



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Sproat Lake Advisory Planning Commission Meeting

Thursday, March 26, 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/26-3-2026/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_9elalQiQRGuUfrBq8igQTO

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

(motion to approve, including late items requires 2/3 majority vote)

3. DECLARATIONS

(conflict of interest)

4. MINUTES

a. Sproat Lake Advisory Planning Commission Meeting held February 17, 2026.

THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on February 17, 2026 be adopted.

5. CORRESPONDENCE

6. PLANNING APPLICATIONS

a. RD25006 - 10125 Stirling Arm Crescent (Coulson Forest Products Ltd)

b. DVD25012 - 8467 Bothwell Road (Braiden)

c. TUP25017 - 9195 Faber Road (0732834 BC Ltd)

d. TUPD25018 - 8790 Stirling Arm Drive (Hoiles)

7. **LATE BUSINESS**

8. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE SPROAT LAKE ADVISORY PLANNING COMMISSION MEETING HELD ON TUESDAY, FEBRUARY 17, 2026, 7:00 PM

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

MEMBERS

PRESENT: Walter Konkin (Chairperson)
Roberta Jensen
Joann Bessler
Sheri Gerigk
Len Watts

REGRETS: Mark Molander
Mark Marley
Ken Watts
Geo Monrufet

OTHERS PRESENT: Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Rene Lacoursiere, Alternate Director
Darren Smith, applicant (DVD26001)
Taylor Saywell, applicant (TUP25013)
Rachel Hamling, applicant (MISC25003)
Kris McNichol, applicant (MISC25003)
Sean Lingl, applicant (MISC25003)
Neil Bauder, applicant (MISC25003)
Linda Warren, applicant (RD25005)
Dennis Williams, applicant (RD25005)

STAFF PRESENT: Alex Dyer, General Manager of Planning and Development
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/17-2-2026/>

1. CALL TO ORDER

The meeting was called to order at 7:02 pm.

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

It was reported that this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

3. MINUTES

a. Sproat Lake Advisory Planning Commission Meeting held November 24, 2025

MOVED: J. Bessler

SECONDED: R. Jensen

THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on November 24, 2025 be adopted.

CARRIED

4. PLANNING APPLICATIONS

a. DVD26001 – 10170 Kyunim Road (Debruyne & Rehill, Agent: Smitty Construction)

The APC received an overview of the application, noting that the applicant is requesting a maximum allowable height variance of an accessory structure in RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m). The discussion confirmed the location of the septic field and determined that the turning radius between the road and the septic field is sufficient to accommodate the intended use.

MOVED: R. Jensen

SECONDED: J. Bessler

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

b. TUP25013 – 10411 Marina Vista Drive (Saywell Developments Ltd.)

The APC received an overview of the application, noting that the applicant is seeking to bring the property into compliance for a seasonal short-term rental during the summer months from May to September. The members noted that the building is newly constructed. Discussion included the intended purpose of the property, the history that this subdivision was intended to be for housing, and whether it would be occupied during other times of the year. The members also reviewed the number of occupants permitted and how the associated conditions are applied. Additional discussion addressed the shared strata septic system serving ten lots. Clarification was also provided regarding boat use, confirming that boats are not included as part of the rental offering

MOVED: R. Jensen

SECONDED: S. Gerigk

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

c. MISC25003 – 10412 Lakeshore Road (1257819 BC Ltd)

The APC received an overview of the application, noting that the applicant intends to amend the two covenants registered to the property to allow for up to 11 dwelling units, each with 2,000 square feet of floor area, and two road accesses to Aldan Road. The members discussed the density of the proposed development, open spaces on the property for families, support for more housing, location of the septic field and importance of high quality sewage management at the site, servicing by private water system, emergency vehicles access and turnarounds, vehicle parking, and access to the lake.

MOVED: S. Gerigk

SECONDED: R. Jensen

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed to a public meeting.

CARRIED

d. RD25005 – 10203 Woodslee Loop (Warren)

The APC received an overview of the application, noting that the applicant is seeking to rezone the subject property to accommodate personal storage as a primary permitted use. This will allow the applicant to construct an enclosed boat storage structure for personal use. The applicants provided their rationale for the rezoning application to the committee. Discussion focused on understanding the newly drafted zone, as well as the services available on-site and whether any would be required for the proposed use. The applicants confirmed that water is available on the property and can be connected if needed. They also confirmed that sewage services are not required for the intended use, though the parcel has the capacity to accommodate such servicing in the future if necessary. Additionally, the applicants noted that the existing sea cans and trailer on the property will be removed once the new structure is constructed.

MOVED: R. Jensen

SECONDED: J. Bessler

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

7. **LATE BUSINESS**

8. **ADJOURN**

MOVED: W. Konkin

SECONDED: S. Gerigk

THAT the meeting be adjourned at 8:45 pm.

CARRIED

Certified Correct:

Chairperson

Alima Khoja
Planner 1



To: Sproat Lake Advisory Planning Commission

Meeting Date: March 26, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Rezoning RD25006 - 10125 Stirling Arm Crescent (Coulson Forest Products Ltd)

Recommendation:

THAT Bylaw P1541, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.

That the Board of Directors confirm that adoption of Bylaw P1541 is subject to:

- a. Confirmation from the Sproat Lake Fire Department that access and fire safety measures are in place to provide adequate fire protection to the site.***
 - b. Meeting all technical referral agency requirements.***
-

Background

The subject property was rezoned in October 2024 to a site-specific Stirling Arm Crescent Comprehensive Development (SA CD) District to accommodate the construction of a personal storage building intended for the secure storage of personal vehicles and equipment. The SA CD zone was created to accommodate a large, non-commercial personal storage building that exceeds the scale permitted for a residential accessory structure under BC Building Code, therefore requiring a light industrial type of classification.

At the time of rezoning, the applicant proposed a building footprint of 1708.04 square metres, representing 11.65% lot coverage on the subject property. Based on that proposal, the SA CD zone was designed to permit a total of 15% lot coverage. The zone also permits a single-family dwelling, accessory uses and buildings, and home occupations. The SA CD zone does not permit any type of commercial or industrial use and/or storage.

Current Proposal

Following detailed design work, the applicant determined that a building footprint of 2490 square metres is required, which represents approximately 17% of lot coverage. In addition, the applicant anticipates additional building footprint needs for a future accessory shed structure to enclose and protect heritage equipment located on the property.

To accommodate both the updated primary building footprint and future storage requirements, the applicant has submitted a rezoning application requesting that the maximum lot coverage in the SA CD zone be increased from 15% to 20%. This proposal will necessitate a zoning text amendment.

PL20250088 / RD25006

No other changes are proposed to the permitted land use or conditions of the SA CD zone. The proposal continues to be for personal storage. No commercial or industrial uses are permitted in this zone.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission will review the application in their upcoming meeting and provide recommendations.

Property Owner(s): Coulson Forest Products Ltd **Applicant/Primary Contact:** Tanis Frame, Architect

Property Information:

Civic Address:	10125 Stirling Arm Crescent			
Legal Description:	LOT 2 SECTION 88 CLAYOQUOT DISTRICT PLAN VIP63604			
PID:	023-488-891	Folio:	770-03260.170	ALR? (Y/N): N Lot Area (ha): 1.47 (3.62 ac)

Current Zoning:	Stirling Arm Crescent Comprehensive Development (SA CD) District	Proposed Zoning:	N/A
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A
Development Permit Area(s):	DPA I – Foreshore & Riparian Areas Protection (Minor:15m)		
Current Use & Description:	The 1.46-hectare (3.62 acre) property is vacant with an access driveway connecting to Stirling Arm Crescent. The property lies adjacent to a three-lot strata development that is also owned by the applicants and primary access into that site would be from the internal common strata road that currently provides access to the applicants' neighbouring residences.		

Surrounding Zoning and Land Use			
North:	Acreage Residential (RA1) District	South:	Acreage Residential (RA1) District
East:	Acreage Residential (RA1) District	West:	Three-lot bare land strata development zoned RA1

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The storage structure would include three bedrooms, bathrooms and kitchen facilities and an individual on-site septic system would need to be designed and installed as part of the building permit process.
- b) **Water Supply:** On-site water.
- c) **Fire Protection:** Sproat Lake Fire Protection Area.

d) **Access:** There is public road access to the property from Stirling Arm Crescent. There is also internal access from the privately-owned common strata road to the west in the three-lot development where the applicants reside. The primary access to the building would be through the common strata road.

Planning Policy Discussion:

a) **Official Community Plan:** The Comprehensive Development policies support site-specific land use design that allows for a range of uses and respects the topography and uniqueness of each parcel.

The proposed use remains the same where the subject property would be principally used for personal closed storage, but the building requires an industrial building classification.

This proposal complies with the policies and objectives of the Sproat Lake Official Community Plan. No public hearing will be held.

b) **Zoning:** The parcel is currently zoned Stirling Arm Crescent Comprehensive Development (SA CD) District in the ACRD Zoning Bylaw.

To accommodate the proposed development, the applicant is requesting to increase the permitted lot coverage from 15% to 20%.

	Current:	Proposed:
Minimum Lot Area (ha)	1 ha	-
Minimum Lot Width (m)	30.5	-
Principal & Accessory Front Yard Setback (m)	15	-
Principal Side Yard Setback (m)	6	-
Principal Rear Yard Setback (m)	10	-
Accessory Side Yard Setback (m)	0.91	-
Accessory Rear Yard Setback (m)	0.91	-
Lot Coverage	15%	20%

The Stirling Arm Crescent Comprehensive Development (SA CD) District has been amended. A proposed amendment to the SA CD District would revise the lot coverage regulation as follows:

Uses Permitted in the SA CD District

- (1) Closed indoor storage for personal vehicles and personal equipment that may be listed for sale, excluding open storage and excluding on-site sales.
- (2) One single family dwelling.
- (3) Accessory buildings and uses.
- (4) Home Occupations

Conditions of Use in the SA CD District

- (1) Closed indoor storage uses shall be for personal vehicles and personal equipment only. There shall be no commercial rental of storage space and no on-site commercial sale of vehicles or equipment.
- (2) All permitted uses shall be housed completely within an enclosed building except for permitted parking areas. A minimum of four (4) parking spaces and a maximum of ten (10) parking spaces shall be provided on the property.
- (3) A minimum 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation, shall be provided and maintained along all lot lines except for necessary vehicular access/egress points.
- (4) Vehicle parking areas shall not be located within any required front, rear, or side yard setback.

Site Development Regulations in the SA CD District (Amended)

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
SA CD	200	1 hectare	<u>20%</u>	50	32.8	19.7	32.8 2 storeys

This proposal does not comply with the ACRD Zoning Bylaw and requires an official zoning text amendment.

Comments:

The applicant is proposing a 2490 square metres storage building and a future accessory shed structure to protect heritage equipment.

To accommodate the proposed development, the applicant is requesting to increase the permitted lot coverage from 15% to 20%. The applicants intend to construct a large two-storey structure with a 2490 square metre footprint on the vacant 1.46 ha (3.62 ac) property. The structure would be used primarily for closed storage of personal vehicles and equipment. The storage would also include 3 bedrooms, bathrooms, and kitchen facilities.

The proposed structure would be situated on the south end of the lot in an area that would be screened from the road. The structure would be visible from the neighbouring acreage residential properties to the east and south and there are components of the SA CD zoning that would intend to mitigate the impact on neighbouring residential uses. The zoning includes a 10 metre (32.8 foot) minimum building setback in the rear yard and a 6 metre (19.7 foot) minimum setback in the side yard. The zoning also requires a 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation, along all lot lines.

It is recommended that the Board proceed with the consideration of Bylaw P1541 and that public notice be given in accordance with the *Local Government Act* prior to considering the bylaw for first reading.

Submitted by: _____
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

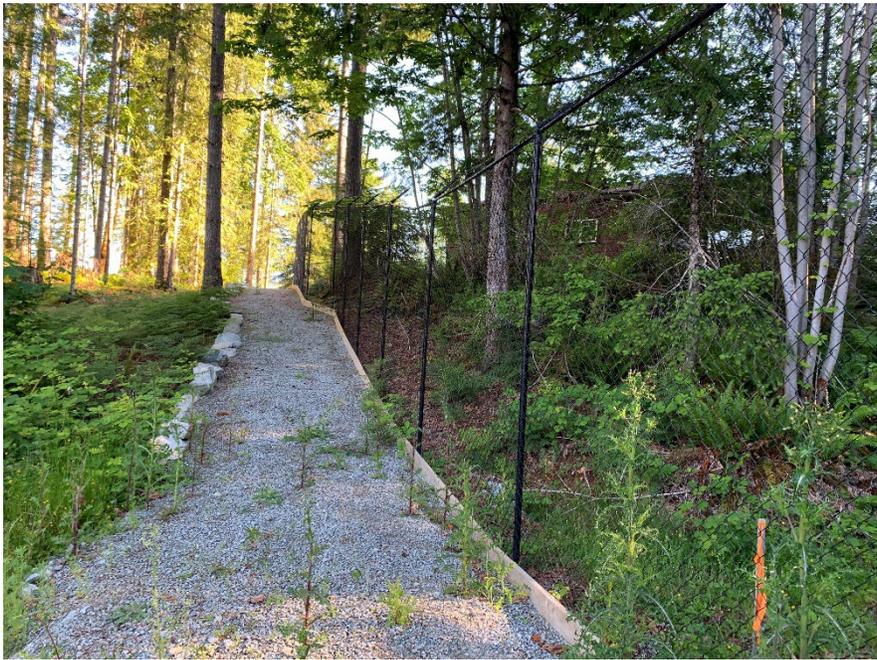
Site Photos



Building site for proposed personal storage structure. Picture looking south.



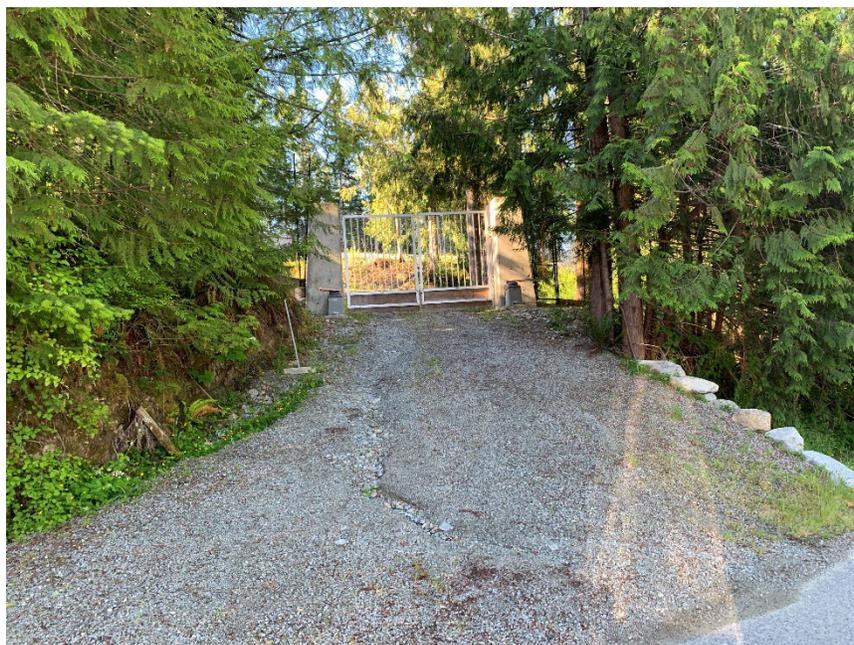
Building site for proposed personal storage structure. Picture looking south-west



Fencing along east lot line



Internal access road into the property from the bare land strata development located to the west



Driveway access into the property from Stirling Arm Crescent

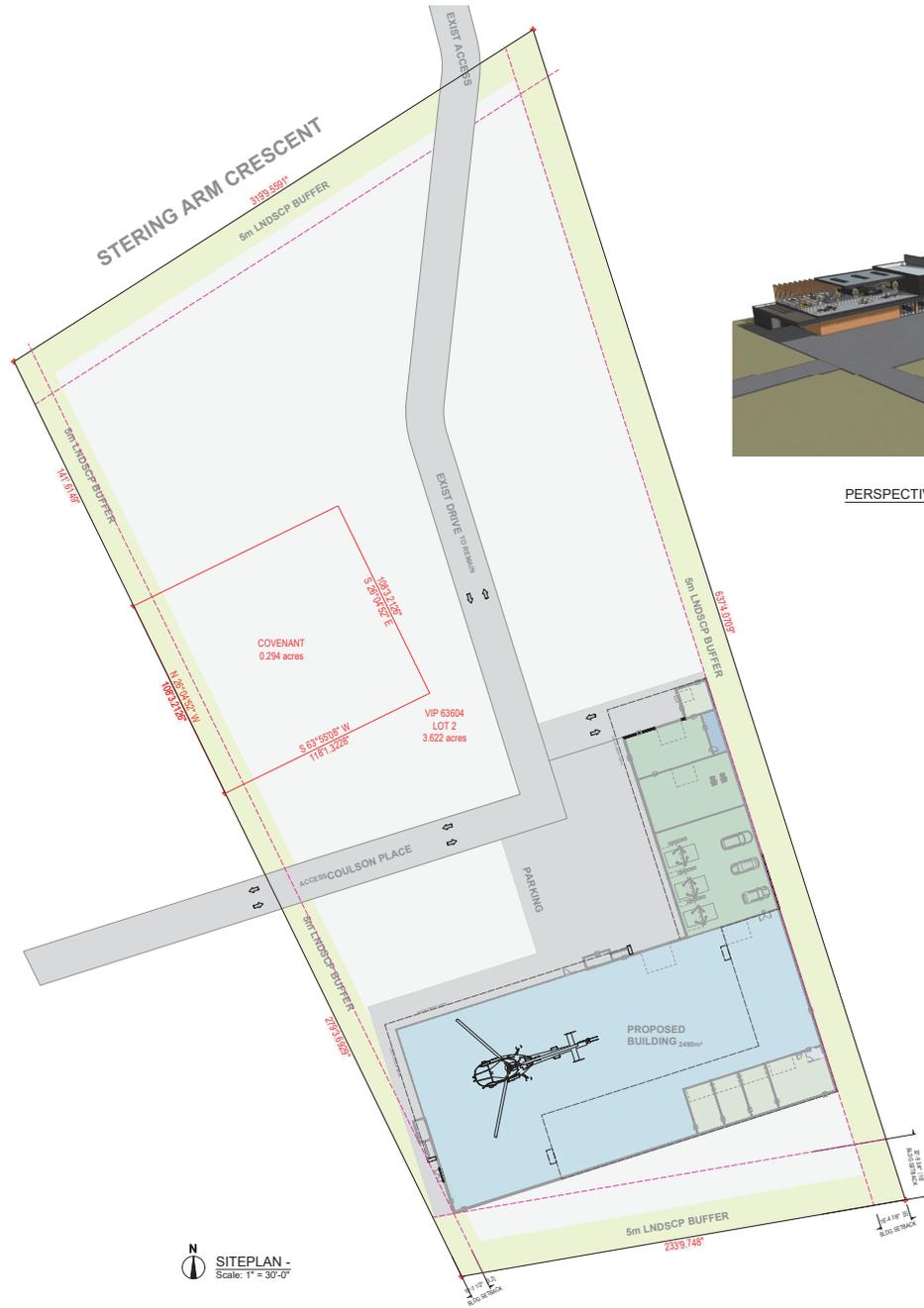
CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

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SITING CONTEXT
Scale: 1" = 100'-0"

PROJECT DATA	
LEGAL ADDRESS LOT 2 SECTION 88 CLAYOQUOT DISTRICT PLAN V163604	
PARCEL IDENTIFIER _023-488-891	
CIVIC ADDRESS STERLING ARM CRESCENT	
ZONING SA CD - STIRLING ARM CRESCENT COMPREHENSIVE DEVELOPMENT DISTRICT	
LOT SIZE 1.466 ha - 3.622 ACRES	
BUILDING AREAS 2490.00 m ² - MAIN FLOOR LVL 1 337.64 m ² - MEZZANINE 823.2 m ² - BASEMENT 228.27 m ² - ROOFTOP PATIO	
BUILDING COVERAGE (LVLV1 - measured to the outside face of exterior walls) ALLOWED 15% = 2198.84m ² / PROPOSED 2490 m ² 17%	
PARKING ALLOWED - MINIMUM 4 / MAXIMUM 10	
BUILDING HEIGHT ALLOWED 10m - PROPOSED 9.5m	
SHEET INDEX	
A1.0	SITEPLAN
A2.1	MAIN FLOOR SLAB PLAN
A2.2	MAIN FLOOR PLAN - CODE REVIEW - ASSEMBLIES
A2.3	2nd SLAB PLAN
A2.4	2nd FLOOR PLAN
A2.5	ROOF PLAN
A3.0	NW SW ELEVATIONS
A3.2	N/E S/E ELEVATIONS
A4.0	BUILDING SECTIONS



SITEPLAN
Scale: 1" = 30'-0"



PERSPECTIVE VIEW

THUJA
architecture + design

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T: 250.650.7901 E: info@thujaarchitecture.ca

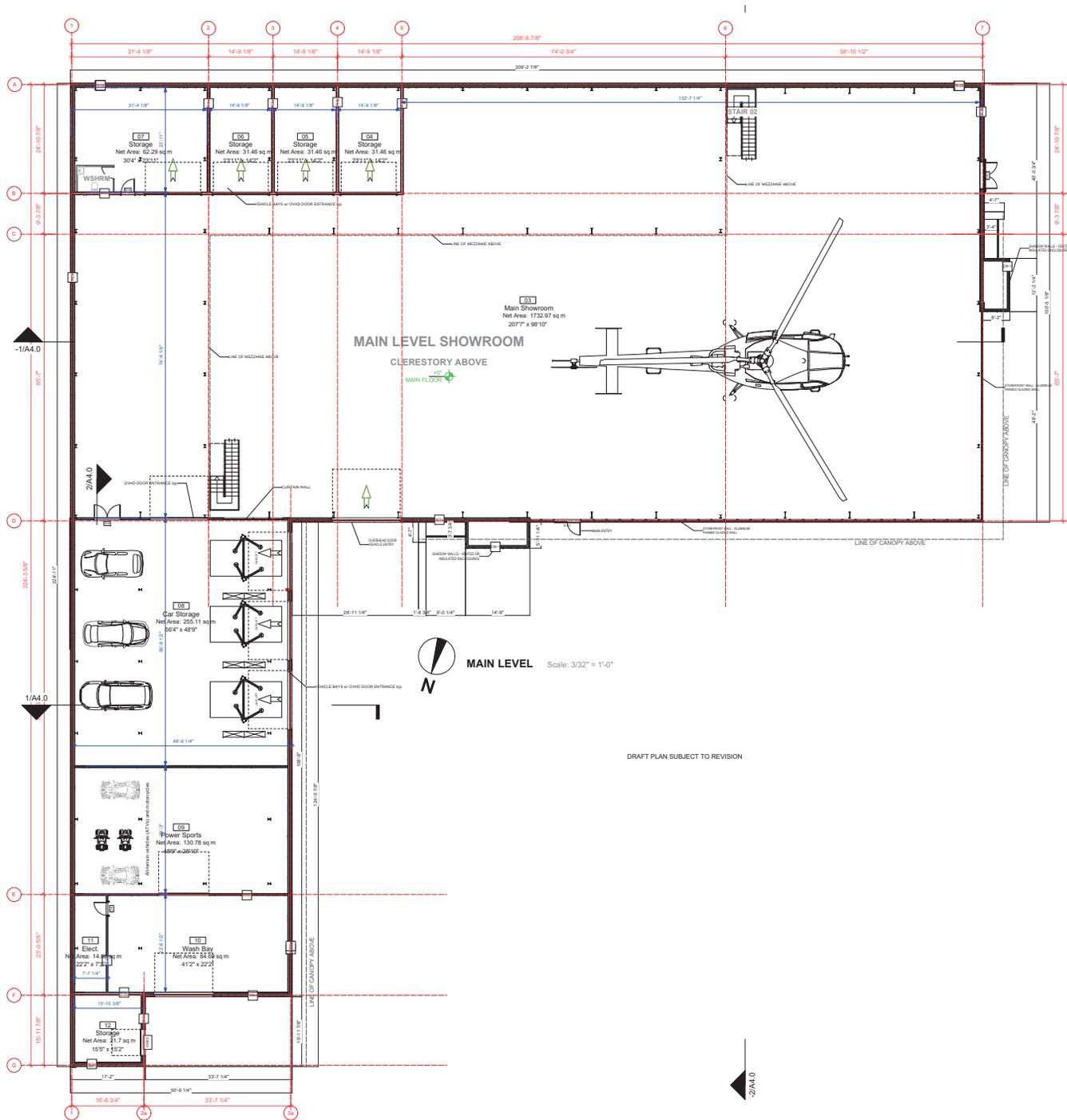
NO.	DATE
STEP 1	09-21-2023
RELEASED DEVELOPMENT PERMIT REVIEW	11-07-2023
RELEASED CLIENT REVIEW	12-01-2023
RELEASED CLIENT REVIEW	01-10-2024
BUILDING PERMIT RELEASE	03-06-2025
RELEASED CLIENT REVIEW	03-10-2025
RELEASED CLIENT REVIEW	16-11-2025

COULSON AUTOSPORTS

SITEPLAN

SCALE	AS NOTED	PROJECT NO.	21--
DATE		DRAWN BY	TFJ/S/S/W/G/A
SHEET			

A1.0



CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

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THUJA
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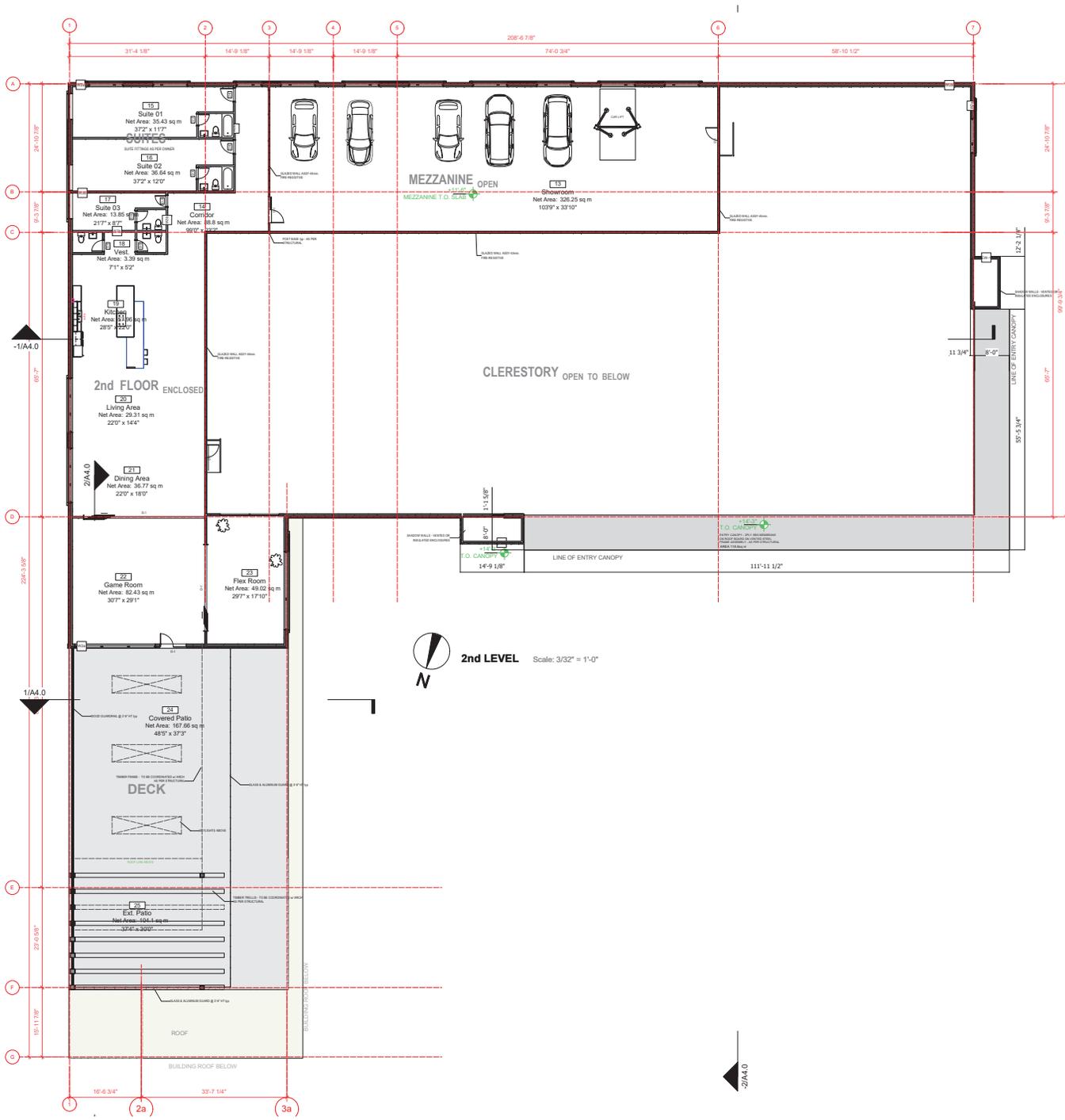
NO.	DATE
STEPHAN REVIEW	09-21-2023
RELEASED DEVELOPMENT PERMIT REVIEW	11-07-2023
RELEASED CLIENT REVIEW	12-21-2023
RELEASED CLIENT REVIEW	01-10-2024
BUILDING PERMIT RELEASE	03-06-2025
RELEASED CLIENT REVIEW	03-11-2025
RELEASED CLIENT REVIEW	16-11-2025

PROJECT
COULSON AUTOSPORTS

DRAWING
MAIN FLOOR PLAN

SCALE	AS NOTED	PROJECT NO.	21--
DATE		DRAWN BY	TFJ/S/S/WGA
SHEET			

A2.4



CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

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NO.	DATE
STEPHAN REVIEW	09-21-2023
RELEASED DEVELOPMENT PERMIT REVIEW	11-07-2023
RELEASED CLIENT REVIEW	12-01-2023
RELEASED CLIENT REVIEW	01-10-2024
BUILDING PERMIT RELEASE	03-06-2025
RELEASED CLIENT REVIEW	03-10-2025
RELEASED CLIENT REVIEW	16-11-2025

PROJECT
COULSON AUTOSPORTS

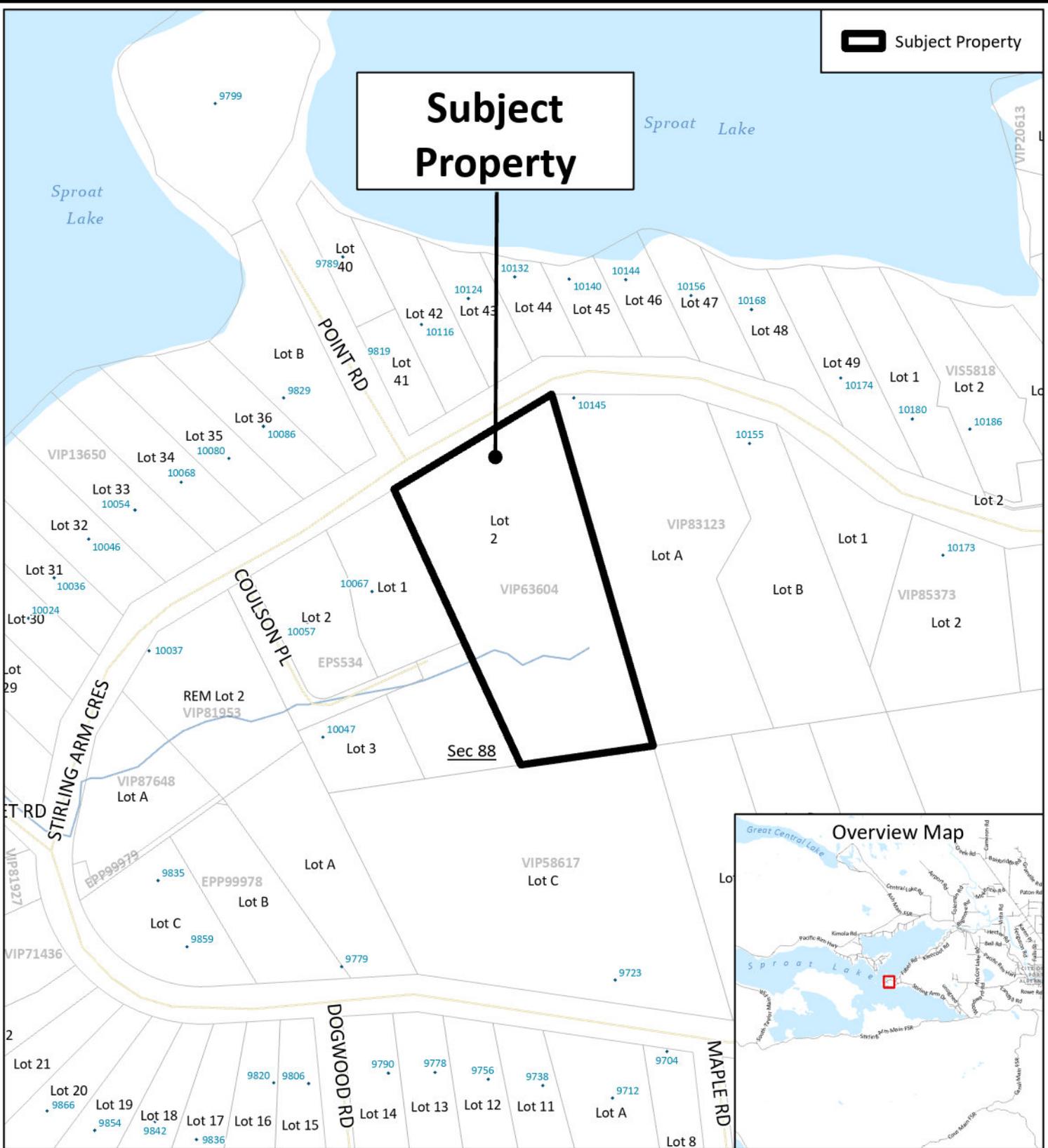
DRAWING
2nd LEVEL & MEZZANINE FLOOR PLAN

SCALE	PROJECT NO.
AS NOTED	21--
DATE	DRAWN BY
	TFJ/SW/GA
SHEET	

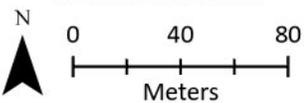
A2.6

 Subject Property

Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Legal Description: LOT 2 SECTION 88 CLAYOQUOT
DISTRICT PLAN VIP63604



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1541

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1541.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. By amending Section 200, Schedule II – Bulk and Site Regulations, to specify a Maximum Lot Coverage from 15% to 20% for the 167 Stirling Arm Crescent Comprehensive Development (SA CD) District as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
SA CD	200	1 hectare	20%	50	32.8	19.7	32.8 2 storeys



To: Sproat Lake Advisory Planning Commission

Meeting Date: March 26, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Development Variance Permit DVD25012 - 8467 Bothwell Rd (Braiden)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVD25012 subject to neighbour notification as per Local Government Act s. 499.

Development Variance DVD25012:

- i. Development variance of the ACRD Zoning Bylaw, Section 6.2 (4) (a) to reduce the required watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) for a single family dwelling and accessory buildings within proposed strata lot 2.

Development Proposal: The property owner has applied for a 2-lot strata subdivision which would result in a ~0.24 ha (0.6 ac) parcel along Faber Road, and a remainder parcel of ~1.46 ha (3.6 ac). The owners have applied for a variance on proposed 0.24 ha (0.6 ac) strata-lot 2 to reduce the watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) to increase flexibility when siting the future home and accessory buildings. The requested 15 m setback aligns with Development Permit Area I – Foreshore & Riparian Areas Protection as outlined in the Sproat Lake Official Community Plan.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) will review the application at their March 26, 2026, meeting and provide recommendation.

Property Owner/Applicant: Catherine J Braiden

Property Information:

Civic Address:	8467 Bothwell Rd				
Legal Description:	LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996				
PID:	032-090-510	Folio:	770-00781.002	ALR? (Y/N):	N
Lot Area (ha):	1.71 (4.23 ac)				
Current Zoning:	RA1 - Acreage Residential District				
Current OCP:	Sproat Lake - Residential Use				
Development Permit Area(s):	DPA I – Foreshore and Riparian Areas Protection				

PL20250097 / DVD25012

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?it̓ath, 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 proposed 0.24 ha (0.6 ac) strata lot 2 is forested and almost completely within DPA I. The property generally slopes downward from Faber Road to Sproat Lake.
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Surrounding Zoning and Land Use			
North:	Acreage Residential (RA1) District	South:	Acreage Residential (RA1) District
East:	Acreage Residential (RA1) District Forest Rural (A3) District	West:	Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Onsite water supply.
- c) **Fire Protection:** Sproat Lake Fire Protection Area
- d) **Access:** Bothwell Road and Faber Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as ‘Residential Use’ in the Sproat Lake OCP. The property is affected by DPA I – Foreshore and Riparian Areas Protection (minor:15 m). DPA I applies to land and water within 30 m of the natural boundary of the lake, and lands within 15 m on either side of the minor watercourse running through the property.

The requested variance is located outside of the Development Permit Area. The applicant has provided a report from a Registered Professional Biologist dated January 06, 2026, confirming that sufficient area exists outside the DPA on Strata Lot 2 to support the proposed future development, and that the creation of Strata Lot 2 is suitable for the intended development area.

Any development and/or alteration of land within 15 m (49.21 ft) of the natural boundary of the watercourse will require issuance of a development permit.

This proposal complies with the Sproat Lake Official Community Plan. As a condition of the subdivision application, the property owner is required to apply for a development permit to satisfy the DPA I – Foreshore and Riparian Areas Protection guidelines.

- b) **Zoning:** Acreage Residential (RA1) District

	Current:	Proposed:
Minimum Lot Area (ha)	0.167	
Minimum Lot Width (m)	27.432	
Principal & Accessory Front Yard Setback (m)	12.192	

Principal Side Yard Setback (m)	4.572	
Principal Rear Yard Setback (m)	9.144	
Accessory Side Yard Setback (m)	0.914	
Accessory Rear Yard Setback (m)	0.914	
Watercourse Setback (m)	30.48 m (100 ft)	15 m (49.21 ft)

This proposal does not comply with section 6.2 (4) (a) of the ACRD Zoning Bylaw. A variance to reduce the required watercourse setback, to align with the OCP’s DPA I, has been requested to increase flexibility when siting the future home and accessory buildings.

Comments:

The property owner has applied for a 2-lot strata subdivision. The proposed strata subdivision would result in a ~ 0.24 ha (0.6 ac) parcel along Faber Road, and a remainder parcel of ~1.46 ha (3.6 ac). The property falls within DPA I – Foreshore and Riparian Protection Areas (minor:15 m) and is zoned Acreage Residential (RA1) District.

Proposed Strata Lot 2, 0.24 ha (0.6 ac) is predominantly constrained by the 15 m DPA I- Foreshore and Riparian Protection Area associated with the on-site watercourse, resulting in limited land available for development outside the DPA. Additionally, the ACRD Zoning Bylaw has a 30.48 m (100 ft) building setback on either side of the watercourse. Development within these setbacks would require a development permit and a development variance permit. As a condition of subdivision approval, a development variance permit is required to reduce the watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) in order to establish a viable building area on the proposed lot.

The applicant has submitted an environmental assessment prepared by a Registered Professional Biologist dated January 06, 2026. The report confirms that an area of approximately 0.27 ac (0.11 ha) on proposed Strata Lot 2 is located outside the 15 m DPA I and is suitable for future development. The biologist notes that access from Faber Road would avoid disturbance within the DPA and identifies standard mitigation measures for future construction. The assessment concludes that creation of Strata Lot 2 is appropriate based on the available developable area outside the Riparian DPA.

Any development within 15 m of the natural boundary of the watercourse would require issuance of a development permit including an assessment completed by a Qualified Environmental Professional (QEP).

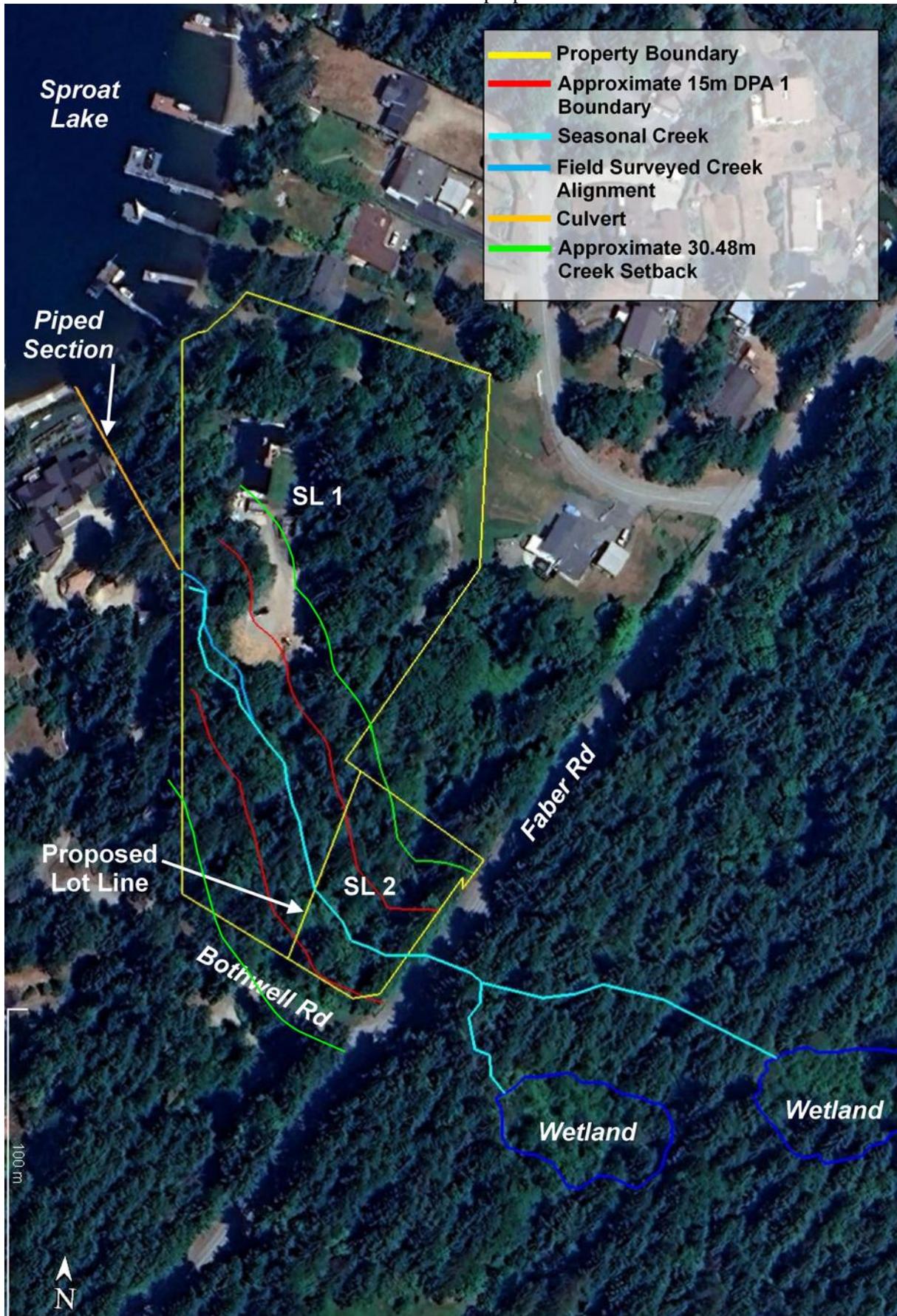
Planning staff feels the variance is reasonable and recommends consideration beginning with neighbour notification.

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

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

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

Figure 2. June 2023 Air Photo of 8467 Bothwell Road with proposed lot line and features



Site Visit – March 13th, 2026



Looking south towards watercourse



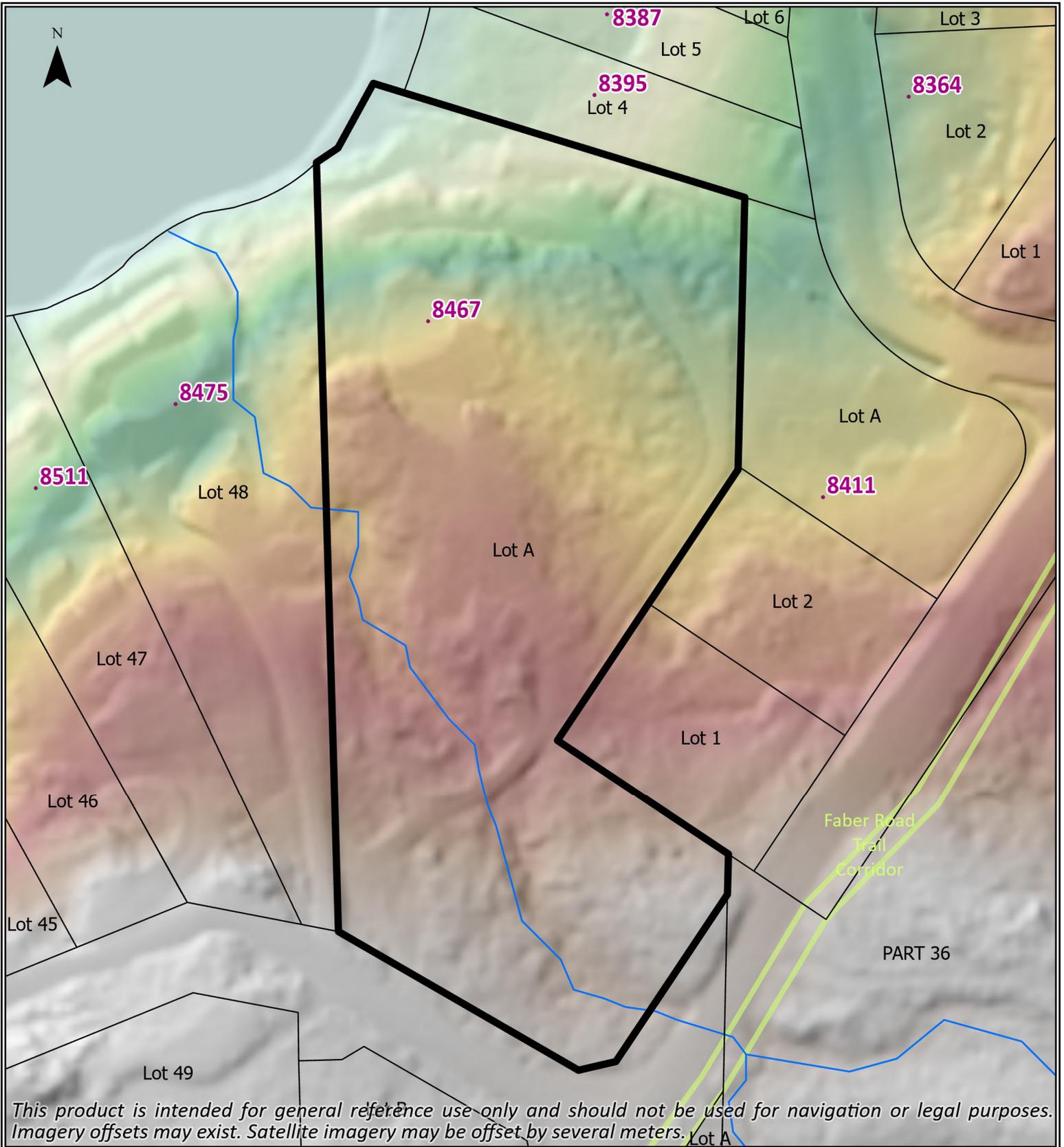
Looking south across the DPA I – Foreshore & Riparian Areas Protection (minor: 15 m)



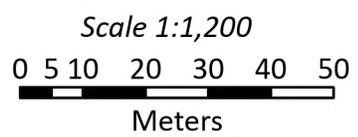
Looking northeast toward the portion of the lot located outside the DPA I boundary



Showing the north corner of Strata Lot 2 at the rear of the property, with property pin visible



8462 Bothwell Road
 LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN
 EPP128996



- Subject Property
- AV Stream Atlas
- Parcels
- Elevation (m)
- 65
- 28

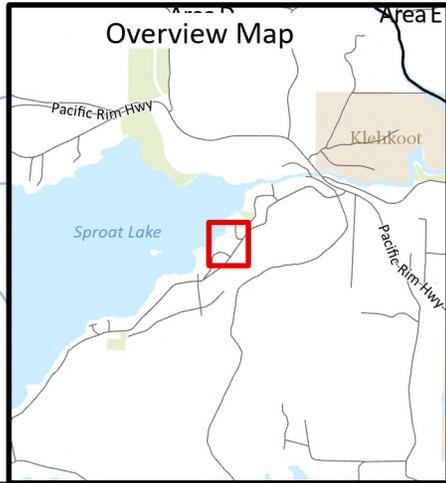
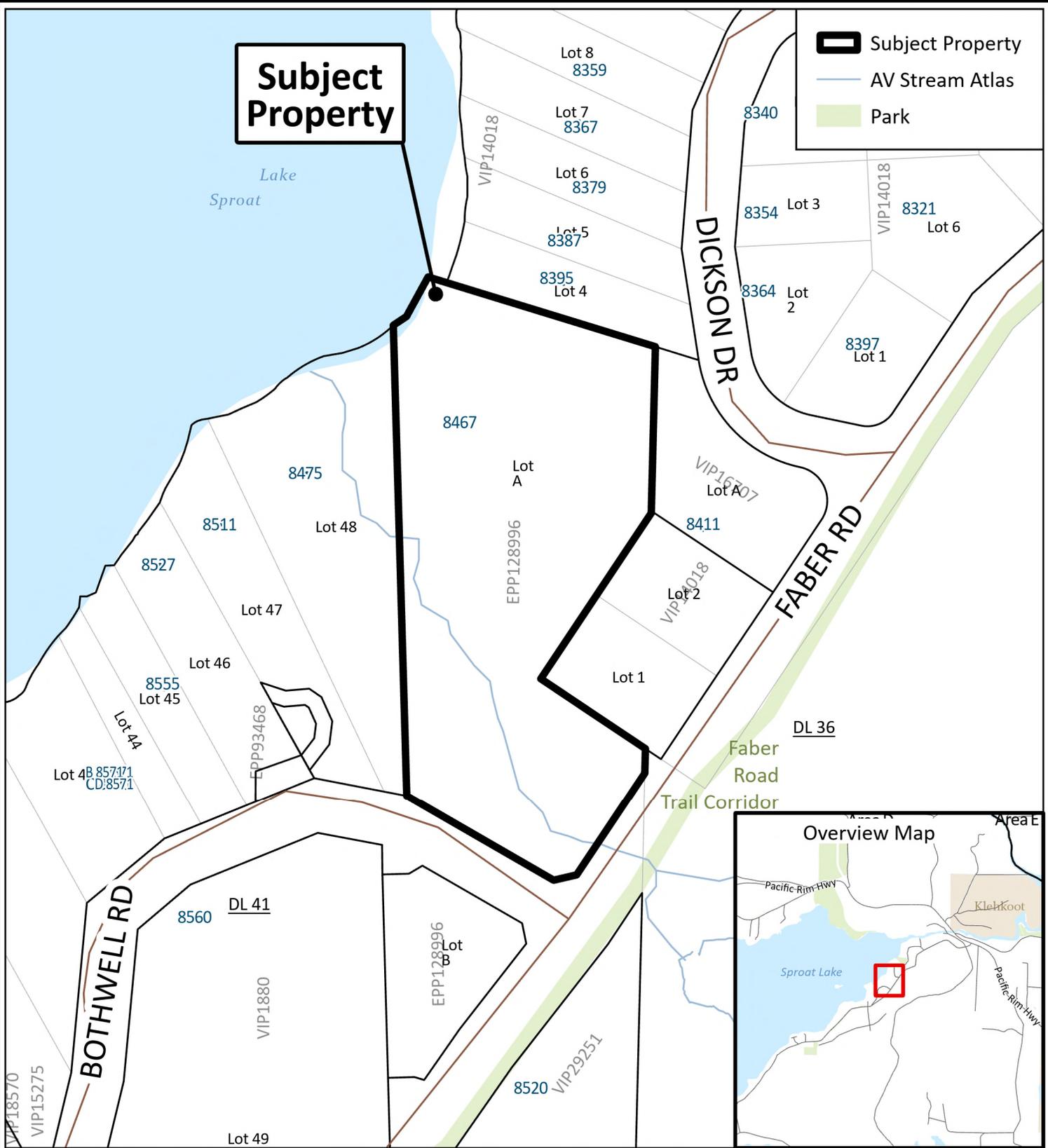


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-10-07
 Sources: Prov. BC, ParcelMapBC; ACRD

Subject Property

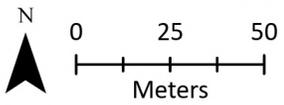
-  Subject Property
-  AV Stream Atlas
-  Park



 Civic Address: 8462 Bothwell Road
 Legal Description: LOT A DISTRICT LOT 41 ALBERNI DISTRICT
 PLAN EPP128996



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





DVD25012

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Catherine J Braiden
Address: 8467 Bothwell Rd, Port Alberni, Bc

With respect to:

Legal Description: LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996
PID: 032-090-510

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- Development variance of the ACRD Zoning Bylaw, Section 6.2 (4) (a) to reduce the required watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) for a single family dwelling and accessory buildings within proposed strata lot 2.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on .

This permit was issued this of , .

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: Sproat Lake Advisory Planning Commission

Meeting Date: March 26, 2026

From: Jaleen Rousseau, Planning Manager

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25017 - 9195 FABER RD (0732834 BC LTD)

Recommendation:

THAT the Board of Directors consider Temporary Use Permit Application TUPD25017 subject to the following:

- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The property owners maintain a three (3) bedroom single-family residence located on Sproat Lake. They are requesting approval of a Temporary Use Permit (TUP) to operate a Short-Term Vacation Rental (STR) for 6 weeks of the year.

Advisory Planning Commission Recommendation: THAT the Sproat Lake APC consider Temporary Use Permit Application TUPD25017.

Property Owner(s): 0732834 BC LTD

Applicant/Primary Contact: ROBERT ELMORE

Property Information:

Civic Address: 9195 FABER RD	
Legal Description: LOT 5, PLAN VIP5041, DISTRICT LOT 120, ALBERNI LAND DISTRICT	
PID: 000-137-154	Folio: 770-01473.000 ALR? (Y/N): No Lot Area (ha): 0.53 (1.30 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 1 – Foreshore & Riparian Areas Protection	
Current Use & Description: Residential property	
Surrounding Zoning and Land Use	
North: Sproat Lake & Residential Use, RA1 Zoned	South: Residential Use, RA1 Zoned
East: Residential Use, RA1 Zoned	West: Sproat Lake & Residential Use, RA1 Zoned

PL20250093 / TUP25017

Services:

- a) **Sewage Disposal:** On-site sewage disposal.
- b) **Water Supply:** Water supply is drawn from Sproat Lake.
- c) **Fire Protection:** Fire protection is provided by the Sproat Lake Volunteer Fire Department
- d) **Access:** The subject property is accessed from Faber Road.

Planning Policy Discussion:

Legislation:

Division 14, Part 8 of the *Local Government Act* provides for the opportunity for local governments to issue Temporary Use Permits (TUPs). A TUP may allow a use not permitted by zoning bylaws, set conditions for how the temporary use operates, and permit and regulate the construction of related buildings or structures. The issuance of a TUP must occur following issuance of a public notice. TUPs may only be granted for a maximum of three years. TUP holders may request a renewal of the TUP only once. Renewals can not exceed three years.

a) Official Community Plan:

Land Use Designation

The subject property is designated as ‘Residential Use’ in the Sproat Lake Official Community Plan and complies with this use designation.

Development Permit Area

The property is subject to Development Permit Area DPA I – Foreshore & Riparian Areas Protection. However, if the Board chooses to support this TUP request, no new development will occur as the applicant is proposing to utilize the property in its existing state.

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 subject property is zoned Acreage Residential District (RA1) in accordance with ACRD Zoning Bylaw No. 15. The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

Zoning Requirements:	Current:
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

The RA1 zone does not permit the use of Short-Term Vacation Rental (STR). Issuance of a Temporary Use Permit is required to permit the requested STR use on the subject property.

c) Temporary Use Permit:

The ACRD maintains a [Short Term Vacation Rentals Temporary Use Permit Policy](#), which is intended to guide both the public and the ACRD respecting applications. The Policy states that a TUP may be issued if the STR is temporary or seasonal, maintains the residential character of the property, permits only one STR per property, is compatible with surrounding uses, and does not negatively affect the natural environment. It also allows the Regional District to set conditions related to buildings used, area, hours of use, form and character, and environmental protection. The Policy further outlines standard conditions typically applied to STR TUPs, including privacy screening, a nearby or on-site caretaker, renter information posting, and appropriate servicing standards. Additional provisions include occupancy limits of two persons per bedroom, accommodation for one boat, parking requirements, prohibition of STRs in RVs or accessory buildings, and the ability to terminate non-compliant permits or apply other requirements deemed appropriate by the Board.

To date [the ACRD has issued 26 TUPs to facilitate the operation of STRs](#). Their distribution across electoral areas are as follows:

Distribution of all Issued TUPs for STRs 2014-2026 by Electoral Area					
26 TUPs for STRs Issued to Date					
Area 'A' 8% (2 Issued TUPs)	Area 'B' 12% (3 Issued TUPs)	Area 'C' 31% (8 Issued TUPs)	Area 'D' 38% (10 Issued TUPs)	Area 'E' 12% (3 Issued TUPs)	Area 'F' 0% (0 Issued TUPs)

Comments:

Neighbourhood

The subject property is one of several waterfront residential parcels located on Sproat Lake, in the northeastern arm of the lake. These residential parcels are often associated with recreational use.

Temporary Use Permit Conditions

The following conditions are *proposed* for the Temporary Use Permit (TUP) should the Board wish to consider issuance of the Permit:

1. *This permit is issued for the seasonal operation (up to 6 weeks a year maximum) of a short-term rental (stays less than one month) within the three (3) bedrooms of the existing three-bedroom single family dwelling.*
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 six (6) guests at any one time.*
4. *The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.*
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 STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer parking associated with use is provided for on-site.*
7. *The owner or designated caretaker must be available to attend the property within 20 minutes.*

8. *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. 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.*
9. *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.*

The applicant has noted that they have a designated caretaker for the proposed STR located at Tall Timbers RV Park on Sproat Lake.

Provincial Regulations

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, applicants are required to indicate a valid business license. Where business licenses are not provided, the applicant will be required to provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

Health & Safety Inspection

An ACRD Building Inspector will be attending to assess the subject property to confirm the proposed STR location meets minimum health and safety standards prior to Board consideration.

Public Notification

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m and post a notice in the newspaper (as per the *Local Government Act, ACRD Short Term Vacation Rentals Temporary Use Permit Policy* and ACRD Development Procedures Bylaw P1528).

Submitted by: _____
 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



This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

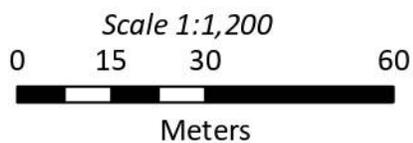
9195 Faber Road
 LOT 5, DISTRICT LOT 120, ALBERNI
 DISTRICT, PLAN 5041

 Subject Property



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-02-17
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD; Orthophoto 2014



B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE

LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041.

SCALE 1:250

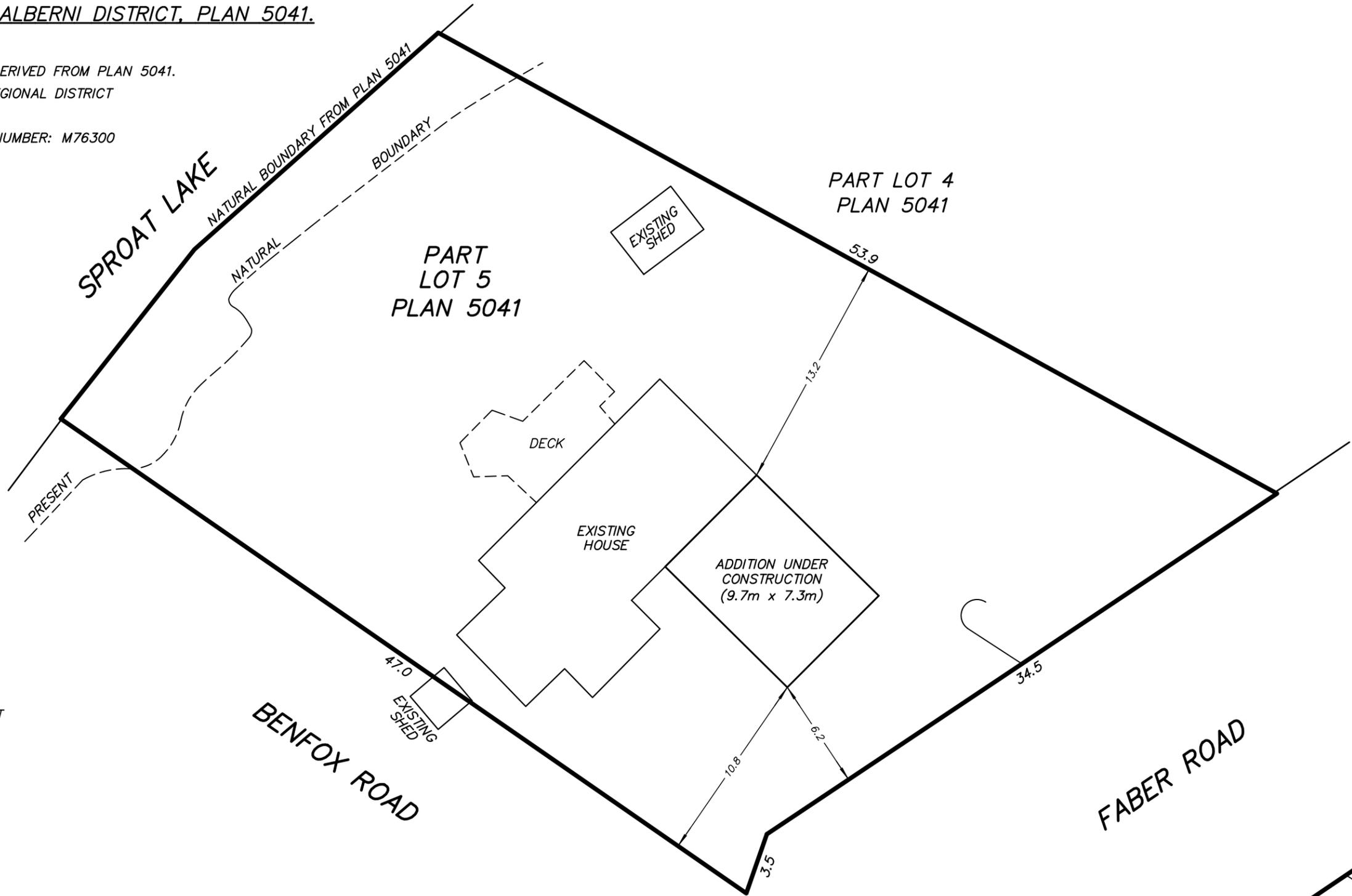
ALL DISTANCES ARE METRIC AND ARE DERIVED FROM PLAN 5041.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 000-137-154

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300

CIVIC ADDRESS: 9195 FABER ROAD,
PORT ALBERNI, BC



CERTIFIED CORRECT THIS 1ST DAY OF NOVEMBER, 2018 ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

THIS SURVEY IS NOT VALID UNLESS DIGITALLY SIGNED.
THIS SURVEY IS PROTECTED BY COPYRIGHT AND MAY NOT BE REPRODUCED.

NOTE:

1. THIS SURVEY PURPORTS TO SHOW THE EXISTING AND NEW CONSTRUCTION ON THE ABOVE DESCRIBED PARCEL(S) AND THEIR RELATIVE LOCATION THEREON.
2. THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO ANY OTHER BUILDING, PATIO, RETAINING WALL, PARKING FACILITY, FENCE, UNDERGROUND, ABOVEGROUND OR OVERHEAD UTILITY OR ANY OTHER IMPROVEMENTS AND THEIR RELATIVE LOCATION TO ANY INTERNAL OR EXTERNAL BOUNDARIES OF THE ABOVE DESCRIBED PARCEL(S) AND IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES.
3. SIMS ASSOCIATES LAND SURVEYING LTD. AND NEIL J. BAUDER ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

**PART
LOT 5
PLAN 5041**

SIMS ASSOCIATES
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 18-104-BL
DRAWING FILE: 18-39-BLC1.dwg



Figure 1: Looking at the subject property from Sproat Lake



Figure 2 The single-family dwelling to be utilized as a Short-Term Vacation Rental

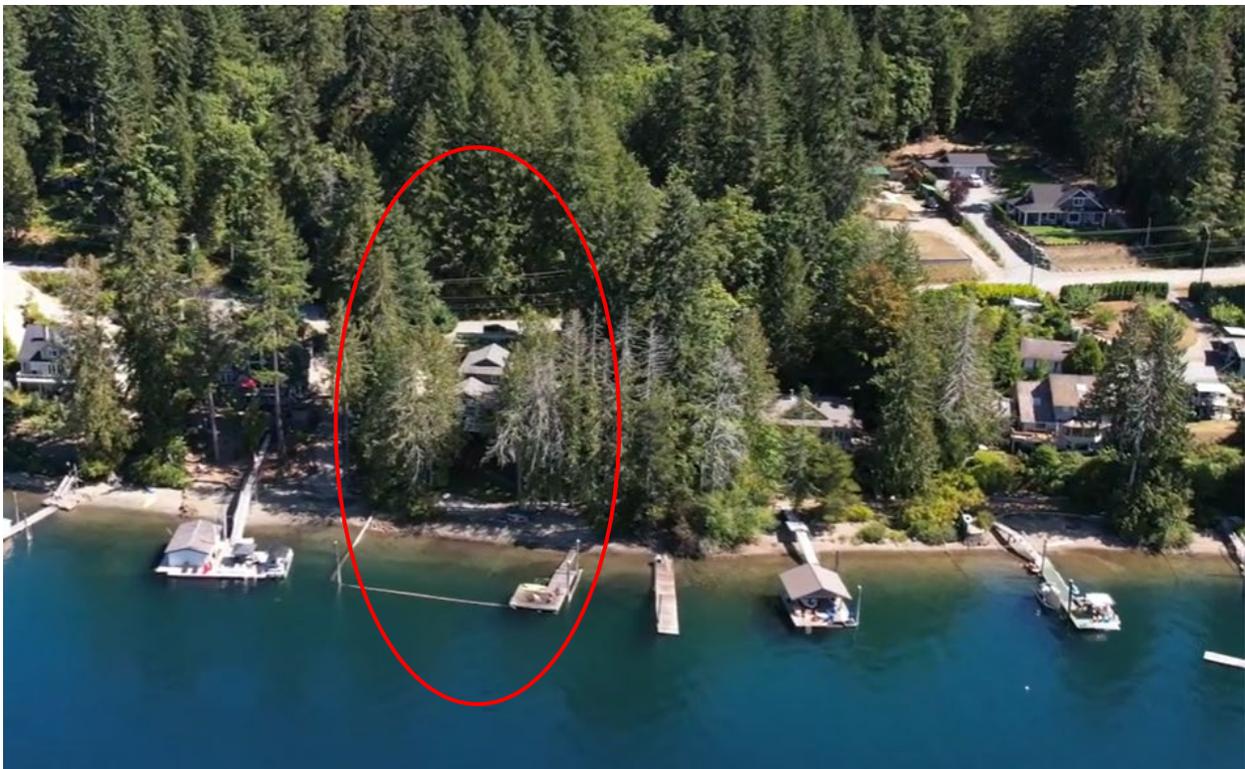


Figure 3 Looking at subject property from Sproat Lake



TUP25017

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: 0732834 BC LTD,
Address: 9195 FABER RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 5, PLAN VIP5041, DISTRICT LOT 120, ALBERNI LAND DISTRICT
PID: 000-137-154

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 seasonal operation (up to 6 weeks a year maximum) of a short-term rental (stays less than one month) within the three (3) bedrooms of the existing three-bedroom single family dwelling.
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 six (6) guests at any one time.
4. The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.
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 STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer parking associated with use is provided for on-site.
7. The owner or designated caretaker must be available to attend the property within 20 minutes.
8. 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. 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.
9. 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].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: Sproat Lake Advisory Planning Commission

Meeting Date: March 26, 2026

From: Jaleen Rousseau, Planning Manager

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUPD25018 - 8790 STIRLING ARM DR (STEVEN B HOILES)

Recommendation:

THAT the Board of Directors consider Temporary Use Permit Application TUPD25018 subject to the following:

- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The property owners maintain a single-family residence that is currently utilized for part-time recreational residence during vacations. They are requesting approval of a Temporary Use Permit (TUP) to operate a Short Term Vacation Rental (STR) for 14 weeks of the year.

Advisory Planning Commission Recommendation: THAT the Sproat Lake APC consider Temporary Use Permit Application TUPD25018.

Property Owner(s): STEVEN B HOILES, KIMBERLYN M MCGRAIL, CHRISTOPHER A MCGRAIL, ELIZABETH C HOILES,

Applicant/Primary Contact: CHRISTOPHER A MCGRAIL

Property Information:

Civic Address:	8790 STIRLING ARM DR					
Legal Description:	LOT 57, PLAN VIP7770, DISTRICT LOT 120, ALBERNI LAND DISTRICT					
PID:	005-671-353	Folio:	770-01548.000	ALR? (Y/N)	Lot Size (ha):	0.43 (1.06 ac)

Current Zoning:	RA1 - Acreage Residential	Proposed Zoning:	N/A
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A

Development Permit Area(s):	DPA 1 – Foreshore & Riparian Areas Protection
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Current Use & Description:	Residential property
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Surrounding Zoning and Land Use			
North	Resources Use, A4 Zoned Parcel	South	Sproat Lake
East	Residential Use, RA1 Zoned	West	Residential Use, RA1 Zoned Parcel

Parcel

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicant has submitted an Island Health Sewerage System Letter of Certificate for a septic system installed in 2024 that can accommodate a four (4) bedroom dwelling, with the capacity to accommodate an addition two (2) bedroom dwelling.
- b) **Water Supply:** Water supply is drawn from Sproat Lake.
- c) **Fire Protection:** Fire protection is provided by the Sproat Lake Volunteer Fire Department.
- d) **Access:** The subject property is accessed from Stirling Arm Drive.

Legislation:

Division 14, Part 8 of the *Local Government Act* provides for the opportunity for local governments to issue Temporary Use Permits (TUPs). A temporary use permit may allow a use not permitted by zoning bylaws, set conditions for how the temporary use operates, and permit and regulate the construction of related buildings or structures. The issuance of a TUP must occur following issuance of a public notice. TUPs may only be granted for a maximum of three years. TUP holders may request a renewal of the TUP only once. Renewals can not exceed three years.

Planning Policy Discussion:a) **Official Community Plan:***Land Use Designation*

The subject property is designated as Residential Use in the Sproat Lake Official Community Plan and complies with this use designation.

Development Permit Area

The property is subject to Development Permit Area DPA I – Foreshore & Riparian Areas Protection. However, if the Board chooses to support this TUP request, no new development will occur as the applicant is proposing to utilize the property in its existing state

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 subject property is zoned Acreage Residential District (RAI) in accordance with ACRD Zoning Bylaw No. 15. The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

Zoning Requirements:	Current:
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

The RA1 zone does not permit the use of Short-Term Vacation Rental (STR). Issuance of a Temporary Use Permit is required to permit the requested STR use on the subject property.

c) Temporary Use Permit:

The ACRD maintains [a Short Term Vacation Rentals Temporary Use Permit Policy](#), which is intended to guide both the public and the ACRD respecting applications. The Policy states that a TUP may be issued if the STR is temporary or seasonal, maintains the residential character of the property, permits only one STR per property, is compatible with surrounding uses, and does not negatively affect the natural environment. It also allows the Regional District to set conditions related to buildings used, area, hours of use, form and character, and environmental protection. The Policy further outlines standard conditions typically applied to STR TUPs, including privacy screening, a nearby or on-site caretaker, renter information posting, and appropriate servicing standards. Additional provisions include occupancy limits of two persons per bedroom, accommodation for one boat, parking requirements, prohibition of STRs in RVs or accessory buildings, and the ability to terminate non-compliant permits or apply other requirements deemed appropriate by the Board.

To date [the ACRD has issued 26 TUPs to facilitate the operation of STRs](#). Their distribution across electoral areas are as follows:

Distribution of all Issued TUPs for STRs 2014-2026 by Electoral Area					
26 TUPs for STRs Issued to Date					
Area 'A' 8% (2 Issued TUPs)	Area 'B' 12% (3 Issued TUPs)	Area 'C' 31% (8 Issued TUPs)	Area 'D' 38% (10 Issued TUPs)	Area 'E' 12% (3 Issued TUPs)	Area 'F' 0% (0 Issued TUPs)

Comments:

Neighbourhood

The subject property is one of several waterfront residential parcels located on Sproat Lake, in the southeastern arm of the lake known as Stirling Arm. These residential parcels are often associated with recreational use.

Temporary Use Permit Conditions

The following conditions are *proposed* for the Temporary Use Permit (TUP) should the Board wish to consider issuance of the Permit:

1. *This permit is issued for the seasonal operation (up to 14 weeks a year maximum) of a short-term rental (stays less than one month) within the three (3) bedrooms of the existing three-bedroom single family dwelling.*
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 six (6) guests at any one time.*
4. *The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.*

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 STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer associated with use must be provided for on-site.*
7. *The owner or designated caretaker must be available to attend the property within 20 minutes.*
8. *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. 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.*
9. *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.*

The applicant has noted that they have a designated caretaker for the proposed STR located at Tall Timbers RV on Sproat Lake.

Provincial Regulations

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, applicants are required to indicate a valid business license. Where business licenses are not provided, the applicant will be required to provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

Health & Safety Inspection

An ACRD Building Inspector will be attending to assess the subject property to confirm the proposed STR location meets minimum health and safety standards prior to Board consideration.

Public Notification

If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m and post a notice in the newspaper (as per the *Local Government Act*, *ACRD Short Term Vacation Rentals Temporary Use Permit Policy* and ACRD Development Procedures Bylaw P1528).

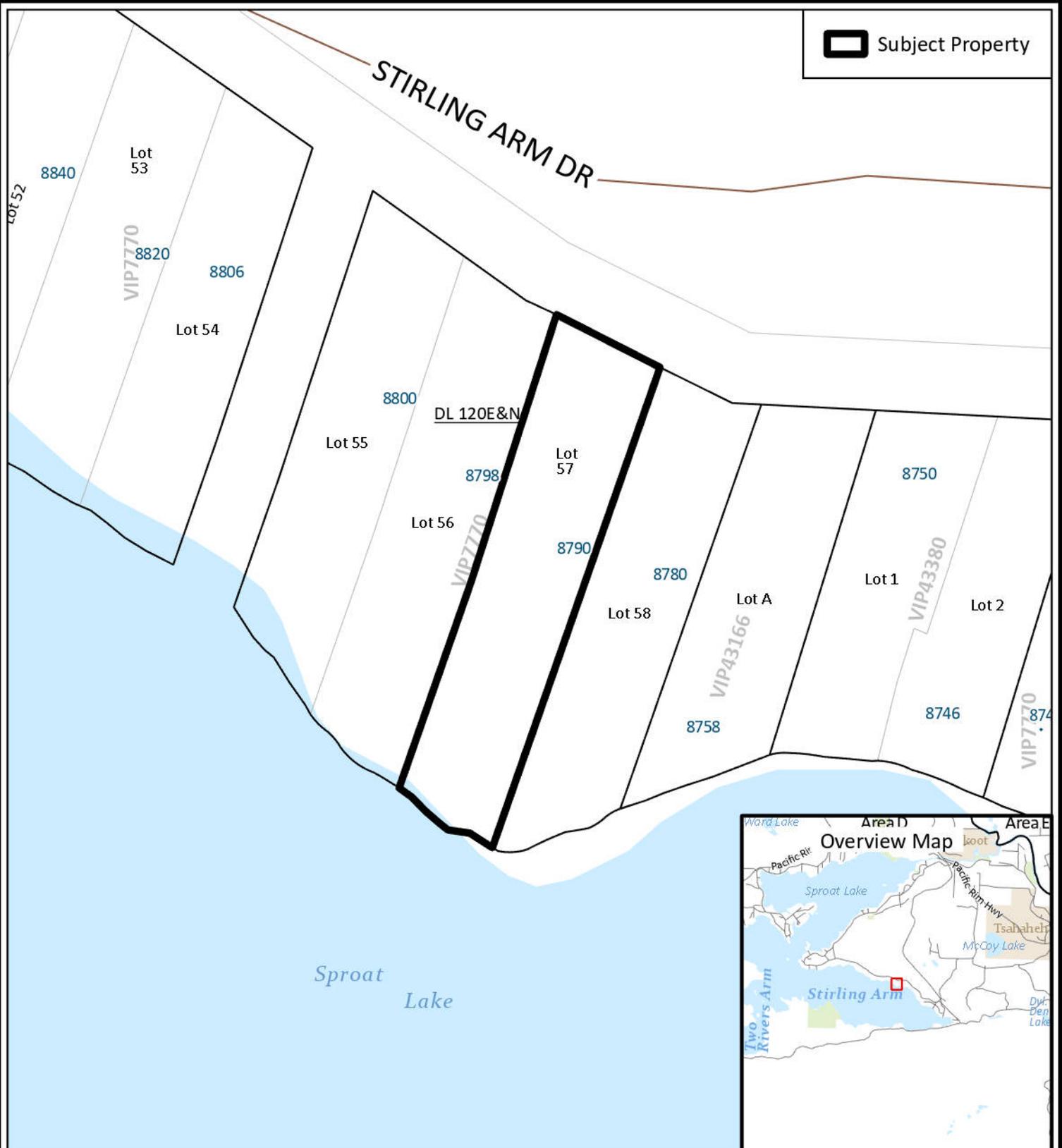
Reviewed by: _____
Alex Dyer, General Manager of Planning & Development

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

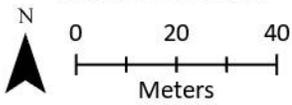
Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer

 Subject Property

STIRLING ARM DR



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



 Address: 8790 Stirling Arm Dr.
Legal Description: LOT 57, DISTRICT LOT 120, ALBERNI
DISTRICT, PLAN 7770



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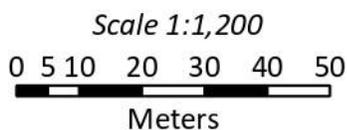
8790 Stirling Arm Dr.
 LOT 57, DISTRICT LOT 120, ALBERNI
 DISTRICT, PLAN 7770

 Subject Property

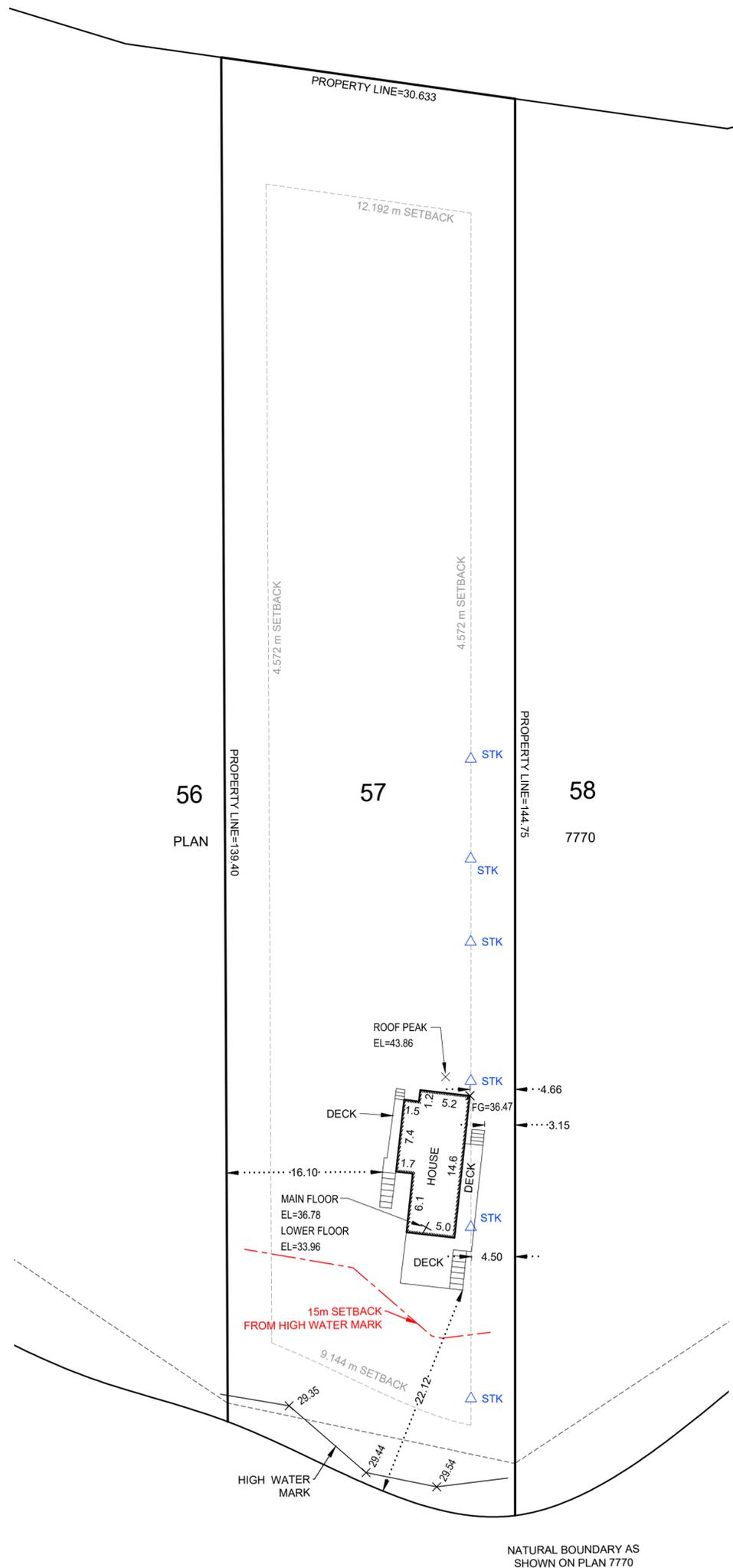


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-02-17
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD



STIRLING ARM DRIVE



SPROAT LAKE

**B.C. LAND SURVEYOR'S
CERTIFICATE OF LOCATION OF
BUILDING ON
LOT 57, DISTRICT LOT 120,
ALBERNI DISTRICT, PLAN 7770.**

CIVIC ADDRESS: 8790 STIRLING ARM DRIVE
PID: 005-671-353
ZONE: RA1, WF1
CLIENT: HOILES STEVE



SCALE 1:400



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

LEGEND:

- △ STK - DENOTES WOODEN STAKE PLACED
- - DENOTES 15m SETBACK FROM HIGH WATER MARK
- EL - DENOTES ELEVATION

BUILDING AND HEIGHT CALCULATIONS	
Average Finished Grade along the front of the Building (FG)	36.23 m
Maximum Permitted Building Height	10.67 m
Maximum Mean Elevation between Eaves and Ridge	46.90 m
Final Mean Elevation between Eaves and Ridge	40.99 m

PROPERTY:

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM: FIELD SURVEY.
OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.
REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

GENERAL:

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.



bennett®

LAND SURVEYING LTD.
BC LAND SURVEYORS
2339-UNIT B DELINEA PL. NANAIMO, BC V9T 5L9
TEL 250-754-5518 www.bennettsurveys.com

DATE:	BY:
2024-05-29	VH

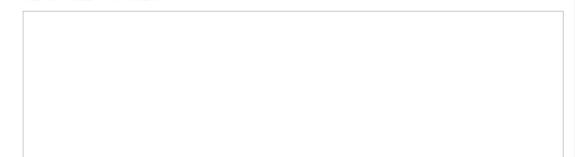
REVISION:



NOTE:

THIS PLAN HAS BEEN PREPARED FOR MORTGAGE AND OR MUNICIPAL PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.
ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD.
BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT



FIELD SURVEY COMPLETED ON THE 3rd OF MAY, 2024.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

FB110668 2024-05-03 P1-3 (RPMH)



TUP25018

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: STEVEN B HOILES, KIMBERLYN M MCGRAIL, CHRISTOPHER A MCGRAIL, ELIZABETH C HOILES,

Address: 8790 STIRLING ARM DR, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 57, PLAN VIP7770, DISTRICT LOT 120, ALBERNI LAND DISTRICT

PID: 005-671-353

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 seasonal operation (up to 14 weeks a year maximum) of a short-term rental (*stays less than one month*) within the three (3) bedrooms of the existing three-bedroom single family dwelling.
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 six (6) guests at any one time.
4. The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.
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 STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer associated with use must be provided for on-site.
7. The owner or designated caretaker must be available to attend the property within 20 minutes.
8. 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. 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.
9. 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].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors