



Saturna Island Local Trust Committee Regular Meeting Agenda

Date: April 30, 2026
Time: 11:30 am
Location: Saturna Island Community Hall
105 East Point Road, Saturna Island, BC

Pages

- | | | | |
|-----|---|---|---------|
| 1. | CALL TO ORDER | 11:30 AM - 11:50 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. | APPROVAL OF AGENDA | | |
| 4. | TRUSTEE REPORT | | |
| 5. | CHAIR'S REPORT | | |
| 6. | ELECTORAL AREA DIRECTOR'S REPORT | | |
| 7. | PUBLIC PARTICIPATION PERIOD | | |
| 8. | COMMUNITY INFORMATION MEETING - None | | |
| 9. | PUBLIC HEARING - None | | |
| 10. | MINUTES | 11:50 AM - 12:00 PM | |
| | 10.1 | Local Trust Committee Minutes Dated January 29, 2026 (for Adoption) | 3 - 12 |
| | 10.2 | Section 26 Resolutions-without-meeting Report Dated April 2026 | 13 - 13 |
| 11. | BUSINESS ARISING FROM THE MINUTES | | |
| | 11.1 | Follow-up Action List Dated April 2026 | 14 - 15 |
| 12. | DELEGATIONS | | |

13.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
14.	APPLICATIONS AND REFERRALS	12:00 PM - 12:20 PM
14.1	North Pender Island Local Trust Committee Referral for Draft Bylaws 236 and 237 (for Response) (attached)	16 - 19
14.2	North Pender Island Local Trust Committee Referral for Draft Bylaw No. 242 (for Response) (attached)	20 - 23
15.	LOCAL TRUST COMMITTEE PROJECTS	12:20 PM - 12:40 PM
15.1	Minor Housing Review Project - Proposed Bylaw No. 143 - Consideration of Adoption - Staff Report (attached)	24 - 28
16.	REPORTS	12:40 PM - 12:50 PM
16.1	Work Program Reports (attached)	
16.1.1	<u>Active Projects Report Dated April 2026</u>	29 - 29
16.1.2	<u>Future Projects Report Dated April 2026</u>	30 - 30
16.2	Applications Report Dated April 2026 (attached)	31 - 31
16.3	Trustee and Local Expense Report Dated Feb 2026 (attached)	32 - 32
16.4	Adopted Policies and Standing Resolutions (attached)	33 - 37
16.5	Local Trust Committee Webpage	
16.6	Islands Trust Conservancy Report Dated Feb 2026	38 - 38
17.	NEW BUSINESS	12:50 PM - 1:00 PM
17.1	2025/26 Annual Report - Request for Decision (attached)	39 - 41
18.	UPCOMING MEETINGS	
18.1	Next Regular Meeting Scheduled for July 23, 2026 at the Saturna Community Hall, Saturna Island	
19.	PUBLIC PARTICIPATION PERIOD	1:00 PM - 1:15 PM
20.	CLOSED MEETING - None	
21.	ADJOURNMENT	1:15 PM - 1:15 PM

Saturna Island Local Trust Committee Minutes of Regular Meeting

Date: January 29, 2026

Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

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

Staff Present: Brad Smith, Island Planner
Warren Dingman, Bylaw Compliance & Enforcement Manager (electronic)
Clare Frater, Director, Trust Area Services (electronic)
Kathryn Martell, Ecosystem Protection Specialist (electronic)
Lisa Millard, Meeting Administrator (electronic)
Carly Bilney, Recorder (electronic)

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

There were approximately twenty-seven (27) members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:05 a.m.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. APPROVAL OF AGENDA

By general consent the agenda was approved as presented.

4. TRUSTEE REPORT

Trustee Boland reported the following:

- Expressed concern about the budget and preparing for the draft budget tax increase
- Commented on the decrease in revenue and grant funding and noted a final budget decision will be made at the Trust Council meeting in March

- Encouraged members of the public to submit comments

Trustee Middleton commented that he is looking forward to hearing public feedback on the draft Trust Policy Statement.

5. CHAIR'S REPORT

Chair Maude reported the following:

- Much time has been spent on the budget of which a large percentage is out of the control of Trust Council
- Cost of living and expenses are increasing and Trustees are trying their best to respond

6. ELECTORAL AREA DIRECTOR'S REPORT – none

7. TOWN HALL AND QUESTIONS

- A member of the public urged the Local Trust Committee to table or defeat the policy statement and described consequences of the current draft such as tax increases and increased costs associated with First Nations participation in planning decisions
- A member of the public expressed concern about the lack of specificity in the draft policy statement
- The Planner noted the upcoming community information meeting on the policy statement will provide opportunity for members of the public to comment further

8. COMMUNITY INFORMATION MEETING

8.1 Policy Statement - Local Engagement

Director Clare Frater provided a presentation and highlighted the following:

- Trust Council must adopt an Islands Trust Policy Statement
- The current Trust Policy Statement has been in effect since 1993
- The Trust Policy Statement sets the high-level guidance under which all local trust committees develop Official Community Plans; it forms the foundation for strategic planning and regulatory bylaws, and informs inter-governmental relationships
- The Islands Trust Policy Statement Amendment Project was undertaken in response to First Nations reconciliation commitments, climate change, and housing needs
- The draft was given first reading in July 2025 and is in the referral process
- Public feedback and referral responses will be provided to Trust Council for consideration prior to adoption
- The draft Trust Policy Statement has been referred to the Saturna Island Local Trust Committee and the Local Trust Committee wishes to hear public input to inform their referral response

The following questions, answers, and comments were noted:

- The Capital Regional District Electoral Area Director for the Southern Gulf Islands expressed opposition to the draft policy statement; he criticized public engagement efforts to date and, noting an increase in directive policies and a reduction in advisory policies, he suggested the proposed draft will not be cost effective
- A member of the public expressed opposition to the current draft and noted it includes an excessive number of policies that will dictate how islanders should do business; he suggested the draft will result in little or no movement for projects, and that it should instead be simplified so that it can be clearly interpreted
- A member of the public expressed concern that the Executive Committee will have the ability to override local trust committees, and he noted a need for greater emphasis on local community
- A member of the public commented on hearing impairment challenges he faces and the difficulty he has hearing speakers at Islands Trust meetings
- A member of the public expressed appreciation for the Islands Trust's overarching regulatory abilities that have preserved and protected the islands, but expressed concern about policy directives that threaten local autonomy
- A member of the public questioned the ability of the Trust Policy Statement to manage Reconciliation, and expressed a need for clarification of co-management with First Nations
- A member of the public suggested public engagement by the Islands Trust is flawed and commented that the survey does not effectively involve residents in developing the policy statement
- Other members of the public criticized the survey and suggested it does not provide for satisfactory engagement
- A Trustee compared the difference between the Islands Trust, as a corporate body that represents thirteen major local trust areas, and the Saturna Local Trust Committee that represents islanders, and encouraged members of the public to continue sharing their concerns
- Comments were made that compared the use of local and regional publications and the Islands Trust website to share information about the policy statement
- A Trustee summarized comments made so far and noted that no support has been expressed by Saturna residents for the current policy statement draft; she commented that though there is general support of the Trust, something is fundamentally wrong with the draft Trust Policy Statement and there is a need for more reflection
- A Trustee expressed support for the general effort made to update the Trust Policy Statement, but expressed caution that the provincial strategy to advance Reconciliation is currently in flux and the process should proceed no further until it has been resolved

- Director Frater encouraged members of the public to continue to share feedback and noted that specific input about policies is particularly useful

The meeting was recessed at 12:25 p.m. and reconvened at 12:30 p.m.

8.2 East Point Wetland Proposal

Island Planner Smith provided an introductory presentation and highlighted the following:

- A description of the property and related ecosystem mapping data that was prepared by a professional biologist
- The rezoning proposal seeks to permanently conserve a minimum of 4.5 acres of wetland and connecting buffer zone with potential opportunity for conservation of 3.8 acres of forested wetland and two smaller disturbed wetlands
- Conservation would be through a Natural Area Protection Tax Exemption Program (NAPTEP) covenant
- In exchange for conserving potentially over 1/3 of the 33 acre property the application seeks to move three densities held in the Community Amenity Density Reserve (CADR), along with one private local density, to the subject property to allow for a subdivision of potentially four lots of a minimum of two acres in size with a remainder portion of approximately 25 acres
- The existing covenant would also need to be removed to permit the density transfer and subdivision
- The slides from the presentation will be posted on the website under the meeting details page

Islands Trust Conservancy Ecosystem Protection Specialist Martell provided a presentation and highlighted the following:

- An overview of Islands Trust Conservancy and how the Conservancy protects private land through conservation covenant agreements and fee-simple owners of nature reserves
- Details on how a NAPTEP covenant works
- The Conservancy's role when conservation is linked with development which entails a parallel application process
- The value of a conservation proposal from the perspective of the Islands Trust Conservancy is not necessarily connected to what the Local Trust Committee might contemplate (such as transfer of densities, for example)

The following questions, answers, and comments were noted:

- A Trustee questioned whether the Islands Trust Conservancy can evaluate the conservation activities of a proposal and it was noted that there needs

to first be enough structure to a proposal for Islands Trust Conservancy staff and Board to know what they are evaluating

- The Islands Trust Conservancy staff member noted the best path forward is for the Local Trust Committee to provide parameters from which further discussion can follow
- The proponents noted the boundaries on the maps are only suggestions at this time and can be configured differently in the future
- Island Planner Smith suggested the Local Trust Committee might require a more comprehensive biologist's assessment as the process proceeds
- In response to a question, the Planner noted the map encapsulates the road because it is within the buffer zone surrounding the wetland areas
- In response to a question about whether the proposed subdivision would set a precedent, the Planner suggested a precedent would not be set because there is already a significant restriction on the land, and the property has unique features that do not exist elsewhere
- The Planner described the Community Amenity Density Reserve (CADR) policy in the Saturna Official Community Plan (OCP) and, in response to a question, noted that any work to approve affordable housing through CADR would require an OCP amendment
- The Islands Trust Conservancy staff member noted that wetlands and riparian areas are protected by the Riparian Areas Protection Act and the Water Sustainability Act
 - A covenant that spans more than one property makes covenant monitoring and enforcement more complicated
- Concern was expressed about increasing density in the area
- The Planner commented this is a preliminary opportunity for the proponents to present their proposal and much discussion remains to be had; he also noted that a new set of Trustees may bring new perspectives following the next election
- The Planner noted that the Local Trust Committee has a wide range of discretion to seek information from the applicants through professional reports
- The Planner explained that staff would likely recommend at the time of rezoning that the Local Trust Committee require some standard of water, and the proponents expressed a preference for potable rain water catchment systems
- A member of the public commented that the land can currently be logged, staff responded a separate s219 covenant could be imposed on the entire lot to restrict logging
- In response to a question from a member of the public, the proponent expressed an intention to continue running a sawmill business but expressed willingness to limit tree removal through a covenant
- A Trustee expressed a willingness to consider a transfer of land to the Capital Regional District or similar body particularly if it resulted in a public park or walking trail around the wetland
- A Trustee questioned whether the value of three extra lots is commensurate to the community value of protecting the wetland through the proposed

NAPTEP covenant approach and suggested it is now up to the proponents to create a compelling and specific proposal

9. PUBLIC HEARING - none

10. MINUTES

10.1 Local Trust Committee Minutes Dated July 24, 2025 (for Adoption)

By general consent the Saturna Island Local Trust Committee meeting minutes of July 24, 2025 were adopted.

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

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated Jan 2026

Received for information.

12. DELEGATIONS - none

13. CORRESPONDENCE - none

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

14. APPLICATIONS AND REFERRALS

14.1 Trust Council Bylaw No. 183 Policy Statement Bylaw Referral – For Response

A Trustee commented on how the Islands Trust cannot proceed with the policy statement until the province gives direction on its approach to Reconciliation given unforeseen legal interpretations.

SA-2026-001

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee recommend to the Islands Trust Council that proposed Bylaw No. 183 not proceed for the following reasons:

- Because of opinions expressed at the Saturna Community Information Meeting as reflected in the minutes, and
- Because the province's legislative framework for Reconciliation upon which we rely to do our work in this area is in flux.

CARRIED

14.2 Mayne Island Local Trust Committee Referral for Draft Bylaws 196 and 197 (for Response)

SA-2026-002

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee responds to the Mayne Island Local Trust Committee that interests are unaffected by draft Bylaws 196 and 197.

CARRIED

14.3 Mayne Island Local Trust Committee Referral for Proposed Bylaw No. 200 (for Response)

SA-2026-003

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee responds to the Mayne Island Local Trust Committee that interests are unaffected by draft Bylaw No. 200.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Minor Housing Review Project - Draft Bylaw No. 143 - Staff Report

Island Planner Smith summarized the staff report. Brief discussion ensued and a Trustee thanked staff for their work.

SA-2026-004

It was MOVED and SECONDED,

that 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.

CARRIED

SA-2026-005

It was MOVED and SECONDED,

that 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 second time.

CARRIED

SA-2026-006

It was MOVED and SECONDED,

that 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 third time.

CARRIED

SA-2026-007

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee proposed Bylaw No. 143 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.

CARRIED

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated Jan 2026

Received for information.

16.1.2 Future Projects Report Dated Jan 2026

Received for information.

16.2 Applications Report Dated Jan 2026

Received for information.

16.3 Trustee and Local Expense Report Dated Nov 2025

Received for information.

16.4 Adopted Policies and Standing Resolutions

Received for information.

16.5 Local Trust Committee Webpage – none

16.6 Islands Trust Conservancy Report – none

17. NEW BUSINESS

17.1 Bylaw Enforcement Policy - Staff Report

The Bylaw Compliance and Enforcement Manager summarized the staff report and highlighted the following:

- Trying to adopt best policies and ensure it supplements the Trust Council's Bylaw Enforcement Policy 551 which is currently under review
- The Local Trust Committee has reviewed the Bylaw Enforcement Policy; Trustees requested a staff report about whether it should be adopted as a standalone policy or as part of the bylaw
- Advice is the same as previously; this bylaw repeats the language of the *Local Government Act*

Discussion ensued and a Trustee commented on his intention to make decisions based on the will of the community.

SA-2026-008

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee adopt the proposed Saturna Island Bylaw Compliance and Enforcement Policy.

CARRIED

SA-2026-009

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee, in the Saturna Island Bylaw No. 30, replace: “at all reasonable times” with: “following thirty days notice to the respondent. This notice period may be varied by the Local Trust Committee through resolution on a case-by-case basis.’

CARRIED

SA-2026-010

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee, in Saturna Island Bylaw No. 119, replaces: “24hrs notice” with: “following thirty days notice to the respondent. This notice period may be varied by the Local Trust Committee through resolution on a case-by-case basis.’

CARRIED

The Bylaw Compliance and Enforcement Manager reviewed follow-up action items including adding the adopted resolutions onto the Technical Amendments list. In response to a question from a Trustee, the Planner noted that a technical amendment to the land use bylaw does not affect the Official Community Plan or require approval by the Minister.

17.2 Saturna Island LTC Meeting Procedures Repeal Bylaw No. 144 - Request for Decision - Consideration of Adoption

SA-2026-011

It was MOVED and SECONDED.,

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

CARRIED

17.3 Short Term Rental Accommodation – Principal Residence Opt-In – Briefing

A Trustee suggested the Local Trust Committee wait to see what happens over the summer.

18. UPCOMING MEETINGS

18.1 Draft 2026-2027 LTC Meeting Schedule - Request for Decision (for Adoption)

Comments were made in support of alternating meeting locations.

SA-2026-012

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee approve the April, 2026 to March, 2027 Meeting Schedule.

CARRIED

SA-2026-013

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee requests staff investigate holding the April 30, 2026 and/or July 23, 2026 meeting, depending on availability, at the Saturna Island Community Hall.

CARRIED

19. TOWN HALL

Two members of the public commented on the process through which the Trust Policy Statement has progressed. One member of the public expressed disappointment at the lack of opportunity for public consultation on Saturna.

20. CLOSED MEETING - none

21. ADJOURNMENT

By general consent the meeting was adjourned at 3:13 p.m.

David Maude, Chair

Certified Correct:

Carly Bilney, Recorder

Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2026-002	Carried	20-Apr-2026
SA-SUB-2024.1 (Litke) Covenant		
That the Saturna Island Local Trust Committee approves of proposed covenant file number 185719-0593256 restricting development of Remainder Lot 1 at LOT 1, SECTION 5, SATURNA ISLAND, COWICHAN DISTRICT, PLAN 25360 unless and until proof that potable water in a minimum quantity of 2000 litres per day is available and directs the Chair of the Local Trust Committee to sign the covenant in respect of subdivision application SA-SUB-2024.1 (Litke).		

Follow Up Action Report

Saturna Island

24-Jul-2025

Progress	Activity	Responsibility	Dates	Status
100%	1 18.4 Bylaw enforcement policy - on hold - Warren to address follow-up questions of Lee. Jas to add policy staff report back on to Jan 15 agenda (DONE).	Warren Dingman	Target: 15-Aug-2025	Completed

29-Jan-2026

Progress	Activity	Responsibility	Dates	Status
100%	1 10.1 July 24, 2025 LTC minutes adopted as presented	Emily Bryant	Target: 13-Feb-2026	Completed
0%	2 14.1 TC BL No. 183 referral - approval not recommended	Jason Youmans	Target: 13-Feb-2026	Completed
0%	3 14.2 and 14.3 Mayne BL referrals 196, 197 and 200 - interests unaffected	Jas Chonk	Target: 13-Feb-2026	Completed
0%	4 15.1 Minor Housing Project - BL 143 - given 3rd reading - send to EC (Feb 25 EC Mtg) (DONE)	Brad Smith Jas Chonk	Target: 13-Feb-2026	Completed
49%	5 17.1 BL Enforcemnet 1) Post adopted policies on web 2) Place adopted resolutions on technical amendments list - Done	Emily Bryant Warren Dingman	Target: 13-Feb-2026	Completed
0%	6 17.2 Meeting Procedures Repeal BL 144 - adopted as presented	Jas Chonk	Target: 13-Feb-2026	Completed

Follow Up Action Report

Saturna Island

29-Jan-2026

Progress	Activity			Responsibility	Dates	Status
100%	7	18.1	1) Meeting Schedule adopted as presented 2) Staff to explore holding April 30 and July 23 meetings at Community Hall	Emily Bryant Lisa Millard	Target: 13-Feb-2026	Completed

MEMORANDUM

DATE OF MEETING:	April 30, 2026	File No.: NP-BLs-236-237
TO:	Saturna Island Local Trust Committee	NP-RZ-2024.1 (Grimmer)
FROM:	Jas Chonk, Legislative Clerk, Southern Team	
SUBJECT:	Referral: Draft Bylaws 236 and 237	

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 236 (cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2024”) and Draft Bylaw No. 237 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2024”) to the Saturna Island Local Trust Committee.

BACKGROUND

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

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the North Pender Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

NEXT STEPS

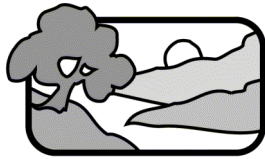
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 236 and 237.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaws 236 and 237 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	February 27, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 236/237 Date: February 23, 2026

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:

Aaron Grimmer, 4415 Bedwell Harbour Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 236 and No. 237 would result in the following uses to be permitted on a portion of the lot through a land use designation change from Rural to Industrial, and a site specific zoning change from Rural (R) to General Industrial (g), or GI(g):

- a) Contractor Yard;
- b) Concrete production facility; and,
- c) Accessory buildings and structures

Concrete production facility is defined in the amending draft bylaw to mean *"the use of the site, buildings and structures for the production, storage and handling of concrete products and associated materials including the handling, treatment and storage of waste materials"*.

Professional reports and staff reports are available on the North Pender Island application webpage:
<https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 1, Section 18, Pender Island, Cowichan District, Plan VIP59806

SIZE OF PROPERTY AFFECTED:

6ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

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

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.

BSmith

(Signature)

Name: Brad Smith

Title: Island Planner
Contact Info: Tel: 250-405-5194
Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER 

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation – via portal
Penelakut Tribe – via portal
Semiahmoo First Nation
Snuneymuxw First Nation – via portal
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

North Pender Island Local Trust Area

(Island)

236/237

(Bylaw Number)

(Signature)

(Name and Title)

(Date)

(Agency)

MEMORANDUM

DATE OF MEETING:	April 30, 2026	File No.: NP-BL-242
TO:	Saturna Island Local Trust Committee	PLRZ20240110 (Bigham)
FROM:	Jas Chonk, Legislative Clerk, Southern Team	
SUBJECT:	Referral: Draft Bylaw No. 242	

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 242 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 2, 2025”) to the Saturna Island Local Trust Committee.

BACKGROUND

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

Additional information regarding this application including the preliminary staff report with site context, photos, correspondence, and other information can be found on the North Pender Island Current Applications webpage: <https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

NEXT STEPS

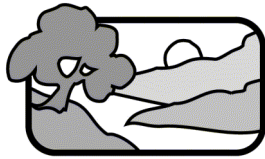
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 242.
2. **If the LTC wishes to recommend proceeding with the bylaw for specific reasons:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 proceed for the following reasons:
 - *[list reasons] ...*
3. **If the LTC wishes to recommend proceeding with the bylaw subject to conditions:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 proceed, subject to the following recommendations:
 - *[list recommendations] ...*
4. **If the LTC wishes to recommend not proceeding with the bylaw:**
That the Saturna Island Local Trust Committee recommend to the North Pender Island Local Trust Committee that Draft Bylaw No. 242 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	February 27, 2026
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ATTACHMENTS

1. BYLAW REFERRAL FORM



Islands Trust

BYLAW REFERRAL FORM

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

Island: North Pender Island Local Trust Area Bylaw No.: 242 Date: February 20, 2026

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:

Braedon Bigham, 3334 Port Washington Road, Pender Island, BC

PURPOSE OF BYLAW:

If adopted, draft Bylaw No. 242 would result in the following uses to be permitted through a site specific zoning amendment in the portion of the subject lot designated as Industrial:

- a) Contractor Yard;
- b) Storage, handling and wholesale of aggregates, soils and mulches up to a maximum of 460 cubic metres;
- c) Storage of empty propane tanks up to a maximum of 5 tanks;
- d) Storage of diesel fuel up to a maximum of 10,000 litres; and,
- e) Accessory buildings and structures.

The 'Schedule 1 Zoning Map' of the LUB would also be amended to change the zoning classification of a portion of the lot from Rural to General Industrial h (GI(h)), as shown on Plan No. 1 attached to draft Bylaw No. 242.

Professional reports and staff reports are available on the North Pender Island application webpage:

<https://islandstrust.bc.ca/island-planning/north-pender/current-applications/>

GENERAL LOCATION:

North Pender Island Local Trust Area

LEGAL DESCRIPTION:

Lot 7, Sections 18 and 22, Pender Island, Cowichan District, Plan 6294

SIZE OF PROPERTY AFFECTED:

6.08 ha

ALR STATUS:

N/A

OFFICIAL COMMUNITY PLAN DESIGNATION:

Rural and Industrial

OTHER INFORMATION:

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

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.

BSmith

(Signature)

Name:

Brad Smith

Title:
Contact Info

Island Planner

Tel: 250-405-5194

Email: bsmith@islandstrust.bc.ca

PLEASE TURN OVER

This referral has been sent to the following agencies:

Federal Agencies

N/A

Provincial Agencies

Min. of Transportation & Transit – via portal
Min. of Water, Land and Resource Stewardship - Ecosystems
Branch

Non-Agency Referrals

Islands Trust Conservancy
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Environmental Resource
Management
Island Health
Pender Island Fire Rescue

Adjacent Local Trust Committees and Municipalities

Mayne Island Local Trust Committee
Saturna Island Local Trust Committee
South Pender Island Local Trust Committee
Salt Spring Island Local Trust Committee

First Nations

Cowichan Tribes
Halalt First Nation
Lyackson First Nation
Malahat First Nation
Pauquachin First Nation – via portal
Penelakut Tribe – via portal
Semiahmoo First Nation
Snuneymuxw First Nation – via portal
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

North Pender Island Local Trust Area

 (Island)

 (Signature)

 (Date)

242

 (Bylaw Number)

 (Name and Title)

 (Agency)

File No.: Minor Housing Amendments
Review Project

DATE OF MEETING: April 30, 2026
TO: Saturna Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Mary Storzer, Regional Planning Manager
SUBJECT: Minor Housing Amendments Review Project – BL No. 143

RECOMMENDATIONS

1. 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 adopted.

REPORT SUMMARY

The purpose of this staff report is to seek direction from the Saturna Island Local Trust Committee (LTC) on adoption of proposed Bylaw No. 143 (Attachment 1).

The recommendation above is supported as:

- Proposed Bylaw No. 143 has been given 2nd and 3rd reading by the LTC and notice of first reading as per statutory requirements, and has been approved by the Islands Trust Executive Committee;
- There are no other administrative or statutory steps required prior to the LTC considering adoption.

BACKGROUND

The LTC has been working on the Minor Housing Amendments Review Project since May 2023. Initially the project scope 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, the LTC decided to not amend the current bylaw to require cisterns across the entire LTA or to pursue changes to MFR zoning at this time, and to only focus on proposed amendments to the secondary suite mapping and minor changes to minimum cistern volumes and definitions. Based on that direction, staff brought draft amending bylaws to the LTC at the July 24, 2025 meeting for consideration of next steps.

In this case, as there are no OCP changes and the LUB amendments are consistent with the OCP, the LTC passed a resolution at the July 24, 2025 meeting to not hold a public hearing and directed staff to give notice of first reading at the October 23, 2025 meeting.

The LTC also considered and determined that proposed Bylaw No. 143 is not contrary to or at variance with the Islands Trust Policy Statement by Resolution without meeting on July 24, 2025.

The LTC gave first, second and third reading of proposed Bylaw No. 143 at the October 23, 2025 meeting.

Executive Committee approved the proposed bylaw on January 29, 2025.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- Proposed Bylaw No. 143 has been given 2nd and 3rd reading by the LTC and notice of first reading as per statutory requirements, and has been approved by the Islands Trust Executive Committee;
- There are no other administrative or statutory steps required prior to the LTC considering adoption.

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. Not Proceed with the Project

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

3. Receive for information

The LTC may receive the report for information.

NEXT STEPS

If adopted, staff will update the base LUB bylaw to reflect the changes initiated by adoption of Bylaw No. 143.

Submitted By:	Brad Smith, Island Planner	April 15, 2026
Concurrence By:	Mary Storzer, Regional Planning Manager	April 21, 2026

ATTACHMENTS

1. Proposed Bylaw No. 143

PROPOSED

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 October 2, 2025, 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.

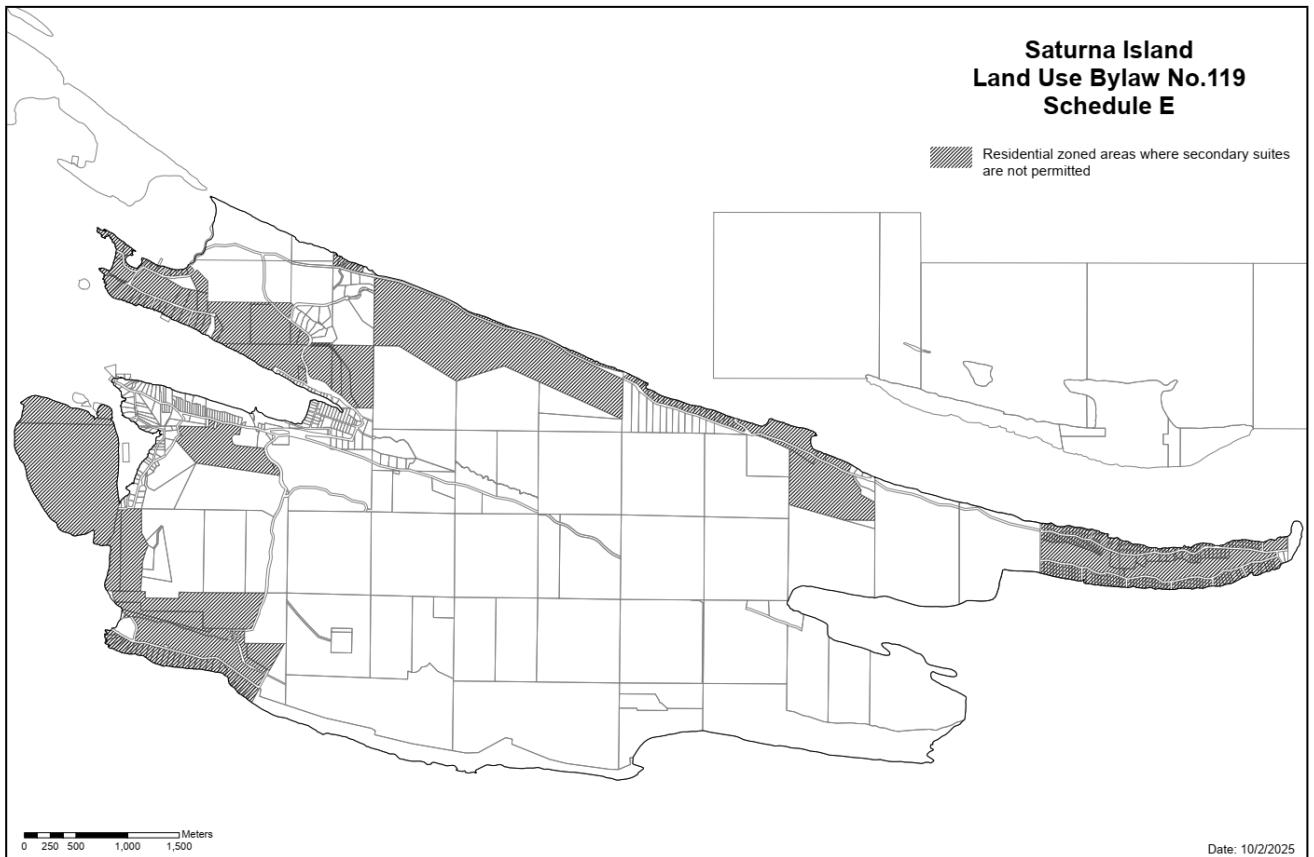
READ A FIRST TIME THIS	29 TH	DAY OF	JANUARY	2026.
READ A SECOND TIME THIS	29 TH	DAY OF	JANUARY	2026.
READ A THIRD TIME THIS	29 TH	DAY OF	JANUARY	2026.
APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS	25 TH	DAY OF	FEBRUARY	2026.
ADOPTED THIS	_____	DAY OF	_____	20____

CHAIR

SECRETARY

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

Schedule E - Secondary Suites Map



Active Projects Report

Saturna Island

1. <i>Minor Project - Minor housing amendments review project</i>	Responsible	Dates
Activity:	Brad Smith	Rec'd: 23-May-2024 Target: 31-Mar-2026

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: April 21, 2026

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 February 2026

660 Saturna	Invoices posted to Month ending February 2026	<u>Budget</u>	<u>Spent</u>	<u>Balance</u>
65000-660	LTC "Trustee Expenses"	220.00	0.00	220.00
LTC Local				
65050-660	LTC "Executive Expense on LTC's"	482.00	216.25	265.75
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,780.00	781.04	998.96
TOTAL LTC Local Expense		<u>2,262.00</u>	<u>997.29</u>	<u>1,264.71</u>
Projects				
73001-660-4135	Saturna Minor Housing Review	2,000.00	0.00	2,000.00
TOTAL Project Expenses		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>

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 JANUARY 20, 2026 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/>

- Islands Trust Conservancy (ITC) Board Chair and Vice-Chair elections were held. Trustee Lisa Gauvreau was re-elected by acclamation as Board Chair, and Tanner Timothy | nəŋqəm was re-elected by acclamation as Board Vice-Chair.
- The ITC Board requested staff to finalize a Conservation Agreement between ITC and Environment and Climate Change Canada and to obtain a signature from the Chair or Authorized Signatory
- The ITC Board requested staff to pursue opportunities for funding from Environment and Climate Change Canada for the continued operation of the ITC Species at Risk Program, beyond March 2026.
- The ITC Board approved the ITC 2028-2032 Five-Year Plan Project Charter and Logic Model to facilitate engagement with First Nations and cooperative development of the Plan.
- The ITC Board accepted the ITC Natural Area Protection Tax Exemption Program (NAPTEP) Covenant Monitoring Report 2025.
- The ITC Board requested staff to bring policy options to the ITC Board at its next meeting to guide allocation of funds of private donations, and provide policy options regarding undirected donations.

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/>

REQUEST FOR DECISION

To: Saturna Island LTC **For the Meeting of:** April 30, 2026
From: Trust Area Services **Date Prepared:** February 5, 2026
SUBJECT: 2025/26 ANNUAL REPORT – APPROVAL OF SATURNA ISLAND SECTION

RECOMMENDATION: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

- 1 PURPOSE:** Local Trust Committees are provided with their draft sections of the annual report for review and approval so that Trust Council is able to easily approve its annual report in June 2026 without further editing from staff or trustees at the Trust Council meeting.

BACKGROUND: Preparation of the Islands Trust Annual Report is undertaken by Trust Area Services Communications staff, reporting to the Executive Committee and consistent with Trust Council's [Annual Report Policy 6.10.1](#). The Executive Committee approved the format and outline of the 2025/26 Annual Report at its meeting on January 14, 2026.

2 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: Under Trust Council's Policy, all LTCs and Council committees are expected to review and approve their sections at regular meetings in order to have the report approved by Trust Council at its June 2026 meeting.

FINANCIAL: None.

POLICY: No implications for existing policy

IMPLEMENTATION/COMMUNICATIONS: The process for development of the Annual Report is outlined in Trust Council's Annual Report policy 6.10.i. Once each committee has approved its section, staff will create a draft Annual Report for review by the Executive Committee and then Trust Council consideration of approval in June. Upon approval by Trust Council, staff will send the Annual Report to the Minister of Housing and Municipal Affairs and circulate it as indicated in Trust Council's policy.

FIRST NATIONS: Information about First Nations relations may be included within committee reports.

OTHER: None.

- 3 RELEVANT POLICY(S):** Trust Council's Annual Report policy 6.10.i; *Islands Trust Act*

- 4 ATTACHMENT(S):** Saturna Island LTC input to Annual Report (draft)

RESPONSE OPTIONS

Recommendation: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Alternative: That the Saturna Island Local Trust Committee approves the attached text for inclusion in the 2025/26 Annual Report for approval (as amended) by Trust Council and submission to the Minister of Housing and Municipal Affairs.

Prepared By: Morgana van Niekerk, Communications Specialist

Reviewed By/Date: Stefan Cermak, Director, Planning Services, February 5, 2026

Saturna Island Local Trust Committee

The Saturna Island Local Trust Committee (SA LTC) held three regular business meetings in the 2025/26 fiscal year, and two Community Information Meetings.

Work for this period focused on advancing the SA LTC's housing priority. The SA LTC completed its review of its zoning to facilitate greater opportunities for secondary suites.

From April 1, 2025 to March 31, 2026, the SA LTC adopted the following bylaws:

- Bylaw No. 144, which repealed the LTC's meeting procedure bylaw to replace it with the Islands Trust Council bylaw
- Bylaw No. 145, which was adopted to provide an alternative means of publishing a public notice

From April 1, 2025 to March 31, 2026, the SA LTC received and considered applications for one development variance permit, and one development permit.

During the same time period, staff also reviewed nine building permit referrals.