

[Click here for the online registration form](#)

**REGISTRATION FORM FOR DELEGATIONS TO ADDRESS  
THE CAPITAL REGIONAL DISTRICT BOARD OR A CRD COMMITTEE**

- The Board (Committee) may, by majority vote, allow a delegation to address the meeting on the **subject of an agenda item**.
- Each delegation is **required to register** and **submit request to CRD Legislative Services by 4:30 pm not less than two calendar days prior to the meeting**. For a Wednesday meeting, this means that the form must be received on Monday of the week of the meeting.
- If you miss this deadline, you may still register; however, such requests will require unanimous approval.
- Each address shall **be limited to three minutes** unless a longer period is agreed to by unanimous vote.
- Any **PowerPoint or video presentation** which accompanies a delegation's speech must be provided to Legislative Services in its electronic form **at least 24 hours in advance of the meeting**.
- Rules governing delegations are outlined in Section 13 of the Capital Regional District Board Procedures Bylaw 3828.
- All open Board and Standing Committee meetings that take place in the 6<sup>th</sup> floor Board Room, 625 Fisgard Street, Victoria, will be web streamed.

Submit form to CRD Legislative Services

Email: [legserv@crd.bc.ca](mailto:legserv@crd.bc.ca)

I wish to address the:  **CRD BOARD**  
 \_\_\_\_\_ **COMMITTEE**

**AT THE MEETING OF** \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ **AM/PM**  
**ON AGENDA ITEM** \_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS (optional) or AREA/MUNICIPALITY YOU RESIDE IN:** \_\_\_\_\_

**I REPRESENT** \_\_\_\_\_  
*(Name of Organization if applicable)*

**AS** \_\_\_\_\_  
*(Capacity/Office)*

**TELEPHONE** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

\_\_\_\_\_  
 \_\_\_\_\_

*(If more space is required, please attach an additional page to this form.)*

- I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.
- I am aware that the meeting and my presentation will be web streamed live via the CRD website and recorded.

\*Please note personal information contained on this form is collected under the authority of the *Local Government Act* and is subject to the *Freedom of Information and Protection of Privacy Act*. The personal information will be used for contact purposes only. Enquiries about the use of information in this form can be directed to the: Manager, Legislative Services at 250-360-3127.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Capital Regional District, P.O. Box 1000, 625 Fisgard Street, Victoria, BC, V8W 2S6  
Phone: (250) 360-3127**