



Saturna Island Local Trust Committee

Regular Meeting Agenda

Date: September 28, 2026
Time: 11:00 am
Location: Saturna Recreation and Cultural Centre
104 Harris Road, Saturna Island, BC

Pages

- | | | | |
|-----|---|--|---------|
| 1. | CALL TO ORDER | 11:00 AM - 11:20 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 | 11:20 AM - 11:35 AM | |
| 8. | COMMUNITY INFORMATION MEETING - None | | |
| 9. | PUBLIC HEARING - None | | |
| 10. | MINUTES | 11:35 AM - 11:45 AM | |
| | 10.1 | Local Trust Committee Minutes Dated April 30, 2026 (for Information) | 3 - 8 |
| | 10.2 | Section 26 Resolutions-without-meeting Report Dated Sept 2026 | 9 - 10 |
| 11. | BUSINESS ARISING FROM THE MINUTES | | |
| | 11.1 | Follow-up Action List Dated Sept 2026 | 11 - 12 |
| 12. | DELEGATIONS | | |

13.	CORRESPONDENCE	
	<i>Correspondence received concerning current applications or projects is posted to the LTC webpage</i>	
14.	APPLICATIONS AND REFERRALS	11:45 AM - 12:15 PM
14.1	North Pender Island Local Trust Committee Referral for Draft Bylaws 240 and 241 (for Response) (attached)	13 - 16
14.2	SA-PL-TUP-2026-0292 (Hannay) – Staff Report (attached)	17 - 33
15.	LOCAL TRUST COMMITTEE PROJECTS	12:15 PM - 12:30 PM
15.1	Bylaw Enforcement Technical Amendment Project - Staff Report (attached)	34 - 45
16.	REPORTS	12:30 PM - 12:40 PM
16.1	Work Program Reports (attached)	
16.1.1	<u>Active Projects Report Dated Sept 2026</u>	46 - 46
16.1.2	<u>Future Projects Report Dated Sept 2026</u>	47 - 47
16.2	Applications Report Dated Sept 2026 (attached)	48 - 50
16.3	Trustee and Local Expense Report Dated July 2026 (attached)	51 - 51
16.4	Adopted Policies and Standing Resolutions (attached)	52 - 56
16.5	Local Trust Committee Webpage	
16.6	Islands Trust Conservancy Report Dated March 2026	57 - 63
17.	NEW BUSINESS	12:40 PM - 12:50 PM
17.1	Proposed Draft 2027/28 LTC Operating Budgets - Staff Report (attached)	64 - 68
18.	UPCOMING MEETINGS	
18.1	Next Regular Meeting Scheduled for November 26, 2026, Electronic Meeting	
19.	PUBLIC PARTICIPATION PERIOD	12:50 PM - 1:00 PM
20.	CLOSED MEETING - None	
21.	ADJOURNMENT	1:00 PM - 1:00 PM

ADOPTED

Saturna Island Local Trust Committee

Minutes of Regular Meeting

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

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

Staff Present: Mary Storzer, Regional Planning Manager
Brad Smith, Island Planner
Lisa Millard, Meeting Administrator / Recorder (electronic)

Others Present: There were approximately 2 members of the public present.

1. CALL TO ORDER

Chair Maude called the meeting to order at 11:41 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 additions to the agenda were presented for consideration:

17.2 Minor Bylaw Enforcement Technical Amendments Project

17.3 Authorize Legal Review of Proposed Covenant 185719-0593256

By general consent the agenda was adopted as amended.

4. TRUSTEE REPORT

Trustee Boland reported attendance at March Trust Council and noted the budget passed with nine trustees in opposition including both Saturna Island Trustees and challenges with government regulations that complicate ability for members of the public to do things that should not be difficult.

Trustee Middleton reported that he has been looking at the work program to determine what work can be done during the remainder of the term.

5. CHAIR'S REPORT

Chair Maude reported attendance at March Trust Council and highlighted budget discussions and challenges noting non-discretionary expenditures and funding decreases which resulted in the bulk of the tax increase and that the Trust Policy Statement Amendment project will likely not complete this term.

6. ELECTORAL AREA DIRECTOR'S REPORT - None

7. PUBLIC PARTICIPATION PERIOD

A member of the public spoke to the budget and stated the reduction of provincial funding shows that Islands Trust spending is more dependent on taxpayer funding; therefore, expenditures need to be reduced with staffing levels cut back accordingly.

A member of the public spoke to concerns of autonomy of Local Trust Committees being overridden, residents paying for two levels of government when only one is required, and decreased Provincial funding for Islands Trust resulting in increased taxes.

8. COMMUNITY INFORMATION MEETING - None

9. PUBLIC HEARING - None

10. MINUTES

10.1 Local Trust Committee Minutes Dated January 29, 2026 (for Adoption)

By general consent the Saturna Island Local Trust Committee meeting minutes of January 29, 2026 were adopted.

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

Received for information.

11. BUSINESS ARISING FROM THE MINUTES

11.1 Follow-up Action List Dated April 2026

Received for information.

12. DELEGATIONS - None

13. CORRESPONDENCE

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

14. APPLICATIONS AND REFERRALS

14.1 North Pender Island Local Trust Committee Referral for Draft Bylaws 236 and 237 (for Response)

SA-2026-014

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 236 and 237.

CARRIED

14.2 North Pender Island Local Trust Committee Referral for Draft Bylaw No. 242 (for Response)

SA-2026-015

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaw No. 242.

CARRIED

15. LOCAL TRUST COMMITTEE PROJECTS

15.1 Minor Housing Review Project - Proposed Bylaw No. 143 - Consideration of Adoption - Staff Report

Proposed Bylaw No. 143 has been given second and third reading by the Local Trust Committee and has been approved by the Executive Committee.

SA-2026-016

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 adopted.

CARRIED

16. REPORTS

16.1 Work Program Reports

16.1.1 Active Projects Report Dated April 2026

Received for information.

16.1.2 Future Projects Report Dated April 2026

The Local Trust Committee discussed the projects listed on the Future Projects List to determine priorities and scope for the next fiscal year and the following comments were noted:

- Groundwater Sustainability Project work has been completed
- Shoreline Policy Review would be considered a major project
 - There is a model bylaw that could be used as a starting point

- The current policy is scant and was inherited from the Capital Regional District prior to the development of the first Official Community Plan
- Review of Land Use Bylaw Subdivision Regulations as the current regulations are silent on water supply, septic requirements, highway standards, drainage etc.
 - this leaves the Ministry to make the decisions in the absence of local regulations and standards

The Local Trust Committee noted they have no desire to increase the number of potential lots relative to the Official Community Plan but would like to optimize how undeveloped lots are developed in a sustainable way without increasing density by undertaking an analysis of different types of zoning that could accommodate multiple family housing.

SA-2026-017

It was MOVED AND SECONDED,

that Saturna Island Local Trust Committee request staff remove Groundwater Sustainability Project from the Future Projects list and replace it with Review of Multiple Family Residential Zoning and Policies Project.

CARRIED

16.2 Applications Report Dated April 2026

Received for information.

16.3 Trustee and Local Expense Report Dated Feb 2026

Received for information.

16.4 Adopted Policies and Standing Resolutions

Received for information.

16.5 Local Trust Committee Webpage - None

16.6 Islands Trust Conservancy Report Dated Feb 2026

Received for information.

17. NEW BUSINESS

17.1 2025/26 Annual Report - Request for Decision

SA-2026-018

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee request staff amend the Annual Report to include Saturna Local Trust Committee modernized and updated its bylaw enforcement policies and governing bylaws through community input and Saturna Local Trust Committee worked with Nature Trust of BC and BC Parks Foundation to preserve 163.4 hectares of critical ecosystems on Saturna island in perpetuity.

CARRIED

SA-2026-019

It was MOVED and SECONDED,

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

CARRIED

17.2 Minor Bylaw Technical Amendments Project

Island Planner Smith noted the minor project has been approved to proceed and project scope options include amending the Land Use Bylaw to reflect the thirty-day notice period prior to investigation, looking at other technical amendments to the Land Use Bylaw such as updating maps and zoning designations to reflect land transfers, or pursue amendments to the Official Community Plan. He identified timelines relevant to each option including the development of a project charter and draft bylaw language and requirements for a sixty-day referral response period.

Discussion ensued and the following comments were noted:

- Updating maps should not be done prior to consultation with the BC Parks Foundation and Nature Trust BC
- Restrict the number of amendments in consideration of timelines and to those that do not have Official Community Plan implications

SA-2026-020

It was MOVED and SECONDED,

that the Saturna Island Local Trust Committee direct staff to draft a Project Charter to amend the Land Use Bylaw and associated Administrative Bylaw Enforcement Bylaw to reflect a thirty-day notice requirement and draft an amending bylaw to be considered by Resolution Without Meeting.

CARRIED

17.3 Authorize Legal Review of Proposed Covenant 185719-0593256

Island Planner Smith noted staff have been directed to complete a legal review of the draft covenant and, as the estimated cost of the review is approximately \$300, it is advisable to cover costs internally rather than enter into a cost recovery agreement with the applicant.

SA-2026-021

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee directs staff to undertake legal review of proposed covenant on Judy Meyer's property, subdivision application SA-SUB-2024.1, and to cover costs of the legal review through the Saturna Island legal general account.

CARRIED

18. UPCOMING MEETINGS

18.1 Next Regular Meeting Scheduled for July 23, 2026 at the Saturna Community Hall, Saturna Island

SA-2026-022

It was MOVED and SECONDED,

that Saturna Island Local Trust Committee request staff explore an alternative meeting date in September, 2026 to replace the July 23 meeting.

CARRIED

19. PUBLIC PARTICIPATION PERIOD

A member of the public spoke asked if composting toilets are legal and a Trustee replied they are but disposal of waste is complicated.

20. CLOSED MEETING - None

21. ADJOURNMENT

By general consent the meeting was adjourned at 1:40 p.m.

David Maude, Chair

Certified Correct:

Lisa Millard, Meeting Administrator/Recorder

**Resolutions Without Meetings Log****Saturna Island**

Resolution Number	Action	Date
2026-009 Sept 28 Mtg time change That the Saturna Island Local Trust Committee request staff to change the start time of the September 28, 2026 regular business meeting to 11:00 a.m.	Carried	27-Aug-2026
2026-008 SA-BL-146 Notice of 1st Reading That Saturna Island Local Trust Committee resolves to not hold a public hearing for draft Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026", and directs staff to initiate notice of first reading at the September 28, 2026 regular meeting.	Carried	25-Aug-2026
2026-007 To change Oct 1, 2026 mtg That the Saturna Island Local Trust Committee request staff to reschedule the Thursday, October 1, 2026 regular business meeting to Monday, September 28, 2026.	Carried	30-Jul-2026
2026-006 Bylaw Enforcement Technical Project Amendment That the Saturna Island Local Trust Committee endorses the Bylaw Enforcement Technical Amendment project charter, dated June 15, 2026, and directs staff to initiate bylaw referrals for draft Bylaw No. 146, cited as "Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026".	Carried	19-Jun-2026
2026-005 PL-ALR-2026-0216 for ALC decision That the Saturna Island Local Trust Committee forward Agricultural Land Reserve subdivision file number PL-ALR-2026-0216 for ALC decision.	Carried	23-Jun-2026



Resolutions Without Meetings Log

Saturna Island

Resolution Number	Action	Date
2026-004 To adopt April 30, 2026 minutes That the Saturna Island Local Trust Committee regular meeting minutes of April 30, 2026, be adopted as presented.	Carried	19-Jun-2026
2026-003 To change July 23 mtg That the Saturna Island Local Trust Committee request staff to reschedule the Thursday, July 23, 2026 regular business meeting to Thursday, October 1, 2026.	Carried	13-May-2026

Follow Up Action Report

Saturna Island

30-Apr-2026

Progress	Activity	Responsibility	Dates	Status
0%	1 10.1 January 29, 2026 LTC minutes adopted as presented	Emily Bryant	Target: 15-May-2026	Completed
0%	2 14.1 NP LTC referral BLs 236/237 - LTC resolved that "interests not affected" 14.2 NP LTC referral BL 242 - LTC resolved that "interests not affected"	Jas Chonk	Target: 15-May-2026	Completed
0%	3 15.1 Mlnor Housing Review Project - BL 143 adopted as presented - Done 1) Staff to update base bylaw with changes and post on website - Done 2) Staff to close-out project files	Brad Smith Emily Bryant Jas Chonk	Target: 15-May-2026	Completed
0%	4 17.2 Bylaw Enforcement Technical Amendment Project 1) Staff to draft project charter for LTC approval by RWM 2) Staff to assign BL number and prepare draft bylaw - Done	Brad Smith Jas Chonk	Target: 15-May-2026	Completed
0%	5 17.3 - Legal review of Judy Myers covenant - staff to initiate legal review using SA LTC legal expenses budget	Brad Smith	Target: 05-May-2026	Completed
0%	6 16.1/16.2 Minor and Major Project Lists - 1) staff to remove Groundwater sustainability project from projects list 2) staff to add 'Review of multiple family residential zoning and policies'	Brad Smith	Target: 07-May-2026	Completed

Follow Up Action Report

Saturna Island

30-Apr-2026

Progress	Activity		Responsibility	Dates	Status
0%	7	18.3 Staff to explore options for moving July 23, 2026 meeting to a date in September and initiate RWM to change - DONE moved to Oct 1	Brad Smith Emily Bryant Jas Chonk Lisa Millard	Target: 08-May-2026	Completed

MEMORANDUM

DATE OF MEETING: September 28, 2026
TO: Saturna Island Local Trust Committee
FROM: Jas Chonk, Legislative Clerk, Southern Team
SUBJECT: Referral: Draft Bylaws 240 and 241

File No.: NP-BLs-240-241
Housing Project

PURPOSE

The North Pender Island Local Trust Committee has referred Draft Bylaw No. 240 (cited as “North Pender Island Official Community Plan Bylaw No. 171, 2007, Amendment No. 1, 2025”) and Draft Bylaw No. 241 (cited as “North Pender Island Land Use Bylaw No. 224, 2022, Amendment No. 1, 2025”) to the Saturna Island Local Trust Committee.

BACKGROUND

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

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

NEXT STEPS

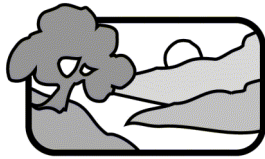
The following draft resolutions have been provided for consideration:

1. **If the LTC considers their interests unaffected by the bylaw:**
That the Saturna Island Local Trust Committee respond to the North Pender Island Local Trust Committee that interests are unaffected by Draft Bylaws 240 and 241.
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 240 and 241 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 240 and 241 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 240 and 241 not proceed for the following reasons:
 - *[list reasons] ...*

Submitted By:	Jas Chonk, Legislative Clerk	June 15, 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
southinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: North Pender Island Local Trust Area Bylaw No.: 240/241 Date: June 12, 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.

Housing Access and Affordability Project

PURPOSE OF BYLAW:

The purpose of draft Bylaw No. 240 and No. 241 is to make amendments to the North Pender Island Official Community Plan No. 171 and North Pender Island Land Use Bylaw No. 224 to provide more flexibility and options for increasing affordable, non-market, and worker housing alternatives on North Pender Island.

Professional reports and staff reports are available on the Projects webpage:

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

GENERAL LOCATION:

North 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 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.

B.Smith

(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

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 Parks and Recreation Commission
Gulf Islands School District No. 64
Outer Gulf Islands RCMP
Pender Island Conservancy

Regional Agencies

Capital Regional District – Building Inspection
Capital Regional District – Housing, Planning and
Protective Services
Island Health
North 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)

240/241

(Bylaw Number)

(Name and Title)

(Agency)

File No.: PL-TUP-2026-0292

DATE OF MEETING: September 28, 2026

TO: Saturna Island Local Trust Committee

FROM: Bruce Belcher, Planner 2
Southern Team

COPY: Mary Storzer, Regional Planning Manager

SUBJECT: PL-TUP-2026-0292

Applicant: David Hannay, JASCO Research Ltd.
Location: 198 Cliffside Road, Saturna Island

RECOMMENDATION

- 1. That the Saturna Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0292 replacing Schedule A of the draft permit with the updated site plan (Attachment 5);**
- 2. That the Saturna Island Local Trust Committee approve the issuance of Temporary Use Permit PL-TUP-2026-0292 as amended for a period of three (3) years.**

REPORT SUMMARY

The purpose of this report is to consider a Temporary Use Permit (TUP) application for the upland operation of an offshore cabled hydrophone system that extends from the upland property beyond the natural boundary of the sea, and for the onsite processing and management of data collected by that system.

BACKGROUND

The applicant initially applied for a TUP for the hydrophone operation in 2020, which resulted in a permit being issued for three (3) years. A renewal TUP was issued for the use in 2023 for another period of three (3) years. The initial application permitted the hydrophone use in the marine zone as well as the onsite processing and management of the data on the residential property at 198 Cliffside Road. The Saturna Island Local Trust Committee (LTC) amended the Saturna Island Land Use Bylaw No. 119, 2018 (LUB) in 2022 to permit the operation of hydrophone research facilities in the marine zone adjacent to the property. The draft permit has been updated based on the LUB amendment so that the use is specific to the upland residential lot as no permit is required for the use to take place beyond the natural boundary of the sea.

The original 2020 permit included the condition that an operational management plan and a decommissioning management plan would be developed within 6 months of the permit's issuance. These plans are included with this report as Attachment 6. The applicant has included an operational plan for the camera, included with this report as Attachment 7.

The offshore hydrophone cable has been in place since 2020 and operates as the Boundary Pass Underwater Listening Station, for the purpose of monitoring noise emissions associated with commercial ship traffic. The station is a Transport Canada initiative which can provide real time notifications to passing ships when

marine mammals are present. There is no new construction associated with the application. The new TUP application would include a new camera mounted to the existing auxiliary building in support of the cabled hydrophone system. The existing cottage building on the property received an occupancy permit in 2025 and is now permanently occupied by a tenant. The site plan originally circulated with the draft permit has labelled the existing cottage as an auxiliary building, following the occupancy permit this should be revised by using the site plan included with this report as Attachment 5.

The applicant has submitted a letter describing the application and narrative, which is included as Attachment 2. A copy of the notice and the draft permit are included as Attachments 3 and 4. The subject property location is shown in Figure 1.

The previous staff reports for the TUP are available at the following links:

October 15, 2020 LTC agenda package (pp.11-71): <https://islandstrust.bc.ca/document/saturnaisland-ltc-regular-business-meeting-agenda/>

October 19, 2023 LTC agenda package (pp. 15-24): <https://islandstrust.bc.ca/document/saturna-ltc-regular-meeting-agenda-9/>

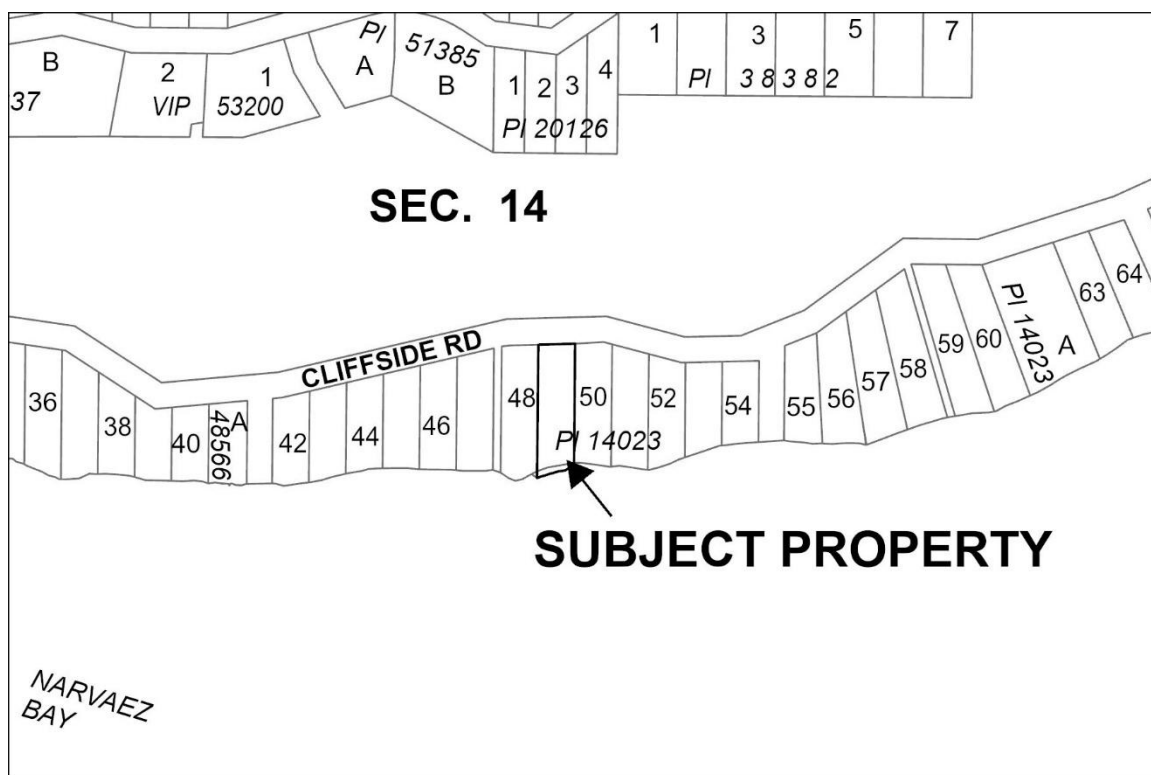


Figure 1: Subject Property Location

ANALYSIS

Official Community Plan:

The proposed permit location is not located within a development permit area.

The proposed TUP is consistent with the TUP guidelines in the Saturna Island Official Community Plan No. 70, 2010 (OCP).

Land Use Bylaw:

The subject property is designated within the Rural Residential (RR) zone in the LUB. The RR zone permits residential use of the property and associated home occupations. The home occupation regulations in the LUB require that a home occupation use must be carried out wholly within a residence or a permitted accessory building. A home occupation is not permitted unless the building where the occupation is conducted is concurrently occupied as a residence by a person operating the home occupation.

The property has a residence; however, the operator of the hydrophone does not reside on the property and therefore the TUP is required since the operation does not meet the home occupation regulations.

The Open Waters (WO) zone, which includes the marine area adjacent to the property beyond the natural boundary of the sea, permits hydrophone research facilities.

Temporary Use Permit

Sections 492 to 497 of the *Local Government Act* authorizes local governments to temporarily permit a use that would otherwise not be permitted by the land use bylaw by issuance of a Temporary Use Permit. Further, TUPs can include specific conditions to which the use must abide. A Temporary Use Permit may be issued for up to three years and renewed only once (for up to an additional three years). After the renewal TUP expires, the applicant may re-apply for a new Temporary Use Permit.

When the LTC is reviewing a draft TUP for decision, the LTC by resolution can only add additional conditions to a draft permit; a LTC cannot remove conditions from a draft permit without re-advertising. At the time of TUP renewal, no changes to the renewal permit conditions are allowed except for the expiration date.

Consultation

The draft permit was circulated to surrounding property owners and residents on September 11, 2026. The notification period will end on September 22, 2026.

At the time of writing there have been no responses to the public notification. Any comments received subsequently will be forwarded to the Local Trust Committee and reported at the meeting.

First Nations

The Islands Trust reviews all applications to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. As reviewed, the application is consistent with respect to LTC Standing Resolutions on reconciliation. Notwithstanding, to provide applicants with awareness regarding unknown archaeological areas, staff forwarded the Islands Trust Chance Find Protocol and the provincial Archaeological Branch guidelines on Heritage Act directly to the applicants.

Rationale for Recommendation

The recommendation on page one is supported by staff based on the following:

- There have been no known issues with the use over the term of the permit;
- The renewal would permit the upland operation to continue for the term of the contract;
- The conditions in the TUP would continue to limit any further construction activities or infrastructure related to the project without prior approval of the Local Trust Committee,

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. If selecting this alternative, the LTC should describe the specific information needed and the rationale for this request. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee request that the applicant for PL-TUP-2026-0292 submit to the Islands Trust _____.

2. Add conditions

The LTC may wish to further amend the TUP by adding conditions to the permit. If selecting this alternative, the LTC should specify the additional conditions. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee amend Temporary Use Permit PL-TUP-2026-0292 by adding _____.

3. Deny the application

The LTC may deny the application. Recommended wording for the resolution is as follows:

That the Saturna Island Local Trust Committee refuse application PL-TUP-2026-0292.

Submitted By:	Bruce Belcher, Planner 2	September 15, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	September 18, 2026

ATTACHMENTS

1. Site Context
2. Applicant Letter
3. Notice
4. Draft Permit
5. Updated Site Plan
6. Operation Management Plan and Decommissioning Plan
7. Camera Operation Plan

ATTACHMENT 1 – SITE CONTEXT

LOCATION

Legal Description	Lot 49, Section 14, Saturna Island, Cowichan District, Plan 14023
PID	001-386-450
Civic Address	198 Cliffside Road, Saturna Island
Lot Size	0.28 hectares (0.69 acres)

LAND USE

Current Land Use	Rural Residential (RR)
Surrounding Land Use	Rural General, Rural Residential, Open Waters

HISTORICAL ACTIVITY

File No.	Purpose
SA-TUP-2020.1	TUP application for Hydrophone use.
SA-TUP-2023.1	Renewal TUP application for Hydrophone use.
SA-BP-2023.3	Application to convert existing workshop into primary residence.

POLICY/REGULATORY

Official Community Plan Designations	Saturna Island OCP No. 70, 2010 Designation: Rural (R)
Land Use Bylaw	Saturna LUB No. 119, 2018: Rural Residential (RR)
Other Regulations	None
Covenants	None
Bylaw Enforcement	SA-BE-2019.3

SITE INFLUENCES

Islands Trust Conservancy	There are no Conservancy covenants or properties in the direct area; therefore no referral has been made to the Board.
Regional Conservation Strategy	The proposal does not impact the objectives and priorities of the Islands Trust Conservancy regional conservation plan.
Species at Risk	None
Sensitive Ecosystems	<i>Woodland and Cliff: coastal</i> sensitive ecosystems on the subject property.
Hazard Areas	None identified

Archaeological Sites	Islands Trust reviews all applications/permits using Remote Access to Archaeological Data (RAAD) mapping to ensure the preservation and protection of cultural heritage, archaeological sites, and ancestral places. Further to that review, staff have directed the applicant to the following guidelines: • All archaeological and cultural heritage is protected under the <i>Heritage Conservation Act</i> and areas of archaeological potential may contain undocumented archaeological sites which would be automatically protected under the <i>Heritage Conservation Act</i> (including all intact or disturbed sites) and require a permit from the BC Archaeology Branch. Further information regarding permits: https://www2.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology/permits. • In the event that archaeological features or materials are found, either intact or disturbed on the subject property, stop work immediately and contact the BC Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.
Climate Change Adaptation and Mitigation	N/A
Shoreline Classification	Sediment Shoreline - Bluff
Shoreline Data in TAPIS	No evidence of Eelgrass Beds.

6 July 2026

Reference: 2026 TUP Application, JASCO Research Limited

Subject Property:
198 Cliffside Road
Saturna Island, BC
Lot 49, Section 14 Saturna Island, Cowichan District, Plan 14023
PID 001-386-450

JASCO Research Limited, owner of the subject property, hereby submits this Temporary Use Permit (TUP) application to operate control and data management equipment for an offshore hydrophone/oceanographic system on a Rural Residential-zoned property. The activities are performed only inside existing buildings on the property and are not visible or audible outside them. Similar activities were permitted at the property for the past 6 years under existing TUP (SA-TUP-2023.1).

The activities to be permitted under the requested TUP are:

- a.) The operation of an offshore cabled hydrophone/oceanographic system that extends from the marine environment to the upland subject property, and for the onsite processing and management of data collected by that system on the upland lot.
- b.) Operation of a camera mounted on an existing outbuilding in support of the cabled hydrophone system.

The operational period of the requested TUP is for three years starting October 25, 2026. An extension to this permit may be requested at its expiry in 2029. The property is also used as a residence in conformance with the property's Rural Residential zoning.

Background and Narrative:

The requested TUP is to permit continued operation of existing data management and control systems that support an offshore cabled hydrophone system, known as the Boundary Pass Underwater Listening Station (ULS). The ULS is an initiative of Transport Canada and has operated since 2020. Subsea cables from the ULS arrive at the subject property's foreshore and pass underground in the upland lot to an outbuilding and into the residence. The offshore and foreshore components of the ULS project are permitted under a Crown Land Use permit (BC Land file 1414939). Saturna Island Land Use Bylaw 119 expressly permits such hydrophone facilities in the Open Waters Zone (WO) that lies directly offshore the subject property.

A previous TUP (SA-TUP-2020.1) was obtained in October 2020 and extended in October 2023 (SA-TUP-2023.1). The extended TUP is valid until October 25, 2026. Our understanding is that the TUP cannot be extended a second time. This application is for a new TUP to replace the existing one on expiry. A noted new activity request is to operate a camera system to visually monitor the ocean area acoustically monitored by the hydrophone system. The camera will identify vessels and marine mammals near the hydrophones. To our knowledge, the activities under the TUP have not resulted in any noticeable difference from normal residential use. In fact, during this time the owner applied for and received a building permit to convert the property's auxiliary building to a residence. The work was completed and an occupancy permit was granted in February 2025. The home is now occupied full time by a tenant.

Alignment with Island Trust's Policy Statement

The Boundary Pass ULS's purposes are highly aligned with the goals of Island Trust's Policy Statement, including:

Preservation of ecosystems and natural landscapes: the ULS continuously monitors the acoustic soundscape of Boundary Pass – a key ecosystem of Saturna Island that is subject to noise emissions of commercial ship traffic from the international shipping lane. Transport Canada's goal is to avoid an increase in ship noise, and monitoring in this ecosystem is critical to ensuring underwater noise levels do not increase with expected increases in shipping traffic.

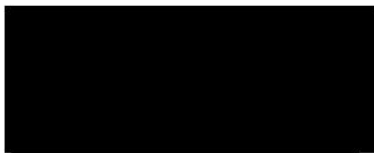
Protection of environmentally sensitive areas: The ULS provides real-time notifications to approaching ship pilots when marine mammals are present, allowing for protective actions to be taken. Boundary Pass is critical habitat for endangered species. The operations to be permitted under this TUP directly serve to protect these animals.

Limiting harmful emissions and pollution: Ship underwater noise information collected by the ULS is being used to define ship noise emissions targets that are intended to reduce overall noise pollution, thereby leading to reductions of noise exposures of this important habitat.

This TUP covers the limited activities of operating control and data management equipment inside the residence and existing outbuilding on the subject property. These activities do not affect the property's residential use, and they are not visible or audible outside the residence and outbuilding. They directly support Transport Canada's efforts to reduce adverse effects of commercial vessel traffic on marine mammals, including the critically endangered Southern Resident Killer Whale (*Orcinus orca*) population.

As no soil disturbance is involved or anticipated, it is our understanding that a BC Contaminated Sites Regulation Disclosure Statement (Schedule 1) is not required.

Sincerely,



David Hannay,
Director, JASCO Research Limited.

David.Hannay@jasco.com
250-514-6016

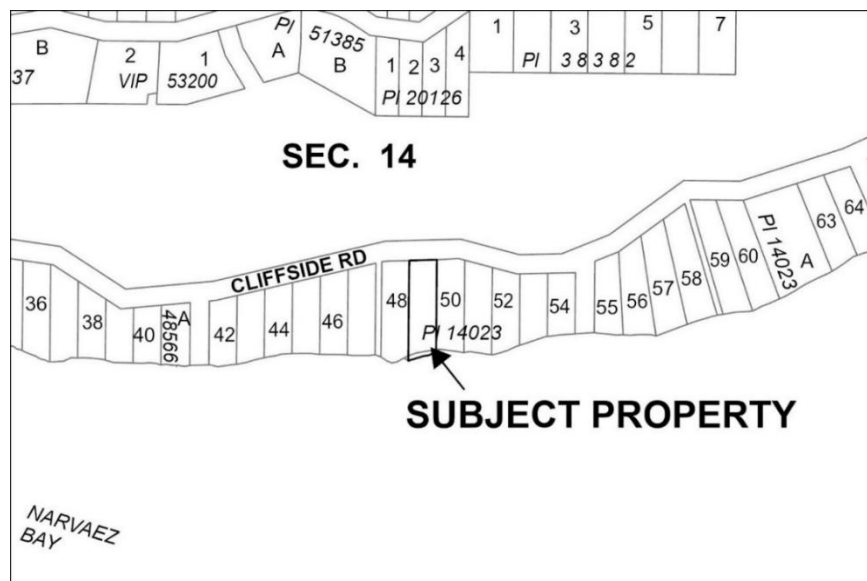
NOTICE
PLTUP20260292
SATURNA ISLAND LOCAL TRUST COMMITTEE

NOTICE is hereby given pursuant to Section 494 of the *Local Government Act* that the Saturna Island Local Trust Committee will be considering a resolution allowing for the issuance of a Temporary Use Permit. The proposed permit would apply to the lot legally described as LOT 49, SECTION 14, SATURNA ISLAND, COWICHAN DISTRICT, PLAN 14023 (PID: 001-386-450). This property is located at **198 Cliffside Road, Saturna Island**.

The purpose of the temporary use permit is to permit the operation of an offshore cabled hydrophone/oceanographic system extending from the foreshore to the subject upland property. The use would include the onsite processing and management of data collected by the system on the upland lot, and the operation of a camera to be mounted on an existing building on the upland lot.

The establishment of the use would be subject to the conditions specific in the attached proposed permit. The permit is proposed to be issued for three (3) years, after which time the owner may apply to the LTC to have it renewed once for an additional three (3) years.

The general location of the subject property is shown on the following sketch:



A copy of the proposed permit may be inspected at the Islands Trust Office, 200 - 1627 Fort Street, Victoria, B.C. V8R 1H8 between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday inclusive, excluding statutory holidays, commencing **September 11, 2026** and continuing up to and including **September 22, 2026**.

For the convenience of the public only, and not to satisfy Section 494 (2) (c) of the *Local Government Act*, additional copies of the Proposed Permit may be inspected at various Notice Boards on Saturna Island.

Enquiries or comments should be directed to Bruce Belcher, Planner 2 at (250) 405-5179, for Toll Free Access, request a transfer via Enquiry BC: In Vancouver (604) 660-2421 and elsewhere in BC 1-800-663-7867; or by fax (250) 405-5155; or by email to: southinfo@islandstrust.bc.ca before 4:30 pm, **September 22, 2026**.

The Saturna Island Local Trust Committee may consider a resolution allowing for the issuance of the permit during the regular business meeting starting at **11:00 a.m., September 28, 2026** at the **Saturna Recreation and Cultural Centre, 104 Harris Road, Saturna, BC**.

All applications are available for review by the public with prior appointment. Written comments made in response to this notice will also be available for public review.

Jas Chonk, Deputy Secretary



PROPOSED

**SATURNA ISLAND LOCAL TRUST COMMITTEE
TEMPORARY USE PERMIT
PLTUP20260292**

198 Cliffside Road, Saturna Island BC

To: David Hannay, Jasco Research Ltd.

1. This Permit applies to the land described below:
 - a) 198 Cliffside Road, Saturna Island, BC
Lot 49, Section 14, Saturna Island, Cowichan District, Plan 14023
PID: 001-386-450
2. This Permit is issued for the purpose of permitting the owner to conduct the following use on their property:
 - a) The operation of an offshore cabled hydrophone/oceanographic system that extends from the marine environment to the upland subject property, and for the onsite processing and management of data collected by that system on the upland lot.
 - b) The operation of a camera mounted on an existing auxiliary building on the upland lot in support of the cabled hydrophone system.
3. The Permit is subject to the following conditions:
 - a) The upland use permitted in Section 2 of this permit shall be limited to the existing infrastructure shown in Schedule 'A'. Any additional construction activity or installation of infrastructure associated with the permitted land use in the upland lot would require an amendment to Schedule 'A' of this permit.
4. This permit is valid for three (3) years from date of issuance of the permit and upon expiry of the permit the owner of the site shall discontinue the temporary use to the satisfaction of the Islands Trust.
5. This permit is not a building permit and does not remove any obligation on the part of the permittee to comply with all other requirements of "Saturna Island Land Use Bylaw No. 119, 2018" and to obtain other approvals necessary for completion of the proposed development, including approvals from the Capital Regional District, Vancouver Island Health Authority and Ministry of Transportation and Infrastructure.

AUTHORIZING RESOLUTION PASSED BY THE SATURNA ISLAND LOCAL TRUST COMMITTEE THIS XX DAY OF XXXX.

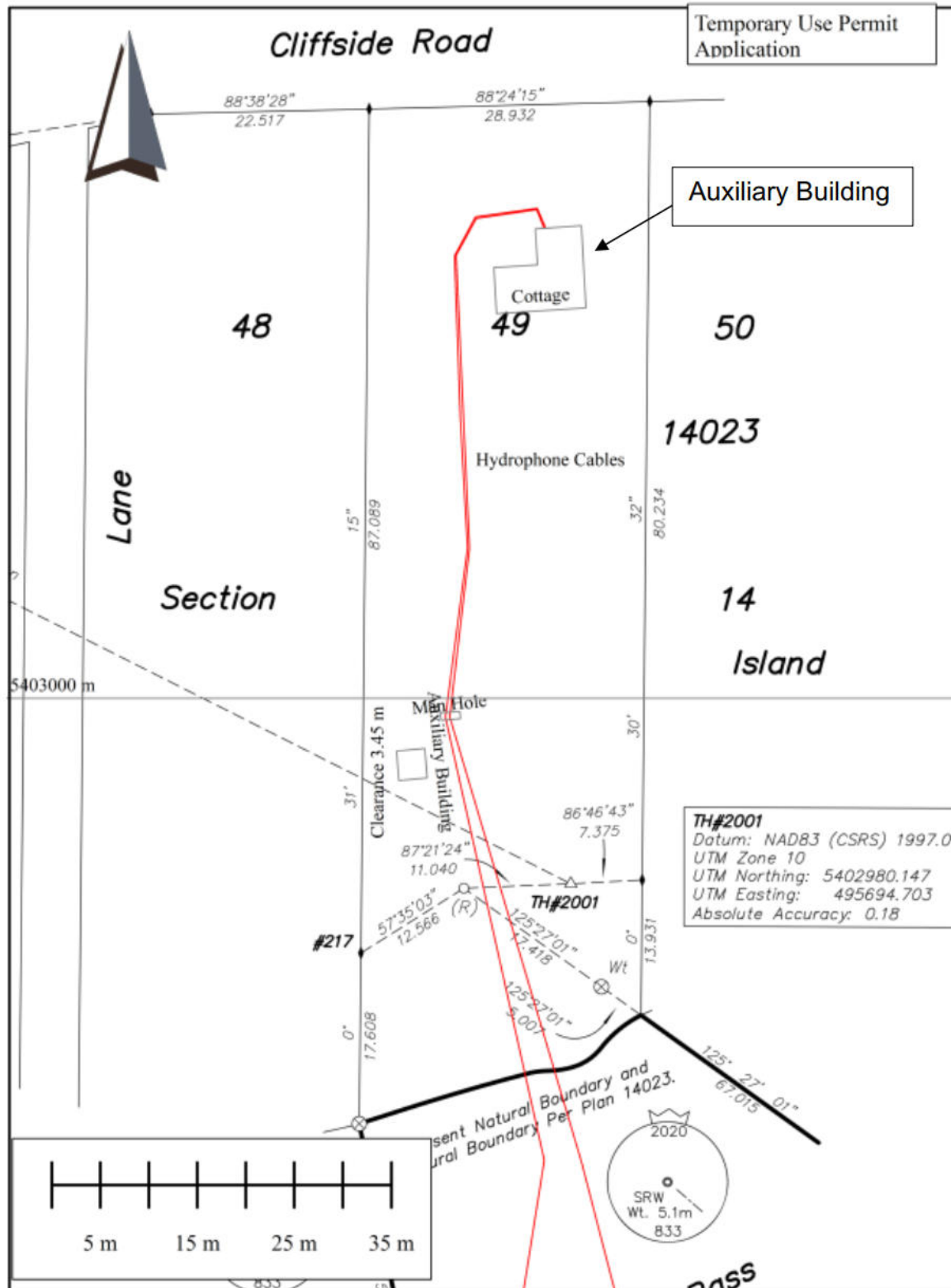
Deputy Secretary, Islands Trust

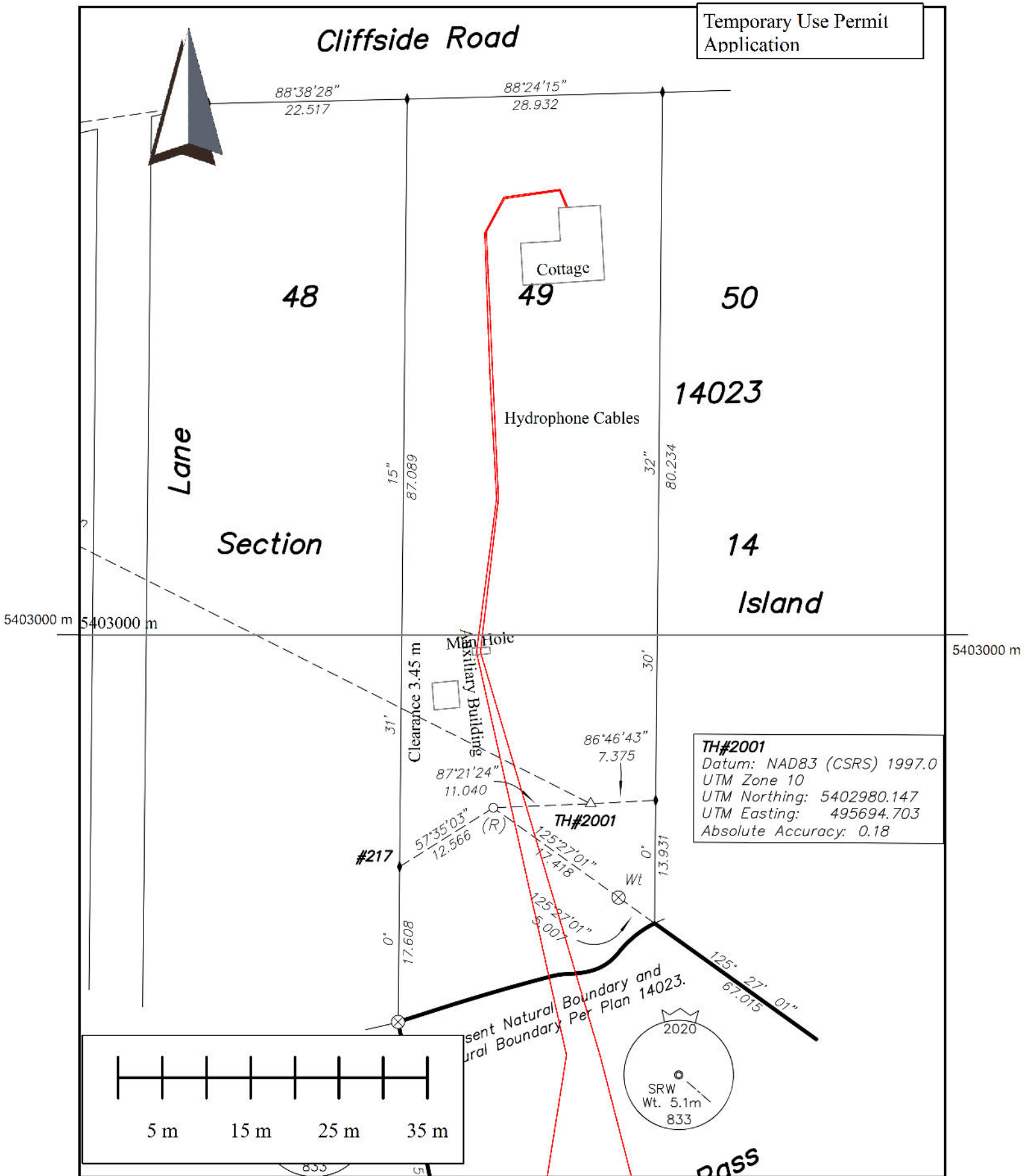
Date of Issuance

SATURNA ISLAND LOCAL TRUST COMMITTEE

TEMPORARY USE PERMIT PLTUP20260292

Schedule "A" Site Plan with Existing Hydrophone Infrastructure





February 8, 2021

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

RE: Islands Trust File Number: SA-TUP-2020.1 (Hannay) – Temporary Use Permit Requirements

Dear Islands Trust,

We hereby submit two plan documents related to Temporary Use Permit SA-TUP-2020.1, granted October 22, 2020 by Islands Trust. This TUP pertains to the use of our property at 198 Cliffside Road, Saturna Island, to support certain activities at our property for operating an automated hydrophone system that is deployed offshore of the property in Boundary Pass. Specifically, we are submitting the following two plans to satisfy conditions 3b) and 3c) of the TUP:

- 1) An **Operational Management Plan** and
- 2) A **Decommissioning Management Plan**.

While the content requirements for these plans was not specified in the TUP, we have interpreted them to be as follows:

- 1) For the **Operational Management Plan**: Descriptions of the operational use of the property that is non-residential and related to operating the hydrophone system, including schedules for non-residential personnel visits.
- 2) For the **Decommissioning Plan**: Methods and schedule for decommissioning equipment that has been installed for the purpose of operating offshore hydrophones and for restoring any land modifications made to facilitate the hydrophone systems.

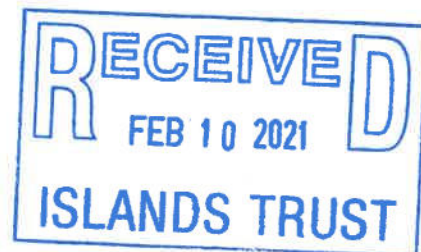
We have considered specifically the activities in both plans that could be noticeable to our neighbours.

We trust that these assumptions are as expected, and we will be happy to revise as necessary to address any other requirements.

Sincerely,



David Hannay
JASCO Research Ltd (owner of 198 Cliffside Road)



Operational Management Plan for SA-TUP 2020.1 (Hannay)

Plan for operating an offshore cabled hydrophone system from 198 Cliffside Road, Saturna Island, BC.

Overview:

A temporary use permit (TUP) was granted by Islands Trust to operate an offshore cabled hydrophone/oceanographic system from the above-mentioned property. The offshore system consists of two frames with hydrophones (underwater microphones) and other sensors deployed on the seabed approximately 2.2 km offshore in Boundary Pass. These systems are connected to shore by cables that run along the seabed and onto land through holes drilled in the foreshore. They connect with onshore cables in a manhole at the south end of the property, and the shore cables continue underground along a driveway to an existing cottage on the property. Inside the cottage, the cables run to a computer-control system that analyzes sound signals and stores sound data on hard disk drives that are retrieved periodically. No outside activities or noise associated with the system operation are expected, but occasional visits by technicians to the cottage are required as outlined here.

Periodic Data Collection:

The hydrophone control systems are automated, but they require a technician to visit approximately every 3 weeks to retrieve data disks as they become full. The technician will typically arrive in a single vehicle that will be parked in the driveway. The data extraction will take less than 8 hours and will be performed inside the cottage. It will not generate audible noise outside the cottage.

Unscheduled Servicing of Equipment:

Most equipment failures can be dealt with during the regular data retrieval visits; however, certain computer equipment failures might require one or two technicians to visit the cottage to repair the problem. Those visits will require just a few hours of work performed inside the cottage.

Scheduled Servicing:

The hydrophone system components that are now deployed on the seabed will be retrieved for scheduled servicing in April or May 2022. If the subsea equipment experiences a failure before then, the servicing work would be advanced. The service work will be performed from a ship positioned 2.2 km offshore in Boundary Pass. The ship will lift the stations from the seafloor for a few hours to replace certain components and then will redeploy the serviced equipment. The duration of this servicing is 1 to 2 days, as the work must be timed with tidal currents. The ship's location will be far enough from shore that its noise will not be discernable from regular ship traffic noise for residents of Saturna Island. During this servicing, a group of two to three technicians will be present inside the cottage to test the serviced equipment. This work will be entirely quiet and will not be noticeable outside the cottage, but the work may occur at night as its timing depends on the tide schedule. There will be less than three vehicles parked in the driveway during servicing.

Decommissioning Plan for SA-TUP 2020.1 (Hannay)

Plan for decommissioning an offshore cabled hydrophone system operated from 198 Cliffside Road, Saturna Island, BC.

Overview:

A cabled hydrophone system was deployed in Boundary Pass in May 2020. The system is located approximately 2.2 km offshore and is connected to shore with fiber-optic data cables that run along the seafloor back to the property. A crown land License of Occupation and a Statutory Right of Way were obtained from Province of BC for this use on the foreshore and along the seabed, , and these are valid through November 19, 2029. A Navigable Waters Permit was obtained from Transport Canada to operate the system for the duration of the project. The installation was performed in May 2020, and the system is intended to operate at least until March 31, 2023 and possibly beyond. The current TUP for operating equipment at the property will expire October 22, 2023.

Schedule:

We will decommission the system at the end of the project.

System Components:

The system consists of three main components: a) two hydrophone sensor frames deployed on the seabed, b) two cables that run from the sensor frames along the seabed and through the foreshore to the cottage on the property, and c) a computer control system in the cottage.

Decommissioning Work:

The work of decommissioning will require the following steps:

- 1) Retrieving the sensor systems from the seabed: this work will be performed by the same vessel used to deploy the systems in May 2020 and its accompanying tugboat. The retrieval vessels will be accompanied by a small vessel that operates a remotely operated vehicle (ROV). The ROV is an underwater device with cameras to monitor subsea work, and it has tools for connecting retrieval lines to the system's sensor frames. The work will be performed while the retrieval vessel holds position over the frames, approximately 2.2 km offshore. Noise from the retrieval vessel will be similar to noise from large commercial vessels that already pass regularly at the same or closer distances to shore. Noise levels at the closest property boundaries on Saturna Island will be far below permitted noise limits for these activities. The offshore operation will be visible to Saturna Island residents along Cliffside Road, but it is not expected to cause disturbance.
- 2) Retrieving the subsea cables: the same vessel that retrieves the sensors will attempt to wind in the seafloor cables over their full 2.8 km length. The cables are very strong and can be pulled out of seafloor sediments if they have not been buried too deeply. If they cannot be pulled from sediments, then the ROV will cut them where that occurs, and the remaining sections will be left in place. If that happens, then we will attempt to retrieve the cables starting from the shore end. In either case, the large retrieval vessel will eventually move close to shore as it lifts the nearshore ends of the cables. Its noise will be audible to residents along Cliffside Road, but it will be below permitted limits. The vessel will be close to shore for less than 12 hours for this operation, and that will occur twice – once for each cable. Most of this task will be performed using the offshore vessel. The cable is pinned to the seabed for the first 50 m away from shore. Divers will be present in a small dive-support boat for approximately one day, as they will need to unpin the cable from the seabed

so it can be retrieved. The divers will also remove cable supports at the bottom of the drill holes in the foreshore. A small group of less than five people with two or three vehicles will be present at the property during this work.

These people will perform the following tasks:

- Perform marine mammal monitoring when the cable retrieval ship is within 400 m of shore. The same **Marine Mammal Action Plan** will be in place during retrieval as used for installation. This requires that all vessels stand-down their work and reduce power to the minimum safe level when marine mammals are within visible range of the work. Support vessels are also required to move close to the retrieval vessel, to reduce the extent of the spread of vessels when animals are observed.
- Support the divers, who will remove the pins that secure the cable to the seafloor for the first 50 m out from shore.
- Release the cable from the manhole so it can be pulled back out of the drill holes by the cable retrieval ship.

We will provide written notice to the residents of Cliffside Road at least one month before the cable retrieval operation occurs.

- 3) Repurposing cables on the property: there are two cables that run underground from the manhole at the south end of the property to the cottage. These are buried 2 feet beneath the centre of the driveway. We plan to repurpose these in place, as digging them up will cause unnecessary noise and ground disturbance, and the cables were chosen to be environmentally benign. They are easily removed, if necessary.
- 4) Sealing drill holes through foreshore: the drill holes are already grouted with concrete at their bottom ends so that seawater cannot penetrate the bedrock. We will seal the holes at the top end with a waterproof plug after the cables are removed. This work will take less than 4 hours, and it will not generate any noise. One or two worker vehicles will be parked in the driveway of the property.
- 5) Removing computer equipment in the cottage: this work will be performed by movers on two separate days. It will require one or two vehicles including a van or small moving truck. These vehicles will be parked in the driveway while they are loaded by hand. Minimal outside noise will be produced as no power equipment is necessary.
- 6) Cleaning-up: any ground disturbance that occurs during decommissioning will be repaired, and all litter and leftover materials will be removed from the property.

Questions and comments can be sent to:

David Hannay,
JASCO Research Ltd.
2305-4464 Markham Street
Victoria, BC, V8Z 7X8

198 Cliffside Road TUP request: Camera Operation Plan

Under this TUP, the property owner would like to install an infrared camera that looks out over the waters of Boundary Pass. The camera is intended to augment underwater acoustic monitoring to detect whales and small vessels present in the vessel exclusion zone and near the shipping lanes. The camera body is approximately 30 cm x 40 cm size and it would be mounted on a bracket attached to the ocean side of the small outbuilding that sits on the south (waterfront) side of the property. The camera generates no noise, and its narrow field of view will be focussed directly to sea. It will not cover any part of our neighbour's property.

The camera will require very little servicing: its lens will be cleaned by the tenant residing at the property. It is anticipated that the camera would only be removed for repairs and/or servicing each few months, and this work would be quiet and not noticeable. The camera will be removed when the TUP expires.

File No.: Bylaw Enforcement Technical
Amendments Review Project

DATE OF MEETING: September 28, 2026
TO: Saturna Island Local Trust Committee
FROM: Brad Smith, Island Planner
Southern Team
COPY: Mary Storzer, Regional Planning Manager
SUBJECT: Bylaw Enforcement Technical Amendments Review Project – BL No. 146 and No. 147

RECOMMENDATIONS

1. That the Saturna Island Local Trust Committee has reviewed the Islands Trust Policy Statement Directives Only Checklist and determined that Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” is not contrary to or at variance with the Islands Trust Policy Statement.
2. That the Saturna Island Local Trust Committee Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” be read a first time.
3. That the Saturna Island Local Trust Committee Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” be read a second time.
4. That the Saturna Island Local Trust Committee Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” be read a third time.
5. That the Saturna Island Local Trust Committee Bylaw No. 147, cited as “Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026” be read a first time.
6. That the Saturna Island Local Trust Committee Bylaw No. 147, cited as “Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026” be read a second time.
7. That the Saturna Island Local Trust Committee Bylaw No. 147, cited as “Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026” be read a third time.
8. That the Saturna Island Local Trust Committee proposed Bylaw No. 146 and No. 147 be forwarded to the Secretary of the Islands Trust for Executive Committee Approval.
9. That the Saturna Island Local Trust Committee directs staff to initiate adoption of proposed Bylaw No. 146 and No. 147 by Resolution without Meeting following Executive Committee Approval.

REPORT SUMMARY

The purpose of this staff report is to seek direction from the Saturna Island Local Trust Committee (LTC) on draft Bylaw No. 146 and No. 147.

The recommendations above are supported as:

- Draft Bylaw No. 146 is not contrary to or at variance with the Islands Trust Policy Statement;
- Public engagement and referral responses have indicated no concerns or issues;
- Parallel amendments are required to the associated Bylaw Infraction Investigations Bylaw No. 30;
- 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; and,
- All bylaw amendments require Executive Committee approval prior to consideration of adoption.

BACKGROUND

The LTC has directed that the LUB and the Bylaw Infractions Investigations Bylaw No.30 be amended to require 30 days notice for entry to properties subject to bylaw enforcement investigation. The associated bylaw enforcement policy is already updated to reflect the 30 day requirement.

With statutory notice of first reading now complete, staff are bringing draft Bylaw No. 146 and No. 147 back to the LTC for consideration of next steps.

ANALYSIS

Bylaw No 146

Adoption of draft Bylaw No. 146 (Attachment 1) would amend the Saturna Island Land Use Bylaw No. 119 (LUB) to require 30 days' notice for entry to properties subject to bylaw enforcement investigation.

Bylaw No 147

Adoption of draft Bylaw No. 147 (Attachment 2) would amend the associated Bylaw Infraction Investigations Bylaw No. 30 to also require 30 days' notice for entry to properties subject to bylaw enforcement investigation.

Islands Trust Policy Statement

Staff are of the view that Bylaw No. 146 is not contrary to or at variance with the Islands Trust Policy Statement. A policy checklist is included as Attachment 3.

As draft Bylaw No. 147 is an administrative bylaw, it does require ITPS checklist review.

Official Community Plan

The proposed amendments are consistent with or not in conflict with the policies of the OCP.

Issues and Opportunities

Bylaw Enforcement Policy

The associated bylaw enforcement policy is already updated to reflect the 30 day requirement.

Consultation

First Nation referrals

Draft Bylaw No. 146 was sent to the standard list of First Nations for the Saturna Island Local Trust Area. The Pauquachin, Ts'uubaa-asatx, Cowichan Tribes, Penelakut, Tsawwassen and Snuneymuxw First Nations responded with either no comment or deferring comment to other First Nations. No other responses were received.

Agency Referrals

Draft Bylaw No. 146 was sent to the CRD, Island Health, Saturna Island Fire Rescue and the Mayne, South Pender and North Pender Island LTCs for referral. The CRD, Saturna Island Fire Rescue and the Mayne and South Pender LTCs responded that their interests are unaffected. No other responses were received.

Statutory Requirements

In this case, as there are no OCP changes and the LUB amendments are consistent with the OCP, the LTC passed a resolution without meeting (RWM) to not hold a public hearing and directed staff to give notice of first reading at the September 28, 2026 meeting (Attachment 4).

As draft Bylaw No. 147 is an administrative bylaw, it does require statutory notice to give first reading.

Rationale for Recommendation

The recommendations on page 1 are supported as:

- Draft Bylaw No. 146 is not contrary to or at variance with the Islands Trust Policy Statement;
- Public engagement and referral responses have indicated no concerns or issues;
- Parallel amendments are required to the associated Bylaw Infraction Investigations Bylaw No. 30;
- 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; and,
- All bylaw amendments require Executive Committee approval prior to consideration of 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

With direction from LTC, staff will send proposed Bylaw No. 146 and No. 147 to Executive Committee for approval prior to consideration of final adoption by RWM.

Submitted By:	Brad Smith, Island Planner	September 3, 2026
Concurrence:	Mary Storzer, Regional Planning Manager	September 8, 2026

ATTACHMENTS

1. Draft Bylaw No. 146
2. Draft Bylaw No. 147
3. ITPS Checklist
4. Notice of First Reading

DRAFT

SATURNA ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 146

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, 2026”.

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 1.4 - Inspection and Enforcement, is amended by deleting the words “24 hours” and replacing it with the words “30 days” such that it reads: “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 30 days 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.

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

DEPUTY SECRETARY

DRAFT

SATURNA ISLAND LOCAL TRUST COMMITTEE
BYLAW NO. 147

A Bylaw to Amend Bylaw Infraction Investigations Bylaw No. 30, 1990

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 Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990, Amendment No. 1, 2026”.

2. Saturna Island Local Trust Committee Bylaw No. 30, cited as “Saturna Island Local Trust Committee Bylaw Infraction Investigations Bylaw No. 30, 1990,” is amended as follows:

2.1 Part 2. is amended by deleting the words “at all reasonable times” and replacing it with the words “at any reasonable time and after having given 30 days prior notification to the occupier” such that it reads: “The Bylaw Investigations Officer of the Islands Trust is authorized to enter, at any reasonable time and after having given 30 days prior notification to the occupier, 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.”

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



Islands Trust

POLICY STATEMENT DIRECTIVES ONLY CHECK LIST

Bylaw and File No: Bylaw No. 146, Bylaw Enforcement Minor Amendments Project
LTC Endorsement: October 2, 2026

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 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
N/A	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.
N/A	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
N/A	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
N/A	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.
N/A	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
N/A	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:



Saturna Island Local Trust Committee
NOTICE OF FIRST READING
Draft Bylaw No. 146
Bylaw Enforcement Technical Amendment Project

NOTICE is hereby given pursuant to Section 467 of the *Local Government Act* that the Saturna Island Local Trust Committee will consider first reading of Draft Bylaw No. 146, cited as “Saturna Island Land Use Bylaw No. 119, 2018, Amendment No. 1, 2026” at its Regular Business Meeting scheduled at 11:00 a.m., Monday, September 28, 2026, to be held at the Saturna Recreation and Cultural Centre, 104 Harris Road, Saturna Island.

What is Draft Bylaw No. 146 about?

Draft Bylaw No. 146 will, if adopted, amend the Saturna Island Land Use Bylaw No. 119, 2018 to require 30 days notice for entry to properties subject to bylaw enforcement investigation.

The Local Trust Committee is not holding a public hearing for this bylaw under the authority granted in Section 464(2) of the *Local Government Act* that states that a local government may decide not to hold a public hearing on a draft bylaw if an Official Community Plan is in effect for the area that is subject to a draft zoning bylaw, and the draft bylaw is consistent with the plan. Draft Bylaw No. 146 is consistent with the Saturna Island Official Community Plan Bylaw No. 70.

How Do I Get More Information?

A copy of the draft bylaw may be viewed at the **Islands Trust Office, 200-1627 Fort Street, Victoria, BC**, or on the Islands Trust [website](#) commencing Monday, September 14, 2026 and ending Friday, September 25, 2026 during regular business hours (8:30 am – 4:30 pm).

Enquiries or Written Comments may be directed to **Brad Smith**, Island Planner by email bsmith@islandstrust.bc.ca, or phone at 250-405-5194. For toll-free access, request a transfer to the above telephone number via Service BC: in Vancouver at 604-660-2421 and elsewhere in BC at 1-800-663-7867. Written submissions must be received at the Islands Trust Victoria Office via email to vicphsub@islandstrust.bc.ca or Mail or Drop Off: Islands Trust, 200-1627 Fort Street, Victoria, BC, V8R 1H8, no later than 4:30 p.m., Friday, September 25, 2026.

Written submissions made in response to this notice will be available for public review.

Jas Chonk, Deputy Secretary

Active Projects Report

Saturna Island

1. <i>Minor Project - Bylaw Enforcement Technical Amendments</i>	Responsible	Dates
Activity:		

Future Projects Report

Saturna Island

1. *Shoreline policy review*

Responsible

Date Received

23-May-2024

2. *Review of LUB subdivision regulations*

Responsible

Date Received

24-Apr-2025

3. *Review of multiple family residential zoning and policies*

Responsible

Date Received

30-Apr-2026



Saturna Local Trust Committee

Open Applications

Report

Print Date: September 21, 2026

Rezoning

Application Number	Applicant Name	Date Received	Address	Purpose
PLRZ20260201	peter stolling	5/6/2026	105 CLIFFSIDE RD, SATURNA, BC	Rezoning application to add density, remove restrictive covenant in exchange for preserving important wetlands on property and restrict commercial logging as per community consultation.
Planner		Status	Most Recent Completed Activity	
Kim Stockdill		Local Trust Committee	Assign to LTC Meeting	

Saturna

Subdivision

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

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

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

Planner	Status	Most Recent Completed Activity
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

Saturna

Temporary Use Permit

Application Number	Applicant Name	Date Received	Address	Purpose
PLTUP20260292	David Hannay	7/6/2026	198 CLIFFSIDE RD, SATURNA, BC	Application for a TUP to operate control and data management systems to support the Boundary Pass underwater listening station. This is for a new TUP (not an extension of the existing TUP) to continue the permitted activities.
Planner	Status		Most Recent Completed Activity	
Bruce Belcher	Local Trust Committee		Generate Staff Report	

Islands Trust
LTC EXP SUMMARY REPORT F2027
Invoices posted to Month ending July 2026

660 Saturna	Invoices posted to Month ending July 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"	536.00	112.49	423.51
65200-660	LTC - Local Exp - LTC Meeting Expenses	1,820.00	212.22	1,607.78
TOTAL LTC Local Expense		<u>2,356.00</u>	<u>324.71</u>	<u>2,031.29</u>
Projects				
73001-660-4145	Saturna BE Technical Amendment	1,000.00	0.00	1,000.00
TOTAL Project Expenses		<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</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 MARCH 17, 2026 BOARD MEETING

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

- The ITC Board Chair rose and reported that it has approved spending of up to \$5,000 from the Land Securement budget to support a potential nature reserve securement in the Lasqueti Island Local Trust Area.
- The ITC Board requested staff to allocate undesignated donations received in the 2025-26 fiscal year to the Property Management Fund to support management of Islands Trust Conservancy protected areas.
- The ITC Board requested staff to notify the Lasqueti Island Local Trust Committee that ITC's interests are unaffected by proposed Bylaw No. 107, Lasqueti Island.
- The ITC Board requested staff to notify the Island Planner for Denman Island that approval of Bylaws 256 and 257 is endorsed by the ITC Board on the basis that the proposed bylaws brings the Official Community Plan and zoning into alignment with the conservation purpose of the subject properties and adds another layer of protection from development.
- The ITC Board accepted the conservation proposal submitted by Marilyn Walker to place a Natural Area Protection Tax Exemption (NAPTEP) covenant on approximately 2.5 ha of a Salt Spring Island property.
- The ITC Board requested staff to forward the ITC quarterly update to Trust Council local trust committees, and Bowen Island Municipality for the Conservancy Report agenda item, following its receipt at Trust Council.
- There is a joint Executive Committee/ITC Board meeting on April 15, 2026.
- The next Islands Trust Conservancy Board meeting is May 12, 2026.

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/>

COMPLETED SINCE LAST REPORT (January - March 2026)	PLANNED FOR FIRST QUARTER 2026-27 (April - June 2026)
1. STRATEGIC PLANNING/ADMINISTRATION/OPERATIONS	
Personnel/Staffing: Continued recruitment for • Covenant Management Specialist • Communications Specialist • Administrative Assistant	Personnel/Staffing: Onboard new • Covenant Management Specialist • Communications Specialist • Administrative Assistant
ITC Five-Year Plan development: Developed a logic model and work plan Updated project charter Prepared and delivered engagement letters to First Nations and conservation partners Hosted an Information Session with interested First Nations (Feb. 19 th)	ITC Five-year Plan development: Establish cooperative engagement framework and commence engagement with First Nations interested in involvement with development of Five-year Plan
ITC Board support: Hosted January 20 th and March 17 th ITC Board meetings Hosted January 30 th ITC Board special meeting Began re-appointment process for provincially appointed board members Submitted referral response to Trust Council on the draft Policy Statement	ITC Board support: Host May ITC Board meeting Host special ITC Board meeting for ITC audit report findings Continue to support board member re-appointment process
Financial Management Continued to support the Board in reviewing and refining its budget request and business cases through review cycle Submitted revised budget to Committee of the Whole and Trust Council Prep for financial statement process	Financial Management Complete financial statement process and support the annual audit process. Implement budget Begin budget planning for 2027/28
ITC Policies: Continued policy review/update project	ITC Policies: Continue policy review/update project Engage with First Nations on identifying policy gaps and improvements



ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

SAR Program: Continued negotiation of a conservation agreement between Environment and Climate Change Canada (ECCC) Received a \$26,000 grant from Tree Canada to support the recovery of species and ecosystems at risk at Mt Tuam Protected Area Continued facilitating Species at Risk Program evaluation Completed collation and mapping of ITC SAR data (Co-op student project) Developed and presented a Stewardship Education Webinar on Species at Risk Presented on ITC Species at Risk Program to the Regional Planning Committee in February Co-organized and hosted an in-person meeting for 40 Priority Places Program grant recipients Completed Q3 reporting to funder for ECCC Priority Places Species at Risk Program Investigated SAR monitoring research proposals for 26/27 fiscal year Presentation to ITC Board 'SAR Program Highlights' at March meeting Continued collaboration with Planning Services to develop products, training, and support materials about species and ecosystems at risk	SAR Program: Complete final report to ECCC for Species at Risk (SAR) Program Investigate and implement SAR monitoring research proposals for 26/27 fiscal year SAR Program administrative wrap-up Plan with Protected Areas Management Team to prioritize species at risk work post ECCC funding.
Software Updates: Data Management System/GIS: Investigated procurement options for GIS specialist/firm to design a data management system to integrate into existing GIS systems. Field Technology Tools and Applications: Assessed new tools and features and provided feedback to GIS team Securement Applications Portal: Ongoing revisions, staff training, and procedure development for Islands Trust Applications Portal	Software Updates: Data Management System/GIS: Contract GIS specialist/firm to design a data management system to integrate into existing GIS's systems. Field Technology Tools and Applications: Provide feedback to mapping team about application re-launch Work with mapping team to prepare software and database for 2026 field work season Securement Applications Portal: Ongoing revisions, staff training, and procedure development for the Islands Trust Applications Portal

Other: Attended meeting with Tsawout First Nation (January)	Other: TBD
2. COVENANT AND PROPERTY SECUREMENT PROJECTS	
Conservation Planning Began developing a project plan for Regional Conservation Plan evaluation Collaborated with Planning Services to identify gaps in ecological data and analyses Updated conservation proposal forms with revised waiver of confidentiality, and information about First Nations referrals Continued securement negotiations on ~27 ha of land for ITC nature reserve (1 Galiano, 1 Salt Spring) Continued negotiations on ~2 ha of land for NAPTEP covenants (1 North Pender, 1 Salt Spring) Continued discussions related to enquiries about conservation options for three properties (1 Salt Spring, 1 Hornby, 1 Saturna). Ongoing review of applications for three land donations (Salt Spring, Lasqueti, Denman) and 1 NAPTEP (Salt Spring)	Conservation Planning Prepare project charter for multi-year Regional Conservation Plan evaluation and revision Board review and decision on three conservation proposals. Continue negotiations on existing conservation proposal projects
3. COVENANT AND PROPERTY MANAGEMENT	
Protected Area Monitoring: Presented nature reserve and covenant monitoring results and recommendations from 2025 monitoring season to ITC Board Issued reports with notice of compliance/non-compliance and stewardship recommendations to covenant landholders Collaborated with management groups to address concerns observed on nature reserves Collaborated with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants. Reviewed annual monitoring program and implemented improvements for 2026 season.	Protected Area Monitoring: Continue addressing concerns observed on nature reserves. Continue to collaborate with covenant co-holders and landholders to address compliance concerns and priority management needs in conservation covenants. Commence 2026 monitoring season

Protected Area Management Projects: Reviewed annual reports from management groups and contractors implementing management projects in ITC protected areas Finalized list of priority projects for 2026-27 Worked with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.	Protected Area Management Projects: Implement third year of three-year service contracts for management activities in ITC nature reserves. Commence procurement processes for priority projects for environmental monitoring, species-at-risk conservation, ecosystem stewardship, infrastructure maintenance, and other management needs Continue work with Comox Valley Regional District on Denman Island Cross Island Trail along Lindsay Dickson Nature Reserve.
Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves. Continued policy development for management planning, risk management, and signage.	Protected Area Management Planning Archeology assessment contracts in progress for two nature reserves until March 2027. New policies in review for management planning, risk management, and signage.
Technology Improvements: Worked with GIS staff on updates and improvements to FieldMaps app based on user feedback during 2025 field season. Continued to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications. Trial Survey123 as a replacement for paper monitoring forms.	Technology Improvements: Complete work with GIS staff to ensure updates to FieldMaps have been made and trialed. Roll out Survey123 for official use in Monitoring Program if trial is successful. Continue to work with GIS staff to ensure all spatial data collected for ITC protected areas can be incorporated and viewed in available mapping applications. Continue to explore remote monitoring solutions and related policy development.
Other: Continued policy review, drafting of new policies, and revision of outdated policies.	Other: Continue policy review/drafting/update.
4. COMMUNICATIONS AND OUTREACH	
NOTE: Support on priority communications projects this quarter was provided by a contractor while the Communications Specialist position is vacant. Many communication-related activities are pending until a new Communications Specialist is onboarded.	
Social Media: Weekly social media posts & engagement across all ITC platforms Launch of strategic giving WillPower campaign for 2026	Social Media: Weekly social media posts & engagement across all ITC platforms - Launch Reflections from the Field in spring 2026 to highlight field work, Winter Heron features on social media



ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

	Ongoing strategic giving WillPower campaign posts
News Releases: None	News Releases: TBD
Publications: Designed and delivered digital & physical ITC Holiday Cards to donors and other key stakeholders Published end-of-year ITC eNews Published Giving Tuesday ITC eNews Issued <i>Caring for Your Conservation Covenant</i> newsletter to covenant landholders ITC FOLKLIFE Ad circulation in next issue of the magazine	Publications: Publish Winter Heron Newsletter Publish Winter ITC eNews
Outreach: None	Outreach: None
Events: None	Events: Host celebration for one new nature reserve and one new NAPTEP covenant on Salt Spring Island
Reports: None	Reports: Prepare for ITC 2025/26 Annual Report
5. FUNDRAISING AND CONSERVANCY SUPPORT	
Donor Relations: Stewardship of donors and advisors (ongoing) Reviewed and updated donor members in contract relationship database Received and processed donations – sent thank you letters and issued charity tax receipts Met with several potential donors interested in legacy giving Tour of S’ul-hween X’pey (Elder Cedar) Nature Reserve with legacy donor	Donor Relations: Stewardship of donors and advisors (ongoing) Receive and process donations – send thank you letters and issue charity tax receipts Follow up with potential donors interested in legacy giving
Strategic Giving: Continued WillPower Campaign seeking bequests of conservation lands or conservation funds Calls with two professional advisors Updated pledged bequests	Strategic Giving: Continue WillPower Campaign seeking bequests of conservation lands or conservation funds Review effectiveness of WillPower Campaign

As of March 2026, the Islands Trust Conservancy protects 115 conservation properties, 34 nature reserves and 81 covenants (29 of which have NAPTEP certificates)



ISLANDS TRUST CONSERVANCY REPORT TO TRUST COUNCIL 2025-2026 - 4th Quarter Update

Fund Management: Continued review of Opportunity Fund Guidelines	Fund Management: Review donation Policy and other fund guidelines Develop Fund Management Policy
Other: Developed draft Opportunity Fund application form Developed grant-needs spreadsheet Researched external grant opportunities (ongoing) Reviewed donation policies and fund guidelines Developed legacy and conservation print ad for Folklife Magazine	Other: Research external grant opportunities (ongoing)



REQUEST FOR DECISION

To: Local Trust Committees **For the Meeting of:** September 28, 2026
From: Finance and Employee Services **Date Prepared:** July 14, 2026
SUBJECT: Proposed Draft 2027/28 LTC Operating Budgets – Saturna Island

RECOMMENDATION:

That the Saturna Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.

DIRECTOR, FINANCIAL AND EMPLOYEE SERVICES COMMENTS:

Seeking early input from local trust committees (LTCs) on their proposed draft operating budgets for the upcoming fiscal year ensures planned operating activities of the LTC are appropriately captured and funded. This approach brings the LTC budget processes into alignment with other Trust-legislated bodies, as well as Trust Council's policy on budget process.

1 PURPOSE:

To seek input and endorsement from the LTCs on their proposed draft operating budgets.

LTCs are asked to consider both their project budget needs (reviewed under a separate agenda item), **as well as** their operating expense budget needs (the subject of this RFD), in accordance with Trust Council's policy, in this and future budget cycles. This approach provides an opportunity for LTCs to be directly involved in setting budgets for all their areas of oversight and ensures appropriate consideration of actual future plans for the LTC.

2 BACKGROUND:

Trust Council's [Budget Process policy](#) states the following:

"Local trust committees (LTCs) are asked to provide their project needs and review their local trust committee expense budgets, passing any resolutions required to adopt/modify their budget proposals."

In recent history, LTCs have appropriately submitted budget requests for projects, but have omitted submissions for operating expense budgets. In the absence of these submissions, Islands Trust Financial and Employee Services staff have drafted LTC operating budgets for inclusion in Trust Council's draft budgets. Figures have been based on historical spending trends for each LTC, plus anticipated changes in LTC operations or activity levels as

communicated to Financial and Employee Services staff via the Planning Services department.

Planning Services staff prepare draft funding request business cases for major LTC projects; these are reviewed under separate agenda item(s). Financial and Employee Services staff have prepared proposed draft LTC operating expense budgets, which have been refined by Planning Services staff as needed to reflect actual known plans of the LTC. The proposed draft LTC operating expense budget amounts (attached) have been developed based on the following:

BUDGET LINE	PAYS FOR	METHODOLOGY
Trustee Expenses	Travel and other reimbursable expenses for local trustees on LTC business, trustee training/conference attendance associated with the role on the LTC.	Based on recent spending trends for recurring costs, increased by estimated 3% for inflation. No amounts for training have been included in the proposed draft budget attached, as budget requests for local trustee training must be submitted to the budget cycle by way of resolution and training request form for specific identified training needs. See TC Policy 6.12.1 Trustee Training/Conference s 1.3.
Executive Committee on LTC	Travel expenses for LTC Chairs to participate in LTC business, such as LTC meetings, public hearings, and CIMs.	Amounts are set by Executive Committee , based on spending trends for the current year, increased by an estimated 3% for inflation. This budget line is challenging to budget for in an election year when it is not known where new LTC chairs may be travelling from in the new term. This line is presented to the LTC for their information as LTC operations impact this budget.
LTC Meeting Expenses	Travel expenses for staff attending LTC meetings, public meeting notices, meeting venue rental, and contracted minute taker costs where applicable.	Based on recent spending trends for LTC meetings, and the estimated number of LTC meetings to be held next fiscal year. Election years can see disruptions to regular meeting schedules; however, it is assumed the number of meetings will remain stable despite potential changes in scheduling for outgoing/incoming trustees.

APC Meeting Expenses	Travel expenses for staff attending APC meetings, public meeting notices, meeting venue rental, contracted minute taker costs where applicable.	Amounts are set by RPMs , based on actual number of planned APC meetings - RPMs to inform Finance and Employee Services or amend the draft budget before presenting to LTCs, increased by 3% for estimated inflation.
Local Exp: Communications	Cost of Trustee communications in local publications, where applicable.	Based on recent spending trends, increased by 3% for estimated inflation.

LTCs should be aware of, and pay attention to, the following Trust Council policies, as identified in section 4 of this policy, to inform their budget discussions.

3 IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL: None.

FINANCIAL: LTC involvement in setting their operating budgets as well as project budgets reduces the risk of budget amounts being misaligned with planned LTC activities.

POLICY: None.

IMPLEMENTATION/COMMUNICATIONS: Planning Services staff will forward the LTC's proposed draft budget requests, amended as necessary, to Financial and Employee Services staff by **September 4th** each year, for incorporation in Islands Trust Council's draft budget. Financial Planning Committee and Trust Council will review and endorse the requests in the consolidated draft budget for Islands Trust Council approval.

FIRST NATIONS RELATIONS: None.

OTHER: None.

4 RELEVANT POLICY(S):

[Policy 6.3.1 Budget Process](#)

[Policy 6.3.2 Special Property Tax Requisition](#)

[Policy 6.12.1 Trustee Training/Conference](#)

[Policy 5.9.1 Best Management Practices for Delivery of Local Planning Services](#) – to be mindful of the impact of staff overtime and to schedule regular business meetings accordingly

RESPONSE OPTIONS

Recommendation (Resolution):

“That the Saturna Island Local Trust Committee submit the proposed draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.”

Alternative:

The LTC may direct changes to the proposed draft 2027/28 LTC operating budget prior to submission. The LTC should specify the changes, and the following resolution is suggested:

“That the Saturna Island Local Trust Committee submit the revised draft 2027/28 local trust committee operating budget for inclusion in the Trust Council draft 2027/28 budget.”

5 ATTACHMENT:

Proposed Draft 2027/28 LTC Operating Budget (include prior years current actuals and budget for comparative purposes)

Prepared By:	Derek Cockburn, Director, Financial & Employee Services
Reviewed By:	Stefan Cermak, Director, Planning Services/ July 14, 2026
Approved By:	Rueben Bronee, CAO / July 17, 2026

Saturna Island Local Trust Committee										
LTC Budget Request										
Fiscal Year:	2027-28		In \$							
Account #	Description	Account includes these expenses	2023-24 Actual Spending	2024-25 Actual Spending	2025-26 Actual Spending	2026-27 Approved Budget (and year-to-date Spent)	Recommended 2027-28 Budget Request	\$ Change	% Change	Comments
66500-665	Trustee Expenses	Local trustees (not Chair) travel to conferences/ meetings with outside organizations approved by resolution, office supplies, etc.	-	162	-	220 (0)	230	10	4%	
65050-610	EC on LTC	All Chair costs for travel to meetings of the LTC including PH and CIM		442	350	530 (112.49)	310	(220)	-71%	EC sets budget - do NOT override
65200-665	LTC Meeting Expenses	All travel by Planning staff to attend Meetings, minute taking, meeting ads, and Hall rental	1,560	1,479	1,088	1,820 (212.22)	1,870	50	3%	
65210-665	APC Meeting Expenses	Minute taking, ads for members, and Hall rental	250	-	-	-	-	-	0%	
65220-665	Communications	Trustee summary, notes and communications to the public that go into publications	-	-	-	-	-	-	0%	
Totals			1,810	2,083	1,438	2,570	2,410	(160)	-7%	