

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

THAT Council adopts the May 6, 2026, special Council meeting agenda.

2. BYLAWS

2-3 (a) 2026 Property Tax Rates Bylaw | Adoption

Staff Recommendation:

THAT "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be adopted.

4-35 (b) Airport Bylaw Amendment | Second & Third Readings & Miscellaneous Fees Bylaw Amendment | First, Second, & Third Readings

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025" be read a second time as amended.
2. **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025" be read a third time.
3. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be introduced and read a first time.
4. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be read a second time.
5. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be read a third time.

3. MOTION TO CLOSE

THAT the special meeting of Council be closed to the public, pursuant to sections 90(1) (c) (d) and (e) of the *Community Charter*, for the purpose of considering:

- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality; and
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality.

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC

4. RISE AND REPORT

5. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, May 13, 2026, at 10:00 am



Heather Svensen
Director of Corporate Services/Deputy CAO

**TOWN OF QUALICUM BEACH
BYLAW NO. 922**

**BEING A BYLAW FOR THE LEVYING OF RATES FOR GENERAL MUNICIPAL, REGIONAL
DISTRICT, REGIONAL HOSPITAL AND LIBRARY PURPOSES FOR THE YEAR 2026**

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2026:
 - (a) For all lawful general purposes of the Town of Qualicum Beach on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - (b) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - (c) For purposes of the Regional District of Nanaimo on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" and "D" of Schedule "A" attached hereto and forming a part hereof.
 - (d) For purposes of the Nanaimo Regional Hospital District on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Hundred Dollars (\$100.00).
3. This Bylaw may be cited as "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026".

FIRST READING this 22nd day of April, 2026.

READ A SECOND TIME this 22nd day of April, 2026.

READ A THIRD TIME this 22nd day of April, 2026.

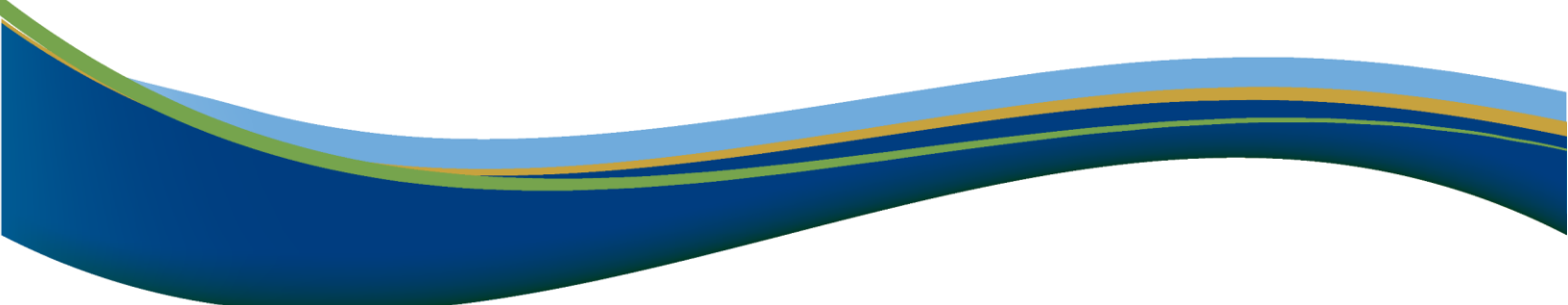
ADOPTED this ____ day of _____ 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

SCHEDULE “A”**Tax Rates (Dollars of tax per \$1,000 of Value)**

PROPERTY CLASS	A	B	C	D	E
	General Municipal	Library	Regional District General	Regional District Sewer	Regional Hospital
1. Residential	2.7401	0.1509	0.6707	0.6559	0.6422
2. Utilities	40.0442	2.2051	9.8023	9.5855	2.2478
3. Supportive Housing	2.7401	0.1509	0.6707	0.6559	0.6422
4. Major Industry	6.9777	0.3842	1.7080	1.6702	2.1836
5. Light Industry	6.9777	0.3842	1.7080	1.6702	2.1836
6. Business & Other	6.9777	0.3842	1.7080	1.6702	1.5734
7. Forests-managed	2.7401	0.1509	0.6707	0.6559	1.9267
8. Recreation/N.P.	6.9777	0.3842	1.7080	1.6702	0.6422
9. Farm Land	2.7401	0.1509	0.6707	0.6559	0.6422



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: May 6, 2026

FROM: Kevin Goldfuss, Airport Manager

SUBJECT: **Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025**

Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026"

GOVERNANCE DECISION:

Council is requested to consider second and third reading of "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, Amendment (Fees) Bylaw No. 457.13, 2025" and to consider first, second and third reading of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07.

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025" be read a second time as amended.
2. **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025" be read a third time.
3. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be introduced and read a first time.
4. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be read a second time.
5. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be read a third time.

PURPOSE

The purpose of this Report is to provide Council with information regarding an expanded list of airport comparables, a summary of interest/user group comments, and to recommend further amendments to the Airport Establishment and Operations Bylaw.

Included in the Bylaw Review	Excluded from the Bylaw Review:
Hangar Lease Rates	Terminal Lease Rates
Tie-Down Fees	Landing Fees
General User Fees	
Airport Passenger Fees	
Meeting Room Rental Fee	
Vehicle Parking Rates	
Fuel Service Charges	
Gate Card Fees	
Advertising Fees	

BACKGROUND

December 11, 2024, Council adopted the following Strategic Initiative:

R24-317 THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council’s endorsement of the Initiative titled Airport Bylaw Review.

On November 26, 2025 at a special meeting of Council staff provided a report on the amended Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05,1998 Amendment (Fee Amendment) Bylaw No.457.13, 2025 (Attachment 1). This Report included a list of (10) comparators to calculate the average fees and charges and provided a summary of proposed changes in the Bylaw. Council requested that staff expand the list of comparators to include other airports such as Courtenay Airpark and Port Alberni.

Table 1: Expanded list of comparables used to calculate the average of Fees and Charges

UNCONTROLLED AIRSPACE	CONTROLLED AIRSPACE
Tofino	Quesnel
Vernon	Williams Lake
Trail	Campbell River
Port Alberni	Port Hardy
Courtenay Airpark	Air Traffic Control (NAV Canada) from Port Hardy monitors Tofino
Qualicum Beach	Nanaimo
Penticton	Kamloops
Chilliwack	Squamish
Prince George	Sechelt
Shuswap	Powell River

Summary of changes in the Airport Establishment and Operations Bylaw

1. Updated definitions (Section 2)
 - Definitions of Airport Manager, Accountable Executive, CAO, and Owner were updated.
 - Definition of Committee was removed as the Committee was disbanded and is now captured in Committee of the Whole – Airport meetings held twice annually.
2. Updated General Provisions (Section 4)
 - Provision 3 added to identify the CAO as Accountable Executive.
3. Updated Airport Manager Duties and Responsibilities (Section 9)
 - Provision updated to reflect role and responsibilities of Airport Manager from the previously termed “Airport Supervisor”.
4. Fees transferred from Airport Establishment Bylaw to the Miscellaneous Rates Bylaw under a new Schedule “H” Airport Rates and Fees in the Miscellaneous Rates Bylaw.
 - Removal of the initially proposed “Authorized Sublease Maintenance Fee”
 - Revised User Fee structure including defining “General Airport User Fee”
 - Proposed revisions to the Airport Passenger Fee
 - Proposed revision to Vehicle Parking Fee authorizing passengers flying with a commercial carrier to be exempt from vehicle parking fees when displaying a valid parking voucher
 - Revised advertising fees for brochure racks and electronic displays.

It should be noted that the proposed changes to the Bylaw will not close the gap in revenues versus operating costs. At the Qualicum Beach Airport, significant fee increases run the risk of over-inflating costs for users that may negatively impact revenues. Many on-site Airport users, in addition to paying the fees outlined in the amending Bylaw, are responsible for paying additional fees; for example, the average tax levy for a hanger is approximately \$4,000.00 per year. This does not include other charges such as building insurance, aircraft insurance, utility fees, heating or hydro. Owners of aircraft depending on make, model and size may also pay NAV Canada annual fees of approximately \$640.00 per year.

An Airport Master/Business Plan is required to set the strategic direction for the Airport and to identify opportunities for a regional strategy or opportunities for growth that may make the Airport more revenue neutral. Council has tentatively scheduled this Strategic Initiative for 2027, and it will be grant funding dependent.

Interest/User Group Feedback (Comments)

Following the November 26, 2025 Council meeting where Council gave first reading to “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025” staff sent an email to approximately 54 airport user groups requesting comments be provided to the Airport Manager by December 31, 2025, on the proposed amended changes to the Airport Operations and Establishment Bylaw. Comments received are provided in Attachment 2.

DISCUSSION

Detailed overview of Airport Fee Changes:

Additional comparators from smaller airports were assessed including Courtenay and Port Alberni as requested by Council, as well as Squamish, Sechelt, Powell River, Shuswap, Kamloops, Chilliwack, Penticton and Prince George. A number of the larger airports, including Victoria, Pitt Meadows, and Kelowna were removed. Nanaimo remained a comparator due to its proximity to Qualicum Beach. All charges, except for the terminal lease rates, were reviewed and updated to reflect the average rates of all comparators that charge similar rates. Terminal lease rates will be addressed in a subsequent report to Council as they are currently captured in individual lease agreements. The proposed 2026 Lease rates reflect the average of all comparators for 2025, and an approximate 3% increase in 2026 and every year going forward. (NOTE: there are instances where the increase is slightly more than 3% due to rounding.)

Lease Rates – Hangar Leases:

The Town currently has 14 hangar/land leases. Lease rates of comparators (listed on page 3 of this Report) were reviewed (where available) and updated to reflect the average rate. Most airports do not charge a singular lease rate. Some airports have categories of lease rates similar to what the Town currently has in place for Row A, B, and C, where rates are based on proximity to aprons, servicing, size of lease space, etc. The upper limit average from comparators was \$0.42/sq ft. and a lower limit average from comparators was \$0.30/sq ft. for 2025. The full summary of Lease rates from comparators is included as Attachment 3.

Hangar Lease Rates	Current (2025)	OPTION A Proposed 3%	OPTION B Proposed 6.5%
Row A	0.43	0.44	0.46
Row B	0.38	0.39	0.40
Row C	0.31	0.32	0.33

The 2026 hangar lease rates proposed would result in an increase in revenue of approximately \$1,900 annually.

Sub-leases

The topic of sub-leases has been discussed in past Council meetings and staff have been exploring various sub-lease scenarios and alternatives. The November 26, 2025 staff report proposed a monthly authorized sub-lease maintenance fee. However, due to comments received from the airport user groups, this rate has been removed from the proposed Bylaw.

Currently, there is only one authorized sublease operating at the Airport.

Aircraft Parking and Tie-Down Space

There are currently 5 tie-down agreements in place at the Airport. Daily rates serve as a minimum fee charged for aircraft parking and tie-down space.

Staff recommend that Flying Schools and Sky Dive companies that are based out of Qualicum Beach, and who lease terminal office space be permitted to park one aircraft on the paved ramp or grass tie down areas at no cost. Additional aircraft that would be parked on the paved ramp or grass tie down areas would be charged as per the Tie-Down Fees. An area within the paved ramp or grass tie down areas would be designated to park additional aircraft.

Under the proposed Bylaw, the commercial air carrier leasing terminal space would be entitled to park two aircraft on the paved ramp at no cost. The Bylaw also establishes reserved tie-down spaces and a marker cone system to identify reserved spaces for lease holders and regular users. A separate area will be designated and signed for transient aircraft parking.

Tie-Down Fees	Current (2025)	OPTION A Proposed 3%	OPTION B Proposed 6.5%
Grass			
Day	\$11.00	\$11.25	\$11.75
Month	\$80.00	\$82.50	\$85.00
Annual	\$640.00	\$660.00	\$681.50
Paved			
Day	\$17.00	\$17.50	\$18.00
Month	\$120.00	\$123.50	\$127.75
Annual	\$960.00	\$989.00	\$1,022.50

Airport User Fees

Airport User Fees are a source of revenue for the Airport. In 2024, the Town billed \$17,800 in Airport User Fees. Due to the limited number of uncontrolled airports, there are no direct comparators that use a user fee system. As a result, a 3% increase was proposed at first reading of the Bylaw to all Airport User Fees beginning in 2026. Under the previous Bylaw, Commercial and Corporate Fees apply to all commercial or for-profit business operations, including flight schools. In 2025, there were only 3 companies charged User Fees at the Airport with Sealand charged on-site fees, and VI Skydive and Ascent Helicopters being charged off-site fees. It should be noted that most airports generate this type of revenue through alternative fee structures, such as landing fees.

Airport User Fees are currently charged only to on-site or off-site commercial and corporate entities that are registered with the Town, either through an on-site lease or by contacting the Airport Manager for off-site use. This places on-site commercial and corporate operators at a disadvantage, as they bear the most significant portion of User Fee costs due to their inclusion in the Town’s billing system.

It is difficult for the Town to identify and bill off-site commercial and corporate entities without the resources and technology required to monitor aircraft movements. Off-site commercial operators that contact the Airport Manager and request permission to use the Airport, such as helicopter companies, are invoiced in accordance with the Bylaw. However, private users, and transient users such as flight schools from the Lower Mainland or other flight schools located on Vancouver Island that use the Qualicum Beach Airport are not billed for Airport use.

As an alternative to on-site commercial/corporate Airport User Fees staff are recommending a revised User Fee structure. This revised structure (General User Fee) would consist of both General User Fee | On-Site and General User Fee | Off-site.

The General User Fee | On-site would be a fixed fee and would be applied to all registered on-site users that own and operate aircraft out of the Qualicum Beach Airport, including private users. The purpose of the General User Fee is to generate revenue that would normally be

generated by landing fees. The advantages of having an expanded General User Fee would be that all on-site users would be responsible to pay the General User Fee, as opposed to the current process where on-site Commercial/Corporate entities bear the burden of User Fees, a change which creates a more equal playing field.

All registered on-site commercial or for-profit users would be required to pay the General User Fee – On-site of \$2,801.50 per aircraft per year and private individuals or non-profit users would be required to pay \$500.00 per year per aircraft. The Airport Authority would keep an updated annual list of all on-site Airport users, and the Town would invoice on an annual basis. A monthly fee is also available for more seasonal or periodic Airport users.

The proposed General User Fees are laid out as follows:

General User Fee | On-Site

The user's base of operations is from Qualicum Beach Airport, being that the tenant either leases office, terminal space or a parcel of land at the Airport or has an Aircraft Accommodation Agreement at the Airport. On-site users will be required to register their aircraft with the Airport to be eligible for the General User Fee – On-site.

OPTION A - Proposed 3%

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial or For-Profit Entities					
Per Month	\$350.00	\$360.50	\$371.50	\$382.50	\$394.00
Per Year	\$2,801.50	\$2,885.75	\$2,972.25	\$3,061.50	\$3,153.25
Non-Profit/Private Users					
Per Month	\$46.00	\$47.00	\$48.00	\$50.00	\$51.00
Per Year	\$500.00	\$515.00	\$530.00	\$545.00	\$560.00

OPTION B - Proposed 6.5%

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial or For-Profit Entities					
Per Month	\$362.00	\$373.00	\$384.00	\$395.50	\$407.50
Per Year	\$2,897.00	\$2,984.00	\$3,073.50	\$3,165.50	\$3,260.25
Non-Profit/Private Users					
Per Month	\$47.50	\$49.00	\$50.50	\$52.00	\$53.50
Per Year	\$517.50	\$533.00	\$549.00	\$565.50	\$582.00

The off-site commercial/corporate General User Fee is applied when off-site users who do not lease space at the Airport or have an Aircraft Accommodation Agreement at the Airport, such as helicopter companies, contact the Airport Manager to request permission to use the Airport. This Prior Permission Required (PPR) process for off-site users is beneficial for pre-approval, recordkeeping, and invoicing.

Staff recommends that a Circuit Training PPR be added to the CFS for off-site Flight Schools, conducting circuit training at CAT4 to follow the same process as helicopter companies for approval by the Town. Improved information and education provided through the Airport’s website, publication in the Canadian Flight Supplement (CFS), and notification letters sent to all off-site flight schools would ensure that users are aware that they must contact the Airport Manager and that PPR is required. As part of the PPR process, off-site users such as flight schools would be required to complete an online form to collect company information, which can be used for invoicing purposes.

Council will receive a more detailed staff report regarding Prior Permission Required (PPR) at a future regular meeting of Council.

General User Fee | Off-Site

The user’s base of operations is not at the Qualicum Beach Airport as per business licencing and/or Transport Canada registration, or those users who have not entered into an Aircraft Accommodation Agreement.

OPTION A - Proposed 3%

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial/ For-Profit Entities					
Per Week	\$226.50	\$233.50	\$240.50	\$247.50	\$255.00
Per Month	\$453.00	\$466.75	\$480.75	\$495.00	\$510.00
Per Year	\$3,625.50	\$3,734.50	\$3,846.50	\$3,961.75	\$4,080.75

OPTION B - Proposed 6.5%

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial/ For-Profit Entities					
Per Week	\$234.25	\$241.25	\$248.50	\$256.00	\$263.75
Per Month	\$468.50	\$482.50	\$497.00	\$512.00	\$527.25
Per Year	\$3,749.75	\$3,861.25	\$3,977.00	\$4,096.50	\$4,219.50

Airport Passenger Fee – Commercial Carrier

Airport Passenger Fees are fees that are collected from each passenger by an airline and remitted to the Town for each enplaned passenger. These fees are standard fees at most airports. The Town of Qualicum Beach values the presence of a commercial carrier at the Airport and understands that eligibility for BCAAP and ACAP funding requires a commercial carrier to operate at the Airport.

Further, due to feedback received from the current commercial carrier at the Airport, the proposed Bylaw has been amended to reflect a \$5.00 per enplaned passenger fee, which is equal to the rate the current commercial carrier pays at Vancouver (YVR). This is a reduction from \$11.00 per passenger charged in 2025. This change will result in an approximately \$17,000 decrease in revenue, while supporting the continued operation of the commercial carrier at the Airport for the purposes of receiving continued Airport Capital Assistance Program (ACAP) funding.

EFFECTIVE DATE	AIRPORT PASSENGER FEE
July 1, 2026	\$5.00 per enplaned passenger
January 1, 2027	\$5.25 per enplaned passenger
January 1, 2028	\$5.50 per enplaned passenger
January 1, 2029	\$5.75 per enplaned passenger
January 1, 2030	\$6.00 per enplaned passenger

Vehicle Parking Fee

The Vehicle Parking Fees were adjusted to reflect the average daily parking charges across comparators. This meant an adjustment from \$5.00/day in 2025 to \$8.00/day in 2026.

The proposed Bylaw was revised to include a provision authorizing a voucher system for free parking for passengers departing Qualicum Beach with the commercial carrier. The passenger will be required to obtain the parking voucher from the commercial carrier and display the voucher on the vehicle dashboard.

All other parking would be charged a daily fee of \$ 8.00/day in 2026. This change will result in an approximate increase of \$4,000 in annual revenue.

Fuel Services Charge

Fuel services are another source of revenue at the Airport. The current fuel services charge is \$0.27 per litre. The proposed Bylaw amends the Fuel Services Charge to the greater of 20% of cost or \$0.27 per litre on the purchase price of both Avgas and Jet-A fuel offered for sale at the Airport. 20% is the average surcharge, charged across comparators, who use percentage for calculation.

Gate Card Fee

A Gate Card fee was added to the Bylaw to recover costs of issuing new or replacement gate access cards for lease holders, commercial operator, etc. Gate Card fees are \$25.00 plus tax.

Advertising Fees

Advertising Fees were added to the Bylaw as there have been requests to place advertisements in the Airport Terminal. This is a common practice of airports, and the fees were determined based on the average prices comparators charged per month and year for promotional materials being available and on display at an airport. The proposed fee has been revised to \$80.00/year for brochure racks and \$300.00/year for electronic display advertisements. Future analysis will be conducted to ensure appropriate market rates are being applied.

Schedule ‘C’ Aircraft Tie-Down Accommodation Agreement Removed from the Bylaw

Schedule ‘C’ was removed from the Bylaw to allow for staff to make future modifications to the form without amending the Bylaw. Reference to Schedule ‘C’ has been modified to reflect “the form required by the Town”; rather than a specific agreement.

Review of Airport Landing Fees

The Town transitioned away from collecting Airport Landing Fees in 2021. It was noted in the March 17, 2021, regular Council meeting report that the change was proposed for the following reasons:

“...it was challenging and time-consuming for staff and airport users to track and report their landings. It is difficult and time-consuming for both the Town and the airport user to count and record actual landings. As we don’t have full-time staff at the airport, the onus would be on an operator to count landings every time they used the airport.”

Since that time, the Town has retained an Airport Manager starting in 2024 for 3 days a week. Given operational requirements, capital projects, and operating demands, there is not capacity to monitor departures and arrivals at the Airport.

For an airport to charge Landing Fees, including for touch-and-go operations, the aircraft must be identifiable. Identification of an aircraft can be done using **Automatic Dependent Surveillance–Broadcast (ADS-B)**. ADS-B is a surveillance technology in aviation that allows an aircraft to use its GPS and other sensors to determine its position and broadcast that information periodically to air traffic control and other aircraft.

Council approved at the January 21, 2026, regular Council meeting to enter into a one-year contract with ALFA Aero solutions to collect data on ADS-B equipped aircraft that use the Qualicum Beach Airport. At the end of the 12-month period staff will provide a report to Council on the number of aircraft that used the Airport that were ADS-B equipped, and the viability including costs that will be associated with infrastructure such as cameras and other related technology to support a billing system for landing fees in the future.

FINANCIAL IMPLICATIONS

The proposed revisions to the Bylaw have varying impacts on airport revenue. Under Option A, fees would increase by approximately 3% over 2025 rates. Based on the fee changes identified in the report, hangar lease rates are expected to increase annual revenue by approximately \$1,900, General User Fees for commercial on-site and off-site aircraft are expected to increase annual revenue by \$2,100; and vehicle parking is expected to increase annual revenue by approximately \$4,000.

These increases are offset by the reduced Airport Passenger Fee, which is expected to decrease annual revenue by approximately \$17,000. Overall, Option A is estimated to result in a net decrease in Airport revenue of approximately \$9,000 from the previous year.

Option B (Appendix C) proposes an approximate 6.5% increase in fees over 2025 rates, with fees in 2027-2030 increasing by approximately 3% annually. Option B would result in an annual increase in hangar lease revenue of approximately \$4,700, while General User Fee revenue would increase by approximately \$2,700 annually. In addition, tie-down revenue would increase by approximately \$500 annually, and vehicle parking revenue would continue to increase by approximately \$4,000 annually. For clarity, Appendix C does not reflect increases to Airport Passenger Fees or Fuel Sales. Overall, the proposed fees under Option B are estimated to result in a decrease in Airport revenue of approximately \$5,100 from the previous year. Further, revenue impacts as noted in this report would be prorated as the Bylaw is scheduled to take effect July 1, 2026.

The General User Fee | On-Site for Non-Profit/Private Users as reflected in the proposed bylaw, will, upon adoption, generate additional revenue estimated to be approximately \$5,000 annually. This estimate is based on the anticipated number of aircraft that will be registered at the Airport.

The adjustment from \$0.27 per liter fuel surcharge to a 20% fuel surcharge, or which ever amount is greater, is anticipated to result in an annual increase of approximately \$23,000 in the profit from fuel sales.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

Notice will be given through the Town’s Website, posting at the Airport, and correspondence with tenants regarding fee changes. Council may determine whether additional consultation with users is required in advance of adopting the Bylaw.

CONSULT:

Airport users were provided a copy of the draft bylaw following introduction and first reading to provide comments.

STRATEGIC PLAN ALIGNMENT

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

SUMMARY

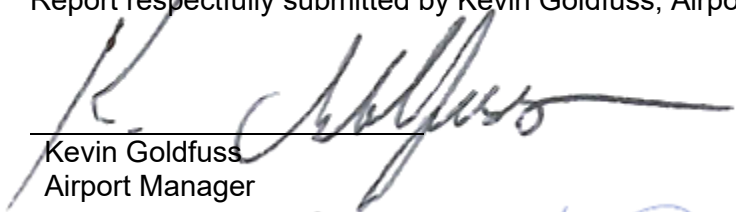
This Report provides a summary of the updated Airport Fees and Bylaw provisions as a result of Council direction received at its November 26, 2025 special meeting. Should Council proceed with additional readings and ultimately adoption of the “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025”, staff will then prepare amendments to the “Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, which will facilitate the Town’s ability to collect any non-payment of Airport Fees as well as amendments to Airport policies that may be affected by this amending Bylaw for consideration by Council at a future meeting.

ALTERNATIVE OPTIONS

1. **THAT** Council directs staff to amend “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025” as follows: [Council to identify amendments]
2. **THAT** the annual rate increase be set at [value to be provided by Council] for the duration of this Bylaw.
3. **THAT** Council directs staff to amend “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025” and “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026” to capture a 6.5% increase to the following:
 - Hangar Lease Rates
 - Aircraft Parking & Tie Down Spaces
 - General User Fees (On-Site & Off-Site)

APPROVALS

Report respectfully submitted by Kevin Goldfuss, Airport Manager



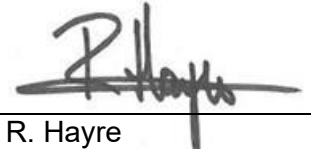
Kevin Goldfuss
Airport Manager



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



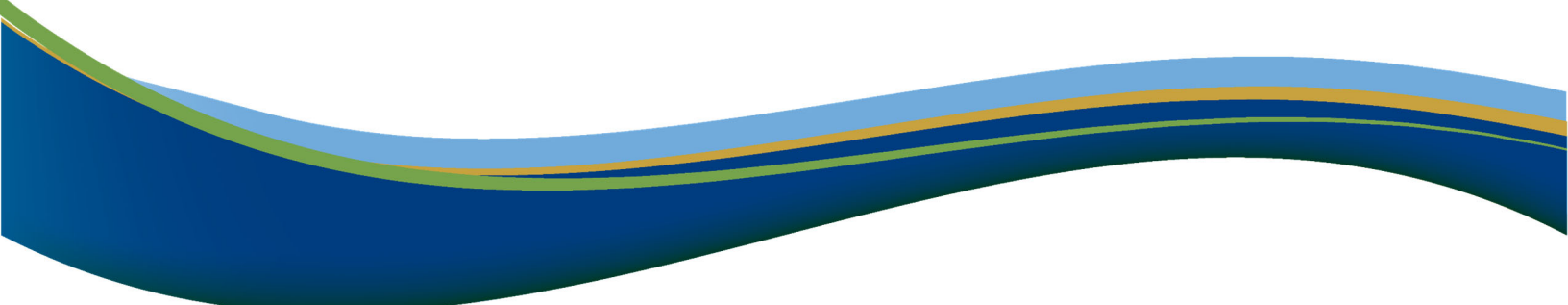
H. Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



R. Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1:	November 26, 2025 Staff report to Council Special Meeting
Attachment 2:	Received Interest/User Group Comments
Attachment 3:	Land/Hangar Lease Rates Expanded
Attachment 4:	Aircraft Tie-Downs/Parking Comparators
Appendix A:	Proposed “Town of Qualicum Beach Airport Establishment & Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025.
Appendix B:	Proposed “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026”
Appendix C:	List of Airport Fees reflecting a 6.5% increase



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.3900-20-457.13

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: November 26, 2025

FROM: Kevin Goldfuss, Airport Manager

Attachment 1 to May 6, 2026, Special Council Meeting | Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025"

SUBJECT: Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025.

GOVERNANCE DECISION

Council is requested to consider first and second reading of "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025."

RECOMMENDATIONS:

1. THAT "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025" be introduced and read a first time.
2. THAT "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025" be read a second time.

PURPOSE

The purpose of this Report is to outline the proposed changes to "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998" and outline alternatives considered throughout the drafting of this Bylaw Amendment.

BACKGROUND

December 11, 2024, Council adopted the following Strategic Initiative:

- R24-317 THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council's endorsement of the Initiative titled Airport Bylaw Review.

When reviewing “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025” the following comparators were used:

Table 1 All comparators (10) were used to calculate the average of Fees and Charges

UNCONTROLLED AIRSPACE	CONTROLLED AIRSPACE
Tofino*	Quesnel
Vernon	Williams Lake
Trail	Campbell River
	Nanaimo
*Air Traffic Control (Nav Canada) from Port Hardy is used at Tofino.	Pitt Meadows
	Boundary Bay
	Port Hardy

Summary of changes in the Bylaw

1. Updated definitions (Section 2)
 - Definitions of Airport Manager, Accountable Executive, CAO, and Owner were updated.
 - Definition of Committee was removed as the Committee was disbanded and is now captured in Committee of the Whole – Airport meetings held twice annually.
2. Updated General Provisions (Section 4)
 - Provision 3 added to identify the CAO as Accountable Executive.
3. Updated Airport Manager Duties and Responsibilities (Section 9)
 - Provision updated to reflect role and responsibilities of Airport Manager from the previously termed “Airport Supervisor”.
4. Updated Schedule A – Qualicum Beach Airport Fees

DISCUSSION

Detailed overview of Airport Fee Changes:

All rates, with the exception of the terminal lease rates, were reviewed and updated to reflect the average rates of all comparators that charge similar fees. Terminal lease rates will be addressed in a subsequent report given contractual agreement. 2026 rates reflect the average of all comparators, and a 3% increase was implemented for 2026 and every year after. The Town’s lease rates for the previous 5 years were established in 2021 and included a minimal increase. This has resulted in the Airport Lease fees being below the mean rate of competitors. An initial increase is required in 2026 to bring these rates up to a rate that is comparable with similar airports (see table 1).

Lease Rates – Hangar Leases:

Lease Rates of comparators were reviewed and updated to reflect the mean rate. This represents an increase from 2025 of:

\$0.43/sq. ft to \$0.55/sq ft in Row ‘A’ in 2026,
 \$0.38/sq. ft to \$0.47/sq ft in Row ‘B’ in 2026, and
 \$0.31/sq. ft to \$0.39/sq ft in Row ‘C’ in 2026.

The 2026 hangar lease rates proposed above would result in an increase in revenue of approximately \$18,000 annually, provided there are no changes to tenants. A monthly authorized sub-lease maintenance fee is included at \$242.00 per month for 2026. This is an increase of approximately \$31 per month from the current variable sub-lease rate. Sub-lease holders are still required to pay User Fees.

Aircraft Parking and Tie-Down Space

Daily rates serve as a minimum rate charged for aircraft parking and tie-down space. Under the new Bylaw, the Commercial tenant leasing terminal space would be entitled to park two aircraft on the paved ramp. The Bylaw also establishes reserved tie-down spaces and a cone system to identify reserved spaces for lease holders and regular users. This system will also allow better tracking overall of users at the Airport. A separate area will be designated and signed for transient aircraft parking.

Aircraft parking fees and tie-downs were increased to align with the average aircraft parking fees of comparators. Fees were increased as follows:

- Daily aircraft parking and tie-down fees were increased for grass tie-down space from \$11.00/day in 2025 to \$12.50 in 2026.
- Monthly tie-down fees increased for grass tie-down space from \$80.00/month in 2025 to \$82.50 in 2026.
- Annual tie-down fees were increased for grass tie-down space from \$640.00/year in 2025 to \$660.00 in 2026.
- Daily tie-down fees were increased for paved tie-down space from \$17.00/day in 2025 to \$17.50 in 2026.
- Monthly tie-down fees were increased for paved tie-down space from \$120.00/month in 2025 to \$123.75 in 2026.
- Annual tie-down fees were added for paved tie-down space at \$989.00/year, which is the same as the commercial tenant rate.

The above proposed changes will result in a nominal revenue increase. The proposed rate increase above will be offset by a reduction in tie-down fees resulting from moving from one allowed aircraft on the paved ramp to two allowed aircrafts for Commercial tenants leasing terminal space.

Airport User Fees

Currently, Airport User Fees are one of the main sources of revenue from the Airport. In 2024, the Town billed \$17,800 for User Fees at the Airport. As there are a limited number of uncontrolled airports, there are few comparators that use a user fee system. As such, a 3% increase was added from 2025 to all Airport User Fees.

On-site commercial/corporates rates were adjusted from:

- \$340/month for on-site commercial/corporate users in 2025 to \$350.25/month in 2026
- \$2,720/year in 2025 to \$2,801.75/year in 2026.

Off-site commercial/corporate rates were adjusted from:

- \$440.00/month in 2025 to \$453.25 in 2026
- \$3,520/year in 2025 to \$3,625.75/year in 2026.

Airport User Fees are currently only charged for on-site or off-site commercial/corporate entities.

Airport Passenger Fee

Airport Passenger Fees are fees applied to commercial carriers for each enplaned passenger and are standard fees at most airports. The Airport Passenger Fees were increased from \$11.00 per enplaned passenger (a rate that has not been updated since 2023) to \$13.00 in 2026 to the average fee charged across comparators.

Vehicle Parking Rate

The Vehicle Parking Rates were adjusted to reflect the average daily parking rates across comparators. This meant a rate adjustment from \$5.00/day in 2025 to \$8.00/day in 2026.

Fuel Services Charge

The current fuel services charge is \$0.27 per litre. The proposed Bylaw changes the Fuel Services Charge to the greater of 20% or \$0.27 per litre on the purchase price of both AvGas and JetA fuel offered for sale at the Airport. 20% is the average surcharge, charged across comparators, who use percentage for calculation.

Gate Card

Gate Card fees were added to the Bylaw to recover costs of issuing new or replacement gate access cards. Gate Card fees are \$25.00 plus tax.

Advertising Fees

Advertising Fees were added to the Bylaw as there have been requests to place advertisements in the Airport Terminal. This is a common practice of airports, and the rates were determined on the average prices charged per month and year for promotional materials being available and on display at an airport. The proposed rate is \$20.00/month and \$80.00/year.

Schedule 'C' Aircraft Tie-Down Accommodation Agreement Removed from the Bylaw

Schedule 'C' was removed from the Bylaw in order to allow for staff to make modifications to the form without amending the Bylaw. Reference to Schedule 'C' has been modified to reflect "the form required by the Town".

Review of Airport Landing Fees

The Town transitioned away from collecting Airport Landing Fees in 2021. It was noted in the March 17, 2021, Regular Council Meeting report that the change was proposed for the following reasons:

"...it was challenging and time-consuming for staff and airport users to track and report their landings. It is difficult and time-consuming for both the Town and the airport user to count and record actual landings. As we don't have full-time staff at the airport, the onus would be on an operator to count landings every time they used the airport."

Since 2021, the Town has retained an Airport Manager for 3 days a week. Given operational requirements, capital projects, and Council's Strategic Initiatives for the Airport, there is not capacity to monitor departures and arrivals at the Airport.

For an airport to charge Landing Fees, including for touch-and-go operations, the aircraft must be identifiable. This is typically done using **Automatic Dependent Surveillance–Broadcast (ADS-B)**. ADS-B is a surveillance technology in aviation that allows an aircraft to use its GPS and other sensors to determine its position and broadcast that information periodically to air traffic control and other aircraft. This enables more accurate tracking and enhances safety by providing a more precise view of an aircraft's position, speed, and altitude compared to traditional radar. It can also provide pilots with in-cockpit traffic and weather information.

Because Qualicum Beach is located in uncontrolled air space and does not have a flight services station (NAV CANADA) to record takeoffs, landings, or touch-and-go operations, staff have been researching available technologies such as cameras and aircraft movement tracking systems.

- ✓ **Vector Airport Systems**, known as **PLANEPASS**, is a U.S.-based company that provides a combination of cameras installed along runways and ADS-B monitoring. This combination allows for both visual confirmation and electronic data collection. Staff received a quote from Vector Airport Systems: the installation cost was **\$50,000 USD**, with an annual lease and maintenance cost of **\$12,000 USD**. However, Vector provided the following statement for the context of the Qualicum Beach Airport:

“Given the tracking challenges, we have low confidence that the system would accurately capture every touch-and-go. Overall, we have significant concerns about the system’s effectiveness and whether the revenue generated would justify the investment.”

- ✓ **ALFA Aero Solutions** is an Ottawa-based company that provides data collection technology using ADS-B tracking through their **ALFA Aircraft Movement Tracker (AAMT)** software. This software tracks aircraft equipped with ADS-B and can collect data for landings, touch-and-go operations, and other movements such as circuits.

It should be noted that not all aircraft are equipped with ADS-B—particularly older aircraft—which would result in inconsistencies in data collection. Consequently, not all aircraft using the Qualicum Beach Airport would be recorded.

Council may wish to consider entering into a one-year equipment lease agreement (in 2026) with ALFA Aero Solutions to provide the Qualicum Beach Airport with the ALFA Aircraft Movement Tracker (AAMT). This system would provide data on the number of ADS-B–equipped aircraft using the Airport. At the end of 2026, staff would bring forward a report to Council summarizing the number of ADS-B–equipped aircraft that used the Airport. Should this be an effective technology that reports broad ADS-B equipped aircraft utilizing the Airport, Council could revisit implementing landing fees at the Airport after 2026. During that period, staff will be able to estimate the required staff time to review the data and assess the appropriate landing fees.

The cost associated with a one-year agreement would be **\$5,500**, plus applicable taxes. Staff time would also be required, and it is unclear what the operational impact would be, but it is anticipated that it could be prioritized within the workplan.

Note: If Council chooses to enter into a one-year agreement with ALFA Aero Solutions, Council direction will be required.

FINANCIAL IMPLICATIONS

The proposed revisions to the Bylaw will generally result in an approximate 3% increase in revenue from 2025, helping to keep pace with inflation. The proposed rates were calculated based on the average rates of comparable airports. Council may wish to consider setting fees higher than the average. Overall implications for the proposed Bylaw from increases to Hangar Lease Rates, Airport Passenger Fees, User Fees, Tie-down Fees and Vehicle Parking Fees is estimated to be an increase in revenue of \$28,000 for 2026.

The adjustment from \$0.27 per liter fuel surcharge to a 20% fuel surcharge, or which ever amount is greater, is excluded from this calculation as it is based on the volume of fuel sales. 2025 net profit from fuel sales is projected to be approximately \$35,000.

If Council chooses to enter a one-year contract with ALFA Aero Solutions, there will be a financial impact on the Airport's 2026 operating budget of \$ 5,500.00 plus tax.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

- Notice will be given through the Town's Website, posting at the Airport, and correspondence with tenants regarding fee changes. Council may determine whether additional consultation with users is required in advance of adopting the Bylaw.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

SUMMARY

This Report provides a summary of the updated Airport Fees and Bylaw provisions, as well as options for collecting data from ADS-B–equipped aircraft for landings, takeoffs, touch-and-go operations, and circuits.

ALTERNATIVE OPTIONS

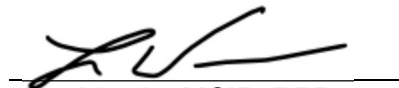
1. THAT Airport Fees be based on the [value to be provided by Council] percentile of comparators.
2. THAT the annual rate increase be set at [value to be provided by Council] %.

APPROVALS

Report respectfully submitted by Kevin Goldfuss, Airport Manager.



for Kevin Goldfuss
Airport Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



for Raj Hayre
Director of Finance
Concurrence

REFERENCES

- Attachment 1: Bylaw 457.13 “Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025”
- Attachment 2: “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2025”
- Attachment 3: Airport Tie-Down Accommodation Agreement

Attachment 2

Received Interest/User Group Comments

- The Qualicum Beach Airport is a small airport; the Town needs to consider airports of a similar size when using comparables.
- The current bylaw is not equitable. In practice, it primarily affects local operators while collecting nothing from many out-of-town users. This creates an uneven playing field where local businesses bear a disproportionate financial burden for maintaining airport viability.
- The increase you are proposing for 2026 is up to nearly 30%. This is shocking. I am appealing to you; how would you feel if your house taxes increased by that amount from one year to the next?
- **Unsustainable Costs:** A 28% lease increase is unmanageable for a non-profit. Furthermore, the new **\$242.00/month "Sublease Maintenance Fee"** effectively constitutes **double billing**. As the primary leaseholder, we already pay for the land; charging an additional fee for a sub-tenant to occupy space *within* that same footprint penalizes the efficient use of existing infrastructure.
- No other airports in British Columbia charge monthly or annual user fees for commercial, corporate, flight-school, or for-profit operations. These fees are unprecedented and inherently discouraging. Why would a business choose to operate from CAT4 when it is significantly cheaper elsewhere?
- While these fees appear intended to increase airport revenue, **the long-term effect will be the exact opposite**. Excessive fees encourage users to relocate and dissuade new investors. It doesn't take much effort to identify several instances where discouragement, through excessive fees or political friction, has already created lost revenue opportunities at our airport.
- The approximate 27% increase in lease fees for 2026 is unprecedented, heavily discouraging, and inconsistent with standard practice to align with comparable rates. Incremental increases would be more reasonable.
- The proposed rate increase of over 23% in one year does not give transparency to investors like myself to make informed decisions, when all previous increases were in the neighborhood of 2.5%. Have the costs to maintain the airport seen similar increases? If the Town needs to see parity with comparator airports, they should have a more gradual approach.

Town of Qualicum Beach
 February 11, 2026, Regular Council Meeting – **Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025.**

Attachment 3

LAND/HANGAR LEASE RATES EXPANDED

Location	Upper Limit (\$/sq.ft)	Lower Limit (\$/sq.ft)
Qualicum Beach	0.43	0.31
Nanaimo	0.36	0.17
Penticton	0.41	0.4
Kamloops	0.43	0.33
Vernon	0.45	0.38
Chilliwack	0.44	0.31
Prince George	0.44	0.32
Port Hardy	0.26	0.2
Shuswap	0.72	0.42
Pitt Meadows	0.93	0.6
Port Alberni	0.35	0.3
Williams Lake	0.21	0.21
Tofino	0.96	0.64
Squamish	0.16	0.08
Trail	0.4	0.4
Merritt	0.35	0.28
Sechelt	0.24	0.09
Powell River	0.22	0.1
Courtenay	0.22	0.22
Campbell River	0.32	0.32
Quesnel	NA	NA
Average	0.42	0.304

Attachment 4

AIRCRAFT TIE-DOWNS/PARKING

	Grass			Paved		
LOCATION	Day	Month	Annual	Day	Month	Annual
Qualicum Beach	\$ 10.00	\$ 80.00	\$ 640.00	\$ 17.00	\$ 120.00	
Quesnel	\$ 10.34	\$ 85.89	\$ 648.87	\$ 10.34	\$ 85.89	\$ 648.87
Williams Lake	\$ 7.19	\$ 57.74	\$ 294.25	\$ 7.19	\$ 57.74	\$ 294.25
Trail	\$ 5.00	\$ 25.00	\$ 250.00	\$ 5.00	\$ 25.00	\$ 250.00
Vernon	\$ 25.00	\$ 50.00	\$ 475.00	\$ 25.00	\$ 50.00	\$ 475.00
Campbell River	\$ 15.00	\$ 150.00	\$ 600.00	\$ 45.00	\$ 450.00	
Nanaimo	\$ 6.90	\$ 69.00		\$ 17.25		
Boundary Bay	\$ 20.00	\$ 150.00		\$ 20.00	\$ 150.00	
Tofino	\$ 7.50	\$ 262.00	\$ 500.00	\$ 7.50	\$ 262.00	\$ 500.00
Port Hardy	\$ 6.11	\$ 49.06	\$ 458.57	\$ 6.11	\$ 49.06	\$ 458.57
Courtenay	\$ 10.00	\$ 100.00		\$ 10.00	\$ 100.00	
Campbell River						
Port Alberni	\$ 7.50	\$ 262.00	\$ 500.00	\$ 7.50	\$ 262.00	\$ 500.00
Average	\$ 11.66	\$ 111.72	\$ 633.54	\$ 15.30	\$ 146.52	\$ 636.93

APPENDIX A

TOWN OF QUALICUM BEACH

BYLAW NO. 457.13

A BYLAW TO AMEND AIRPORT ESTABLISHMENT AND OPERATION BYLAW Bylaw No. 457.05, 1998

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. Section 2 “Interpretation” of the Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted and replaced with the following:

Unless the context otherwise requires, the following shall mean:

Airport means the Qualicum Beach Municipal Airport;

Airport Manager means the person responsible for overseeing the day-to-day operations of the Airport, and who shall report to the Accountable Executive;

Accountable Executive means the single identifiable person appointed by Council who assumes responsibility for the organizations financial and human resources necessary for the operations or activities authorized under the airport certificate relating to the Airport and ensuring compliance with the Canadian Aviation Regulations; for the Town of Qualicum Beach, that individual is the Chief Administrative Officer (CAO);

CAO means the Chief Administrative Officer for the Town of Qualicum Beach;

Council means the Council for the Town of Qualicum Beach;

Owner means an individual who is lawfully in possession and control of an aircraft; and

Town means the Town of Qualicum Beach.

2. Section 3 “Airport Lands” is hereby amended by striking the word “Municipality” and replacing it with the word “Town”.
3. Section 4 “General Provisions” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby amended as follows:
 - (a) By striking Section 4(2) and replace with:

- (2) All persons entering upon and using Airport facilities and services shall do so pursuant to the rules and regulations that may be established and amended from time to time by the Airport Authority in relation to either the restricted airside space or the public groundside space of the Airport.

(b) The following is added as Section 4(3):

- (3) The CAO is hereby appointed Accountable Executive of the Airport.

- 4. By striking Section 6 “Fees and Charges” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

6. Fees and Charges

Council shall and hereby levies fees, charges and rates for services, facilities and leases provided at the Airport as detailed in the Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, as amended from time to time.

- 5. By striking Section 7 “Aircraft Parking” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

7. Aircraft Parking

Owners of aircraft parking on land at the Airport that wish to reserve a tie-down space shall be required to complete an Aircraft Accommodation Agreement in the form required by the Town.

- 6. By striking Section 9 “Airport Supervisor’s Duties and Responsibilities” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

9. Airport Manager’s Duties and Responsibilities

The Airport Manager will manage and supervise day-to-day operations of the Airport in accordance with the Town bylaws and policies relevant to the Airport, as well as Transport Canada and NAV Canada regulations.

- 7. Schedule ‘A’ “Bylaw No. 457.05 Qualicum Beach Airport Fees” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted.

8. Schedule 'C' "Aircraft Tied Down Accommodation Agreement" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted.
9. This Bylaw may be cited as "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025".

INTRODUCED AND READ A FIRST TIME this 26TH day of November, 2025.

READ A SECOND TIME this ____ day of _____, 2026.

READ A THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services

APPENDIX B

**TOWN OF QUALICUM BEACH
BYLAW NO. 638.07**

**A Bylaw to amend Town of Qualicum Beach
Miscellaneous Rates Bylaw No. 638, 2009**

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by inserting as Schedule “H” that document that is attached to this bylaw as Schedule “A”.
3. These rates are to come into effect July 1, 2026.

READ A FIRST TIME this ____ day of _____, 2026.

READ A SECOND TIME this ____ day of _____, 2026.

READ A THIRD TIME this ____ day of _____, 2026.

ADOPTED this ____ day of _____, 2026.

Teunis Westbroek, Mayor

Heather Svensen, Director of Corporate
Services

Schedule “A”

“Schedule “H”

**Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009,
Amendment Bylaw No. 638.07, 2026”**

1. **Leases**

A square foot lease fee shall be levied for all non-terminal leases, per annum, as follows:

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Row ‘A’	\$0.44	\$0.45	\$0.46	\$0.47	\$0.48
Row ‘B’	\$0.39	\$0.40	\$0.41	\$0.42	\$0.43
Row ‘C’					
Occupied (as at the adoption of this Bylaw)	\$0.32	\$0.33	\$0.34	\$0.35	\$0.36
Vacant (as at the adoption of this Bylaw)	\$0.32	\$0.33	\$0.34	\$0.35	\$0.36

Table 1

2. **Tie-Down Fees**

(a) A fee shall be levied for each aircraft parked at the Airport on either the grass or paved ramp areas under an Aircraft Accommodation Agreement. The daily tie-down fee will serve as the minimum rate charged for aircraft parking.

Commercial air carrier tenants leasing office and counter space in the terminal are entitled to park two aircraft on the paved ramp at no cost. Additional commercial air carrier aircraft will be charged at the current rate.

Commercial tenants leasing office and counter space in the terminal are entitled to park one aircraft on the paved ramp at no cost.

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Grass Tie-Down					
Per Day	\$11.25	\$11.50	\$12.00	\$12.50	\$12.75
Per Month	\$82.50	\$85.00	\$87.50	\$90.00	\$92.75
Per Year	\$660.00	\$680.00	\$700.00	\$720.25	\$742.00
Paved Parking					
Per Day	\$17.50	\$18.00	\$18.50	\$19.00	\$19.75
Per Month	\$123.50	\$127.25	\$131.00	\$135.00	\$139.00
Per Year	\$989.00	\$1,018.50	\$1,049.00	\$1,080.50	\$1,113.00

Table 2

Reserved Tie-Down Fees

(b) Every pilot who wishes to reserve tie down space (grass or paved; as per section 7. Aircraft Parking of "Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998") shall be charged \$40.00 for the initial purchase of a marker cone from the Town and pay an annual fee of \$40.00 to retain the reserved space, in addition to the current rate defined in Table 2.

3. Transient Aircraft Parking Fee

All transient aircraft parked in the designated tie-down areas (grass or paved) will be billed based on the daily tie-down fee for the area in which they are parked, as defined in Table 2.

4. General Airport User Fees

A fee shall be levied per aircraft for all users of the Airport as follows:

General User Fee | On-site (Per Aircraft)

(a) The General User Fee – On-site is applied to those user's whose base of operations is from the Qualicum Beach Airport being that the tenant either leases office, terminal space or a parcel of land at the Airport or has entered into an Aircraft Accommodation Agreement with the Town at the Airport. On-site users will be required to register with the Qualicum Beach Airport to be eligible for General User Fees – On-site.

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial/or For-Profit Entities					
Per Month (*)	\$350.00	\$360.50	\$371.50	\$382.50	\$394.00
Per Year (*)	\$2,801.50	\$2,885.75	\$2,972.25	\$3,061.50	\$3,153.25
Non-Profit/Private Users					
Per Month	\$46.00	\$47.00	\$48.00	\$50.00	\$51.00
Per Year	\$500.00	\$515.00	\$530.00	\$545.00	\$560.00

Table 3

Two aircraft of a commercial carrier are exempt from the General User Fee - On-site. Additional commercial aircraft will be charged at the current rate.

General User Fee – Off-site (Per Aircraft)

(b) The user's base of operations is outside the Qualicum Beach Airport.

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial/or For-Profit Entities					
Per Week	\$226.50	\$233.50	\$240.50	\$247.50	\$255.00
Per Month	\$453.00	\$466.75	\$480.75	\$495.00	\$510.00
Per Year	\$3,625.50	\$3,734.50	\$3,846.50	\$3,961.75	\$4,080.75

Table 4

5. **Airport Passenger Fee**

- (a) Every Operator of a scheduled air passenger service shall pay to the Town the following Airport Passenger Fee for each passenger on every flight of the Operator commencing at the Qualicum Beach Airport:

EFFECTIVE DATE	AIRPORT PASSENGER FEE
July 1, 2026	\$5.00 per enplaned passenger
January 1, 2027	\$5.25 per enplaned passenger
January 1, 2028	\$5.50 per enplaned passenger
January 1, 2029	\$5.75 per enplaned passenger
January 1, 2030	\$6.00 per enplaned passenger

Table 5

- (b) (i) The Operator shall remit to the Town of Qualicum Beach within fifteen (15) days of the end of each calendar month the total amount of Airport Passenger Fees which the Operator was liable under this Bylaw to pay to the Town for that month, less twenty-five cents (\$.25) for each Airport Passenger Fee charged in consideration of the administrative costs of the Operator.
- (ii) If the Operator does not remit to the Town the Airport Passenger Fee within fifteen (15) days of the end of a calendar month, the Operator shall remit the total Airport Passenger Fees payable for that month to the Town within thirty (30) days of the end of that calendar month, and shall not withhold any percentage of that total amount.
- (c) (i) The Operator shall provide the Town, with each payment of the fees required under this Bylaw; a statement of the numbers of all passengers commencing and terminating flight at the Qualicum Beach Airport for each day; a total for the applicable month, and the total number of flights for the applicable month; showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- (ii) The Operator shall keep proper books of account of passengers commencing and terminating flights at the Qualicum Beach Airport in a form satisfactory to the Town and shall keep all books of account and aircraft journey logbooks available for inspection by any municipal official of the Town at all reasonable times.

6. **Meeting Room Rental Fee**

The Airport Terminal meeting room is available for rent at the following rates:

- \$25.00 per hour
- \$150.00 per day

7. **Vehicle Parking Fee**

The Airport Terminal metered parking lot space will be set at \$8.00 per day, subject to annual review and increase by the Airport Manager or designate to ensure that vehicle parking fees remain comparable.

Passengers flying with a commercial air carrier will be exempt from the vehicle parking fee above. Passengers must display a valid parking voucher, provided by the commercial air carrier for the vehicle parking fee exemption to apply.

8. **Fuel Services**

Airport Fuel Services will charge cost plus an additional 20% per litre or \$0.27 per litre, whichever is greater, based on most recent bulk fuel purchases for AvGas and JetA Fuel.

9. **Gate Card Fee**

New or Replacement Gate Card: \$25.00 each.

10. **Advertising Fee**

Requests for advertising in the Qualicum Beach Airport Terminal will be charged at the following rates:

- Brochure Rack: \$80.00 per year
- Electronic Display: \$300.00 per year

- Applicable taxes are not included in the fees listed

APPENDIX C

The following schedule of fees reflects a 6.5% increase for 2026 with an increase of 3% each year thereafter.

1. Leases

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Row 'A'	\$0.46	\$0.47	\$0.49	\$0.50	\$0.52
Row 'B'	\$0.40	\$0.42	\$0.43	\$0.44	\$0.46
Row 'C'					
Occupied (as at the adoption of this Bylaw)	\$0.33	\$0.34	\$0.35	\$0.36	\$0.37
Vacant (as at the adoption of this Bylaw)	\$0.33	\$0.34	\$0.35	\$0.36	\$0.37

2. Tie-Down Fee

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Grass Tie-Down					
Per Day	\$11.75	\$12.00	\$12.50	\$12.75	\$13.25
Per Month	\$85.00	\$87.75	\$90.25	\$93.00	\$95.75
Per Year	\$681.50	\$702.00	\$723.25	\$745.00	\$767.50
Paved Parking					
Per Day	\$18.00	\$18.75	\$19.25	\$19.75	\$20.50
Per Month	\$127.75	\$131.50	\$135.50	\$139.50	\$143.75
Per Year	\$1,022.50	\$1,053.00	\$1,084.75	\$1,117.50	\$1,150.75

General User Fee | On-site (Per Aircraft)

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial or For-Profit Entities					
Per Month (*)	\$362.00	\$373.00	\$384.00	\$395.50	\$407.50
Per Year (*)	\$2,897.00	\$2,984.00	\$3,073.50	\$3,165.50	\$3,260.25
Non-Profit/Private Users					
Per Month	\$47.50	\$49.00	\$50.50	\$52.00	\$53.50
Per Year	\$517.50	\$533.00	\$549.00	\$565.50	\$582.00

General User Fee | Off-site (Per Aircraft)

Effective Date:	July 1, 2026	Jan. 1, 2027	Jan. 1, 2028	Jan. 1, 2029	Jan. 1, 2030
Commercial/or For-Profit Entities					
Per Week	\$234.25	\$241.25	\$248.50	\$256.00	\$263.75
Per Month	\$468.50	\$482.50	\$497.00	\$512.00	\$527.25
Per Year	\$3,749.75	\$3,861.25	\$3,977.00	\$4,096.50	\$4,219.50