



CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

ENHANCED SECURITY INITIATIVE PROGRAM

PROGRAM DETAILS

- All commercial buildings within the City are eligible to apply for the one time ESIP grant.
- This program will provide grant funding to ESIP approved applicants.
- All applicants must consider installation costs in their cost analysis proposal.
- ESIP grant funding will provide 50% reimbursement up to a maximum of \$1000.00. All necessary documentation for proof of purchase and installation costs must be provided prior to the release of funds.
- All successful ESIP applicants have until **August 21st, 2019** to complete all work and claim their 50% reimbursement. Following this date, the grant will no longer be valid and a new applicant will be selected.

WHAT DOES “MATCHING FUNDS” MEAN?

This is a 50/50 matching grant program, which means the cost of the project will be split equally between the City of Port Alberni and the successful applicant, up to a maximum of \$1,000.00(CAD).

WHO DECIDES IF A GRANT REQUEST IS APPROVED OR DENIED?

- The reviewing committee consists of the Manager of Bylaw Services from the City of Port Alberni and one representative from the RCMP.
- The committee will use various criteria to determine if an application is approved or denied.
- Please carefully review the full information package for further details, including priority selection and eligibility requirements.

WHAT TYPE OF IMPROVEMENTS ARE ELIGIBLE?

Your business may apply for any new safety or security project that you choose. Examples include: video surveillance equipment, security systems, enhanced exterior building/parking lot/laneway lighting, and deadbolts or door locks.

WHEN IS THE APPLICATION DEADLINE?

Applications shall be received by no later than February 21st, 2019 at 4:30pm.

WHERE CAN I SUBMIT AN APPLICATION?

In Person: Attn: Flynn Scott, Manager of Bylaw Services
4850 Argyle Street, Port Alberni, V9Y 1V8, Lower Level

By Email: flynn_scott@portalberni.ca



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APPLICATION

1. Applicant completes and submits an application by no later than February 21st, 2019.
2. The Committee will review applications and advise applicants of decisions by March 8th.

APPROVED APPLICANTS

1. Approved applicants will be notified via telephone or email.
2. The Manager of Bylaw Services will work with the successful applicant to consider the applicant's budget and discuss the process.
3. The successful applicant may then purchase and install safety enhancement equipment.

FOLLOWING PURCHASE & INSTALLATION

Tenant/Owner provides:

1. Confirmation of payment for equipment/installation;
2. A certificate of completion (written statement) by the tenant/owner confirming that all work has been completed; and
3. Testimony on the Enhanced Security Initiative Program.

COMMITTEE PROCESS

1. Verifies equipment and installation through onsite inspection;
2. Approves reimbursement; and
3. Prepares letter confirming acceptance of project completion and requests a cheque be issued to the project proponent.



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ENHANCED SECURITY INITIATIVE PROGRAM

TIMELINES & DATES

Applications must be submitted by February 21st, 2019 to:

Flynn Scott
Manager of Bylaw Services
City of Port Alberni
4850 Argyle Street, Port Alberni, V9Y 1V8
flynn_scott@portalberni.ca

Applications will be reviewed, decisions made, and applicants advised by March 8th, 2019.

SELECTION PROCESS

- The Review Committee will consist of the Manager of Bylaw Services and a member of the RCMP. Its primary responsibility is to review all applications, determine eligibility of enhancements, and make recommendations and decisions.
- The committee will also be responsible for verifying expenditures and completion in accordance with original proposed plans.

In the event that there are more eligible applicants than funds available to award, the committee will prioritize applications based on the following ranked criteria:

- 1) Anticipated results of the Program and community which may include location in relation to businesses in high crime/calls for service areas;
- 2) Anticipated results of the Program and community which may include location in relation to main travel corridors; and
- 3) Applicants that are proposing enhancement contributions that will cost more than 50% of the maximum allowance (\$1,000.00CAD).

APPEAL PROCESS

In the event that an application is declined, the applicant may request a meeting with the PRC to discuss the application with the purpose of:

- Seeking input on the proposal in order to modify the application and meet the program guidelines; or
- Provide additional information to the committee in order to seek reversal of the decision to decline the application.

Appeals must be received within two (2) weeks of the decision date. Appeals are subject to available funding and will be prioritized after any successful applications that were received prior to the appeal.

