received by the Board of the Municipality shall be paid into the Municipality's bank account promptly and in accordance with the Public Finance Management Act.

7.6 Borrowing by the Municipality

7.7 The Board of the Municipality may only borrow:-

- (a) from the County Government;
- (b) through the County Government; or
- (c) by way of a bank overdraft with the approval of County treasury and the County Assembly and subject to such terms as may be imposed by the County Assembly or such terms as provided by law.

7.8 Audit

7.8.1 The audit of the Board of the Municipality shall be as provided under Section 46 and 47 of the Urban Areas and Cities Act.

8 MUNICIPALITY PERSONNEL

8.1 Municipality Personnel

8.1.1 The Board of the Municipality may subject to the approval by the County Public Service Board, employ or remove such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other any other law.

8.2 Management of Municipal Personnel

8.2.1 Employees of the Municipality shall be under the general guidance of the Municipal Manager.

8.3 Retirement systems

8.3.1 The Board of the Municipality may do all things necessary to include its officers and employees, or any of them within any retirement system or pension system under the terms of which they are admissible, and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the Board of the Municipality.

8.4 Compensation of Municipal Personnel

8.4.1 The compensation of all employees of the Municipality shall be set by the County Public Service Board upon the advice of the Salaries and Remuneration Commission.

9 MUNICIPALITY PROPERTY

9.1 Acquisition, possession and disposal

9.1.1 The Board of the Municipality is a body corporate and may acquire real, personal, or mixed property for any public purpose by purchase, gift, bequest, devise, lease, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the Municipal Board.

9.1.2 All Municipal property and funds of every kind belonging to or in the possession of the Municipal (by whatever prior name known) at the time this Charter becomes effective are vested in the Municipality, subject to the terms and conditions thereof.

9.2 Compulsory acquisition

9.2.1 Whenever the Municipality deems it necessary to acquire private land for its purposes, it shall request the County Executive Committee Member to request the National Land Commission to acquire the land on its behalf⁶.

9.2.2 The provisions of the Land Act shall apply to any intended compulsory acquisition by the Municipality of property within the Municipality.

9.3 Municipal Buildings

9.3.1 The Board of the Municipality may acquire, obtain by lease or rent, purchase, construct, operate, and maintain all buildings and structures it deems necessary for the operation of the Municipality.

9.4 Protection of Municipality Property

9.4.1 The Board of the Municipality may do whatever may be necessary to protect municipal property and to keep all municipal property in good condition.

⁶ Section 107 of the Land Act

10 GENERAL PROVISIONS

10.1 Oath of office

10.1.1 Before entering upon the duties of their offices, the Chairperson, Vice-Chairperson, members of the Board and the Municipal Manager and all other persons elected or appointed to any office of profit or trust in the Municipality, as determined by Board, shall take and subscribe to the following oath or affirmation:

“I, being called on to exercise the functions of [Municipal Manager/Chairperson, etc.] of the Municipality of [...], do swear/solemnly affirm that that I will at all times be faithful to the Republic of Kenya; that I will obey, respect and uphold this Constitution of Kenya and all other laws of the Republic, that except with the authority of the Board of the Municipality of [...], I will not directly or indirectly reveal the nature or contents of any business, proceedings or document of the Municipality committed to my secrecy, except as may be required for the due discharge of my duties as [Municipal Manager/Chairperson, etc.] of the Municipality of [...] or otherwise under the law. (In the case of an oath— So help me God.⁷”

10.1.2 The Municipal Manager and all other persons taking and subscribing to the oath shall do so before the Governor.

10.2 Amendments to the Charter

10.2.1 The County Governor may at any time, after consultation with the Board of the Municipality, amend any provision of this Charter.

10.2.2 The County Governor shall cause a copy of the Amended Charter to be laid before the County Assembly within 30 days of its amendment for approval.

10.3 Separability

10.3.1 If, at any time, any provision of this Charter is or becomes illegal, invalid or unenforceable in any respect under Kenyan law, neither the legality, validity or enforceability of the remaining provisions nor the legality, validity or enforceability of such provision will in any way be affected or impaired.

⁷ The form of the oath is not provided by statute. A model from the constitution is adopted in this Model Charter.

11.0 DISSOLUTION OF THE BOARD

11.1 The Governor, on advice from the County Executive Committee and with the approval of the County Assembly, has the power to dissolve the board;

- a) In an emergency arising out of internal conflict
- b) Where there is collective gross misconduct by all the board members
- c) where the board fails in its duty to perform its functions as provided for under article 3.2.5
- d) where two thirds of the registered voters of the respective municipality petition the County Assembly-to have the board dissolved
- e) Where the board acts in any manner beyond the scope of their delegated powers.

11.1.2 The Governor shall by a notice in the Kenya Gazette dissolve the municipal board

11.1.3 The Governor shall upon dissolving the municipal board, appoint an interim board comprising not more than five members to run the affairs of the municipality for a period of 90 days

11.1.4 A new board shall be established in accordance with articles 3.1, 3.3 and 3.4 of this charter on or before the end of 6 months from the date upon which the last board was dissolved

12.0 EFFECTIVE DATE OF CHARTER

12.1 This charter shall take effect upon gazzement in the Kenya Gazette by the Governor



CONFERMENT OF MUNICIPAL STATUS TO NAIVASHA TOWN

I certify that this is a true copy of the Naivasha Municipal Charter approved by the County Assembly of Nakuru on the day of 2019

Clerk of the Assembly

Presented for conferment of Municipal status pursuant to the provisions of the Urban Areas and Cities Act, 2011 on the day of.....2019

County Assembly Speaker