

---

CITY OF KELOWNA

**MEMORANDUM**

---

**Date:** March 3, 2009  
**File No.:** 0550-05  
1611-01  
**To:** City Manager  
**From:** Airport Fire & Security Chief  
**Subject:** **SECURITY FEES AND CHARGES -  
KELOWNA INTERNATIONAL AIRPORT**

---

**RECOMMENDATION:**

**THAT** Council receive the Report of the Airport Fire & Security Chief dated March 3, 2009;

**AND THAT** Bylaw No. 10167 being Amendment No. 21 to the City of Kelowna Airport Fees Bylaw No. 7982 be forwarded for reading consideration.

**BACKGROUND:**

The airport is requesting approval to establish the following security fees for the Airport Pass Control Office (PCO):

**Effective April 15, 2009:**

25. **Security Fees and Charges**

- 25.1 Lost or damaged security Restricted Area Identification Card (RAIC)
  - a. 1<sup>st</sup> Offence \$25.00
  - b. 2<sup>nd</sup> Offence \$50.00
  - c. 3<sup>rd</sup> and subsequent Offences \$75.00Note: Fee is waived if security RAIC is considered stolen and police file number or ICBC claim number is produced to verify
- 25.2 Failure to Return RAIC on termination of employment - \$25.00 (charged to employer)
- 25.3 Lost Visitor Security Pass - \$25.00 (charged to escort)
- 25.4 Lost Security Key - \$25.00
- 25.5 Lost Parking Decal - \$25.00

Note: All security fees and charges include GST

The Restricted Area Identification Card (RAIC) is a security pass issued to airport staff and tenants that is an integral part of the airport's security system as mandated by Transport Canada Aerodrome Security Measures. To obtain a RAIC an individual must apply for a Transport Canada security clearance that is approved through the Canadian Security Intelligence Service. Once a clearance is

*R*

approved the individual is issued with a RAIC that contains the person's unique biometric information. The RAIC validates the identity of the holder and facilitates access into the airport's restricted areas.

Due to airport growth the number of issued RAICs has increased by 42% over the past 3 years, There has also been an increase in the number of visitor security passes, security keys and parking decals issued to staff and tenants. With this increase comes an associated increase in the loss and damage of these items. There is a legislated Transport Canada requirement to keep the number of lost and stolen passes below 3% of the total number of issued passes or be ordered to replace all passes. It is important to have a mechanism that encourages people to protect and keep their passes secure, and to return them when they cease employment at the airport. In addition there is a replacement cost for these security related items as well as an administrative cost for time spent reporting and producing replacements.

A survey was carried out to determine what control measures and fees were being used at other Canadian airports. It was determined that the majority of airports comparable to YLW levy a fee for lost, damaged or unreturned passes and keys. See following table of comparative airport security fees and charges:

<i>Airport</i>	<i>Lost or Damaged RAIC</i>	<i>Failure to Return RAIC</i>	<i>Lost Visitor pass</i>	<i>Lost keys</i>
YLW ( <i>Proposed</i> )	\$25 *	\$25	\$25	\$25 ( <i>and decals</i> )
YYJ – Victoria	\$25	\$25	\$25	-
YXE – Saskatoon	\$25	\$25	\$25	-
YWG – Winnipeg	\$25 *	\$25	\$25	-
YQR – Regina	\$25 *	\$25	\$25	-
YZF - Yellowknife	\$25 *	\$25	\$25	-
YXS – Prince George	\$50 *	\$50	\$50	\$25
YYC – Calgary	\$50 *	\$100	\$50	-
YOW – Ottawa	\$50 *	\$250	\$75	\$50
YXU – London, ON	\$60 *	\$60	\$60	-
YQX – Gander	\$100	\$100	\$100	\$50

\* denotes increasing fee for each additional occurrence

All surveyed airports report that fees serve as an effective deterrent to loss and damage by encouraging holders to keep their passes and keys secure. The introduction of these fees is seen as a useful mechanism to promote enhanced security at the airport.

#### **FINANCIAL/BUDGETARY CONSIDERATIONS:**

It is anticipated that these fees will serve as an effective deterrent to loss and will reduce the number of replacements required; however, savings will be mainly in administrative time allowing staff to focus on other duties.

**INTERNAL CIRCULATION TO:** Finance Department

Considerations that were not applicable to this report:

**LEGAL/STATUTORY AUTHORITY:** N/A

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:** N/A

**EXISTING POLICY: N/A**

**PERSONNEL IMPLICATIONS: N/A**

**TECHNICAL REQUIREMENTS: N/A**

**EXTERNAL AGENCY/PUBLIC COMMENTS: N/A**

**COMMUNICATION CONSIDERATIONS: N/A**

**ALTERNATE RECOMMENDATION: N/A**

Submitted by:



N. Drachenberg  
Airport Fire & Security Chief

ND/cmm

Approved for Inclusion:

