



# Skilled Trades BC Appeal Board

IN THE MATTER OF THE *Skilled Trades BC Act*, SBC 2022, c 4  
AND IN THE MATTER OF AN APPEAL under section 45(1) of the Act between:

**Appellant:**

**Respondent:**

## ORDER TO ATTEND A HEARING

**To:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

**TAKE NOTICE THAT** you are ordered to attend as a witness and give oral evidence at the hearing of this proceeding at the time, date and place set out below. You are also required to bring with you any documents in your possession or control relating to this matter.

Please note sections 34(3), 34(4) and 49 of the *Administrative Tribunals Act* attached hereto.

**Date of Hearing:**

**Time:**

**Place:**

\_\_\_\_\_  
Chair, Skilled Trades BC Appeal Board

Date: \_\_\_\_\_

### Notice to the Person Delivering the Order to Attend a Hearing

Unless the Board authorizes otherwise, an Order to Attend to a witness must be delivered to the witness at least **7 days before** the witness is required to attend to give evidence at a hearing of the appeal or to produce a document or other thing.

At the time the Order to Attend is delivered, the party requesting the witness must offer the witness reasonable estimated travelling expenses in advance of the required attendance.

If a person will attend to give evidence or produce a document or other thing voluntarily, an Order to Attend is not necessary.

**Reference:** Rule 17, Skilled Trades BC Appeal Board Rules

### Notice to the Witness

The witness ordered to attend must comply with the Order, unless the Board has amended or cancelled it before the date the witness is required to attend to testify or provide a document or other thing.

The witness ordered to attend may apply to the Board to amend the terms of, or to cancel, the Order by delivering a written request to the Board that explains the reason(s) the Order should be cancelled or its terms should be amended.

An application to amend the terms of, or to cancel, an Order to Attend to a witness must also be delivered to the party requesting the attendance of the witness.

Except in extenuating circumstances, the Board will give the party requesting the witness an opportunity to be heard before amending the terms of, or cancelling, an Order to Attend.

If the witness fails to comply with the Order to Attend, the witness may be directed to comply and is liable to be committed for contempt by the Supreme Court of British Columbia.

**Reference:** Rule 18, Skilled Trades BC Appeal Board Rules, Sections 34 and 49, *Administrative Tribunals Act*

The Skilled Trades BC Appeal Board may be contacted at:

<p><b>In person:</b> Skilled Trades BC Appeal Board 4th Floor, 747 Fort Street Victoria, BC</p> <p>(Please email us or call us prior to visiting to ensure the service you are requesting is available.)</p>	<p><b>Mailing address:</b> PO BOX 9425 STN PROV GOVT Victoria, BC V8W 9V1</p> <p><b>Telephone:</b> 250-387-3464 <b>Fax:</b> 250-356-9923 <b>Email:</b> info@stbcab.ca</p> <p>(Email is the best way to quickly reach the Board.)</p>
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