



Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: October 23, 2025
Time: 11:00 am
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

	Pages
1. CALL TO ORDER	11:00 AM - 11:15 AM
<i>"Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change."</i>	
2. TERRITORIAL ACKNOWLEDGEMENT	
3. APPROVAL OF AGENDA	
4. TRUSTEE REPORT	
5. CHAIR'S REPORT	
6. ELECTORAL AREA DIRECTOR'S REPORT	
7. TOWN HALL AND QUESTIONS	11:15 AM - 11:30 AM
8. COMMUNITY INFORMATION MEETING	
8.1 Policy Statement - Local Engagement	4 - 41
8.2 East Point Wetland Proposal (deferred)	
9. PUBLIC HEARING - None	
10. MINUTES	11:30 AM - 11:40 AM
10.1 Local Trust Committee Minutes Dated July 24, 2025 (for Adoption)	42 - 52
10.2 Section 26 Resolutions-without-meeting Report Dated Oct 2025	53 - 54
11. BUSINESS ARISING FROM THE MINUTES	
11.1 Follow-up Action List Dated Oct 2025	55 - 56
12. DELEGATIONS	

- 13. CORRESPONDENCE**
- Correspondence received concerning current applications or projects is posted to the LTC webpage*
- 14. APPLICATIONS AND REFERRALS** 11:40 AM - 12:00 PM
- 14.1 Trust Council Bylaw No. 183 Policy Statement Bylaw Referral - For Response 57 - 63
- 14.2 Mayne Island Local Trust Committee Referral for Draft Bylaws 196 and 197 (for Response) (attached) 64 - 67
- 15. LOCAL TRUST COMMITTEE PROJECTS** 12:00 PM - 12:30 PM
- 15.1 Minor Housing Review Project - Draft Bylaw No. 143 - Staff Report (deferred)
- 16. REPORTS** 12:30 PM - 12:40 PM
- 16.1 Work Program Reports (attached)
- 16.1.1 Active Projects Report Dated Oct 2025 68 - 68
- 16.1.2 Future Projects Report Dated Oct 2025 69 - 69
- 16.2 Applications Report Dated Oct 2025 (attached) 70 - 70
- 16.3 Trustee and Local Expense Report Dated Aug 2025 (attached) 71 - 71
- 16.4 Adopted Policies and Standing Resolutions (attached) 72 - 76
- 16.5 Local Trust Committee Webpage
- 16.6 Islands Trust Conservancy Report - None
- 17. NEW BUSINESS** 12:40 PM - 1:10 PM
- 17.1 Bylaw Enforcement Policy - Staff Report (attached) 77 - 84
- 17.2 Saturna Island LTC Meeting Procedures Repeal Bylaw No. 144 - Request for Decision - Consideration of Adoption (attached) 85 - 87
- 17.3 BC Parks Foundation Density Transfer Project - Staff Report (deferred)
- 18. UPCOMING MEETINGS**
- 18.1 The next regular meeting is scheduled for January 15, 2026 at the Saturna Recreation and Cultural Centre, Saturna Island
- 19. TOWN HALL** 1:10 PM - 1:25 PM
- 20. CLOSED MEETING - None**

21. ADJOURNMENT

1:55 PM - 1:55 PM

ISLANDS TRUST COUNCIL

BYLAW NO. 183

A BYLAW TO ADOPT A POLICY STATEMENT FOR THE TRUST AREA

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act* S.B.C. 1996 c.239, enacts as follows:

TITLE

- 1. This Bylaw may be cited for all purposes as “Islands Trust Policy Statement Bylaw, 2025”.

APPLICATION

- 2. This Bylaw applies to the Trust Area, as defined in Schedule A of the *Islands Trust Act* S.B.C. 1996 c.239.

ORGANIZATION

- 3. Schedule A (Islands Trust Policy Statement) attached to and forming part of the bylaw is hereby adopted as the trust policy statement pursuant to S.15(1) of the *Islands Trust Act*.

SEVERABILITY

- 4. If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

REPEAL

- 5. “Islands Trust Policy Statement, 1993” is hereby repealed upon adoption of this bylaw.

READINGS

READ A FIRST TIME THIS 29TH DAY OF JULY, 2025

READ A SECOND TIME THIS DAY OF ,2025

READ A THIRD TIME THIS DAY OF ,2025

APPROVED BY THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS PURSUANT TO SECTION 15(2)(c) OF THE ISLANDS TRUST ACT THIS DAY OF ,2025

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF ,2025

Secretary

Chairperson



Islands Trust

Islands Trust Policy Statement

Acknowledgement

Islands Trust Council respectfully acknowledges that the lands and waters that encompass the Islands Trust Area have been home to Indigenous Peoples since time immemorial and that their relationship to these lands and waters continues to this day. Islands Trust Council acknowledges that residential schools, forced removal, and colonial laws and restrictions on Indigenous governance and cultural practices have displaced and dispossessed Coast Salish peoples and disrupted their relationships with the islands and waters of the Salish Sea. Islands Trust Council acknowledges that a healthy environment is essential for Indigenous Peoples to be able to exercise their inherent and treaty rights. Islands Trust Council is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.

The Islands Trust Area is located within Coast Salish Territory, in the treaty lands and territories of:

BOKÉCEN (Pauquachin) First Nation

Da'naxda'xw/Awaetlala First Nation

K'ómoks (Comox) First Nation

Lhaq'temish (Lummi) Nation

MÁLEXEŁ (Malahat) First Nation

Mamalilikulla First Nation

Qualicum First Nation

Quw'utsun Nation (comprised of **Cowichan Tribes**, **Xeláltxw** (Halalt) First Nation, **Lyackson** First Nation, **Spune'luxutth'** (Penelakut Tribe) and **Stz'uminus** (Chemainus) First Nation)

scə́waθən (Tsawwassen) First Nation

səlilwətał (Tsleil-Waututh) First Nation

SEMYOME (Semiahmoo) First Nation

shíshálh (Sechelt) Nation

Skwxwú7mesh (Squamish) First Nation

Snaw-naw-as (Nanoose) First Nation

Snuneymuxw (Nanaimo) First Nation

Songhees First Nation

STÁUTW (Tsawout) First Nation

᠎aʔəmen (Tla'amin) First Nation

Tlowitsis Nation

Ts'uubaa-asatx (Lake Cowichan) First Nation

Wei Wai Kum (Campbell River) First Nation

We Wai Kai (Cape Mudge) First Nation

WJOLELP (Tsartlip) First Nation

WSIKEM (Tseycum) First Nation

Xwémalhkwa (Homalco) First Nation

Xwsepsum (Esquimalt) First Nation

xʷməθkʷəy̓əm (Musqueam) First Nation

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28 Glossary of Terms

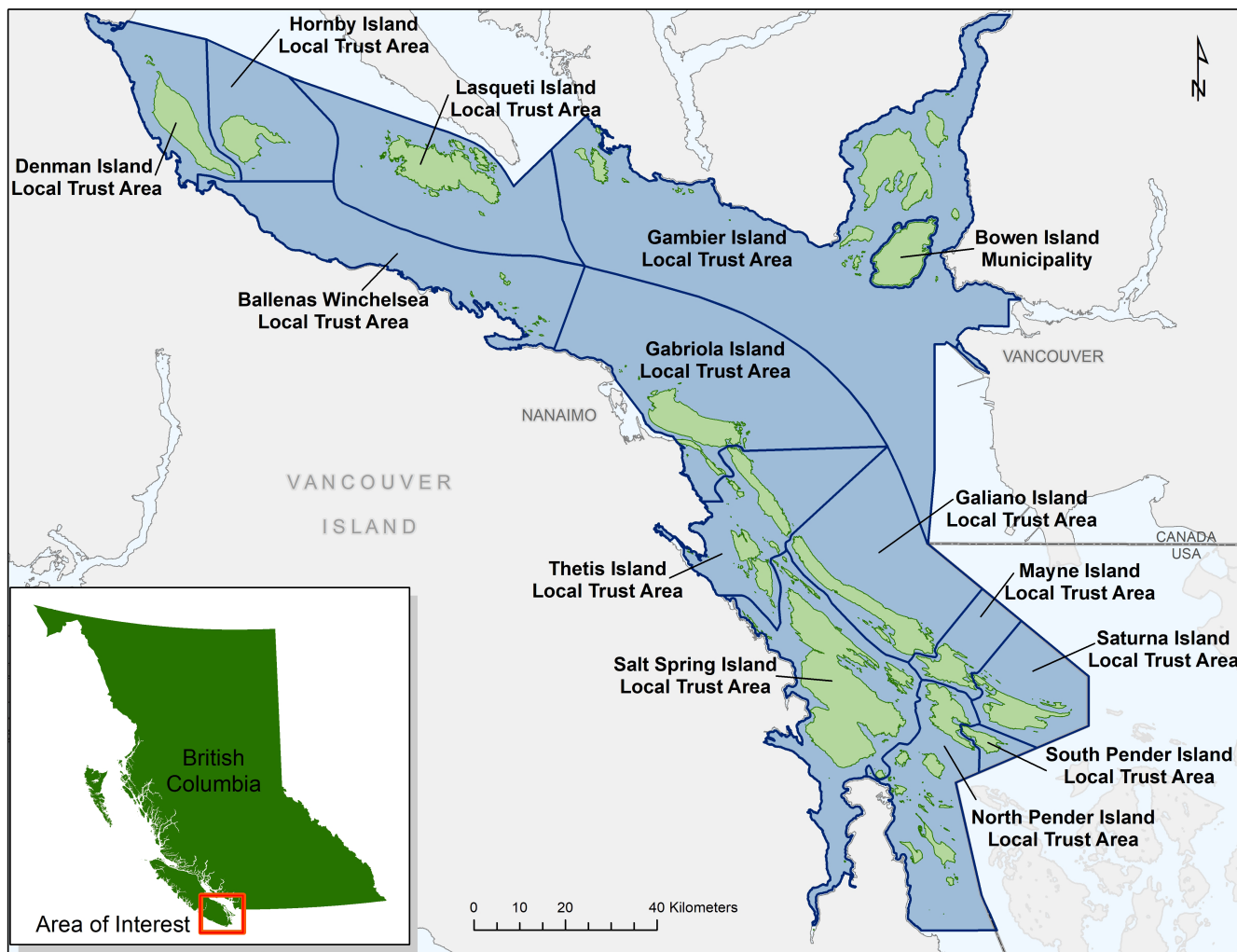
Part 1: The *Islands Trust Act*

In 1974, the Government of British Columbia established the *Islands Trust Act* to preserve and protect the Islands Trust Area and its unique amenities and environment against unrestrained growth and development. Islands Trust is a federated body responsible for the Trust Area, comprised of 13 major islands and more than 450 smaller islands and the surrounding waters in the Strait of Georgia and Howe Sound. Islands Trust regulates local land use, works with other levels of government, and, through the Islands Trust Conservancy, protects places of natural or cultural significance. This unique governmental mandate is defined in Section 3 of the *Islands Trust Act* and is commonly referred to as the “Islands Trust Object.”

1.1 – The Islands Trust Object

“**The object of the trust** is to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia.” (Section 3, *Islands Trust Act*)

1.2 – Map of the Islands Trust Area



1.3 – Indigenous Inherent Rights Acknowledgment

Islands Trust Council respectfully acknowledges Indigenous inherent rights as protected under section 35 of the *Constitution Act, 1982*. Islands Trust Council respectfully acknowledges Indigenous rights to self-governance and the expressed interest of Indigenous Governing Bodies in working toward co-governance of the Islands Trust Area. Islands Trust Council is committed to advancing reconciliation with Indigenous Governing Bodies through ongoing discussion and recognition of these rights.

Given the *Declaration on the Rights of Indigenous Peoples Act* and the evolving legislative landscape in British Columbia, the Policy Statement serves as a starting point for improved cooperation with Indigenous Governing Bodies. Islands Trust Council commits to an ongoing effort to co-develop planning and land use management processes with Indigenous Governing Bodies within the Islands Trust Area and acknowledges that this document does not serve as an endpoint. Islands Trust Council will be informed by the United Nations Declaration on the Rights of Indigenous Peoples as a framework for its approach to reconciliation.

1.4 – Purpose and Structure of the Policy Statement

Section 15 of the *Islands Trust Act* states that Trust Council must adopt, by bylaw, a Trust Policy Statement that applies to the Islands Trust Area as a whole. The *Islands Trust Act* specifies that the Policy Statement must be a general statement of the policies of Trust Council to carry out the Islands Trust Object, that it may establish different policies for different parts of the Islands Trust Area, and that it must be approved by the provincial Minister responsible for Islands Trust prior to adoption.

Islands Trust Council is responsible for establishing and amending the Policy Statement, which in turn guides the development of more specific official community plans and regulatory bylaws by local trust committees and island municipalities across the region. The *Act* stipulates that official community plans and bylaws required to be submitted to Executive Committee or Trust Council under the *Act* must not be approved if they are contrary to or at variance with the Policy Statement. This ensures that the Islands Trust Object is at the core of all planning and land use management decision-making in the Islands Trust Area.

The Policy Statement represents Trust Council’s vision for the preservation and protection of the Islands Trust Area and its unique amenities and environment. It aspires to reflect the values and interests of island communities, Indigenous Governing Bodies and Indigenous Peoples, partner agencies, and all British Columbians, as well as the silent voices of island ecosystems, species at risk, and future generations.

Three Types of Policies in the Policy Statement:

Guiding Principles

(Part 2 of the Policy Statement) establish general commitments of Trust Council that centre the Islands Trust Object in all daily decision-making across the Islands Trust Area by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities.

Directive Policies

(Part 3 of the Policy Statement) are integral to carrying out the Islands Trust Object. They are policies with which official community plans and regulatory bylaws of a local trust committee or island municipality should be consistent to avoid rejection or objection when presented by the local trust committee or island municipality for consideration or approval by Executive Committee or Trust Council. They are also policies that should be directly addressed, where possible, in all official community plans and bylaws of a local trust committee or island municipality.

Advisory Policies

(also in Part 3 of the Policy Statement) are policies expressing select objectives of Trust Council, that local trust committees and island municipalities are advised to consider in the development of official community plans, bylaws, and in discretionary land use decisions. Advisory policies are not intended to constitute a basis for Executive Committee or Trust Council review of local trust committee or island municipality bylaws, or for potential rejection of such bylaws.

Part 2: Guiding Principles

2.1 – General Guiding Principles

In its efforts to carry out the Islands Trust Object, Islands Trust Council commits to the following set of shared principles to guide daily planning and decision making by Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities:

Trust Council's Guiding Principles	
2.1.1	<p>Acknowledge and Respect Indigenous Rights</p> <p>To grow understanding of the history and legacy of colonialism in the Islands Trust Area, to acknowledge and respect the rights of Indigenous Peoples, and to work together with Indigenous Governing Bodies and Indigenous Knowledge Holders to preserve and protect culturally significant areas, sites, and species.</p>
2.1.2	<p>Prioritize Environmental and Indigenous Cultural Heritage Protection</p> <p>To place priority on preserving, protecting and restoring the environment, and preserving, protecting, and supporting restoration of Indigenous cultural heritage in all decision making.</p>
2.1.3	<p>Limit the Rate and Scale of Development</p> <p>To define and maintain appropriate limits for the rate and scale of development in order to preserve and protect the Trust Area and its unique amenities and environment.</p>
2.1.4	<p>Foster Sustainable, Inclusive, and Resilient Communities</p> <p>To support planning and land use management decisions that foster sustainable, inclusive, and resilient communities, acknowledging the interdependencies between healthy communities and healthy ecosystems.</p>
2.1.5	<p>Take Guidance from the Precautionary Principle</p> <p>To be guided by the precautionary principle in all decision making to safeguard the environment and cultural heritage where there is uncertainty over the potential for serious or irreversible damage from development.</p>
2.1.6	<p>Account for Cumulative Effects</p> <p>To strive to account for the cumulative effects of existing and proposed development to avoid detrimental effects on watersheds, groundwater supplies, culturally sensitive areas and cultural heritage sites, and species and their habitats.</p>
2.1.7	<p>Foster Informed and Balanced Decision Making</p> <p>To be informed by a broad range of sources in its decision-making processes, including Indigenous Knowledge, institutional knowledge, local community knowledge, and science.</p>

2.2 – Reconciliation Principles

Islands Trust Council has declared its commitment to reconciliation with Indigenous Peoples of the Islands Trust Area, with the understanding that this commitment is a long-term relationship-building process and is a commitment to be informed by these reconciliation principles to the extent that they engage the object of the trust.

Trust Council's Reconciliation Principles	
2.2.1	<p>Guidance from <u>Truth and Reconciliation Commission</u> Be informed by the 10 principles established by the Truth and Reconciliation Commission of Canada (TRC).</p>
2.2.2	<p>Guidance from <u>United Nations Declaration on the Rights of Indigenous Peoples</u> Be informed by the articles established in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).</p>
2.2.3	<p>Guidance from <u>Missing and Murdered Indigenous Women and Girls Calls for Justice</u> Be informed by the Principles for Change used by the National Inquiry into Missing and Murdered Indigenous Women and Girls.</p>
2.2.4	<p>Guidance from <u>Indigenous Governing Bodies</u> Be informed by guidance from Indigenous Governing Bodies and Indigenous Knowledge Holders.</p>

2.3 – Cooperation Principles

While Trust Council must provide the necessary leadership to carry out the Islands Trust Object, its mandate requires cooperation with partners who each have unique roles to play in preserving and protecting the region. Trust Council commits to be guided by the following principles in its cooperation efforts to advance the Islands Trust Object:

Trust Council's Cooperation Principles	
2.3.1	<p>Collaborate with the Islands Trust Conservancy Board</p> <p>To collaborate closely with, and be informed by, the Islands Trust Conservancy Board, particularly in the areas of science-based conservation planning, ecosystem mapping, identification of core conservation areas and protected area networks, and protection of species and ecosystems at risk.</p>
2.3.2	<p>Collaborate with Island Municipalities</p> <p>To collaborate with island municipalities, particularly in the areas of conservation planning, communications and engagement, the Policy Statement, and other areas supporting the Islands Trust Object.</p>
2.3.3	<p>Work Towards Collaborative Governance with Indigenous Governing Bodies</p> <p>Develop strong relationships with Indigenous Governing Bodies and work toward building foundations for collaborative governance with Indigenous Governing Bodies, including through the development of shared decision-making agreements under the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</p>
2.3.4	<p>Work Towards Strategic Inter-Agency Coordination</p> <p>To work towards establishing effective inter-agency coordination mechanisms with different levels of government, academic institutions and organizations who have important roles to play in supporting the Islands Trust Object.</p>
2.3.5	<p>Work Towards Accessible and Inclusive Public Communications and Engagement</p> <p>To work towards accessible and inclusive public communications and engagement strategies that engage a wide range of residents, communities, local organizations, and British Columbians.</p>
2.3.6	<p>Provide Public Education Opportunities</p> <p>To provide education opportunities to residents, communities, local organizations, and visitors, highlighting tangible ways they can contribute to preserving and protecting the Trust Area and its unique amenities and environment, while respecting the confidentiality interests of Indigenous Knowledge Holders and Indigenous Governing Bodies.</p>

Part 3: Goals and Policies

Goal 1: Advance Reconciliation

Islands Trust Council is committed to reconciliation and to long-term relationship building with Indigenous Governing Bodies and Indigenous Peoples across the region. The policies in this section aim to acknowledge the history, legacy and continuing relationships of Indigenous Peoples to the area since time immemorial, to recognize and respect the interests of Indigenous Governing Bodies regarding planning and land use management decisions that impact their territories, and to build foundations for collaborative governance and shared decision making.

Directive Policies – Reconciliation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.1.1 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies and provide a record of the engagement at time of bylaw submission.

Advisory Policies – Reconciliation

Local trust committees and island municipalities should...

3.1.2 Engage with Indigenous Governing Bodies

Engage with Indigenous Governing Bodies on discretionary planning and land use management decisions.

3.1.3 Land Back

Through engagement with Indigenous Governing Bodies, support opportunities to direct land to Indigenous Governing Bodies, including, but not limited to, as amenity contributions in applications seeking additional development potential.

3.1.4 Information Sharing

Support and develop methods for regular and timely sharing of information with Indigenous Governing Bodies.

3.1.5 Respect Indigenous Protocols for Information and Data Provided

Respect Indigenous Governing Bodies' and Indigenous Knowledge Holders' protocols about how their data and information should be collected, protected, used and shared.

Goal 2: Preserve and Protect Indigenous Cultural Heritage and Culturally Significant Areas, Sites, and Species

Islands Trust Council recognizes Indigenous cultural heritage as a unique amenity in the Islands Trust Area that must be preserved, protected, and where possible, restored. The Islands Trust Area is home to many culturally significant areas, sites and species, including places that are the resting places of ancestors, which are of importance to present and future generations of Indigenous Peoples. This section lays out general types of Indigenous cultural heritage and culturally significant areas, sites, and species that should be identified and protected in each local planning area; this should be guided by Indigenous Peoples, Indigenous Governing Bodies and Indigenous Knowledge Holders and undertaken in a culturally sensitive manner that respects confidentiality protocols around the sharing of Indigenous Knowledge.

Directive Policies – Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.2.1	<p>Indigenous Cultural Heritage Sites</p> <p>Minimize potential adverse impacts to Indigenous cultural heritage sites including, but not limited to, identified village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, pictographs, and registered, unregistered, or newly-discovered archaeological sites.</p>
3.2.2	<p>Indigenous Marine Harvesting Areas</p> <p>Minimize potential adverse impacts to marine harvesting areas used by Indigenous Peoples, including, but not limited to, fish weirs and clam gardens.</p>
3.2.3	<p>Indigenous Harvesting and Hunting Areas</p> <p>Minimize potential adverse impacts to land-based harvesting and hunting areas used by Indigenous Peoples.</p>

Advisory Policies – Indigenous Cultural Heritage & Culturally Significant Areas, Sites and Species

Local trust committees and island municipalities should...

3.2.4	<p>Indigenous Cultural Heritage Sites</p> <p>Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous cultural heritage sites including, but not limited to, village sites, burial sites, camp sites, middens, cairns, petroglyphs, culturally modified trees, fish traps, clam gardens, and pictographs, and registered, unregistered, or newly discovered archaeological sites.</p>
3.2.5	<p>Indigenous Harvesting Areas</p> <p>Through engagement with Indigenous Governing Bodies, identify and prioritize protection of Indigenous harvesting areas on land and marine foreshores including, but not limited to, fish weirs, clam gardens, camas meadows, and other areas used for Indigenous hunting, fishing, trapping, and gathering of plants and medicines.</p>
3.2.6	<p>Indigenous Harvesting and Hunting Area Access</p> <p>Through engagement with Indigenous Governing Bodies, identify and pursue opportunities to improve access by Indigenous Peoples to marine and land-based harvesting and hunting areas.</p>
3.2.7	<p>Other Culturally Significant Areas for Indigenous Peoples</p> <p>Through engagement with Indigenous Governing Bodies, identify and prioritize protection of areas of importance for Indigenous cultural and spiritual practices.</p>
3.2.8	<p>Culturally Significant Species and Medicinal Plants</p> <p>Through engagement with Indigenous Governing Bodies, identify, prioritize protection, and support restoration of culturally significant species and medicinal plants and ochre.</p>
3.2.9	<p>Cultural Monitors</p> <p>Through engagement with Indigenous Governing Bodies, support opportunities for cultural monitors to be present for ground-disturbing activities.</p>

Goal 3: Preserve and Protect Healthy and Biodiverse Ecosystems

Islands Trust Council acknowledges that preserving and protecting the ecological integrity of the Islands Trust Area is essential to the Islands Trust Object and to supporting community well-being across the region. The policies in this section aim to identify and protect key ecosystem types and characteristics that safeguard biodiversity and promote resilience to climate change.

Directive Policies – Ecosystem Integrity	
Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...	
3.3.1	Protected Area Networks Identify, establish, and sustain a network of protected areas of sufficient size and distribution to preserve the environmental integrity of ecosystems in their planning area.
3.3.2	Sensitive Ecosystems Identify and prioritize the preservation, protection, and restoration of sensitive ecosystems in the Islands Trust Area, classified as the following ecosystem types: cliff; freshwater; herbaceous; old and mature forest; riparian; wetland; and woodland.
3.3.3	Forest Ecosystems Identify forest ecosystems and prioritize the preservation, protection, and restoration of unfragmented forests, with a particular focus on the maintenance and restoration of their ecological integrity.
3.3.4	Coastal Oak and Prairie Ecosystems Identify and prioritize the preservation and protection of coastal oak and prairie ecosystems, with a particular focus on the maintenance, restoration and management of their ecological integrity.
3.3.5	Watershed Ecosystems Identify and prioritize the preservation, protection, and restoration of watershed ecosystems, freshwater sources, and groundwater recharge areas.
3.3.6	Marine Shorelines and Nearshore Areas Identify and prioritize the preservation, protection, and restoration of eelgrass meadows, kelp forests, forage fish spawning areas, clam beds, estuaries, tidal salt marshes, mud flats, and coastal wetlands.
3.3.7	Critical Habitat for Species at Risk Identify and prioritize the preservation, protection, and restoration of critical habitat for species at risk.
3.3.8	Islets and Small Islands Identify and prioritize the preservation, protection, and restoration of islets and small islands.
3.3.9	Light Pollution Minimize light pollution through the application of dark sky principles.

Advisory Policies – Ecosystem Integrity

Local trust committees and island municipalities should...

3.3.10	<p>Indigenous Ecosystem Management Through engagement with Indigenous Governing Bodies, support opportunities for Indigenous-led ecosystem management.</p>
3.3.11	<p>Indigenous Protected and Conserved Areas Support Indigenous Governing Bodies in the establishment of Indigenous Protected and Conserved Areas.</p>

Goal 4: Foster Sustainable, Inclusive, and Resilient Communities

Islands Trust Council recognizes that the Islands Trust Object is for the benefit of residents of the Islands Trust Area and all British Columbians, who in turn have a role in preserving and protecting this region. The policies in this section support the preservation and protection of unique island character and aim to foster sustainable, inclusive, rural, and resilient island communities.

Directive Policies – Managing Growth and Development

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.1	Sustainable Development Consider site capabilities, environmental and protected areas, and existing development patterns when determining the land use designation and appropriate locations and intensities of various uses of the land.
3.4.2	Growth Management Manage community growth and its associated impacts by directing residential, commercial and industrial development into suitable locations, to prevent sprawl, minimize fragmentation of forest lands, and avoid adverse impacts to Indigenous cultural heritage, harvesting and hunting areas.
3.4.3	Impacts of Development Consider the aesthetic, environmental, and social impacts of development.
3.4.4	Community Facilities and Services Ensure that each community's, and local Indigenous communities', current and projected long-term needs for educational, institutional, community, health, cultural, recreational facilities and services, and outdoor recreation are considered and planned for.
3.4.5	Climate Change Mitigation and Adaptation Implement planning and land use management strategies, and consider nature-based solutions, to minimize greenhouse gas emissions, and adapt to climate change-related vulnerabilities.
3.4.6	Hazardous Areas Identify areas at elevated risk of natural and climate change-related hazards and restrict development within these areas including, but not limited to, areas subject to flooding, sea-level rise, erosion, slope instability and wildfire.
3.4.7	Economic Activities Support sustainable economic activities that are compatible with the preservation and protection of the Trust Area and its unique amenities, environment, community well-being, and that consider transportation and infrastructure capacity.
3.4.8	Community Heritage Sites Identify, preserve, protect, and support the restoration of community heritage sites.

Advisory Policies – Managing Growth and Development

Local trust committees and island municipalities should...

3.4.9	<p>Existing Development Potential Identify land where current zoning or other land use regulations allow development that could be inconsistent with the object of the trust, and consider policy and/or regulatory options to reduce development potential or minimize the impacts of future development.</p>
3.4.10	<p>Economic Development Opportunities for Indigenous Communities Through engagement with Indigenous Governing Bodies, support economic development opportunities for Indigenous communities.</p>

Directive Policies – Housing

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.11	<p>Suitable Locations for Additional Housing Identify suitable locations that could support increased density for the development of safe, secure, diverse, and attainable housing.</p>
3.4.12	<p>Housing Diversity Support a range of housing types and tenures to help meet the identified housing needs of the island community and local Indigenous communities.</p>
3.4.13	<p>Clustered Small Dwelling Units Support alternatives to conventional single-detached dwellings by establishing policies to permit clusters of small dwelling units in suitable areas.</p>
3.4.14	<p>Floor Area and Lot Coverage Limits Set floor area and lot coverage limits for residential development to minimize negative environmental impacts, including on land used for agricultural purposes.</p>
3.4.15	<p>Affordable and Special Needs Housing Prioritize the processing of rezoning applications from non-profit housing providers and public agencies, and the processing of housing agreement bylaws for affordable and special needs housing.</p>
3.4.16	<p>Short-Term Rentals Identify and assess the impacts of short-term rental of dwellings on the availability of safe, secure and affordable housing and, where necessary, regulate and limit the number of short-term rentals accordingly.</p>

Advisory Policies – Housing

Local trust committees and island municipalities should...

3.4.17	<p>Housing for Indigenous People Through engagement with Indigenous Governing Bodies, support housing opportunities for Indigenous people in the Islands Trust Area.</p>
3.4.18	<p>Multi-Unit Residential Implement land use regulations for affordable and special needs housing and other multi-unit residential development that permit a range of potential site configurations, and control form and character through development permit areas.</p>
3.4.19	<p>Natural Building Materials and Techniques Encourage construction of buildings and structures using local natural building materials and techniques, and minimize barriers to their use.</p>

Directive Policies – Transportation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.20	<p>Public and Active Transportation Networks Identify and establish appropriately-situated, safe, comfortable, and equitable transportation networks that reduce dependency on private automobile use, encourage zero emission modes of transportation, and support increased use of trail systems, public transportation, and active transportation.</p>
3.4.21	<p>Rural Roadways Identify and protect rural roadways, including scenic and/or heritage roads.</p>

Advisory Policies – Transportation

Local trust committees and island municipalities should...

3.4.22	<p>Road Systems Ensure that road location, design, construction, and road systems are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.</p>
3.4.23	<p>Transportation Network Vulnerabilities Cooperate with relevant agencies to identify parts of the local transportation network at risk of damage or deterioration and participate in planning to address mitigation or infrastructure relocation where necessary.</p>

Directive Policies – Waste, Emissions and Pollutants

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.24	<p>Pollutants to Air, Land and Water Regulate land use and development to reduce detrimental pollutants to air, land and water.</p>
3.4.25	<p>Disposal of Waste Where required, identify appropriate locations for waste transfer stations for the removal of waste from the Islands Trust Area.</p>
3.4.26	<p>Wastewater Disposal Systems Establish requirements for the location and siting of new wastewater disposal systems to mitigate adverse impacts on the Trust Area and its unique amenities and environment, with a focus on Indigenous Peoples' cultural heritage sites and marine harvesting areas.</p>

Directive Policies – Recreation

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.4.27	<p>Preservation of Natural Heritage Identify, preserve, protect, and support the restoration of natural heritage sites.</p>
3.4.28	<p>Location and Types of Recreational Facilities Identify appropriate locations for, types of, and access to, facilities for low-impact and active recreational activities, and discourage activities that may adversely impact the preservation and protection of the Trust Area and its unique amenities and environment.</p>
3.4.29	<p>Access to Community Marinas, Boat Launches, and Docks Identify and support safe public access and routes to community marinas, boat launches, and docks.</p>
3.4.30	<p>Access to Anchorages Identify appropriate and safe small-craft anchorage public-access locations.</p>
3.4.31	<p>Trail Systems Identify appropriate locations for, types of, and safe public access to public pedestrian, equestrian and bicycle trail systems to support active recreation that is compatible with preservation and protection of the Trust Area and its unique amenities and environment.</p>
3.4.32	<p>Public Shoreline Access Identify new, protect existing, and support the acquisition and protection of, safe public access to marine shorelines and along marine shorelines that are appropriate for low-impact, public recreational use and do not adversely impact the Trust Area and its unique amenities and environment, including Indigenous Peoples' identified cultural heritage sites and marine harvesting areas.</p>
3.4.33	<p>Public Access to Public/Crown Land Identify and support the acquisition and protection of public access and routes to publicly-owned lands.</p>
3.4.34	<p>Destination Gaming Facilities Prohibit destination gaming facilities such as casinos and commercial bingo halls.</p>

Goal 5: Foster Sustainable Stewardship of Lands and Waters

Islands Trust Council recognizes that sustainable use of lands and waters in the Islands Trust Area is important to the long-term well-being and resilience of ecosystems in the Islands Trust Area and the communities that depend on them. This section lays out policies for sustainable land and water use that support the long-term health of ecosystems and sustainability of freshwater.

Directive Policies – Freshwater

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.1	Freshwater Sustainability Ensure that neither the density, nor intensity, of land use is increased in watersheds where the quality or quantity of the supply of freshwater is likely to be inadequate or unsustainable.
3.5.2	Freshwater Demand and Supply Projections Ensure that existing, anticipated, and seasonal water demand and water availability are considered.
3.5.3	Freshwater Self-Sufficiency Ensure that islands are self-sufficient in their supply of freshwater.
3.5.4	Saltwater Intrusion Identify areas at elevated risk of saltwater intrusion and restrict development serviced by groundwater within these areas.

Advisory Policies – Freshwater

Local trust committees and island municipalities should...

3.5.5	Freshwater Quality Ensure that freshwater quality is maintained or remediated.
3.5.6	Freshwater Uses Strive to ensure that water quality in lakes, streams and wetlands is maintained, and that freshwater use is not to the detriment of other uses of the waterway such as fish and amphibian habitat uses, Indigenous cultural and spiritual uses, and aesthetic and recreational uses.
3.5.7	Freshwater Storage Encourage freshwater storage in groundwater regions where the quality or quantity of groundwater is likely to be inadequate or unsustainable.

Directive Policies – Forest Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.8	<p>Forest Lands for Sustainable Management Maintain large land holdings and parcel sizes to support sustainable forest management practices that are compatible with preservation and protection of the Trust Area and its unique amenities and environment.</p>
3.5.9	<p>Forest Lands and Road Systems Consider siting of roads and utility corridors to minimize the fragmentation of forest lands.</p>
3.5.10	<p>Forest Lands and Wildfire Risk Management Identify planning and land use management strategies that mitigate wildfire risk and that are appropriate to the unique biogeoclimatic zones and settlement patterns of each local planning area.</p>

Directive Policies – Agricultural Lands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.11	Protection of Agricultural Lands Identify and protect agricultural lands within the Agricultural Land Reserve for current and future use consistent with the <i>Agricultural Land Commission Act</i> and its regulations, while considering down-stream impacts, wildlife habitat, and adjacent properties.
3.5.12	Agriculture and Adjacent Properties Minimize any adverse impacts of land uses from properties adjacent to agricultural lands.
3.5.13	Agriculture and Road Systems Consider siting of roads and utility corridors to minimize fragmentation of agricultural lands.
3.5.14	Economic Viability of Farms Consider land uses and activities that support the economic viability of farms without compromising the agricultural capability of agricultural land or adversely impacting the Trust Area and its unique amenities and environment.

Advisory Policies – Agricultural Lands

Local trust committees and island municipalities should...

3.5.15	Sustainable Agriculture Preserve, protect, and encourage sustainable farming and the sustainability of farming.
3.5.16	Food Security and Food Sovereignty Support initiatives that advance food security and Indigenous food sovereignty.

Directive Policies – Soil and Fill

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.17	Soil Removal and Deposit Foster the preservation, protection, and restoration of soils in the Islands Trust Area.
3.5.18	Soil and Fill from Middens and Foreshore Areas of Cultural Significance Prohibit alteration, removal or excavation of soil or fill from all identified archaeological sites, including middens or foreshore areas identified as culturally significant areas.

Directive Policies – Marine Shorelands

Local trust committees and island municipalities shall, in all official community plan bylaws, and other bylaws that require Executive Committee or Trust Council review or approval...

3.5.19	<p>Aquaculture Tenures</p> <p>Direct commercial aquaculture tenures to appropriate locations that will not adversely impact areas identified as culturally significant by Indigenous Governing Bodies, that provide critical habitat for species at risk, are of recreational significance or established or designated upland land uses, anchorages or moorages.</p>
3.5.20	<p>Setbacks from the Sea</p> <p>Incorporate current and anticipated impacts of sea level rise and storm surge, and determine appropriate shoreline buffers and setbacks from the sea, taking into account best practices recommended by the federal and provincial governments.</p>
3.5.21	<p>Soft Shoreline Protections</p> <p>Prioritize and foster soft shoreline approaches, such as those identified by the “Green Shores” program, to set requirements for shoreline preservation, and to mitigate erosion of shoreline and foreshore cultural heritage sites.</p>
3.5.22	<p>Vessel Moorage</p> <p>Prohibit the moorage of vessels in sensitive marine areas, including, but not limited to, eelgrass meadows, kelp forests, forage fish spawning areas, estuaries and mud flats.</p>
3.5.23	<p>Marinas</p> <p>Identify requirements for the location, size, and nature of marinas that are compatible with the preservation and protection of the Trust Area and its unique amenities and environment.</p>
3.5.24	<p>Sharing of Coastal Facilities</p> <p>Identify opportunities for the sharing of coastal facilities such as docks, wharves, floats, jetties, boat houses, board walks, and causeways.</p>
3.5.25	<p>Marine Docks</p> <p>Consider the cumulative effects of docks, and limit or prohibit new docks in areas identified as culturally significant by Indigenous Governing Bodies, in areas that provide critical habitat for species at risk, and in areas of recreational significance.</p>
3.5.26	<p>Marine Structures</p> <p>Limit or prohibit the construction or installation of breakwaters, groynes, rock weirs and jetties in marine areas that are not zoned for group wharfage, marine commercial or industrial use, or ferry terminals.</p>

Part 4: Implementation

4.1 – Policy Statement Implementation

Organizational Policy Alignment

Section 15 of the *Islands Trust Act* requires Islands Trust Council to adopt, by bylaw, a trust policy statement that applies to the Islands Trust Area. The Policy Statement must be a general statement of the policies of Islands Trust Council to carry out the object of the Trust.

Section 4(1) of the *Islands Trust Act* confirms that the Trust Council, Executive Committee, local trust committees and Islands Trust Conservancy are continued for the purpose of carrying out the object of the Trust.

Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities are expected to take general policy direction from the Policy Statement to ensure that decisions and activities of the organization are for the purpose of carrying out the Islands Trust Object. The Policy Statement should form the basis of Islands Trust Council’s strategic planning process. To ensure consistency between the Policy Statement and the activities of Islands Trust Council, Islands Trust Executive Committee, local trust committees and island municipalities, staff should reference the Policy Statement and its relevant sections in meetings, staff reports, work programs, inter-governmental agreements (including protocols, letters of understanding and memoranda of understanding) and responses to referrals from other agencies. All inter-governmental coordination agreements, external communications, and advocacy should be consistent with the principles and policies set out in the Policy Statement.

Statutory Bylaw Approval Process

The main mechanism for implementing the Policy Statement in local planning and land use management decisions is the bylaw referral process under the *Islands Trust Act* and any referral process under the letters patent of an island municipality.

Executive Committee Approval: Under Section 15(4) of the *Islands Trust Act*, bylaws submitted to the Islands Trust Executive Committee must not be approved by the Executive Committee, or Trust Council, if they are contrary to or at variance with the Islands Trust Policy Statement.

Local Trust Committees: Under Section 27 (1) of the *Islands Trust Act*, a local trust committee must submit its bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns a bylaw with requested changes or refuses to approve a bylaw, the local trust committee may refer the bylaw to Islands Trust Council for approval. A bylaw has no effect until it is approved by Islands Trust Executive Committee or Islands Trust Council. A bylaw adopting or amending an official community plan has no effect until it is approved by the Minister responsible for Islands Trust.

Island Municipalities: Under Section 38 (1) of the *Islands Trust Act*, the council of a municipality, all or part of which is in the Islands Trust Area, must submit official community plan bylaws to Islands Trust Executive Committee for approval before adoption. If Islands Trust Executive Committee returns an official community plan bylaw with requested changes or refuses to approve an official community plan bylaw, the municipality may refer it to Islands Trust Council for approval. If Islands Trust Council returns or refuses to approve a bylaw, the municipality may submit it to the Minister for approval. These bylaws have no effect until they are approved by Islands Trust Executive Committee, Islands Trust Council, or the Minister responsible for Islands Trust. Although not required under the *Islands Trust Act*, the letters patent for Bowen Island also require referral of bylaws other than official community plan bylaws.

Implementing Reconciliation

The main mechanism by which Islands Trust Council's commitment to Reconciliation will be implemented through the Policy Statement is the requirement for local trust committees and island municipalities to engage Indigenous Governing Bodies on official community plan and land use bylaw amendments set out in Directive Policy 3.1.1.

Additionally, the Policy Statement advises local trust committees and island municipalities to engage with Indigenous Governing Bodies on discretionary planning and land use management decisions, and on topics that need engagement with Indigenous Governing Bodies in order to be effectively addressed.

Policy Statement Implementation Plan

Prior to, or following the adoption of, a new Policy Statement, or amendments to it, Islands Trust Council should develop a plan to implement the Policy Statement. Execution of the Implementation Plan may inform the content of, or revisions to, the following documents:

- The Islands Trust Council Strategic Plan
- The Islands Trust Council Annual Budget
- The Policy Statement Implementation Policy
- Local trust committee and island municipality workplans
- Other documents as applicable

The Policy Statement Implementation Plan may guide the development of:

- A timeline to bring official community plans and land use bylaws into alignment with the Policy Statement
- A revised assessment tool that Islands Trust Executive Committee and Islands Trust Council can use to assess whether local trust committee and island municipality bylaws are contrary to or at variance with the Policy Statement
- Targets and indicators with which Islands Trust Council can monitor and evaluate implementation of the Policy Statement
- Annual monitoring and reporting activities
- Changes to existing Islands Trust Council policies, or new policies, to implement the Policy Statement
- Changes to existing Islands Trust Council agreements, or new agreements, with other levels of government, agencies, and Indigenous Governing Bodies, to implement the Policy Statement
- Communications regarding Policy Statement implementation
- Other implementation actions as applicable

4.2 – Policy Statement Amendments

Policy Statement Amendment Projects

At the beginning of each term, in conjunction with its strategic planning process, Islands Trust Council can identify any Policy Statement amendment tasks to be undertaken that term. Newly elected Islands Trust Councils will likely wish to engage with Indigenous Governing Bodies, and may wish to engage with other key partners and interested and affected parties across the Islands Trust Area to define priorities for Policy Statement amendments that term. Any topics that cannot be addressed in a particular term could be noted on a “Policy Statement Amendment Topic Review Inventory” for consideration by Islands Trust Council at a later date. Once an amendment project is initiated, Islands Trust Council could assign the Executive Committee or a council committee the task of leading and coordinating the Policy Statement review and amendment project, with the support of other committees as appropriate. As part of its annual budget cycle, Islands Trust Council should consider allocating resources required for a Policy Statement amendment project, including for any related communications and engagement.

Communications, Engagement, and Referrals

As soon as practicable after the initiation of a Policy Statement amendment process, Islands Trust Council should adopt a communications and engagement plan appropriate to the scope and scale of the amendment project.

Proposed Policy Statement amendments must be referred to regional district boards in the Islands Trust Area and should be referred to Indigenous Governing Bodies.

While there are no statutory requirements for public engagement or public hearings related to the Policy Statement, in cases where major amendments are being considered, Trust Council should inform and consult members of the public and relevant partner agencies. Engagement and referral partners could include, but would not be limited to: local trust committees and island municipalities; the Islands Trust Conservancy Board; residents and non-resident property owners in the Islands Trust Area; other residents of British Columbia; municipal councils, improvement district boards operating within the Islands Trust Area; relevant provincial government agencies; and other persons and organizations that would be interested and affected by the proposed Policy Statement amendments.

Legislative Process

Adoption of a Policy Statement amendment bylaw occurs only after Trust Council has undertaken four readings of the proposed Policy Statement bylaw and received approval by the Minister responsible for Islands Trust. Policy Statement amendment bylaws become effective upon date of adoption and are not retroactive.

Glossary of Terms

Active Recreation

Active recreation means recreation that is of a formal nature, often performed with specific people or teams, requires specialized equipment or prescribed places, sites or fields, but excludes recreation that primarily involves the use of a power-driven conveyance.

Archaeological Sites

Archaeological sites consist of the physical remains of past human activity.

All archaeological sites in British Columbia are protected under the [Heritage Conservation Act](#). This applies whether sites are located on public or private land, and whether the site is known or unknown. Protected archaeological sites may not be altered or changed in any manner without a permit. There are over 60,000 archaeological sites recorded in BC's Provincial Heritage Register including the remains of village and other habitation sites, as well as resource procurement activities such as fishing weirs and culturally modified trees. These sites may date anywhere from recent times to 14,000+ years ago, and studies continue to uncover new information. (Source: BC Archaeology Branch)

Biodiversity

Biodiversity (biological diversity) is the variety of living things, including diversity within species (genetic diversity), diversity between species, and diversity of ecosystems. When biodiversity characteristics are assessed for any location or region, three attributes are considered:

- composition (describes the parts of each biodiversity component in that area – e.g. habitat types, species present, genetic diversity within species);
- structure (refers to the physical characteristics supporting that composition – e.g. size of habitats, forest canopy structure, etc.);
- function (means the ecological and evolutionary processes affecting life within that structure – e.g. pollination, natural disturbances, predator-prey relationships). (Source: Biodiversity BC)

Colonialism

Colonizers are groups of people or countries that come to a new place or country and steal the land and resources from Indigenous peoples, and develop a set of laws and public processes that are designed to violate the human rights of the Indigenous peoples, violently suppress the governance, legal, social, and cultural structures of Indigenous peoples, and force Indigenous peoples to conform to the structures of the colonial state. Historical and ongoing colonialism, including the dispossession of lands, has a deep and devastating impact on Indigenous people and communities. (Source: BC Addressing Racism Working Glossary; BC Office of the Human Rights Commissioner)

Community Heritage Site

A community heritage site is real property that is considered to be heritage property. (Source: Local Government Act)

Conservation	Actions, legislation, or institutional arrangements that lead to the protection or preservation of a given species, group of species, habitat, natural area, or property or areas of heritage value or character.
Critical Habitat	Under the federal <i>Species at Risk Act</i> , critical habitat is the habitat that is necessary for the survival or recovery of listed extirpated, endangered, or threatened species, and that is identified as critical habitat in a recovery strategy or action plan. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. (Source: <i>Species at Risk Act</i>)
Land Use Density and Intensity	<p>Density is regulated through zoning. Density may be defined by the number of units per given area of land. Density may also be measured by dividing the built area including all floor area, by the total area of the lot, e.g., floor area ratio (FAR).</p> <p>Intensity of use refers to the impacts of different types of land uses, e.g., certain types of commercial or industrial uses could be more intense with more impacts than residential or vice versa.</p> <p>Of note, density and intensity of use can combine to increase cumulative impacts of the land use.</p>
Ecosystem	An ecosystem is a collection of communities of both living and non-living things that are connected. The biotic elements in an ecosystem include living things such as plants and animals. The abiotic elements found in an ecosystem include non-living things like land forms or climate. Healthy ecosystems provide important “services,” like clean air and water, healthy forests and farms, and habitat for plants and animals. (Source: Government of BC)
Ecosystem Integrity	Ecosystems have integrity when their native components, such as native species, biological communities, natural landscapes and ecological functions, are intact and are likely to persist. (Source: Government of Canada)
Equity / Equitable	Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes. (Source: Equity & Inclusion Glossary, UBC)

First Nations

First Nations is not a legal term but came into common use in the 1970s to replace Indian, which some people found offensive. Many communities have also replaced “band” with “First Nation” in their names. Symbolically, the term elevates First Nations to the status of “first among equals” alongside the English and French founding nations of Canada. It also reflects the sovereign nature of many communities, and the ongoing quest for self-determination and self-government. First Nations people may live on or off reserve, they may or may not have legal status under the *Indian Act*, and they may or may not be registered members of a community or nation. “First Nations” should be used exclusively as a general term as community members are more likely to define themselves as members of specific nations or communities within those nations. (Source: Assembly of First Nations)

Groundwater Recharge Areas

Groundwater recharge areas are terrain that inherently provide geographical and ecological conditions for the infiltration of water from the land surface to the subsurface through soils, sediments, and fractured bedrock to replenish groundwater sources.

Groundwater recharge areas can be *diffuse* where widespread precipitation on the landscape infiltrates into groundwater sources or *localized* where discrete surface water sources such as streams, lakes, septic fields, and/or irrigation fields infiltrate into groundwater sources. Groundwater recharge areas that have a significant groundwater recharging effect for drinking water sources or groundwater dependent ecosystems in the Islands Trust Area are defined as *Critical Aquifer Recharge Areas*.

Groundwater Region

A groundwater region is a defined geographic area characterized by shared groundwater recharge, flow patterns, usage, and hydrogeological features, and that has clusters of wells that draw from common recharge zones. Analogous to surface-water watersheds – which are delineated based on drainage to a common outlet – groundwater regions are mapped to support the sustainable assessment, protection, and management of subsurface freshwater resources. Unlike surface watersheds, groundwater regions may span multiple watershed boundaries due to the complex movement of groundwater. These regions serve as practical planning units to guide evidence-based decisions regarding land use, water allocation, and ecosystem protection.

Heritage Site

Heritage site means, whether designated or not, land, including land covered by water, that has heritage value to British Columbia, a community or an aboriginal people. (Source: BC Heritage Conservation Act)

Housing Diversity

Housing diversity refers to the range of housing types and tenures in a community that allow people to find appropriate housing as their needs change over time, and at all stages of life.

Inclusive / Inclusion

Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all. (Source: Equity & Inclusion Glossary, UBC)

Indigenous Cultural Heritage

Indigenous Peoples understand and describe cultural heritage according to their distinct perspectives, traditions, and languages. For Indigenous Peoples, cultural heritage refers to ideas, experiences, objects, artistic expressions, practices, knowledge, and places that are valued because they are culturally meaningful, connected to shared memory, or linked to collective identity. Indigenous cultural heritage cannot be separated from either Indigenous identity or Indigenous life. Indigenous cultural heritage can be inherited from ancestors or it can be created by people today as a legacy for future generations. Indigenous Peoples have a right to identify their own cultural heritage, interpret its meaning, and safeguard its value. (Source: Indigenous Heritage Circle)

Indigenous Governing Body

Indigenous Governing Body means an entity that is authorized to act on behalf of Indigenous peoples that hold rights recognized and affirmed by section 35 of the *Constitution Act, 1982*.

Indigenous Knowledge / Knowledge Holders

There is no single definition of Indigenous Knowledge. For the purposes of this document, "Indigenous Knowledge" refers to a set of complex knowledge systems based on the worldviews of Indigenous peoples. Indigenous Knowledge reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities. It is important to note that some Indigenous communities are struggling to maintain their Indigenous Knowledge due to ongoing impacts of colonialism. (Source: Impact Assessment Agency of Canada)

Indigenous Peoples

Indigenous Peoples has the same meaning as aboriginal peoples in section 35 of the *Constitution Act, 1982*. The Assembly of First Nations also states: There is no official definition of Indigenous Peoples. In part, Indigenous communities, peoples and nations can be described as those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing on those territories. Other terms include Aboriginal Peoples, Native Peoples, Original Peoples, or First Peoples. (Source: Assembly of First Nations)

Indigenous Rights

The term 'Indigenous Rights' is to be interpreted in accordance with the Province of British Columbia's Distinctions-Based Approach Primer, December 2023.

Middens

Midden, or 'shell midden' archaeological sites are indicative of past First Nations settlement activity. Formed by the accumulation of stratified cultural deposits over thousands of years, shell midden sites represent some of the most complex archaeological sites in the world. (Source: McLay et al (2008) *A'lhut tu tet Sul'hweentst Respecting the Ancestors*)

Note: A midden may be an archaeological indicator of village and burial sites, and may contain ancestral remains.

Natural Heritage Sites

Natural heritage sites are natural areas that:

- Furnish outstanding examples of Earth's record of life or its geologic processes;
- Provide excellent examples of ongoing ecological and biological evolutionary processes;
- Contain natural phenomena that are rare, unique, superlative, or of outstanding beauty; or
- Furnish habitats for rare or endangered animals or plants or are sites of exceptional biodiversity.

Nature-based solutions

Nature-based solutions are actions to protect, sustainably manage, and restore natural and modified ecosystems that address societal challenges effectively and adaptively, simultaneously benefiting people and nature.

Nature-based Solutions address societal challenges through the protection, sustainable management and restoration of both natural and modified ecosystems, benefiting both biodiversity and human well-being. Nature-based Solutions are underpinned by benefits that flow from healthy ecosystems. They target major challenges like climate change, disaster risk reduction, food and water security, biodiversity loss and human health, and are critical to sustainable economic development. (Source: International Union for Conservation of Nature (IUCN))

Precautionary Principle

Principle 15 of the Rio Declaration, known as the precautionary principle, states: "In order to protect the environment, the precautionary approach shall be widely applied by States according to their capabilities. Where there are threats of serious or irreversible damage, lack of full scientific certainty shall not be used as a reason for postponing cost-effective measures to prevent environmental degradation."

Four central components of the precautionary principle include: taking preventive action in the face of uncertainty; shifting the burden of proof to the proponents of an activity; exploring a wide range of alternatives to possibly harmful actions; and increasing public participation in decision making. (Source: *The Precautionary Principle in Environmental Science*, Kriebel et al., 2001)

Preservation

To maintain in a given condition. Preservation often requires maintaining the processes that generate the desired condition.

Protection	To maintain over the long term by managing, or if necessary limiting, the type and intensity of development or activity to ensure that valued attributes are not compromised or destroyed.
Reconciliation	Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. In order for that to happen, there has to be awareness of the past, an acknowledgement of the harm that has been inflicted, atonement for the causes, and action to change behavior. (Source: Truth & Reconciliation Commission)
Restrict	To confine, bound or limit, not necessarily prohibit.
Sensitive Ecosystems	<p>Sensitive ecosystems are classified as 'sensitive' because of their rarity and vulnerability to disturbances such as human impacts and climate change. The BC Sensitive Ecosystems Inventory identifies sensitive ecosystem types, which have been adapted by the Islands Trust Conservancy to identify sensitive ecosystems commonly found in the Islands Trust Area, including:</p> <ul style="list-style-type: none"> • Cliff: Steep slopes, often with exposed bedrock. Very little soil accumulation, and only exceptionally hardy trees and plants. Cliffs are important vegetation refugia because they are often inaccessible to deer browsing or livestock grazing and can be important nesting habitat for birds. • Freshwater: all freshwater networks including but not limited to streams, lakes, wetlands, groundwater sources, springs, and precipitation. • Herbaceous: Shallow soils characteristic of herbaceous ecosystems support low-growing vegetation, such as grasses, forbs (low, broad-leaved plants), wildflowers, mosses and lichens. Few trees and shrubs survive on these sites due to the fast-drying and often shallow nature of the exposed soils. • Old and Mature Forest: Dry to moist forests dominated by conifer or deciduous tree species with a canopy cover of over 30%. Old forests have a stand age of over 250 years.; Mature forests have a stand age of 80–250 years. • Riparian: Located adjacent to lakes, streams and rivers and characterized by plant communities and soils dependent on increased moisture. Influenced by erosion, sedimentation, flooding and seepage. • Wetland: Feature moisture-dependent plants that thrive in an environment where water remains at or above the surface of the soil during most of the year. A wetland can be bog, fen, marsh, swamp, shallow water, wet meadow or a mixture of these types. • Woodland: Dry and open forests dominated by a mix of broadleaf and coniferous tree species with canopy coverage of 10–30%. Generally restricted to south-facing slopes and ridges with shallow soils and bedrock outcroppings. (Source: BC Sensitive Ecosystems Inventory, as adapted in Islands Trust Conservancy Regional Conservation Plan 2018–2027)

- Species At Risk** An extirpated, endangered, threatened species, or a species of special concern. Extirpated species means a wildlife species that no longer exists in the wild in Canada, but exists elsewhere in the wild. Endangered species means a wildlife species that is facing imminent extirpation or extinction. Threatened species means a wildlife species that is likely to become an endangered species if nothing is done to reverse the factors leading to its extirpation or extinction. Species of special concern means a wildlife species that may become a threatened or an endangered species because of a combination of biological characteristics and identified threats. (Source: Federal *Species at Risk Act*)
- Stewardship** Voluntary, cooperative actions that nurture and take responsibility for the long-term integrity of the environment and amenities in the Islands Trust Area. For Indigenous Peoples, stewardship may be mandatory under Indigenous law.
- Sustainable** Capable of being maintained indefinitely; capable of meeting the environmental, economic, and social needs of current generations without compromising the ability of future generations to meet their needs.
- Treaties / Treaty Nations** Treaties are constitutionally protected, government-to-government agreements that identify, define and implement a range of rights and obligations, creating long-term, mutually binding commitments. Treaties negotiated through the BC treaty negotiations process are tripartite agreements between the governments of Canada, British Columbia, and a First Nation. The goal of treaties is reconciliation. Treaties signed with First Nations in Canada between 1701 and 1923 are commonly referred to as historic treaties. In BC, there are Douglas treaties, signed with First Nations on Vancouver Island, and Treaty 8 covering a portion of northeastern BC. Treaties signed today are called modern treaties, and cover where there are no historic treaties, and can also deal with matters not addressed in historic treaties. (Source: BC Treaty Commission)
- Watershed** A watershed is a topographically-defined area where all precipitation – rainfall and snowmelt – flows downslope via surface or subsurface pathways to a common receiving water body such as a stream, wetland, lake, or the ocean. Due to the islands' high shoreline-to-area ratio, many watersheds in the Islands Trust Area are non-basin watersheds the ephemeral flows and no defined channels or permanent receiving water bodies.

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: July 24, 2025
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Members Present: David Maude, Chair
Lee Middleton, Local Trustee
Mairead Boland, Local Trustee

Staff Present: Brad Smith, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator / Recorder (electronic)

Others Present: There were approximately 8 members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:33 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

Chair Maude acknowledged that the meeting was held on the territory of the Coast Salish First Nations.

3. RISE AND REPORT – In-Camera Meeting April 24, 2025

Chair Maude reported that during the April 24, 2025 in-camera meeting Bert Hol, Priscilla Ewbank, and Dennis Perch were appointed to Board of Variance for a term ending April 24, 2028 and adoption of the November 7, 2024 in-camera meeting minutes.

4. APPROVAL OF AGENDA

The following addition to the agenda was presented for consideration:

18.5 Wetland Conservation Proposal for 105 Cliffside Road - Discussion

By general consent the agenda was adopted as amended.

5. TRUSTEE REPORT

Trustee Boland reported the following:

- Attended Trust Council in June
- Has been appointed as Chair of the Regional Planning Committee and attended a recent meeting during which a demonstration was provided on the Water Atlas which is a digital mapping platform that provides information about water resources throughout the Trust Area

- The tiny homes on wheels enabling project will be presented for rural island economic partnership consideration and a webinar may be forthcoming
- Has had discussions with representatives from the Ministry of Transportation and Transit regarding possibilities of road improvements, available budget, and if there is ability to leverage support to increase the budget

Trustee Middleton reported the following:

- Has received several letters from the community regarding concerns that roadside mowing has not been done yet this year which creates a fire hazard and potential to spread invasive species if mowed late in the season
- Has written to the Ministry of Transportation and Transit regarding the mowing issue and will correspond with the Ministry earlier next year in attempt to have the work scheduled in a timelier manner

6. CHAIR'S REPORT

Chair Maude reported the following:

- The draft Trust Policy Statement has been forwarded to Trust Council for consideration of First Reading to be followed by an engagement period with First Nations, agencies, and the public, and each Local Trust Committee will determine the form of engagement to take place in their local Trust Area
- A new Minister of the Ministry of Housing and Municipal Affairs has been announced
- The next Trust Council meeting will be held in September on Gabriola Island

7. ELECTORAL AREA DIRECTOR'S REPORT - None

8. TOWN HALL AND QUESTIONS

A member of the public spoke to commercial activity taking place on a neighbouring Rural Residential Property through the use of a Temporary Use Permit and the following comments were noted:

- The Official Community Plan creates an agreement between residents, businesses, neighbours, and the community
- If a Temporary Use Permit is allowed to extend beyond its established term and is subsequently renewed it has the effect of changing zoning without having to apply for rezoning
- The point of a Temporary Use Permit is questionable if it is allowed to continue indefinitely
- They built their home on a lot zoned Rural Residential and had the expectation that their neighbours would be rural residential owners
- The lot next door was purchased by a corporation that did not inform the community of its intentions and built an observation room hooked up to a septic system without regard to what is allowed within the Official Community Plan
- The corporation drilled into the foreshore for a period of approximately three weeks without intervention by Islands Trust staff
- Island Trust then issued a Temporary Use Permit which allowed a defined scope of work including quiet observation with employees only attending to check on equipment

- The property is being used for an operation under a multi million-dollar contract on a .71-acre lot and a commercial operation is only supposed to be permitted on a lot over 3 acres in size
- The organization is paying taxes on a bare land basis
- An occupancy permit was issued by the Capital Regional District and an employee is now residing on site which is not specified under the Temporary Use Permit
- They have heard that the operation is a whale research station
- They need to know what is going on at the property in the event they need to disclose information to a real estate agent should they sell their own property
- There is so much activity it has upset their dog, causing it to react, and cause damage to its back
- There is no benefit to the cetaceans or community
- A mediator attended a meeting between the parties and the organization stated they would restore the property to its original condition and install a fence but have done neither

The Planner provided the following information to the speaker:

- A Temporary Use Permit can be issued for up to 3 years with the option to renew it once and, following expiration of a renewal, a new permit application would need to be put forward
- The operation falls under federal jurisdiction and legal advice has been received indicating federally regulated activities are not subject to local government regulations
- Once an occupancy permit has been issued the lot is permitted to have someone live on the property
- The owner has inquired about next steps to either seek rezoning, make application for another Temporary Use Permit, or to determine if they meet home occupation regulations with an employee living on site now that the Local Trust Committee has amended the Bylaw to allow hydroacoustic activity to occur in the Water 1 zone
- Whether or not another Temporary Use Permit is issued the operator can likely carry out activities they are contracted to perform under federal authority
- The Local Trust Committee determined the only tool they had that might attempt to regulate some aspects of the land use was through a Temporary Use Permit but if conditions of the permit are not met it is unlikely they can be enforced against the federally regulated operation
- The speaker might try to address the issue with the local MLAs office
 - Trustees indicated they can try to speak to the organization's representative to determine if there are things that can be done to alleviate the situation and inquire if there is a prospect of the contract continuing

The agenda was reordered and item 18.5 was discussed following Town Hall.

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. MINUTES

11.1 Saturna Island Local Trust Committee Minutes Dated April 24, 2025 (for Information)

Received for information.

11.2 Section 26 Resolutions-without-meeting Report Dated July 2025

Received for information.

12. BUSINESS ARISING FROM THE MINUTES

12.1 Follow-up Action List Dated July 2025

Received for information.

13. DELEGATIONS - None

14. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the Local Trust Committee webpage

15. APPLICATIONS AND REFERRALS

15.1 South Pender Island Local Trust Committee Referral for Proposed Bylaw No. 129 (for Response)

SA-2025-017

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee interests are unaffected by the South Pender Island Local Trust Committee Draft Bylaw No. 129.

CARRIED

15.2 Mayne Island Local Trust Committee Referral for Proposed Bylaws 194 and 195 (for Response)

SA-2025-018

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee interests are unaffected by the Mayne Island Local Trust Committee Draft Bylaw Nos. 194 and 195.

CARRIED

16. LOCAL TRUST COMMITTEE PROJECTS

16.1 Minor Housing Amendments Project - Staff Report

The Planner noted First Nations and agency bylaw referrals have been completed and Bylaw No. 143 is being brought forward for consideration of next steps.

Trustees had no questions for the Planner.

SA-2025-019

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee amends draft Bylaw No. 143, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024’ by including the definition of freshwater as provided by staff in the July 24, 2025 staff report.

CARRIED

SA-2025-020

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 143, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024’ is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2025-021

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee directs staff to initiate notice of first reading for draft Bylaw No. 143, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024”.

CARRIED

17. REPORTS

17.1 Work Program Reports

17.1.1 Active Projects Report Dated July 2025

Received for information.

17.1.2 Future Projects Report Dated July 2025

Discussion ensued regarding potential future projects and the following comments were noted:

- Bylaw No. 143 is still in progress and the Local Trust Committee might wish to consider priorities for a project to begin at the start of next term
- Any change to the use of densities in the Community Amenity Density Reserve to accommodate accessible / affordable housing initiatives requires community conversation
- Focus could be given to securing densities into the Community Amenity Density Reserve in the short term, and then looking at potential to amend the Official Community Plan to change the use of the densities within the reserve in the future

17.2 Applications Report Dated July 2025

Received for information.

17.3 Trustee and Local Expense Report Dated May 2025

Received for information.

17.4 Adopted Policies and Standing Resolutions

Received for information.

17.5 Local Trust Committee Webpage

No updates requested.

17.6 Islands Trust Conservancy Report Dated March and June 2025

Received for information.

18. NEW BUSINESS

18.1 Road Matters on Saturna - Status and Plans

A Trustee noted the response received from the Ministry of Transportation and Transit will be circulated at the Southern Gulf Island Forum and the issues of verge mowing and road maintenance were discussed during Trustee Reports.

18.2 Saturna Island LTC Meeting Procedures Repeal Bylaw No. 144 - Request for Decision

It was noted that Trust Council adopted Bylaw No. 197 Local Trust Committee Procedures Bylaw for the purpose of administrative efficiency, it presents minimal changes to local procedures bylaw, and the Trust Council bylaw supersedes local meeting procedures bylaw.

SA-2025-022

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025”, First Reading.

CARRIED

SA-2025-023

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025”, Second Reading.

CARRIED

SA-2025-024

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025”, Third Reading.

CARRIED

SA-2025-025

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

18.3 Saturna Island LTC Public Notification Bylaw No. 145 - Request for Decision

Trust Council adopted the model Public Notification Bylaw which allows Local Trust Committees the authority to adopt public notice bylaws that supersede the requirements for publishing public notices in newspapers as specified in the *Local Government Act* which was not necessarily effective for rural islands that do not have local newspapers.

SA-2025-026

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 145, cited as “Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025”, First Reading.

CARRIED

SA-2025-027

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 145, cited as “Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025”, Second Reading.

CARRIED

SA-2025-028

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 145, cited as “Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025”, Third Reading.

CARRIED

SA-2025-029

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee give Bylaw No. 145, cited as “Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025” to the Islands Trust Executive Committee for consideration of approval.

CARRIED

18.4 Bylaw Enforcement Policy - Staff Report (2:15)

The Bylaw Compliance and Enforcement Manager summarized the staff report and

highlighted the following:

- The draft Local Trust Committee Bylaw Compliance and Enforcement Policy document has been brought back to the Local Trust Committee for reconsideration along with information on the feasibility of integrating some, or all, of the document into the Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30
- The draft Compliance and Enforcement Policy incorporates all standing resolutions for compliant enforcement into a single document and establishes priorities for enforcement
- The Local Trust Committee has authority to adopt bylaws and provide regulations around inspecting private property under the *Local Government Act*
- Bylaw No. 30 authorizes enforcement of bylaws and authorizes Bylaw Officers to inspect properties at reasonable times which is language repeated from the *Local Government Act*
- The Saturna Island Land Use Bylaw also contains a section that authorizes Bylaw Officers to enter private property for inspection at any reasonable time after giving 24 hours notice and this regulation is not consistent with Bylaw No. 30 nor the proposed Local Trust Committee Enforcement Policy which would require 30 days notice with some exceptions
- Staff recommend that when the Land Use Bylaw is amended the 24-hour notice provision be removed to more clearly support the policy being used to establish what the Local Trust Committee considers a reasonable time to be and what exceptions are in place
- The policies can be readily revised by resolution to reflect changed circumstances whereby bylaws cannot be easily changed and require an amendment process

Discussion ensued and the following comments and clarifications were recorded:

- The Enforcement Policy and Bylaw No. 30 are equally applicable
- The policy is the direction to staff on what staff can do, the Land Use Bylaw does not need to reference when inspection can occur as it is covered in the *Local Government Act*
- The Local Trust Committee can either have a standing resolution that provides a 30-day notice or adopt the policy that provides the same
- Bylaw No. 30 serves the purpose of appointing Bylaw Officers
- A Trustee noted it is not understood that the wording in the policy would have the same standing as the wording in the bylaw from a legal perspective
- The Bylaw Compliance and Enforcement Manager noted that their interpretation of legal opinion is that The *Local Government Act* states a Bylaw Officer can enter private property at any reasonable time and the only legal jeopardy they face is in regards to evidence collected while a Trustee's interpretation is that the enabling act is the vehicle by which a Bylaw Officer is permitted to enter private property
- The bylaw allows unfettered access and should have a clear structure from which the policy is built

- As an enabling bylaw to the policy, Bylaw No. 30 should state there is a 30-day notice requirement which may be varied by resolution of the Local Trust Committee
- It was proposed that the bylaw not apply to individuals of First Nations ancestry who have fee simple ownership of land and can prove long-term attachment to the island and this exemption was successfully applied to the Galiano Local Trust Committee policy
- There is a differing opinion about the law on the matter and additional information is required in terms of how the *Local Government Act* dispenses its authority to local governments
- The highest level of legislation states a bylaw officer can enter a private property at all reasonable times and leaves it to the local government authority to state what the reasonable times are

Ben Maberley, Galiano Island Trustee, was invited to speak and he noted that Galiano entered into an exemption to acknowledge that the Penelakut Tribe had been on Galiano since time immemorial, an exception was introduced in the bylaw to allow First Nations on traditional territory be exempt, the exemption was accepted and passed by Executive Committee, and while a symbolic gesture, it was the first time the Penelakut Tribe had been recognized within the Official Community Plan.

The Trustees indicated they would like to defer adoption of the policy to allow time to engage with First Nations and Trustee Middleton will put concerns in writing for staff to address prior to next meeting.

18.5 Wetland Conservation Proposal for 105 Cliffside Road - Discussion

A property owner submitted a letter to the Local Trust Committee seeking preliminary discussion regarding wetland conservation opportunities for part of a 30-acre property and the following comments were noted:

- They would like to subdivide 2 one-acre parcels on one end of the property, 2 two-acre parcels on the other end, keep approximately 25 acres for themselves and protect the wetlands area through the Natural Area Protection Tax Exemption Program (NAPTEP)
- Islands Trust Conservancy staff have indicated willingness to look into the opportunity if they receive confirmation from the Local Trust Committee that there is community interest in conservation of the area

Discussion ensued and the following comments were noted:

- NAPTEP is a joint Islands Trust and Islands Trust Conservancy program that provides landowners with an annual exemption of up to 65% of their property taxes when they permanently protect the natural features of the land through covenant
- The previous property owner removed all but one of the densities on the property through s. 219 covenant to use elsewhere resulting in restricting the property to one density although current zoning would permit up to 5 lots

- The Community Amenity Density Reserve holds four (4) donated densities for use for community amenity conservation purposes and there might be opportunity to transfer these densities to permit four additional lots and use the NAPTEP mechanism to create conservancy
- A community benefit would be realized through wetland preservation
- Islands Trust Conservancy needs to understand if the property owner wishes to move forward with conservation regardless of rezoning outcomes
- A rezoning application can take upwards of two years to process and proof of water and septic would need to be shown for the proposed new lots
- Significant community discussion would be required regarding the use of the densities in the Community Amenity Density Reserve
- The property owner was provided with options and suggestions on how to bring a community presentation forward

SA-2025-030

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee request staff to schedule a Community Information Meeting to be held during the October 23, 2025 Local Trust Committee meeting to discuss proposal for wetlands conservation options at 105 Cliffside Road.

CARRIED

19. UPCOMING MEETINGS

SA-2025-031

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee scheduled for October 23, 2025 at the Saturna Recreation and Cultural Hall start at 11:00 a.m.

CARRIED

19.1 Next Regular Meeting Scheduled for October 23, 2025 at the Saturna Recreation and Cultural Hall, Saturna Island

20. TOWN HALL

A member of the public stated that by initiating the conversation about First Nation exemption the public engagement process has started as members of the public will speak about it, research it, and seek ways of moving forward.

21. CLOSED MEETING - None

22. ADJOURNMENT

By general consent the meeting was adjourned at 3:28 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator / Recorder

DRAFT



Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
<p>2025-006</p> <p>SA-SUB-2024.1 - Section 219 Covenant</p> <p>That the Saturna Island Local Trust Committee requests that the applicant prepare a Land Title Act section 219 covenant requiring proof of potable water prior to any future development with a minimum quantity of 2000 litres per day for proposed remainder lot described as Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360, Except Part in Plan EPP147361 that is to be retained for residential use as part of subdivision application file SA-SUB-2024.1 (x ref MoTT File # 2024-00308).</p>	Carried	12-Sep-2025
<p>2025-005</p> <p>To adopt Public Notification Bylaw No. 145</p> <p>That Saturna Island Local Trust Committee adopt Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025".</p>	Carried	25-Aug-2025
<p>2025-004</p> <p>New Old Time Chautauqua (NOTC) invite</p> <p>That the Saturna Island Local Trust Committee supports the travel plans of the New Old Time Chautauqua (NOTC), a volunteer-run, non-profit cultural organization based in the United States, to Saturna Island, British Columbia, as part of their 2025 Eau Canada Tour and will welcome the NOTC into Canada as visitors and cultural guests with the understanding that their presence on Saturna Island is a celebration of community spirit and international friendship.</p>	Carried	14-Jul-2025
<p>2025-003</p> <p>Section 219 Covenant</p> <p>That the Saturna Island Local Trust Committee is supportive of entering into a Land Title Act Section 219 covenant with the owner of the subject property located at 201 Harris Road, Saturna Island, and the Ministry of Transportation and Transit, prohibiting any future dwellings without proof of potable water in respect of Remainder Lot 1 that is proposed to be created through subdivision (MOTT File Number: 2024-00308).</p>	Carried	29-May-2025



Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2025-002 To adopt April 24, 2025 minutes That the Saturna Island Local Trust Committee regular meeting minutes of April 24, 2025, be adopted as presented.	Carried	30-May-2025
2025-001 To adopt Jan 16, 2025 Minutes That the Saturna Island Local Trust Committee regular meeting minutes of January 16, 2025, be adopted as presented.	Carried	06-Mar-2025

Follow Up Action Report

Saturna Island

16-Jan-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 New Business - Staff to support LTC engagement with BC Parks Foundation re: potential transfer of densities to CADR from Hall parcels	Brad Smith	Target: 11-Apr-2025	In Progress

24-Jul-2025

Progress	Activity	Responsibility	Dates	Status
0%	1 15.1 South Pender BL 129 and 15.2 Mayne Island BL 194/195 - Staff to respond that LTC interests are unaffected	Jas Chonk	Target: 08-Aug-2025	Completed
0%	2 16.1 Minor Housing Amendments Project - staff to: 1) finalize draft BL 143 including definition of freshwater and initiate notice of first reading for Oct 23 LTC meeting (Jas) 2) Update ITPS checklist with endorsement date (Brad)	Brad Smith Jas Chonk	Target: 15-Aug-2025	In Progress
0%	3 18.2 LTC meeting procedures Repeal BL 144 - Given, 1, 2, 3rd reading and directed to send to EC for approval	David Marlor Jas Chonk	Target: 08-Aug-2025	Completed
0%	4 18.3 LTC Publication Notification BL 145- Given, 1, 2, 3rd reading and directed to send to EC for approval	David Marlor Jas Chonk	Target: 08-Aug-2025	Completed
0%	5 18.4 New Business - East Point Wetland Proposal - Staff to schedule CIM for property owner to present proposal at Oct 23 LTC meeting	Jas Chonk	Target: 15-Aug-2025	Completed
0%	6 18.4 Bylaw enforcement policy - on hold - Warren to address follow-up questions of Lee. Jas to add policy staff report back on to Oct 23 agenda (DONE).	Warren Dingman	Target: 15-Aug-2025	In Progress

Follow Up Action Report

Saturna Island

24-Jul-2025

Progress	Activity	Responsibility	Dates	Status
72%	7 19.1 Meeting Schedule - LTC moved Oct 23 to 11 am start time - staff to update schedule/notices etc.	Emily Bryant Jas Chonk Lisa Millard	Target: 08-Aug-2025	In Progress



MEMORANDUM

DATE OF MEETING: October 23, 2025

File No.: TC-BL-183 (Policy Statement)

TO: Saturna Island Local Trust Committee
FROM: Jas Chonk, Legislative Clerk, Southern Team
SUBJECT: Referral: Proposed Bylaw No. 183

PURPOSE

The Islands Trust Council has referred proposed Bylaw No. 183 (cited as "Islands Trust Policy Statement Bylaw, 2025") to the Saturna Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this project including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Islands 2050 webpage: <https://islandstrust.bc.ca/programs/islands-2050/>

NEXT STEPS

The following draft resolutions have been provided for consideration:

- 1. If the LTC considers their interests unaffected by the bylaw:**
That the Saturna Island Local Trust Committee respond to the Islands Trust Council that interests are unaffected by proposed Bylaw No. 183.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Saturna Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed for the following reasons:
 - *[list reasons]...*
- 3. If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Saturna Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 proceed, subject to the following recommendations:
 - *[list recommendations]...*
- 4. If the LTC wishes to recommend not proceeding with the bylaw:**
That the Saturna Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 not proceed for the following reasons:
 - *[list reasons]...*

Submitted By:	Jas Chonk, Legislative Clerk	September 17, 2025
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ATTACHMENTS

1. BYLAW REFERRAL FORM



BRIEFING

To: Local Trust Committees and Islands Trust Conservancy **For the Meeting of:** Varies

From: Trust Area Services **Date Prepared:** August 15, 2025

SUBJECT: Bylaw Referral – Policy Statement Bylaw No. 183

PURPOSE: The purpose of this briefing is to update local trust committees (LTCs) and Islands Trust Conservancy that Trust Council expects to receive referral responses from LTCs and Islands Trust Conservancy no later than February 6, 2026, not October 10, 2025 as stated in the original referral package sent out on August 7, 2025.

BACKGROUND: The original bylaw referral package sent to LTCs and Islands Trust Conservancy in August stated that referral responses must be received by October 10, 2025. However, this date did not take into account that the local engagement events requested by LTCs are spread out between September and late November, and so some LTCs may not want to respond to the referral until those events have been held.

It is appreciated by staff if LTCs could submit their referral response as soon as practicable following local engagement events.

ATTACHMENT(S): None

FOLLOW-UP: TAS staff will follow up with individual LTCs and Islands Trust Conservancy as needed.

Prepared By: Jason Youmans, Senior Policy Advisor

Reviewed By/Date: Clare Frater, Director, Trust Area Services/August 20, 2025

Jas Chonk

From: Islands2050
Sent: Friday, August 8, 2025 10:33 AM
To: Nadine Mourao; Jason Youmans
Subject: Bylaw Referral - Trust Council Bylaw 183 Policy Statement - For Response by October 10, 2025
Attachments: 2025_TC_BL183-FRM-Agency-Referral.pdf; TC_2025-07-29
_BL183PolicyStatement_Schedule-A_First-Reading.pdf

Dear Referral Coordinator(s),

We are reaching out to seek feedback from provincial and federal government agencies, Indigenous Governing Bodies, local trust committees and Bowen Island Municipality, school districts, regional districts, and improvement districts on the proposed Islands Trust Policy Statement, which was given first reading by Islands Trust Council on July 29, 2025.

The Islands Trust Policy Statement is a document required by Provincial legislation to be a general statement of the policies of the Islands Trust Council to carry out the [object](#) (mandate) of the Islands Trust. The proposed Policy Statement sets out Islands Trust Council's proposed principles and policy framework for planning and land use management within the lands and waters of the Island Trust Area. The Policy Statement guides the development of the official community plans and land use bylaws of local trust committees and Bowen Island Municipality, and the development of Trust Council's Strategic Plan. It is not a set of regulations that apply to land in the Islands Trust Area.

First reading of the Policy Statement bylaw followed a year of meetings by Islands Trust Council's Committee of the Whole and Trust Programs Committee, where the draft bylaw was reviewed and revised to address feedback received from Indigenous Governing Bodies, island residents, Islands Trust staff, legal counsel, and government agencies over the course of the project. Work on a new Islands Trust Policy Statement has been ongoing since 2019.

Please visit the Islands [2050 project webpage](#) for full project background information, including frequently asked questions.

Your organization may have provided a response when a previous draft of the new Policy Statement was referred out for comment in 2021. Since then, the document has been substantially revised and is now being referred out anew. If you would like to review a copy of your organization's response to the 2021 referral, please see the agency referral section of the project library on the [Islands 2050 project webpage](#).

Your informed response is important to this process and will support the Islands Trust Council in delivering the Islands Trust's provincially-mandated object "to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of British Columbia generally, in cooperation with municipalities, regional districts, improvement districts, First Nations, other persons and organizations and the government of British Columbia."

Agencies Information Session Webinars

Islands Trust will host two Zoom webinars for referral agencies to provide information about the proposed Policy Statement bylaw and to offer an opportunity for questions and answers.

Please register in advance for one of the two sessions:

- **Friday, September 5, 2025**, from 9:30 a.m. to 10:30 a.m. – [Register here](#)
- **Monday, September 8, 2025**, from 1:30 p.m. to 2:30 p.m. – [Register here](#)

After registering, you will receive a confirmation email with details on how to join the webinar.

Your response to this referral is respectfully requested:

Attached to this email is a bylaw referral package that includes our referral form and the proposed Policy Statement bylaw. Project information can be found on our website here:

<https://islandstrust.bc.ca/programs/islands-2050/>.

We understand that there are numerous demands on your time, however, we genuinely welcome any comments you may have. Your referral response to this proposed bylaw is respectfully requested by **October 10, 2025**. Referral responses will be provided to Islands Trust Council for its consideration, and publicly posted to the project webpage.

Should you have any questions or require further information, please contact Jason Youmans at jyoumans@islandstrust.bc.ca or at 250-405-5177.

Please direct referral responses to islands2050@islandstrust.bc.ca

or by mail to:

Islands Trust - Islands 2050
 200 – 1627 Fort Street
 Victoria, BC V8R 1H8

Thank you for your time and attention to this matter.

Respectfully,

Nadine Mourao

Legislative Clerk / Deputy Secretary (she, her, hers)

Islands Trust

700 North Road | Gabriola BC V0R 1X3

T 250-247-2206 | www.islandstrust.bc.ca

You can also reach us toll-free via Service BC 1-800-663-7867 | 604-660-2421

Preserving and protecting over 450 islands and surrounding waters in the Salish Sea

I respectfully acknowledge that the Islands Trust Area is located within the treaty lands and territories of the BOKÉĆEN, Cowichan Tribes, K'ómoks, Lyackson, MÁLEXEL, Qualicum, scəwəθən, səlilwətəl, SEMYOME, shisháhl, Skwəwú7mesh, Snaw-naw-as, Snuneymuxw, Songhees, Spune'luxutth', STAUTW, Stz'uminus, łaʔəmen, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOLEEP, WSIKEM, Xeláltxw, Xwémalkwu, Xwsepsum, and xʷməθkʷəy̓əm First Nations. Islands Trust is committed to reconciliation and to working together to preserve and protect this ecologically, culturally, and spiritually significant region in the Salish Sea.



ISLANDS TRUST POLICY STATEMENT BYLAW REFERRAL FORM

Islands Trust – Islands 2050
200 – 1627 Fort Street
Victoria, BC V8R 1H8
islands2050@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Islands Trust Area Bylaw No.: TC 183 Date: August 6, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 60 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The Islands Trust Act requires that Islands Trust Council adopt a Policy Statement. The current Policy Statement has not been substantively updated in over 30 years. The purpose of this bylaw is to update the Policy Statement through the lenses of reconciliation, climate change, and affordable housing.

GENERAL LOCATION:

The Islands Trust Policy Statement is a general policy that applies to all of the Islands Trust Area, including Bowen Island. For a map of the Islands Trust Area, please visit: <https://islandstrust.bc.ca/mapping-resources/mapping/>

YOUR RESPONSE IS RESPECTFULLY REQUESTED:

Your response to this referral will help to ensure that the Policy Statement advances the mandate of the Islands Trust, in cooperation with the Province, other agencies and Indigenous Governing Bodies. The Islands Trust Policy Statement requires the approval of the Minister of Municipal Affairs and Housing if it is to be used by Islands Trust Executive Committee and Trust Council to evaluate and approve bylaws submitted by local trust committees and island municipalities.

The proposed new Policy Statement contains policies that may affect your agency's interests. We would encourage you to review the [Islands 2050 project webpage](#) for additional information about the Policy Statement Amendment Project, including an FAQ. Please return the response form to islands2050@islandstrust.bc.ca

OTHER INFORMATION:

For more information on the Islands 2050 Policy Statement Amendment Project, including the draft Policy Statement: <https://islandstrust.bc.ca/programs/islands-2050/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your response and, if necessary, outline any conditions related to that response. Please note any legislation or official government policy that would affect our consideration of this Bylaw.

(Signature)

Name: David Marlor

Title: Secretary, Islands Trust

This referral has been sent to the following agencies:

Federal Agencies

Environment and Climate Change Canada
Fisheries & Oceans, Canada (Fish Protection and Aquaculture - Pacific Region)
Transport Canada
Parks Canada

Regional Agencies

Capital Regional District
Comox Valley Regional District
Cowichan Valley Regional District
Metro Vancouver Regional District
Nanaimo Regional District
qathet Regional District
Sunshine Coast Regional District

School District Boards

School District No. 45 (West Vancouver – Gambier)
School District No. 46 (Gambier)
School District No. 64 (Gulf Islands: Galiano, Mayne, North Pender, South Pender, Salt Spring, Saturna)
School District No. 68 (Gabriola/Ballenas Winchelsea)
School District No. 69 (Lasqueti/Ballenas Winchelsea)
School District No. 71 (Denman/Hornby)
School District No. 79 (Thetis)

Improvement District Boards

Gabriola Fire Protection District
Graham Lake Improvement District
Schmidt Improvement District
Galiano Estates Improvement District
Gossip Island Improvement District
Montague Improvement District
Spanish Hills Improvement District
Wise Island Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District
Lighthouse Point Waterworks District
Mayne Island Improvement District
Village Point Improvement District
Georgina Improvement District
Razor Point Improvement District
Trincomali Improvement District
Harbour View Improvement District
Mount Belcher Improvement District
North Salt Spring Waterworks District
Piers Island Improvement District
Salt Spring Island Fire Protection District
Scott Point Waterworks District
Saturna Shores Improvement District
Thetis Island Improvement District
Vaucroft Improvement District

Adjacent Local Trust Committees and Municipalities

Ballenas-Winchelsea Islands Local Trust Committee
Bowen Island Municipality
Denman Island Local Trust Committee
Gabriola Island Local Trust Committee
Galiano Island Local Trust Committee
Gambier Island Local Trust Committee
Hornby Island Local Trust Committee
Lasqueti Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Islands Trust Conservancy Board

Provincial Agencies

Agricultural Land Commission
Attorney General (Housing Policy Branch)
BC Ferries
Ministry of Agriculture and Food
Ministry of Energy and Climate Solutions
Ministry of Energy and Climate Solutions (Climate Action Secretariat)
Ministry of Mining and Critical Minerals
Ministry of Environment and Parks
Ministry of Environment and Parks (BC Parks and Conservation Officer Service Division)
Ministry of Forests
Ministry of Water, Land and Resource Stewardship (South Coast Office, Crown Lands, Water Licensing (Watershed Stewardship & Security Branch, Ecosystems, Archaeology)
Ministry of Health
Ministry of Indigenous Relations and Reconciliation (West Coast Office; South Coast Office)
Ministry of Housing and Municipal Affairs (Governance and Structure Branch and Land Use Planning and Regional Impacts Branch)
Ministry of Transportation and Transit on Vancouver Island and South Coast (via electronic Development Approvals System)

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Islands Trust Area (Islands 2050)
(Island)

(Signature)

(Date)

TC 183
(Bylaw Number)

(Printed Name and Title)

(Agency)



MEMORANDUM

DATE OF MEETING: October 23, 2025
TO: Saturna Island Local Trust Committee
FROM: Jas Chonk, Legislative Clerk, Southern Team
SUBJECT: Referral: Draft Bylaws 196 and 197

File No.: MA-BLs-196-197
(Housing Options Project)

PURPOSE

The Mayne Island Local Trust Committee has referred draft Bylaw No. 196 (cited as “Mayne Island Official Community Plan Bylaw No. 144, 2007, Amendment No. 1, 2025”) and draft Bylaw No. 197 (cited as “Mayne Island Land Use Bylaw No. 146, 2008, Amendment No. 1, 2025”) to the Saturna Island Local Trust Committee.

BACKGROUND

Islands Trust [Policy 4.1.9](#) Inter-Local Trust Committee Community Planning Bylaw Referral delineates how a local trust committee will implement a local trust committee referral process for community planning bylaws affecting another local trust committee or island municipality.

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the Mayne Island Current Projects webpage: <https://islandstrust.bc.ca/island-planning/mayne/projects/>

NEXT STEPS

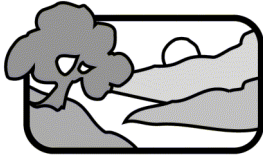
The following draft resolutions have been provided for consideration:

- 1. If the LTC considers their interests unaffected by the bylaw:**
That the Saturna Island Local Trust Committee respond to the Mayne Island Local Trust Committee that interests are unaffected by draft Bylaws 196 and 197.
- 2. If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Saturna Island Local Trust Committee recommend to the Mayne Island Local Trust Committee that draft Bylaws 196 and 197 proceed for the following reasons:
 - *[list reasons] ...*
- 3. If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Saturna Island Local Trust Committee recommend to the Mayne Island Local Trust Committee that draft Bylaws 196 and 197 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
- 4. If the LTC wishes to recommend not proceeding with the bylaw:**
That the Saturna Island Local Trust Committee recommend to the Mayne Island Local Trust Committee that draft Bylaws 196 and 197 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	September 19, 2025
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

Suite 200, 1627 Fort Street
Victoria, B.C. V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Mayne Island Local Trust Area Bylaw No.: 196 (OCP)/197 (LUB) Date: September 18, 2025

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

PURPOSE OF BYLAW:

The purpose of Bylaw No. 196 and 197 is to support Mayne Island's need for more affordable housing options. The bylaws help to increase flexibility in zoning to permit additional housing units while balancing the need to preserve and protect the environment. They include the following:

- Updated population projections
- Updated definitions
- Increased flexibility for residential use in commercial areas
- Permission of accessory dwelling units on lots 0.4 ha -0.6ha
- Expansion of flexible housing zoning (permitting multiple units within a max floor area)
- Expanding permission for accessory residential use
- Policy related to permitting small unit cluster housing through rezoning
- TUP guidelines for tiny homes on wheels
- Permitting non-profit housing in most OCP designations
- Permitting a reduction in minimum parcel size to facilitate land for donation to government, not for profit organizations and First Nations
- Requiring freshwater cisterns for new builds
- Updated potable water requirements for subdivision
- Prohibiting groundwater fed swimming pools
- Establishment of floor area maximums
- Permitting RVs as temporary dwellings through Temporary Use Permit

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: <https://islandstrust.bc.ca/island-planning/mayne/projects/>

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this Bylaw.

(Signature)

Name: Narissa Chadwick

Title: Island Planner
Contact Info: Tel: 250-405-5189

Email: nchadwick@islandstrust.bc.ca

PLEASE TURN OVER →

This referral has been sent to the following agencies:

Provincial Agencies

Min. of Housing and Municipal Affairs

Capital Regional District

Capital Regional District Building Inspection
Capital Regional District SGI Service Delivery

Non-Agency Referrals

Village Point Improvement District
Bennett Bay Waterworks District
Campbell-Bennett Bay Improvement District
Laura Point Waterworks District
Skana Water System (CRD)
Surfside Park Estates Water Service Area (CRD)
Gulf Islands School District No. 64
WSANEC Leadership Council

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Pauquachin First Nation – via portal
Penelakut Tribe
Semiahmoo First Nation
Snuneymuxw First Nation
Stz’uminus First Nation
Ts’uubaa-asatx Nation (Lake Cowichan) – via portal
Tsartlip First Nation
Tsawout First Nation - via portal and email
Tsawwassen First Nation
Tsecum First Nation

BYLAW REFERRAL FORM RESPONSE SUMMARY

Approval Recommended for Reasons Outlined Below

Approval Recommended Subject to Conditions Outlined Below

Interests Unaffected by Bylaw

Approval Not Recommended Due to Reason Outlined Below

Mayne Island Local Trust Area

(Island)

196/197

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)



Active Projects Report

Saturna Island

1. <i>Minor Project - Minor housing amendments review project</i>	Responsible	Dates
Activity:	Brad Smith Robert Kojima	Rec'd: 23-May-2024

Future Projects Report

Saturna Island

1. *Groundwater Sustainability Project*

Responsible

Date Received

Phase 1 report pending completed

LTC direction to defer proceeding with consideration of implementation

2. *Shoreline policy review*

Responsible

Date Received

23-May-2024

3. *Review of LUB subdivision regulations*

Responsible

Date Received

24-Apr-2025



Saturna Local Trust Committee Open Applications Report

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
SA-SUB-2022.1	John Gaines	2/1/2022	0 EAST POINT RD, SATURNA, BC	Application for a proposed eleven lot subdivision.

Planner	Status	Most Recent Completed Activity
Brad Smith	Administrative Review	Record and File PLR

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20240248	Jordan Litke	10/1/2024	101 PAYNE RD, SATURNA, BC V0N	Referral of a subdivision application for 2 lots

Planner	Status	Most Recent Completed Activity
Brad Smith	Administrative Review	Generate and Send Referral Response Form

Islands Trust
 LTC EXP SUMMARY REPORT F2026
 Invoices posted to Month ending August 2025

660 Saturna	Invoices posted to Month ending August 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	220.00	0.00	220.00
LTC Local				
65050-660	LTC "Executive Expense on LTC's"	482.00	106.14	375.86
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,780.00	158.44	1,621.56
TOTAL LTC Local Expense		<u>2,262.00</u>	<u>264.58</u>	<u>1,997.42</u>
Projects				
73001-660-4135	Saturna Minor Housing Review	2,000.00	0.00	2,000.00
TOTAL Project Expenses		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>



Saturna Island

Resolution Number	Action	Date
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2024-015 (Standing)

Carried

15-Feb-2024

Southern Resident Killer Whale Management Measures Review - Supported

That Saturna Island Local Trust Committee fully supports the implementation of the following measures for the recovery of Southern Resident killer whales in the waters of the Saturna Island Local Trust Area:

- a) that commercial whale watching boats be regulated and or licensed to mirror the regulatory regime established in the adjacent waters of Washington State.
- b) the continuation of annual interim measures by the Government of Canada including recreational and commercial salmon fishing closures, interim sanctuary and speed restricted zones, and avoidance requirements whereby vessels are prohibited from approaching any killer whale at a distance of less than 400-metres, or impeding the path of an individual or group;
- c) efforts by the Government of Canada to develop longer-term and permanent measures, and integrate the annual interim measures into existing management processes; and,
- d) large commercial vessel speed reduction initiatives as part of the Southern Resident killer whale 2019 conservation agreement signed between Canada and shipping industry stakeholders.



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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2023-008 (Standing)

Carried

16-Feb-2023

16.5 Bylaw notification requirements on Saturna

that it be resolved that Clause 2 in Saturna Local Trust Committee Bylaw 30 - A Bylaw to Authorize Inspection of Alleged Infractions Against Regulations - is replaced on an interim basis with the wording of Clause 14.1 from Saturna Local Trust Committee Bylaw 119 - Land Use Bylaws amalgamated. This clause reads 'The Island Trust Bylaw Enforcement Officer or any other person designated by the Saturna Island Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given two-weeks prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.' This Standing Resolution will remain in place until such time a review of Bylaw No. 30 and Bylaw No. 119 Section 1.4 'Inspection and Enforcement' can be reviewed and re-enacted through public process embodying Bylaw Enforcement Best Practices outlined in the 2022 Ombudsperson of British Columbia report concerning Local Government Bylaw Enforcement Policy and Practice.

Amended on February 15, 2024 (15.4) - Amend standing resolution 2023-008 by replacing changing all references of '24 hours' to 'two-weeks'.

2021-007 (Standing)

Carried

21-Oct-2021

14.4 Potable rain water catchment systems

That the Saturna LTC endorses the use of potable rain water catchment systems as proof of adequate potable water for residential subdivision, subject to the withholding of temporary or final occupancy permits until such catchment systems are in place.

2019-036 (Standing)

Carried

09-May-2019

13.2 Unlawful Short-Term Vacation Rental Enforcement Policy - Staff Report

that the Saturna Island Local Trust Committee only authorize enforcement against unlawful short term vacation rentals, unless one of the following circumstances exists: 1. There is more than one complainant from the immediate neighbourhood; 2. The complaint is made by a representative of an improvement district and it concerns overuse of water; 3. The complaint concerns use of a common driveway servicing at least two separate lots; 4. There is a written complaint by owners or residents in the immediate neighbourhood about bona fide nuisance issues such as noise or parking congestion related to the STVR.

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
<p>2019-017 (Standing)</p> <p>7.1 Follow-up Action List Dated May 2019</p> <p>that Saturna Local Trust Committee no longer wishes to receive bylaw referrals from adjacent local trust committee areas unless the planner deems it in the interest of the LTC to review and comment on a specific referral.</p>	<p>Carried</p>	<p>09-May-2019</p>
<p>2019-011 (Standing)</p> <p>13.2 Unlawful Dwelling Policy</p> <p>that the Saturna Island Local Trust Committee directs staff to take enforcement action against unlawful dwellings only if one of the following conditions exists: There is a complaint from an immediate neighbour; or there is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement. Nothing in this enforcement policy should be interpreted as giving permission to violate the Land Use Bylaw and the Saturna Island Local Trust Committee may change this policy at any time and may give direction to expand enforcement activities at any time.</p>	<p>Carried</p>	<p>17-Jan-2019</p>



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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2018-050 (Standing)

Carried

04-Oct-2018

- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.
- The application process shall comprise a public consultation component, which includes at least one notification to neighbours, one public meeting, posting of public notices and one advertisement in a local periodical.
- The public consultation process shall be determined by the local trust committee after initial review of the proposal.
- However, as a minimum, the local trust committee will mail or otherwise deliver a notice to all owners and residents of properties within a 500 metre radius of the subject property where the establishment is proposed at least 10 days before adoption of a resolution providing comment on the application. The required notice shall include the following information:
 - o Name of the applicant and a description of the proposal in general terms
 - o The location of the proposed establishment and the subject site
 - o The place where, and date and time when, both a public meeting will be held and a resolution of the local trust committee considered.
 - o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application
 - o How public comments may be submitted to the local trust committee.

2012-011 (Standing)

Carried

09-Feb-2012

It was Moved and Seconded that where a Liquor Control and Licensing Branch Special Occasion License referral relates to a property where Saturna Island Land Use Bylaw No. 78, 2002 permits public assembly uses, such as halls, recreation facilities or restaurants, and where there have been no issues related to parking or past complaints for the preceding three years, planning staff may approve the Special Occasion License without referral to the Local Trust Committee. All other Special Occasion License referrals are to be referred to the Local Trust Committee for consideration



Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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2011-000 (Standing)

Carried

22-Jun-2011

It was Moved and Seconded that the Saturna Island Local Trust Committee adopt a Standing Resolution to direct staff to place the in camera minutes on the agenda when there is a need to close the meeting or at least once a year.

2009-009 (Standing)

Carried

25-Feb-2009

It was Moved and Seconded that the Saturna Island Local Trust Committee draft minutes be adopted by Resolution without meeting within 30 days of the meeting and posted to the website.

2007-016 (Standing)

Carried

16-May-2007

Travel Trailer or Camper

It was Moved and Seconded that staff be directed to not take enforcement action against property owners when a travel trailer or camper is located on a lot when:

- The travel trailer or camper is being used for recreational purposes by the owners of the lot and;
- The travel trailer or camper is being used intermittently and for short periods not exceeding two months.

Notwithstanding this direction, staff is to take action to prevent the recreational use of travel trailers or campers on inappropriately zoned land if:

- The travel trailer or camper is being used as a second residence or;
- The trailer or camper is situated within the setbacks for a structure or;
- There are serious safety issues, unsightliness, noise, or health problems related to the use or;
- A complaint based on the above three items is received from a person who owns neighboring property.

Nothing in this direction should be interpreted by a property owner as giving permission to violate the Land Use Bylaw and the Saturna Island Trust Committee may change this policy at any time and may give direction to enforce the Bylaw at any time.



DATE OF MEETING: July 24, 2025
TO: Saturna Island Local Trust Committee
FROM: Warren Dingman, Manager of Bylaw Compliance and Enforcement
Robert Kojima, Regional Planning Manager
Southern Team
SUBJECT: Bylaw Compliance and Enforcement Policy

RECOMMENDATION

- 1. That the Saturna Island Local Trust Committee adopt the proposed Saturna Island Bylaw Compliance and Enforcement Policy.**

REPORT SUMMARY

The purpose of this report is to bring back the draft LTC Bylaw Compliance Enforcement Policy document for consideration by the Local Trust Committee (LTC), along with advice on the feasibility of integrating some or all of the document into a bylaw.

BACKGROUND

Local Trust Committees can adopt policies to address specific issues and procedures regarding compliance and enforcement that are consistent with legislation and the LTC's bylaws, and which would supplement Trust Council's Bylaw Enforcement Policy (Policy 5.5.1 – currently under review). Staff receive direction from Local Trust Committees in the form of such resolutions regarding specific bylaw contraventions where the Local Trust Committee wants either proactive enforcement or deferral of enforcement. Where such resolutions provide on-going direction to staff, they are tracked as standing resolutions.

These policies are not combined and there is no public facing document that can be easily accessed by either residents or staff. This has led to a lack of understanding of how bylaw staff conduct themselves or why they follow certain procedures.

At April meeting, the LTC reviewed the draft LTC Bylaw Compliance and Enforcement Policy (attached), which incorporates all current standing resolutions for compliance and enforcement into a single document and establishes priorities for enforcement. Trustees expressed overall satisfaction with the draft policy, but requested staff to report back with advice on whether the document should be adopted as a stand-alone policy or integrated into a bylaw.

The legislated authority to enforce LTC bylaws and to inspect property stems from Part 12, Division 1 of the *Local Government Act*, via section 24(2) of the *Islands Trust Act*, which permits an LTC, by bylaw, to:

- enforce its bylaws
- impose fines and penalties
- establish a bylaw notice system
- and to authorize staff to enter, at all reasonable times, on any property, to inspect and determine whether regulations are being met.

Like all other Local Trust Committees, the Saturna LTC has adopted an [Infraction Investigations Bylaw](#) (Bylaw No. 30) to authorize enforcement of bylaws and authorize Bylaw Officers to inspect properties at reasonable times. This bylaw, like the others, simply repeats language from the LGA:

The Bylaw Investigations Officer of the Islands Trust is authorized to enter, at all reasonable times, on any property to ascertain whether bylaws adopted by Saturna Island Trust Committee and/or the terms of permits issued by the Trust Committee are being observed

Trust Council Policy 5.5.1 (Bylaw Compliance and Enforcement) provides direction to staff on bylaw enforcement processes, procedures, and communications. As described above, many Local Trust Committees have also adopted specific policies by means of standing resolutions to provide specifics of how LTC bylaws are to be enforced, prioritized, and reviewed within respective local trust areas. The current draft of Policy 5.5.1 specifically provides for adoption of LTC enforcement policies. These are not provisions that are specifically authorized to be included in bylaws by the LGA, but are operational policies rather than regulations.

Also, the Saturna LUB includes the following:

- 1.4.1 The Islands Trust Bylaw Enforcement Officer or any other person designated by the Saturna Island Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given 24 hours prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.

This is not consistent with Bylaw 30, nor with the proposed LTC enforcement policy which would require 30 days notice (with exceptions). Other Islands Trust LUBs that contain a similar provision repeat the legislation authorizing entry at all reasonable times. Staff are recommending that when the opportunity to amend the LUB arises, the 24 hours notice provision should be removed from the LUB. This would more clearly support the LTC using policy to establish what it considers “reasonable times”, notification periods, what exceptions there should be to the notification period, and to revise the policy when warranted. This has been added to the document tracking potential technical amendments.

PROPOSED LTC ENFORCEMENT POLICY

The proposed compliance and enforcement policy contains specific policies that would address the following:

1. Notice of Site inspections
2. Deferred Enforcement
3. Time to Comply
4. Frivolous or vexatious complaints
5. Definition of minor contraventions
6. Use of discretion

The LTC has determined that more notice of inspections is required in the context of the Saturna Island. The proposed policy would establish a minimum 30 days notice of inspection for almost all site inspections. There would be exceptions for short-term vacation rentals under certain criteria, health and safety issues, issued TUPs, and work causing environmental damage. Those matters are either a priority, or urgent depending on the circumstances, and a delay in a site inspection would jeopardize enforcement efforts or public safety.

The policy would specify that where a contravention has been confirmed, in most circumstances a respondent will be provided with a minimum of 90 days to comply before any further enforcement action is commenced, and that a bylaw officer may use discretion to consider up to one year to comply.

Finally, the policy would establish that enforcement files may be closed by the Manager for minor structures with only one complaint, for circumstances where it is unreasonable for a Respondent to comply, or for frivolous, repeat or vexatious complaints.

The proposed policy document is an opportunity to ensure that those issues are addressed in an open and transparent manner, and to allow the Local Trust Committee the opportunity to provide additional direction to staff on how to conduct bylaw enforcement.

COMMENTS

LTCs can give direction by one of two means – by bylaw or by resolution. Some decisions must be made by bylaw, other operational direction to staff is made by resolution, including by adopting policy documents such as an LTC enforcement policy.

Incorporating this policy in an amended Infractions Investigation Bylaw (or LUB) is not recommended for the following reasons:

- The bulk of the draft policy are operational procedures, including prioritization of investigations, timing of inspections, time to comply, and closing of files, rather than regulations adopted by bylaw.
- Bylaws by their nature are not discretionary, policies on the other hand provide the means for an LTC to give direction to bylaw enforcement staff on how to exercise discretion. Adoption of enforcement policies is a key recommendation of the Office of the Ombudsperson's ['Best Practices Guide'](#) for bylaw enforcement
- The legislation establishes a narrow scope for Bylaw Enforcement related bylaws – namely to authorize enforcement of the LTC's bylaws and to impose penalties. While authorizing entry for inspections, presumably including the length of notice and reasonable times for entry, would likely fall within the scope of bylaw provisions, other procedures currently included in the draft policy are not specifically authorized to be included in an Infractions Investigations Bylaw. Adopting some of these in a bylaw could put the bylaw at risk of having those portions severed if challenged. More practically, including some provisions in a bylaw and other matters in a separate policy would not aid transparency.
- The policy includes provisions to not enforce against certain activities, based upon limited resources. To adopt such provisions into a bylaw would create a conflict with the bylaw (the LUB) which establishes the infraction in the first place.
- Policies can be readily revised, by resolution, to reflect changed circumstances or where the LTC wishes to revise its approach to a certain infraction. Bylaws cannot be easily changed when circumstances

change, but require an amendment process, including readings, approval by Executive Committee, and adoption.

- From the perspectives of staff, procedures established in a policy are equally applicable as those established in a bylaw.
- Local governments throughout British Columbia have bylaw enforcement policy documents that provide direction to staff regarding how bylaw compliance will be sought and how enforcement will be conducted.

RATIONALE FOR RECOMMENDATION

Local Trust Committees have been establishing policies piecemeal and for individual issues through the adoption of standing resolutions. Consolidating existing policies into one document and establishing additional policies for enforcement procedures that can be readily accessed by staff and the general public should ensure a more efficient and open and transparent access to information and policies, and a better understanding of how bylaw enforcement is conducted. Incorporating such policies wholesale into a bylaw is not recommended and is likely not possible as many of the policy provisions not regulations, but of an operational nature.

ALTERNATIVES

1. That the Saturna Island Local Trust Committee direct staff to report back with further revisions to the draft policy.
2. That the Saturna Island Local Trust Committee direct staff to proceed no further with work on the policy document.

Submitted By:	Warren Dingman, Manager of Bylaw Compliance and Enforcement	July 8, 2025
Reviewed By:	Robert Kojima, Regional Planning Manager	July 9, 2025

Attachments

1. Proposed Saturna Island Bylaw Compliance and Enforcement Policy

PROPOSED

Saturna Island Local Trust Committee Bylaw Compliance & Enforcement Policy

Bylaw Compliance & Enforcement Policy No. 1, effective ____XXX_____, 2025.

Version No. 1

Purpose

To establish policies and procedures for bylaw compliance and enforcement in the Local Trust Area in accordance with the adopted Trust Council Policies contained in Policy 5.5.1., and that are within the authority of the Local Trust Committee to enforce, and to ensure that policies and procedures are efficient, transparent, reasonable, and consistent with local community standards.

PART A

1.0 Application

This policy will apply to the Saturna Island Local Trust Area and the enforcement of all applicable regulatory bylaws.

2.0 Definitions & Abbreviations

Health & Safety concerns – fire, unsafe construction, hazards relating to steep slopes or cliffs, or unsafe sewage disposal

LUB – Land Use Bylaw

LTC – Local Trust Committee

Minor structure – any structure that does not require a building permit, and that is not located in a development permit area or located within any other environmentally sensitive area

Respondent – a property owner whose property is subject to a bylaw enforcement complaint

STVR – short-term vacation rental

3.0 References

Islands Trust Act section 28:

Enforcement of bylaws

28 (1) For the purposes of enforcing its bylaws and section 32 of this Act, a local trust committee has all the power and authority of a regional district board.

Saturna Island Land Use Bylaw No. 119 Section 1.4.1

The Islands Trust Bylaw Enforcement Officer or any other person designated by the Saturna Island Local Trust Committee to administer this Bylaw is authorized to enter, at any reasonable time and after having given 24 hours prior notification to the occupier, upon any property that is subject to regulation under this Bylaw, for the purpose of determining whether the regulations are being observed.

Trust Council Policy 5.5.1

Policies adopted by the Islands Trust Council to support the object of the Islands Trust to preserve and protect the trust area and its unique amenities and environment for the benefit of residents of the trust area and of the province generally by ensuring compliance with Local Trust Committees' Bylaws.

4.0 Priorities

- 4.1** The Islands Trust Act grants the LTC the power and authority to enforce its bylaws and the LTC also has discretion to adopt priorities for enforcement or to defer enforcement.
- 4.2** There will be no enforcement against unlawful short term vacation rentals except in the following circumstances:
 - 4.2.1 There is no resident owner or operator on the property;
 - 4.2.2 There are non-permitted dwellings used for the STVR without a resident owner being present on the property;
 - 4.2.3 There is a complaint made by a representative of an improvement district and it concerns overuse of water;
 - 4.2.4 There is a written complaint by owners or residents in the immediate neighbourhood about bona fide nuisance issues such as noise or parking congestion related to the STVR;
 - 4.2.5 There is evidence that the STVR is causing an overuse of the septic system.
- 4.3** There will be no enforcement against unlawful dwellings unless one of the following circumstances exists:
 - 4.3.1 There is a complaint from an immediate neighbour;
 - 4.3.2 Or there is a referral from an agency responsible for health and safety issues that is doing concurrent enforcement.

5.0 Inspection

- 5.1** At the start of any investigation, Bylaw Compliance and Enforcement Officers will determine if entry is necessary to investigate the alleged contravention or if the investigation can be conducted from a public road or other lands.
- 5.2** Bylaw Compliance and Enforcement Officers will request mutually agreeable times to arrange site inspections and provide minimum of 30 days notice despite section 1.4.1 of the LUB.
- 5.3** Investigations into STVRs, health and safety issues, and matters that may cause adverse environmental impact and result in irreversible damage, and may be investigated with 24 hours notice pursuant to section 1.4.1 of the LUB.

- 5.4 Holders of temporary use permits will be held accountable for any violations of their Permit. Bylaw Compliance and Enforcement Officers may enter properties between the hours of 9:00 am and 5:00 pm, on any day, without prior consultation with the holder of a Temporary Use Permit for the purpose of investigating a complaint.
- 5.5 If a respondent has indicated that they will work towards compliance, and have agreed on a time to comply, a site inspection will only be conducted to confirm compliance.
- 5.6 If a respondent provides photographic evidence, a survey, or a professional report that confirms compliance, a site inspection is not required.

6.0 Enforcement Procedures

- 6.1 If a Bylaw Compliance and Enforcement Officer has made a determination that there is a bylaw contravention, respondents will be given a minimum of 90 days to comply.
- 6.2 Bylaw Compliance and Enforcement Officers can use their discretion to consider any reasonable time to comply request from Respondents but the term cannot be for more than one year.
- 6.3 If there are contraventions in environmentally sensitive areas, or development permit areas, or if there is a risk to health and safety, there will be a demand for the respondent to cease the use or activity immediately.
- 6.4 If the Respondent wishes to consider a planning application that will bring the property into compliance, the Bylaw Compliance and Enforcement Officer will advise planning staff and will arrange a meeting to discuss whether such an application has a reasonable chance of success.
- 6.5 If there is no agreement on time to comply, a Respondent will be provided written notice that enforcement action will be escalated and this may include a request to the LTC for legal action.

7.0 Closing Files

In addition to the procedures established in Trust Council Policy 5.5.1, the Manager of Compliance and Enforcement may also close a file if:

- 7.1 If the identity of a complainant cannot be confirmed during the course of an investigation, or if a complainant used a false name.
- 7.2 If the contravention is for a minor structure that has only received one written complaint.
- 7.3 If it is unreasonable for a Respondent to comply, whether due to specific circumstances or finances, Bylaw Enforcement Officers or the Manager of Bylaw Compliance and Enforcement can use their discretion to close the file.
- 7.4 If a contravention has been identified that is subject to deferred enforcement by the LTC, the file can be closed unless there are contraventions that exist in environmentally sensitive areas or there are concerns about health and safety.

7.5 If it is determined during an investigation that the complaint was frivolous, repeat, or vexatious in nature, the file can be closed unless there is work in a development permit area, or work in an environmentally sensitive area, or there are health and safety concerns.

8.0 Frivolous, Repeat or Vexatious Complaints

- 8.1** Complaints that are made in bad faith, false, or made for retaliatory purposes may be considered vexatious.
- 8.2** Repeated complaints that form a part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process may be considered frivolous or vexatious.
- 8.3** Frivolous, repeat or multiple complaints about the same issue or a matter that has been investigated with no offence found may be considered vexatious.
- 8.4** If a decision is made to not act upon a complaint that is considered frivolous, repeat, or vexatious, the complainant will be advised of the decision, the reason for it, and may be advised of the circumstances under which it may be reconsidered.

9.0 Communications

- 9.1** When a file is opened and an investigation commenced, respondents will be advised of the Trust Council Policy that authorized the opening of the file and that an investigation has commenced.
- 9.2** Respondents will receive as much information about complaints against their properties as possible without revealing the identity of the complainant.
- 9.3** If there are questions or concerns regarding individual files, Trustees or the LTC will communicate with the Manager of Bylaw Compliance and Enforcement.
- 9.4** The Manager of Bylaw Compliance and Enforcement will arrange public information and education sessions regarding bylaw enforcement when appropriate and time permitting.
- 9.5** Time permitting, bylaw staff will be available during regular *LTC* meeting public comment sessions to answer questions regarding bylaw enforcement.

10.0 Reporting

- 10.1** The LTC will receive regular reporting on open files where investigations have been completed, and the reporting will state whether or not enforcement or legal action of any kind is recommended.
- 10.2** The Manager of Compliance and Enforcement will report to the LTC any concerns, trends, or issues with enforcement that they believe the LTC needs to be aware of.
- 10.3** The Manager of Compliance and Enforcement will maintain the Bylaw Enforcement Policy and will report to the LTC if amendments are recommended or required.



REQUEST FOR DECISION

To: Saturna Island Local Trust Committee **For the Meeting of:** October 23, 2025

From: David Marlor, Director, Legislative and Information Services **Date Prepared:** October 3, 2025

SUBJECT: Saturna Island Local Trust Committee - Proposed Bylaw No. 144 – Repeal of Meeting Procedures Bylaw – Consideration of Adoption

RECOMMENDATION:

That the Saturna Island Local Trust Committee Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025”, be adopted.

DIRECTOR COMMENTS:

1 PURPOSE:

To rescind the Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135.

2 BACKGROUND:

On August 6, 2025, the Executive Committee passed the resolution as recommended:

That the Islands Trust Executive Committee approve Saturna Island Local Trust Committee Bylaw No. 144, cited as "Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025" in accordance with Section 27 of the *Islands Trust Act*.

This allows the Local Trust Committee to adopt the Meeting Procedures Repeal Bylaw that was given first, second and third readings at the July 24, 2025 Saturna Island Local Trust Committee meeting.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

Rescinding the local trust committee meeting procedure bylaws will avoid confusion, as the Trust Council bylaw prevails, and there are no additional procedures in the local trust committee bylaws.

FINANCIAL:

There is no direct financial implication.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Islands Trust website has been updated to link the Trust Council Local Trust Committee Meeting Procedures Bylaw to each local trust committee’s list of administrative bylaws.

FIRST NATIONS RELATIONS:

There are no implications for First Nations relations.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Islands Trust Act, Section 11](#)
- [Policy 2.1.7 Trust-wide Administrative Procedures \(Section 11\)](#)
- [Trust Council Bylaw No. 197, 2024 Local Trust Committees’ Meeting Procedures Bylaw](#)

5 ATTACHMENT(S):

- Proposed Bylaw No. 144 Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw

RESPONSE OPTIONS

Recommendation:

That the Saturna Island Local Trust Committee Bylaw No. 144, cited as “Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025”, be adopted.

Alternative:

As requested by the Saturna Island Local Trust Committee.

Prepared By: David Marlor, Director, Legislative and Information Services

Reviewed By/Date: Brad Smith, Acting Regional Planning Manager – October 3, 2025

PROPOSED

SATURNA ISLAND LOCAL TRUST COMMITTEE MEETING PROCEDURES REPEAL BYLAW BYLAW NO. 144

A Bylaw to repeal the "Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022".

WHEREAS Trust Council by a 2/3 vote of the members present adopted the Local Trust Committee Meeting Procedures Bylaw No. 197 at its regular meeting in June 2025;

AND WHEREAS, under s.11 of the *Islands Trust Act*, a Trust Council meeting procedures bylaw for local trust committees would over-ride any local trust committee meeting procedures bylaws in the event of a conflict; as Trust Council's Local Trust Committee Meeting Procedure Bylaw contains all the procedures that are in the local trust committee's meeting procedure bylaws, the local trust committee meeting procedures bylaws are redundant,

NOW THEREFORE, the Saturna Island Local Trust Committee in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Saturna Island Local Trust Committee Meeting Procedures Repeal Bylaw No. 144, 2025".
2. "Saturna Island Local Trust Committee Meeting Procedure Bylaw No. 135, 2022", is hereby repealed.

READ A FIRST TIME THIS 24TH DAY OF JULY, 2025.

READ A SECOND TIME THIS 24TH DAY OF JULY, 2025.

READ A THIRD TIME THIS 24TH DAY OF JULY, 2025.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
6TH DAY OF AUGUST, 2025.

ADOPTED THIS _____ DAY OF _____, 20__

CHAIR

DEPUTY SECRETARY