

NOTICE

IN-PERSON BYLAW NOTICE DISPUTE ADJUDICATION HEARINGS

Purpose

In order to ensure all parties have a clear understanding in advance how Bylaw Notice Dispute Adjudication Hearings will be conducted at the City of Kelowna, the City of Kelowna Bylaw Services Branch confirms the following requirements.

In-Person Attendance

Those persons essential to administrative justice will be permitted to attend the Hearing in-person. Those identified include the Adjudicator, City of Kelowna Bylaw Staff, City legal counsel, the Disputant and / or their agent / counsel, and any essential witnesses.

Public Access to Proceedings

Under the *Local Government Bylaw Notice Enforcement Act*, the City may determine how the public accesses Bylaw Dispute Adjudication Hearings. In the interest of health and safety, the City of Kelowna will provide electronic access only, via Microsoft Teams. This broadcast can be viewed at the MS Teams link provided the week of the Dispute Adjudication Hearing and will be posted on the City of Kelowna website.

Provincial Public Health Orders and City of Kelowna COVID -19 Response Protocols

The City of Kelowna takes COVID-19 seriously and is following the direction of the Province to respond to the pandemic. Our top priority is the health, safety, and well-being of the public and our employees. City actions are consistent with Provincial direction in accordance with the BC Restart Plan and guidance from Provincial partners. The City of Kelowna COVID-19 Response can be reviewed at the following link: <https://www.kelowna.ca/our-community/covid-19/covid-19-response>.

As City of Kelowna Bylaw Dispute Adjudication Hearings take place in Council Chambers of City Hall, all participants will be required to wear a non-medical mask while in City Hall. Failure of any party to comply with these protocols will result in their removal from City Hall by City of Kelowna Security.

If for whatever reason a disputant who elects to appear in person is no longer able to attend in person or is unwilling to abide by the City of Kelowna COVID-19 Response requirements so as to access City Hall, they will be provided with an opportunity to participate instead by teleconference, Microsoft Teams, or written statement. A disputant needing to alter their method of appearance should provide as much notice as possible, ideally no less than 5 business days, so as to permit time for any necessary technological arrangements to be made.

The onus is on all parties to adhere to all of the protocols described in this notice and to coordinate the means by which they wish to responsibly participate in the Hearing. Failure to do so may result in the Hearing proceeding without your attendance.

Questions may be directed to the Bylaw Services Coordinator at kcrawford@kelowna.ca or via phone at 250-469-8601.