



## 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, May 13, 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 #:** TUP25018

**Property Owners/Applicants:** E. Hoiles, S. Hoiles, C. McGrail, K. McGrail c/o C. McGrail

**The subject property** is located at 8790 Stirling Arm Drive and is legally described as LOT 57, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770.

**The property owners have applied for a Temporary Use Permit (TUP) to operate a Short-Term Vacation Rental (STR) in a three (3) bedroom single-family residence that is currently utilized as a recreational residence. They are requesting approval of a TUP to operate for 14 weeks of the year.**

### 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/13-5-2026/](http://www.acrd.bc.ca/events/13-5-2026/).

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/13-5-2026/](http://www.acrd.bc.ca/events/13-5-2026/).

### 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 May 12, 2026.**

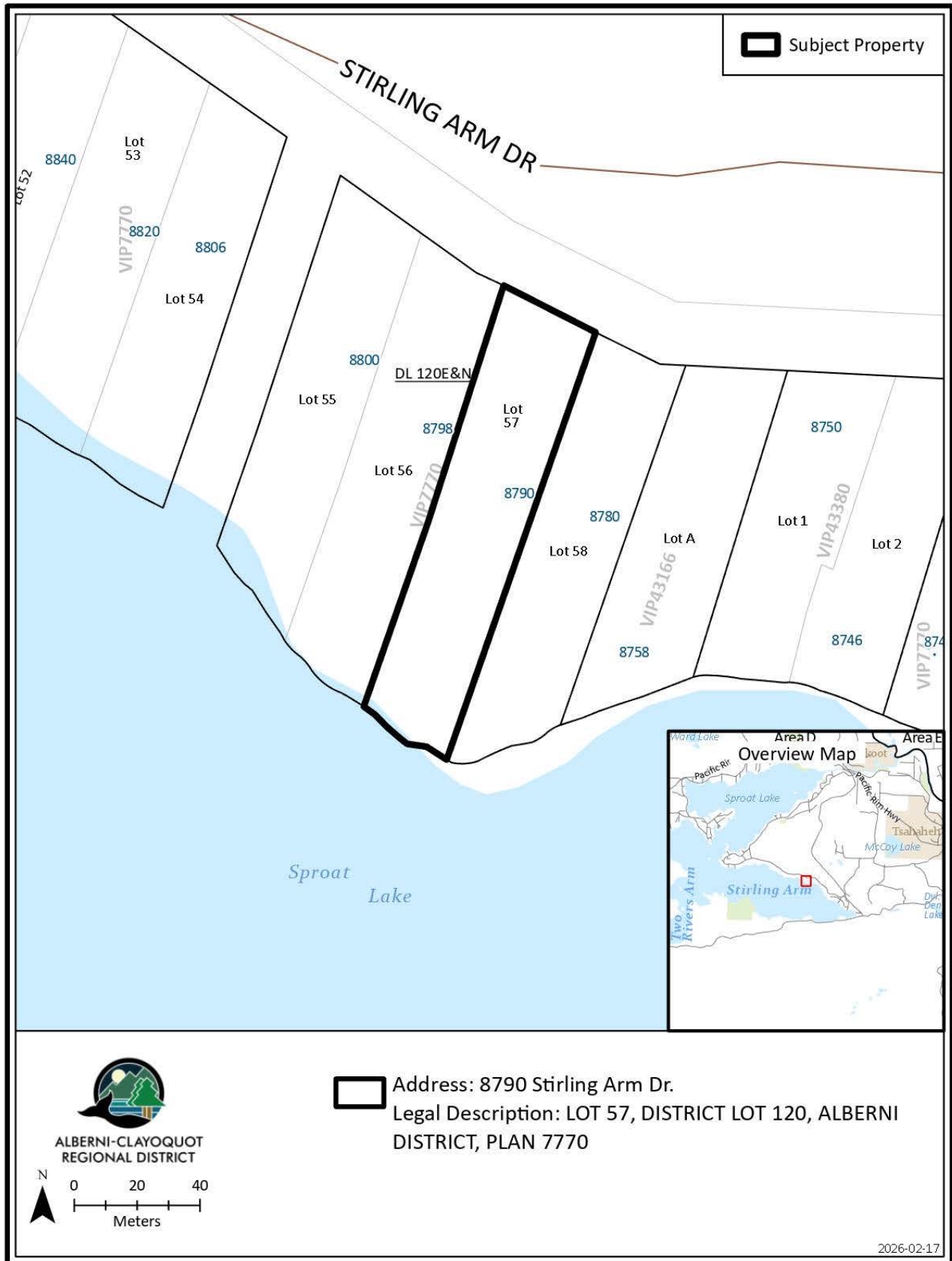
Alternatively, if you wish to appear as a delegation to present your views to the Board in person, please fill out the Delegation Request Form on the ACRD website at [www.acrd.bc.ca/delegation](http://www.acrd.bc.ca/delegation) and submit the completed form by **12:00 pm on Thursday, May 7, 2026.** For 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:** April 8, 2026

**From:** Jaleen Rousseau, Planning Manager

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Temporary Use Permit TUP25018 - 8790 STIRLING ARM DR (HOILES/MCGRAIL)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25018 subject to neighbourhood notification as per Local Government Act s.494.**

**Development Proposal:** The property owners maintain a three (3) bedroom single-family residence that is currently utilized as a recreational residence. 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:** The Sproat Lake Advisory Planning Commission (APC) considered the application at their March 26, 2026 meeting and passed a motion to support the application as presented.

**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, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770						
PID:	005-671-353	Folio:	770-01548.000	ALR? (Y/N)	N	Lot Size (ha):	0.43 (1.06 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	Resources Use, A4 Zoned Parcel	South	Sproat Lake
East	Residential Use, RA1 Zoned Parcel	West	Residential Use, RA1 Zoned Parcel

**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 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 and TUP holders may request a renewal of the TUP 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 (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: 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

***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.

As of the current date, there are [27 active TUPs to facilitate the operation of STRs](#) within the ACRD. Their distribution across electoral areas are as follows:

Distribution of all Active TUPs for STRs by Electoral Area					
27 Active TUPs for STRs					
Area 'A' 7% (2 Issued TUPs)	Area 'B' 11% (3 Issued TUPs)	Area 'C' 30% (8 Issued TUPs)	Area 'D' 41% (11 Issued TUPs)	Area 'E' 11% (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 the STR 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.
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.

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*

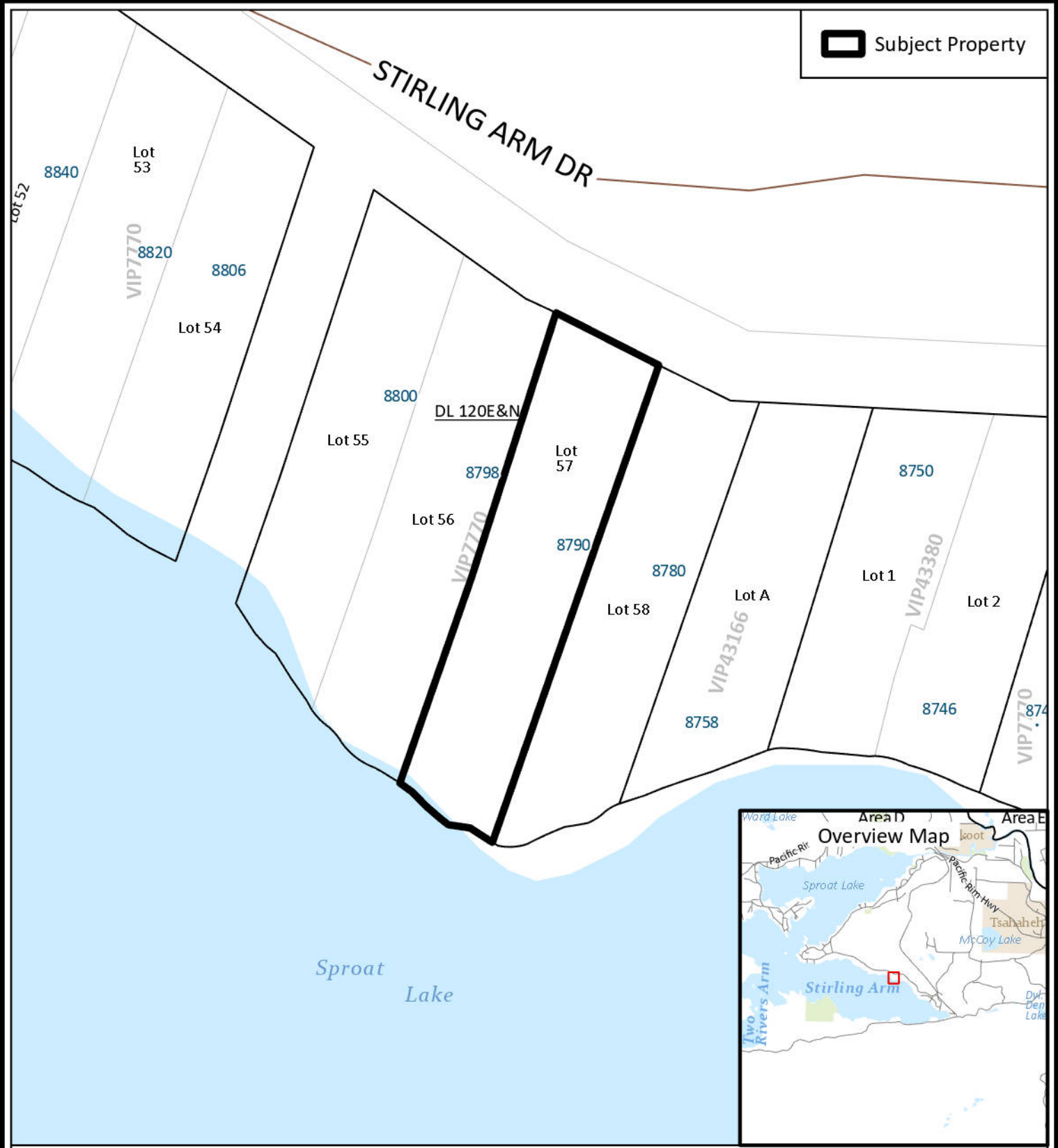
If the ACRD Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m and post notices in the newspaper (as per the *Local Government Act*, *ACRD Short Term Vacation Rentals Temporary Use Permit Policy* and *ACRD Development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

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

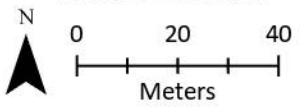
Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services


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

 Subject Property



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



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



*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.*

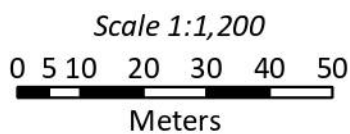
8790 Stirling Arm Dr.  
 LOT 57, DISTRICT LOT 120, ALBERNI  
 DISTRICT, PLAN 7770

 Subject Property



**ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT**

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



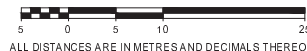
STIRLING ARM DRIVE

**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:**

- $\Delta$  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.



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B.C. 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.

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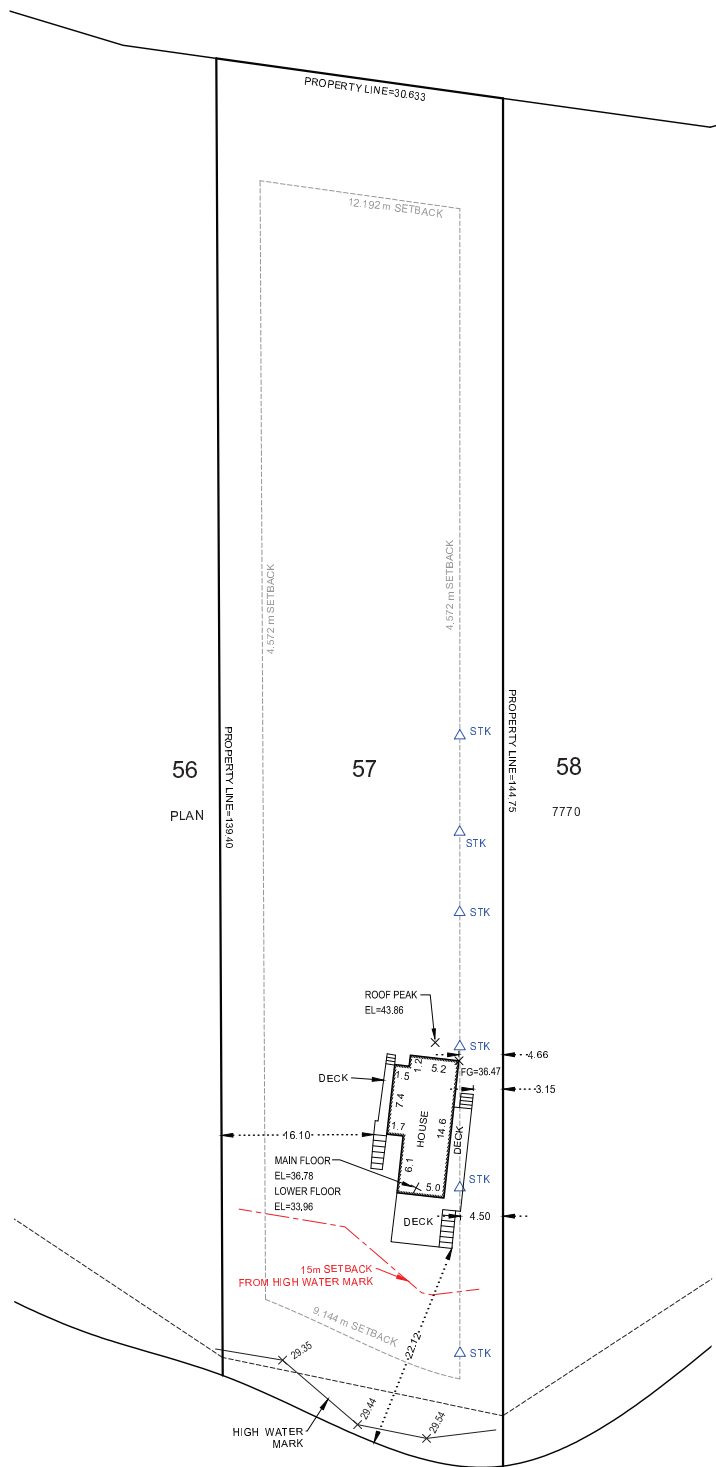
CERTIFIED CORRECT



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)



NATURAL BOUNDARY AS SHOWN ON PLAN 7770

SPROAT LAKE



**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, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770

**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.
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.

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

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

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors