



## 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.

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### MEETING DETAILS

**When:** Wednesday, March 25, 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.

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### WHAT'S THIS ABOUT?

**File #:** TUP25013

**Property Owner/Applicant:** Don Saywell Developments Ltd. (Agent: Taylor Saywell)

**The subject property** is located at 10411 Marina Vista Drive and is legally described as STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**The property owners have applied for a Temporary Use Permit (TUP) to operate a short-term rental in the three-bedroom single family dwelling during the summer months from May to September.**

### 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/events/25-3-2026/](http://www.acrd.bc.ca/events/25-3-2026/).

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/25-3-2026/](http://www.acrd.bc.ca/events/25-3-2026/).

### 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](mailto: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 Tuesday, March 24, 2026.**

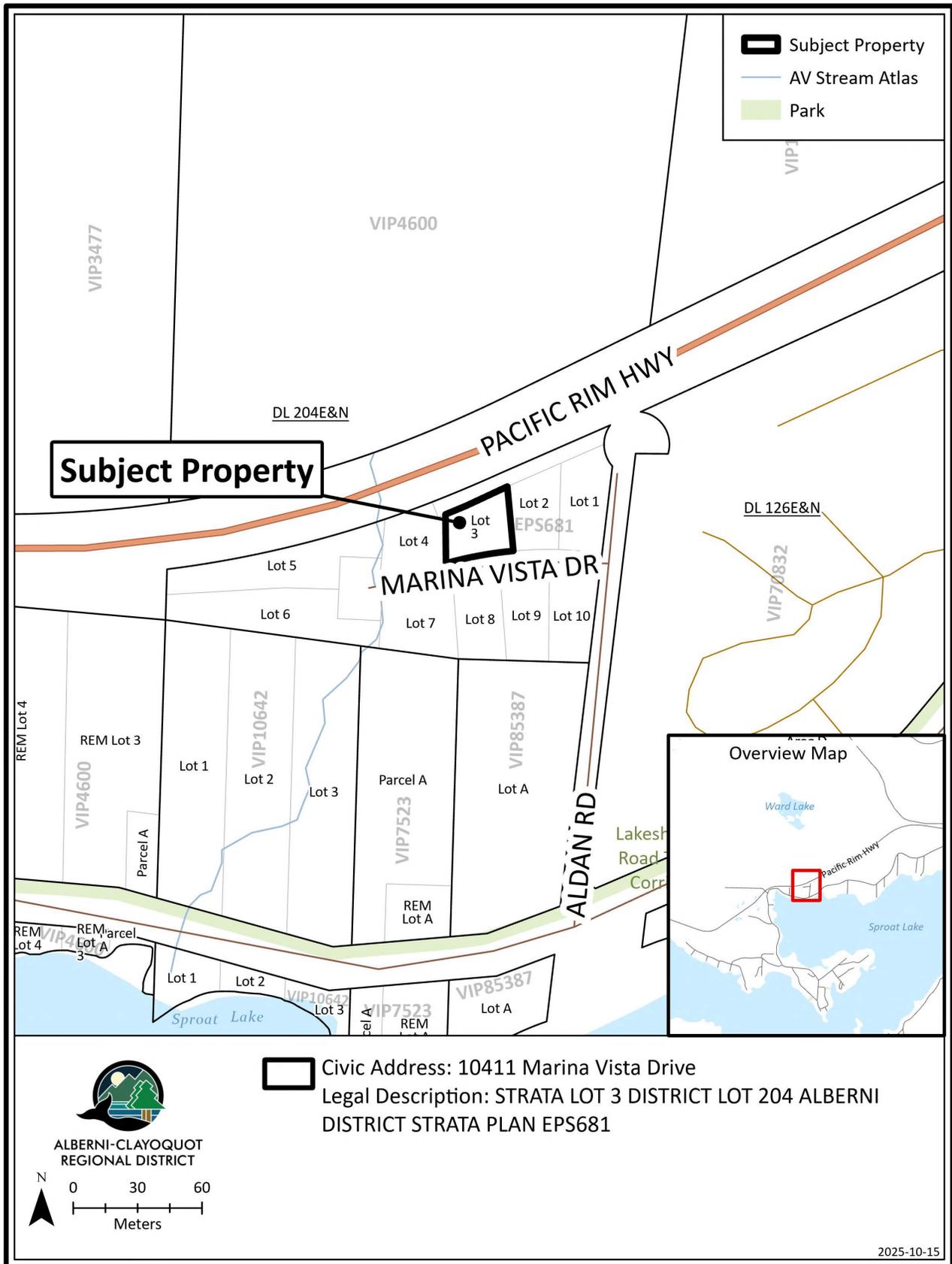
Alternatively, if you wish to appear as a delegation to present your views to the Board in person or electronically, please fill out the Delegation Request Form on the ACRD website at [www.acrd.bc.ca/delegation](http://www.acrd.bc.ca/delegation) and submit the completed form by **12:00 pm on Thursday, March 19, 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](mailto:planning@acrd.bc.ca)

# SUBJECT PROPERTY MAP





**To:** ACRD Board of Directors

**Meeting Date:** February 25, 2026

**From:** Alima Khoja, Planner 1

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Temporary Use Permit TUP25013 - 10411 Marina Vista Dr (Don Saywell Developments Ltd)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25013 subject to the following:**

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

**Development Proposal:** The property owners are applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the three-bedroom single family dwelling with a 2-car garage and a workshop area on the lower level with 1,500 square feet of living area on the main floor. The house will be utilized as a STR during the summer months from May to September. The caretaker will be available within 20 minutes distance from the property.

**Advisory Planning Commission Recommendation:** The Sproat Lake Advisory Planning Commission (APC) reviewed the application at their February 17, 2026 meeting and the APC passed a motion to recommend that the Board proceed with the public input process.

**Property Owner(s):** Don Saywell Developments Ltd

**Applicant/Primary Contact:** Taylor Saywell

**Property Information:**

Civic Address:	10411 Marina Vista Dr				
Legal Description:	STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V				
PID:	028-853-512	Folio:	770-01666.053	ALR? (Y/N):	No
		Lot Area (ha):	0.08 (0.20 ac)		
Current Zoning:	R1 - Single Family Residential District	Proposed Zoning:	N/A		
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A		
Development Permit Area(s):	N/A				

**PL20250072 / TUP25013**

**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).*

<b>Current Use &amp; Description:</b>	This parcel contains a single-family dwelling. The building contains a 2-car garage and a workshop area on the lower level, with 1,500 square feet of living area on the main floor. The building permit was issued in 2024.
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<b>Surrounding Zoning and Land Use</b>			
<b>North:</b>	Pacific Rim Highway	<b>South:</b>	Single Family Residential (R1) District
<b>East:</b>	Single Family Residential (R1) District	<b>West:</b>	Single Family Residential (R1) District

**Services:**

- a) **Sewage Disposal:** Bare land strata common sewage disposal system.
- b) **Water Supply:** Bare land strata common water system.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Marina Vista Drive.

**Planning Policy Discussion:**

- a) **Official Community Plan:** The parcel is designated ‘Residential Use’ in the Sproat Lake Official Community Plan. This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots and acreages.

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

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

- b) **Zoning:** The parcel is zoned Residential (R1) District. The property owners are applying for a Temporary Use Permit to allow the rental of their three-bedroom single family dwelling. The parcel is part of a bare land strata development and is zoned single family residential (R1) District. Short term vacation rentals are not listed as a permitted use within the R1 zone.

A restrictive covenant is registered on each of the 10 parcels within the bare land strata that requires there to be no more than one dwelling per strata lot and each dwelling unit not to exceed 1,500 square feet of living space excluding any garage or carport.

	Current: R1
Minimum Lot Area (ha)	0.06
Minimum Lot Width (m)	18.2
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.5
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 3-bedroom single family dwelling on the property be issued for the use of a maximum of two (2) bedrooms for the short-term rental accommodation, subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the seasonal operation of a short-term rental within the two (2) bedrooms of the existing three-bedroom single family dwelling between the dates of May 1<sup>st</sup> through September 30<sup>th</sup> inclusive.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. No rental use shall occur prior to the issuance of Occupancy Permit.
4. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
5. 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.
6. 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.
7. The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailers may not be parked on Marina Vista Drive. One parking space must be provided for each bedroom (2).
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR. 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:***Neighbourhood*

The property is part of a bare land strata development. Several other properties on Marina Vista Drive have been granted TUPs for seasonal short-term rentals under similar conditions. There are two other active Temporary Use Permits for Short-Term Rental on Marina Vista Drive, one of which is on the adjacent property. This permit limits the STR operation to two of the three available bedrooms to maintain consistency with adjacent STRs and reduce potential impacts on the surrounding neighborhood.

*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.

*Sewerage*

As stated in the Island Health Sewage System Letter of Certification dated April 2012, the sewage disposal system is certified to accommodate 10 strata lots with a maximum of 20 bedrooms in total and is designated as a Type 3 treatment system.

*Covenant*

A restrictive covenant is registered on each of the 10 parcels within the bare land strata that requires there to be no more than one dwelling per strata lot and each dwelling unit not to exceed 1,500 square feet of living space excluding any garage or carport.

Staff recommend that the ACRD Board consider the issuance of the Temporary Use Permit request, subject to completion of public notification in accordance with S. 499 of the *Local Government Act*.

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



View looking north from Marina Vista Drive towards the front of the subject property



View facing south from the north boundary of the subject property



View facing east from west boundary of subject property



Access from Marina Vista Drive

028-853-563  
10412 Marina Vista Drive  
SEWERAGE SYSTEM

FAXED  
APR 28 12

Print Form



**LETTER OF CERTIFICATION**

SL8, DL204, EPS681

Filing # PA11/029 Date: 25/APRIL/2012 Day/Month/Year

Re: **Civic Address:** 10400 ALDAN ROAD, PORT ALBERNI

**Legal Description:** LOT1. DL 204, ALBERNI LD, PLAN

I hereby certify that the construction of the proposed sewerage system on the above property was completed on 17/APRIL/2012 Day/Month/Year

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

- The owner has been provided with:
  - a copy of the sewerage system plans and specifications as filed with the Health Authority;
  - a maintenance plan for the sewerage system that is consistent with standard practice; and
  - a copy of this letter of certification as filed with the Health Authority;
- The sewerage system has been constructed in accordance with standard practice.
- The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority.
- The estimated daily domestic sewage flow through the sewerage system will be less than 2,287 liters.
- If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.
- I have supervised the construction of the Type 1 or 2 sewerage system by the owner on his/her own land; N/A \_\_\_ Y \_\_\_  
If Yes, state the dates of supervision; \_\_\_\_\_
- I am a professional and have supervised the construction of a Type 3 system;  
N/A \_\_\_ Y x \_\_\_;  
If Yes, state the name of the person constructing the sewerage system; GORDON FRASER  
and the dates of supervision; JULY 10, 2011, JULY 29, 2011, NOVEMBER 15, 2011, FEB. 6, 2012,  
APRIL 17, 2012

Appended to this Letter of Certification is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Name: S. CARBALLEIRA, P. GEO. Signature:	Health Authority Use Only
Authorized Person's Seal 	Vancouver Island Health Authority Environmental Health - Port Alberni DATE RECEIVED APR 30 2012 Received By: (WHA Staff Signature)

RECEIVED  
APR 26 2012

POSTED

FEB 16 2012

FAXED

Print Form

FILING OF SEWERAGE SYSTEM



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

PID#(CRD only) FOLIO#(NORTH) 000-978-761 NEW CONSTRUCTION AMENDMENT ONLY/ PREVIOUS FILING NUMBER FILING NUMBER PA11/029

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

LEGAL DESCRIPTION OF PROPERTY LOT 1, DL 204, ALBERNI LD, PLAN GPS LOCATION OF SYSTEM Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT. 49.2869N LONG. 124.9666W

2. Owner Information Mailing Address of Property Owner

SUITE/APT NUMBER BUILDING NUMBER STREET NAME CITY/MUNICIPALITY/AREA SPROAT LAKE HORIZONTAL ACCURACY (M) 3

3. Authorized Person Information Mailing Address of Authorized Person

NAME OF LEGAL OWNER OR STRATA CORPORATION C. CASAVANT TELEPHONE NUMBER

4. Facility Information

SUITE/APT NUMBER BUILDING NUMBER STREET NAME CITY DENMAN ISLAND POSTAL CODE VOR 1T0

5. Site Information

NAME OF AUTHORIZED PERSON STEVEN M. CARBALLEIRA, P.GEO. TELEPHONE NUMBER 250-335-1864 REGISTRATION NUMBER (if applicable) APEG#27395

6. System Information

SEWERAGE SYSTEM WILL SERVE: SINGLE FAMILY DWELLING DUPLEX OTHER (specify): 10 STRATA LOTS NO. OF BEDROOMS 20 TOTAL LIVING AREA (INCL. FINISHED BASEMENT) (in m2) MAX OF 1104 EST. DAILY SEWERAGE FLOW (in litres/day) 11,360 LOT SIZE (in hectares) 1.27

WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? STRATA HYDRAULIC CONDUCTIVITY (K)(CM/DAY) 119 AVG. PERC RATE (MIN/IN) N/A SOIL TEXTURE / DESCRIPTION FINE LOAMY SAND

DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres): >3 WATER LINES N/A OWN WELL >30 NEIGHBOURING WELLS >7.5 BREAKOUT POINT >30 STREAM OR LAKE >30 DOMESTIC WATER SOURCES NATURAL SOIL VERTICAL SEPARATION (in cms) 95

TOTAL VERTICAL SEPARATION(incms) 60 TYPE OF SEWERAGE SYSTEM TYPE 3 (PROF. ONLY) MAKE BIONEST MODEL BN2500 TREATMENT CAPACITY (in litres/day) 11,360

SEPTIC TANK MANUFACTURER DANS PRECAST SEPTIC TANK MATERIAL CONCRETE VOLUME OF TANK (litres) 5455/11,360 EFFLUENT PUMP YES NO HYDRAULIC LOADING RATE (in lpd/m2) 75

DISCHARGE AREA: TRENCH BED SAND MOUND OTHER (SPECIFY) METHOD OF EFFLUENT DISTRIBUTION GRAVITY PRESSURE OTHER DISTANCE BETWEEN SEWERAGE SYSTEM AND NEAREST WELL >30

7. Restrictive Covenants

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

8. Plans and Specifications Orders

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

9. Authorized Person's Signature and Assurance Statement

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

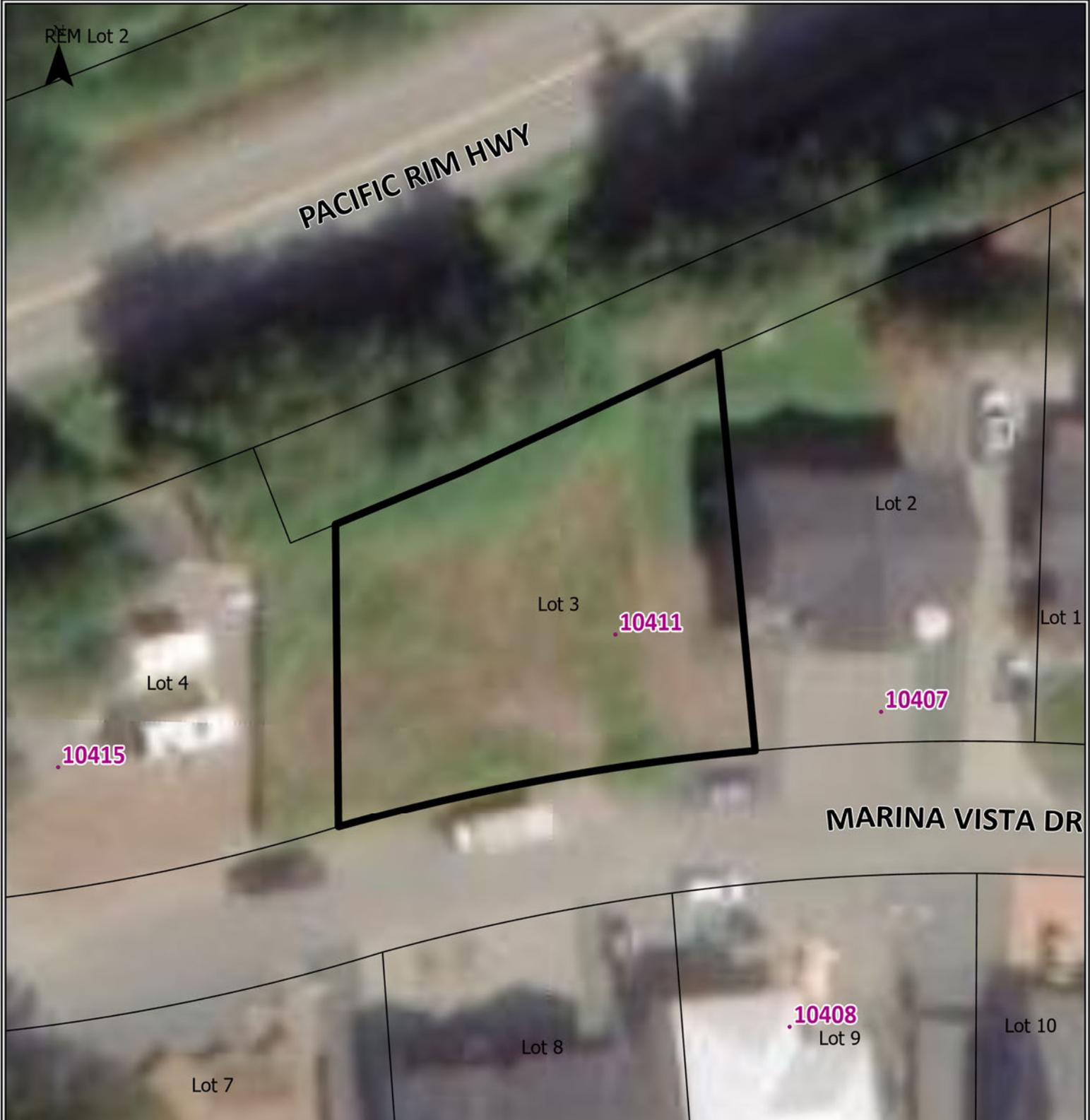
The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice.

SIGNATURE STEVEN M. CARBALLEIRA DATE (DD/MM/YYYY) 25/JUN/2011

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

10. Authorized Person's Seal

Authorized Person's Seal: S. M. CARBALLEIRA #27395. Filing Received Date: 05/July/11. Receipt #: 86887. Date: July 5/11. Vancouver Island Health Authority Filing Accepted: JUL 5 2011. This Filing Does Not Constitute Approval for Further Subdivision.



*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.*

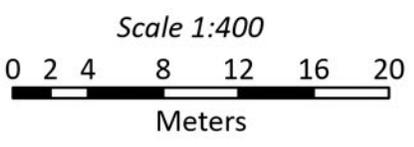
10411 Marina Vista Drive  
 STRATA LOT 3 DISTRICT LOT 204 ALBERNI  
 DISTRICT STRATA PLAN EPS681

-  Subject Property
-  Parcels

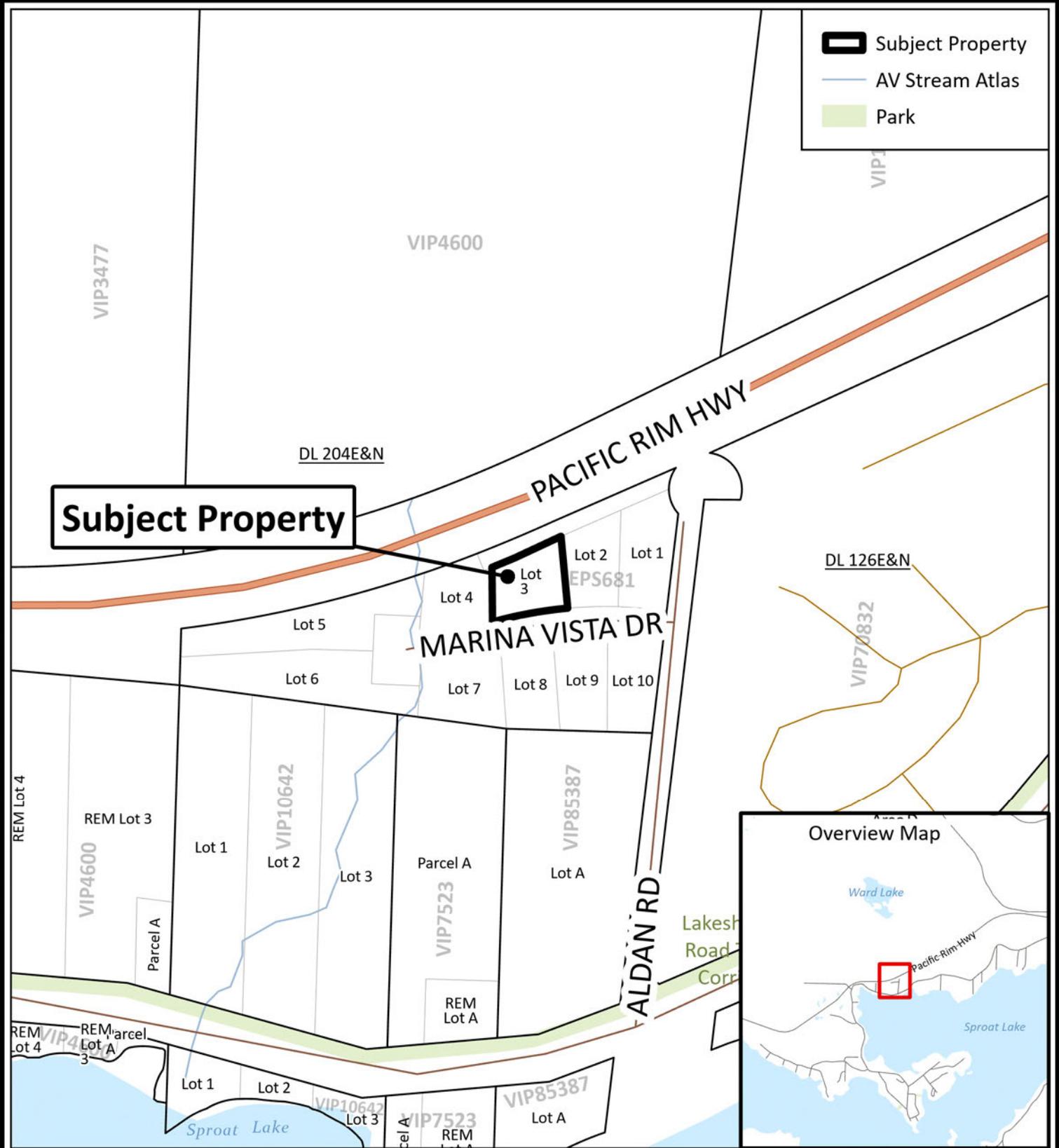


**ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT**

Prepared 2025-10-15  
 Sources: Maxar, Microsoft Prov. BC,  
 ParcelMapBC; ACRD



-  Subject Property
-  AV Stream Atlas
-  Park

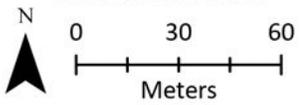


**Subject Property**

 Civic Address: 10411 Marina Vista Drive  
 Legal Description: STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





**TUP25013**

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:** DON SAYWELL DEVELOPMENTS LTD,  
**Address:** 10411 MARINA VISTA DR, PORT ALBERNI, BC

With respect to:

**Legal Description:** STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681  
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT  
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**PID:** 028-853-512

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 of a short-term rental within the two (2) bedrooms of the existing three-bedroom single family dwelling between the dates of May 1<sup>st</sup> through September 30<sup>th</sup> inclusive.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. No rental use shall occur prior to the issuance of Occupancy Permit.
4. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
5. 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.
6. 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.
7. The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailers may not be parked on Marina Vista Drive. One parking space must be provided for each bedroom (2).
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9. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR. 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 \_\_\_\_\_.

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors