



THE VILLAGE OF
NAKUSP

CANDIDATE GUIDE

Municipal Election

2026



Village of Nakusp

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About the Village of Nakusp

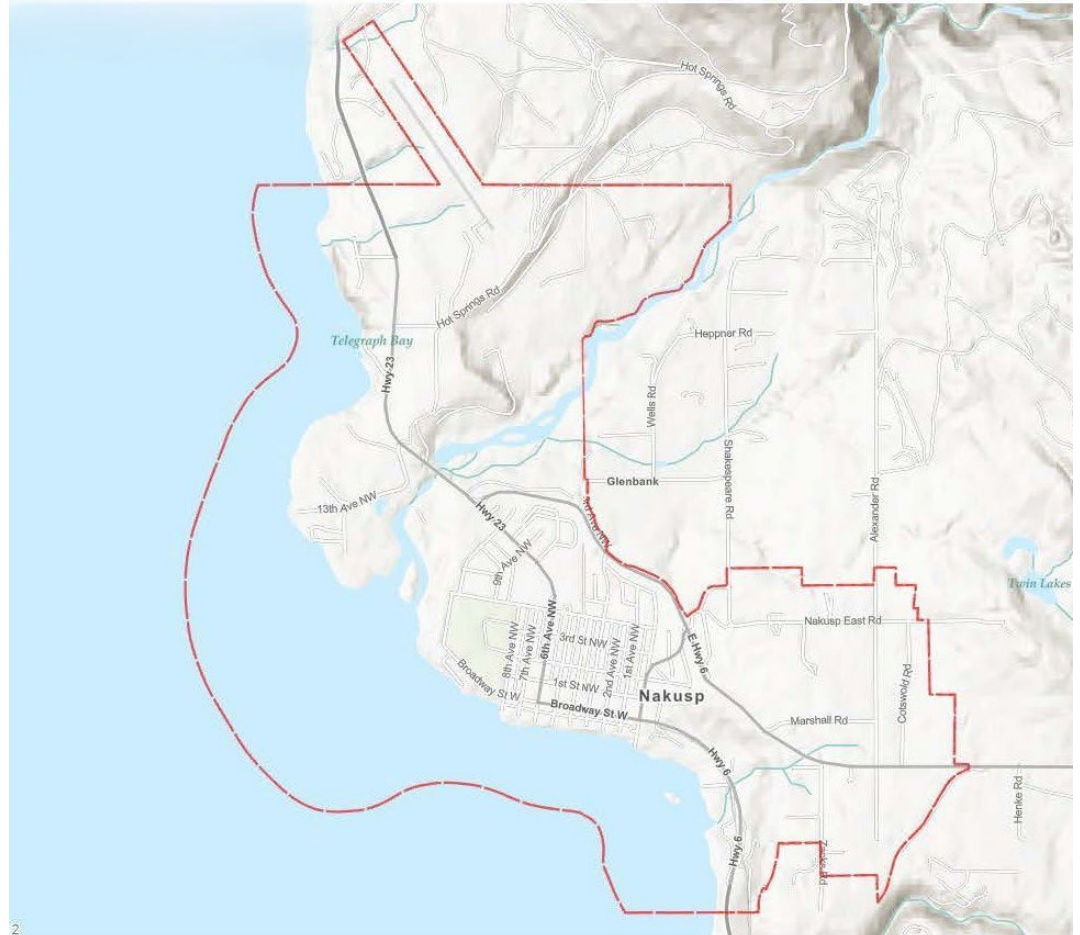
About 1,600 residents call Nakusp home and enjoy the Kootenay lifestyle, balancing small-town community connection and outdoor living while still having access to essential services and supporting local small businesses.

Under the Canadian Constitution, local governments can only be established and granted powers by the provincial government. The BC government sets out the legal framework for local government through various provincial statutes, most notably the *Local Government Act* and the *Community Charter*.

Together, these two statutes set the rules for electing Council members, appointing officials, conducting municipal business and establishing the authority of the local government.

The Council for the Village of Nakusp comprises five members: one Mayor and four Councillors. A Council term is four years.

The Council for the Village of Nakusp is responsible for setting a vision, developing strategies to achieve it, and formulating policies to support the vision.



The Council is responsible for setting service-level standards and for actions taken by the Organization. The Chief Administrative Officer (CAO) is responsible for implementing the Council's policies and decisions and overseeing all operations. The Municipality operates with a one-employee rule: Council has one employee, the CAO. The rest of the municipal staff work under the direction of the CAO.

Running for Council

Knowledge & Abilities

The Mayor and Council represent the electorate in governing services within the municipal boundaries (the red outline on the map on Page 3). Council's role is to ensure good governance, the provision of services, the stewardship of public assets, and the fostering of the current and future economic, social, and environmental well-being of Nakusp.

The Mayor and Council reflect the diversity of views and opinions that naturally reside within the municipality. As an elected member of Council, you will have a chance to be a leader in the community.

There are no special qualifications to be the Mayor or a Councillor, unlike those required for a typical job. However, visionary thinking, strong communication skills, enthusiasm, conflict-resolution skills, and the ability to accept opposing views are great attributes to bring to the table.

Informed Decisions

Of all the levels of Government, local government is the closest to the needs and expectations of the people it serves. As a member of Council, you have the opportunity to significantly influence the future of your community. This can be both demanding and rewarding.

Prior to submitting nomination papers, it is important to figure out whether or not you have adequate time to devote to the position and to make sure the job will meet your expectations.



Effective elected officials demonstrate leadership, professionalism, and a commitment to informed decision making.

LEADERSHIP & JUDGEMENT

- Interest in community issues and desire to contribute
- Commitment to learning and informed decision-making
- Objective decision-making
- Prioritize and manage competing demands
- Analytic and problem-solving skills
- Set goals and establish priorities



COMMUNICATIONS & RELATIONSHIPS

- Build respectful, diplomatic relationships
- Strong verbal and written communication
- Problem-solving and conflict resolution
- Public speaking and clear communication of complex topics
- Active and engaged team participation



ASSETS FOR THE ROLE OF AN ELECTED OFFICIAL



- Inspire public trust and lead by example
- Meet deadlines and commitments
- Respect differing opinions
- Accept majority decisions responsibly

PROFESSIONAL CONDUCT



- Understanding of parliamentary procedures
- Computer proficiency
- Familiarity with internet tools
- Ongoing knowledge development

KNOWLEDGE & TECHNICAL SKILLS

Eligibility and Requirements

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day: Saturday, October 17, 2026;
- Resident of BC for at least 6 months immediately before the day nomination papers are filed; and
- Not disqualified under the Local Government Act or any other enactment from being nominated for, being elected to or holding office, or being otherwise disqualified by law.

A person is **disqualified** as a candidate for office if they fall within any of the following categories:

- Are a Judge of the Provincial Court, Supreme Court or Court of Appeal;
- Are an employee of the Village of Nakusp (unless a leave of absence is taken to run for office and agree to resign if elected);
- Are under sentence for an indictable offence and are in custody or in prison; or
- Are disqualified from candidacy under any law or enactment (i.e. failure to file a candidate disclosure statement in the previous election, not making an oath of office, etc.)

To become a candidate for our local government office, a person must be nominated by 10 qualified voters, either as a resident or a non-resident property elector in the electoral area for which the candidate is running. Any person who is entitled to make a nomination may sign as many nomination documents as there are offices to be filled. A candidate should be prepared to have additional nominators if one or more are ineligible to serve as nominators.

Council Commitment

Elected Officials will serve a four-year term. The 2026 Council members will be sworn in at the Inaugural meeting held on November 2, 2026, and serve until October 2030. Serious consideration should be given to the time commitment required to serve on Council, alongside personal life, work life, volunteer hours, and other priorities.

Significant time is required to review materials in preparation for Council meetings, other meetings, and/or events. Such as, but not limited to, Commission meetings, Council Committee meetings, appointments to external committees where Council members are liaisons, and conferences for learning and networking. Council members are also required to respond to their constituents at any time, day or evening, including weekends.

Council members are expected to attend each meeting fully prepared to make informed decisions for the benefit of the community. Background work will be required to thoroughly read agenda packages, prepare questions, and be knowledgeable about the subject matter shared at a meeting. The Mayor, as chair, will also meet with the CAO to discuss strategic priorities, directions for bylaws, policies, programs and initiatives, as well as any ongoing problems, concerns, or questions.



Regular Council Meeting

- Council meets twice a month, on the second and fourth Monday, at 6:30 PM in the Emergency Service Building. Meetings can take anywhere from an hour to three hours, depending on the items on the agenda and whether there is an InCamera portion.
- Currently, there are no regular scheduled Council Committee Meetings; however, that can change throughout the term.
- Council has four regularly scheduled Committee of the Whole meetings a year.

Special Meetings

- Special Meeting may be scheduled under certain circumstances and in accordance with the Village of Nakusp Council Procedure Bylaw.

Appointments to Other Groups and Organizations

Individual members of Council may be appointed to represent the Village on internal and external committees, boards or agencies. Meetings vary by committee, board, or agency and can be held bi-weekly, monthly, quarterly, or as required.

Conferences and Training

The Village of Nakusp is part of the Association of the Kootenay and Boundary Local Government (AKBLG), the Union of BC Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). The AKBLG, UBCM, and FCM hold annual conferences and conventions that Council may attend. Council members may also be required to attend various training opportunities or other conferences.

- AKBLG is held in April of each year, and is typically 4 days
- FCM is held in June of each year, and is typically 4 days
- UBCM is held in September of each year, and is typically 5 days



Travel Requirements

The member of Council appointed as the Municipal Director for the Regional District of Central Kootenay (RDCK) should expect to travel regularly to Nelson for Board and Committee Meetings. The Municipal Director will be expected to use their personal vehicle for these meetings and claim reimbursement under the RDCK's expense policies.

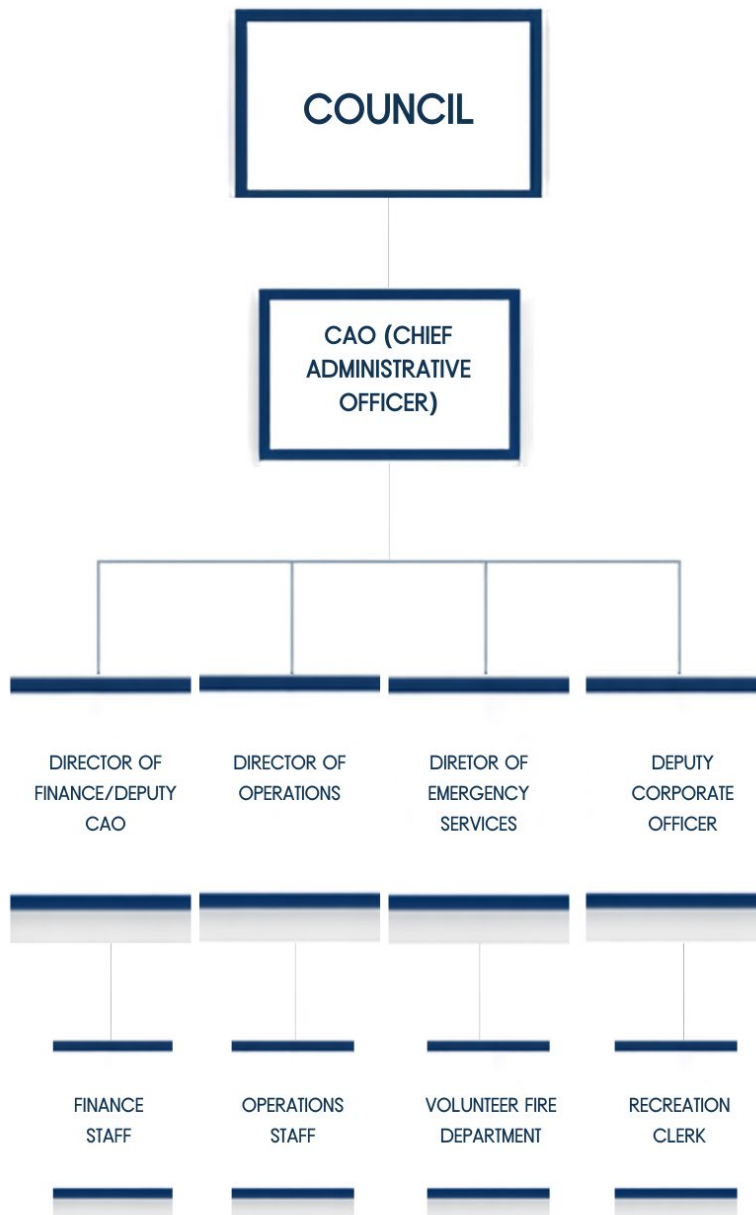
All Council members should anticipate annual travel to attend the different conferences and conventions. While the Village policy for FCM attendance is only for the Mayor, all members of Council are encouraged to attend AKBLG and UBCM.

Staff will organize flights and hotels and complete all registrations.

Village of Nakusp Governance

The Mayor and Council are responsible for setting a vision, developing strategies to achieve it, and providing policy direction. Council is comprised of five elected officials: one (1) Mayor and four (4) Councillors.

Council is headed by the Chair, which is the Mayor. The CAO implements Council's policies and decisions and oversees all operations. The organizational chart below shows the basic governance structure, with the CAO serving as the conduit between Council and Staff.



Mayor and Council speak to the needs of the residents within the Village of Nakusp boundaries, to help ensure their perspectives are heard on matters such as:

- Land use planning
- Local services
- Community Infrastructure
- Recreation and Community facilities
- Service levels and taxation impacts

Adopting Bylaws

While Council does not write or develop individual bylaws, it sets the direction for staff to bring bylaws forward for consideration. Upon adoption, bylaws establish regulations enforceable by the CAO or designee.

Bylaws are a fundamental component of public policy that regulate, prohibit, and impose requirements within the Community. Some bylaws are mandatory as they are required by legislation, while others are discretionary and reflect the Council's decision to regulate or address a specific issue in the community.

Adopting Policy

Council policies shape our governance, strategic direction, and high-level decision-making and are established by the Council.

Operational policies that govern day-to-day activities within the organization are established by the CAO.

Election Calendar

Election Period

Thursday, January 1, 2026 – Friday, September 18, 2026

- Period beginning January 1 of an election year until 29 days before General Voting Day. Campaigns must report all expenses incurred during the election,

Nomination Period

Tuesday, September 1, 2026 @ 9:00 AM – Friday, September 11, 2026 @ 4:00 PM.

- The period for candidates to submit their nominations to local election officials
- Candidate packages can be picked up in the Village Office starting on July 28th at 8:00 AM

Pre-Campaign Period

Monday, July 20 2026 – Friday, September 18, 2026

- At the beginning of this period, election advertising rules come into force and continue through General Voting Day.

Campaign Period

Saturday, September 19, 2026 – Saturday, October 17 2026

- The period that begins on the 28th day before General Voting Day and ends at the close of voting on General Voting Day.
- Candidate and third-party expense limits apply during this period.

Advance Voting Opportunity

Wednesday, October 7, 2026 @ 8:00 AM – 8:00 PM.

- Voting opportunity is held in the Auditorium of the Nakusp & District Sports Complex (300 8th Ave NW)

General Voting Day

Saturday, October 17, 2026 @ 8:00 AM – 8:00 PM.

- Voting opportunity is held in the Auditorium of the Nakusp & District Sports Complex (300 8th Ave NW)
- Special Voting Opportunities will be held in accordance with the Village of Nakusp Election and Assent Bylaw No. 759, 2026.

Campaign Financing Disclosure Statement Filing Deadline

Friday, January 15, 2027

- Deadline to file campaign financing disclosure statements

Campaign Financing Disclosure Statement Late Filing Deadline

Tuesday, February 16, 2026

- Final deadline to file campaign financing disclosure statements. Late filing – January 16 to February 16 incurs a \$500 late filing fee.

Remaining Scheduled 2026 Council Meeting Dates

- July 8, 2026
- August 24, 2026
- September 28, 2026
- October 14, 2026
- November 2, 2026 Inaugural Meeting (swearing in of new Council)
- November 23, 2026
- December 14, 2026



Resources and Contacts

Codie Jones, Deputy Corporate Officer and Chief Elections Officer

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Wayne Robinson, Chief Administrative Officer (CAO) and Corporate Officer

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Jessica McQuair, Reception and Deputy Chief Elections Officer

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Village Office

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Hours: Monday to Friday, 8 AM – 4 PM.