

# Safety and Security Grant Program

## Purpose

The Parksville Downtown Business Association (PDBA) has established a Safety and Security Grant Program to encourage commercial property owners and business tenants, within the Business Improvement Area (BIA) of Parksville Downtown, to invest in lighting and video cameras to improve the safety and security of their businesses.

## The Safety and Security Grant Program is intended to:

- Improve the safety and security of business environments
- Enhance the comfort level of all those who live, work, and visit Parksville Downtown
- Deter vandals
- Reduce graffiti
- Assist police in apprehending the perpetrators of crime

## How Does It Work?

Successful program applicants will receive a reimbursement of up to \$1,000 per approved site, contingent upon matching dollars from the applicant, towards the cost of eligible lighting and security camera expenses. Funding will be provided after the successful completion of the equipment installation and approval of all receipts for services and equipment.

## The Safety and Security Grant Program proposals will be:

- Reviewed on a case-by-case basis
- Subject to approval by the Parksville Downtown Business Association
- Subject to a legal agreement between the building owner and the PDBA
- Subject to the availability of existing funding
- Subject to implementation of the project having maximum impact in the BIA

Successful applicants will be issued a cheque upon completion and final inspection by the PDBA

## **Safety and Security Projects should deter vandals by:**

- Having video surveillance cameras in view
- Establishing better illumination of the business

## **Who is Eligible?**

Commercial buildings that are located in the designated Business Improvement Area (BIA) of Parksville Downtown (McMillan Street to McVickers Street and Jensen Avenue to the waterfront) are eligible for program funding. To determine if your building qualifies, please contact the Parksville Downtown Business Association (see last page).

## **Eligible Work:**

- Security camera systems and parts
- Video recording systems
- Exterior Lighting
- Installation labour fees

## **What are the Program Guidelines?**

- All applicants must complete an application to be considered
- The property must be located within the boundaries of the BIA to be eligible
- An owner or tenant with multiple buildings/storefronts can apply for more than one grant, but must complete a separate application for each
- Building owners or tenants are eligible. If a tenant applies, written proof that the building owner has authorized the proposed improvements must be provided
- Properties must meet basic public safety and construction codes
- Work has to be carried out according to standard construction and safety practices
- Proposed lighting and security system installations must comply with all applicable building and zoning codes
- All required permits must be obtained prior to the start of any construction

## **Application Process:**

**Each applicant who applies will be subject to the following process:**

- Applicant must file a completed application form with the PDBA
- The PDBA will meet with the applicant
- After an application has been received and a meeting with the applicant completed, the PDBA will review the merits of the application
- After approval of the application, successful applicants have six months to complete all work

- The applicant must agree to a final inspection by the PDBA to ensure that the project has been completed according to the approved plan
- After inspection and approval by the PDBA, the applicant will be reimbursed on approved safety and security improvements at a rate of 50% to a maximum of \$1,000
- Applicants must agree to be featured in the media and possibly be interviewed, photographed or videotaped for promotional purposes.

## **Are permits needed?**

Development, Building and Sign Permits are required from the City of Parksville where applicable. It is the responsibility of the building owners or business tenant to secure all permits to complete their project.

## **More information:**

For more information, or to submit an application form for the Safety and Security Grant Program, please contact:

Pamela Bottomley – Executive Director  
Parksville Downtown Business Association  
Suite 201 – 177 Weld Street, Parksville, BC  
Phone: 250-248-8079  
Email: [info@parksvillebc.com](mailto:info@parksvillebc.com)

# Parksville Downtown Business Association

## Safety and Security Program Application Form

### Location of Subject Property

|                |  |
|----------------|--|
| Street Address |  |
|----------------|--|

### Applicant Information

|            |  |
|------------|--|
| Name       |  |
| Address    |  |
| Work Phone |  |

### Owner Information (if different from Applicant)

|            |  |
|------------|--|
| Name       |  |
| Address    |  |
| Work Phone |  |

### Project Information

Is the subject property part of the Business Improvement Area (BIA)?  Yes  No

Estimated cost of the project? \$ \_\_\_\_\_ Amount requested? \$ \_\_\_\_\_

### Description of proposed safety and security improvements

Cameras, recording systems, lighting - types and makes and models.

Estimated Date of Completion: \_\_\_\_\_

### Agreement and Signature

This application is being made in accordance with the Parksville Downtown Business Association's "Safety and Security Program". The undersigned hereby applies for the Safety and Security Program in accordance with the application, specifications and costs herewith submitted and acknowledges that the proposed work must comply with the provision of the Building Code Act and the British Columbia Building Code and any other statues or regulations of the Province of British Columbia, and all by-laws of the City of Parksville. I also acknowledge that it is understood work carried out prior to the approval of this application will not necessarily be eligible for funding. I certify the truth of all statements or representation herein.

|                              |  |
|------------------------------|--|
| Name (printed)               |  |
| Signature of Owner or Tenant |  |
| Date                         |  |

**Owner's Authorization (to be completed if Applicant is used to represent the owner)**

I, \_\_\_\_\_ being the registered owner of the subject property hereby authorize \_\_\_\_\_ to prepare and submit this application for the Safety and Security Program.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

**Our Policy**

The decision of the Safety and Security Program Committee is final. We reserve the sole right to approve or deny funding on any project even though it may meet the stated eligibility criteria. Because the Committee has set aside a limited amount of funding for the Safety and Security Program, priority will be given to projects that are perceived to have a higher level of need and or ability to be completed within the stated time frame.