

Late Agenda Items

Regular Council Agenda July 21, 2026

Recommendation:

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

- | | |
|--|----------------------|
| 8.1. Temporary Use Permit – 522 Rothdale Road
Add public submissions. | Pages
1-16 |
| 13.3. Municipal Insurance Association of BC (MIABC) Annual General Meeting - Voting Delegates | |

Recommendation:

That Council appoint a voting delegate and two alternate voting delegates for the Municipal Insurance Association of BC (MIABC) Annual General Meeting taking place on Tuesday, September 15, 2026 in conjunction with the Union of BC Municipalities Convention in Vancouver.

From: Monika Zwilling
Sent: July 13, 2026 11:36 AM
To: Town of Ladysmith <info@ladysmith.ca>
Subject: Temporary Use Permit for 522 Rothdale Road

Dear Town of Ladysmith;

I am writing to express my opposition to the application for a short-term rental permit at the property located at 522 Rothdale Road which is two doors down from my home.

While I understand that short-term rentals can provide additional accommodation options and income for property owners, I have significant concerns about the impact this use would have on our neighbourhood and the surrounding residents.

I believe that approving this application will set a precedent in the neighbourhood.

Our neighbourhood is primarily residential and has always been valued for its quiet, stable, and family-oriented character. Introducing a short-term rental next door has the potential to negatively affect that environment through increased traffic, parking congestion, noise, improper use of water as per water restrictions, and a continual turnover of guests who have little connection or accountability to the community.

As an adjacent property owner, I am also concerned about the potential impacts on privacy, enjoyment of my property, and overall neighbourhood security. Unlike long-term residents, short-term visitors may not be familiar with local bylaws or community expectations, making it more difficult to maintain the peaceful atmosphere that current residents value.

I would also ask that you consider the current housing challenges facing our community. There is an ongoing shortage of long-term rental housing, making it increasingly difficult for local residents, families, seniors, and workers to find stable and affordable accommodation. Converting residential properties into short-term vacation rentals further reduces the supply of housing available for people who live and work in our community year-round. In my view, residential housing should be prioritized for long-term occupancy to help address the local housing shortage and support a healthy, sustainable community.

For these reasons, I respectfully request that you deny this application.

Thank you for taking the time to consider my comments. I appreciate the opportunity to provide input and trust that you will carefully consider the interests of the surrounding residents when making your decision.

Please feel free to contact me if you require additional information.

Thank you for your time,

Monika Zwilling

914 Russell Road, Ladysmith BC

Received July 15, 2026

From: David Herrod

Sent: July 14, 2026 4:28 PM

To: Town of Ladysmith <info@ladysmith.ca>

Subject: TUP Application for 522 Rothdale Road

To whom it may concern,

My wife and I own a home and live in the same cul-de-sac on Rothdale Road where this temporary use permit for short-term rental is being considered.

Please note that we have no concerns regarding this TUP application and do not foresee any issues with its approval.

Kind regards,

David and Rhonda Herrod

527 Rothdale Rd, Ladysmith, BC

Received July 15, 2026

From: Rowan Inglis

Sent: July 15, 2026 9:44 AM

To: Town of Ladysmith <info@ladysmith.ca>

Subject: Opposition to Temporary Use Permit Application for Tourist Accommodation Use – 522 Rothdale Road

To Mayor and Council,

I am writing as the immediately adjacent property owner to formally express my opposition to the proposed Temporary Use Permit application for Tourist Accommodation use at 522 Rothdale Road.

When we purchased our home, we did so with the understanding that short-term rentals were not permitted within this residential neighbourhood under the Town's existing regulations. Those regulations help preserve the quiet residential character, stability, and sense of community that residents expect and value.

Granting an exception through a Temporary Use Permit would undermine the intent of the Town's existing policies and create an unfair precedent for homeowners who have complied with the established rules. Many residents have chosen not to pursue short-term rental opportunities specifically because they understand they are not permitted under current regulations. Approving exemptions for individual properties creates unequal treatment among residents and diminishes confidence in the consistency and purpose of the Town's bylaws.

In speaking with other neighbours within the immediate area, it is clear there isn't support for introducing short-term rental accommodation into this residential neighbourhood. Residents purchased homes here with the expectation that the established land use regulations would apply consistently to all properties.

My primary concern with this application is parking.

The subject property already appears to have limited on-site parking capacity for its current residential use. The proposed Temporary Use Permit requires only one additional off-street parking space for the tourist accommodation use. In my opinion, this is insufficient to accommodate the parking demands associated with short-term rental guests, particularly for families or groups travelling with multiple vehicles.

Our section of Rothdale Road already experiences limited street parking availability, and any overflow parking associated with short-term rental guests would likely occur directly adjacent to neighbouring homes, including ours.

Furthermore, the neighbouring park already has limited parking capacity and regularly experiences significant parking demand. The Town has also announced the future closure of the Davis Road dog park associated with the construction of the new school planned for this area beginning in 2027. It is reasonable to expect that this change likely will increase visitation and parking demand at Rutti park, adding further pressure to an already constrained parking situation.

It does not appear that these cumulative parking impacts have been adequately considered as part of this application.

As the neighbouring residential property immediately adjacent to the site, while the opposite side of the subject property borders parkland, our household and nearby residents would bear a disproportionate share of the impacts associated with overflow parking, increased traffic, and visitor turnover.

I am also concerned about the additional traffic, noise, and disruption associated with a continual turnover of short-term guests, as well as the reduction in neighbourhood stability and community connection that can occur when long-term residential occupancy is replaced with transient accommodation use.

Additionally, our community regularly experiences seasonal water conservation measures and restrictions. Increased visitor occupancy has the potential to increase demand on municipal services and utilities during periods when local residents are already being asked to reduce consumption.

Approval of this application may also create expectations for similar applications within the neighbourhood, resulting in cumulative impacts that could gradually alter the residential character of the community over time.

This neighbourhood consists primarily of owner-occupied family homes and was designed and developed as a residential community rather than an area intended to support commercial tourist accommodation uses.

Given the Town's existing restrictions on short-term rentals in residential areas, it is unclear what exceptional circumstances exist that would justify treating this property differently from other homes subject to the same regulations.

For these reasons, I respectfully request that Council deny the Temporary Use Permit application for Tourist Accommodation use at 522 Rothdale Road.

Thank you for your consideration of these comments.

Sincerely,

Rowan Inglis

526 Rothdale Road, Ladysmith BC

Received July 15, 2026

From:
To: [Development Services](#)
Subject: Request for a short term rental permit.
Date: July 15, 2026 9:19:41 AM

Dear, members of town council and development services department, I am writing to express my opposition to the application to operate a short-term rental Airbnb at the property directly across from my home on Rothdale Road.

I understand the property owners have rights regarding the use of their property however, I believe those rights should be balanced with the rights of neighbouring residence who have invested in our community with the expectation of living in a stable, quiet residential neighborhood.

My primary concerns are the potential impacts that an Airbnb could have on our street and the surrounding neighborhood. These include increased noise, additional traffic and parking congestion, reduced privacy for homeowners located adjacent to the property and the continual turnover of unfamiliar visitors. In my opinion, short term guests typically have less connection to the community and less accountability for maintaining the peaceful character of the neighbourhood.

As an immediate neighbor, I am particularly concerned about the effect this could have on my families enjoyment of our own home. We value the safety and privacy and sense of community that our neighbourhood currently has, introducing a commercial style accommodation into our small residential area has the potential to change the character in ways that may be difficult to reverse.

I respectfully ask council and the development services department to carefully consider the long-term impacts of approving with application. Not only for adjacent property owners, but for the community as a whole. I believe preserving the residential nature of our neighbourhood should be a priority.

Thank you for taking the time to consider my comments as part of your review. I appreciate the opportunity to have my concerns heard and respectfully request that this application be denied.

Sincerely,

Maryse Morgan
523 Rothdale Rd, Ladysmith, BC

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Received July 16, 2026

From: Chris Raymond

Sent: July 16, 2026 2:52 PM

To: Town of Ladysmith <info@ladysmith.ca>

Subject:

Pertaining to a submitted request for Air B&B on Rothdale Ladysmith BC.

No is my submission.

Christine Raymond

Ladysmith BC

Received July 16, 2026

From: Francisco Salazar

Sent: July 16, 2026 2:59 PM

To: Town of Ladysmith <info@ladysmith.ca>

Subject: Opposition to Temporary Use Permit Application TUP 26-02 (522 Rothdale Road)

To the Mayor, Council, and Development Services Department,

I am writing to formally register my opposition to the Temporary Use Permit (TUP) application TUP 26-02 for the property located at 522 Rothdale Road, which is scheduled to be considered by Council on July 21, 2026.

As a local resident living on Francis Pl, I am deeply invested in the safety, peace, and long-term character of our neighbourhood. I have the following main concerns regarding the proposed short-term tourist rental use of this property:

1. **Lack of On-Site Management and Accountability:** Under this proposal, the entire home would be rented out to transient, short-term travellers with no on-site owners or resident managers to remain accountable for guest behaviour. It is reasonable to expect that short-term visitors, who do not have a vested interest in our community, may not treat neighbours with the same level of respect as long-term tenants or permanent homeowners would. If guests fail to comply with local bylaws, noise regulations, or waste management guidelines, the burden of policing their behaviour and contacting law enforcement falls entirely on the local residents, rather than the property owners who profit from the arrangement.
2. **Proximity to Rutti Park:** The property at 522 Rothdale Road has a very minimal backyard, meaning guests looking for outdoor space will naturally gravitate toward Rutti Park, which directly borders the property. I am concerned that a steady rotation of short-term vacationers may disrupt the quiet enjoyment of Rutti Park for local families and permanent residents who rely on it daily.
3. **Setting a Damaging Precedent:** Our neighbourhood is a quiet, family-oriented residential area. Approving this TUP sets a worrisome precedent for other properties in the vicinity to seek similar commercial short-term rental permits. This may gradually, but permanently, shift the area from a stable community of neighbours into a commercialized transient zone, raising housing pressures and eroding the quiet residential character we chose to invest in.

For these reasons, I request that Council deny Temporary Use Permit application TUP 26-02 to protect the integrity of our neighbourhood.

Thank you for your time, consideration, and dedication to the residents of Ladysmith.

Sincerely,

Francisco Salazar
143 Francis Pl

Received July 17, 2026

From: Tracey DeSouza
Sent: July 17, 2026 11:44 PM
To: Town of Ladysmith <info@ladysmith.ca>
Subject: I am writing to formally oppose...

Dear Mayor, Council, and Development Services Department,

I am writing to formally oppose Temporary Use Permit (TUP) Application TUP 26-02 for the property at 522 Rothdale Road, scheduled for Council's consideration on July 21, 2026.

As homeowners on Francis Place, located on the opposite side of Rutti Park, we respectfully request that the Town not approve the use of 522 Rothdale Road as a short-term rental for the following reasons which are in no particular order:

1. Lack of long-term housing: Ladysmith is experiencing a significant shortage of long-term rental housing. Families, seniors, and people who work in and around our community are struggling to find places to live. This is reflected in the Mid-Vancouver Island rental market, where vacancy rates have remained below 1% in recent years. Residential properties should be prioritized for permanent residents rather than short-term tourist accommodation.
2. Intent of the bylaw: Although Ladysmith has fewer than 10,000 residents, the Town's bylaws generally require the property owner to reside on-site when operating a short-term rental. Granting this permit would create an exception to that principle.
3. No on-site management: Without the property owner living on-site, neighbouring residents would be left to deal with noise, parking issues, and other concerns that cannot be addressed immediately. Let alone creating privacy issues for the immediate neighbours.
4. Impact on Rutti Park: The property has very limited backyard space, making it likely that guests would make greater use of adjacent Rutti Park. Increased use could reduce the quiet enjoyment of this shared public space for local residents and families.
5. Setting a precedent: Approving this permit could encourage additional applications for short-term rentals, gradually changing a quiet, family-oriented residential neighbourhood into one with increasing commercial tourist accommodations.

For these reasons, we respectfully request that Council deny Temporary Use Permit Application TUP 26-02.

Thank you for your time and consideration. We appreciate the opportunity to provide our comments and trust that Council will carefully consider the interests of the surrounding residents when making its decision.

Respectfully,

Tracey and Shad De Souza
126 Francis Place
Ladysmith, BC

Received July 17, 2026

From: RicknMarlene Northwood

Sent: July 17, 2026 3:45 PM

To: Town of Ladysmith <info@ladysmith.ca>

Subject: Proposed short term rental for 522 Rothdale Road

To Mayor and Council,

Having read the many valid concerns from the neighbours near the proposed short term rental at 522 Rothdale Road, I must voice my opposition to the application.

Prior to moving to the island we lived in a small community that allowed short term rentals. One of the main problems was a lack of mechanism to deal with excessive noise in a timely manner.

We chose Ladysmith, specifically this neighbourhood, for its quiet, family orientated vibe. Adding a short term rental would set a precedent and ultimately change the area that we all enjoy.

Concerns:

Noise: Lot sizes are small so nearby residents would be negatively affected by excess noise.

No onsite management to immediately deal with issues that arise.

Thank you for your attention to this matter,

Sincerely, Marlene Northwood

Ladysmith

From:
To: [Town of Ladysmith; Development Services](#)
Cc:
Subject: Re: Opposition to Temporary Use Permit Application for Tourist Accommodation Use – 522 Rothdale Road
Date: July 20, 2026 3:39:23 PM

To whom it may concern,

I believe there are numerous submission's in opposition against this TUP at 522 Rothdale that have yet to be publicly posted.

Unfortunately it seems like there's a significant delay in getting these submissions published on to the towns website for all to rightfully view in time before the public hearing tomorrow evening? We're still awaiting to view a submission that was submitted to the town on Thursday evening? Not to mention I know numerous other folks from my neighborhood that have written submissions in opposition of this TUP over the weekend, that are still not viewable?

I believe the town has an obligation to post these submissions on a more regular basis, especially with the deadline on the horizon.
The towns people and specifically the residents of my neighborhood deserve their submissions to be accessed publicly.

I do find it quite strange that the town would even be considering this TUP for short term rentals in our residential neighborhood. It's very clear to me that the existing bylaws that are in place specifically do not allow short term rentals within our residential zoning. So unless I'm missing something, there shouldn't be any solid reasoning to approve this application as far as I'm concerned.

Thank you for the time spent reading my concerns.

I would be happy to voice all of my concerns about this proposal if the town would care to contact me.

Best Regards,

Rowan Inglis
526 Rothdale Rd, Ladysmith, BC

Received July 20, 2026

From: Clair McCullough
Sent: July 18, 2026 11:48 PM
To: Town of Ladysmith <info@ladysmith.ca>
Subject: Temporary Use Permit for 522 Rothdale Road

Hello

I oppose the granting of a short term vacation rental permit at 522 Rothdale Road, Ladysmith.

Although I do not live on Rothdale, I live on a nearby street that had a similar VRBO operation that was unlicensed, illegal and never applied for or was issued a permit to operate. The owners did not occupy the home when vacationers came and went, often partying loudly late into the night, disturbing the peace and quiet of all homeowners surrounding it.

For the sake of the neighbours of this property and the precedent it would set, I am strongly against the issuance of this permit.

There is a by-law already in place in Ladysmith for vacation rentals. To allow special permits in quiet, single family cul-de-sacs is not something that other residents of Ladysmith should have to worry about in the future.

Sincerely,

C. McCullough

720 Russell Road

Received July 20, 2026

From: Karen Perry
Sent: July 19, 2026 11:00 PM
To: Town of Ladysmith <info@ladysmith.ca>
Subject: 522 Rothdale Rd TUP Permit Application

This letter is to respectfully oppose the application at 522 Rothdale Rd. The location is a very small street, with limited parking, both at the address and on the street itself. Additionally, the application states this is to be a rental of transient nature; with no owners on-site to ensure neighbours quiet enjoyment is preserved; or that damage to the property or surrounding area is prevented. Moreover, the location is directly adjacent to Rutti Park and there are worries short term vacationers may desire to "party" in the space there, as the proposed rental location has very limited outdoor space.

Thank you,

Karen Perry

Karen

Received July 20, 2026

From: John Scholefield

Sent: July 18, 2026 11:00 AM

To: Town of Ladysmith <info@ladysmith.ca>

Subject: Temporary Use Permit for Short-Term Rentals at 522 Rothdale Road

To the Ladysmith City Council and the Development Services Department

I am writing to formally object to the short-term rental permit application for 522 Rothdale Road. Our quiet residential neighborhood is completely unsuitable for a commercial Airbnb operation.

Introducing a revolving door of transient guests directly threatens the safety, peace, and tight-knit character of our community. Short-term rentals consistently bring increased traffic, severe parking shortages, and late-night noise disruptions that disrupt local families and working residents. Furthermore, converting long-term housing into tourist lodging worsens our local housing shortage and degrades area property values.

Our neighborhood lacks the infrastructure to manage ongoing commercial activity. This zoning variance undermines the very purpose of a residential designation. I urge the commission to deny this permit and protect the integrity of our community.

Thank you for your time and your consideration of our neighborhood's well-being.

Sincerely,

John Scholefield

949 Craig Road, Ladysmith, BC

From: Meliza Ocampo Martinez
Sent: July 20, 2026 1:43 PM
To: Development Services
Subject: Supplemental Submission – Strong Opposition to TUP 3340-26-02, application for Short-Term Rental / Airbnb at 522 Rothdale Road

Subject: Supplemental Submission – Strong Opposition to TUP 3340-26-02, application for Short-Term Rental / Airbnb at 522 Rothdale Road

Date: July 16, 2026
To: Mayor and Council, Town of Ladysmith

Dear Mayor and Council,

Please accept this correspondence as a formal supplement to our previously submitted letter regarding the Temporary Use Permit (TUP) application for a Short-Term Rental (STR) / Airbnb on 522 Rothdale Road. As immediate neighbors sharing a direct property line with the subject property, we are writing to provide additional context regarding why we believe this application does not align with the Town of Ladysmith's Official Community Plan (OCP) and the Good Neighbour Framework. In addition, the proposed use is not permitted under the Town's current Zoning Bylaw, further demonstrating that this application is inconsistent with the planning framework established for this neighbourhood.

As the household sharing the most direct property boundary, our interest in this application is rooted in the long-term stability and residential continuity of our immediate surroundings, as our daily life, quiet enjoyment, privacy, and sense of security would be the most directly affected by the operation of a short-term rental / Airbnb immediately adjacent to our property.

Kindly review the following three misalignments with Ladysmith's current land-use policies:

1. Inconsistency with the Neighbourhood Residential OCP Designation.

Our pocket on Rothdale Road, just off Russell Road, is designated strictly as **Neighbourhood Residential** under the OCP. This designation is meant to protect stable, permanent, long-term housing. Introducing a commercial vacation rental into a quiet, single-family street completely shifts the zoning intent. Because we share a property boundary, the transient noise and constant turnover of strangers will occur directly against my fence line, stripping away the privacy and security my family is entitled to under the OCP.

2. Failure of the OCP "Tourism Destination" Walkability Metric.

Ladysmith's OCP guidelines state that to justify an STR TUP in a residential area, the property should offer a unique tourism experience within a viable **10-minute walk of the downtown heritage core or the waterfront**. Rothdale Road completely fails this metric. We are a landlocked, residential street near the Davis Road area. Guests staying here will not be walking to local shops; they will be entirely car-dependent, driving up and down our narrow road and exacerbating traffic safety at the Russell Road intersection.

3. Concrete Infractions against the "Good Neighbor" Framework.

A standard "Good Neighbor" agreement cannot mitigate the physical realities of a shared property line.

- **Loss of Privacy and Residential Security:** Due to the elevated second-storey design of the applicant's home, there are already direct sightlines into our property and private living areas. Converting this residence into a short-term rental / Airbnb would introduce a continuous rotation of unknown guests who would have visibility into our backyard and daily family activities. This would permanently alter the privacy and residential character that currently exists between neighbouring homes and cannot be adequately addressed through a standard Good Neighbour Agreement.

- **Parking Encroachment:** Rothdale Road is narrow and ill-equipped for commercial overflow. Any failure to contain all guest vehicles strictly within the applicant's driveway will result in street parking that creates immediate safety hazards for local children and emergency vehicle access.

Furthermore, Ladysmith faces a well-documented long-term rental shortage. Granting a TUP here prioritizes Airbnb / short-term commercial tourist profits over housing security for local families, while simultaneously eroding the community fabric of Rothdale Road.

As the property owners sharing a direct lot line with the subject property, we will experience the most immediate and ongoing impacts of this proposal. For these reasons, I respectfully request that Council deny Temporary Use Permit [3340-26-02](#), as it is inconsistent with the Official Community Plan, incompatible with the surrounding residential neighbourhood, contrary to the intent of the Town's Zoning Bylaw, and unlikely to satisfy the objectives of the Good Neighbour Framework.

Thank you for your time, consideration, and dedication to protecting our residential neighborhoods.

Sincerely,

Meliza Ocampo

Address: 526 Rothdale Road, Ladysmith BC

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