

Short Term Rental/Bed and Breakfast

The Town of Ladysmith permits Short Term Rentals (STRs) under Bed and Breakfast (B&B) use in the Zoning Bylaw. A Bed and Breakfast is a form of accommodation that is allowed within a single detached dwelling where visitors can stay for up to 30 consecutive days or a total of up to 60 days within a single calendar year.

Zoning Requirements

- The use of an entire secondary suite or dwelling unit for Bed and Breakfast is not permitted.
- The owners must provide 1 parking space per guest room.

Zones where B&B is a permitted use:

Rural Residential (RU-1), Single Dwelling Residential (R-1), Old Town Residential (R-2), Oyster Cove Residential (R-2-B), Primary Agriculture (A-1), and Agriculture and Resort Recreation (A-RR).

Regulations to operate B&Bs

- ✓ Must be operated by the property owner.
- ✓ Must be the owner's principal residence.
- ✓ Must have a valid Business Licence.
- ✓ Shall not have more than four individual guest rooms.
- ✓ Shall not contain a kitchen or kitchenette.

Note: This does not include all the B&B regulations or any strata regulations. Please refer **Section-6.7** on page 38 of the **Zoning Bylaw** for additional regulations.



Province of British Columbia's regulation for STRs and B&Bs

In 2023, the Province of British Columbia enacted the *Short-term Rental Accommodations Act (STRAA)* which has three purposes:

1. To return short-term rentals to the long-term housing market;
2. To give local governments stronger tools to enforce short-term rental bylaws; and
3. To establish a new Provincial role in the legislation of STRs.

The STRAA applies to the STRs offered through platforms such as Airbnb, VRBO, Expedia and FlipKey. Under the STRAA, STR operators must post a valid business license number in their listing, and platforms must share listing data with the Province each month. Local governments (and the Province) can use the STR Portal to monitor active listings for bylaw compliance and can issue "notices of noncompliance" and "takedown requests" where the STR operators and platform do not meet the bylaw and STRAA requirements.

The Short-term rentals must be registered with the Province by May 1, 2025, through <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>.

Frequently Asked Questions

Can I provide Kitchen, Kitchenettes or any cooking facilities for guest in a B&B?

No, B&Bs shall not have Kitchen Facilities, Kitchenettes, or cooking facilities of any kind. However, the operators are permitted to offer culinary services to guests, including cooking lessons, which are separate from meals included with accommodation.

Can I use a Caretaker Dwelling , Secondary Suite or a Coach House Dwelling as a Bed and Breakfast Guest room?

B&B is prohibited on a Parcel where a Caretaker Dwelling, Secondary Suite, Coach House Dwelling, Two-unit Dwelling or Multi-unit Dwelling is located. However, one of the four guest room may be located in an Accessory Building.

Can I rent out my entire home as a short-term rental?

No, but you may rent out an entire home for periods of 30 consecutive days or longer as a long-term rental.

Does my short-term rental need to be inspected?

In accordance with Section 16 of the Community Charter, the License Inspector, a bylaw enforcement officer, or other person employed by the Town and designated by the Inspector may enter on to and into property to inspect and determine whether all regulations, prohibitions, and requirements established by the Bylaw are being met. The Building Department may require the proposed B&B/rental space and home be inspected to make sure the proposed B&B meets the BC Building Code.

Definitions

BED AND BREAKFAST means the provision of Guest Rooms, in a Single-Unit Dwelling or an Accessory Building, for the temporary accommodation of paying guests, and may include meal service to those guests, but does not include the provision of Accommodation Units to paying guests.

ACCOMMODATION UNIT means one or more habitable rooms provided as part of a tourist accommodation use to provide temporary accommodation to the travelling public and may include a bathroom, kitchen facilities or a Kitchenette but does not include a Guest Room or a Dwelling Unit.

GUEST ROOM means a bedroom or similar room provided as part of a Bed and Breakfast use to provide sleeping facilities to the travelling public and may include an ensuite bathroom but does not include a room with Kitchen Facilities, a Kitchen, Kitchenette or cooking facilities of any kind, or an Accommodation Unit or Dwelling Unit.

KITCHEN FACILITIES means facilities intended or used for the preparation or cooking of meals, and includes any room or portion of a room containing cooking appliances, including stove, oven, and hotplates, as well as raised counters, cabinets, or where wiring exists for the installation of such facilities, but excludes a Kitchenette.

KITCHENETTE means that portion of a room used for the preparation of beverages and limited meals, and may contain one sink, a fridge, a microwave, coffeemaker and a raised counter. A Kitchenette may not contain Kitchen Facilities.

FOR MORE INFORMATION

Development Services Department, 132C Roberts Street, Ladysmith BC
250-245-6415 | DS@ladysmith.ca

Building Inspection, 132C Roberts Street, Ladysmith BC
250-245-6443 | DS@ladysmith.ca

Visit www.ladysmith.ca/business-development to download a copy of the Zoning Bylaw and Business Licence application.





BUSINESS LICENCE APPLICATION

The information gathered on this form will be used to administer Municipal bylaws, is collected under the authority of the *Local Government Act* and the Business Licence Bylaw, and may be released to other parties upon request. If you have a business premises, this application must be made to the Municipality in which your premises is located. If you have any questions about this application, please contact 250.245.6414 ext 6210 or bl@ladysmith.ca.

Business Information:			
Name:			
Street Address:			
Mailing Address:			
Email:			Postal Code:
Phone:		Fax:	
Type of Business: If residential, provide a complete description of what you intend to do, including specifically, where you will be conducting the business and approximately how much square footage the business will occupy.			
Are Renovations Taking Place: Yes No			
Commercial:	Yes No	Square Footage of area:	If restaurant/cafe/pub: Number of seats:
Residential:	Yes No	Approximate Number of Employees:	
Type of Licence:			
☐ Ladysmith \$100.00 - Inter- Municipal (includes Duncan, North Cowichan and Lake Cowichan) (\$50.00 after July 1)			
☐ Inter-Community (see below) Additional \$170.00			
I/We hereby make application for an Inter-Community business licence in accordance with "Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839". I/We undertake to comply with the Bylaws of the Town of Ladysmith and other municipalities now in force or which may hereafter come into force. I also understand, payment of the Business Licence fee in advance does not guarantee approval of the licence. Note: Licence fees apply to a calendar year January 1st to December 31st and are not refundable.			
Owner/ Manager Contact Information:			
Name (Print):			Phone:
Address:			Postal Code:

I agree that I will comply with all applicable bylaws, statutes and regulations relating to this application.

Signature: _____ Date: _____



BED AND BREAKFAST / SHORT-TERM RENTAL APPLICATION

SUPPORTING DOCUMENT CHECKLIST

Current Certificate of Title

Written Consent of all Owners on Title

Proof of Principal Residence

Site Plan of all buildings and uses on the property

Floor Plan Layout with accurate description of features/services

Fire evacuation plan has been made visible in the rental

Number of Guest Rooms in the Single Unit Dwelling/Accessory Building

*Note: Bed and breakfasts are only permitted in single unit dwellings and are prohibited on properties containing secondary suites, coach house dwellings, duplexes, or multi-unit dwellings. The guest rooms shall not contain kitchen facilities, kitchenettes, or cooking facilities of any kind.

If applying for B&B licence, provide an accurate description of features/services and number of Guest rooms to be used as B&B in Single Family Dwelling/Accessory Building.

I agree that I will comply with all applicable bylaws, statutes and regulations relating to this application.

Signature: _____ Date: _____

OFFICE USE ONLY

Date: _____

Address: _____

Planning Department		
What is the current zoning of the place of business?		
Is the business a permitted <i>Principal/Accessory</i> Use in the Zoning Bylaw?	Yes	No
Does the business meet relevant regulations in the Zoning Bylaw?	Yes	No
Comments:		
Date (YY/MM/DD):	Name of Planner:	Recommended Approval?:

Building Department			
Does the building meet code requirements for this type of business?	Yes	No	N/A
Has the Fire Department been consulted? (Fire Code, FSP, NFPA 96)	Yes	No	N/A
Is a Building Permit required?	Yes	No	N/A
Comments:			
Date (YY/MM/DD):	Name of Building Inspector:	Recommended Approval?:	

The applicant is advised to contact any relevant regulatory authorities, which may include:	
Public Health Inspector and other Healthcare: RCMP: Liquor and Cannabis Regulation Branch: Ministry of Transportation and Transit:	Education and Social Services: WorkSafe BC: Environmental Protection Ministries: Other:

Questions? We're here to help! Contact : ds@ladysmith.ca or 250.245.6415

The personal information on this form is collected under the general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.