



# Saturna Island Local Trust Committee

## Regular Meeting Agenda

Date: July 18, 2024  
Time: 11:30 am  
Location: Saturna Recreation and Cultural Centre  
104 Harris Road, Saturna Island, BC

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	<b>Pages</b>
1. CALL TO ORDER	11:30 AM - 11:45 AM
2. APPROVAL OF AGENDA	
3. TRUSTEE REPORT	
4. CHAIR'S REPORT	
5. ELECTORAL AREA DIRECTOR'S REPORT	
6. TOWN HALL AND QUESTIONS	11:45 AM - 12:00 PM
7. COMMUNITY INFORMATION MEETING	12:00 PM - 1:00 PM
7.1 Minor Housing Amendments Project	
8. PUBLIC HEARING - None	
9. MINUTES	1:00 PM - 1:10 PM
9.1 Local Trust Committee Minutes Dated May 23, 2024 (for Adoption)	3 - 11
9.2 Section 26 Resolutions-without-meeting Report Dated June 2024	12 - 12
10. BUSINESS ARISING FROM THE MINUTES	
10.1 Follow-up Action List Dated July 2024	13 - 13
11. DELEGATIONS	
12. CORRESPONDENCE	
<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
13. APPLICATIONS AND REFERRALS	

- 14. LOCAL TRUST COMMITTEE PROJECTS
- 15. REPORTS 1:10 PM - 1:20 PM
  - 15.1 Work Program Reports (attached)
    - 15.1.1 Active Projects Report Dated July 2024 14 - 14
    - 15.1.2 Future Projects Report Dated July 2024 15 - 15
  - 15.2 Applications Report - Verbal Update
  - 15.3 Trustee and Local Expense Report Dated May 2024 (attached) 16 - 16
  - 15.4 Adopted Policies and Standing Resolutions (attached) 17 - 21
  - 15.5 Local Trust Committee Webpage
  - 15.6 Islands Trust Conservancy Report Dated May 2024 22 - 23
- 16. NEW BUSINESS
- 17. UPCOMING MEETINGS
  - 17.1 Next Regular Meeting Scheduled for October 17, 2024 at the Saturna Recreation and Cultural Centre, Saturna Island
- 18. TOWN HALL 1:20 PM - 1:35 PM
- 19. CLOSED MEETING - None
- 20. ADJOURNMENT 1:35 PM - 1:35 PM

**Saturna Island Local Trust Committee  
Minutes of Regular Meeting**

**Date:** May 23, 2024  
**Location:** Saturna Island Community Hall  
105 East Point Road, Saturna Island, BC

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

**Staff Present:** Robert Kojima, Regional Planning Manager  
Brad Smith, Island Planner  
Carly Bilney, Recorder (electronic)

**Others Present:** Paul Brent, Capital Regional District (CRD) Electoral Area Director for the Southern Gulf Islands

There were approximately twelve (12) members of the public present.

**1. CALL TO ORDER**

Chair Maude called the meeting to order at 11:33 a.m. He acknowledged that the meeting was being held on the territory of the Coast Salish First Nations.

**2. APPROVAL OF AGENDA**

**By general consent** the agenda was approved as presented.

**3. TRUSTEE REPORT**

Trustee Boland noted there is a new draft of the Trust Policy Statement available, and Trust Council will have a first opportunity to look at the new draft in an upcoming Committee of the Whole; she encouraged everyone to participate. She also noted that Member of Legislative Assembly, Adam Olsen, has been invited to speak at Trust Council on June 18, 2024.

Trustee Middleton described progress on conservation projects including Judy Myers' land that is being donated to the Nature Trust of British Columbia and a property owner who is potentially seeking protection of the wetland in East Point peninsula.

#### 4. CHAIR'S REPORT

Chair Maude made the following comments in his report:

- A positive meeting was held with the Ministry of Transportation and Infrastructure which has been working more closely with the Islands Trust to communicate with communities
- This summer the island will be getting new yellow road lines
- The best way to give feedback on the updated draft Policy Statement is via <https://islandstrust.bc.ca/programs/islands-2050/>

#### 5. ELECTORAL AREA DIRECTOR'S REPORT

In his report, Paul Brent, Capital Regional District Electoral Area Director for the Southern Gulf Islands, made the following comments:

- A meeting was recently held between the Ministry of Transportation and Infrastructure, the Islands Trust, and the Capital Regional District
- Complaints received about various issues
- Slow progress has been achieved on housing and the fibre optic initiative
- Issues with mooring buoys have arisen

Discussion ensued about mooring buoys, and the following comments were made:

- Perhaps a moratorium on new mooring buoys would be a solution
- Saturna Island does not allow mooring buoys in open waters
- The issue of mooring buoys is greater in places like Ganges Harbour than near Saturna
- Putting in a mooring buoy requires compliance with federal regulations

In response to a question, Director Brent noted that there are challenges with physically connecting broadband. Discussion ensued about the extra costs associated with connections for properties with long driveways.

#### 6. TOWN HALL AND QUESTIONS

Town hall was held and the following comments were made:

- Concern was expressed about the protection of waterways that travel across private property that are not provincially designated waterways
- The Province establishes whether a stream is designated which would trigger the process for protecting riparian areas; if not designated by the Province, then local governments have the ability to do so
- Concern was expressed about the protection of historical artifacts (e.g. kilns) on private land
- Historical artifacts that predate 1846 are protected under the provincial *Heritage Protection Act*
- A request was made to have a comparison drawn of the existing draft Policy Statement and the new proposed draft

**7. COMMUNITY INFORMATION MEETING – None**

**8. PUBLIC HEARING – None**

**9. MINUTES**

**9.1 Local Trust Committee Minutes Dated March 26, 2024 (for Adoption)**

By general consent the Saturna Island Local Trust Committee meeting minutes of March 26, 2024 were adopted.

**9.2 Local Trust Committee Public Hearing Record Dated March 26, 2024 (for Receipt)**

Received for information.

**9.3 Section 26 Resolutions-without-meeting Report Dated May 2024**

Received for information.

**10. BUSINESS ARISING FROM THE MINUTES**

**10.1 Follow-up Action List Dated May 2024**

Received for information.

**11. DELEGATIONS**

**11.1 Saturna Island Residents and Ratepayers Association - Proposal to update two Bylaws (10 min presentation)**

Robert Alloway, representing the Saturna Island Residents & Ratepayers Association, outlined a proposal to make the following changes to Saturna Island Bylaws:

- 1) To allow secondary suites in all areas of Saturna Island provided they have the same water catchment systems that are currently required for properties located in the East Point Water Management Area, and
- 2) To remove the clause in the Land Use Bylaw that restricts multiple family residential zoning to that which provides “affordable, senior or special need housing”.

Comments were made about how Saturna has an aging population and it is difficult to find housing for service providers. Discussion ensued. Some members of the public expressed support for the proposal; one community member suggested more discussion be held within the community before moving forward and expressed concern the proposed changes may negatively impact the water supply.

It was noted that discussion of these proposals will be included as part of the Local Trust Committee’s Minor Project that includes a review of Schedule C, a review of Schedule E, and a review of multi-family development zoning.

**12. CORRESPONDENCE**

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

**13. APPLICATIONS AND REFERRALS**

**13.1 SA-RZ-2023.2 (Thachuk) - Proposed Bylaws 140 and 141 – Post Public Hearing Staff Report**

Island Planner Smith reviewed the Staff Report regarding SA-RZ-2023.2 (Thachuk).

**SA-2024-022**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee Bylaw No. 141, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023” be amended to restrict the floor area of the residence located at 100 Payne Road to a maximum of 92.9 m<sup>2</sup>.

Discussion on the motion arose and comments were made that Trustees must take care not to create precedent through spot zoning.

**CARRIED**

**SA-2024-023**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee Bylaw No. 140, cited as “Saturna Island Official Community Plan Bylaw No. 70, 2000, Amendment No. 1, 2023” be read a third time.

**CARRIED**

**SA-2024-024**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee Bylaw No. 141, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 2, 2023” be read a third time, as amended.

**CARRIED**

**SA-2024-025**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee proposed Bylaw No. 140 and No. 141 be forwarded to the Secretary of the Islands Trust for Executive Committee approval.

**CARRIED**

**SA-2024-026**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee proposed Bylaw No. 140 be forwarded to the Ministry of Municipal Affairs for Ministerial approval after Executive Committee approval.

**CARRIED**

**13.2 Mayne Island Local Trust Committee Referral for Draft Bylaw No. 193 (for Response)**

**SA-2024-027**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee interests are unaffected by the Mayne Island Local Trust Committee Draft Bylaw No. 193.

**CARRIED**

**13.3 SA-ALR-2023.1 (Hall) - Submission Update**

Island Planner Smith provided an update on SA-ALR-2023.1 (Hall) and noted the applications have been submitted to the Agricultural Land Commission.

**14. LOCAL TRUST COMMITTEE PROJECTS**

**14.1 Saturna Island Local Trust Committee Draft Fees Bylaw No. 142 – Staff Report – Consideration of Adoption**

Discussion was held about the proposed Fees Bylaw and potential alternatives to reduce costs for newspaper advertising. Comments were made that Saturna Island Trustees wanted to align fees with that of the rest of the Trust Area for administrative purposes.

**SA-2024-028**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee Bylaw No. 142, cited as “Saturna Island Local Trust Committee Fees Bylaw, 2023”, be adopted.

**CARRIED**

**14.2 Minor Housing Amendments Review Project – Staff Report**

Island Planner Smith reviewed the Staff Report regarding the Minor Housing Amendments Review Project. Discussion was held about how proposed changes in particular with the Multi-family Residential zoning may or may not conflict with policies in the Official Community Plan. Comments were made about how initiating the project review would allow for analysis and community consultation so the Local Trust Committee will then have a better idea of what changes might be made to zoning and whether or not they may trigger amendments to the Official Community Plan.

**SA-2024-029**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee endorse the attached project charter for the Minor Housing Amendments Review Project.

**CARRIED**

**SA-2024-030**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee direct staff to schedule a community information meeting for the Minor Housing Amendments Review Project at the July 18, 2024 LTC meeting.

**CARRIED**

Members of the public were encouraged to view the Islands Trust Housing Options Toolkit available online at <https://islandstrust.bc.ca/document/housing-options-toolkit-tools-1-10/>

**15. REPORTS**

**15.1 Work Program Reports**

15.1.1 Active Projects Report Dated May 2024

Received for information.

15.1.2 Future Projects Report Dated May 2024

Received for information.

Comments were made that the only remaining item on the Future Projects Report is the Groundwater Sustainability Project. Discussion was held about whether Shoreline Policy Review should be added to the Future Projects list. The following comments were made:

- The shoreline policy that is currently being used in the Saturna Island Land Use Bylaw is vague, and was inherited by the Capital Regional District in 1974
- Review of the shoreline policy should not become a huge project and not necessarily be up to the Saturna Island Local Trust Committee to address on its own
- It is important to respect staff time that should be focused on the current conservation applications
- The top priorities of the Regional Planning Committee are housing action plans, freshwater strategy, and bylaw enforcement; shoreline policy is a potential project
- Trustees agreed to update the Future Projects list to add Shoreline Policy Review as an item of interest

A member of the public urged Trustees to facilitate the use of rainwater catchment as a valid means of providing potable water. Discussion was held about Standing Resolution 2021-007: *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.*

Comments were made about how a standing resolution is advocacy from the Local Trust Committee to the provincial approving officer to allow something to occur; the Local Trust Committee could choose to add water standards to subdivision regulations so that the approving officer would instead apply those regulations rather than establishing its own standard in the absence of regulations; an approving officer is under obligation to consider bylaws.

Comments were made that further discussion of this topic could be part of the housing review in which the Local Trust Committee could establish bylaw conditions.

**15.2 Applications Report Dated May 2024**

Received for information.

**15.3 Trustee and Local Expense Report Dated March 2024**

Received for information.

**15.4 Adopted Policies and Standing Resolutions**

Received for information.

**15.5 Local Trust Committee Webpage**

**15.6 Islands Trust Conservancy Report Dated April 2024**

Received for information.

**16. NEW BUSINESS**

**16.1 2023/24 Annual Report – Request for Decision**

Discussion was held about whether the proposed text should be amended to note that more than 50 percent of the Saturna Island Local Trust Area is protected.

Trustees agreed to amend the text to say “Over fifty percent of the Saturna Island Local Trust Area is protected...” and to add Samuel Island to the list of associated islands in the Saturna Island Local Trust Area.

**SA-2024-031**

**It was Moved and Seconded,**

that Saturna Island Local Trust Committee approves the attached text for inclusion in the 2023/24 Annual Report for approval as amended by Trust Council and submission to the Minister of Municipal Affairs.

**CARRIED**

**16.2 Advisory Planning Commission Referral – Discussion**

Discussion was held about the need for the Advisory Planning Commission to address general difficulties with road conditions.

Comments were made that the Islands Trust should work with Owen Page, Area Manager for Saturna Island with the Ministry of Transportation and Infrastructure, to outline a scope of work and to create a communication schedule.

Trustee Boland commented that the Ministry of Transportation and Infrastructure has agreed to a pre-budget meeting with Trustees each year in February. She invited community members to email her with comments to be shared with the Advisory Planning Commission.

## **17. UPCOMING MEETINGS**

### **17.1 Next Regular Meeting Scheduled for July 18, 2024 at the Saturna Recreation and Cultural Centre, Saturna Island**

## **18. TOWN HALL**

Town hall was held and the following comments were made:

- Trustees were thanked for efforts made to deal with issues
- Concern was expressed that building on one part of a stream may have repercussions downstream
- Rules, regulations and bureaucracy make life almost untenable on the island, and slow development of the community should not be impeded
- The biggest threat to water on the island is poorly maintained septic systems and poorly maintained drainage around agricultural practices, and we need to make sure we have carefully directed water courses

## **19. CLOSED MEETING (Distributed Under Separate Cover)**

### **19.1 Motion to Close the Meeting**

**SA-2024-032**

**It was Moved and Seconded,**

That the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90(1)(a) for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

AND that the recorder and staff attend the meeting.

**CARRIED**

### **19.2 Recall to Order**

Saturna Island Local Trust Committee reported that Jon Spalding has been appointed to the Board of Variance and Carly Bilney has been appointed secretary for the Advisory Planning Commission.

**20. ADJOURNMENT**

**By general consent** the meeting was adjourned at 2:47 p.m.

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David Maude, Chair

Certified Correct:

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Carly Bilney, Recorder

DRAFT



## Resolutions Without Meetings Log

### Saturna Island

Resolution Number	Action	Date
<b>2024-002</b>	<b>Carried</b>	<b>27-Jun-2024</b>

**Proposed Subdivision - 201 Harris Road**

That the Saturna Island Local Trust Committee is supportive of the proposed subdivision at 201 Harris Road (LOT 1, SECTION 5, SATURNA ISLAND, COWICHAN DISTRICT, PLAN 25360) proceeding as a Land Title Act s. 99 subdivision.

## Follow Up Action Report

### Saturna Island

23-May-2024

Progress	Activity	Responsibility	Dates	Status
0%	1 9.1 March 26, 2024 LTC minutes adopted as presented	Emily Bryant	Target: 07-Jun-2024	Completed
0%	2 13.1 SA-RZ-2023.2 (Thachuk) - BL 140/141 given 3rd reading as amended - update BL with amendments and then send to EC and BL 141 to Minister's office	Brad Smith Jas Chonk	Target: 07-Jun-2024	Completed
0%	3 13.2 Mayne Island LTC BL 193 - Staff to respond that Saturna LTC interests are unaffected	Jas Chonk	Target: 07-Jun-2024	Completed
0%	4 14.1 Fees Bylaw 142 adopted by LTC - staff to finalize BL and proceed with updating web access points to new fee bylaw	Emily Bryant Jas Chonk	Target: 07-Jun-2024	Completed
0%	5 14.2 Minor Housing Amendments Project - LTC directed staff to proceed with project charter as presented Actions: 1) Finalize project charter and update web content 2) Schedule CIM for project at July 18, 2024 LTC meeting and initiate Scribbler Ad - Done 3) Staff to initiate review and analysis of proposed amendments and provide summary in future staff report	Emily Bryant Jas Chonk	Target: 14-Jun-2024	In Progress
100%	6 16.1 2023/24 annual report - draft wording approved as amended - 1) Add Samuel Island to list of islands in first paragraph 2) Amend 3rd paragraph to read " Over 50% of the Saturna...."	Robert Kojima	Target: 07-Jun-2024	Completed
0%	7 In Camera - 1) March 26, 2024 in camera meeting minutes adopted as presented 2) Rise and report - Jon Spalding appointed to SA BoV 3) Rise and report - Carly Bilney appointed as secretary	Emily Bryant Jas Chonk	Target: 07-Jun-2024	In Progress



# Active Projects Report

## Saturna Island

**1. *Minor housing amendments review project***

**Responsible**

**Dates**

Rec'd: 23-May-2024

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## 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

# Islands Trust

LTC EXP SUMMARY REPORT F2025  
Invoices posted to Month ending May 2024

660 Saturna	Invoices posted to Month ending May 2024	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	100.00	161.84	-61.84
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	<u>790.00</u>	<u>426.60</u>	<u>363.40</u>
TOTAL LTC Local Expense		<u>790.00</u>	<u>426.60</u>	<u>363.40</u>
Projects				
73001-660-4135	Saturna Minor Housing Review	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL Project Expenses		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>

Saturna Island

Resolution Number	Action	Date
<p><b>2024-015 (Standing)</b></p> <p><b>Southern Resident Killer Whale Management Measures Review - Supported</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>a) that commercial whale watching boats be regulated and or licensed to mirror the regulatory regime established in the adjacent waters of Washington State.</li> <li>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;</li> <li>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,</li> <li>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.</li> </ul>	<p>Carried</p>	<p>15-Feb-2024</p>

## Standing Resolutions Log

### Saturna Island

Resolution Number	Action	Date
<p><b>2023-008 (Standing)</b></p> <p><b>16.5 Bylaw notification requirements on Saturna</b></p> <p>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.</p> <p>Amended on February 15, 2024 (15.4) - Amend standing resolution 2023-008 by replacing changing all references of '24 hours' to 'two-weeks'.</p>	<p>Carried</p>	<p>16-Feb-2023</p>
<p><b>2021-007 (Standing)</b></p> <p><b>14.4 Potable rain water catchment systems</b></p> <p>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.</p>	<p>Carried</p>	<p>21-Oct-2021</p>
<p><b>2019-036 (Standing)</b></p> <p><b>13.2 Unlawful Short-Term Vacation Rental Enforcement Policy - Staff Report</b></p> <p>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.</p>	<p>Carried</p>	<p>09-May-2019</p>

**Standing Resolutions Log**

**Saturna Island**

Resolution Number	Action	Date
<p><b>2019-017 (Standing)</b></p> <p><b>7.1 Follow-up Action List Dated May 2019</b></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><b>Carried</b></p>	<p><b>09-May-2019</b></p>
<p><b>2019-011 (Standing)</b></p> <p><b>13.2 Unlawful Dwelling Policy - Mayne Policies &amp; Standing Resolutions Table</b></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><b>Carried</b></p>	<p><b>17-Jan-2019</b></p>

**Standing Resolutions Log**

**Saturna Island**

Resolution Number	Action	Date
<p><b>2018-050 (Standing)</b></p> <ul style="list-style-type: none"> <li>- Proposed or amended licenses for non-medical cannabis retail establishments require an application to the local trust committee.</li> <li>- 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.</li> <li>- The public consultation process shall be determined by the local trust committee after initial review of the proposal.</li> <li>- 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:               <ul style="list-style-type: none"> <li>o Name of the applicant and a description of the proposal in general terms</li> <li>o The location of the proposed establishment and the subject site</li> <li>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.</li> <li>o The name and contact information of the Islands Trust planning staff member who can provide copies of the proposed or amended license application</li> <li>o How public comments may be submitted to the local trust committee.</li> </ul> </li> </ul>	<p><b>Carried</b></p>	<p><b>04-Oct-2018</b></p>
<p><b>2012-011 (Standing)</b></p> <p>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</p>	<p><b>Carried</b></p>	<p><b>09-Feb-2012</b></p>

**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.



## HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 28<sup>TH</sup>, 2024 BOARD MEETING

*NOTE: For more detail on Islands Trust Conservancy meetings, including meeting minutes, please visit <https://islandstrust.bc.ca/whats-happening/meetings-and-events/>*

### 1. ORGANIZATION UPDATES/TEAM

- Manager Emmings notified the Islands Trust Conservancy (ITC) Board that the posting for a board member vacancy is live and has been broadly distributed. The posting closes June 7<sup>th</sup>, 2024.
- The ITC Board was introduced to Emily McLean, ITC's summer co-op student.
- Manager Emmings notified the ITC Board of her temporary appointment as Manager with the BC Conservation Data Centre from June 10<sup>th</sup>, 2024 to September 16<sup>th</sup>, 2025.
- Director Frater informed the ITC Board that Carolyn Stewart will be Acting Manager for ITC starting June 17<sup>th</sup>, 2024 until January 16<sup>th</sup>, 2025.

### 2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board considered the 2024/25 Work Plan and approved the following:
  - Extension of the Regional Conservation Plan by two years until December 2029.
  - Rescind resolution ITC-2020-030: "That the ITC Board direct staff to complete an ITC Reconciliation Action Plan that incorporates actions in Goal 2 of the Regional Conservation Plan" to ensure that steps towards Reconciliation are informed by First Nations engagement for the ITC Plan.
  - Prioritization of: Goal Two of the Regional Conservation Plan related to strengthening relationships with First Nations; components of Goal One related to knowledge, information, and data management of ITC properties; and, components of Goal Three related to ongoing management of ITC protected areas.
  - Removal of the current Climate Change Impacts Project from the ITC Work Plan.
  - Exploration of climate change projects and research to address the climate emergency in ITC protected areas once ITC has a new Property Management Team Lead.
- The ITC Board approved the Audited Financial Statements for the 2023/24 fiscal year, and referred the statements to Islands Trust Council for information.
- The ITC Board directed staff to prepare an ITC budget request, including budget allocation for \$220,000 associated with the Species at Risk Program.

### 3. COVENANT AND PROPERTY ACQUISITIONS

- The ITC Board received updates on negotiations for four conservation covenants and two acquisitions.



ISLANDS TRUST CONSERVANCY

## ISLANDS TRUST CONSERVANCY REPORT TO LOCAL TRUST COMMITTEES AND BOWEN ISLAND MUNICIPALITY

### 4. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board directed staff to delay work on nature reserve management plans until an approved ITC Plan from the Minister of Municipal Affairs is received.
- The ITC Board directed staff to continue work on a Risk Assessment Policy through a phased approach that includes public safety with reference to the BC *Occupier Liabilities Act*, and identification of properties that would benefit from a core policy of conservation and environmental management.

### 5. COMMUNICATIONS AND OUTREACH

- ITC issued its Spring 2024 Heron Newsletter available at <https://islandstrust.bc.ca/conservancy/heron-newsletter/>.
- The ITC Board approved the ITC Annual Report text for approval by Trust Council and submission to the Minister of Municipal Affairs.
- The ITC Board directed staff to develop communications materials for stakeholders and the public with regards to the updated ITC Work Plan and elements of the Regional Conservation Plan (2017-2029).

### 6. FUNDRAISING AND CONSERVANCY SUPPORT

- ITC issued its 2023/24 Impact Report available at <https://islandstrust.bc.ca/conservancy/our-impact/>.
- The ITC Board approved an Opportunity Fund Grant for the Bowen Island Conservancy.

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