

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