

LEASE DETAILS FOR VAP PREPARATION

RENEWAL ☒ NEW ☐ AMENDMENT ☐
PACT LEASE DOCUMENT PRODUCED ☒

ARES # ARE-100016763

LEASE # L2924 BUILDING # B0067199

ADDRESS: 2500 Cliffe Avenue, Courtenay, BC

CUSTOMER: Service BC/Multi/ICBC

LEASE START DATE: March 1, 2016

LEASE END DATE: February 28, 2021

LEASE TERM: 5 Year(s)

AREA IN SQ.FT.: 12,119 Sq. Ft.

PARKING: 40 LI STALLS DESIGNATED ☐ RANDOM ☒ SECURED ☐
LE STALLS DESIGNATED ☐ RANDOM ☐ SECURED ☐

OPTION TO RENEW: 5 Years # of Months Notice 3
No option ☐

TERMINATION: Yes - terminate after _____ with _____ months' notice.
No option ☒

REDUCTION IN SPACE: Yes _____
No option ☒

Landlord Remedial Work: LL to paint exterior wooden features under windows, doors & trim;

LL to replace all carpet within the Premises with carpet tile to Tenant's specifications

LL to replace worn or damaged vinyl and tile flooring within the Premises to Tenant's specifications.

All of the above-noted work to be completed by March 31, 2017.

Tenant Improvement Work: _____

Exceptions: Note service change to maintenance of LAN Room A/C unit. Tenant is responsible.

Schedule B/C attached ☐

SCHEDULE C

Voluntary Accommodation Proposal Final Summary

Financial Commitments over Term for LICENSING & COMPLIANCE

Request No: ARE-100016763

Agreement No: A 112142

This Voluntary Accommodation Proposal Final Summary details the anticipated monthly invoicing and estimated total commitment over the term of this agreement.

This Voluntary Accommodation Proposal documents the lease renewal for Insurance Corporation of British Columbia (ICBC), Licensing & Compliance branch, Lease L2924, located at 2500 Cliffe Ave. in Courtenay, BC. 17.82m² of space and One (01) Lease Included (LI) parking stall are renewed effective March 01, 2016, for Five (05) year term. There is no option to renew or reduce the space.

15/17 (one-month period only), 16/17 and 17/18 BOCs have been provided and reflect the actual lease renewal deal. Future years' charges will be provided via Annual Budget process.

Lease execution will be subject to approved Schedule B, C and D.

Area (Rentable) sq.ft.: 191.82

Lease Start Date: 2016-03-01

Lease End Date: 2021-02-28

Location: COURTENAY, 2500 Cliffe Ave.

SSBC Lease #: L2924

Property No.: B0067199

Customer Acct. #: s.17

GST Exempt: Yes

Term in Years: Five

One Time Costs	Amount
Lease Renewal Fee	s.17
Subtotal	
GST n/a	
Total One Time Costs	

Recurring Charges	Rate	Annual	Monthly
Year 1 Term 2016-03-01 to 2016-03-31			
Base Rent	s.17		
O&M (LL)			
O&M (SSBC)			
Property Taxes			
Parking LI	# stalls = 1		
Administration Fee			
Subtotal			
GST	n/a		
Total			

Recurring Charges	Rate	Annual	Monthly
Year 2 Term 2016-04-01 to 2017-03-31			
Base Rent	s.17		
O&M (LL)			
O&M (SSBC)			
Property Taxes			
Parking LI	# stalls = 1		
Administration Fee			
Subtotal			
GST	n/a		
Total			

Recurring Charges	Rate	Annual	Monthly
Year 3 Term 2017-04-01 to 2018-03-31			
Base Rent	s.17		
O&M (LL)			
O&M (SSBC)			
Property Taxes			
Parking LI	# stalls = 1		
Administration Fee			
Subtotal			
GST	n/a		
Total			

Summary of Charges:

Recurring Charges (year 1 to 3)



s.17

One Time Charges

Total

Conditions for Recurring Charges

- 1.0 Base Rent is provided as a fixed price quote for the term of this agreement.
- 2.0 Operating & Maintenance costs and Taxes are invoiced on an estimated basis.
- 3.0 Operating & Maintenance costs and Taxes are estimated annually. In the event actual O&M and Tax are expected to exceed the above yearly estimate by a significant amount, to be determined by SSBC, monthly billing may be revised and a revised Financial Commitment Schedule may be issued.
- 4.0 Responsibility for services are outlined on the attached Schedule B.

Proposal made by:  Soji Bryant, Client Service Manager Shared Services BC	Date: 2017-02-02	Head Office Approval:  Tim O'Brien, Director INSURANCE CORPORATION OF BRITISH COLUMBIA	Date:
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Schedule "C" proposal will expire 2017-02-16 and must be returned signed to SSBC prior to such date.

SCHEDULE B

Landlord and Tenant Services Responsibility LICENSING & COMPLIANCE

Property: COURTENAY
2500 Cliffe Ave.

Request No: ARE-100016763
Agreement No: A 112142

(A) ITEM	(D) SSBC	(E) Occupant	(F) N/A
CLEANING – Common Area			
Janitorial Service and Supplies	X		
Window Cleaning Interior	X		
Window Cleaning Exterior	X		
CLEANING – Premises			
Janitorial Service and Supplies	X		
Window Cleaning Interior	X		
Window Cleaning Exterior	X		
COMMON AREA MAINTENANCE			
Maintenance of Common Area	X		
Snow Removal	X		
Redecoration and Refurbishment of Common Area	X		
Landscaping	X		
HVAC			
Minor HVAC Repairs	X		
ELEVATOR			
Minor Elevator Repairs			X
ELECTRICAL			
Lamp and Tube Replacement-Premises	X		
Lamp and Tube Replacement-Common Areas	X		
NON-ENERGY UTILITIES			
Garbage Removal	X		
Water and Sewage	X		
Recycling Program	X		
FUELS			
Heating and Cooling – Premises	X		
Heating and Cooling – Common Areas	X		
ELECTRICITY			
Electricity- Premises	X		
Electricity – Common Area	X		

(A) ITEM	(D) SSBC	(E) Occupant	(F) N/A
INSURANCE			
Fire and Extended Coverage Perils P.L. and P.D.	X		
Tenant Improvements	X		
MANAGEMENT AND ADMIN			
Management and Admin			X
SECURITY SYSTEMS			
Building Systems – Equipment and Monitoring	X		
Premises – Equipment and Monitoring	X		
FIRE AND SAFETY			
Building	X		
Premises	X		
TENANT IMPROVEMENTS			
Tenant Improvements			X
Premises Maintenance	X		
TAXES			
Taxes	X		
PARKING			
Parking Rent	X		
OTHER			
HVAC – Premises Only			

In the event of a conflict between Schedule B and the Lease, the terms and conditions of the Lease document will govern.

Definitions:

SSBC To be provided by Shared Services BC, cost borne by Customer
Occupant To be provided by Occupant, cost borne by Occupant
N/A Does not apply

SCHEDULE D
Voluntary Accommodation Proposal
Final Summary
Specific Terms Related to
LICENSING & COMPLIANCE

Property: COURTENAY
2500 Cliffe Ave.

Request No: ARE-100016763
Agreement No: A 112142

The Customer and SSBC further Covenant and agree as follows:

Parking:

The number of parking stalls included (LI) in Base Rent on Schedule "C" are:	1
The number of parking stalls not included (LE & SSBC) in the Base Rent are: and are charged as indicated on Schedule "C".	0

Leasing & Negotiation Fees:

Total Fees	s.17
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Termination Option:

There is no option to terminate this lease.

Space Reduction:

There is no option to reduce this space.

Renewal Option:

There is an option to renew this lease for Five (05) more years, with Three (03) months of notice.

Landlord Remedial Work:

LL to paint exterior wooden features under windows, doors & trim;
LL to replace all carpet within the premises with carpet tile to Tenant's specifications;
LL to replace worn or damaged vinyl and tile flooring within the Premises to Tenant's specifications.
All of the above-noted work to be completed by March 31, 2017.

Exception:

Service change: Tenant is now responsible for maintenance of LAN Room A/C unit.