

Bylaw Enforcement Technical Amendment - Project Charter - Endorsed

Saturna Island Local Trust Committee

LTC Endorsement Date: June 19, 2026

Purpose: To update the Saturna Island Land Use Bylaw No. 119 (LUB) and the Bylaw Infractions Investigations Bylaw No. 30 to require 30 days notice for entry to properties subject to bylaw enforcement investigation

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.

Deliverables - Staff reports with analysis and recommendations - Amended LUB and Admin BL No 30 to reflect new 30 notice day requirement for entry	In Scope - Community engagement - Agency and First Nations referrals - LUB and administrative bylaw legislative amendments	Out of Scope - Other amendments to OCP or LUB - Mapping or professional reports	IAP2 Engagement Level: ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate
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Workplan Overview

Deliverable/Milestone	Target Date
Project Charter endorsed and bylaw initiation	Jun 2026 - RWM
LTC endorse draft bylaws via RWM	Jun 2026 - RWM
Send bylaws out for agency and First Nation referrals	Jun – Aug 2026
Notice of first reading completed for Oct 1 meeting	Sep 2026
Community Information Meeting (CIM), Staff report to LTC with recommendation for 1 st -3 rd reading, and send to Executive Committee	Oct 1, 2026
Bylaws go to Executive Committee for approval	Oct 16, 2026
Bylaws adopted by RWM	Oct 2026 prior to election

Project Team

Brad Smith, Island Planner	Project Manager
Mary Storzer, RPM	Project Sponsor
Warren Dingman	BL enforcement
Emily Bryant	Admin support
RPM Approval: Mary Storzer Date: June 15, 2026	LTC Endorsement: Date:

Budget

Budget Sources:		
Fiscal	Item	Cost
2024-25	Notice of First Reading	\$750
2024-25	Contingency	\$250
	Total 2026-27	\$1,000

Meeting	Deliverable/Milestone
June 2026	LTC endorsement of project charter and draft bylaws by RWM
October 1, 2026	CIM, Consideration of 1st-3rd reading, and send to Executive Committee
October 16, 2026	Executive Committee Approval
Oct 16-25, 2026	Final Adoption by RWM