Saturna Island Local Trust Committee
Regular Meeting Agenda

Date: Thursday, November 26, 2026
Start Time: 11:30 AM
Location: Electronic Meeting
With a physical location to view the livestream of the meeting at:
Islands Trust Victoria Office
#200 - 1627 Fort Street Victoria, BC V8R 1H8

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1. CALL TO ORDER

(Please note the order of agenda items may be modified during the meeting.)

2. TERRITORIAL ACKNOWLEDGEMENT

3. APPROVAL OF AGENDA

4. NEW BUSINESS: ORIENTATION PRESENTATION

5. REPORTS

5.1 Trustee Reports

5.2 Chair's Report

5.3 Electoral Area Director's Report

5.4 Islands Trust Conservancy Report

5.5 Indigenous Relations Report

5.6 Other Reports

6. PUBLIC PARTICIPATION PERIOD

7. MINUTES

7.1 Adopted Local Trust Committee Meeting Minutes of September 28, 2026 (for information) Page 4

7.2 Section 26 - Resolutions-Without-Meeting Report (for information) Page 11

7.3 Advisory Planning Commission Minutes - None

8. FOLLOW-UP ACTION LIST Page 12

9. COMMUNITY INFORMATION MEETING - None

10. PUBLIC HEARING - None

11. DELEGATIONS - None

12. CORRESPONDENCE

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

13. APPLICATIONS AND REFERRALS - None

14. LOCAL TRUST COMMITTEE PROJECTS - None

15. ADMINISTRATIVE REPORTS

15.1 Local Trust Committee Orientation - Memorandum Page 14

15.2 Applications Report Page 20

15.3 Adopted Policies and Standing Resolutions Report Page 22

15.4 Trustee and Local Expense Report Page 27

16. WORK PROGRAM

16.1 Active Projects List Page 28

16.2 Future Projects List Page 29

17. CLOSED SESSION - None

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for January 28, 2027 at 11:30

a.m. to be held at Saturna Recreation and Cultural Centre.

19. ADJOURNMENT

Saturna Island Local Trust Committee
Minutes of Regular Meeting

Date: September 28, 2026
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: **Mary Storzer, Regional Planning Manager** (electronic)
Brad Smith, Island Planner
Bruce Belcher, Planner 2 (electronic)
Lisa Millard, Meeting Administrator / Recorder (electronic)

Others Present: **There were approximately 3 members of the public present**

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:02 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. TRUSTEE REPORT

Trustee Boland spoke to challenges related to the construct of Islands Trust as a governmental body, work done during the term while sitting on the Regional Planning Committee, Financial Planning Committee, and Chief Administrative Officer Hiring and Performance Evaluation Committees, and her view that the Islands Trust Conservancy operating budget should not be part of Islands Trust budget.

Trustee Middleton thanked Trustee Boland for her work during the term and spoke to the need for different approaches on smaller islands versus more populated islands within the Trust Area. He highlighted work done through Local Trust Committee projects during the term.

5. CHAIR'S REPORT

Chair Maude spoke to his experience as Chair of the Saturna Local Trust Committee and noted that work on the Trust Policy Statement amendment project will continue next term.

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. PUBLIC PARTICIPATION PERIOD

A member of the public, who owns property adjacent 198 Cliffside Road, spoke to Temporary Use Permit application PL-TUP-2026-0292 and the following comments were noted:

- The subject property is zoned Rural Residential and is occupied by employees carrying out commercial activities related to hydrophone monitoring offshore of the upland property
- They have been informed the work performed at the subject property is done so under contract with the Federal Government under the direction of Transport Canada and Islands Trust received a legal opinion that suggested Islands Trust has no jurisdictional authority over a federal project
- The project is a Boundary Pass underwater listening station which is to collect shipping noise and warning stems to support the protection of marine mammals
- The project management plan stipulated the use of the upland property should comply with land use bylaws and official community plans
- The original work crew installed a travel trailer on the upland property which was used for employee living quarters and was subsequently removed and a building permit issued for a concrete building
- Multiple employees come and go from the property
- The upland property does not qualify for commercial uses but is being used to conduct commercial activities in a number of buildings by multiple people
- The activities are disruptive and the property is not screened from adjacent lots, public lands, or public roads
- They request the Local Trust Committee not permit the current uses of the upland property, not allow the installation of cameras, and apply the land use bylaw regulations to the private portion of the rural residential property

8. COMMUNITY INFORMATION MEETING - None

9. PUBLIC HEARING - None

10. MINUTES

10.1 Local Trust Committee Minutes Dated April 30, 2026 (for Information)

Received for information.

10.2 Section 26 Resolutions-without-meeting Report Dated Sept 2026

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated Sept 2026

Received for information.

12. DELEGATIONS - None

13. CORRESPONDENCE

Correspondence received concerning current applications or projects is posted to the LTC webpage

14. APPLICATIONS AND REFERRALS

14.1 North Pender Island Local Trust Committee Referral for Draft Bylaws 240 and 241 (for Response)

SA-2026-023
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 240 and 241.

CARRIED

14.2 SA-PL-TUP-2026-0292 (Hannay) – Staff Report

Planner Belcher summarized the staff report and highlighted the following:

- The application seeks a Temporary Use Permit for the upland operation of an offshore cabled hydrophone system that extends from the upland subject property beyond the natural boundary of the sea
- A Temporary Use Permit and subsequent renewal have previously been issued and the current draft Temporary Use Permit has been updated to reflect current conditions;
- The proposed Temporary Use Permit includes the same uses as previous with the addition of permission to install an infrared camera as part of monitoring operations
- A Temporary Use Permit is required as the current use does not comply with permitted home occupations

Discussion ensued and the following comments and clarifications were noted:

- The activities on the property fall within federal regulations and are authorized by the Federal Government and the land use bylaw does not apply to federal activities on private land
- The Temporary Use Permit is being issued given that the activity does not meet with permitted home occupations; however, a Temporary Use Permit is not necessarily required due to federal jurisdiction
- An occupancy permit has been issued for the dwelling on the lot;
- The camera would be located on the smaller auxiliary building and the view is meant to be limited and facing the ocean
- Concern regarding the camera capturing neighbouring property could be addressed through staff attending and observing the camera in use
- The applicant confirmed the camera would be fixed and pointing straight out to the ocean, has a narrow field of view, and would be used to detect what is passing within the viewing field
- There is need to address the neighbour's concerns and conditions of the permit could be amended to address the need for a fixed field of view

- The proponent noted willingness to discuss installation of a fence or screening and Trustee Boland indicated availability to facilitate the discussion

SA-2026-024
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0292 to read:

2. b) the operation of the camera mounted on an existing auxiliary building on the upland lot in support of the cabled hydrophone system and that the camera be fixed in place with a limited view scope that does not include the upland portions of the neighbouring properties and to submit an updated operational document to verify the camera position and angle of the view within three months of issuance of the permit.

CARRIED

SA-2026-025
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0292 replacing Schedule A of the draft permit with the updated site plan (Attachment 5), and as amended.

CARRIED

SA-2026-026
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee approve the issuance of Temporary Use Permit PL-TUP-2026-0292 as amended for a period of three (3) years.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Bylaw Enforcement Technical Amendment Project - Staff Report

The application is being returned to the Local Trust Committee for consideration of first, second, and third readings.

The Local Trust Committee indicated an increased notice period for inspection has been applied as a result of the Ombudsperson's recommended best practices.

SA-2026-027
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. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026" is not contrary to or at variance with the Islands Trust Policy Statement.

CARRIED

SA-2026-028
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026" be read a first time.

CARRIED

SA-2026-029
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026" be read a second time.

CARRIED

SA-2026-030
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026" be read a third time.

CARRIED

SA-2026-031
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 147, cited as "Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026" be read a first time.

CARRIED

SA-2026-032
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 147, cited as "Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026" be read a second time.

CARRIED

SA-2026-033
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee Bylaw No. 147, cited as "Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026" be read a third time.

CARRIED

SA-2026-034
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee proposed Bylaw No. 146 and No. 147 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

SA-2026-035
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee directs staff to initiate adoption of proposed Bylaw No. 146 and No. 147 by Resolution without Meeting following Executive Committee Approval.

CARRIED

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated Sept 2026

Received for information.

16.1.2 Future Projects Report Dated Sept 2026

Received for information.

16.2 Applications Report Dated Sept 2026

Island Planner Smith provided a summary on the status of outstanding applications and the report was received for information.

16.3 Trustee and Local Expense Report Dated July 2026

Received for information.

16.4 Adopted Policies and Standing Resolutions

Received for information.

16.5 Local Trust Committee Webpage - None

16.6 Islands Trust Conservancy Report Dated March 2026

Received for information.

17. NEW BUSINESS

17.1 Proposed Draft 2027/28 LTC Operating Budgets - Staff Report

The proposed draft Local Trust Committee Operating budget was presented for consideration.

Discussion ensued.

SA-2026-036
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee amend the proposed draft Local Trust Committee Operating budget to include an additional $500 under line-item Local Trust Committee Meeting Expenses for the purpose of community information meeting catering expenses.

CARRIED

SA-2026-037
It was MOVED and SECONDED,
that Saturna Island Local Trust Committee submit the revised draft 2027/28 local trust committee operating budget as amended for inclusion in the Trust Council draft 2027/28 budget as amended.

CARRIED

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for November 26, 2026, Electronic Meeting

19. PUBLIC PARTICIPATION PERIOD

No members of the public requested to speak.

20. CLOSED MEETING - None

21. ADJOURNMENT

By general consent the meeting was adjourned at 12:58 p.m.

_____

David Maude, Chair

Certified Correct:

_____

Lisa Millard, Meeting Administrator/Recorder

Islands Trust

RWM Resolution Report

Saturna Island LTC

Saturna Island LTC

Meeting Date	Resolution	Action
21-Oct-2026	SA-RWM-2026-012 **To adopt Bylaw No. 147** **That Saturna Island Local Trust Committee adopt Bylaw No. 147, cited as "Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026".** Saturna Island LTC	**Carried**
21-Oct-2026	SA-RWM-2026-011 **To adopt Bylaw No. 146** **That Saturna Island Local Trust Committee adopt Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026".** Saturna Island LTC	**Carried**
08-Oct-2026	SA-RWM-2026-010 **Adoption of Sept 28, 2026 Minutes** That the Saturna Island Local Trust Committee regular meeting minutes of September 28, 2026, be adopted as presented. Saturna Island LTC	**Carried**

Islands Trust

Print Date: Nov 19, 2026

Follow Up Action Report

Saturna Island LTC

28-Sep-2026

Saturna Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Sep-2026 **Target:** 02-Oct-2026	FUAL-2026-097 **2026-09-28 – FUAL #21463** 16.1 BL Enforcement Project - BL 146/147 given 1st-3rd reading - direction to send to EC Staff to: 1) Update ITPS with endorsement date/resolution # 2) Prep report for EC approval at Oct 14 meeting 3) Initiate adoption by RWM following EC approval and prior to LTC term ending	Jas Chonk Brad Smith	Task Progress **100%** **Completed**
Meeting: 28-Sep-2026 **Target:** 09-Oct-2026	FUAL-2026-096 **2026-09-28 – FUAL #21464** 17.1 Draft 2027/28 Budget - 1) LTC requested staff to add $500 to LTC general meeting expenses 2) LTC directed staff to submit operating budget as amended for inclusion in TC draft budget	Mary Storzer	Task Progress **100%** **Completed**

Saturna Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 28-Sep-2026 **Target:** 09-Oct-2026	FUAL-2026-011 **2026-09-28 – FUAL #21462** 14.2 SA-PL-TUP-2026-0292 (Hannay) TUP approved as amended for 3 yrs -	Jas Chonk Bruce Belcher Emily Bryant	Task Progress **100%** **Completed**
Meeting: 28-Sep-2026 **Target:** 03-Oct-2026	**2026-09-28 – FUAL #21461** 14.1 NP BL 240/241 - LTC responds that interests are unaffected	Jas Chonk Brad Smith	Task Progress **100%** **Completed**

Islands Trust

MEMORANDUM

File No.: SA LTC Work Program

DATE OF MEETING:	November 26, 2026
TO:	Saturna Island Local Trust Committee
FROM:	Kim Stockdill, Island Planner Southern Team
COPY:	Mary Storzer, Regional Planning Manager
SUBJECT:	Saturna Island Local Trust Committee Orientation

PURPOSE

This report provides a summary of the two main types of business of Local Trust Committees (LTCs):

- Its "Work Program" - composed of "active projects" and "future projects" (as currently identified), either of which can be a minor or a major project (Note: while referred to as Work Program, for many LTCs, this may form the least of their work)
- Its "Current Development Applications" underway (Note: these often form the bulk of work done by an LTC over their term).

DISCUSSION

Work Program

There are two components to the Local Trust Committee's initiated Work Program: Active Projects and Future Projects. These active and future projects can be either Major projects or Minor projects and this distinction is important (and will be explained below).

Active Projects

These are the current active planning projects that have been requested by the LTC and have been resourced (or are being requested to be resourced for 2027-28 as part of the Trust Council budget process). At each meeting, you will see that these are tracked in a report included in each agenda package.

The Saturna Island LTC currently does not have an Active Project.

Future Projects

As land use or planning-related issues are identified, an LTC can add potential projects (via resolution) to the 'Future Projects' list. Likewise, the LTC can and should review the Future Projects List and remove any initiatives it considers out-of-date or that are no longer supported. Like Active Projects, these are tracked in a report included in each LTC meeting agenda package. The following table summarizes the items currently identified on the Future Projects List:

Date Added	Project	Summary	Minor/Major	Comments
May 23, 2024	***Shoreline policy review***	Project to update available data and consider development of shoreline protection bylaw amendments	Minor	There is currently no shoreline or marine/foreshore ecosystem protection Development Permit Area (DPA) in the Saturna Island LTA
April 24, 2025	***Review of Land Use Bylaw (LUB) subdivision regulations***	Project to review and update Saturna Island subdivision regulations	Minor	Currently, the LUB does not have potable water standards. A LUB update would provide the LTC more ability to control water use approvals and vary requirements where appropriate
April 30, 2026	***Review of multiple family residential zoning and policies***	Project to review and update multiple family residential zoning and policies to increase options for housing	Minor	LTC completed a housing project last term that originally had this in scope but was removed

Major and Minor Project Criteria

Understanding what constitute a minor project and a major project is important for an LTC, as approvals for these projects and resourcing for each is distinct.

Major projects are:

- Comprehensive OCP and LUB reviews (done concurrently) that produce:
  - Fully amended OCP and LUB bylaws that include:
    - Required legislative updates
    - Necessary technical amendments including for best practices in planning
    - Content updates based on community interests, needs and input
  - Best practice policy/process/strategies on one or more strategic area of focus, past examples of this type of work (that previously were done as a separate project) are the Housing Strategic Action Plan and the Freshwater Sustainability Strategy.

This work helps to meet the Islands Trusts' Best Management Practices for Delivery of Local Planning Services to Local Trust Committees (Policy 5.9.1) with the goal of having all OCPs across the federation updated by 2036 and ongoing. These comprehensive OCP and LUB updates take approximately 3 years to complete and a budget of approximately $200,000. Resources for major projects are limited and funding must be approved (through business cases which must be applied for/submitted each year) by Trust Council.

Minor projects:

- Cost less than $5,000 (estimated average cost for one newspaper print notification, one public hearing, and one non-complex legal review of a draft bylaw) and are relatively limited in scope, taking under 18 months to complete,
    - e.g., hosting an event, drafting a discussion paper, or drafting minor amendments to a specific section in a land use bylaw or an Official Community Plan. Trust Council has also approved the Housing Options Toolkit (as part of the Housing Strategic Action Plan) which was developed such that LTCs could amend LUBs to address the housing crisis via a minor project - without having to wait for major project funding approval.
- Funds are drawn from a standing budget and approved for issuance by the Director of Planning Services.
- In approving the issuance of funding for this work, the Director evaluates staff availability (typically the 'assigned Island Planner to the LTC'), and whether the project meets the Minor Project Initiation Criteria (see attachment 1). As per Trust Council Policy 5.9.1, an LTC can have only one active minor project at any one time although Salt Spring Island Local Trust Committee can have up to three total active projects.

Current Development Applications

Staff process an average 530 applications and referrals a year Trust-wide. Complex applications are generally managed by the same (senior) planner (usually an Island Planner) who manages minor LTC projects, and overseen by the Regional Planning Manager of that geographic region. Regular applications are handled by a range of junior to senior planners. Last term, planning staff received and completed (note: completed shown only for 2025) Saturna Island LTC related referrals and applications:

Planning Applications Received per Year - SA-LTC

	2021	2022	2023	2024	2025	Total	AVG
Building Permit	13	11	6	6	10	46	9
Development Permit	2	0	0	1	1	4	1
Development Variance Permit	0	0	0	1	1	2	0
Liquor and Cannabis Referral	0	1	0	0	0	1	0
Other	2	0	0	0	0	2	0
Rezoning	0	1	2	0	0	3	1
Subdivision	0	1	0	2	0	3	1
Temporary Use Permit	0	0	1	0	0	1	0
Total	**17**	**14**	**9**	**10**	**12**	**62**	**12**

Summary reports with the current status of all applications are provided in each LTC meeting agenda package (and are generated through our internal CityView applications portal). In addition, as a regular course of business, staff reports on the specific development applications will be provided in agendas when an LTC decision or direction is required. These staff reports provide the details needed for decision making on the file, including links to any previous materials that are relevant for the decision (as some of the files have a long

history). For your convenience, below, however, are a list of prominent or complex applications the LTC may wish to review in more depth or discuss with your island's assigned planner prior to these applications coming before the LTC:

1. SA-PL-RZ-2026-0201 - Application to rezone 105 Cliffside Road to increase the density to support subdivision while preserving the sensitive wetland ecosystems on the subject property. Staff are tentatively placing the preliminary staff report for this application on the January 28, 2027 regular LTC meeting agenda.

Standing Policies and Resolutions

The LTC has, over the years, adopted a number of policies in the form of standing resolutions. These resolutions direct how staff act in certain instances, and can provide guidance to the LTC itself. A report of standing resolutions is included in each Agenda and the LTC should review these policies early in the term and considering rescinding outdated policies.

Other Items

There may be regional committees that may be available for you to join. Your LTC will be informed by staff of opportunities (if forthcoming), and these are the ones that are known currently for your LTC:

- Southern Gulf Island Forum (however, please note, the Financial Planning Committee has recommended that it not be funded in fiscal 2027-28 and Islands Trust is the only source of funding).

NEXT STEPS

The Local Trust Committee should review its 'Work Program' and prepare to ask for more information and/or provide direction for any changes to the Active and Future Projects at the next meeting.

Staff will present staff reports and/or memorandums to future local trust committee meetings as updates become available, milestones are achieved, or decisions are required.

Submitted By:	Kim Stockdill, Island Planner	November 17, 2026
Concurrence:	Mary Storzer, Regional Planning Manager (South and Major Projects Team)	November 18, 2026

ATTACHMENTS

1. Minor Project Initiation Criteria

Attachment 1: Minor Project Initiation Criteria

The Director should assess proposed new Minor Projects, and on-going Minor Projects that are extending into a new fiscal year, based on the following criteria:

4.1 The project should not be contrary to any Trust Council policy or resolution;

4.2 The project would be expected to result in minor amendments to an OCP, LUB, or administrative Bylaws, but usually contained to one bylaw;

4.3 There are adequate staff resources available to support the project;

4.4 The project should reasonably be expected to be substantially completed within one fiscal year (or 12 months) but up to 18 months;

4.5 Costs should not be expected to exceed the maximum amount identified in policy, i.e. less than $5,000;

4.6 Community engagement should not be proposed or anticipated to exceed that typical for a minor project (e.g. only one of the following: notification, Community Information Meeting, Public Hearing);

4.7 Work on an on-going Minor Project in the same local trust area has been completed, i.e. only one minor project should be underway in each local trust area at one time;

4.8 The project should address issues within the jurisdiction of the LTC and should not be intended to solely result in advocacy actions or policies (those are activities of Trust Area Services);

4.9 Amendments to administrative bylaws should be initiated or supported by Legislative and Information Services, be Trust-wide, and should not be considered for a local trust committee Minor Project unless drafting administrative bylaws implementing recent major OCP or LUB updates (e.g. DAI bylaw, Fees Bylaw);

4.10 Minor projects should not be relationship building initiatives, communications or educational initiatives, applications for a grant, or mapping products not related to bylaw amendments.

4.11 The project should not be substantively similar to a project already undertaken by the LTC in the current or previous term;

4.12 The project should not be a bylaw enforcement policy or initiative, these should be supported by Bylaw Compliance and Enforcement;

4.13 The project should not be an amendment for an individual property, these should be considered by application, including by sponsorship where appropriate;

4.14 The project should address one or more of the following, but only in so far as it is using existing data, methodologies and guidelines (if new ones are being created – this would belong within a major project):

4.14.1 A strategic plan priority (e.g. ecosystem protection, housing, reconciliation);

4.14.2 A broad land use issue that is not included, or not adequately addressed, in current bylaws (e.g. vacation rentals, a new provincial statutory requirement, implementation of Policy Statement directives);

4.14.3 Implementation of OCP policies through land use bylaw amendments, particularly for a recently completed Major Project;

4.14.4 A technical review or update that would address errors or omissions in the bylaw or changes to land tenure (e.g. new parkland);

4.14.5 A review of policies and regulations for a specific area (e.g. a village plan);

4.14.6 A review of policies and regulations for a specific land use (e.g. agriculture, home occupations);

4.14.7 A review of an out-of-date associated islands bylaw;

4.14.8 Implementation of model policies, toolkits, or regulations (e.g. new DPA, new subdivision regulations, TUP guidelines, DAI bylaw), (however, the models themselves would have been developed under the major project work).

4.15 The Director may consider not approving additional funding and resource allocation for on-going minor projects in the following circumstances:

4.15.1 Little substantive progress has been made and the project has substantively exceeded the timeline;

4.15.2 The scope of the project has expanded or altered substantially;

4.15.3 No significant or meaningful bylaw amendments are being considered;

4.16 Where the scope or timeline of an on-going Minor Project has exceeded that originally approved, the Director may recommend that a local trust committee submit a business case for a Major Project to complete the work.

Saturna Local Trust Committee
Open Applications
Report

Print Date: November 18, 2026

Item 15.2

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260201	peter stolting	5/6/2026	105 CLIFFSIDE RD, SATURNA, BC	Rezoning application to add density, remove restrictive covenant in exchange for preserving important wetlands on property and restrict commercial logging as per community consultation.

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Local Trust Committee	Assign to LTC Meeting

Subdivision

Application Number	Applicant Name	Date Received	Address	Purpose
PLSUB20260155	Jordan Litke	4/15/2026	338 EAST POINT RD, SATURNA, B	This is a traditional 5 lot subdivision

Planner	Status	Most Recent Completed Activity
Kim Stockdill	Under Review	Planning Review

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
Kim Stockdill	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
Kim Stockdill	Administrative Review	Generate and Send Referral Response Form

Print Date: November 18, 2026

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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.

Islands Trust

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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.

Islands Trust

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2019-017 (Standing)	**Carried**	**09-May-2019**
7.1 Follow-up Action List Dated May 2019 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.		
2019-011 (Standing)	**Carried**	**17-Jan-2019**
13.2 Unlawful Dwelling Policy 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.		

Islands Trust

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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

Islands Trust

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
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. Not withstanding 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.		

Islands Trust

LTC EXP SUMMARY REPORT F2027

Invoices posted to Month ending September 2026

Item 15.4

660 Saturna	Invoices posted to Month ending September 2026	Budget	Spent	Balance
65000-660	LTC "Trustee Expenses"	220.00	0.00	220.00
LTC Local				
65050-660	LTC "Executive Expense on LTC's"	536.00	210.42	325.58
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,820.00	212.22	1,607.78
TOTAL LTC Local Expense		2,356.00	422.64	1,933.36
Projects				
73001-660-4145	Saturna BE Technical Amendment	1,000.00	0.00	1,000.00
TOTAL Project Expenses		1,000.00	0.00	1,000.00

Print Date: Nov 19, 2026

Active Project Work Program Report

Saturna Island LTC

Saturna Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: - **Target:** -	**Undated – Active Project #529** **Description:** Minor Project - Bylaw Enforcement Technical Amendments	Unassigned	**0%** **In Progress**

Islands Trust

Print Date: Nov 19, 2026

Future Projects Work Program Report

Saturna Island LTC

Saturna Island LTC

Dates	Activity	Responsibility	Progress / Status
Meeting: 30-Apr-2026 **Target:** -	**2026-04-30 – Future Project #683** **Description:** Review of multiple family residential zoning and policies	Unassigned	**0%** **In Progress**
Meeting: 24-Apr-2025 **Target:** -	FUAL-2025-038 **Subdivision Regulations Review** **Description:** Review of LUB subdivision regulations	Unassigned	**0%** **In Progress**
Meeting: 23-May-2024 **Target:** -	FUAL-2024-007 **Shoreline Policy Review** **Description:** Shoreline policy review	Unassigned	**0%** **In Progress**