



Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: July 24, 2025
Time: 11:30 am
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Pages

- | | | | |
|-----|--|---------------------|---------|
| 1. | CALL TO ORDER | 11:30 AM - 11:45 AM | |
| | “Please note, the order of agenda items may be modified during the meeting. Times are provided for convenience only and are subject to change.” | | |
| 2. | TERRITORIAL ACKNOWLEDGEMENT | | |
| 3. | RISE AND REPORT – In-Camera Meeting April 24, 2025 | | |
| | That 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 | | |
| 5. | TRUSTEE REPORT | | |
| 6. | CHAIR'S REPORT | | |
| 7. | ELECTORAL AREA DIRECTOR'S REPORT | | |
| 8. | TOWN HALL AND QUESTIONS | 11:45 AM - 12:00 PM | |
| 9. | COMMUNITY INFORMATION MEETING - None | | |
| 10. | PUBLIC HEARING - None | | |
| 11. | MINUTES | 12:00 PM - 12:10 PM | |
| | 11.1 Local Trust Committee Minutes Dated April 24, 2025 (for Information) | | 4 - 11 |
| | 11.2 Section 26 Resolutions-without-meeting Report Dated July 2025 | | 12 - 12 |
| 12. | BUSINESS ARISING FROM THE MINUTES | | |
| | 12.1 Follow-up Action List Dated July 2025 | | 13 - 14 |

13.	DELEGATIONS	
14.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
15.	APPLICATIONS AND REFERRALS	12:10 PM - 12:30 PM
15.1	South Pender Island Local Trust Committee Referral for Proposed Bylaw No. 129 (for Response) (attached)	15 - 18
15.2	Mayne Island Local Trust Committee Referral for Proposed Bylaws 194 and 195 (for Response) (attached)	19 - 21
16.	LOCAL TRUST COMMITTEE PROJECTS	12:30 PM - 1:00 PM
16.1	Minor Housing Amendments Project - Staff Report (attached)	22 - 35
17.	REPORTS	1:00 PM - 1:10 PM
17.1	Work Program Reports (attached)	
17.1.1	<u>Active Projects Report Dated July 2025</u>	36 - 36
17.1.2	<u>Future Projects Report Dated July 2025</u>	37 - 37
17.2	Applications Report Dated July 2025 (attached)	38 - 38
17.3	Trustee and Local Expense Report Dated May 2025 (attached)	39 - 40
17.4	Adopted Policies and Standing Resolutions (attached)	41 - 45
17.5	Local Trust Committee Webpage	
17.6	Islands Trust Conservancy Report Dated March and June 2025	46 - 49
18.	NEW BUSINESS	1:10 PM - 1:40 PM
18.1	Road Matters on Saturna - Status and Plans	50 - 53
18.2	Saturna Island LTC Meeting Procedures Repeal Bylaw No. 144 - Request for Decision (attached)	54 - 57
18.3	Saturna Island LTC Public Notification Bylaw No. 145 - Request for Decision (attached)	58 - 62
18.4	Bylaw Enforcement Policy - Staff Report (attached)	63 - 70
19.	UPCOMING MEETINGS	
19.1	Next Regular Meeting Scheduled for October 23, 2025 at the Saturna Recreation and Cultural Hall, Saturna Island	

- | | | |
|-----|-----------------------|-------------------|
| 20. | TOWN HALL | 1:40 PM - 1:55 PM |
| 21. | CLOSED MEETING - None | |
| 22. | ADJOURNMENT | 1:55 PM - 1:55 PM |

ADOPTED

Saturna Island Local Trust Committee

Minutes of Regular Meeting

Date: April 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: Robert Kojima, Regional Planning Manager (electronic)
Brad Smith, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Lisa Millard, Meeting Administrator / Recorder (electronic)

Others Present: There were approximately six (6) members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:30 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

The following addition to the agenda was presented for consideration:

17.3 BC Parks Foundation Discussion

By general consent the agenda was adopted as amended.

4. TRUSTEE REPORT

Trustee Middleton reported attendance at a recent meeting with BC Parks Foundation regarding requirements for the transfer of densities to the community from the Ron Hall properties.

Trustee Boland reported participation in a tiny homes on wheels working group which convened a technical panel that explored options to regulate tiny homes as dwellings and the technical group presented a report at the Association of Vancouver Island and Coastal Communities conference.

5. CHAIR'S REPORT

Chair Maude reported attendance at the March Trust Council meeting during which the annual budget was adopted ongoing attendance at Trust Programs Committee meetings to advance work on the draft Policy Statement.

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. TOWN HALL AND QUESTIONS

A member of the public asked what items had been cut from the budget.

- Chair Maude indicated multiple expenditures were cut over a period of months leading up to Trust Council
- The local trustees both noted they voted against the budget due to the process
- The largest expenditure is staffing
- the amount of overall budget in which Trustees have input is limited
- the request to the Provincial Governments to undertake a governance review includes looking at the funding model
- Islands Trust was originally a provincial agency embedded within the government and was initially fully funded; however, approximately only 2% of funding is now provided by the province

A member of the public asked if the Policy Statement refers to the preserve and protect mandate or the policies that come from the mandate.

- A Trustee clarified the Policy Statement is similar to a regional growth strategy and speaks to how the Trust is managed according to the mandate

A member of the public requested the budget document be republished to include comparative numbers so areas of increased budget can be identified, and asked how many years Islands Trust would be able to function using reserve funds?

- A Trustee indicated any funds that were allocated to projects and not spent at year end go into the surplus fund to be drawn from the following year
- The Chair said he will provide feedback about the published budget documents to finance staff and noted the documents provided to Trustees for the purpose of budget considerations are very detailed

8. COMMUNITY INFORMATION MEETING

8.1 Short Term Vacation Rentals Policy – Options

The Bylaw Compliance and Enforcement Manager provided a summary of the short-term vacation rental policy options and highlighted the following:

- Circumstances that would cause enforcement against short-term vacation rentals include: no resident owner or operator living on the property, non permitted dwellings being used for a short-term rental, a complaint made by a representative of an improvement district regarding overuse of water, written complaints by neighbourhood residents regarding nuisance issues such as noise or parking, and overuse of a septic system
- There are no open bylaw enforcement files on Saturna regarding short-term vacation rentals

- The policies proposed would be used by the Local Trust Committee when considering enforcement against short-term vacation rentals
- The Local Trust Committee has an annual option to opt into the provincial residency requirement

Discussion ensued and the following comments and clarifications were recorded:

- The Bylaw Policy is not a bylaw and the Local Trust Committee can amend the policy at any time
- If an owner is not living on the property a complaint can be made to the Bylaw Enforcement office and the policy document would come into effect
- The Land Use Bylaw currently states a requirement of 24 hours notice of inspection and the Bylaw Policy has a 30-day notice period; however, if the 30-day period is written into the Bylaw without exceptions, and something of an urgent nature comes up, action cannot be taken
- The Land Use Bylaw requirement of 24 hours notice can be amended by putting the item on the Future Projects List or amending the bylaw within another Land Use Bylaw project
- If a bylaw complaint is issued against a resident the bylaw office can send the policy document to the resident which indicates the inspection notice period is 30 days
- The Local Trust Committee can include exceptions to the 30-day notice period within the policy document

9. PUBLIC HEARING - None

10. MINUTES

10.1 Adopted Saturna Island Local Trust Committee Minutes Dated January 16, 2025 (for Information)

Received for information.

10.2 Section 26 Resolutions-without-meeting Report Dated March 2025

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated April 2025

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 PL-DVP-2025-0121 (Litke) - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- The application seeks a Development Variance Permit to permit a new lot to be created through subdivision resulting in the width of one of the parcels to be less than one third of its depth thereby requiring a variance
- The variance is not impactful to neighbours or the natural environment
- The correspondence received regarding the application spoke to drainage on the roadway or wetland and it was clarified that the application is not connected to any physical changes to the land

The Trustees had no comments or questions regarding the application.

SA-2025-009

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approve issuance of Development Variance Permit application NP-PL-DVP-2025-0121 (Litke).

CARRIED

14.2 PL-DP-2025-0087 (Litke) - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- The application seeks a permit in Development Permit Area 2 – Bluffs (DPA 2) in relation to the proposed property subdivision to create one new residential lot and one lot for not-for-profit conservation purposes and to waive the 10% perimeter requirement of the *Local Government Act* for Lot 1
- A development permit is required when a subdivision results in the creation more than one lot within a DPA 2
- The Development Permit Area guidelines have been met
- The permit ensures future driveway construction will minimize encroachment within the Development Permit Area
- There will be no new construction within the Development Permit Area part of the property resulting in no impacts or disturbance to habitat

Trustees indicated support for the application and conservation efforts and had no questions for the Planner or applicant.

SA-2025-010

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approve issuance of Development Permit SA-DP-2025-0087 (Litke).

CARRIED

SA-2025-011

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee exempt Remainder Lot 1 of the proposed subdivision of Lot 1, Section 5, Saturna Island, Cowichan District, Plan 25360 (PID: 002-614-383) from the 1/10 perimeter provision of Section 512 of the *Local Government Act*.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Minor Housing Review Project - Staff Report

Island Planner Smith summarized the staff report and highlighted the following:

- Draft Bylaw No. 143 was presented at the January, 2025 Local Trust Committee meeting for consideration of next steps, and during the same meeting the Local Trust Committee gave direction to staff to provide options for initiating a project to develop subdivision regulation standards for water supply
- While worthwhile to pursue, the development of water supply subdivision regulations is complex, and would require several months to get the project underway
- There was a concern that funding may not be available, and the project would likely not complete during the current term

Discussion ensued and the following comments and clarifications were recorded:

- The data set for secondary suite mapping has been updated with new salt water intrusion data resulting in several new properties being identified as having a lower risk of salt water intrusion
- The data was reinterpreted by provincial hydrologists and the mapping was updated based on that data
- The recommendation for cistern storage for all properties on the island was not supported by the Local Trust Committee and the Planner clarified there could potentially be a requirement for cisterns where new mapping identifies salt water intrusion
- The bylaw should be amended to refer to cistern storage requirements of 18,000 litres
- The secondary suite map is to be changed as presented with 61 new properties
- Trustees determined to continue to only require cisterns at East Point, and to amend the minimum cistern volume requirement to 18,000 litres

SA-2025-012

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee amend Bylaw No. 143 by deleting reference to removing schedule C and update minimum cistern volume requirements to read 18000 litres.

CARRIED

SA-2025-013

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee direct staff to provide a staff report with options of incorporating the recommended Bylaw Enforcement Policy into the Saturna Island Land Use Bylaw and related administrative bylaw.

CARRIED

SA-2025-014

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee direct staff to add a review of Saturna Island Land Use Bylaw Subdivision Regulations to the Future Projects List.

CARRIED

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated April 2025

16.1.2 Future Projects Report Dated April 2025

16.2 Applications Report Dated April 2025

16.3 Trustee and Local Expense Report Dated Feb 2025

16.4 Adopted Policies and Standing Resolutions

16.5 Local Trust Committee Webpage

16.6 Islands Trust Conservancy Report Dated Feb 2025

Items 16.1 to 16.6 were received for information.

Item 17.3 was heard after Item 16.6

17. NEW BUSINESS

17.1 2024/25 Annual Report - Request for Decision

There were no amendments to the recommended text for inclusion in the 2024/25 Annual Report.

SA-2025-015

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approves the attached text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

CARRIED

17.2 Saturna Island Bylaw Compliance and Enforcement Policy – Staff Report

Bylaw Compliance and Enforcement Manager Dingman summarized the staff report and noted that the Bylaw Compliance and Enforcement Policy document incorporates all current standing resolutions for compliance and enforcement into a single document and establishes priorities for enforcement.

Trustees stated overall satisfaction with the policy document and discussed if it should be a stand-alone policy document or be integrated into the Land Use Bylaw and staff will provide a report for the Local Trust Committee's consideration.

17.3 BC Parks Foundation Discussion

Discussion ensued and the following comments were noted:

- The BC Parks Foundation Board are amenable to releasing the densities from the Ron Hall properties to the Community Amenity Density Reserve
- There is opportunity to informally write to the Foundation asking them to identify any concerns about, or issues with, transferring the densities and what would be necessary for them to feel comfortable doing so
- The Local Trust Committee would like to use the densities for housing and could look at amending the Official Community Plan to create a new category of density or broaden the allowances within the Community Amenity Density Reserve
- A community discussion is required to determine if the densities might be used for housing or if they are to remain in the density bank for ecological and environmental purposes
- The BC Parks Foundation owns the densities and if they are given to the community it needs to be ensured that they are used in a manner that works within the BC Parks Foundation mandate
- The priority is to secure receipt of the densities and then have a community conversation about how they will be allocated

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for July 24, 2025 at the Saturna Recreation and Cultural Centre Hall, Saturna Island

19. TOWN HALL - None

20. CLOSED MEETING (Distributed Under Separate Cover)

20.1 Motion to Close the Meeting

SA-2025-016

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)(f):

(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;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

AND that the recorder and staff attend the meeting.

CARRIED

The regular meeting was closed to the public at 2:16 p.m. and was adjourned during the in-camera meeting at 3:02 p.m.

20.2 Recall to Order

20.3 Rise and Report

Chair Maude will rise and report at the next scheduled regular business meeting.

21. ADJOURNMENT

By general consent the meeting was adjourned at 3:02 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2025-004 New Old Time Chautauqua (NOTC) invite 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.	Carried	14-Jul-2025
2025-003 Section 219 Covenant 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).	Carried	29-May-2025
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

Follow Up Action Report

Saturna Island

16-Jan-2025

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

24-Apr-2025

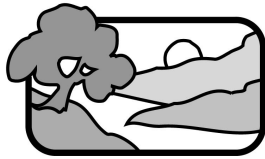
Progress	Activity	Responsibility	Dates	Status
0%	1 14.1 PL-DVP-2025-0121 (Litke) - Permit approved as presented - staff to issue permit and close file	Emily Bryant Jas Chonk	Target: 09-May-2025	Completed
0%	2 14.2 SADP20250087 - 1) Permit approved as presented - staff to issue permit (Jas), close file (Emily) 2) DP and 10% Waiver approval- staff to respond to MOTT conditions are met (Brad)	Brad Smith Emily Bryant Jas Chonk	Target: 09-May-2025	Completed
0%	3 15.1 Minor Housing Review Project - staff to make amendments to BL 143 as resolved by LTC and initiate referrals BL 143 to include updated secondary suite mapping, adjustment of required cistern capacity to 18,000 l and still only required at East Point (ie reinsert Schedule C)	Brad Smith Jas Chonk	Target: 09-May-2025	Completed
0%	4 15.1 Add Review of Subdivision Regulations to future minor projects list	Brad Smith	Target: 24-Apr-2025	Completed
80%	5 17.2 Bylaw Enforcement Policy - staff to provide options for incorporating updated bylaw enforcement policy into Saturna bylaws	Brad Smith Warren Dingman	Target: 30-May-2025	Completed

Follow Up Action Report

Saturna Island

24-Apr-2025

Progress	Activity		Responsibility	Dates	Status
0%	6	17.1 Annual report wording approved as presented - planning staff to inform communications staff	Brad Smith Morgana van Niekerk	Target: 09-May-2025	Completed
100%	7	IC Rise and Report - 1) Nov 7 2024 IC meeting minutes adopted as presented 2) Priscilla Ewbank, Bert Hol, Dennis Perch appointed to BOV	Emily Bryant Jas Chonk	Target: 09-May-2025	Completed



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: South Pender Island Local Trust Area Bylaw No.: 129 Date: May 23, 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.

APPLICANTS NAME / ADDRESS:

N/A

PURPOSE OF BYLAW:

Bylaw No. 129 is the result of the 2024-2025 Minor Land Use Bylaw (LUB) Amendments Project. The project's purpose is to consider a targeted review of amendments made during the previous LUB review project which resulted in the adoption of LUB amending Bylaw No. 122. The South Pender Island Local Trust Committee's (LTC) Bylaw No. 122 was adopted in September 2022 which included a number of LUB amendments including new agricultural regulations, reduction to residential dwelling maximum floor areas, increasing setbacks for new residential dwellings and cottages, increasing the setback to the natural boundary of the sea, and other minor amendments.

The South Pender LTC held multiple opportunities for community engagement to determine if the Bylaw No. 122 amendments should be removed, amended, or retained in the current South Pender LUB. The outcome of this engagement process is Bylaw No. 129 which includes the following amendments:

- retains the setback to the natural boundary of the sea but amending the clause by removing "a certification from an appropriately qualified person as to" and replacing it with "substantive evidence to establish"
- height regulation for dwellings and cottages to revert the regulation back to as it was prior to the adoption of Bylaw No. 122
- shipping container regulations by changing the lot size requirements
- clarifying recreational vehicles regulations
- reverts the setback from the exterior and interior side lot line for dwellings and cottages from 6 metres (20 feet) to 3 metres (10 feet)
- removes the floor area requirements for dwellings and cottages to the Agriculture zone and certain conditions of use for agri-tourism and agri-tourist accommodation
- reduces the maximum floor area regulations for dwellings and includes a single table to regulate maximum floor area

Project background, proposed bylaw, and staff reports are available on the South Pender LTC Projects webpage: <https://islandstrust.bc.ca/island-planning/south-pender/projects/>

GENERAL LOCATION:

South Pender Island Local Trust Area

LEGAL DESCRIPTION:

N/A

SIZE OF PROPERTY AFFECTED:

N/A

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

N/A

OTHER INFORMATION:

Additional information, including the current bylaws, is available at: www.islandstrust.bc.ca

PLEASE TURN OVER 

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.



Name: Kim Stockdill

(Signature)

Title: Island Planner
Contact Info Tel: 250-405-5157
Email: kstockdill@islandstrust.bc.ca

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Agricultural Land Commission

Non-Agency Referrals

WSANEC Leadership Council

Regional Agencies

Capital Regional District – Building Inspection

South Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

North Pender Island Local Trust Committee

Saturna Island Local Trust Committee

First Nations

Cowichan Tribes

Halalt First Nation

Lyackson First Nation

Malahat 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

Tsawwassen First Nation

Tseycum 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

South Pender Island Local Trust Area

(Island)

(Signature)

(Date)

129

(Bylaw Number)

(Name and Title)

(Agency)



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.: 194 and 195 Date: May 28, 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.

APPLICANTS NAME / ADDRESS:

Capital Regional District (CRD)

PURPOSE OF BYLAW:

The purpose of Bylaw No. 194 (OCP) and Bylaw No. 195 (LUB) is to facilitate the rezoning of St. John Point Park on Mayne Island (LOT B, SECTION 1, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 2501) to support the CRD's Parks Management Plan.

Bylaw No. 194 (OCP) changes a portion of the land use designation on the Lot B, Section 1, Mayne Island, Cowichan District, Plan 2501 from Rural (R) to Resource Conservation (RC) land designation.

Bylaw No. 195 (LUB) changes the portion of the property zoned Rural (R) to Resource Conservation (RC) and the portion of the property zoned Agricultural (A) zoning to site specific zone A(a) to permit:

- resource conservation use
- entrance sign
- parking area
- pump out toilet building
- bicycle rack
- visitor information kiosk

GENERAL LOCATION:

Mayne Island Local Trust Area

LEGAL DESCRIPTION:

LOT B, SECTION 1, MAYNE ISLAND, COWICHAN DISTRICT, PLAN 2501

SIZE OF PROPERTY AFFECTED:

26 hectares

ALR STATUS:

A portion in the ALR

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural (R) and Agricultural (A)

OTHER INFORMATION:

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

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

Agricultural Land Commission
Min. of Housing and Municipal Affairs
Min. of Transportation & Transit – via portal

Non-Agency Referrals

Mayne Island Parks and Recreation Commission
Mayne Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
North Pender Island Local Trust Committee
Saturna 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
Tseycum First Nation
WSANEC Leadership Council

**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)

(Signature)

(Date)

194/195
(Bylaw Number)

(Name and Title)

(Agency)

File No.: Minor Housing Amendments
Review Project

DATE OF MEETING: July 24, 2025
TO: Saturna Island Local Trust Committee
FROM: Robert Kojima, Regional Planning Manager
Southern Team
COPY: Brad Smith, Island Planner
SUBJECT: Minor Housing Amendments Review Project – BL No. 143

RECOMMENDATIONS

1. That the 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 25, 2025 staff report.
2. That the 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.
3. That the 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”.

REPORT SUMMARY

The purpose of this staff report is to seek direction from the Saturna Island Local Trust Committee (LTC) on how to proceed with draft Bylaw No. 143.

The recommendations above are supported as:

- Draft Bylaw No. 143 is not contrary to or at variance with the Islands Trust Policy Statement;
- The amendments are relatively minor and public engagement and referral responses to date have indicated no significant concerns or issues;
- Adding a definition of freshwater helps to clarify that it includes both surface and groundwater resources;
- Section 464 (2) of the *Local Government Act* states that a public hearing is not required where there are no OCP changes and the LUB amendments are consistent with the OCP;
- In cases where a public hearing is not held, local governments are required to issue statutory public notice of first reading prior to consideration of first reading.

BACKGROUND

The LTC has been working on the Minor Housing Amendments Review Project since May 2023. To date the project scope has included:

- 1) Reviewing Schedule C of the LUB and assessing establishment of cistern requirements across the Local Trust Area (LTA);
- 2) Reviewing Schedule E for secondary suites and update with new provincial saltwater intrusion mapping;
- 3) Reviewing Multiple Family Residential (MFR) zoning restrictions and associated OCP policies.

At the April 24, 2025 meeting, staff presented draft Bylaw No. 143 to the LTC for consideration of next steps. At that meeting, the LTC decided to not amend the current bylaw to require cisterns across the entire LTA (and thus cisterns will still only be required for new development in the East Point Water Management Area), and to only focus on proposed amendments to the secondary suite mapping.

To be more aligned with industry standards for tank sizes, the LTC also changed the minimum cistern capacity from the current 21,820 litres to 18,000 litres. The following resolution was passed:

SA-2025-012

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee amend Bylaw No. 143 by deleting references to removing schedule C and update minimum cistern volume requirements to read 18,000 litres.

With First Nation and agency bylaw referrals now complete, staff are bringing Bylaw 143 back to the LTC for consideration of next steps.

ANALYSIS

Bylaw No 143

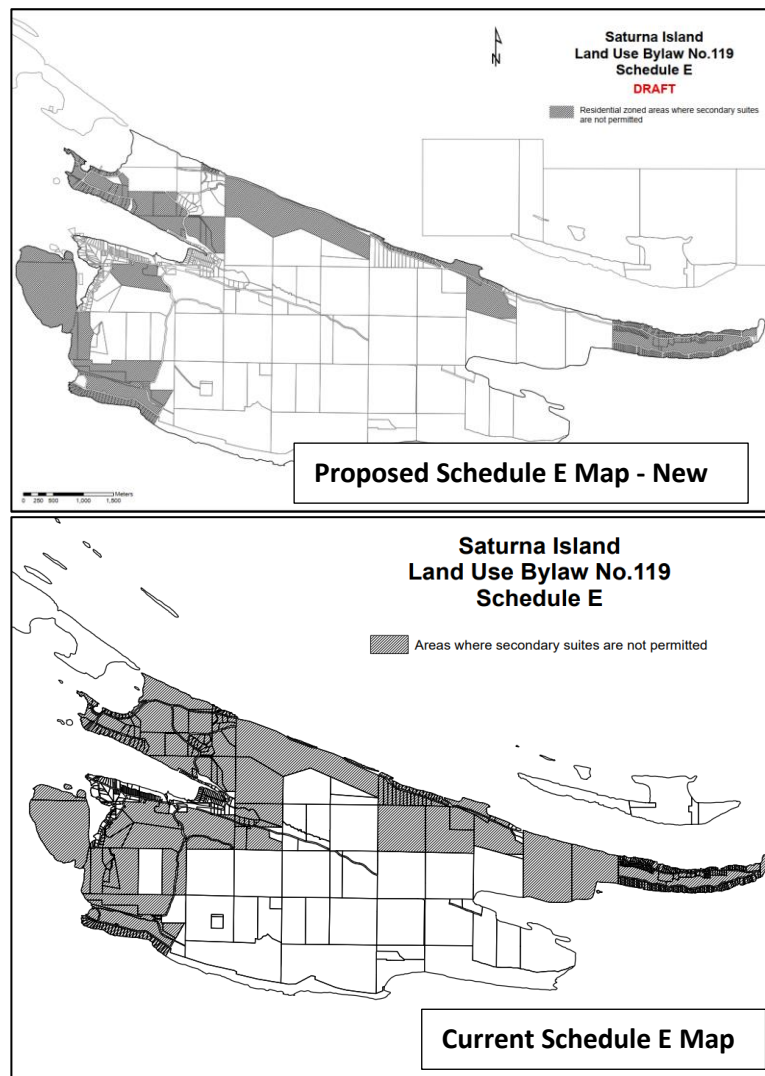
Draft Bylaw No. 143 would result in the following changes to the Saturna Island Land Use Bylaw No. 119 (LUB):

- 1) References to 'rainwater' would be amended to 'freshwater' to be consistent with terminology recommended by the Senior Freshwater Specialist and being adopted in other Trust Areas in recognition that cisterns are used to store groundwater over the summer not just used for rainwater storage;
- 2) Areas where secondary suites are permitted would be expanded to include 61 additional properties where updated saltwater intrusion data moves them from the moderate or higher risk category to moderately low or lower risk. This would be reflected in a new Schedule E map that shows these parcels no longer cross-hatched and thus permitted to have a secondary suite.

In the East Point Water Management Area, there are 18 parcels where the new data sites them entirely within low or moderately low risk categories. However, given the significant known water issues in the area, and to ensure fairness within the local community, staff have not included these parcels in the updated schedule E map, and thus secondary suites would still not be permitted anywhere in the East Point Water Management Area. The one parcel located within the Saturna Beach Strata Corporation has also not been included for the same reasons.

For clarity, staff have also adjusted the map legend to only include residential zoned properties where secondary suites are not permitted and subsequently removed the cross-hatching from all designated parks and First Nation reserves.

Figure 2. Proposed New Schedule E Map and Current Map for Comparison



Islands Trust Policy Statement

Staff determine that draft Bylaw No. 143 is not contrary to or at variance with Islands Trust Policy Statement (ITPS) policies, in particular with respect to policies related to ecosystem protection and preservation, stewardship of freshwater resources, and growth and development. The ITPS policy checklist is attached for LTC's review and endorsement.

Official Community Plan

The proposed amendments are generally consistent with or not in conflict with the policies of the OCP, including natural environment, residential and water supply policies.

Consultation

First Nations Referrals

Bylaw referrals have been sent to the standardized list of First Nations for the Saturna Island LTA. Ts'uubaa-asatx, Halalt and Pauquachin First Nations deferred to other Nations with more direct traditional links to the Saturna LTA. Malahat First Nation responded with no objections to the proposed bylaw amendments.

No other responses were received from First Nations.

Agency Referrals

Draft Bylaw No. 143 was referred to the following agencies:

- CRD, Planning and Protective Services
- CRD, Building Inspection
- CRD Water Quality Division (in respect of Lyall Harbour-Boot Cove Water System)
- Island Health
- Parks Canada
- Ministry of Water, Land and Resource Stewardship – Water Management Branch
- Mayne Island Local Trust Committee
- South Pender Island Local Trust Committee
- North Pender Island Local Trust Committee

North Pender and Mayne Island LTC's determined their interests are unaffected.

Island Health provided the following comments:

- With respect to secondary suites, note that any water supply system serving more than one single family residence* is required to obtain necessary approvals/permits and meet the requirement for a drinking water system under the [Drinking Water Protection Act](#).
- Recommend providing a definition in the bylaw for 'freshwater'. Additionally, note that any water supply system serving more than one single family residence* is required to obtain necessary approvals/permits and meet the requirements for a drinking water system under the [Drinking Water Protection Act](#) which includes requirement to provide potable water.

*Refer to the latest version of the [Drinking Water Officers' Guide - Province of British Columbia](#) pg. 10 for definition of **single family residence**)

- Construction on any sewerage systems must be in accordance with the [Sewerage System Regulation](#), which requires a property owner to obtain the services of an Authorized Person to file with the health authority the required documentation for certification of the system.

With respect to adding reference to the requirements of the *Drinking Water Protection Act* and Sewerage System Regulation, any development of a secondary suite would require a building permit including Island Health approvals for water and septic.

With respect to adding a definition of freshwater, staff recommend that the LTC include the following definition of freshwater in BL 143:

Freshwater: Water with a total dissolved salt content of $\leq 1,000$ ppm (1 g/L, 1 ‰) and includes surface and groundwater resources.

Of further note, wells containing groundwater with chloride concentrations greater than 150 mg/L, specific conductivity greater than 1000 uS/cm, and total dissolved solids greater than 700 ppm are considered by the Province to be under the influence of saltwater intrusion, be it seawater or saline groundwater.

Parks Canada provided a very specific comment in respect of three properties adjacent to Lyall Creek.

There is one area ~300m uphill from Lyall Creek that could be a potential concern if they have secondary suites and septic is not managed appropriately. The area is at the top of a very steep hill and might have sufficient distance, but I am not an expert in that. Technically the jurisdiction of the creek is DFO, but the lands around most of it are managed by GINPR. Lyall Creek is a salmon spawning stream. The area circled in purple is from figure 2 in the attached document. The area circled in red from GoogleEarth is more of a close up.

Staff are of the view that any secondary suite development on these lots would require both building permit and Island Health approval for septic design and future use so the potential impacts to the creek will be mitigated.

No other referral responses were received.

Statutory Requirements

In this case, as there are no OCP changes and the LUB amendments are consistent with the OCP, staff recommend that the LTC not hold a public hearing on BL 143, in accordance with *Local Government Act* s. 464 (2). However, in accordance with s. 467 (1), notice would need to be given prior to first reading.

If the LTC decides to not hold a public hearing, staff will give notice of first reading for the October 23, 2025 meeting. At that October meeting, the LTC could then give first, second and third readings and send to Executive Committee for approval prior to final adoption.

If the LTC decides to hold a public hearing, this would occur after draft bylaws have received at least first reading. Public hearing notice would be posted as per statutory and bylaw requirements in advance of a public hearing. A resolution to give first reading is provided as an alternative below should the LTC prefer to hold a public hearing.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- Draft Bylaw No. 143 is not contrary to or at variance with the Islands Trust Policy Statement;
- The amendments are relatively minor and public engagement and referral responses to date have indicated no significant concerns or issues;
- Adding a definition of freshwater helps to clarify that it includes both surface and groundwater resources;
- Section 462 (2) of the *Local Government Act* permits the waiving of a public hearing where there are no OCP changes and the LUB amendments are consistent with the OCP;
- In cases where a public hearing is not held, local governments are required to issue statutory public notice of first reading prior to consideration of first reading.

ALTERNATIVES

The LTC may consider the following alternatives to the staff recommendation:

1. Request further information

The LTC may request further information prior to making a decision. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee request that...

2. Give First Reading to BL 143 and schedule a Public Hearing

The LTC may decide to hold a public hearing for Bylaw No. 143 after giving First Reading. Recommended wording for the resolutions are as follows:

That the Saturna Island Local Trust Committee Bylaw No. 143, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024” be read a first time.

That the Saturna Island Local Trust Committee directs staff to schedule a public hearing for draft Bylaw No. 143, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024”.

3. Not Proceed with the Project

The LTC may decide to not proceed any further with the project.

4. Receive for information

The LTC may receive the report for information.

NEXT STEPS

With direction from LTC, staff will initiate notice of first reading for the October 23, 2025 meeting.

Submitted By:	Brad Smith, Island Planner	June 26, 2025
Concurrence:	Robert Kojima, Regional Planning Manager	June 26, 2025

ATTACHMENTS

- 1. Draft Bylaw No. 143
- 2. ITPS Policy Statement Checklist

DRAFT

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 143

A BYLAW TO AMEND SATURNA ISLAND LAND USE BYLAW NO. 119, 2018

The Saturna Island Local Trust Committee, being the Local Trust Committee having jurisdiction in respect of the Saturna Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2024”.

2. Saturna Island Local Trust Committee Bylaw No. 119, cited as “Saturna Island Land Use Bylaw No. 119, 2018,” is amended as follows:

2.1 Section 2.17 – Water Storage, is amended by:

- i) replacing the word “rainwater” with the word “freshwater”
- ii) replacing the minimum cistern capacity reference of “21820 litres (4800 gallons)” with “18,000 litres (3960 gallons)”

2.2 Section 2.18 – Secondary Suites, Subsection 2.18.5 is amended by deleting the words “as having moderate to high aquifer vulnerability depicted”.

2.3 Section 15.1, Subsection 15.1.13 “floor area” is amended by replacing the word “rainwater” with the word “freshwater”.

2.4 Schedule “E” – Secondary Suites Map, is deleted in its entirety and replaced by Schedule “E” - Secondary Suites Map dated **INSERT DATE**, attached to and forming part of this bylaw.

2.5 Part 15 Interpretation, Definitions, is amended by adding as subsection 15.1.14 the words “ “Freshwater” means water with a total dissolved salt content of $\leq 1,000$ ppm (1 g/L, 1‰) and includes surface and groundwater resources” and renumbering subsequent subsections accordingly.

3. SEVERABILITY

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.

READ A FIRST TIME THIS _____ DAY OF _____ 20____

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20____

READ A SECOND TIME THIS _____ DAY OF _____ 20____

READ A THIRD TIME THIS _____ DAY OF _____ 20____

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
_____ DAY OF _____ 20____

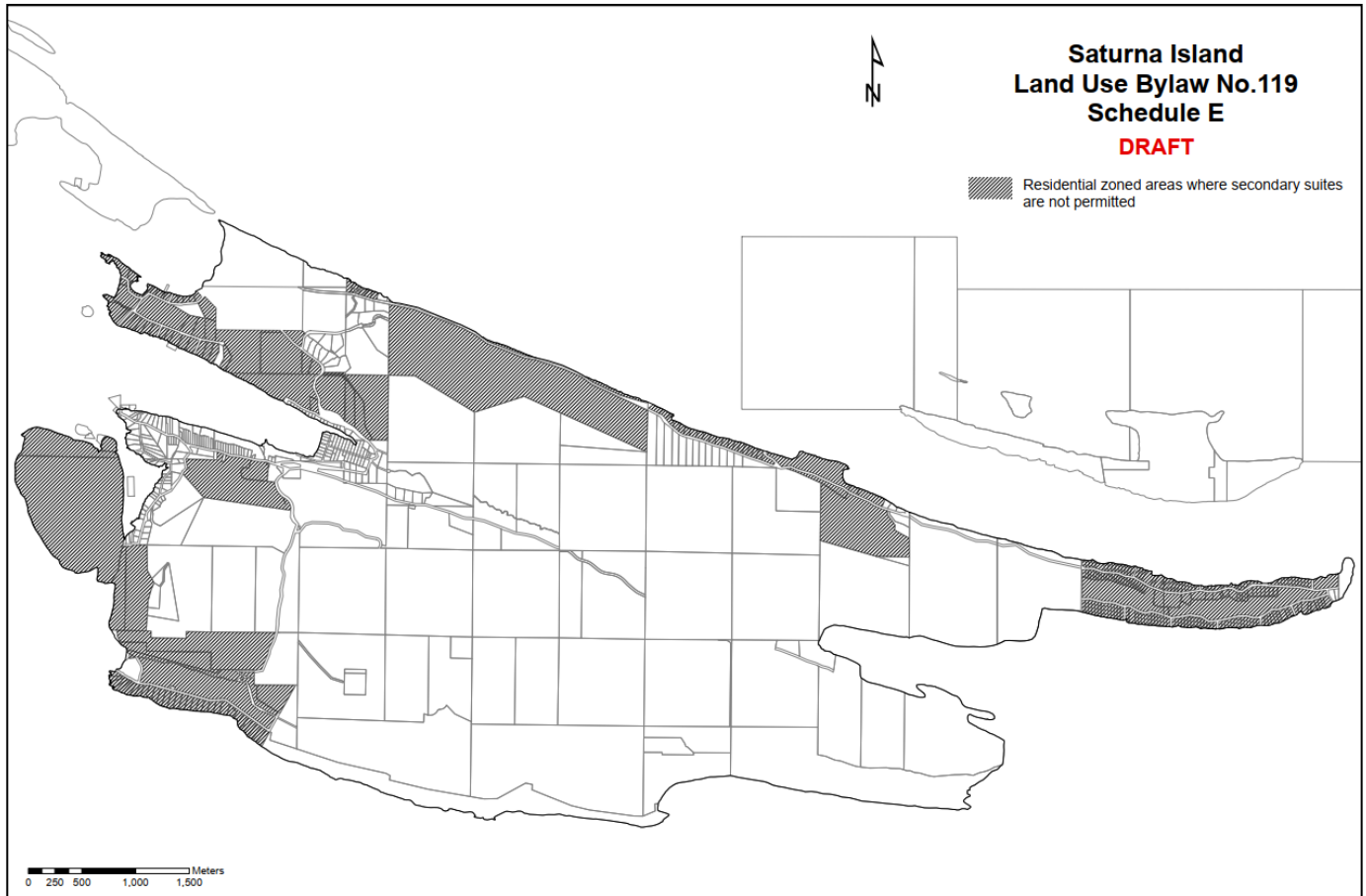
ADOPTED THIS _____ DAY OF _____ 20____

CHAIR

SECRETARY

**SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 143**

Schedule E - Secondary Suites Map





Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw No: 143
Minor Housing Amendments Review Project
LTC Endorsement:

PURPOSE

To provide staff with the Directives Only Checklist to highlight issues addressed in staff reports and as a means to ensure Local Trust Committee address certain matters in their official community plans and regulatory bylaws and Island Municipalities address certain matters in their official community plans and to reference any relevant sections of the Policy Statement.

POLICY STATEMENT

The Policy Statement is comprised of several parts. Parts I and II outline the purpose, the Islands Trust object, and Council's guiding principles. Parts III, IV and V contain the goals and policies relevant to ecosystem preservation and protection, stewardship of resources and sustainable communities.

There are three different kinds of policies within the Policy Statement as follows:

- Commitments of Trust Council which are statements about Council's position or philosophy on various matters;
- Recommendations of Council to other government agencies, non-government organizations, property owners, residents and visitors; and
- Directive Policies which direct Local Trust Committees and Island Municipalities to address certain matters.

DIRECTIVES ONLY CHECK LIST

The Policy Statement Directives Only Checklist is based on the directive policies from the Policy Statement (Consolidated April 2003) which require Local Trust Committees to address certain matters in their official community plans and regulatory bylaws and Island Municipalities to address certain a matters in their official community plans in a way that implements the policy of Trust Council.

Staff will use the Policy Statement Checklist (Directives Only) to review Local Trust Committee and Island Municipality bylaw amendment applications and proposals to ensure consistency with the Policy Statement. Staff will add the appropriate symbol to the table as follows:

- ✓ if the bylaw is **consistent** with the policy from the Policy Statement, or
- ✗ if the bylaw is **inconsistent (contrary or at variance)** with a policy from the Policy Statement, or
- N/A if the policy is not applicable.

Part III Policies for Ecosystem Preservation and Protection

CONSISTENT	NO.	DIRECTIVE POLICY
	3.1	Ecosystems
✓	3.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and protection of the environmentally sensitive areas and significant natural sites, features and landforms in their planning area.
N/A	3.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning, establishment, and maintenance of a network of protected areas that preserve the representative ecosystems of their planning area and maintain their ecological integrity.
✓	3.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the regulation of land use and development to restrict emissions to land, air and water to levels not harmful to humans or other species.
	3.2	Forest Ecosystems
N/A	3.2.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of unfragmented forest ecosystems within their local planning areas from potentially adverse impacts of growth, development, and land-use.
	3.3	Freshwater and Wetland Ecosystems and Riparian Zones
N/A	3.3.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means to prevent further loss or degradation of freshwater bodies or watercourses, wetlands and riparian zones and to protect aquatic wildlife.
	3.4	Coastal and Marine Ecosystems
N/A	3.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of sensitive coastal areas.
N/A	3.4.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for and regulation of development in coastal regions to protect natural coastal processes.

PART IV: Policies for the Stewardship of Resources

CONSISTENT	NO.	DIRECTIVE POLICY
	4.1	Agricultural Land
N/A	4.1.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and preservation of agricultural land for current and future use.
N/A	4.1.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation, protection, and encouragement of farming, the sustainability of farming, and the relationship of farming to other land uses.
N/A	4.1.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of adjacent properties to minimize any adverse affects on agricultural land.

CONSISTENT	NO.	DIRECTIVE POLICY
N/A	4.1.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the design of road systems and servicing corridors to avoid agricultural lands unless the need for roads outweighs agricultural considerations, in which case appropriate mitigation measures shall be required to derive a net benefit to agriculture
N/A	4.1.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address land uses and activities that support the economic viability of farms without compromising the agriculture capability of agricultural land.
N/A	4.1.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the use of Crown lands for agricultural leases.
	4.2	Forests
N/A	4.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the need to protect the ecological integrity on a scale of forest stands and landscapes.
N/A	4.2.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the retention of large land holdings and parcel sizes for sustainable forestry use, and the location and construction of roads, and utility and communication corridors to minimize the fragmentation of forests.
N/A	4.2.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of forest ecosystem reserves where no extraction will take place to ensure the preservation of native biological diversity.
	4.3	Wildlife and Vegetation
	4.4	Freshwater Resources
✓	4.4.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure neither the density nor intensity of land use is increased in areas which are known to have a problem with the quality or quantity of the supply of freshwater, water quality is maintained, and existing, anticipated and seasonal demands for water are considered and allowed for.
N/A	4.4.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address measures that ensure water use is not to the detriment of in-stream uses
	4.5	Coastal Areas and Marine Shorelands
N/A	4.5.8	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the needs and locations for marine dependent land uses.
N/A	4.5.9	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the compatibility of the location, size and nature of marinas with the ecosystems and character of their local planning areas.
N/A	4.5.10	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location of buildings and structures so as to protect public access to, from and along the marine shoreline and minimize impacts on sensitive coastal environments.
N/A	4.5.11	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address opportunities for the sharing of facilities such as docks, wharves, floats, jetties, boat houses, board walks and causeways.
	4.6	Soils and Other Resources
N/A	4.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of productive soils.

PART V: Policies for Sustainable Communities

CONSISTENT	NO.	DIRECTIVE POLICY
	5.1	Aesthetic Qualities
N/A	5.1.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the protection of views, scenic areas and distinctive features contributing to the overall visual quality and scenic value of the Trust Area.
	5.2	Growth and Development
✓	5.2.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address policies related to the aesthetic, environmental and social impacts of development.
N/A	5.2.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address any potential growth rate and strategies for growth management that ensure that land use is compatible with preservation and protection of the environment, natural amenities, resources and community character.
N/A	5.2.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address means for achieving efficient use of the land base without exceeding any density limits defined in their official community plans.
N/A	5.2.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of areas hazardous to development, including areas subject to flooding, erosion or slope instability, and strategies to direct development away from such hazards.
	5.3	Transportation and Utilities
N/A	5.3.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of a classification system of rural roadways, including scenic or heritage road designations, in recognition of the object of the Islands Trust.
	5.3.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the impacts of road location, design, construction and systems.
N/A	5.3.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the designation of areas for the landing of emergency helicopters.
N/A	5.3.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the development of land use patterns that encourage establishment of bicycle paths and other local and inter-community transportation systems that reduce dependency on private automobile use.
	5.4	Disposal of Waste
N/A	5.4.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of acceptable locations for the disposal of solid waste.

CONSISTENT	NO.	DIRECTIVE POLICY
	5.5	Recreation
N/A	5.5.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the prohibition of destination gaming facilities such as casinos and commercial bingo halls.

N/A	5.5.4	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the location and type of recreational facilities so as not to degrade environmentally sensitive areas, and the designation of locations for marinas, boat launches, docks and anchorages so as not to degrade sensitive marine or coastal areas.
N/A	5.5.5	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification of sites providing safe public access to beaches, the identification and designation of areas of recreational significance, and the designation of locations for community and public boat launches, docks and anchorages.
N/A	5.5.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification and designation of areas for low impact recreational activities and discourage facilities and opportunities for high impact recreational activities.
N/A	5.5.7	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the planning for bicycle, pedestrian and equestrian trail systems.
	5.6	Cultural and Natural Heritage
N/A	5.6.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the identification, protection, preservation and enhancement of local heritage.
N/A	5.6.3	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address the preservation and protection of the heritage value and character of historic coastal settlement patterns and remains.
	5.7	Economic Opportunities
N/A	5.7.2	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address economic opportunities that are compatible with conservation of resources and protection of community character.
	5.8	Health and Well-being
✓	5.8.6	Local Trust Committees and Island Municipalities shall, in their official community plans and regulatory bylaws, address their community's current and projected housing requirements and the long-term needs for educational, institutional, community and health-related facilities and services, as well as the cultural and recreational facilities and services.

POLICY STATEMENT COMPLIANCE	
✓	COMPLIANCE WITH TRUST POLICY
	NOT IN COMPLIANCE WITH TRUST POLICY for the following reasons:

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

Print Date: July 16, 2025

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 May 2025

660 Saturna	Invoices posted to Month ending May 2025	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	220.00	0.00	220.00
LTC Local				
65200-660	LTC - Local Exp - LTC Meeting Expenses	<u>1,780.00</u>	<u>143.92</u>	<u>1,636.08</u>
TOTAL LTC Local Expense		<u>1,780.00</u>	<u>143.92</u>	<u>1,636.08</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>

<u>Prd.</u>	<u>Source</u>	<u>Date</u>	<u>Description</u>	<u>Reference</u>	<u>Amount</u>
65200-660			LTC - Local Exp - LTC Meeting Expenses		
01	AP	4/24/2025	BRAD SMITH	9069	100.21
01	AP	4/24/2025	BRAD SMITH	9069	36.45
01	GL	4/30/2025	ad for SA LTC mtg dates	Prepaid EntriesApr/25	7.26
					<u>143.92</u>

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.		



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.		

Standing Resolutions Log

Saturna Island

Resolution Number	Action	Date
2019-017 (Standing) 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.	Carried	09-May-2019
2019-011 (Standing) 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.	Carried	17-Jan-2019



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		

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.



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY March 18th, 2025 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. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board rose and reported that a meeting was held between ITC staff and the Ministry of Housing and Municipal Affairs concerning land disposition, including transfer of land to Indigenous Governing Bodies. The Ministry staff's recommendation was for the ITC Board to develop a policy and include it in ITC's Five-Year Plan (2028-2032) for the Minister's consideration.
- The ITC Board directed staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw No. 541 Referral.
- Chair Gauvreau presented the briefing on an invitation to join the Centre for Land Conservation's Land Trust Certification Pilot Program. The ITC Board requested Chair Gauvreau to write a letter declining the invitation to join pilot program.
- Species at Risk Program Coordinator Wheeler presented a briefing on the North Pender Island Bylaw 235 Referral regarding updating Raptor and Heron Nest Development Permit Area (DPA) mapping and associated provisions from 2008 and provided additional Species at Risk information to consider to the Islands Trust planning team.
- Trustee Patrick joined the ITC Board Meeting to discuss the April 23rd, 2025 EC-ITC Joint Meeting agenda topics. Discussion ensued and agenda topics were identified.
- Trustee Elliott provided a Trust Council update to the ITC Board reporting on a number of items, including Trustee Patrick's election as Chair of Trust Council.
- Chair Gauvreau advised that the ITC budget for 2025/26 was approved by Trust Council.
- Chair Gauvreau reported that she gave a synopsis of the ITC 4th Quarter 2024/25 report at Trust Council.
- There was no Governance Committee Update. Chair Gauvreau reported she did not attend the last meeting.
- The ITC Board agreed to write a letter to the organizers of the Funding our Future: Financing Conservation on Private lands thanking them for the excellent workshop and expressing the interest of the ITC Board in participating in future discussions as the concept of a Regional Conservation Fund progresses.



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

- The ITC Board approved additional allocation to Trustee Smith to cover the full cost of attendance at the “Funding our Future: Financing Conservation on Private Lands” conference on February 27th, 2025 in Esquimalt.

2. COMMUNICATIONS AND OUTREACH

- Trust Council’s introduction letter to Minister Kahlon was received for information. Discussion ensued on the possibility of securing additional funding from the Province for First Nations engagement and consultation.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>



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

HIGHLIGHTS OF ISLANDS TRUST CONSERVANCY MAY 27TH, 2025 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

- The ITC A/Manager provided a verbal staffing update and identified the various staffing changes at Islands Trust Conservancy.

2. STRATEGIC PLANNING/ADMINISTRATION

- The ITC Board approved the Audited Financial Statements for the 2024/25 fiscal year, and referred the statements to Islands Trust Council for information.
- The ITC Board approved text for inclusion in the 2024/25 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.
- The ITC Board requested staff to notify the Salt Spring Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Development Variance Permit Application PLDVP20250029. The ITC Board recommended that the Salt Spring Island Local Trust Committee ensure that affected First Nations have been asked to comment on this proposed dock expansion.
- The ITC Board requested staff to notify the Galiano Island Local Trust Committee that Islands Trust Conservancy's interests are unaffected by Bylaw 291.
- The ITC Board requested staff to prepare an Islands Trust Conservancy 2026/27 budget request.
- Chair Gauvreau provided an update from the joint Executive Committee – Islands Trust Conservancy Board meeting.
- The ITC Strategic Fund Development Specialist provided a briefing on the Victoria Foundation's notification of an administration fee increase, relevant to the Ruby Alton Property Endowment Fund held with the Victoria Foundation.
- The ITC Board received a copy of the letter regarding the MOU between Islands Trust Council and the W̱SÁNEĆ Leadership Council Society for information. The ITC Board requested staff to cooperate with Tsartlip First Nation and Tseycum First Nation, via the W̱SÁNEĆ Leadership Council Society, to develop an agreement for Islands Trust Conservancy Board's consideration.
- Trustee Elliott provided a verbal Executive Committee update and highlighted that direction was given to proceed with two professional development workshops on addressing Indigenous-specific racism, and that the Policy Statement Amendment Project is ongoing with a town hall and final revisions expected in late July.
- Trustee Yates provided a verbal Trust Council update and highlighted that the next Trust Council is scheduled from June 17-19th, 2025 on Salt Spring Island and will include an ITC 35th anniversary celebration.



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

- Trustee Yates provided a verbal Financial Planning Committee update and highlighted that there was no report from the last meeting and that she will support the proposed ITC budget items going to the committee.
- Chair Gauvreau provided a verbal Governance Committee update and advised that the next meeting is August 10th, 2025.
- Chair Gauvreau provided a verbal update on the proposed Conservation Fund Working Group. Discussion ensued on appointing an ITC Board member to the working group.
- Trustee Elliott provided a verbal update on the Bowen Island Municipality – Executive Committee meeting on April 30th, 2025 and highlighted topics of note including the 2025 Strategic Plan, an update on the Official Community Plan, and improvements to BC Ferries service to island communities.

3. COVENANT AND PROPERTY MANAGEMENT

- The ITC Board approved the request from the Ministry of Water, Lands, and Resource Stewardship to upgrade Provincial Groundwater Observation Well 197, in S’ul-hween X’pey (Elder Cedar) Nature Reserve, with a new well box and the addition of equipment for satellite telemetry.
- The ITC Board requested staff to begin negotiations for a Well Access Agreement with the Ministry of Water, Lands, and Resource Stewardship and the two covenant holders Gabriola Land & Trails Trust and Nanaimo & Area Land Trust.

4. COMMUNICATIONS AND OUTREACH

- The ITC Board discussed the letter from Minister Kahlon to Trust Council Chair Patrick regarding the Islands Trust review.
- The ITC Board received the ITC Board Chair letter to Minister Kahlon regarding the ITC Five-Year Plan requirement for information.
- The ITC Communications Specialist provided a verbal update on Islands Trust Conservancy’s 35th anniversary and highlighted the newly launched Islands Trust Conservancy blog, *the Journal*.

Learn more about Islands Trust Conservancy: <https://islandstrust.bc.ca/conservancy/>

Visit the Islands Trust Conservancy Journal: <https://islandstrust.bc.ca/conservancy/the-journal/>

Subscribe for Islands Trust Conservancy updates: <https://islandstrust.bc.ca/subscribe/>

From: Page, Owen TT:EX <Owen.Page@gov.bc.ca>
Sent: June 4, 2025 9:29 AM
To: Mairead Boland
Cc: Lee Middleton
Subject: Re: Saturna Roads - June 2025

Hi Mairead,

We're keeping well! my 7-month-old is keeping me busy every day, but it's so much fun watching her grow. Hope you're doing well too.

I was last on Saturna a couple of weeks ago, so you just missed me. I hadn't been for some time, so my agenda was full, but I am planning on returning in the next month so I'll be sure connect with you ahead of time to arrange to meet up.

With regards to your two questions:

1. As the writer notes, mowing on Saturna island is typically completed in June and this is still the plan. Gulf Island mowing usually begins after May long week on Salt Spring, before moving through the other islands and finishing with Saturna.
2. The recent changes to the subject area of E Point Road between Narvaez Bay rd and Money Rd was one of my stops the last time I was on Saturna. I took some notes and will be connecting with our geotech engineers to ask for their review and assessment of the area. I'll likely be coordinating a site visit with them and can meet with you then.

hope this helps with your next LTC meeting. Always feel free to send me an email or call if you have any questions.

Thanks,

Owen

Get [Outlook for iOS](#)

From: Mairead Boland <mboland@islandstrust.bc.ca>
Sent: Tuesday, June 3, 2025 5:10:34 PM
To: Page, Owen TT:EX <Owen.Page@gov.bc.ca>
Cc: Lee Middleton <lmiddleton@islandstrust.bc.ca>
Subject: Saturna Roads - June 2025

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Owen,

I hope you are keeping well and I wonder if you are visiting Saturna any time soon. It seems you may be fully occupied with the **DIP** on Pender - I follow on Facebook - thats a big project.

Back to Saturna:

We've had a couple of issues raised by residents and we intend to discuss it at the Saturna LTC on July 24th. (We have an advisory committee but we must activate them "formally" through a resolution.).

It would be really helpful if we had a review of the roads throughout the island and any repair plans in place.

If you plan a visit perhaps we can all connect.

520 241 2954

- grass cutting - status update

" As I drive the roads of Saturna I notice that shoulder grass is at peak green and height. Quickly it will brown out and be welcoming to fire. In years previous I recall the shoulders being cut during June and in advance of our Lamb BBQ. With all the road side parking, hot catalytic converters and dry shoulder grass are a good combo for fire.

Additionally, deer in the shoulder grass are almost invisible and today I did an emergency braking to avoid an unseen deer emerge from the shoulder grass.

One more point about this. Because many people walk our roads, there is no place to step with visible footing certainty with the high grass. A safety issue me thinks.
"

- condition of road from the valley up to the store

"A section of East Point Road from the junction with Narvaez Bay Road to Lyle Harbour is failing above a steep slope from the road to Lyle Harbour. It was a crack a year ago (or less) and now is an open crack with slumping off areas to the outside. If this road fails a large part of the island will be cut off from the ferry, the store and emergency services including ambulance and fire. It will also take quite some time to fix."

Many thanks,
Mairead

From: **Karen Muntean** <[REDACTED]>

Date: Sun., Jun. 1, 2025, 3:44 p.m.

Subject: Failing road on Saturna

To: <mboland@islandtrust.bc.ca>

A section of East Point Road from the junction with Narvaez Bay Road to Lyle Harbour is failing above a steep slope from the road to Lyle Harbour. It was a crack a year ago (or less) and now is an open crack with slumping off areas to the outside. If this road fails a large part of the island will be cut off from the ferry, the store and emergency services including ambulance and fire. It will also take quite some time to fix.

I just recently wrote to Emcon to see if they were aware of this and had a proactive plan. I will forward to you any response I receive. Meanwhile if there is something you can do to bring attention to this I...and potentially quite a few other Saturna islanders... would be grateful.

Thanks Mairead. Karen Muntean

From: Wayne Quinn <[REDACTED]>
Sent: Tuesday, June 3, 2025 4:15:10 PM
To: Lee Middleton <[REDACTED]>; mboland@islandstrust.bc.ca <mboland@islandstrust.bc.ca>
Subject: Fwd: Road Shoulder Grass Cutting

Hi Again

One more point about this. Because many people walk our roads, there is no place to step with visible footing certainty with the high grass. A safety issue me thinks.

Wayne

----- Forwarded message -----

From: Wayne Quinn <[REDACTED]>
Date: Tue, Jun 3, 2025, 13:29
Subject: Road Shoulder Grass Cutting
To: Lee Middleton <[REDACTED]>, <mboland@islandstrust.bc.ca>

Hello Trustees

As I drive the roads of Saturna I notice that shoulder grass is at peak green and height. Quickly it will brown out and be welcoming to fire. In years previous I recall the shoulders being cut during June and in advance of our Lamb BBQ. With all the road side parking, hot catalytic converters and dry shoulder grass are a good combo for fire.

Additionally, deer in the shoulder grass are almost invisible and today I did an emergency braking to avoid an unseen deer emerge from the shoulder grass.

Don't know if this is in your wheelhouse but would appreciate some prodding of Emcon to get some action on this. Thanks muchly.

Wayne Quinn

REQUEST FOR DECISION

To: Saturna Island Local Trust
Committee

For the Meeting of: July 24, 2025

From: David Marlor, Director,
Legislative and Information
Services

Date Prepared: July 3, 2025

SUBJECT: Trust Council Bylaw No. 197 - Local Trust Committee Meeting Procedures
Bylaw

RECOMMENDATION:

1. That the 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.
2. That the 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.
3. That the 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.
4. That the 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.

DIRECTOR COMMENTS:

1 **PURPOSE:**

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

2 **BACKGROUND:**

At its regular meeting in June 2025, Trust Council adopted the Local Trust Committees' Meeting Procedures Bylaw by a 2/3 majority vote. This bylaw is authorized under s.11 of the *Islands Trust Act*.

Staff based the draft LTC meeting procedures bylaw on the local trust committee meeting procedures model bylaw that Trust Council adopted in December 5, 2003 and updated in early 2020s, and which was used by local trust committees to develop their own meeting procedures bylaws.

The Trust Council Bylaw 197 'LTC Meeting Procedures' does not add anything new beyond what local trust committees were recommended to have in their bylaws under

Trust Council's previously adopted model meeting procedures bylaw, with the exception of:

- adding the release of an agenda outline two-days before the agenda deadline as indicated in the Trust Council resolution;
- changing the period for notification of meetings from calendar year to fiscal year (April 1 to March 31) to align with proposed changes to Trust Council's meeting procedures bylaw;
- adding an allowance for the minimum of two required annual meetings of the Executive Committee Acting as a local Trust Committee to be in-person or electronically; and
- making other minor changes to address wording amendments and clarity.

Gabriola, Galiano, Gambier, Mayne, North Pender, Saturna, South Pender local trust committees do not currently have procedures regarding "delegations", "order and decorum", "Invited Presentations", and "public participation" in their bylaws (sections 22 to 44 in the Trust Council Local Trust Committees Meeting Procedure Bylaw).

The Trust Council Bylaw 197 has the same meeting procedure requirements for all 12 local trust areas and the Executive Committee Acting as a Local Trust Committee. This will streamline administration of meetings and reduce costs and resources.

Most local trust committee bylaws contain a clause authorizing the LTC Chair as signatory to documents on behalf of the local trust committee. As this is not a meeting procedure it is omitted from the Trust Council Bylaw 197 for local trust committee meeting procedures. Local trust committees authorize Chair signatory through other means, such as a standing resolution or policy of the local trust committee.

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. To avoid confusion, Staff recommend that the local trust committee rescind their meeting procedure bylaws.

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):

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

RESPONSE OPTIONS

Recommendation:

1. That the 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.
2. That the 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.
3. That the 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.
4. That the 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.

Alternative:

As requested by the Saturna Island Local Trust Committee.

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

Reviewed By/Date: Robert Kojima, Regional Planning Manager – July 14, 2025

DRAFT

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 _____ DAY OF _____, 20__

READ A SECOND TIME THIS _____ DAY OF _____, 20__

READ A THIRD TIME THIS _____ DAY OF _____, 20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20__

ADOPTED THIS _____ DAY OF _____, 20__

CHAIR

DEPUTY SECRETARY

REQUEST FOR DECISION

To: Saturna Island Local Trust
Committee

For the Meeting of: July 24, 2025

From: David Marlor, Director,
Legislative and
Information Services

Date Prepared: July 3, 2025

SUBJECT: Public Notification Bylaw No. 145

RECOMMENDATION:

1. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", First Reading.
2. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", Second Reading.
3. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", Third Reading.
4. That the 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.

DIRECTOR COMMENTS:

The recommendations are consistent with the model public notice bylaw policy adopted by Trust Council in June 2025.

1 PURPOSE:

The purpose of this Request for Decision is to provide the local trust committees with a draft bylaw for Public Notification that is based on the model approved by Trust Council.

2 BACKGROUND:

The Community Charter establishes the requirements for publishing public notice where public notices are required by the *Local Government Act*. The Community Charter includes a default requirement, and an option to adopt an alternative means by bylaw.

The default public notification is by publication in two editions of a newspaper once each week for two consecutive weeks, unless another provision for a specific type of notice states otherwise. The newspaper has to circulate local area.

Section 94.2 of the *Community Charter* gives local governments, including local trust committees, the authority to adopt public notice bylaws. If a local trust committee adopts a

Public Notice Bylaw, the local trust committee is required to publish notices by all the methods specified in that bylaw. Local trust committees that do not adopt a Public Notice Bylaw are required to continue to follow the default publication rules under Section 94.1 of the *Community Charter*.

When adopting a Public Notice Bylaw, the local trust committees are required to consider the principles of effective public notice (reliable, suitable, and accessible) described by the [Public Notice Regulation](#).

Principles of Effective Public Notice

The Public Notice Regulation establishes the principles that must be considered before a public notice bylaw is adopted; these are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have broad reach.

In considering the adoption of a Public Notice Bylaw, local trust committees must consider and record, either by a resolution recorded in the minutes, or by preamble whereas clauses in the bylaw, that these principles have been considered.

Considering the three principles (reliable, suitable and accessible) possible methods to publish public notices that are available to local trust committees include:

- Online or print newspaper;
- Islands Trust website;
- Community website or newsletter;
- Islands Trust social media page, such as Facebook; and
- Direct email or mail out.

Each of the above meet the principles set out in the Public Notice Regulation. On-line print newspaper still has the problem of being published infrequently, or not circulated through the entire local trust area. Use of a community website or newsletter is outside the control of Islands Trust and each could be shut-down or modified without Islands Trust input; this could compromise the accessibility and reliability principles. Direct mail or a mail-out would reach all owners and residents; however, it could be expensive and time consuming to undertake.

The two best options with the lowest costs and that meet the principles outlined in the Public Notice Regulation are publishing on the Islands Trust website and publishing on an Islands Trust social media page. These are recommended, however, Trust Council recognizes that there may be other conditions on the islands that may warrant a different method.

At its June 2025 meeting, Trust Council adopted Policy 4.1.16 Model Public Notice Bylaw. This contains the format for such a bylaw and recommends the use of the Islands Trust website and a social media account to post the notices. As these are recommendations, and each local trust committee must consider the reliability, suitability and accessibility of the form of notice for their islands, variation on the recommendation may be considered.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

In addition to the default requirement of newspaper advertising, local trust committees are already posting notices on our website and email notification service. Adoption by local trust committees of a bylaw similar to the model would simplify our administrative processes and reduce costs.

FINANCIAL:

Adoption by local trust committees of a Public Notice Bylaw similar to the model will result in a reduction in costs generally as it will remove the need to advertise in print newspapers.

POLICY:

There are no policy implications.

IMPLEMENTATION/COMMUNICATIONS:

Staff post the new bylaw on the Islands Trust website, and staff would be made aware of the new public notification process.

FIRST NATIONS RELATIONS:

There are no First Nations relations implications.

OTHER:

There are no other implications.

4 RELEVANT POLICY(S):

- [Section 94 and Section 94.2 of the Community Charter](#)
- [Community Charter Public Notice Regulation](#)
- [Trust Council Policy 4.1.16 Model Public Notice Bylaw](#)

5 ATTACHMENT(S):

- Draft Bylaw No. 145 Saturna Island Local Trust Committee Public Notification Bylaw.

RESPONSE OPTIONS

Recommendation:

1. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", First Reading.
2. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", Second Reading.
3. That the Saturna Island Local Trust Committee give Bylaw No. 145, cited as "Saturna Island Local Trust Committee Public Notification Bylaw No. 145, 2025", Third Reading.
4. That the 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.

Alternative:

As directed by the Saturna Island Local Trust Committee.

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

Reviewed By/Date: Robert Kojima, Regional Planning Manager – July 14, 2025

DRAFT

SATURNA ISLAND LOCAL TRUST COMMITTEE PUBLIC NOTIFICATION BYLAW BYLAW NO. 145

A Bylaw to provide for an alternative means of publishing a public notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the Saturna Island Local Trust Committee may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the Saturna Island Local Trust Committee considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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 Public Notification Bylaw No. 145, 2025".
2. The means of publication for public notice requirements under the Community Charter, *Local Government Act*, or any other enactment may be given by the following methods:
 - (i) electronically by posting the notice on the Islands Trust website; and
 - (ii) electronically by posting the notice on Islands Trust's social media platform.

READ A FIRST TIME THIS _____ DAY OF _____, 20__

READ A SECOND TIME THIS _____ DAY OF _____, 20__

READ A THIRD TIME THIS _____ DAY OF _____, 20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS _____ DAY OF _____, 20__

ADOPTED THIS _____ DAY OF _____, 20__

CHAIR

DEPUTY SECRETARY

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.