



June 19, 2013

Dear Landlord/Building Owner:

Re: Outsourcing SSBC Property Management Services

As you may be aware, Shared Services BC (SSBC) has a contract with Brookfield Johnson Controls Workplace Solutions Inc. (WSI) to provide certain property management and project management related services for SSBC.

Brookfield Johnson Controls has established a company, based in British Columbia, named "Workspace Solutions Inc." (WSI), through which SSBC and Brookfield Johnson Controls' other British Columbia customers will be served.

Contract Highlights

- WSI will provide:
 - property management services currently the responsibility of SSBC's Property Management Group including: the management and provision of operations and maintenance services; monitoring and responding to customers'/tenants' satisfaction or issues relating to safety, security and overall building/workplace condition or environment, and minor alterations as and when requested by customers to all of SSBC's existing customers in all facilities
 - project management services on projects up to \$2,000,000.
- WSI has established an Operations Centre in Kamloops to serve SSBC and its other Western Canadian clients.
- WSI's head office will be in Victoria with regional offices also located in Vancouver, Victoria, Kamloops and Prince George.

On April 1, 2004, WSI assumed the role of provision of day to day services in leases that were SSBC's responsibility. In addition, they have taken on the task of communicating with owners/landlord, or their representatives, on any questions or issues relating to lessor provided services. This does not change SSBC's primary accountability and contractual obligations as lessee and SSBC's leasing department will continue to be responsible for all other leasing activities and general lease administration.

If you have any specific questions about how this may affect you please contact John Marsh, SSBC Director of Leasing Services at (250) 952-8412, (John.Marsh@gov.bc.ca).

Sincerely,

A handwritten signature in cursive script that reads "John Marsh".

John Marsh
Director
Leasing Services
Integrated Workplace Solutions
Shared Services BC