



Monitor Keys and Cash

Keep a checklist of keys and who they're assigned to. Keep the keys organized by colour or designated numbers, as well as a list of who has what colour or numbered key.

Keep cash and valuables in a locked safe or vault. Proper cash handling should include a cash handling policy that is reviewed regularly with employees.



Limit Access to High Risk Areas

Areas of high-risk should be locked at all times. Areas where the safe or vault is located or where money is counted should be locked by key or code.

When an employee leaves the company or business the code should be changed or deactivated, keys should be taken back, or have locks changed.

Safety Improvement Grant

Recent changes to the City's Safety Improvement Grant mean that all commercial, industrial, or institutional properties in the city of Timmins are now eligible for a grant of up to \$7,500 or 75% of the proposed work to improve security. The grant can be used to help cover the cost of security measures such as gates, fencing, security camera systems, and motion sensor lighting.

HOW TO APPLY

- Download the *Downtown CIP Application Form* online at Timmins.ca
- Provide one quotation for the proposed work.
- Submit your application form to the City's Community Development Planner via email to planning@timmins.ca

Multiple applications are permitted for different projects up to a maximum of \$7,500 per applicant. Multiple applications are permitted on multi-tenant properties.

SECURE YOUR BUSINESS

Best practices for securing your commercial property





Risk Assessment

Start by identifying potential security threats. Inspect and go over the exterior of the building and the yard to determine if there are any weaknesses like entry points or inadequate lighting. Fix or improve any damage to windows or doors.

The risk assessment is the first step in developing an effective security plan.



Secure the Exterior

Make sure that the area is properly lit. Keep the yard clean and any trees or hedges near entry points trimmed to eliminate potential hiding spots.

Keep the area clear of trash and empty boxes that promote new stock or items of value.

Install sturdy doors, reinforced windows, or perimeter fencing. Consider using shatterproof glass or security film on windows.



Create and Communicate a Security Plan

Security Plans are an important part of securing your business. They help identify potential risk and prepare staff to respond and react.

A Security Plan will outline the protocols and procedures that help keep your business safe. All staff should know the Security Plan and be trained in how to respond in the event of an emergency.

Alarm Systems, Surveillance, and Proper Hardware



Add security features like window bars, motion sensor lights, night vision cameras, and proper locks and door handles.

Invest in a surveillance system to monitor and record activities within and around your property. Go for a high-resolution camera placed at key locations.

Private Security

Hiring a private security agency can provide peace of mind, especially for a business where break-ins tend to be more frequent. Private security can protect property and assets, provide personal safety for employees, and can be customized to suit your security needs.



Service Timmins


Service Timmins is the City's customer service response platform.

As a business owner, Service Timmins can help you with:

- Business licensing
- Property standards
- Available grants and rebates
- Municipal parking
- Taxes, water, and wastewater

Contact Service Timmins:

 service.timmins.ca

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