

# EXTREME WEATHER RESPONSE

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**Program Framework**

**August 2011**  
(2<sup>nd</sup> Edition)



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## 1. INTRODUCTION

The ***Extreme Weather Response*** (EWR) program funds community based services to provide temporary emergency shelter spaces during periods of extreme winter weather which threaten the health and safety of homeless individuals. This program is designed to provide time-limited, weather responsive, temporary shelter spaces in communities where there is not sufficient emergency shelter bed capacity during extreme weather conditions.

In the event of extreme weather, community representatives call an extreme weather alert which enables communities to activate a community plan to temporarily increase emergency shelter capacity to accommodate individuals and families who are homeless. Calling an extreme weather alert also activates the Assistance to Shelter Act (ASA) for the period of the alert. In 2009, the Assistance to Shelter Act (ASA) became a piece of legislation which grants local police and the RCMP the capacity to assist a person who is homeless to a shelter during extreme weather alerts. Once in the shelter, the individual may choose whether or not they want to stay. The Act was created as a tool to support law enforcement officers to assist those who are homeless and sleeping outside during extreme weather conditions.

## 2. PROGRAM PRINCIPLES

The Extreme Weather Response Program and Community Plans are guided by the following four principles:

*Core services are accessible and client-focused*

- EWR services are accessible to anyone aged 19 or older who is homeless, regardless of ethno-cultural background, religious beliefs, physical disability, mental health status, gender identity or sexual orientation.
- EWR providers will be aware of the diversity of sexual orientation and gender identities and work to create an atmosphere of safety and respect.
- Where possible, a range of service approaches must be available in the shelter system to ensure access for a diverse population.
- An atmosphere of dignity, compassion and respect is maintained.

*Operations are transparent and accountable*

- EWR providers maintain reliable records and fulfill regular reporting obligations.
- EWR providers adopt written policies and procedures that are responsive to client needs.
- EWR providers communicate their policy and procedure regarding complaints and appeals to all clients.
- BC Housing may conduct reviews to confirm that services delivered are effective at meeting the program's objectives.
- BC Housing will regularly report to the Provincial Government and the public on the effectiveness of the program.

*A Welcoming, safe and secure service environment*

- The health and safety of staff, volunteers and clients is of the highest importance. While discriminatory criteria for service provision are not tolerated, EWR providers are not expected to deliver services to individuals in circumstances where the safety or security of the provider or any other individual may be threatened.

- EWR providers will have safety protocols in place that provide clear guidance for client, volunteer and staff safety. Protocols should be reviewed seasonally with all volunteers, staff and clients.
- Where possible, providers must adopt practices that ensure the safety and security of women, men, transgendered individuals, women and children, couples and families, as applicable.
- Co-ed shelters will strive to adopt practices and standards which address the specialized safety and security needs of the women and, where applicable, children served.

*Collaboration among providers to improve service effectiveness*

- Service delivery effectiveness is enhanced by open and collaborative working relationships among shelter providers, partner agencies, other government agencies and BC Housing.
- EWR Community Plan is developed by a community based committee/working group
- Program delivery is responsive to community needs.

### **3. GOAL**

- To provide access to temporary shelter spaces for people who are homeless during periods of extreme winter weather which threaten their health and safety.

### **4. OBJECTIVE**

- To provide extra shelter spaces for people who are homeless during periods of extreme winter weather which threaten their health and safety.

### **5. OUTCOMES**

- Reduce health and safety risks to homeless people related to extreme winter weather exposure.
- Reduce street homelessness during extreme winter weather.

### **6. CORE SERVICE**

- The provision of safe, secure and appropriate sleeping accommodation for all clients.

### **7. TARGET POPULATIONS AND ELIGIBILITY**

The absolute homeless, who are at risk of suffering physical harm because of extreme weather conditions, are the target population for this program. However, efforts should be made to accommodate a range of clients, including those who are homeless due to crisis, hidden homeless and at risk of homelessness (see Glossary).

Extreme Weather Response shelters are available to all adults (aged 19 and older) and families in need. Due to capacity constraints and service limitations, not all shelters are able to accommodate all eligible clients and/or client groups equally. For instance, women and families

generally require separate accommodation from male clients. Where a provider is unable to accommodate an eligible client, the client will be referred to alternate shelter or support services wherever possible.

Children, under the age of 19, can receive service if they are accompanied by their parent/guardian or if they are referred to the provider by a social worker acting under the Child, Family and Community Service Act. Individuals under the age of 19, presenting without a parent or guardian, should be referred to child and youth serving agencies and/or the Ministry of Children and Family Development (MCFD). The province-wide Helpline for Children (310-1234; no area code required) is an available resource.

## **8. ROLES AND RESPONSIBILITIES**

### **BC Housing**

- Approve Community Extreme Weather Response Plans and budgets.
- Fund the eligible expenses of an Extreme Weather Shelter(s) included in a community's Extreme Weather Response Plan.
- Where there is a demonstrated need, BCH will work with communities to develop an Extreme Weather Response Plan.
- Collect and review occupancy reports and invoices in the event of an Extreme Weather alert.

### **Participating Communities**

Each community participating in the Extreme Weather Response program must submit annually an updated version of their Extreme Weather Response plan. At minimum, the plan must include:

- Name of the community and geographic area covered by the plan
- Name of the lead contact, plus a backup person, to activate and deactivate the community plan (e.g., who would BC Housing phone if they had questions about the plan before and during an extreme weather event).
- A definition of when an extreme weather alert will be activated and cancelled, determined through a community based process.
- A list of community partners participating in the Extreme Weather response in the community.
- Evidence that an extreme weather response is required (i.e. there are frequent turnaways from emergency shelters during extreme weather seasons, there is documented evidence of a growing homeless population in the community).
- Name and address of each Extreme Weather Shelter.
- Name and business address of the organization that will be submitting invoices for each Extreme Weather Shelter.
- Capacity of each Extreme Weather Shelter (e.g., number of mats and number of staff per mat, client group served; men, women, co-ed, families).
- Hours of operation for each Extreme Weather Shelter (BC Housing strongly encourages Extreme Weather Shelters to be open long enough for clients to obtain at least 8 hours of sleep per night).
- Communication procedures during an Extreme Weather Response<sup>1</sup>.
- Procedure for dealing with media inquiries.
- Plan for outreach to people who are homeless and do not regularly access services.

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<sup>1</sup> See Appendix C

- A nightly budget for each shelter provider.

### Community Representative

- Issues or cancels extreme weather alerts for communities in a prescribed manner based on a designated Community Extreme Weather Response Plan (see appendix C).
- When issuing or cancelling an extreme weather alert, the community representative must:
  1. Write a report that includes the following information:
    - i. The date of the issuance/cancellation of the extreme weather alert
    - ii. The time of the issuance/cancellation of the extreme weather alert
    - iii. The description of the extreme weather conditions
    - iv. The description of the geographical area to which the extreme weather alert applies
    - v. The name of the person issuing/cancelling the extreme weather alert
    - vi. The names of the persons or entities that will be notified by the community representative of the issuance of the extreme weather alert
  2. Notify the Minister via email (weatheralert@gov.bc.ca)
  3. Notify BC Housing via email (bchceo@bchousing.org, homelessnessservices@bchousing.org) and by contacting BC Housing's Regional Office and other contacts updated annually.
  4. Notify all police forces in the geographical area to which the extreme weather alert applies by using the appropriate notification templates, including email subject line **<Municipality Name> Extreme Weather Alert Issued**, found in Appendices D and F (RCMP vs. non-RCMP police detachment). Communities should ensure that the appropriate police force responsible for the jurisdiction is identified and given notification (e.g., determine whether it be a municipal, provincial or federal police force). In communities working with the RCMP it is important to note that they should not send any attachments to the RCMP as their email system does not support attachments.
  5. Cancel the alert in the geographical area to which the extreme weather alert applies by using the appropriate cancellation templates, including email subject line **<Municipality Name> Extreme Weather Alert Cancelled**, found in Appendices E and G. Cancellation of an alert is extremely important for RCMP operational policy as the Assistance to Shelter Act remains active until the alert is cancelled.
  6. Ensure that data about utilization is submitted to BC Housing by Extreme Weather Response Shelters.

### RCMP or Local Police Departments

- Support the activation of the ASA by assisting people who are homeless to shelters in the event of an extreme weather alert.

### Extreme Weather Shelter Provider

- Collect and report data to BC Housing on a nightly basis during an Extreme Weather alert and submit by 11:00 am the day following the provision of Extreme Weather shelter. Occupancy reports should clearly state the community, shelter provider and date(s) that the report pertains to. For example: <Community> EWR, Shelter Provider <Date(s)> (e.g. "Vancouver EWR, First Baptist Church, Jan 1-2").
- Submit invoices for related costs twice a month. The two invoice periods are: 1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 31<sup>st</sup>. Invoices should be submitted no later than the 17<sup>th</sup> and 2<sup>nd</sup> of each month for costs incurred during the relevant period.

- Mitigate potential liabilities and ensure safety of clients related to offering temporary services
- Ensure insurance policies cover service providers during the operation of the Extreme Weather Response
- Provide evidence that the municipality has approved the building for use as a shelter during an Extreme Weather Response (i.e., new sites must have approval from the fire department for the intended use).
- If additional mats are requested by a provider they are required to provide a letter of approval from the fire department.
- Notify BC Housing of any issues that may affect the provider's ability to respond to an extreme weather alert.

## 9. OPERATING FUNDING

### 9.1. Eligibility

To be eligible for funding through this initiative, an Extreme Weather Shelter must be included in the specific community's Extreme Weather Response Plan developed by a community planning group. In addition, an **Extreme Weather Shelter Nightly Budget** (Appendix I) must be submitted and approved for each EWR shelter included in the EWR Plan. Once the Nightly Budget is received, BC Housing will contact the Extreme Weather Shelter to request any adjustments that may be required to the budget and to ensure they are able to provide safe accommodation for clients. Extreme Weather Shelters are required to submit their budget with the annual submission of their Community's Plan.

### 9.2. Allowable Expenses

The Extreme Weather Shelter's approved budget costs will only be paid by BC Housing if they:

- Were incurred due to an Extreme Weather Response
  - Would not have otherwise been incurred
- AND
- Are identified in their approved nightly budget

Eligible expenses include:

- Shelter staff costs (salaries and benefits) including reasonable volunteer recognition or honourarium (i.e. small token item, coffee gift card, etc.) if shelter staff includes volunteers
- Food costs
- Cleaning and laundry costs
- Client transportation to and from Extreme Weather Shelters (e.g. bus tickets)
- First Aid Supplies

BC Housing will not pay for any capital expenses. Communities are expected to fundraise to cover the costs of mats, blankets and any other capital equipment required to operate the shelter. Where at all possible, facility costs (excluding extra cleaning costs) are expected to be an in-kind contribution from the community.

## 10. REPORTING AND MONITORING

A monitoring and reporting process focused on outputs enables BC Housing to determine adherence to these guidelines, and to track progress at achieving the goals and objectives of

this initiative. Due to the sensitive nature of Extreme Weather Responses, communities are required to submit the following statistics no later than 11:00 am every day of the response (excluding the day the Extreme Weather Response Plan is activated). Communities are required to track the following information:

- # of people sheltered
- Gender of people sheltered
- Age category of people sheltered (e.g., under the age of 19 and over the age of 19)
- # of turnaways

Ideally, the statistics will be submitted on the **Extreme Weather Shelter Nightly Occupancy Form** (Appendix H). If a community designs its own form, it must contain, at minimum, the same data as the Nightly Occupancy Form. This form may be submitted electronically (homelessnessservices@bchousing.org) or by fax to 604.439.4722. **Extreme Weather Response Shelter Invoice Forms** (Appendix J) must be submitted to the community's Regional Office of BC Housing by the 17<sup>th</sup> and the 2<sup>nd</sup> of each month for costs incurred during the period. The invoices submitted by the 17<sup>th</sup> of the month should cover costs incurred from the 1<sup>st</sup> to the 15<sup>th</sup> (inclusive) of the current month. The invoices submitted by the 2<sup>nd</sup> of the month should cover costs incurred from the 16<sup>th</sup> to the last day of the previous month (inclusive). If additional time is required to submit the claims, Extreme Weather Shelter operators must contact their Regional Office of BC Housing and request an extension. Extensions will not be granted past the end of BC Housing's fiscal year (March 31).

#### *Monitoring*

BC Housing will work with service providers to ensure continual service improvement. Annually, regional staff will contact service providers to solicit feedback on service delivery.

## **11. SIGN-OFF**

This document requires final sign-off by the BC Housing Vice-President of Operations.



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**Vice President, Operations**



# APPENDIX A: EXTREME WEATHER RESPONSE PROGRAM LOGIC MODEL

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	
			Short –Term	Intermediate
<p><i>Resources dedicated to or consumed by the program</i></p> <ul style="list-style-type: none"> <li>• Staff time – BC Housing</li> <li>• Staff time – Community Partners</li> <li>• Operating funding</li> <li>• Community Partners</li> <li>• In-kind community contributions</li> <li>• Police/RCMP services under the Assistance to Shelter Act</li> </ul>	<p><i>What you do to fulfill your goals and objectives</i></p> <ul style="list-style-type: none"> <li>• Develop and Activate Extreme Weather Response Plan when required</li> <li>• Provide access to additional temporary emergency shelter spaces during extreme weather events</li> <li>• Cancel EWR alerts in a timely manner</li> <li>• Report occupancy statistics to BC Housing daily during activations</li> <li>• Submit invoices for related costs no later than the 17<sup>th</sup> and 2<sup>nd</sup> of each month for costs incurred during the relevant period</li> </ul>	<p><i>The direct products of the activities you do</i></p> <ul style="list-style-type: none"> <li>• Additional safe, clean and appropriate sleeping accommodations available during Extreme Weather</li> <li>• Number of unique clients accessing the EWR per night</li> </ul>	<p><i>Changes, benefits, or impacts as a result of an activity</i></p> <p><b>Short –Term</b></p> <ul style="list-style-type: none"> <li>• Fewer individuals sleeping outside during extreme weather</li> </ul>	<p><b>Intermediate</b></p> <ul style="list-style-type: none"> <li>• Reduce negative health impacts of exposure to extreme weather among target population</li> <li>• Encourage a broader range of clients to access support services</li> </ul>

## APPENDIX B: GLOSSARY OF TERMS

**Absolute Homeless:** individuals and families who are living in public spaces without legal claim (e.g., on the streets, in abandoned buildings or in tent cities); a homeless shelter; a public facility or service (e.g., hospital, care facility, rehabilitation or treatment centre or correctional facility) and cannot return to a stable residence; or individuals and families who are financially, sexually, physically or emotionally exploited to maintain their shelter.

**At Risk of Homelessness:** individuals and families who are living in: temporary accommodation where they do not have control over the length and conditions of tenure (e.g., couch surfing or name not on lease) and do not have adequate personal space; time-limited housing designed to help them transition from being homeless to living in a permanent form of housing, (e.g., transitional housing or second-stage housing); or accommodation where tenancy will be terminated within three months of application, (e.g., given notice by landlord or pending release from prison).

### **Community Representative**

The person designated in an Extreme Weather Response Plan to issue or cancel extreme weather alerts.

### **Extreme Weather Conditions**

- a) In relation to a geographical area to which an Extreme Weather Response Plan applies,
  - i. The weather conditions, but not other factors, set out in the description of extreme weather in the Extreme Weather Response Plan, or
  - ii. Any prescribed conditions that are not addressed or identified in the Extreme Weather Response Plan, or
- b) In relation to a geographical area to which no Extreme Weather Response Plan applies, the prescribed conditions are described in Section 2 of the Assistance to Shelter Act Regulation.

### **Extreme Weather Response Plan**

A current plan, filed with BC Housing, or a BC Housing designate who participates in BC Housing's Extreme Weather Response program.

**Hidden Homeless:** individuals and families living in temporary accommodation where they do not have control over the length and conditions of tenure but have adequate personal space.

**Homeless due to crisis:** individuals and families who are homeless because their previous residence became uninhabitable due to a human caused or natural disaster (e.g., fire or earthquake).

### **LGBT2S - Lesbian, Gay, Bisexual, Transgendered and Two Spirited**

**Lesbian** - Women attracted to members of the same sex.

**Gay** - Men attracted to members of the same sex.

**Bisexual** - A sexual orientation involving physical and/or romantic attraction to both males and females.

**Transgendered** - of, relating to, or designating a person whose identity does not conform unambiguously to conventional notions of male or female gender roles, but combines or moves between these. People who were assigned a sex, usually at birth and based on their genitals, but who feel that this is a false or incomplete description of themselves. Non-identification with, or non-presentation as, the sex (and assumed gender) one was assigned at birth.

**Transsexual** – one who has changed or is in the process of changing his/her physical sex by undergoing medical treatment such as hormone replacement therapy (HRT) and/or sex reassignment surgery (SRS).

**Two spirited** – a direct translation of the Ojibwe term, *Niizh manidoowag*, "two-spirited" or "two spirit" is usually used to indicate a person whose body simultaneously houses a masculine spirit and a feminine spirit.

***Temperature***

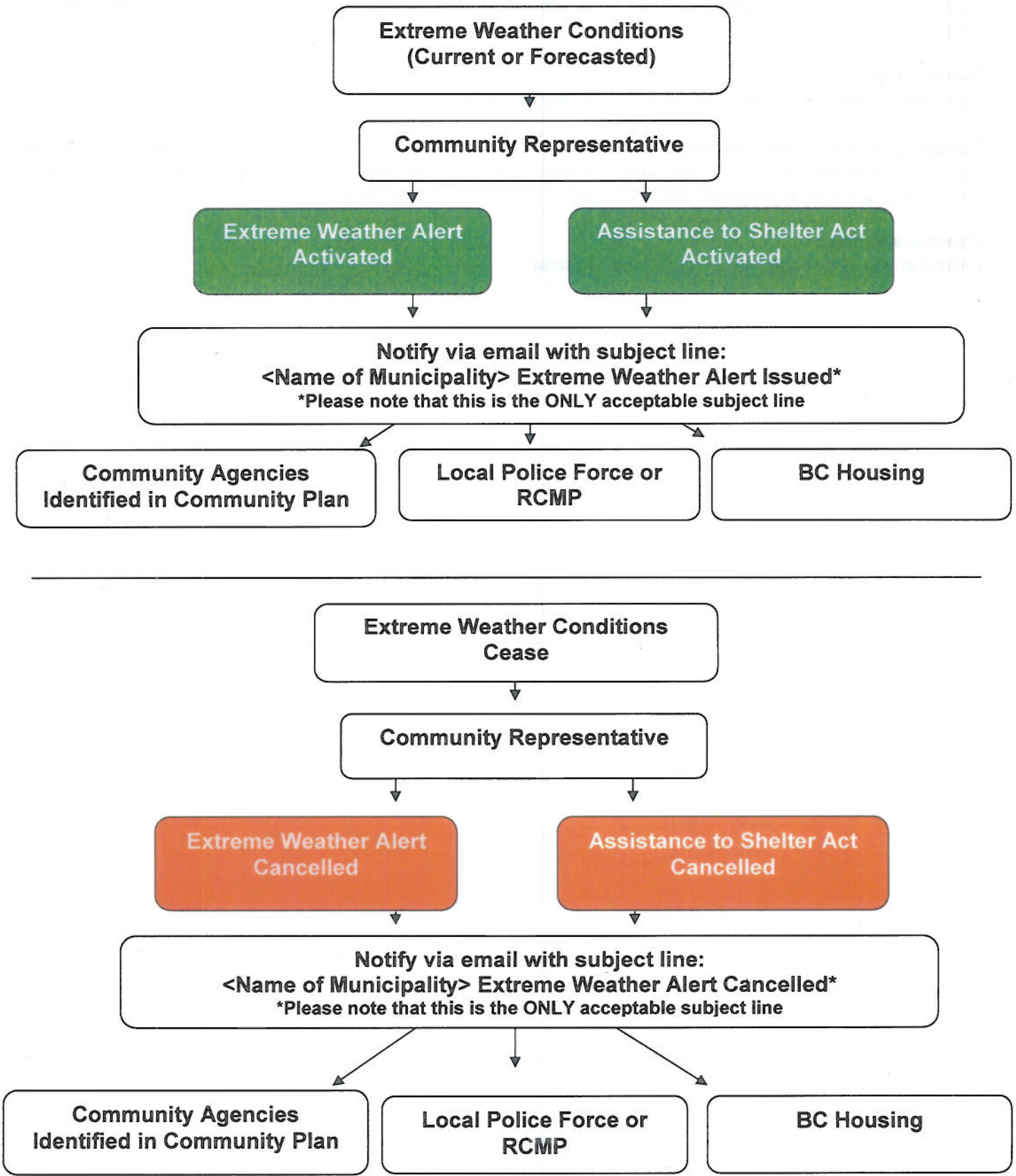
Includes a temperature that takes a wind chill factor into account.

***Turnaway:*** a term to describe when a shelter provider is unable, or unwilling, to provide shelter to a person who would otherwise qualify for services. In these instances, the provider will make an attempt to refer the individual to another appropriate accommodation or service, if available.

***Weather Warning:***

a weather warning issued by Environment Canada.

# APPENDIX C: EXTREME WEATHER RESPONSE PROCESS FLOW



**APPENDIX D: TEMPLATE FOR ISSUING AN EXTREME WEATHER ALERT– NON-RCMP POLICE DETACHMENTS**

Email Subject Line: <Name of Municipality> - Extreme Weather Alert Issued

Please note that all emails must have the subject line as stated above. Also it is important that the e-mail be sent to the following recipients, with no attachments, in addition to the existing list of recipients that BC Housing has provided:

The Police Department e-mail contact(s) provided in the e-mail where this document was attached.

Also add these addresses:

weatheralert@gov.bc.ca; bchceo@bchousing.org; homelessnessservices@bchousing.org;

Text template for e-mail:

Hello,

I have been designated under the Assistance to Shelter Act as the Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia. I am issuing an Extreme Weather Alert (EWA) for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

It would be appreciated if the police department in receipt of this e-mail acknowledged receipt of this message to me only – no other recipients need to reply. You will be advised via e-mail when the EWA has been cancelled.

Thanks in advance for your assistance,

(Name of Community Representative)

Extreme Weather Alert

Pursuant to sec. 2(2)(b) of the Assistance to Shelter Act an Extreme Weather Alert (EWA) is being issued for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia. This EWA activates the authorities in the Assistance to Shelter Act for police to assist persons at risk due to extreme weather conditions and remains in effect until it is cancelled.

This EWA is being issued on (date) at (time), due to the following weather conditions and forecast: (description of conditions and forecast.)

The following shelter(s) will be providing spaces during this EWA:  
(Name of shelters and locations)

EWA issued by: (name of Community Representative), Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

## APPENDIX E: TEMPLATE FOR CANCELLING AN EXTREME WEATHER ALERT – NON-RCMP POLICE DETACHMENTS

Email Subject Line: <Name of Municipality> - Extreme Weather Alert Cancelled

Please note that all emails must have the subject line as stated above. Also it is important that the e-mail be sent to the following recipients, with no attachments, in addition to the existing list of recipients that BC Housing has provided:

The Police Department e-mail contact(s) provided in the e-mail where this document was attached.

Also add these addresses:

weatheralert@gov.bc.ca; bchceo@bchousing.org; homelessnessservices@bchousing.org;

An Extreme Weather Alert cancellation email is imperative as cancels the activation of the Assistance to Shelter Act.

Text template for e-mail:

Hello,

I have been designated under the Assistance to Shelter Act as the Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

On \_\_\_\_ (date) \_\_\_\_ I issued an Extreme Weather Alert (EWA) for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

There is no longer a need for the EWA to remain in effect and, as such, I am issuing a Cancellation of an EWA. It would be appreciated if the police department in receipt of this e-mail acknowledged receipt of this message to me only – no other recipients need to reply.

Thanks again for your assistance,

(Name of Community Representative)

### Cancellation of an Extreme Weather Alert

Pursuant to sec. 2(2)(e) of the Assistance to Shelter Act the Extreme Weather Alert (EWA) issued on (date) for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia, is now cancelled. The authorities in the Assistance to Shelter Act for police to assist persons at risk due to extreme weather conditions are no longer in effect.

This Cancellation of an EWA is being issued on (date) at (time), due to improved weather conditions and forecast.

Cancellation of an EWA issued by: (Name of Community Representative), Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

## APPENDIX F: TEMPLATE FOR ISSUING AN EXTREME WEATHER ALERT – RCMP DETACHMENTS

Email Subject Line: <Name of Municipality> - Extreme Weather Alert Issued

Please note that all emails must have the subject line as stated above ONLY. Failing to use the appropriate subject line may jeopardize the appropriate RCMP detachment from being informed of the Alert.

Also it is important that the e-mail be sent to the following recipients, with no attachments, in addition to the existing list of recipients that BC Housing has provided:

EDIV\_FEDERAL\_OCC@rcmp-grc.gc.ca;

Also add these addresses:

weatheralert@gov.bc.ca; bchceo@bchousing.org; homelessnessservices@bchousing.org;

Text template for e-mail:

Hello,

I have been designated under the Assistance to Shelter Act as the Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia. I am issuing an Extreme Weather Alert (EWA) and it is requested that RCMP "E" HQ OCC send the below noted EWA verbatim via CPIC to the detachment responsible for policing the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

I request that only "E" HQ OCC confirm receipt of this e-mail and advise when the CPIC message has been forwarded to the appropriate detachment. You will be advised via email when the EWA has been rescinded.

Thanks in advance for your assistance,

(Name of Community Representative)

### Extreme Weather Alert

Pursuant to sec. 2(2)(b) of the Assistance to Shelter Act an Extreme Weather Alert (EWA) is being issued for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia. This EWA activates the authorities in the Assistance to Shelter Act for police to assist persons at risk due to extreme weather conditions and remains in effect until it is canceled.

This EWA is being issued on (date) at (time), due to the following weather conditions and forecast: (description of conditions and forecast.)

The following shelter(s) will be providing spaces during this EWA:  
(Name of shelters and locations)

EWA issued by: (name of Community Representative), Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

## APPENDIX G: TEMPLATE FOR CANCELLING AN EXTREME WEATHER ALERT – RCMP DETACHMENTS

Email Subject Line: <Name of Municipality> - Extreme Weather Alert Cancelled

Please note that all emails must have the subject line as stated above ONLY. Failing to use the appropriate subject line may jeopardize the appropriate RCMP detachment from being informed of the Alert.

Also it is important that the e-mail be sent to the following recipients, with no attachments, in addition to the existing list of recipients that BC Housing has provided:

EDIV\_FEDERAL\_OCC@rcmp-grc.gc.ca;

Also add these addresses:

weatheralert@gov.bc.ca; bchceo@bchousing.org; homelessnessservices@bchousing.org;

An Extreme Weather Alert cancellation email is imperative as cancels the activation of the Assistance to Shelter Act.

### Text template for e-mail:

Hello,

I have been designated under the Assistance to Shelter Act as the Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

On \_\_\_\_ (date) \_\_\_\_ I issued an Extreme Weather Alert (EWA) and requested RCMP "E" HQ OCC sent it to the detachment responsible for policing the (town/municipality/village/township) of \_\_\_\_\_, British Columbia. There is no longer a need for the EWA to remain in effect and, as such, I am issuing a Cancellation of an EWA. I am now requesting that "E" HQ OCC forward verbatim via CPIC the below noted Cancellation of an EWA to the detachment responsible for policing the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.

I request that only "E" HQ OCC confirm receipt of this e-mail and advise when the CPIC message has been forwarded to the appropriate detachment.

Thanks in advance for your assistance,

(Name of Community Representative)

### Cancellation of an Extreme Weather Alert

Pursuant to sec. 2(2)(e) of the Assistance to Shelter Act the Extreme Weather Alert (EWA) issued on (date) for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia, is now cancelled. The authorities in the Assistance to Shelter Act for police to assist persons at risk due to extreme weather conditions are no longer in effect.

This Cancellation of an EWA is being issued on (date) at (time), due to improved weather conditions and forecast.

Cancellation of an EWA issued by: (Name of Community Representative), Community Representative for the (town/municipality/village/township) of \_\_\_\_\_, British Columbia.



# APPENDIX H: EXTREME WEATHER SHELTER NIGHTLY OCCUPANCY FORM



**Extreme Weather Response**  
 Nightly Occupancy Report - 2011/2012

Please submit to BC Housing at [HomelessnessServices@bchousing.org](mailto:HomelessnessServices@bchousing.org) or by fax at 604-439-4722 by 11:00 am the following business day.

<b>Temporary Shelter Name:</b>			
<b>Shelter Operator Name:</b>			
<b>Community:</b>		<b>Date:</b>	

*(Date clients entered shelter)*

Description	√ √ √ √ √	Nightly Total #
Males 19 and over		
Females 19 and over		
Transgender 19 and over		
Unknown gender 19 and over		
Males under 19		
Females under 19		
Transgender under 19		
Unknown gender under 19		
<b>Total in Shelter</b>		0

<p><b>Number of Families</b>  <small>Families are defined as a minimum of two people, including one dependent child. (included in above numbers)                  **Please do not include couples with no dependent children as a family.</small></p>		
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<b>Turn-aways/No space</b>		
<b>Turn-aways/Other</b>		
<b>Total Turn-aways</b>		0

Please briefly describe any critical incidents that occurred last night:

Shelter statistics for temporary seasonal shelters must be submitted for payment to be processed

<i>Signature of Shelter Operator</i>	<i>Printed Name</i>	<i>Daytime Phone with Area Code</i>
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# APPENDIX I: EXTREME WEATHER RESPONSE NIGHTLY EXPENSE BUDGET TEMPLATE



**EXTREME WEATHER RESPONSE**  
Nightly Budget - 2011/2012  
Submit only once per year

<b>Date:</b>			
<b>Shelter Name:</b>		<b>Shelter Operator Name:</b>	
<i>As indicated on Community EWR plan</i>		<i>If different from Shelter Name</i>	
<b>Shelter Address:</b>		<b>Org Address:</b>	
<b>City/Postal Code:</b>		<b>City/Postal Code:</b>	
<b>Phone Number:</b>		<b>Email Address:</b>	
<b>Max No. of Mats:</b>		<b>BCH A/B No:</b>	

Description	Paid for by:		In-Kind	Total
	BC Housing	Other Funder		
Staff costs (including benefits)				0
Volunteer Appreciation				0
Food				0
Laundry				0
Cleaning Supplies				0
Client Transportation				0
First Aid Supplies				0
Other (specify):				0
				0
				0
<b>Totals:</b>	0	\$0.00	0	0

**Please list other funders:**

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I have attached a void cheque to facilitate payments being made by direct deposit OR  
 BC Housing already has our organization's banking information on record  
 I agree to submit Extreme Weather Response invoices at least monthly if extreme weather has occurred in that month

<i>Signature of Shelter Operator</i>	<i>Printed Name</i>	<i>Date</i>
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**Submit this form along with a brief explanation of the expenses to the appropriate Regional Office**

**DEADLINE - PLEASE SUBMIT NOT LATER THAN OCTOBER 31, 2011**

Region	Email	Address	Fax
Sheila Matthews, Vancouver Coastal	<a href="mailto:smatthews@bchousing.org">smatthews@bchousing.org</a>	510 - 369 Terminal Avenue, Vancouver V6A 4C4	604-609-7031
Rubina Bedford, Fraser	<a href="mailto:rbedford@bchousing.org">rbedford@bchousing.org</a>	800 - 5945 Kathleen Avenue, Burnaby V5H 4J7	604 525-8201
Heidi Hartman, Vancouver Island	<a href="mailto:hhartman@bchousing.org">hhartman@bchousing.org</a>	301 - 3440 Douglas Street, Victoria V8Z 3L5	250-475-7551
Peter Chau, Interior	<a href="mailto:pchau@bchousing.org">pchau@bchousing.org</a>	290 Nanaimo Avenue West, Penticton V2A 1N5	250 492-1060
Valerie Hare, Northern	<a href="mailto:vhare@bchousing.org">vhare@bchousing.org</a>	1539 11th Avenue, Prince George V2L 3S6	250 582-6488
Linda Movold, Northern (Prince Rupert)	<a href="mailto:lmovold@bchousing.org">lmovold@bchousing.org</a>	1400 Kootenay Avenue, Prince Rupert V8J 3X5	250 627-8975

**THIS AREA FOR BC HOUSING USE ONLY**

**Approved by:**

	<b>Date</b>
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**BC Housing PM/NPPM, ROM, (or designate)**

# APPENDIX J: EXTREME WEATHER RESPONSE INVOICE FORM



EXTREME WEATHER RESPONSE INVOICE - 2011/2012

INVOICE #: (provided by service provider)
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Dates open during the 2 week invoice period The invoice period is either 1st - 15th or 16th - 31st * Please record each relevant date within the invoice period	
Shelter Name:	Shelter Operator Name:
<i>A s indicated on Community EWR plan</i>	
Shelter Address:	Org Address:
City/Postal Code:	City/Postal Code:
Phone Number:	Email Address:
No. of nights on this claim:	BCH Coding: 9568.52829, Subledger Type C Region Subledger: Address Book

Dates shelter was open and being claimed on this form: *Dates will be verified by the Nightly Occupancy Reports
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Description	Cost per Night	# of Nights	Total
Staff costs (including benefits)			0.00
Volunteer Appreciation			0.00
Food			0.00
Laundry			0.00
Cleaning Supplies			0.00
Client Transportation			0.00
First Aid Supplies			0.00
Other (specify):			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>Total:</b>	0.00	0.00	0.00

Note: You are welcome to use your organization's invoices as long as the invoices submitted contain the same level of information as this form		
Signature of Shelter Operator	Printed Name	Date

DEADLINE - PLEASE SUBMIT NO LATER THAN THE 17th OR THE 2nd OF THE MONTH, FOR COSTS INCURRED DURING THE RELEVANT TWO WEEK PERIOD.			
Region	Email	Address	Fax
Sheila Matthews, Vancouver Coastal	<a href="mailto:smatthews@bchousing.org">smatthews@bchousing.org</a>	510 - 369 Terminal Avenue, Vancouver BC	604-609-7031
Rubina Bedford, Fraser	<a href="mailto:rbedford@bchousing.org">rbedford@bchousing.org</a>	800 - 5945 Kathleen Avenue, Burnaby V5B	604-525-8201
Heidi Hartman, Vancouver Island	<a href="mailto:hhartman@bchousing.org">hhartman@bchousing.org</a>	301 - 3440 Douglas Street, Victoria V8Z	250-475-7551
Peter Chau, Interior	<a href="mailto:pchau@bchousing.org">pchau@bchousing.org</a>	290 Nanaimo Avenue West, Penticton V2L	250-492-1080
Valerie Hare, Northern	<a href="mailto:vhare@bchousing.org">vhare@bchousing.org</a>	1539 11th Avenue, Prince George V2L	250-562-6488
Linda Movold, Northern (Prince Rupert, Terrace and area west)	<a href="mailto:lmovold@bchousing.org">lmovold@bchousing.org</a>	1400 Kootenay Avenue, Prince Rupert	250-627-8975

THIS AREA FOR BC HOUSING USE ONLY Approved by:	
<input type="checkbox"/> Nights verified against Nightly Occupancy Reports	<input type="checkbox"/> Expenses verified against Nightly Expense Budget
Approved by:	Date
BC Housing PMNPPM, ROM, (or designate)	Date

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C. 09/13

