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## ENHANCED SECURITY INITIATIVE (ESIP) PROGRAM GUIDE

Continued, 2022

### INTRODUCTION

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The Enhanced Security Initiative Program (ESIP) is a City of Duncan initiative to encourage commercial property owners to implement measures that would improve public safety and enhance protection and security of their buildings and surrounding properties.

The ESIP is a matching grant opportunity for commercial property owners to apply for any new safety or security project that they choose with a 50% reimbursement up to a maximum of \$1,000 (CAD).

### ELIGIBILITY

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- All commercial properties within the City's jurisdiction are eligible to apply for the one-time ESIP grant.
- All property tax, utilities, and business licence fees must be paid up for the current year.
- Proof of purchase and installation costs **must** be provided prior to the release of funds.
- All successful ESIP applicants have until **October 30th, 2022**, to complete all work and claim their 50% reimbursement.

### ELIGIBLE IMPROVEMENTS

Commercial properties within the City of Duncan jurisdiction may apply for any new safety or security project that you choose. Examples include video surveillance equipment, security systems, enhanced exterior building/parking lot/lane-way lighting, and deadbolts or door lock enhancements.

### PROCESS

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Applications shall be received by no later than **3:30 p.m. (local time) September 9, 2022**.

By Mail:       Attn: Rachel Hastings, Manager of Building and Bylaw Services  
City of Duncan, 200 Craig Street  
Duncan, BC V9L 1W3

By Email:      [duncan@duncan.ca](mailto:duncan@duncan.ca)

A Committee will review applications and advise applicants of decisions by September 30, 2022.



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## APPROVED APPLICANTS

1. Approved applicants will be notified via telephone or email.
2. The Manager of Building and 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

Applicant/Owner provides:

1. Receipts for equipment/installation;
2. A certificate of completion (written statement) by the tenant/owner confirming that all work has been completed with photos (before and after); *and*
3. Testimony on the Enhanced Security Initiative Program (which may be used by the City) how the improvements have aided in the relief of security issues.

## SELECTION PROCESS

The reviewing committee consists of the Manager of Building and Bylaw, and the Corporate Services Coordinator from the City of Duncan and a representative of Cowichan Community Policing & Engagement Society.

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 through an onsite inspection, and completion in accordance with original proposed plans.

If 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 and residences 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.

A letter will be prepared, confirming acceptance of project completion and requests a cheque be issued to the project proponent.