



# CITY OF WEST KELOWNA POLICY

Title: Emergency Weather Response (Warming Bus)  
Department: Legislative Services  
Policy Number: 0016  
File Number: 0340-50-0016

## 1. Purpose

- 1.1. To guide the selection of sites and issuance of permits for BC Housing's Warming Bus program.

## 2. Scope

- 2.1. This policy applies to the Chief Administrative Officer (or designate).

## 3. Definitions

- 3.1. **City** means the City of West Kelowna.
- 3.2. **Community Organization** means an organization whose purpose is to bring about improvements to a community's social health, well-being, and overall functioning.
- 3.3. **Permit** means a permit issued by the City to the community organization providing the Warming Bus service.
- 3.4. **Site** means the location where the Warming Bus will operate when activated.
- 3.5. **Warming Bus** means the Warming Bus program funded by BC Housing and provided by a community organization.

## 4. Policy Statement

- 4.1. The City is responsible for:
  - selecting the site for the Warming Bus; and
  - administering the permit process associated with the Warming Bus.
- 4.2. The Warming Bus will only be activated in accordance with the threshold established in an Extreme Weather Response Plan submitted by a community organization who has entered into an agreement with BC Housing to participate in BC Housing's emergency shelter program requirements, in accordance with the *Assistance to Shelter Act*.
- 4.3. The Warming Bus is funded by BC Housing.
- 4.4. The Warming Bus is provided and administered by a community organization.
- 4.5. The Chief Administrative Officer (or designate), acting reasonably, will consider the following factors when selecting the site for the Warming bus:
  - Proximity to schools;
  - Proximity to daycares;
  - Proximity to public transit;
  - Proximity to community facilities;
  - Proximity to businesses;
  - Anticipated impact on the neighbourhood, including the availability and cost of mitigation measures, if applicable; and



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- Potential safety issues, including the availability and cost of mitigation measures, if applicable.

- 4.6. Once the site for the Warming Bus has been selected, the Chief Administrative Officer (or designate) will coordinate with the community organization to ensure that they have the necessary permit to operate.
- 4.7. Once the site for the Warming Bus has been selected, the Chief Administrative Officer (or designate) will communicate this information to Council, BC Housing, the community organization that is providing the Warming Bus service, and any other government or community organization that the Chief Administrative Officer (or designate) deems appropriate.

## 5. Authority

- 5.1. *Assistance to Shelter Act and Assistance to Shelter Regulation 291/2009.*

## 6. Related Policies or Procedures

- 6.1. None.

## 7. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	February 10, 2026	
<b>Council Resolution #</b>	C054/26	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

## 8. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Procedure number</b>		
<b>Date of last review</b>	Click or tap to enter a date.	