



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Sproat Lake Advisory Planning Commission Meeting

Monday, November 24, 2025

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

7:00 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/24-11-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_8ykZiGJ2TSKIGXecRN-k0w

1. CALL TO ORDER

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

2. APPROVAL OF AGENDA

3. DECLARATIONS

(conflict of interest)

4. MINUTES

5. CORRESPONDENCE

6. PLANNING APPLICATIONS

a. TUP25014 – 8245 Dickson Drive (Russell)

b. TUP25011 – 9694 Lakeshore Road (Labrie)

7. LATE BUSINESS

8. ADJOURN



To: ACRD Board of Directors

Meeting Date: December 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25014 - 8245 DICKSON DR (RUSSELL)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25014 subject to the following:

- **Health and safety inspection by the ACRD Building Inspector.**
- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The applicant is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the single-family dwelling. This includes the 4-bedroom single family dwelling, driveway, and a boat slip. The house would be utilized as a STR for a minimum of one (1) week stays.

Advisory Planning Commission Recommendation: The Sproat Lake APC will review the application in their November 24, 2025 meeting.

Property Owner(s): DR JOHN N RUSSELL INC

Applicant/Primary Contact: JOE LAMOUREUX

Property Information:

Civic Address:	8245 DICKSON DR						
Legal Description:	LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018						
PID:	004-477-995	Folio:	770-00712.040	ALR? (Y/N):	No	Lot Area (ha):	0.22 ha (0.56 ac)
Current Zoning:	A1 - Small Holdings District		Proposed Zoning:	N/A			
Current OCP:	Sproat Lake, Residential Use		Proposed OCP:	N/A			
Development Permit Area(s):	DPA I – Riparian Areas Protection						
Current Use & Description:	The 0.22 ha (0.56 ac) property is currently used for residential purpose. It includes a 4-bedroom residence, residential parking, driveway and a boat slip.						
Surrounding Zoning and Land Use							
North:	Small Holdings (A1) District		South:	Small Holdings (A1) District			
East:	Small Holdings (A1) District		West:	Waterfront (WF1) District			

PL20250074 / TUP25014

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicant has submitted an Island Health Sewerage System Letter of Certification from July 2007. The applicant has submitted confirmation from a Registered Onsite Wastewater Practitioner (ROWP) for a septic system installed in 2007 that can accommodate a 4-bedroom dwelling with up to five (5) persons typical occupancy. The recommended TUP conditions of use would limit the occupancy of the short-term rental to a maximum of five (5) persons.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The property is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Dickson Dr.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as Residential Use in the Sproat Lake Official Community Plan (OCP). This designation provides for a range of residential uses and housing types within the Plan area.

Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.11 allows the ACRD Board to issue Temporary Use Permits in accordance with s. 493 of the *Local Government Act*.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

- b) **Zoning:** The parcel is zoned Small Holdings (A1) District. The current zoning permits residential use and does not allow any STR use.

	Current: A1
Minimum Lot Area (ha)	0.8
Minimum Lot Width (m)	50.29
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.52
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	4.6
Accessory Rear Yard Setback (m)	4.6
Watercourse Setback (m)	30

This proposal is not in compliance with the ACRD Zoning Bylaw, and the TUP application is required for the STR use.

Temporary Use Permit Conditions: A TUP to allow the short-term rental of an existing 4-bedroom residence on the property may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the operation of a short-term rental (STR) of the existing four (4) bedroom single family dwelling located at 8245 Dickson Dr.
2. The property to be used as STR will accommodate guests for stays of no less than seven (7) consecutive days.
3. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
4. A maximum occupancy of five (5) persons shall be permitted at any one time as per the confirmation from a Registered On-site Wastewater Practitioner (ROWP).
5. The STR must operate in accordance with all ACRD regulatory bylaws, specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area ‘D’ (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
7. A maximum of one (1) boat slip on the existing dock shall be provided for STR guests.
8. Marine patrol and boater safety information shall be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
9. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
10. The owner or designated caretaker must be available to attend the property within 20 minutes.
11. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
12. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the use permitted under the current zoning.
13. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: To operate a short-term rental in the Province, all property owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with local land use bylaws. Upon registry, where business licenses are not required, the applicant must provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

The Short-Term Vacation Rentals Temporary Use Permit Policy, adopted by the ACRD Board in 2018, provides guidelines for the regulation of properties where property owners intend to operate an STR. The policy supports the application of a TUP to permit the operation of an STR. The Board of Directors may require specific conditions such as number of guests permitted, quiet times, and required parking spaces.

The applicants intend to utilize the entire four-bedroom house as an STR. The applicant has submitted an Island Health Sewerage System Letter of Certification dated July 2007. The applicant has submitted confirmation from a Registered Onsite Wastewater Practitioner for a septic system installed in 2007 that can accommodate a 4-bedroom dwelling with an occupancy of up to five (5) persons.

It is recommended that the Board proceed with the public input and neighbour notification process prior to making a decision on the TUP application. It is further recommended that a condition of the TUP include a review of the health and life safety requirements of the structure by the ACRD Building Inspector.

Site Photos



Looking east from Sproat Lake toward the rear of the subject property



Looking west toward the boat slip



Looking west toward the front of the property from Dickson Drive



Access to the subject property from Dickson Drive

Submitted by: Alex Dyer
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

Reviewed by: _____
Cynthia Dick, General Manager of Administrative Services

Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer

SEWERAGE SYSTEM
LETTER OF CERTIFICATION

NW 2/07

FINAL

Filing #: PA07/043
Date: 13/10/07
(Day/Month/Year)

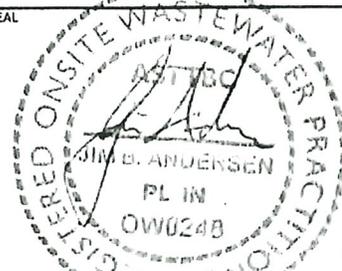
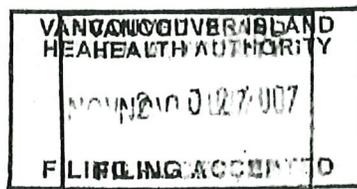
To: Vancouver Island Health Authority
Re: 8245 DICKSON DRIVE
LOT 21 BL 1 DL 3 6, ALBERN, DIST. PL 14018
Civic address and legal description

Please be advised that the construction of the proposed sewerage system on the above-described property was completed on 13/10/07.
(Day/Month/Year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. the owner has been provided with
 - a copy of the sewerage system plans and specifications as they were built;
 - a maintenance plan for the sewerage system that is consistent with standard practice; and,
 - a copy of this letter of certification;
2. the sewerage system has been constructed in accordance with standard practice;
3. the sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters; and,
5. if operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

A plan of the sewerage system as it was built and a copy of the maintenance plan for the sewerage system has been attached to this letter.

SIGNATURE 	NAME (PLEASE PRINT) Jim Andersen
AUTHORIZED PERSON'S SEAL 	OFFICE USE ONLY 

LOC ver. 4 March 29, 2005

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

POSTED
AUG 18 2011
GH

VANCOUVER ISLAND
HEALTH AUTHORITY
NOV 02 2007
FILING ACCEPTED

FILING OF SEWERAGE SYSTEM



1. Lot Information Descriptions where sewerage system is to be constructed

2. Owner Information Mailing Address of Property Owner

3. Authorized Person Information Mailing Address of Authorized Person

4. Facility Information

5. Site Information

6. System Information

7. Restrictive Covenants/

8. Plans and Specifications/ Orders

9. Authorized Person's Signature and Assurance Statement

10. Authorized Person's Seal

This form is required in response to the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act

<input checked="" type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR		<input type="checkbox"/> AMENDMENT ONLY PREVIOUS FILING NUMBER	FILING NUMBER PA071043
LEGAL DESCRIPTION OF PROPERTY Lot 21 B L I DL 36 AUBERNI DIST PL14018 PID 004 477 995		OPS LOCATION OF SYSTEM Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT 49.2812 LONG 124.9014	
SUITE/APY NUMBER 8245	BUILDING NUMBER DICKSON DRIVE	STREET NAME PORT ALBERNI	CITY/MUNICIPALITY/AREA SPRINT LAKE
NAME OF LEGAL OWNER OR STRATA CORPORATION		TELEPHONE NUMBER	
SUITE/APY NUMBER 8245	BUILDING NUMBER DICKSON DRIVE	CITY PORT ALBERNI	POSTAL CODE V9Y 7L7
NAME OF AUTHORIZED PERSON Jim Andersen		TELEPHONE NUMBER 250 954 7769	REGISTRATION NUMBER (if applicable) 0W0248
SUITE/APY NUMBER 749	BUILDING NUMBER REDWOOD DRIVE	CITY QUANQUAM BEACH	POSTAL CODE V1K 2J2
SEWERAGE SYSTEM WILL SERVE: <input checked="" type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX <input type="checkbox"/> OTHER (specify)		NO. OF BEDROOMS 3	TOTAL LIVING AREA (INCL FINISHED BASEMENT) (in m ²) 260m²
WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO SYSTEM NAME		HYDRAULIC CONDUCTIVITY (K/M/CM/DAY) 1 m/min	AVG PERC RATE (MIN/IN) SAND
DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres): WATER LINES 23m DOWN WELL 30m BREAKOUT POINT 760		NEIGHBOURING WELLS 230	NATURAL SOIL VERTICAL SEPARATION (in cm) 45
TOTAL VERTICAL SEPARATION (in cm) 760cm	TYPE OF SEWERAGE SYSTEM <input type="checkbox"/> TYPE 1 <input checked="" type="checkbox"/> TYPE 2 <input type="checkbox"/> TYPE 3 (PROF. ONLY)	MAKE BIONEST	MODEL BNS500
SEPTIC TANK MANUFACTURER DAN'S	SEPTIC TANK MATERIAL PRECAST	VOLUME OF TANK (litres) 4540	EFFLUENT PUMP <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DISCHARGE AREA: <input checked="" type="checkbox"/> TRENCH <input type="checkbox"/> BED <input checked="" type="checkbox"/> SAND MOUND <input type="checkbox"/> OTHER (SPECIFY)	EL 36, C 33, 3-30' = 90'	METHOD OF EFFLUENT DISTRIBUTION <input type="checkbox"/> GRAVITY <input checked="" type="checkbox"/> PRESSURE <input type="checkbox"/> OTHER	
ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS, WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
If yes, please explain and attach supporting documents			
Attachments: <input checked="" type="checkbox"/> a site or layout plan of the proposal drawn to scale, and <input checked="" type="checkbox"/> a set of specifications of the sewerage system. <input type="checkbox"/> a copy of the Health Act Order pertaining to the sewerage system.			
<input checked="" type="checkbox"/> YES I have consulted with the MOHS' publication "Sewerage System Standard Practice Manual" <input type="checkbox"/> NO I have used another source of standard practice listed below or copy attached. Name of alternate source of standard practice:			
The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice and the sewerage system will not contribute to a health hazard.			
SIGNATURE <i>Jim Andersen</i>	PLEASE PRINT NAME Jim Andersen	DATE (DD/MM/YYYY) 14/07/2007	
Please complete all applicable fields on this form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person. Construction of the sewerage system may not start until filing has been accepted by the Health Authority. The Letter of Certification must be submitted within one year of the filing of the data noted below. The Authorized Person must also file the Letter of Certification, the Maintenance Plan and the as-built plans by the end of the year of completion of the sewerage system.			
AUTHORIZED PERSON'S SEAL		OFFICE USE ONLY	
		FILING RECEIVED DATE (DD/MM/YYYY)	HEALTH AUTHORITY STAMP WITH FILING ACCEPTED DATE
		RECEIPT # 2460	VANCOUVER ISLAND HEALTH AUTHORITY JUL 16 2007 FILING ACCEPTED
		DATE: 14/07/07	

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TANKS AND PIPES

Sewerage System As Built Drawing

Site: 8245 DICKERSON DRIVE

Owner: [REDACTED]

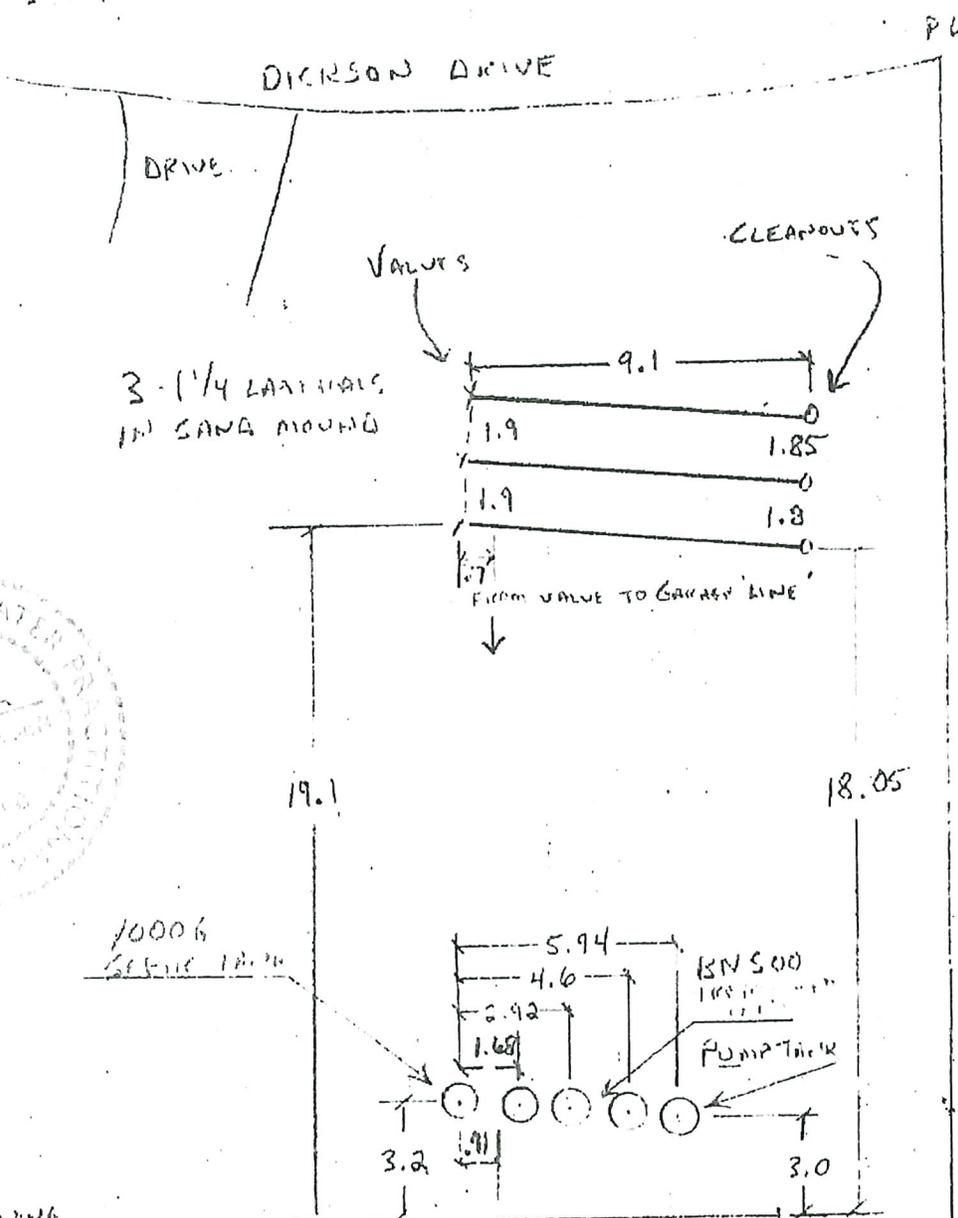
Date: [REDACTED]

DIMENSIONS ARE METRIC

Scale: 1:200

North:

NW 2/07



3-1 1/4 LATERALS
IN SAME TRENCH

VALUES

CLEAROUTS

FROM VALVE TO GARAGE LINE

10006
SERVICE LINE

1500 LITER
PUMP TANK

GARAGE
ALARMS AND
FEEDBACK
SERVICES

FINAL

VANCOUVER HEALTH DEPARTMENT
 NOV 07 1997
 FILM ACCEPTED

SEE SEWERAGE DRAWING
FOR GRINDER/TRANSFER PUMP
AT LARGE SIDE OF HOUSE.



Treatment A/C Pump

HEATED PUMP HOUSE
WELL

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NW 2/87

pumping contractor. The sewage transfer pump is warranted by Iritex Supply (250 248 7028) for two years.

Contact Ted Walton (731 1005) or myself for any other concerns including leaks, effluent observed on the ground or in ditches etc., or regarding anything you see that could cause a health hazard.

Overview of the System and Do's and Don'ts:

The sewage pump:

This system uses a full flow sewage pump located at the west side (lakeside) of the house (see as built drawing) to pump sewage to the tanks east of the garage (see as built drawings). Hard materials such as bones, solid plastic, etc., can damage this pump, so **prevent hard materials from entering the system**. This pump and chamber is equipped with a high level alarm to indicate problems. If activated, immediately stop flows to the system to avoid backups, and call an emergency repair contact. The alarm can be silenced by a switch mounted to the alarm box.

The primary septic tank:

Wastewater from the sewage transfer pump flows into a concrete septic tank (next to garage) with two compartments. Solids settle to the bottom of the first compartment. Lighter materials including fats, oils, and grease, form a layer at the surface. The wall separating the two compartments has an opening approx 1/3 of the height below the liquid surface to allow flow only from the 'clear zone'. This prevents most of the material of the bottom and top layers from entering the second compartment. Monitoring the buildup of these layers is an important part of the inspection and maintenance plan. Solids must be pumped out before increased levels cause solids to 'carryover' to the second compartment - overloading and clogging other components of the system. Measuring these layers to determine the need for removal is an important part of inspection and maintenance. **Typically, pumping of solids is required every three years.**

The outflow opening of the septic tank is fitted with an effluent screen to further reduce the quantity of solid materials leaving the tank. **Inspecting and cleaning the effluent screen** is an important part of scheduled maintenance.

Bacteria action within this tank is an important part of the treatment process. Bacteria breaks down the solids and helps to remove harmful components of the wastewater. **Excessive flow** through the system can flush the system, negatively affecting the bacteria and the treatment ability of the system. **Chemicals and any material harmful to bacteria** also reduces the treatment ability.

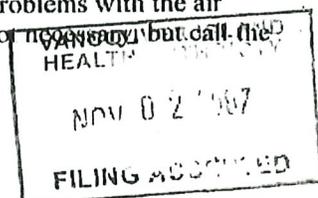
Package treatment plant:

This system includes a package treatment plant to increase bacterial breakdown of sewage. An air pump operates continually to produce a flow of warm air through a diffuser at the bottom of the treatment tank to promote bacteria growth. This "compressor" is installed in the pump house for the well. Efficient treatment depends on maintaining 10 degrees Celsius minimum air temperature within this pump house.

A very small liquid pump is installed within the treatment tank, which also operates continually, to re circulate a small amount of effluent back to the main septic tank to increase bacterial digestion in the primary tank. **The air pump, heat source within the well pump house, and re circulating pump within the treatment plant must all be in working order to ensure proper operation of the treatment process.** An alarm is located inside the garage to warn of problems with the air pump or re circulating pump. If activated, immediately stopping flows is not necessary, but call the emergency contact to make repairs.

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FINAL



WV 2/07

Jim Andersen Ltd.

Registered Onsite Wastewater Practitioner
749 Redwood Drive, Qualicum Beach, B.C.
250 954 7769 eve. 250 752 5692

Maintenance Plan for Type 1 Sewerage System with Pressure Distribution

Info for the maintenance provider:

The owner has been advised that the recommended frequency of inspection is 3 months after start up, and then every year. Detailed site assessment, design specifications, design drawings, as built drawings, and the health dept. forms are available from the owner; and are on file at the local health authority, and you should feel free to contact myself for documents, pictures recording the installation, or any questions you may have. A copy of the as built drawing is attached to this maintenance plan.

Summary of Relevant Info.:

- sewage transfer pump and chamber at lakeside of house
- 1000G trash, Bionest BN 500 in a 1000G, and 300G pump chamber precast tanks just upslope of garage
- air pump in well pump house between garage and house
- pressure distribution thru 3 – 9m laterals in a 140' x 24' sand mound, end feed, cleanouts in 6" lawn boxes
- dosing volume specified at 130 to 150L
- reserve volume specified at 270L min. above high level alarm ON level
- pump installation includes check, ball valve, and union
- daily flow for design is 390G (1788L)
- AY McDonald 405011 effluent pump
- Goulds WS 05 sewage transfer pump

Planned Maintenance and Inspection:

PLS include the following checks:

- see as built drawing for cleanouts and check for 30" minimum plume height
- dosing volume, alarm ON position, reserve volume for both sewage transfer and effluent pumps
- operation of air pump, re circulating pump
- proper operation of alarms (three: transfer, effluent, treatment)
- leak free conditions of all components
- solids combined volume below 60% of total volume – pump out as required
- effluent filter at outflow of trash tank
- security and safety of tank accesses and electrical connections/components
- continued protection of field : no structures, no heavy traffic, appropriate vegetation and landscaping, no groundwater or surface flows that could interfere with proper operation of dispersal field
- signs of exceeding recommended flows, excessive household use of materials harmful to bacteria, unusual solids build up/non biodegradable materials, etc.....



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FINAL

VIHA HEALTH NOV 02 / FILING NO. 120
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Acres & Pollock

BRITISH COLUMBIA LAND SURVEYORS

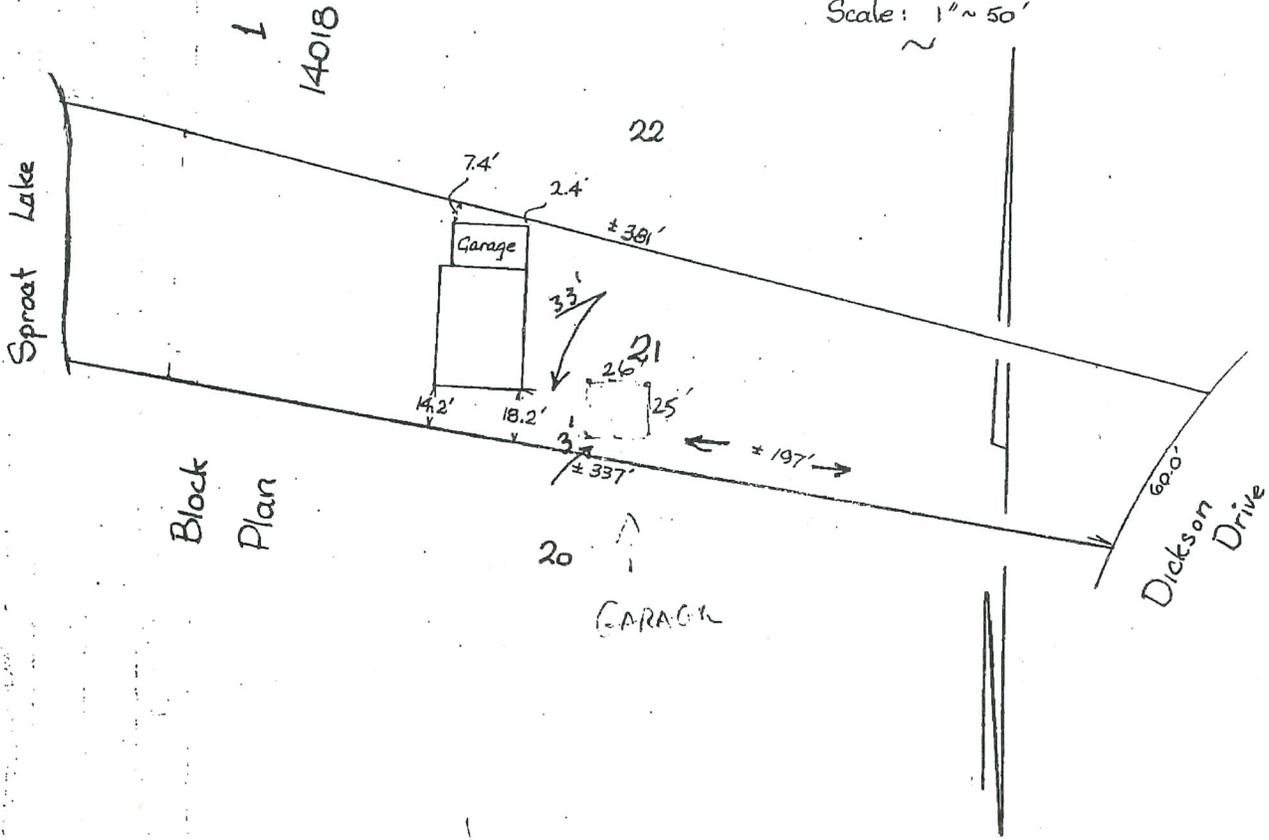
LEGAL, TOPOGRAPHICAL, RIGHT OF WAY AND FORESHORE SURVEYS
SUB-DIVISION DESIGN

Dorothy Clarkstone,
Notary Public,
5026 Argyle Street,
Port Alberni, B.C.

RE: House constructed on Lot 21, Block 1,
D.L. 36, Alberni District, Plan 14018.
(Guerrier) 8245 Dickson Drive

OUR FILE - 12605

Scale: 1" = 50'



©1996 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 16th DAY OF December, 1996.

[Handwritten Signature]

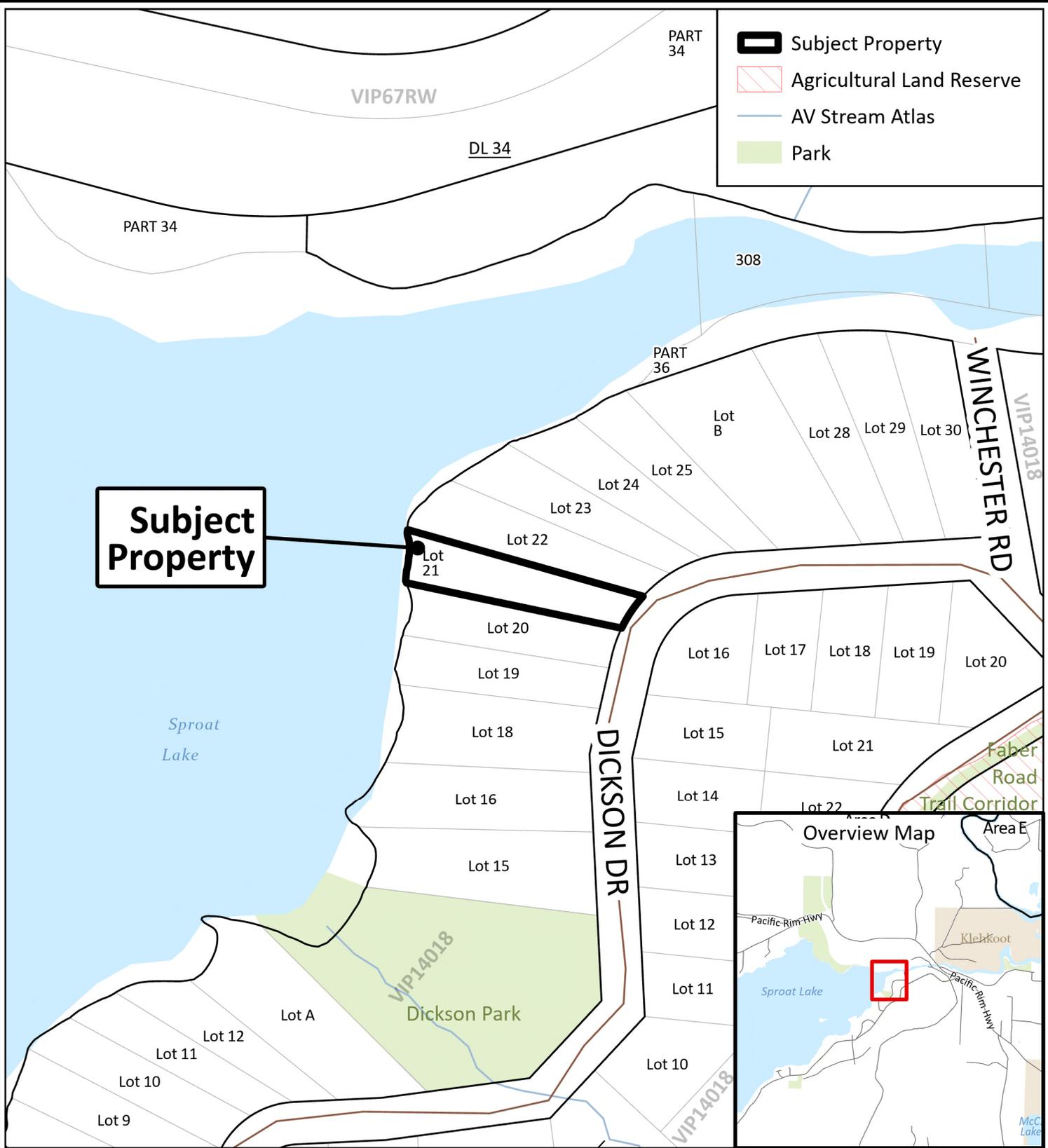
B.C.L.S.

NOTE: The measurements shown are the shortest distances between the foundation of the building and the adjacent boundaries of the parcel. This document is not intended for property line re-establishment and we accept no responsibility for unauthorized use.



-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park

Subject Property



 Civic Address: 8245 Dickson Dr
 Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

N
 0 35 70
 Meters



TUP25014

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: DR JOHN N RUSSELL INC,
Address: 8245 DICKSON DR, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018
PID: 004-477-995

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the operation of a short-term rental (STR) of the existing four (4) bedroom single family dwelling located at 8245 Dickson Dr.
2. The property to be used as STR will accommodate guests for stays of no less than seven (7) consecutive days.
3. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
4. A maximum occupancy of five (5) persons shall be permitted at any one time as per the confirmation from a Registered On-site Wastewater Practitioner (ROWP).
5. The STR must operate in accordance with all ACRD regulatory bylaws, specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
7. A maximum of one (1) boat slip on the existing dock shall be provided for STR guests.
8. Marine patrol and boater safety information shall be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
9. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
10. The owner or designated caretaker must be available to attend the property within 20 minutes.
11. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
12. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the use permitted under the current zoning.
13. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on .

This permit was issued this of .

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: December 10, 2025

From: Alima Khoja, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25011 - 9694 Lakeshore Road (Labrie)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25011 subject to the following:

- **Health and safety inspection by the ACRD Building Inspector.**
- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The property owner is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) from the property. This includes the 4-bedroom single family dwelling, carport, driveway and a boat slip during the summer season.

Advisory Planning Commission Recommendation: The Advisory Planning Commission (APC) reviewed the application at its September 15 meeting and deferred a recommendation pending further clarification from the applicant. The Commission raised queries regarding the number of recreational vehicles (RVs) currently located on-site and clarification regarding the caretaker arrangement. The APC will review the application again at its November 24 meeting, at which time the applicant is expected to provide responses to these queries.

Property Owner(s): ROCHELLE F LABRIE

Applicant/Primary Contact: ROCHELLE F LABRIE

Property Information:

Civic Address:	9694 LAKESHORE RD						
Legal Description:	LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827						
PID:	005-800-960	Folio:	770-01685.000	ALR? (Y/N):	No	Lot Area (ha):	1.04 (2.56 ac)
Current Zoning:	Mobile Home Residential (RMH) District / Acreage Residential (RA1) District.	Proposed Zoning:	N/A				
Current OCP:	Sproat Lake, Residential Use/Mobile Home Park Use	Proposed OCP:	N/A				
Development Permit Area(s):	N/A						
Current Use & Description:	The 1.04 ha (2.56 ac) property is currently used for residential purpose. It includes a 4-bedroom residence, residential parking, garage storage and transfer shed, and a trailer shed.						

PL20250052 / TUP25011

North: Rural (A2) District	South: Waterfront (WF1) District
East: Acreage Residential (RA1) District	West: Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicant has submitted an Island Health Sewerage System Letter of Certification for a septic system installed in 2009 that can accommodate a 5-bedroom dwelling.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The property is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Lakeshore Road.

Planning Policy Discussion:

- a) **Official Community Plan:** A portion of the parcel is designated as Mobile-Home Park Use and the remaining as Residential Use in the Sproat Lake Official Community Plan (OCP). This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots and acreages.

Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.11 allows the ACRD Board to issue Temporary Use Permits in accordance with s. 493 of the Local Government Act.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

- b) **Zoning:** The portion of the parcel where the house is located is zoned Mobile Home Residential (RMH) District with the remainder zoned Acreage Residential (RA1) District. The property owner is applying for a Temporary Use Permit to allow the rental of their four-bedroom unit with carport, driveway and a boat slip during the summer season. Short Term Rentals are not listed as a permitted use within the RMH and RA1 zones. Section 492 of the Local Government Act provides the authority to issue temporary use permits to allow a use not permitted by a zoning bylaw.

	Current: RA1/RMH
Minimum Lot Area (ha)	0.16/0.80
Minimum Lot Width (m)	27.43/60.96
Principal & Accessory Front Yard Setback (m)	12.2/7.62
Principal Side Yard Setback (m)	4.5/7.62
Principal Rear Yard Setback (m)	9.1/7.62
Accessory Side Yard Setback (m)	0.9/0.9
Accessory Rear Yard Setback (m)	0.9/0.9
Watercourse Setback (m)	30

This proposal is not in compliance with the ACRD Zoning Bylaw, and the TUP application is required for the STR use.

Temporary Use Permit Conditions: A TUP to allow the short-term rental of an existing 4-bedroom residence on the property may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the operation of a short-term rental (STR) within the four (4) bedroom single family dwelling located at 9694 Lakeshore Road.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of eight (8) guests at any one time.
4. The STR must operate in accordance with all ACRD bylaws, specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
5. The STR shall accommodate a maximum of four (4) vehicles on the property. One parking space must be provided for each bedroom. Maximum of one (1) boat slip provided for STR guests.
6. Marine patrol and Boater safety information to be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
7. No camping shall be permitted on the property.
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
10. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the use permitted under the current zoning.
11. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments:

To operate a short-term rental in the Province of British Columbia, all owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with all local bylaws. Upon registry, where business licenses are not required, the applicant must provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

The Short-Term Vacation Rentals Temporary Use Permit Policy, adopted by the ACRD Board in 2018, provides guidelines for the regulation of properties where property owners intend to operate an STR. The policy supports the application of a TUP to permit the operation of an STR. The Board of Directors may require specific conditions such as number of guests permitted, quiet times, and required parking spaces as well as limiting the total floor area of a dwelling that may be rented to short-term guests.

The applicants intend to utilize the entire four-bedroom house as an STR and it is recommended that the Board proceed with the public input and neighbour notification process prior to making a decision on the TUP application. It is further recommended that a condition of the TUP include a review of the health and life safety requirements of the structure by the ACRD Building Inspector.

Site photos:



Looking toward the lake facing 4-bedroom single family dwelling unit from the south end of the property near boat slip.



Looking toward the boat slip located at the south end of the property.



Looking to the east side in the center of the parcel from driveway access.



Shared driveway access with an adjacent property.



Access to the parcel via Lakeshore Rd.

Submitted by: *Alex Dyer*
Alex Dyer, MCIP RPP, General Manager of Planning & Development

Reviewed by: _____
Cynthia Dick, General Manager of Administrative Services

Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer

Subject: Temporary Use Permit for STR

Property: 9694 Lakeshore Rd, Port Alberni BC

Legal Description: LOT 3, PLAN VIP6827, DISTRICT LOT 134, ALBERNI LAND DISTRICT PID: 005-800-960

Civic Address: 9694 Lakeshore Road, Rural, Electoral Area D Sproat Lake, Sproat Lake

Current Use of Land and Buildings – 9694 Lakeshore Rd

- All land and buildings are used for residential purposes.
- Inventory of buildings
 - o House: Residence
 - o Carport: Residential Parking
 - o Garbage storage and transfer shed.
 - o Trailer Shed: RV Storage

Proposed Temporary Use of Land and Buildings

Proposed Use:

- We are proposing to use the house, carport, and driveway as a short term rental (STR) for occasional weeks and during the summer season.
- If granted, those renting the property would be limited to use of the house, the property to the lakeside of the house including docks and the area to the north (Lakeshore Rd.) side of the house up to the tree line just past the play structure.
- Parking is provided immediately in front of (north) the car port.

Proposed Management:

- The property would be managed professionally through a combination of property managers on site and ourselves. Contact information would be made available to renters and include an emergency number they can use 24hrs 7 days / week.
- The property caretaker will remain at a distance of 10 mins from the property, and on the occasion that they may be on leave, there is a secondary caretaker who can access the property within 15 mins.
- Caretakers would be contacted through the property managers who are available during business hours as well as on an emergency basis 24 hrs 7 days / week. Caretakers would be available during working hours and on emergency basis as required.
- Caretakers and Property Managers would have a list of emergency service contacts including plumbing, septic,

By-Law Notice and Compliance:

- Noise by-law information to be posted on site as well as in the rental terms and conditions on entering into a short term rental agreement.
- Should water conservation measures be required in the area, notice and applicable guidelines would be provided to occupants.

Health and Safety

- Fire evacuation plan would be provided to renters in the information package along with instructions on location and use of fire safety equipment.
- Boats at the dock are limited to 1 boat.
- Marine patrol and boater safety information is provided to the renter in the terms and conditions of rental as well as posted visibly in the residence.

Storage and management of garbage

- Garbage and recycling are moved to an animal proof shed near the carport. The shed is emptied between renters.

Control of pets

- No pets allowed

Contact phone number for the STR caretaker to respond to public complaints

- Ashley Seeton [REDACTED]
- Marc LaBrie [REDACTED]

Confirmation of adequate on-site sewage system capable of accommodating the STR

- Certified Septic currently services both toilets that would be available in the STR unit. No additional toilets added

Confirmation that the dwelling has adequate safety for occupation
(which may include review by a ACRD Building Inspector)

A maximum occupancy of two (2) persons per bedroom within a dwelling unit when such a dwelling unit is being occupied as a STR

- The STR is a 4 bedroom home and will have a max occupancy of 8

A maximum of one (1) boat per STR rental, if adequate dock space is provided

- 1 boat slip provided. Max of 1 boat

The provision of on-site parking available for STR (for example, one parking space for each bedroom)

- There are 4 parking spots available two inside the carport and two more in front of the carport.

With the exception of an Accessory Dwelling Unit, the prohibition of the use of recreational vehicles or camping on the property or any use of accessory buildings for STR occupancy

- Confirmed . There is no camping permitted.



FAVED
May 25 2009
ambidhsf

FINAL

**SEWERAGE SYSTEM
LETTER OF CERTIFICATION**

Filing #: PA09/016

Date: May 25/09

To: Vancouver Island Health Authority

Re: 9694 Lakeshore Rd Lot 3 Dist Lot 134
District Plan 6827 PID 005-800-960
Civic address and legal description

Please be advised that the construction of the proposed sewerage system on the above-described property was completed on 05/22/09.
(Month/Day/Year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. the owner has been provided with
 - a copy of the sewerage system plans and specifications as they were built;
 - a maintenance plan for the sewerage system that is consistent with standard practice; and,
 - a copy of this letter of certification;
2. the sewerage system has been constructed in accordance with standard practice;
3. the sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters; and,
5. if operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

A plan of the sewerage system as it was built and a copy of the maintenance plan for the sewerage system has been attached to this letter.

SIGNATURE <i>Robert Leibel</i>	NAME (Please Print) <i>Robert Leibel</i>
AUTHORIZED PERSON'S SEAL 	OFFICE USE ONLY Vancouver Island Health Authority Environmental Health- Port Alberni DATE RECEIVED MAY 25 2009 Received By <i>[Signature]</i> VIHA Staff Signature

LOC ver. 4 March 29, 2005

POSTED
JUL 28 2011



FILING OF SEWERAGE SYSTEM

Bl. Insp.
May 19/09 B

This form is required to administer the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act. Within the Capital Regional District, information collected may be used by the CRD for the purpose of administration and enforcement of the Onsite Sewerage System Maintenance Bylaw. For Bylaw information contact 250 - 360-3000

1. Lot Information

Descriptions where sewerage system is to be constructed

PID# (CRD Only)	Folio# (North)	<input checked="" type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> AMENDMENT ONLY/ PREVIOUS FILING NUMBER	FILING NUMBER
		<input type="checkbox"/> ALTERATION		PA09/016
		<input type="checkbox"/> REPAIR		

LEGAL DESCRIPTION OF PROPERTY	GPS LOCATION OF SYSTEM Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT. <u>48.289</u> LONG. <u>124.947</u>
<u>Lot 3 Dist Lot 134 Dist Plan 6827</u> <u>PID 005-800-960</u>	

2. Owner Information

Mailing Address of Property Owner

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY/MUNICIPALITY/AREA	HORIZONTAL ACCURACY (M)	COLLECTION METHOD: RECREATIONAL GPS <input type="checkbox"/> DIFFERENTIAL GPS <input checked="" type="checkbox"/>
<u>NA</u>	<u>9694</u>	<u>Lakeshore Rd</u>	<u>Sproat LK</u>	<u>6m</u>	

NAME OF LEGAL OWNER OR STRATA CORPORATION	TELEPHONE NUMBER
[REDACTED]	[REDACTED]

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY	POSTAL CODE
<u>NA</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. Authorized Person Information

Mailing Address of Authorized Person

NAME OF AUTHORIZED PERSON	TELEPHONE NUMBER	REGISTRATION NUMBER (if applicable)
<u>Robert Leibelung</u>	<u>248-8258</u>	<u>OW0202</u>

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY	POSTAL CODE
<u>NA</u>	<u>1220</u>	<u>Braffton Ave Box 919</u>	<u>Errington</u>	<u>V0R-1V0</u>

4. Facility Information

SEWERAGE SYSTEM WILL SERVE:	NO. OF BEDROOMS	TOTAL LIVING AREA (INCL. FINISHED BASEMENT) (in m2)	EST. DAILY SEWERAGE FLOW (in litres/day)	LOT SIZE (in hectares)
<input checked="" type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX <input type="checkbox"/> OTHER (specify)	<u>5</u>	<u>295m²</u>	<u>2043 litres</u>	<u>1.0769</u>

5. Site Information

WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO SYSTEM NAME	HYDRAULIC CONDUCTIVITY (K)(CM/DAY)	AVG. PERC RATE (MIN/IN)	SOIL TEXTURE / DESCRIPTION
	<u>NA</u>	<u>12 min</u>	<u>100m-granular structure</u>

6. System Information

DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres):	NATURAL SOIL VERTICAL SEPARATION (in cms)
<u>30m</u> WATER LINES <u>NA</u> OWN WELL <u>NA</u> NEIGHBOURING WELLS <u>15m</u> BREAKOUT POINT <u>65m</u> STREAM OR LAKE <u>65m</u> DOMESTIC WATER SOURCES	<u>70cm</u>

TOTAL VERTICAL SEPARATION (in cms)	TYPE OF SEWERAGE SYSTEM	IF TYPE 2 OR TYPE 3 IS PROPOSED GIVE:	TREATMENT CAPACITY (in litres/day)
<u>120cm</u>	<input checked="" type="checkbox"/> TYPE 1 <input type="checkbox"/> TYPE 2 <input type="checkbox"/> TYPE 3 (PROF. ONLY)	MAKE <u>NA</u> MODEL <u>NA</u>	<u>NA</u>

SEPTIC TANK MANUFACTURER	SEPTIC TANK MATERIAL	VOLUME OF TANK (litres)	EFFLUENT PUMP	HYDRAULIC LOADING RATE (in lpd/m ²)
<u>Dans Precast</u>	<u>Concret</u>	<u>4500/2043</u>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>24 lpd/m²</u>
DISCHARGE AREA: <input type="checkbox"/> TRENCH <input type="checkbox"/> BED <input checked="" type="checkbox"/> SAND MOUND <input type="checkbox"/> OTHER (SPECIFY)		METHOD OF EFFLUENT DISTRIBUTION <input type="checkbox"/> GRAVITY <input checked="" type="checkbox"/> PRESSURE <input type="checkbox"/> OTHER		

7. Restrictive Covenants/

ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS, WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? YES NO

8. Plans and Specifications/ Orders

If yes, please explain and attach supporting documents.

Attachments: a site or layout plan of the proposal drawn to scale, and
 a set of specifications of the sewerage system.
 a copy of the Health Act Order pertaining to the sewerage system.

9. Authorized Person's Signature and Assurance Statement

YES I have consulted with the MOHS' publication "Sewerage System Standard Practice Manual"
 NO I have used another source of standard practice listed below or copy attached.
Name of alternate source of standard practice:

The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice.

SIGNATURE	PLEASE PRINT NAME	DATE (DD/MMM/YYYY)
<u>Robert Leibelung</u>	<u>Robert Leibelung</u>	<u>19/05/09</u>

Please complete all applicable fields on this form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person. Construction of the sewerage system may not start until filing has been accepted by the Health Authority. The Letter of Certification must be submitted within two years of the Filing Accepted Date noted below. The Authorized Person must also file the Letter of Certification, the Maintenance Plan and the as-built plans as per Sewerage System Regulation (326/2004) within 30 days of completing the construction of the sewerage system.

10. Authorized Person's Seal

AUTHORIZED PERSON'S SEAL	FILING RECEIVED DATE (DD/MMM/YYYY)	OF VANCOUVER ISLAND HEALTH AUTHORITY FILING ACCEPTED HEALTH AUTHORITY STAMP WITH FILING ACCEPTED DATE <u>MAY 19 2009</u> This Filing Does Not Constitute Approval for Further Subdivision
	<u>May 19/09</u>	
	RECEIPT #: <u>42398</u>	
	DATE: _____ INITIALS: <u>KL</u>	

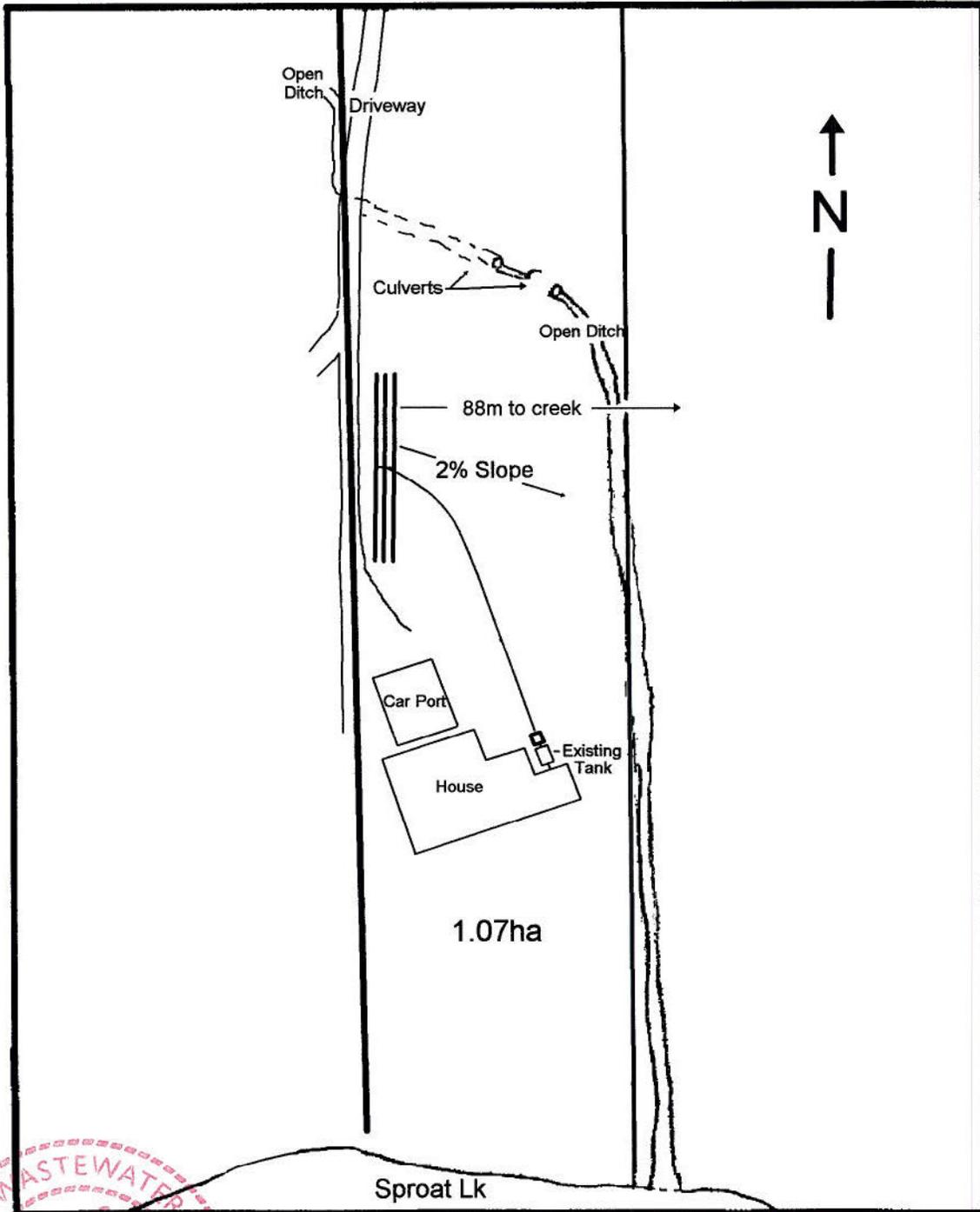
The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

Reference Plan for 9694 Lakeshore Rd
Lot 3 Dist Lot 134 Dist Plan 6827
PID 005-800-960

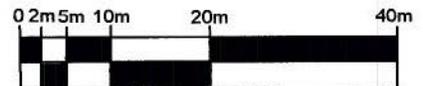
Rob's Septic Installations

Pressure & Gravity
Package Treatment Plants
Excavating

(250) 348-8288
Cell (250) 348-7185

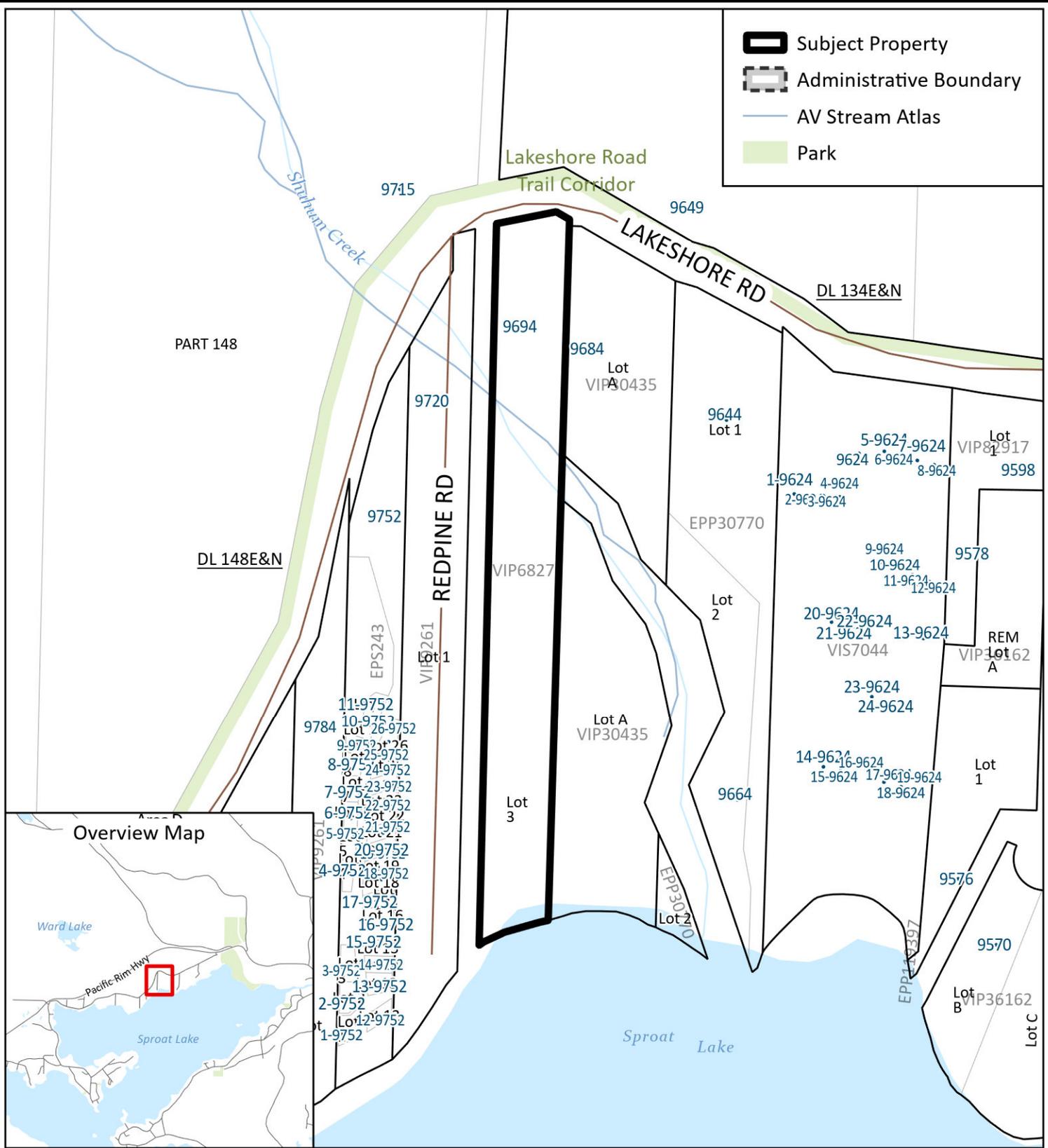


Scale 1: 750



The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

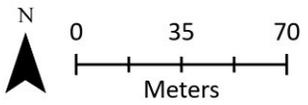
-  Subject Property
-  Administrative Boundary
-  AV Stream Atlas
-  Park



 Civic Address: 9694 Lakeshore Rd
 Legal Description: LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT,
 PLAN 6827



ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT





TUP25011

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: ROCHELLE F LABRIE
Address: 9694 LAKESHORE RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827

PID: 005-800-960

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the operation of a short-term rental (STR) within the four (4) bedroom single family dwelling located at 9694 Lakeshore Road.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of eight (8) guests at any one time.
4. The STR must operate in accordance with all ACRD bylaws, specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
5. The STR shall accommodate a maximum of four (4) vehicles on the property. One parking space must be provided for each bedroom. Maximum of one (1) boat slip provided for STR guests.
6. Marine patrol and Boater safety information to be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
7. No camping shall be permitted on the property.
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
10. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the use permitted under the current zoning.
11. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on .

This permit was issued this of .

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors