

**Winter Extreme Weather Response (EWR) Program
BC Housing Contacts 2024 - 2025**

Winter Extreme Weather Contact	Email address	Phone
Daisy Stapleton, Homelessness Programs	EWR_BCH@bchousing.org	604-439-4150

What Is It?	By When Should It Be Completed?	Who and How to Contact BC Housing	
Community EWR Plan	September 30, 2024	Email to BCH Extreme Weather Contact (see above)	
Nightly Shelter Budgets	September 30, 2024	Email to BCH Extreme Weather Contact (see above)	
Activation and Deactivation of EWR	As soon as you know a response is being activated or cancelled	Email:	
		EWRAAlerts@bchousing.org	
		In NON RCMP Detachments	Local Police department email contact
		In RCMP Detachments	EDIV_FEDERAL_OCC@rcmp-grc.gc.ca
Occupancy Reports	By 11am the following business day of an EWR	Enter into HIFIS database	
EWR Invoice (for payment)	Submit invoices for related costs twice a month for each relevant period.	Email to your region's extreme weather contact. The two invoice periods are: <ul style="list-style-type: none"> • 1st – 15th, invoices should be submitted by the 17th • 16th – end of month, invoices should be submitted by 2nd of the following month 	
Media Response	As soon as you know	Any media releases with regard to EWR must be forwarded in draft form to your region's representative and BC Housing's Communications Branch for comments and final approval before release. Email: BCH EWR contact listed above AND media@bchousing.org	

All Extreme Weather Forms are available on-line at www.bchousing.org, or you can email EWR contact.

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.

EWRAAlerts@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.

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.

EWRAAlerts@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.

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; EWRAAlerts@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.

**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; EWRAalerts@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.

**TEMPLATE FOR CHANGING LOCATION DURING AN EXTREME WEATHER ALERT –
RCMP DETACHMENTS AND NON-RCMP POLICE DETACHMENTS**

Email Subject Line: <Name of Municipality> - Extreme Weather Alert – location amendment

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 or The Police Department e-mail contact(s)

EWRAAlerts@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.

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

Effective (date) , the following changes have been made to the site(s) that are open for the current EWA:

Shelter Site(s) Now Closed:

[Shelter details, including address]

Shelter Site(s) Now Open:

[Shelter details, including address]

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 for your assistance,

[Name]

EWA issued by: [Name], Community Representative for the (town/municipality/village/township) of , British Columbia.