

Late Agenda Item

**Regular Council Agenda
March 18, 2025**

Recommendation:

That Council amend the agenda to add the following items, received after publication of the agenda:

8.1. Committee of the Whole Recommendations

Add "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2025, No. 2205" as an attachment to the first recommendation of Item 8.1.

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TOWN OF LADYSMITH

BYLAW NO. 2205

A Bylaw to Amend "Official Community Plan Bylaw 2022, No. 2200"

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to "Official Community Plan Bylaw 2022, No. 2200":

1. Add as policy 3.14 of Part C the following:

"3.14 where Short-Term Rentals are not permitted under the zoning bylaw:

- Council may issue Temporary Use Permits (TUP's) in accordance with the guidelines in Schedule A.2; or
- Approve rezoning applications where the applicant can demonstrate the benefits of the tourism offering provided by the Short-Term Rental outweighs the loss of housing".

2. Add Schedule A of this bylaw as Schedule A.2 to the OCP.

Citation

3. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2025, No. 2205".

READ A FIRST TIME on the _____ day of _____, 2025

READ A SECOND TIME on the _____ day of _____, 2025

PUBLIC HEARING HELD PURSUANT TO SECTION 464(1)(a) of the Local Government Act on the _____ day of _____, 2025

READ A THIRD TIME on the _____ day of _____, 2025

ADOPTED on the _____ day of _____, 2025

Mayor (D. Beeston)

Corporate Officer (S. Bouma)

Schedule A

Temporary Use Permit Guidelines for Short-Term Rentals

Introduction

The purpose of these guidelines is to balance the role of Short-Term Rentals in providing tourist and travelling workforce accommodation and the need to preserve long-term housing stock. In the context of these guidelines, a “Short-Term Rental” means a dwelling unit rented for nightly accommodation in a zone where dwelling units are a permitted use, but where nightly rentals are not. The objectives of these guidelines are:

- 1. To limit Short-Term Rentals in Ladysmith until rental vacancy rates are consistently at or above 3%.
- 2. To allow Temporary Use Permits for Short-Term Rentals that provide unique, high-quality accommodations that make Ladysmith a preferred tourism destination; while preserving generic housing stock for residents.
- 3. To support housing for both the travelling workforce and permanent workforce.
- 4. To complement regional and provincial initiatives to address the impact of Short-Term Rentals on the housing market.

Guidelines

- 1. The number of TUP’s issued by Council should be based on the average of CMHC’s Rental Market Survey for Ladysmith for the preceding two calendar years, as shown in the table below:

Residential Vacancy Rate	Number of Issued TUP’s
0%	0
0-1%	5
1-2%	10
3% or higher	No Limit

- 2. Short-Term Rentals should not be provided in housing units that tend to be more affordable or serve populations in greater need of housing such as secondary suites, apartments, and older housing stock.
- 3. Notwithstanding guidelines 1 and 2, TUP’s may be issued where the applicant is able to demonstrate that:
 - a. the Short-Term Rental will be limited to rentals for workers temporarily working in Ladysmith; or
 - b. the Short-Term rental provides a unique, high-quality tourism offering within a ten-minute walk of Ladysmith’s waterfront or Downtown.
- 4. Short-Term Rentals should not provide redundant accommodation products that would otherwise be available in the conventional accommodation market (e.g. hotels and motels)
- 5. Short-term rentals should accommodate guest parking on site.
- 6. Short-term rentals should not generate a nuisance for neighbouring properties. The Short-Term Rental should have adequate noise mitigating features and policies that mitigate

disruptions to neighbours.

7. The layout, form and function of proposed Short-Term Rentals should ensure a comfortable, memorable and convenient guest experience including:
 - a. A cohesive design theme incorporating color schemes, furniture styles, and decorative elements;
 - b. Privacy and ease of movement into and within the Short-Term Rental
 - c. A spacious and well-designed layout with adequate ceiling heights (minimum of 2.4 meters) and lighting.
 - d. On-site amenities that provide tourist appeal, such as ocean views, decks and patios, hot tubs, swimming pools, water access and outdoor cooking and dining areas.
 - e. Kitchens purposely designed and equipped to maximize functionality, convenience and comfort, including full-sized appliances arranged in a convenient “work triangle”, dishwashers, sufficient storage for housewares, small appliances and groceries and a mix of task and ambient lighting. Small kitchens and gally kitchens are generally discouraged.
 - f. Divided work and living areas to support the use by the travelling workforce.
8. Short-Term rental units must be compliant with the BC Building Code and the Town’s Building Bylaw. Units constructed without permits must be brought into compliance with the BC Building Code and other safety regulations prior to the issuance of a business license.
9. Temporary Use Permits may include conditions to mitigate the loss of housing stock caused by converting the residential unit to a Short-Term Rental, such as contributions to the Town’s affordable housing reserve.
10. Short-Term Rentals should be booked for a minimum of 60 days per year under normal market conditions. Temporary Use Permits may include conditions requiring a minimum number of bookings per year.
11. Short -Term Rentals should be available year-round and secure bookings year-round. However, proposals where the Short-Term Rental operates in peak travel season and the dwelling unit is used for rental housing in the off-season may be considered. Temporary Use Permits may contain conditions regulating the use of the Short-Term Rental during certain times of the year.