



File No.: PLRZ20250001

X – File: SS-BE-2022.13

DATE OF MEETING: April 9, 2026

TO: Salt Spring Island Local Trust Committee

FROM: Oluwashogo Garuba, Planner 2
Salt Spring Island Team

COPY: Chris Hutton, Regional Planning Manager

SUBJECT: Application to amend Salt Spring Island Land Use Bylaw to permit three dwelling units
Applicant: Serena Klaver
Location: 120 Mansell Road, SSI (PID: 018-319-050)

RECOMMENDATION

1. That the Salt Spring Island Local Trust Committee request staff to proceed with public notification as per Section 467 of the Local Government Act.
2. That the Salt Spring Island Local Trust Committee request staff to notify and seek input from Salt Spring Island Advisory Planning Commission, applicable agencies and First Nations that an application has been received to amend the Salt Spring Island Land Use Bylaw No. 355, 1999.

REPORT SUMMARY

This staff report proposes amendments to Salt Spring Island Land Use Bylaw No 355 (LUB) to vary the zoning of the subject property to permit one single family dwelling and an additional dwelling unit up to 58 sqm within the proposed new Rural variant q (R(q)) zone. Staff recommends that the Salt Spring Island Local Trust Committee (LTC) request staff to proceed with public notification for first reading of draft bylaw and refer the application to Advisory Planning Commission, First Nations and applicable agencies.

BACKGROUND

This report follows the December 11, 2025 meeting of the LTC where the following resolutions were passed (previous staff report including site context and photos) can be found on the Salt Spring Island Current Applications webpage:

SS-2025-143

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee request staff to proceed with application PLRZ20250001 (120 Mansell Rd).

CARRIED

SS-2025-144

It was MOVED and SECONDED

that the Salt Spring Island Local Trust Committee direct staff to prepare a draft bylaw to amend Salt Spring Island Land Use Bylaw No. 355, 1999, to rezone LOT A, SECTION 6, RANGE 4 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN VIP56901 (PLRZ20250001, 120 Mansell Road) from Rural (R) zone to a Rural (R) zone variant that:

- a) Permit one existing oversized seasonal cottage to be converted into full time dwelling units
- b) makes the setback from front lot line 0.95 meters for the existing building 1 (as shown in site plan - Figure 3).

CARRIED

SS-2025-145

It was MOVED and SECONDED

That the Salt Spring Island Local Trust Committee withhold third reading of the proposed bylaw until the legal non-conforming cottage has been decommissioned.

CARRIED

Staff proceeded with drafting the bylaw as directed by the LTC.

ANALYSIS

Policy/Regulatory

The SS LTC is unfettered in its consideration of a rezoning and may choose to request more information, proceed more incrementally, or defer the application.

Islands Trust Policy Statement:

An assessment of the proposed application relative to the Islands trust Policy statement was undertaken and it was determined that it is consistent with the Policy statement. The Policy Statement Directives Only Checklist, in accordance with section 1.9 of the "Policy Statement Implementation" portion of the Islands trust Policy and Procedures Manual will be presented to the LTC for consideration at the time of first reading of draft bylaw.

Issues and Opportunities

See staff report considered at the December 11, 2025 LTC Meeting for a detailed discussion of issues and opportunities associated with this application.

Consultation

Provided that further policy analysis confirms no inconsistency with the OCP, a public hearing may not be required for this application, in accordance with section 464(3) of the Local Government Act.

Agencies

Staff recommends that the application be referred to the following agencies:

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee

Provincial Agencies

BC Assessment Authority
Front Counter BC

North Pender Island Local Trust Committee
Thetis Island Local Trust Committee
Cowichan Valley Regional District

Non-Agency Referrals

BC Ambulance Service
RCMP
SSI Fire-Rescue
Salt Spring Island Coast Salish Society

Regional Agencies

CRD – All Referrals
Vancouver Island Health Authority
SSI Advisory Planning Commission

LTC may also direct staff to include additional agencies for referral.

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. Staff have identified the following First Nations for early engagement and referral:

- Cowichan Tribes
- Halalt First Nation
- Lyackson First Nation
- Pauquachin First Nation
- Penelakut Tribe
- Semiahmoo First Nation
- Stz'uminus First Nation
- Tsartlip First Nation
- Tsawout First Nation
- Tsawwassen First Nation
- Tseycum First Nation
- Ts'uubaa-Asatx (Lake Cowichan) First Nation

If the LTC decides to proceed, staff would notify these First Nations and request for their input on the proposed rezoning application.

Rationale for Recommendation

The recommendations on page 1 are supported as:

1. The proposal appears to be consistent with some of the policies of the Salt Spring Island Official Community Plan No. 434 (OCP) and Islands Trust Policy Statement (ITPS).

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 Salt Spring Island Local Trust Committee request that the applicant submit to the Islands Trust...

2. Deny the application

The LTC may deny the application. If this alternative is selected, the LTC should state the reasons for denial. Recommended wording for the resolution is as follows:

That the Salt Spring Island Local Trust Committee deny application PLRZ20250001 for the following reasons...

NEXT STEPS

Should the above recommendations be approved, staff will proceed with a referral to the Salt Spring Island Advisory Planning Commission, First Nations and applicable agencies and also public notification of first reading will be carried out.

Submitted By:	Oluwashogo Garuba, Planner 2	March 24, 2026
Concurrence:	Chris Hutton, Regional Planning Manager	April 1, 2026

ATTACHMENTS

1. None