

## ABOUT TOURISM WHISTLER

### TOURISM WHISTLER'S PURPOSE

Tourism Whistler is a not-for-profit, Member-based marketing and sales organization, representing more than 7,000 Members who own, manage, and operate properties or businesses on Resort Land.

The mission of Tourism Whistler is to market and sell Whistler to the world as the year-round mountain resort of choice. To that end, Tourism Whistler is responsible for developing coordinated strategies in the areas of marketing and sales to promote the entire resort, and for operating the Whistler Conference Centre, the Whistler Golf Club, the Whistler Visitor Centre as well as 1-800-WHISTLER and [whistler.com](http://whistler.com) and Coast Mountain Reservations – Whistler's official source for visitor bookings and information.

### Key Audiences and Focus Areas (Priorities in bold)

#### *Resort Customers*

- Understand our Competitive Advantage
- Grow Brand Awareness and Engagement
- Grow Our Funding
- Facilitate the Sale
- Enhance the Visitor Experience
- Invite our Customers Back

#### *Members*

- Improve Member and Stakeholder Engagement to Increase Alignment and Support

#### *Employees*

- Attract and Retain High-Performing Employees

### Activities

- Year-round advertising and promotions in key markets
- Market research and competitive intelligence
- Tour operator and meeting planner sales
- World-wide media relations
- Development of marketing tools
- Facilitation of resort-wide signature events and festivals
- Sponsorship and partnership development
- Operation of Whistler Conference Centre, Whistler Golf Club, Whistler Visitor Centre, and Coast Mountain Reservations (1-800-WHISTLER and [whistler.com](http://whistler.com))

### WHY ARE PROPERTY OWNERS MEMBERS OF TOURISM WHISTLER?

In 1979, the provincial development plan called for Whistler to build a tourist resort village. Accommodation developed in prime areas were designated "**Resort Lands**" under the Resort Municipality of Whistler Act (1975) and most have covenants registered on title to ensure that properties in these prime locations will be available for rent to tourists visiting Whistler.

The Whistler Resort Association (dba Tourism Whistler) was formed to market and promote Whistler, using assessments paid by its Members to support its sales and marketing initiatives. Membership is therefore **compulsory** for all Owners of property on Resort Land, and all Members are required to pay assessment fees. This principal is set out in the Association Bylaws to ensure assessment contributions are raised on a fair and equitable basis. In addition, this Membership requirement is **registered on title to the property**, so all purchasers of property on Resort Land are put on notice of their Membership obligations.

Whistler's success is based on both its national and international appeal. Its recognition as a world-class resort is the result of strategic and aggressive marketing by Tourism Whistler and its Members, and ultimately leads to long term, economic benefits for both residential property owners, and the owners of commercial businesses in the resort.

### **WHAT ARE ASSESSMENT FEES USED FOR?**

The assessment fees paid by Members to Tourism Whistler are divided into two categories:

1. **Common fees** - these are costs payable by ALL Members, and are used by Tourism Whistler to fund operations related to administration and Member services.
2. **Commercial fees** – these are costs payable by Members who use their properties for commercial purposes, or whose property is subject to a Restrictive Covenant, and are used by Tourism Whistler to market, promote, and sell Whistler as an international destination.

### **HOW ARE FEES CALCULATED?**

The assessment fee payable by each Member is based on the combined Common and Commercial Unit values of each Member's property, calculated for 2012 as follows:

#### **2012 COMMERCIAL COSTS – before HST**

- 1 bedroom = 2 Units
- Each Unit is \$191.35 per year
- \$191.35 x 2 Units = \$382.70

#### **2012 COMMON COSTS – before HST**

- 1 bedroom = 2 Units
- Each Unit is \$45.23 per year
- \$45.23 x 2 Units = \$90.46 per year

Example # 1 - A two bedroom condominium (4 Units) with a sofa bed (2 Units) that is available for nightly rental, or designated as Phase 1 Town Centre or Phase 2 Town Centre, would be assessed as follows:

$$\begin{aligned} & \$191.35/\text{Unit} \times 6 \text{ Units} = \$1148.10(\text{Commercial}) \text{ plus HST} \\ & \quad \underline{\$45.23/\text{Unit} \times 6 \text{ Units} = \$271.38 (\text{Common}) \text{ plus HST}} \\ & \mathbf{\$1148.10 + 271.38 \$ = \$1419.48 (\text{Combined}) \text{ plus HST}} \end{aligned}$$

Example # 2 - A residential, two bedroom condominium (4 Units) that is used by the Member solely for personal use, or rented to a long-term Whistler resident and which is not subject to a Restrictive Covenant, would be assessed at the Common Cost rate as follows:

**\$45.23/Unit x 4 Units = \$180.92 plus HST**

Please note, a living room, den or enclosable loft containing sleeping facilities (i.e. sofa bed) will also be classified as a bedroom (two units). A non-enclosable loft containing a sleeping facility is classified as one unit.

If there has been a renovation to a Member's property resulting in a change in the number of Units, a Residential Member Use Declaration Form must be submitted by the Member to Tourism Whistler prior to the end of the Calendar year in which the renovation took place.

For commercial space, the assessable square footage is divided by 150 to find the number of Units, then Common and Commercial costs apply as above.

## **TOURISM WHISTLER BOARD OF DIRECTORS**

Tourism Whistler is governed by a 13-member Board of Directors – seven elected and six appointed.

Members of Tourism Whistler are encouraged to participate in the annual election of Directors. Depending upon their Member classification and status with respect to outstanding assessments, a Member will be eligible to vote for Director position(s) representing specific Member categories up for election in any given year. Only Members eligible to vote will receive a voting package prior to the Annual General Meeting.

On behalf of its Members, the Board establishes the vision, mission, strategic objectives, and priorities for Tourism Whistler, contributes to and approves the annual business plan, approves operating and capital budgets, and ensures continued financial viability and the fulfillment of the organization's mission.

Elected positions:

**Director at Large** – The Director at Large is intended to represent all Members and, as such, all Members in good standing receive one ballot in the election for this position.

**Large Single Managed Lodging** – This Director position represents owners on Resort land where 90% of the units within the property, that comprises more than 500 assessment units, are managed by a single management company. This includes most branded hotels as well as all of the single-owned hotels.

**Small Single Managed Lodging** – This Director position represents owners on Resort land where 90% of the units within the property, that comprises less than 500 assessment units, are managed by a single management company.

**Village Multi-Managed Lodging** – This Director position represents owners on Resort land where less than 90% of the units within the property, that is located in the Village, are managed by a single management company.

**Benchlands Multi-Managed Lodging** – This Director position represents owners on Resort land where less than 90% of the units within the property, that is located in Benchlands, are managed by a single management company.

**Other Multi-Managed Lodging** – This Director position represents owners on Resort land where less than 90% of the units within the property, that is located outside the Village and/or Benchlands, are managed by a single management company.

**Commercial** – This Director position represents owners and commercial tenants of commercially zoned property, other than property zoned for lodging, on Resort land.

Appointed positions:

**Tourism Whistler**  
**Whistler Blackcomb (2)**  
**Resort Municipality of Whistler (2)**  
**Chamber of Commerce – Ex-officio**

The Board of Directors reflects a breadth of resort experience, ensuring that the interests of a very diverse membership remain central to Tourism Whistler. Members of Tourism Whistler are encouraged to speak with their representatives on the Board, as Member input plays a vital role in the future success of Whistler. Please visit the Member website for a current list of Directors and contact details.

## **ACCOUNTABILITY TO OUR MEMBERS**

Tourism Whistler is accountable to you, our Membership, to show results for your assessment dollars. Your monies are invested in marketing and sales initiatives aimed at achieving our primary objective: increasing overnight visitors to the resort. Our initiatives include brand advertising, group sales, promotional campaigns, events and media relations – all focused on attracting guests to the resort. The whistler.com website and Coast Mountain Reservations (1.800.WHISTLER) provide central reservation service for the resort, ensuring that potential visitors directed to this call-to-action – via our marketing and sales efforts – are given the information and encouragement they need to book their visit to Whistler.

While Member assessments account for approximately 80% of our marketing and sales budget, Tourism Whistler also acquires funding through its operations (i.e. Whistler Conference Centre, the Whistler Golf Club and whistler.com) as well as sponsorships and partnerships. To leverage the impact of our Members' assessment dollars and optimize our investments, Tourism Whistler continues to identify and access new funding sources.

As part of our commitment to keeping our Members informed and engaged, up-to-date information about Tourism Whistler's ongoing initiatives and results are provided on the Member website at [www.whistler.com/members](http://www.whistler.com/members). This website represents the primary information resource for Members. The information found on the site includes:

- **Monthly Newsletters: Tourism Whistler Connection**
- **Updates & Advisories (New Developments, Road Closures, Security Alerts, etc.)**
- **Access to Whistler Images for you to use**
- **Business Plan Summary**
- **Annual Report**
- **Calendar of Festivals & Events**
- **US exchange rate**

- **Upcoming Member Events and Business engagement ideas**
- **Tourism Whistler Contacts**
- **Online Business Member Directory**
- **Sales Trip Reports**
- **Recent media coverage**
- **Statistical reports including future occupancy forecasts**
- **And much more!**

Members are also encouraged to sign-up to receive regular electronic communications, including:

- Monthly e-newsletter: Tourism Whistler Connection
- News releases
- Regular memos and notifications
- Campaign toolkits

## **COMMONLY ASKED QUESTIONS AND ANSWERS**

### ***WHAT IS A RESTRICTIVE COVENANT?***

A "Restrictive Covenant" is a restriction placed on property by the Municipality at the time of development, ***which requires the property to be placed in a rental pool.*** Resort Land in Whistler with a restrictive title is subject to either a Phase 1 or Phase 2 Covenant.

**Phase 1 Covenant** - When not in use by the Owner, the property is required to be listed with a rental pool and made available for rent to the public.

**Phase 2 Covenant** - All units with a Phase 2 Covenant are required to be placed or listed with a rental pool. Owners are allowed to use their units 56 days per year, 28 days during the winter and 28 days during the summer. Individual Phase 2 properties may be more specific about exactly when an Owner is allowed to use his or her unit.

If there is a Restrictive Covenant on the title of a Member's property within the "Town Centre", as defined by the Bylaws, the Member must contribute to both the Common and Commercial Cost Centres, even if the Member only uses the property for recreation, and does not rent it out to the transient public for more than fourteen days per year.

Any Member who owns property that is not located wholly or partially within the Town Centre, and who uses the property strictly for Non-Commercial Purposes (i.e., does not have the property available for rent to the transient public for more than fourteen days per year), is only obligated to pay Common Cost Centre fees. To qualify for the exemption, the Member must complete a Use Declaration Form (UDF) declaring Non-Commercial usage of the property. Each Member will continue to receive and be required to complete the UDF at the end of every year to declare property usage for the prior year.

**NOTE: Any Member who is eligible for an exemption from commercial fees must complete and return a UDF to Tourism Whistler prior to the end of EACH calendar year to qualify for such exemption; otherwise both common and commercial fees will apply.**

### ***HOW IS BARE LAND ASSESSED?***

Vacant commercial land is assessed \$1,000 plus HST annually; land to which a development permit has been issued is assessed \$2,500 annually; land to which a building permit has been issued is assessed at \$5,000 annually; Residential bare land is assessed \$50 annually. All bare land assessments are subject to 12% HST.

## **HOW DOES THE DEFINITION OF "TOWN CENTRE" AFFECT ME?**

In 1994, a Special Resolution was passed by Tourism Whistler, effective January 1, 1995, that changed the definition of "Town Centre" to consist of the lands in the municipality, which are commonly known as the Blackcomb Benchlands (or Upper Village), Whistler Village and Whistler Village North.

Properties located outside the Town Centre are assessed according to their use, notwithstanding any Restrictive Covenant on title. Properties within the Town Centre take into account the Restrictive Covenant on title to determine assessments.

## **WHEN IS PAYMENT DUE AND INTEREST CHARGED ON UNPAID ACCOUNTS?**

Assessments are due on June 30<sup>th</sup> of each year. Any amounts outstanding after the due date will be charged 6% interest, with 1% interest accruing monthly thereafter. It is the responsibility of each Member to promptly inform Tourism Whistler of any address changes. ***Interest will not be waived when mail is returned to Tourism Whistler with "forwarding address unknown".***

The following payment options are currently available to each Member:

- Post-dated cheque/s
- Canadian bank account Direct Debit
- Credit Card
- Pre-authorized Pre-payment Plan (PAPP)\*

\* Members with a valid credit card or a Canadian dollar bank account in a Canadian bank branch may take advantage of our PAPP, and elect to make automatic payments as follows:

**Monthly pre-payment instalments:** monthly instalments are processed from the last day of the month in which we receive the PAPP application from a Member, until June, with any remaining balance automatically paid in full on June 30<sup>th</sup> of each year. The monthly pre-payments will continue until we receive written notice of cancellation from the Member.

**Single payment on the due date annually:** the balance of a Member's account is automatically paid in full on June 30<sup>th</sup> of each year.

## **IS THERE A METHOD TO AVOID INTEREST CHARGES AS A RESULT OF MAIL DELAYS TO AND FROM DESTINATIONS ABROAD, TRAVELLING, OR A CHANGE OF ADDRESS?**

The PAPP is the best method of payment, however, a post-dated cheque for June 30<sup>th</sup> is also recommended for those Members who do not live in Whistler, or who constantly travel (sufficient notice will be provided by Tourism Whistler in the event of any change in fees which may affect the amount of the post-dated cheque).

Another recommendation is Tourism Whistler's Paperless Program, which is available to any Member with email access who prefers to receive Member Assessment and Communications correspondence electronically. This ensures that any Members who are travelling, or who fail to notify Tourism Whistler of address changes, will still receive Statements and other important correspondence from Tourism Whistler, despite the Member's physical location (provided, of course, the Member's email address remains valid and in effect). It is the responsibility of each Member to promptly inform Tourism Whistler of any change to the Member's email address. ***Interest will accumulate on any amount outstanding greater than 30 days, and will not be waived when an email is returned to Tourism Whistler as "undeliverable."*** The Paperless Program Enrolment Form is included in each Member's Welcome Package, and Tourism Whistler urges its Members to take advantage of this convenient and environmentally friendly alternative to regular mail.

***WHY IS IT NECESSARY TO QUOTE ACCOUNT NUMBERS OR LEGAL DESCRIPTIONS ON ALL CORRESPONDENCE AND CALLS TO TOURISM WHISTLER?***

To ensure Member payments are associated with the correct account, and that Tourism Whistler responds quickly to inquiries and correspondence, it is necessary for each Member to quote the Member number (Customer ID) or the legal property description on all cheques and letters, and when calling the Tourism Whistler office. Reference to these numbers limits confusion and error during administration of Member account activity.

We hope this short summation assists you, as a property owner and Member, to better understand the Mission and role of Tourism Whistler, and we welcome any questions you may have in this regard. We are all working together to make Whistler Resort the Number One year-round destination resort in the world!

***MEMBER SERVICES CONTACTS***

Our Member Services staff are available to assist Members with all billing and/or general enquiries. You can reach a Member Services representative by calling (604) 938-2742, or by e-mail to [membercommunications@tourismwhistler.com](mailto:membercommunications@tourismwhistler.com).

## Assessment Fee Structure (Annual) 2012

# of units	Common Units Before Taxes	Commercial Units Before Taxes	Total Before Taxes
1	45.23	191.35	236.58
2	90.46	382.70	473.16
3	135.69	574.05	709.74
4	180.92	765.40	946.32
5	226.15	956.75	1182.90
6	271.38	1148.10	1419.48
7	316.61	1339.45	1656.06
8	361.84	1530.80	1892.64
9	407.07	1722.15	2129.22
10	452.30	1913.50	2365.80
11	497.53	2104.85	2602.38
12	542.76	2296.20	2838.96
13	587.99	2487.55	3075.54
14	633.22	2678.90	3312.12

- 1 Bedroom or studio = 2 Units, 2 bedroom = 4 units etc
- Living room, den or enclosable loft containing sleeping facilities (i.e. bed or sofa bed) = 2 units
- Non enclosable loft (open) containing sleeping facilities (i.e. bed or sofa bed) = 1 Unit
- All fees are subject to 12% HST



## ASSESSMENT FEE PAYMENT OPTIONS

For your convenience, Tourism Whistler is pleased to offer the following payment options as an alternative to cheques and/or money orders:

- automatic bank withdrawal
- automatic credit card payment
- telephone bill payment
- online banking bill payment through your financial institution.

Some of the advantages of these methods are: the avoidance of finance charges, no mailing costs or postal delays, and no cheque writing costs.

To register for our pre-authorized pre-payment program (PAPP), you must hold a Canadian dollar bank account in a Canadian bank branch. For credit card payment, you must hold a valid credit card. Please see the enclosed pre-authorized payment form for the direct debit and/or credit card option.

### Pre-authorized payment options:

**Monthly pre-payment installments:** we will process your monthly installments beginning the last day of the month in which we receive your PAPP Application Form, and will automatically withdraw the remaining balance of your account on June 30<sup>th</sup>.

**Single payment on the due date annually:** If you chose a single payment on the due date, we will process the balance of your account on June 30<sup>th</sup>.

**\*\* Please notify Tourism Whistler of any changes in bank account or credit card information, or cancellation of direct debit, prior to the due date of June 30<sup>th</sup>. We process payments on the last business day of the month.**

If you are interested in the telephone or internet bill payment option, please contact your bank and use your Tourism Whistler membership number as your account number. Tourism Whistler may be listed as either Whistler Resort Association or Tourism Whistler on the payee list at your bank.

If you are interested in signing up for our Pre-Authorized Pre-Payment plan, please find the forms (one for bank debit, one for credit card) on the following pages. Please fill out the appropriate form for the method of payment you wish to use and return to our offices via email, fax or regular mail.

Thank you for taking the time to consider these options.

## TOURISM WHISTLER'S PRE-AUTHORIZED PRE-PAYMENT PLAN (PAPP)

### TERMS OF THE PLAN

- 1. INTEREST:** Interest will be paid at a rate deemed by Tourism Whistler to be fair relative to the prevailing interest rates. Interest will be accrued and applied to your account monthly, and will be included on your Statement.
  - 2. STATEMENTS:** Your Statement will show your current balance, including the amount you have prepaid (plus interest accrued), and the total amount owing, if any.
  - 3. MONTHLY PRE-PAYMENTS:** Each monthly pre-payment will be processed on the last business day of each calendar month, beginning the month in which the PAPP Application Form is submitted, ***with any remaining balance processed annually on the due date of June 30<sup>th</sup>.*** Monthly pre-payment estimates are based on current assessment fees (please refer to Section 3, Option 1 of the PAPP Application Form). However, you may choose to pay a different monthly amount, or simply make a one-time payment of the full amount on the due date of June 30<sup>th</sup>.

Tourism Whistler **will not** automatically adjust your monthly withdrawal amount if your assessment fees change; however, you may change your monthly withdrawal amount at any time by giving written notice to Tourism Whistler.
- 4. AUTOMATIC RENEWAL:** Your enrollment in the PAPP will continue until such time you provide us with written notice of cancellation. It is your responsibility to cancel your participation in the PAPP before you sell your property.
  - 5. CANCELLATION:** You may cancel your participation in the PAPP at any time by providing us with written notice of cancellation (please allow up to two (2) weeks processing time).
  - 6. TERMINATION:** Your enrollment in the PAPP may be terminated by Tourism Whistler if two consecutive payments are dishonoured by your financial institution.
  - 7. NSF FEES:** A service charge of \$45 will be applied to your account for all dishonoured bank debit transactions.
  - 8. VOID CHEQUE:** A VOID cheque must accompany the PAPP Application Form if you wish to make your payment(s) using Bank Debit.
  - 9. CREDIT CARD:** If payment is by credit card, it is the Cardholder's responsibility to promptly notify Tourism Whistler of any changes to the card, including any change to the expiry date. A \$25 service charge will be applied to your account for each declined credit card charge.
  - 10. FINANCE CHARGES:** A 6% finance charge will apply to any balance outstanding on your account as of July 1<sup>st</sup>, and a 1% finance charge will be applied monthly to any balance outstanding thereafter.



**PRE-AUTHORIZED CREDIT CARD AGREEMENT  
( PAPP) Pre-Authorized Pre-Payment Plan)**



I, the undersigned, hereby authorize the Whistler Resort Association (dba Tourism Whistler) to charge monies to my credit card for payment of my annual Tourism Whistler assessment fees in the amount(s) set forth in Section 3. Furthermore, I agree that my participation in the PAPP is subject to the Terms of our PAPP included with this Application Form.

**SECTION 1: CONTACT INFORMATION**

MEMBER NUMBER \_\_\_\_\_  
STRATA PLAN \_\_\_\_\_ LOT # \_\_\_\_\_  
REGISTERED OWNER'S NAME \_\_\_\_\_  
PHONE NUMBER (DAY): \_\_\_\_\_ (EVE): \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**SECTION 2: Credit Card Information**

Credit Card Company:                      Visa          American Express          Mastercard   

Credit Card Number: \_\_\_\_\_

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

3 Digit Security Code (On back of card): \_\_\_\_\_

Name on Card: \_\_\_\_\_

**SECTION 3: PRE-AUTHORIZED PAYMENT (PAPP) DETAILS**

You, the Payor, authorize Tourism Whistler to charge the credit card identified above based on the following option you select (check applicable boxes):

**Option 1:** Monthly pre-payments *with any balance owing charged on June 30<sup>th</sup>*

Current year assessment fees = \$ \_\_\_\_\_ divided by 12 = \$ \_\_\_\_\_ pre-payment per month, with **any balance owing charged on June 30<sup>th</sup>**.

**OR**

Any amount you wish to pay; \$ \_\_\_\_\_ per month with **any balance owing charged on June 30<sup>th</sup>**.

**Option 2:**

Once annual charge of total balance owing on June 30<sup>th</sup>.

**ALSO, IF YOU CURRENTLY HAVE AN OUTSTANDING BALANCE:**

Charge my total balance outstanding using my payment information above

*You, the Payor, may revoke your authorization at any time in writing, by email, or by phone, subject to providing notice of 10 business days.*

Signature of Card Holder: \_\_\_\_\_

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

Name (Please Print): \_\_\_\_\_

When the form is complete, mail, email, or fax to:  
**Tourism Whistler**  
4010 Whistler Way  
Whistler, B.C. V0N 1B4

Tel: (604) 938-2742 Fax: 1-888-681-9884  
Email: [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com)

## IMPORTANT

**A Use Declaration Form (UDF) Must Be Submitted Every Year by December 31**  
if you wish to receive an exemption from commercial fees  
for the current or upcoming billing year

### To Access UDF Online:

<http://members.whistler.com/forms/udf/>

**If your unit is available for nightly/short term rentals for more than 14 nights in the calendar year, you are not eligible for an exemption from commercial fees and do not need to complete and submit this form. Nightly/short term rental means renting to visitors who rent your unit as vacation accommodation and does not include seasonal or local Whistler residents who rent your unit for long term tenancy (3 months or more).**

If Tourism Whistler does not receive your UDF on or before December 31<sup>st</sup>, 2011, your account will default to nightly/short term rental (commercial) status and you will be assessed both common and commercial assessment fees for 2012.

If your UDF is received after December 31<sup>st</sup>, 2011 and Tourism Whistler is then required to reverse the 2012 commercial fees from your account, **a \$150.00 administrative fee will be applied to your account.**

The UDF is sent to each Owner of property on Resort Land for the following purposes:

#### 1) To determine your annual Member assessment fees

- Common Fees (Tourism Whistler Administration expenses) are paid by ALL Owners of property on Resort Land, based on the number of bedrooms, sofa beds and lofts containing beds or sofa beds, regardless of the Owner's usage of the property.
- Commercial Fees (Tourism Whistler Sales and Marketing expenses) are only paid by Owners of property on Resort Land who:
  - a) have their property available for nightly/short term rentals for more than 14 nights in the calendar year

and/or

- b) own a Town Centre property that is subject to a Restrictive Covenant (Phase 1 or Phase 2)

#### 2) To collect vital contact information needed to expedite billing procedures and communications between Tourism Whistler and its Members

Please do not hesitate to contact our Member Services department at 604.938.2742 or [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com) with any questions you may have regarding the UDF process.

## RESIDENTIAL MEMBER USE DECLARATION FORM (UDF) (2011/2012)

**THIS FORM CAN BE COMPLETED ONLINE:** <http://members.whistler.com/forms/udf/>

I/we, \_\_\_\_\_ of,

Mailing Address \_\_\_\_\_

(Address where you would like to receive your invoice/correspondence from Tourism Whistler)

Province / Territory / State & Country \_\_\_\_\_ Postal / Zip Code \_\_\_\_\_

Phone (Home/Mobile) \_\_\_\_\_ Phone (Business) \_\_\_\_\_

Member # \_\_\_\_\_ and/or Strata Plan #: \_\_\_\_\_ Strata Lot #: \_\_\_\_\_

GST# (if applicable) \_\_\_\_\_ Property Mgmt. Co. (if applicable) \_\_\_\_\_

Email \_\_\_\_\_

**DECLARE THAT:**

**1.0** I am a Registered Owner of the property (the "Unit") located at: \_\_\_\_\_

**2.0** I became a Registered Owner of the Unit after January 1, 2011 \_\_\_\_ yes \_\_\_\_ no

**2.1** If yes, enter date of purchase \_\_\_\_\_

**3.0** To determine if the Unit is subject to Commercial fees, please check the appropriate box below.

**3.1** Was the Unit (or will the Unit be) **available** for nightly/short term rentals for more than 14 nights, cumulatively, in 2011?  
\_\_\_\_ yes \_\_\_\_ no

"Nightly/Short Term Rental" means renting to visitors who rent the Unit as vacation accommodation and does not include seasonal or local Whistler residents who rent the Unit for long term tenancy (3 months or more).

**3.2** Will the Unit be **available** for nightly/short term rentals for more than 14 nights, cumulatively, in 2012?  
\_\_\_\_ yes \_\_\_\_ no \_\_\_\_ not sure\*

\* If you check "not sure", your declaration in 3.1 will be used to determine your fees in 2012; in addition, your 2012 fees are subject to change based on your declarations in the 2012/2013 Use Declaration Form (to be sent to Members in October 2012).

**4.0** Please check all applicable boxes to declare (i) the number of Bedrooms in the Unit; (ii) any Loft space in the Unit which contains sleeping facilities (i.e., bed / sofa bed), and (iii) the number of Sofa Beds outside of Loft Space in the Unit:

____ <b>Studio</b>	____ <b>4 Bedrooms</b>	____ <b># of Sofa Beds (Not in Loft Space):</b> ____
____ <b>1 Bedroom</b>	____ <b>5 Bedrooms</b>	
____ <b>2 Bedrooms</b>	____ <b>Open Loft with a Bed / Sofa Bed</b>	
____ <b>3 Bedrooms</b>	____ <b>Enclosed Loft with a Bed / Sofa Bed</b>	

**5.0** I will notify Tourism Whistler of any change to my Declarations in 3.0 and/or 4.0, including the date of such change.

**6.0** I will immediately notify Tourism Whistler of any change in my mailing address or other contact information, and understand I am responsible for payment of my assessment fees regardless of any failure by me to do so.

**AND I MAKE** this declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

Please submit your signed UDF to Tourism Whistler by mail, fax 1-888-681-9884, or **email a scanned image** to [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com).

## PAPERLESS PROGRAM ENROLLMENT FORM

Go Green with Tourism Whistler's Paperless Program!

Feedback from our Members tells us you want more online features, so we're working hard to make this happen. To start, we're initiating the Paperless Program for all Members who wish to enjoy the convenience of electronic correspondence, while supporting Tourism Whistler's efforts toward sustainability. Enrollment is open to all Members with a valid email address who prefer to receive correspondence electronically. Simply complete and sign this form, and return it to us via:

- Mail (address provided at the bottom of this form)
- Fax 1.888.681.9884, attn: Member Assessments; or
- Email scanned copy of completed form to [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com)

Please ensure the following addresses are not blocked by a spam filter or other blocking mechanism:

- [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com) (for billing, voting, and legal correspondence)
- [membercommunications@tourismwhistler.com](mailto:membercommunications@tourismwhistler.com) (for Member newsletters & updates)

Stay tuned for more Paperless Program announcements!

### MEMBERSHIP INFORMATION *(To be completed by the registered property owner)*

Member Number: \_\_\_\_\_

First / Last Name of Registered Owner: \_\_\_\_\_

Whistler Property Street Address: \_\_\_\_\_

Registered Owner Billing Address: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

### MEMBER DECLARATIONS

I am the registered owner of the property described above, and hereby authorize Tourism Whistler to send me all correspondence by email, including billing information, statements, Statutory Use Declaration Forms, Annual General Meeting (AGM) election materials, Member newsletters and updates.

By enrolling in the Paperless Program I understand that **Tourism Whistler will no longer send me correspondence by regular mail** and that I agree to the following:

- I must use the online voting tool when exercising my AGM voting rights
- I am solely responsible for opening and reading the emails I receive from Tourism Whistler
- I am solely responsible for ensuring that Tourism Whistler is promptly notified of any change to my email address, or any other circumstance that may affect my receipt of emails from Tourism Whistler
- I may opt-out at any time by sending an opt-out request to [memberassessments@tourismwhistler.com](mailto:memberassessments@tourismwhistler.com)

**My email address is (PLEASE PRINT CLEARLY)\*:** \_\_\_\_\_

*\*Your email will be used solely for the purpose of communications relating to your Tourism Whistler membership*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_