



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

NOTICE OF TEMPORARY USE PERMIT

The Alberni-Clayoquot Regional District's Board of Directors will consider issuing a Temporary Use Permit at their next meeting.

MEETING DETAILS

When: Wednesday, September 23, 2026, at 1:30 pm

Where: Alberni-Clayoquot Regional District (ACRD) office located at 3008 Fifth Avenue, Port Alberni, BC. Electronic, call-in, or in-person attendance options are available.

WHAT'S THIS ABOUT?

File #: TUP25007

Property Owners/Applicants: M. Van Humbeck

The subject property is located at 9352 Stirling Arm Drive and is legally described as LOT A, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN VIP57690

The property owners have applied for a temporary use permit (TUP) to allow the operation of a short-term vacation rental within an existing detached Accessory Dwelling Unit (ADU) on the property. The ADU has approximately 1,000 sq. ft. in floor area and contains two (2) bedrooms. The property owner resides full-time in the principal single-family dwelling on the property and will be available onsite to manage the rental.

HOW CAN I LEARN MORE?

All related information, including background documents, report and permit, is available at the ACRD office and linked as supplementary information on the ACRD website at www.acrd.bc.ca/development-applications. Planning staff can answer questions in person, through email, or by phone during regular office

hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays.

If you would like to attend the Board of Directors Meeting, you can do so in person at the ACRD office, or electronically on our website at www.acrd.bc.ca/events/23-9-2026/

PROVIDE INPUT!

Providing an opportunity for public input is a top priority for the ACRD. Written correspondence can be submitted by:

- Hard copy delivered to the ACRD office in person or by mail
- Email sent to planning@acrd.bc.ca

Email submissions will only be considered received if receipt confirmation is provided by ACRD staff.

Written submissions must be received by **4:30 pm on September 22, 2026**

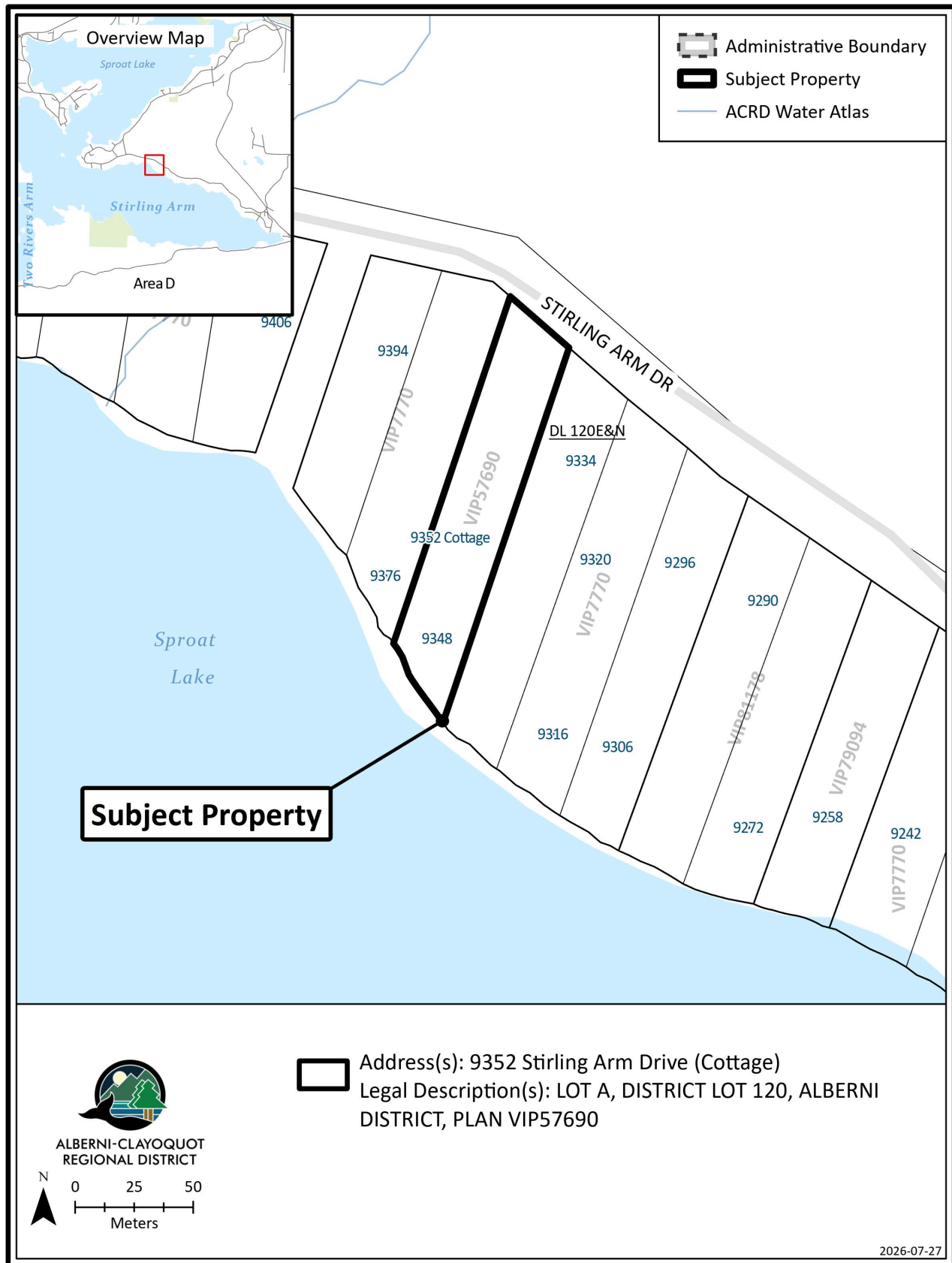
Alternatively, if you wish to appear as a delegation to present your views to the Board in person, please fill out the Delegation Request Form on the ACRD website at www.acrd.bc.ca/delegation and submit the completed form by **12:00 pm on Thursday, September 17, 2026**. For further information or assistance with the Delegation Request Form contact us at 250-720-2700.

ASK US!

If you have questions or experience technical difficulties with website access, Planning staff are available to provide assistance during regular office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays. We can be reached at:

Alberni-Clayoquot Regional District
Planning Department
3008 Fifth Ave, Port Alberni, BC V9Y 2E3
Phone: 250-720-2700
Email: planning@acrd.bc.ca

SUBJECT PROPERTY MAP





To: ACRD Board of Directors

Meeting Date: August 26, 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) reviewed the application at their August 13, 2026 meeting. The APC passed a motion to support the TUP application as presented.

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

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).

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*
Cynthia Dick, General Manager of Administrative Services

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

Site Photos



Looking towards cottage unit for proposed STR use



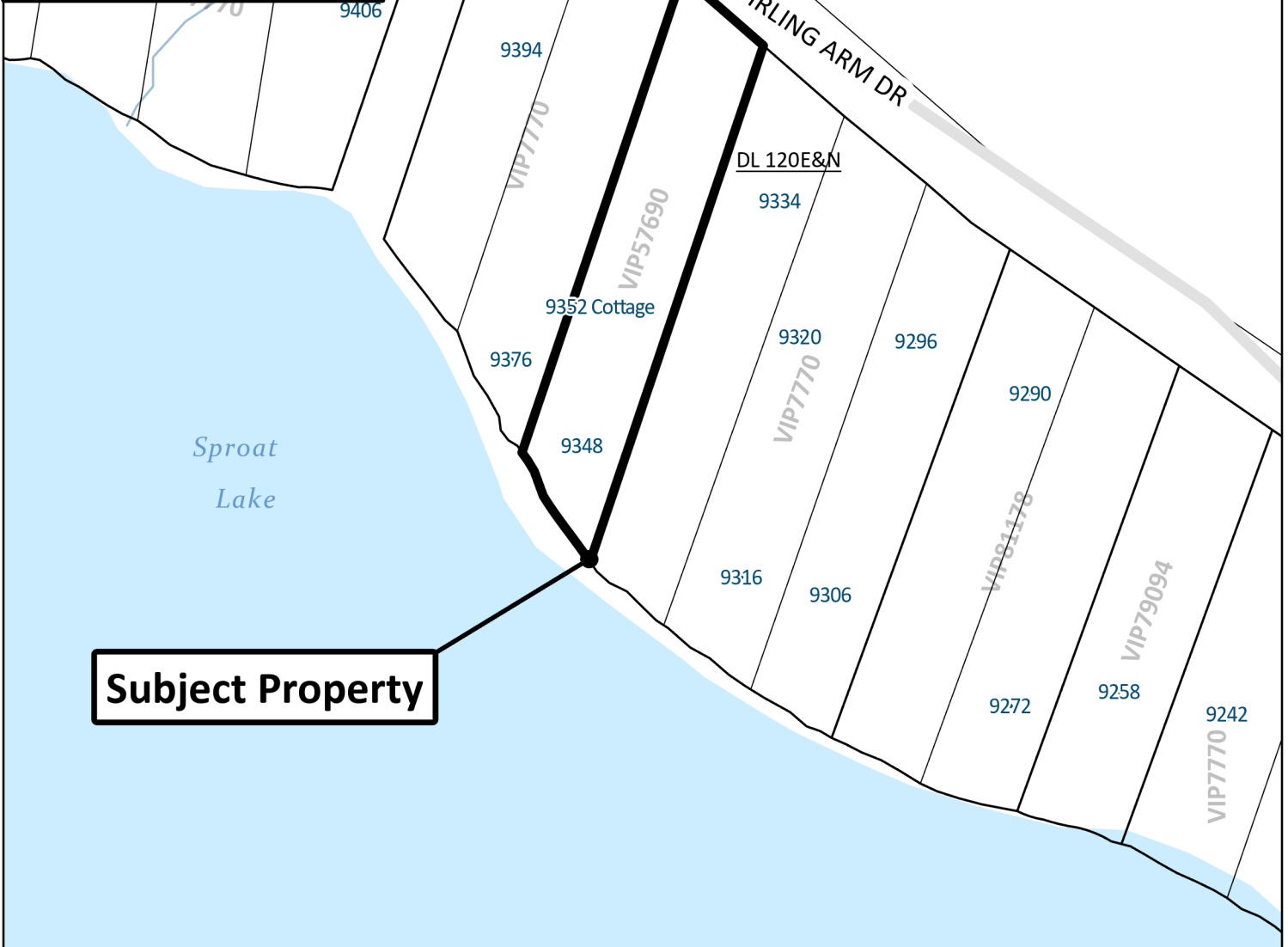
Existing Single-family dwelling on the property



Access from Stirling Arm Drive



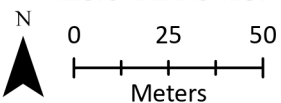
-  Administrative Boundary
-  Subject Property
-  ACRD Water Atlas



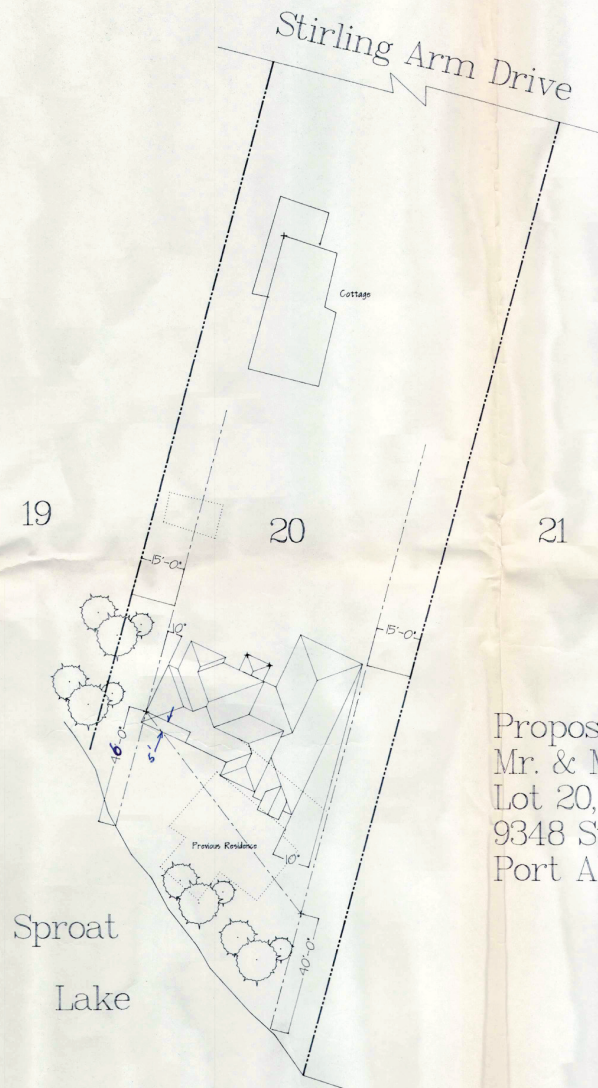
Subject Property



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		
The (Van-Isle) DESIGN PLANT Co.			REV.
Phone/FAX 804 723-1891			SHT. 1/10

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

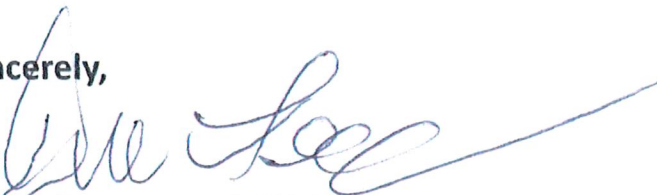
May 29, 2025

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





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

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].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors