



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### Sproat Lake Advisory Planning Commission Meeting

Thursday, August 13, 2026

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/13-8-2026/7873/?catid=0>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_fzAsKEgdQ52vUvCKTPT0Dw#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_fzAsKEgdQ52vUvCKTPT0Dw#/registration)

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#### PAGE #

#### 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.

Introductions - Committee Members and Staff present.

#### 2. APPROVAL OF AGENDA

#### 3. DECLARATIONS

*(conflict of interest)*

#### 4. MINUTES

- a. **Sproat Lake Advisory Planning Commission Meeting held July 8, 2026** 3-5

*THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on July 8, 2026 be adopted.*

#### 5. CORRESPONDENCE

#### 6. PLANNING APPLICATIONS

- a. **TUP25007 – 9348 Stirling Arm Drive (Van Humbeck)** 6-18

#### 7. LATE BUSINESS

8. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE SPROAT LAKE ADVISORY PLANNING COMMISSION MEETING HELD ON WEDNESDAY, JULY 8, 2026, 5:30 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**MEMBERS** Joann Bessler (Chairperson)

**PRESENT:** Walter Konkin  
Geo Monrufet  
Len Watts  
Roberta Jensen

**REGRETS:** Sheri Gerigk  
Mark Marley  
Ken Watts  
Mark Molander

### **OTHERS**

**PRESENT:** Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)  
John Salmen, Design Consultant, Applicant agent (RD25006)

**STAFF PRESENT:** Jaleen Rousseau, Planning Manager  
Alima Khoja, Planner 1

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/8-7-2026/>

### **1. CALL TO ORDER**

The meeting was called to order at 5:33 pm.

It was recognized that this meeting was held throughout the Nuuchaltn territories.

The Chairperson reported this meeting is being recorded.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

### **2. APPROVAL OF AGENDA**

*The Motion was MOVED and SECONDED*

*THAT the agenda be approved as circulated.*

**CARRIED UNANIMOUSLY**

### **3. DECLARATIONS**

#### 4. **MINUTES**

##### a. **Sproat Lake Advisory Planning Commission Meeting held May 26, 2026**

*The Motion was MOVED and SECONDED*

*THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on May 26, 2026, be adopted.*

**CARRIED UNANIMOUSLY**

#### 5. **CORRESPONDENCE**

#### 6. **PLANNING APPLICATIONS**

##### a. **RD25006 – 10125 Stirling Arm Crescent (Coulson Forest Products Ltd)**

The APC members received an overview of the application. The following items were discussed:

- Proposed increase in lot coverage from 15% to 20%.
- Setback reductions.
- Site-specific exception.
- Staff recommendation on rear yard setback.
- Site drainage.
- Communal strata septic system.
- Revised landscape plan.
- Restricted covenant for the provided landscape buffer in the rear yard.
- Potential future retaining structure exceeding 1 m within the rear yard setback.
- Desired 5 m rear yard setback to facilitate tree retention along Stirling Arm Drive.

*The Motion was MOVED and SECONDED*

*THAT the Sproat Lake Advisory Planning Commission recommend approval of staff's recommendation, including the provision of a 7.5 m rear setback.*

**CARRIED UNANIMOUSLY**

#### 7. **LATE BUSINESS**

#### 8. **ADJOURN**

*The Motion was MOVED and SECONDED*

*THAT the meeting be adjourned at 6:39 pm.*

***CARRIED UNANIMOUSLY***

Certified Correct:

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Joann Bessler  
Chairperson

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Alima Khoja  
Planner 1



**To:** Sproat Lake Advisory Planning Commission

**Meeting Date:** August 13, 2026

**From:** Alima Khoja, Planner 1

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Temporary Use Permit TUP25007 - 9348 Stirling Arm Drive (Van Humbeck)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25007 subject to:**

- a. **Neighbour notification as per Local Government Act s.494.**
- b. **Issuance of a civic address for the existing Accessory Dwelling Unit and proposed short-term rental accommodation in accordance with ACRD Bylaw 1018 House Numbering Regulations in the Electoral Areas.**
- c. **Health and Life safety inspection by the ACRD Building Inspector.**
- d. **Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the proposed use.**

**Development Proposal:** The applicant proposes operating a short-term vacation rental within an existing detached Accessory Dwelling Unit (ADU) with approximately 1,000 sq. ft. in floor area and containing two (2) bedrooms. The property owner resides full-time in the principal single-family dwelling on the parcel and will be available onsite to manage the rental.

**Advisory Planning Commission Recommendation:** The Sproat Lake Advisory Planning Commission (APC) will review the application at their August 13, 2026 meeting and provide recommendations.

**Property Owner(s):** Janis D Almond-Van Humbeck / Martin J Van Humbeck

**Applicant/Primary Contact:** Martin J Van Humbeck

**Property Information:**

|                             |                                                          |        |               |                  |     |                               |
|-----------------------------|----------------------------------------------------------|--------|---------------|------------------|-----|-------------------------------|
| Civic Address:              | 9348 Stirling Arm Dr                                     |        |               |                  |     |                               |
| Legal Description:          | LOT A, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN VIP57690 |        |               |                  |     |                               |
| PID:                        | 018-502-300                                              | Folio: | 770-01511.000 | ALR? (Y/N):      | N   | Lot Area (ha): 0.49 (1.21 ac) |
|                             |                                                          |        |               |                  |     |                               |
| Current Zoning:             | RA1 - Acreage Residential District                       |        |               | Proposed Zoning: | n/a |                               |
| Current OCP:                | Sproat Lake, Residential Use                             |        |               | Proposed OCP:    | n/a |                               |
| Development Permit Area(s): | DPA I – Foreshore and Riparian Areas Protection (30 m)   |        |               |                  |     |                               |

**PL20250027 / TUP25007**

**Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | [www.acrd.bc.ca](http://www.acrd.bc.ca)**

**6** *Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓ath̓, 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).*

|                            |                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Use & Description: | The subject property contains a principal single-family dwelling located near the shoreline of Sproat Lake, as well as a detached two (2) bedroom accessory dwelling unit situated near the northern property boundary and accessed from Stirling Arm Drive. |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                 |                                    |        |                                    |
|---------------------------------|------------------------------------|--------|------------------------------------|
| Surrounding Zoning and Land Use |                                    |        |                                    |
| North:                          | Forest Reserve (A4) District       | South: | Waterfront (WF1) District          |
| East:                           | Acreage Residential (RA1) District | West:  | Acreage Residential (RA1) District |

#### Services:

- a) **Sewage Disposal:** On-site wastewater disposal system. The applicant has submitted a report from a Registered On-site Wastewater Practitioner indicating that there is an extra-large combination of septic fields on property. It is noted that the sewage disposal system is functioning as intended and can support the additional proposed use.
- b) **Water Supply:** On-site water supply.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area
- d) **Access:** Access to the parcel is from Stirling Arm Drive.

#### 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 including vacation rentals, recreational properties, small lots and acreages. No development is proposed within the development permit areas identified on the property. 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 of Directors to issue Temporary Use Permits in accordance with s. 493 of the *Local Government Act*.

***This proposal complies with the policies and objectives of the Sproat Lake Official Community Plan.***

- b) **Zoning:** The parcel is zoned Acreage Residential (RA1) District. The RA1 zone generally allows for One single family dwelling, Home Occupations, as well as Accessory buildings and uses. The Zoning Bylaw permits one (1) Accessory Dwelling Unit on lots with a minimum 0.4 ha lot size within the RA1 District. The current zoning does not permit STR use. A temporary Use Permit is required.

|                                              | Current: RA1 |
|----------------------------------------------|--------------|
| Minimum Lot Area (ha)                        | 0.16         |
| Minimum Lot Width (m)                        | 27.4         |
| Principal & Accessory Front Yard Setback (m) | 12.1         |
| Principal Side Yard Setback (m)              | 4.5          |
| Principal Rear Yard Setback (m)              | 9.1          |
| Accessory Side Yard Setback (m)              | 0.9          |
| Accessory Rear Yard Setback (m)              | 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 Accessory Dwelling Unit approximately 1,000 sq. ft. and containing two (2) bedrooms on the property may be issued to the following conditions and any other conditions 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 within an existing detached accessory dwelling unit (ADU) containing two (2) bedrooms and approximately 1,000 sq. ft of floor area, situated in the northeast portion of the property located at 9348 Stirling Arm Dr.
2. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
4. The STR shall accommodate a minimum of two (2) off-street parking spaces on the property.
5. 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.
6. The owner or designated caretaker must live on-site or be available to attend the property within 20 minutes.
7. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
8. Contact information for the owner or caretaker in addition to a copy of the TUP must be visible in a public location.
9. 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.
10. 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 applicant intends to operate a short-term vacation rental within an existing detached ADU approximately 1,000 sq. ft. and containing two (2) bedrooms. The applicant resides full-time in the principal single-family dwelling on the parcel and will be available onsite to manage the rental. The applicant has submitted a site



assessment letter by a Registered Onsite Wastewater Practitioner (ROWP) indicating that the sewage disposal system is functioning as intended and can support the additional proposed use.

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.

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

## Site Photos



Looking towards cottage unit for proposed STR use



Existing Single-family dwelling on the property

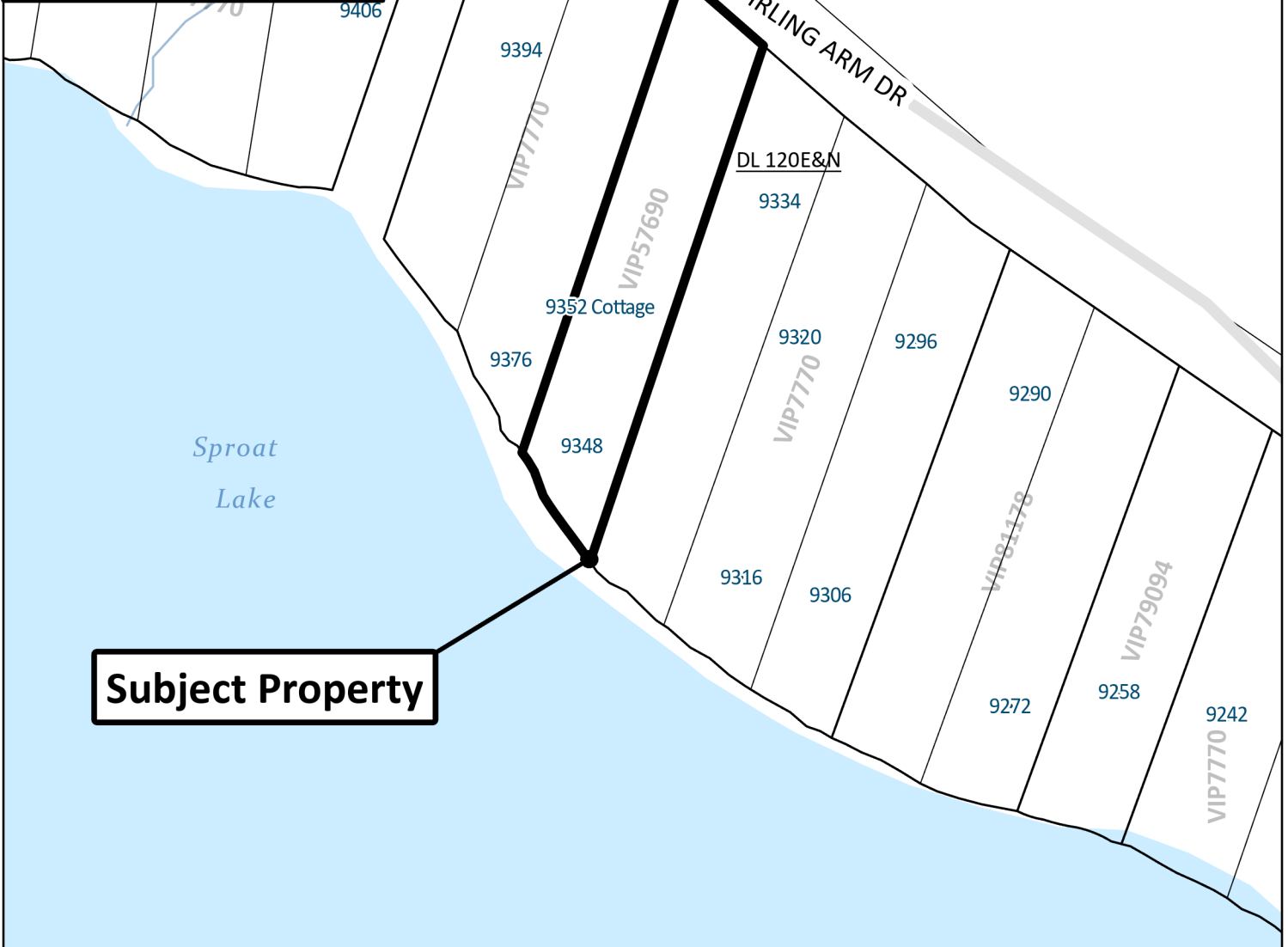




Access from Stirling Arm Drive



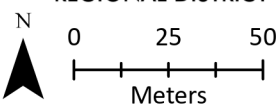
-  Administrative Boundary
-  Subject Property
-  ACRD Water Atlas



**Subject Property**

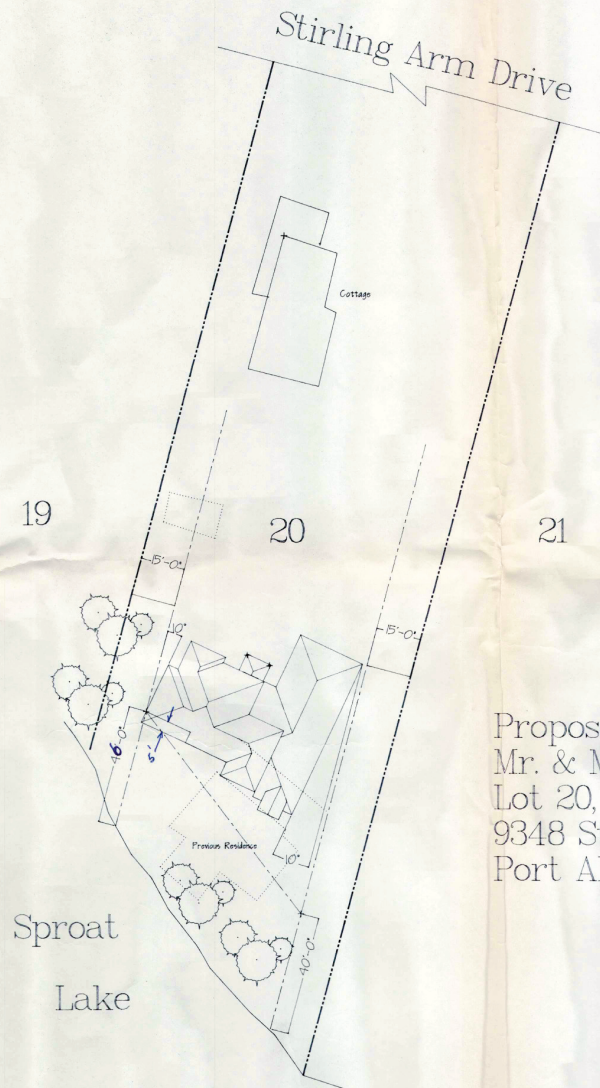


ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



Address(s): 9352 Stirling Arm Drive (Cottage)  
Legal Description(s): LOT A, DISTRICT LOT 120, ALBERNI  
DISTRICT, PLAN VIP57690





Proposed Residence  
Mr. & Mrs. M. VanHumbeck  
Lot 20, D.L. 120, Plan 7770  
9348 Stirling Arm Drive  
Port Alberni, BC.

#### SPECIFICATIONS

REFER TO SITE PLAN NOTES UNDER GENERAL NOTE SHEET  
PLOT PLAN DIGITIZED FROM ACRES & POLLOCK  
SITE CERTIFICATE  
REFERENCE GRADE SHOTS OF 0', +2', +6' ARE GUESSTIMATED  
DUE TO POSITIONING OF HOUSE ON PROPERTY  
THESE SHOTS WILL VARY FROM ONES ON DRAWINGS  
CONTRACTOR TO VARY GRADE FOR CONCRETE  
FOUNDATION HEIGHTS

ENGINEERING OF CONCRETE WALLS TO CONFORM TO PART  
9.5.4 N.B.C.

| REV DATE BY |          |  | DESCRIPTION                            |
|-------------|----------|--|----------------------------------------|
| DR.         | MAC      |  | LOT PLAN                               |
| CH.         | MAC      |  | Site Orientation                       |
| DATE        | 10/07/93 |  | VanHumbeck Residence, Port Alberni, BC |
| SCALE       | N/A      |  |                                        |
| A1          |          |  | VNHML07.GCD LP                         |
|             |          |  | REV. SHT. 1/10                         |

The (Van-Isle) DESIGN PLANT Co.  
Phone/FAX 804 723-1891



**DENIS FRANCOEUR BACKHOEING LTD.**

**6614 ANDREWS LANE**

**PORT ALBERNI, B.C. V9Y 8T5**

**250 724 1789 or 250 720 7757**

**denifran@shaw.ca**

**Letter of Assessment**

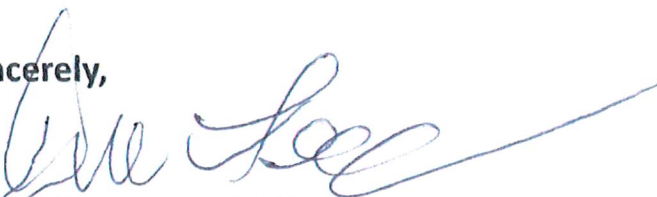
**May 29, 2025**

**On May 27, 2025, I conducted a complete site assessment at 9348 Stirling Arm Drive in Port Alberni as requested by the Homeowner Martin Van Humback.**

**After inspection and pipe cleaning we found the septic system to be in good working condition. There is also an extra large combination of septic fields on the property.**

**The sewer system is in good condition to accept the proposed additional use as requested.**

**Sincerely,**



**Denis Francoeur, ROWP**





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

**Subject:** Additional Address

7/27/2026

**Property**

Area: Sproat Lake FPSA

LOT A, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN VIP57690

BCAA Roll No.: 770-01511.000

PID/PIN/Plan: 018-502-300

**Additional Address:**

9352 Stirling Arm Drive, Rural, Electoral Area 'D' Sproat Lake (Cottage)

Type: Residential

**Keep All Existing Addresses:**

9348 Stirling Arm Drive (PRIMARY ADDRESS)

*The issuance of civic addresses is primarily to support emergency response initiatives, including 911 dispatch, and should not be used as an indicator for building or property conformance with regulatory requirements.*

Map







LOT A, DISTRICT LOT 120, ALBERNI DISTRICT,  
PLAN VIP57690

 Subject Property



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

Prepared 2026-07-27  
Sources: Prov. BC, ParcelMapBC; ACRD

Scale 1:900  
0 12.5 25 50  
**16** Meters





## TUP25007

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:** JANIS D ALMOND-VAN HUMBECK, MARTIN J VAN HUMBECK,

**Address:** 9348 STIRLING ARM DR, PORT ALBERNI, BC

With respect to:

**Legal Description:** LOT A, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN VIP57690

**PID:** 018-502-300

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 within an existing detached accessory dwelling unit (ADU) containing two (2) bedrooms and approximately 1,000 sq. ft of floor area, situated in the northeast portion of the property located at 9348 Stirling Arm Dr.
2. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
4. The STR shall accommodate a minimum of two (2) off-street parking spaces on the property.
5. 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.
6. The owner or designated caretaker must live on-site or be available to attend the property within 20 minutes.
7. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
8. Contact information for the owner or caretaker in addition to a copy of the TUP must be visible in a public location.
9. 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.
10. 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 "[INSERT DATE]" .

This permit was issued this [DAY] of [MONTH], [YEAR].

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors