



# BUILDING OUR COMMUNITY

## URBAN DEVELOPMENT INSTITUTE OKANAGAN SIGN PROGRAM

### PROGRAM ENROLLMENT FORM

---

#### **CONTACT DETAILS**

Please complete the information below:

Name of main contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number of Main Contact: \_\_\_\_\_

Email Address of Main Contact: \_\_\_\_\_

Name of Development Project: \_\_\_\_\_

Address of Development Project: \_\_\_\_\_

#### **ENROLLMENT INFORMATION**

Please complete the information below if you are enrolling a development project into the *Building Our Community* Urban Development Institute Okanagan Sign Program for the first time. To purchase a replacement sign for a development project that is already enrolled into the program, please complete the Replacement Sign Purchase Form instead.

## Step 1) Choose What You Want to Showcase

Please select up to TWO economic, community or environmental benefits that you would like to showcase on your sign from the list below:

- Investment in construction activity
- Infrastructure investment
- Development Cost Charges (DCC) contributed
- Estimated number of jobs created
- Estimated Number of long-term jobs created
- Environmental benefits/contributions
- Social and other community benefits
- Number of homes created
- Economic impact (see Step 2)

### **Selecting additional benefits to showcase**

If you would like to purchase a second sign (at a reduced cost of \$300.00) to display more economic, community or environmental benefits, please indicate that by selecting “Yes” below and then select which additional benefits you like to include on your second sign.

Are you purchasing an additional sign? Yes \_\_\_\_\_ No \_\_\_\_\_

If “yes”, select which two additional benefits you would like to include on your second sign:

- Investment in construction activity
- Infrastructure investment

- Development Cost Charges (DCC) contributed
  
- Estimated number of jobs created
  
- Estimated Number of long-term jobs created
  
- Environmental benefits/contributions
  
- Social and other community benefits
  
- Number of homes created
  
- Economic impact (see Step 2)

**(Optional Step 2) If you have selected ‘Economic Impact’ as one of your benefits to showcase above, you must obtain a Third Party Verifier:**

In order to maintain the integrity of the *Building Our Community* sign program and to ensure the accuracy of the information you would like to showcase, an independent, third party appraiser/verifier/CA firm that is a member of UDI Okanagan in good standing, must provide the Urban Development Institute Okanagan office with a letter verifying the accuracy of the numbers and other relevant information associated with the economic impact of your project.

Please request that this third party verifier send in the verification letter to the UDI Okanagan office.

Information about where to send your submission is provided in Step 6.

**Step 3) Identify the Stage of Development and Differentiate Between Projections and Actuals**

Due to the fact that developers are able to enroll their developments into the sign program at all different stages of development, sometimes the numbers provided might reflect projections and other times they will reflect actual numbers achieved. To maintain the integrity and credibility of the sign program, it is important to clearly communicate which state of development a project is in and to clearly differentiate between projected and actual numbers. Please specify some further details about your development.

What stage of development is your project currently in (ie: approval process, building permit stage, completion, etc.)?

---

Are the numbers that you wish to showcase projections or actuals?

---

#### **Step 4) Sign the Agreement**

One of the cornerstones to the success of the *Building Our Community* Urban Development Institute Okanagan Sign Program is the accuracy and transparency with which the data is obtained and presented. As such, it is important for all Urban Development Institute Okanagan members participating in the Sign Program to agree and adhere to certain terms and conditions that will allow Urban Development Institute Okanagan to maintain a degree of oversight over the program:

##### Terms and Conditions

- 1) Developers who participate in this program must agree that Urban Development Institute Okanagan maintains ownership of the sign(s) and reserves the right to have the sign(s) removed at any time and for any reason.
- 2) Developers must also agree to cover any costs associated with the removal of any Urban Development Institute Okanagan Sign Program signs when requested to do so by Urban Development Institute Okanagan.
- 3) Developers must also agree to maintain the accuracy of the sign(s) for the duration of enrollment in the program. Developers must agree to update their sign(s) within a two week timeframe if there are any changes to the benefits of development depicted on the sign(s). Failure to do so could result in Urban Development Institute Okanagan exerting its right to have the sign(s) removed.
- 4) Developers must agree to replace the sign if it gets worn or vandalized.
- 5) Urban Development Institute Okanagan reserves the right to contact participants and request further information to validate the metrics displayed on their signs. Participants may be selected for further investigation randomly on an annual basis or due to additional information that has come to light that warrants further investigation. All participants must agree to cooperate with Urban Development Institute Okanagan's process relating to validating the accuracy of metrics displayed on the signs in order to maintain enrollment in the program.
- 6) In order to maintain eligibility for participation in the Okanagan Sign Program, developers must be current Urban Development Institute Okanagan members in good standing.

- 7) Developers must agree to grant permission to the Urban Development Institute to place the signs into the Urban Development Institute’s public relations program and market the signs along with the sign program in any way that makes sense. This could include but is not limited to press releases, press conferences, social media campaigns, etc.
- 8) Urban Development Institute Okanagan reserves the right to change the terms and conditions of the Urban Development Institute Okanagan Sign Program at any time and for any reason. Updates may be made to the terms and conditions in response to feedback received from developers registered in the program, members of the general public or other stakeholder groups. All participants in the program will receive written notice, wherever possible, of any changes made and will be given a reasonable amount of time to comply with any changes if needed.

**Building Our Community Urban Development Institute Okanagan Sign Enrollment Agreement**

I, \_\_\_\_\_, representing the organization \_\_\_\_\_ agree to the above stated terms and conditions and understand that by signing this agreement, I agree to comply with the above terms and conditions and I understand that if I fail to do so, this could result in my termination with the Urban Development Institute Okanagan Sign Program.

Signed by: \_\_\_\_\_

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

**Step 5) Payment Information (UDI Okanagan has elected to cover the cost of the first 10 signs. Please contact the UDI Okanagan office before completing payment information to see if you qualify for a free sign)**

**Order Form** (check all that apply)

- Enrollment in Urban Development Institute Okanagan Sign Program **\$400.00** (inclusive of taxes)
- Purchasing a secondary sign **\$300.00** (inclusive of taxes)

Do you need to have your sign(s) installed?  Yes\*  No

\*If you have specified that you need to have your sign(s) installed, the cost will be \$90 + GST. You may be contacted to work out further details of the installation including establishing a date, location, etc.

Payment can be made by Visa or Mastercard or by making a cheque out to:  
 Urban Development Institute Okanagan Chapter  
 210, 1460 Pandosy Street, Kelowna, BC, V1Y 1P3

Visa or MC Number: \_\_\_\_\_

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

Email address of cardholder: \_\_\_\_\_

Phone number of cardholder: \_\_\_\_\_

### **Step 6) Submit Your Registration**

Once you have completed your application form, please send to:

Urban Development Institute Okanagan Chapter  
210, 1460 Pandosy Street  
Kelowna, BC, V1Y 1P3

Or email it to: [udiokanagan@udi.org](mailto:udiokanagan@udi.org)

Or fax to: 778-478-0393

Contact: Jennifer Dixon, Executive Director

Upon successful receipt of your registration, you may be contacted for further information or clarification.

Once your sign is ready, you will be contacted and arrangements will be made for either pickup or delivery of your sign.