

**Notice & Agenda for the 10:00 a.m. Monday, June 29, 2026, Town of Qualicum Beach
Special Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose
Street, Qualicum Beach, BC**

Page No.

(This meeting may be recorded)

- 1 1. **ADOPTION OF THE AGENDA**
 THAT Council adopts the June 29, 2026, special Council meeting agenda.
2. **BYLAWS**
- 2-9 (a) **Airport Operations and Miscellaneous Rates Bylaws | Adoption**
 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 adopted.
 2. **THAT** “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009,
 Amendment (Airport Fees) Bylaw No. 638.07, 2026” be adopted.
3. **STAFF REPORTS**
- (a) **Eaglecrest Drive Infrastructure Enhancement and Hazard Mitigation
 Project | Grant Application to the *Build Communities Stronger Fund***
 Staff Recommendation:
 THAT Council directs staff to submit a grant application to the *Build Communities
 Strong Fund* under the *Direct Delivery Stream* and the category of *Shovel Ready
 for 2026* for the combined shovel ready project known as the “Eaglecrest Drive
 Infrastructure Enhancement and Hazard Mitigation Project,” which includes the
 “AC Water Main Replacement - Eaglecrest” and the “Eaglecrest Drive Storm
 Main Replacement,” with a total project value of \$2,863,000, for the purposes of
 upgrading local drinking water and stormwater management assets, and
 advancing hazard mitigation for flood/storm, erosion, and seismic events.
4. **ADJOURNMENT**
 THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, July 15, 2026, at 10:00 am



Heather Svensen
Director of Corporate Services/Deputy CAO

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 6th day of May, 2026.

READ A THIRD TIME this 17th day of June, 2026.

ADOPTED this ____ day of _____, 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services

**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 6th day of May, 2026.

READ A SECOND TIME this 6th day of May, 2026.

READ A THIRD TIME this 24th day of June, 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’	\$0.46	\$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

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	\$11.75	\$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

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 (*)	\$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

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	\$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

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 an additional \$0.27 per litre 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