MOUNTAINS OF OPPORTUNITY
CRANBROOK

**City of Cranbrook**
**Request for Expression of Interest**
**Lease Space 104 within Western Financial Place (WFP)**

The Corporation of the City of Cranbrook ("the City") invites Expressions of Interest (EOI) from interested parties looking for an opportunity to lease commercial space 104 within Western Financial Place (WFP).

## City Overview

Cranbrook is a thriving, progressive community and offers exciting opportunities to citizens, businesses and visitors. With a population of almost 20,000 and a service population in excess of 70,000 the City of Cranbrook is the largest municipality in south-east British Columbia. The City of Cranbrook is committed to its continuing development as a successful and progressive community and to preserving, and further enhancing, the high quality of life enjoyed by its residents. Cranbrook has excellent community facilities and services which are rated by residents and businesses as a major contributor to the City's high quality of life and its desirability as an employment centre.

Western Financial Place (WFP) is the largest entertainment venue in the Kootenays. WFP is a 4672-seat multipurpose facility that is home to the BCHL's Cranbrook Bucks Junior A hockey club. WFP has a leisure centre that houses an 8 lane 25-meter lap pool, a wave pool, waterslide, jacuzzi, sauna and steam room as well as a squash court.

Western Financial Place is owned and operated by the City of Cranbrook. WFP began operations in October 2000.

## Term of Lease

The term of lease will be for a predetermined period from date of commencement, with an OPTION TO RENEW for an additional negotiable period, upon mutual agreement between both parties.

## Area Available to Lease

The Space currently available to lease is identified on the floor plan attached as Schedule 'A' of the document. **Site visits will be scheduled upon request.**

The available lease space was formerly a concession food service area. There is no preference to what the space shall remain to be. All Expressions of Interest submitted will be reviewed and considered.

To request a site visit, contact:
Shayne Wright, General Manager, Recreation and Culture at 250.489.0268

## Rental Structure

Rent will be based on appraised market value plus all applicable taxes.

## Submission Requirements

Your submission should provide the following information:

1. A brief description of the business, it's nature, history (including number of years in operation and number of current employees), client base, projects, staff growth etc.; Attach any relevant literature (brochures etc.);
2. List proposed improvements/renovations (if any), identify if a change to the rental space will be required.
3. Description of electrical equipment/fixtures and non-energized/equipment and furniture being brought in;
4. Proposed Operating name (Tenant Name);
5. Outline short and long-term goals for your business (i.e., expansion goals and opportunities);
6. Include proposed hours of operation and expectations as to access to the building, advertising and signage requirements;
7. Outline your proposed/requested date of occupancy and commencement of the term of the lease;
8. Identify the requested length of term and renewal periods; and
9. Any other supporting information you may wish to include with your submission.

## Review Process and Lease Agreement

Proponent's information will be reviewed by City staff. At the City's sole discretion, if the City is agreeable to pursuing a lease agreement with any proponents based on their submission, additional information such as lease amount and a draft copy of the lease agreement will be forwarded to those proponents as soon as possible.

Prior to any lease agreement being finalized, the City will require a Certificate of Liability Insurance on the City's form. The City shall have the final authority on all matters regarding submissions to this expression of interest.

## Enquiries and Closing Date

Enquiries regarding the Expression of Interest should be directed to:

Shayne Wright – General Manager, Recreation and Culture
40 – 10th Avenue South
Cranbrook, BC V1C 2M8
E-Mail: shayne.wright@cranbrook.ca

Please forward Expressions of Interest clearly labelled **"WFP Lease Space 104"** via email or mail to the address above no later than **4:00 PM local time, Wednesday, December 2, 2026.**

## Conditions of Expression of Interest Submission

1. The submissions are for information only. A submission does not entitle or obligate the submitter to take a lease of the property. The Expression of Interest is non-binding;
2. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not;
3. The submitter can withdraw the submission at any time on giving notice to the above City contact;
4. The City may withdraw the Expression of Interest at any time;
5. The submitter should provide all information asked for by the Expression of Interest. If the submitter fails to do this, the City may decline to consider the submission;
6. The submitter must provide requests for further information from the City at its own cost. If the submitter fails to respond in a reasonable time the City may decline to consider the submission further;
7. If the submitter fails to lodge the submission as described above by the closing date, the City may decline to consider the submission;
8. The City will not meet or contribute to any costs associated with a submission. The submitter must meet all costs;
9. The submitter and their representative must not, without written permission of the City, make public any statement in relation to any Expression of Interest document; and
10. The City will not enter into any correspondence or discussion with any submitter relating to decision made by the City on the leasing of the space.

## Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY | POSTAL CODE

NAME OF CANTACT PERSON (PLEASE PRINT) | PHONE NUMBER

FAX NUMBER | CELLULAR NUMBER

E-MAIL ADDRESS

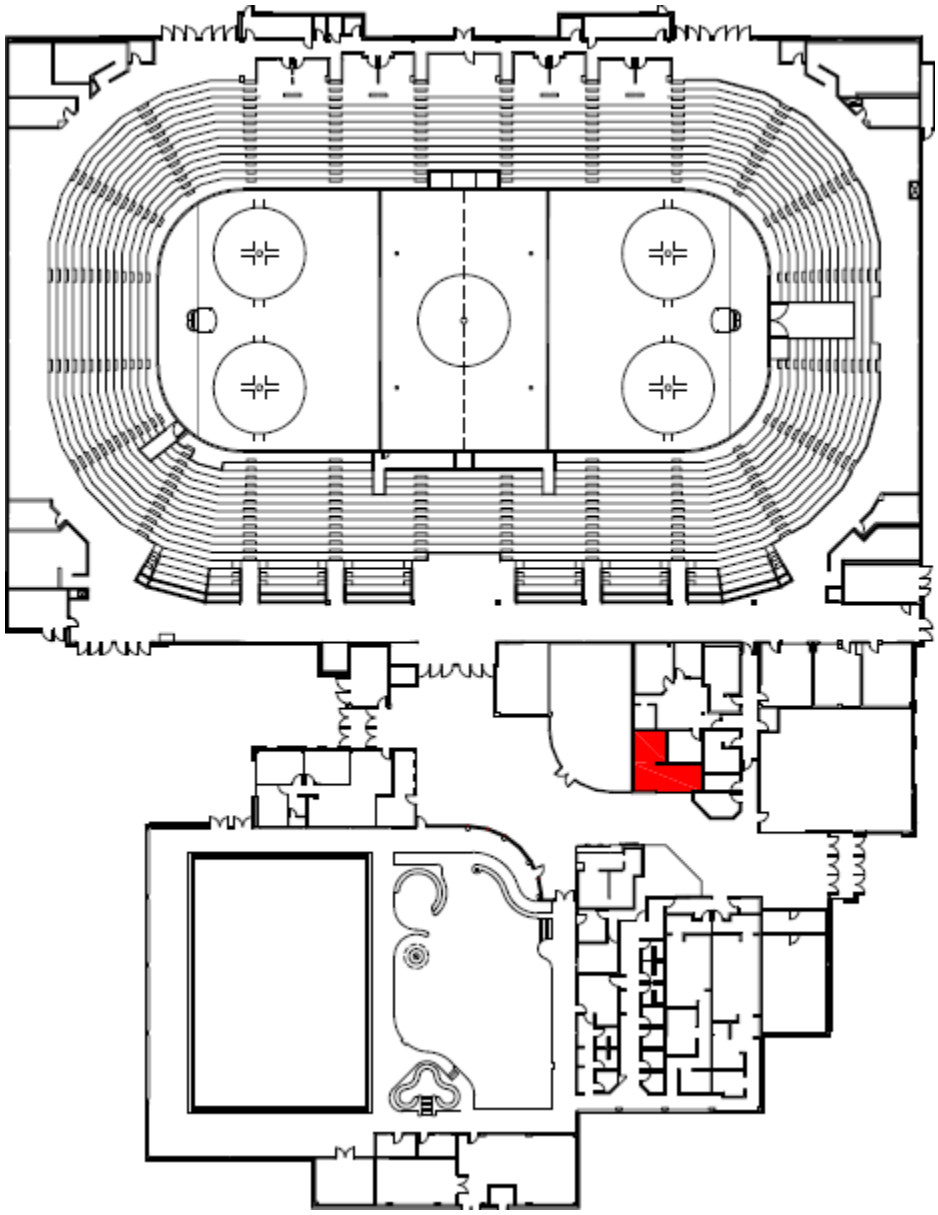
**SIGNATURE OF AUTHORIZED OFFICIAL**

PLEASE PRINT NAME

DATE

## **Schedule 'A'**

Site Plan



***The proposed space (RED) available for lease is approximately 307 square feet.**

MOUNTAINS OF OPPORTUNITY
CRANBROOK

**City of Cranbrook**
**Request for Expression of Interest**
**Lease Space 153 within Western Financial Place (WFP)**

The Corporation of the City of Cranbrook ("the City") invites Expressions of Interest (EOI) from interested parties looking for an opportunity to lease commercial space 153 within Western Financial Place (WFP).

## City Overview

Cranbrook is a thriving, progressive community and offers exciting opportunities to citizens, businesses and visitors. With a population of almost 20,000 and a service population in excess of 70,000 the City of Cranbrook is the largest municipality in south-east British Columbia. The City of Cranbrook is committed to its continuing development as a successful and progressive community and to preserving, and further enhancing, the high quality of life enjoyed by its residents. Cranbrook has excellent community facilities and services which are rated by residents and businesses as a major contributor to the City's high quality of life and its desirability as an employment centre.

Western Financial Place is the largest entertainment venue in the Kootenays. WFP is a 4672-seat multipurpose facility that is home to the BCHL's Cranbrook Bucks Junior A hockey club. WFP has a leisure centre that houses an 8 lane 25-meter lap pool, a wave pool, waterslide, jacuzzi, sauna and steam room as well as a squash court.

Western Financial Place is owned and operated by the City of Cranbrook. WFP began operations in October 2000.

## Term of Lease

The term of lease will be for a predetermined period from date of commencement, with an OPTION TO RENEW for an additional negotiable period, upon mutual agreement between both parties.

## Area Available to Lease

The Space currently available to lease is identified on the floor plan attached as Schedule 'A' of the document. **Site visits will be scheduled upon request.**

The available lease space was formerly a food service area. There is no preference to what the space shall remain to be. All Expressions of Interest submitted will be reviewed and considered.

To request a site visit, contact:
Shayne Wright, General Manager, Recreation and Culture at 250.489.0268

## Rental Structure

Rent will be based on appraised market value plus all applicable taxes.

## Submission Requirements

Your submission should provide the following information:

1. A brief description of the business, it's nature, history (including number of years in operation and number of current employees), client base, projects, staff growth etc.; Attach any relevant literature (brochures etc.);
2. List proposed improvements/renovations (if any), identify if a change to the rental space will be required.
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4. Proposed Operating name (Tenant Name);
5. Outline short and long-term goals for your business (i.e., expansion goals and opportunities);
6. Include proposed hours of operation and expectations as to access to the building, advertising and signage requirements;
7. Outline your proposed/requested date of occupancy and commencement of the term of the lease;
8. Identify the requested length of term and renewal periods; and
9. Any other supporting information you may wish to include with your submission.

## Review Process and Lease Agreement

Proponent's information will be reviewed by City staff. At the City's sole discretion, if the City is agreeable to pursuing a lease agreement with any proponents based on their submission, additional information such as lease amount and a draft copy of the lease agreement will be forwarded to those proponents as soon as possible.

Prior to any lease agreement being finalized, the City will require a Certificate of Liability Insurance on the City's form. The City shall have the final authority on all matters regarding submissions to this expression of interest.

## Enquiries and Closing Date

Enquiries regarding the Expression of Interest should be directed to:

Shayne Wright – General Manager, Recreation and Culture
40 – 10th Avenue South
Cranbrook, BC V1C 2M8
E-Mail: shayne.wright@cranbrook.ca

Please forward Expressions of Interest clearly labelled **"WFP Lease Space 153"** via email or mail to the address above no later than **4:00 PM local time, Wednesday, December 2, 2026.**

## Conditions of Expression of Interest Submission

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2. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not;
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9. The submitter and their representative must not, without written permission of the City, make public any statement in relation to any Expression of Interest document; and
10. The City will not enter into any correspondence or discussion with any submitter relating to decision made by the City on the leasing of the space.

## Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY | POSTAL CODE

NAME OF CANTACT PERSON (PLEASE PRINT) | PHONE NUMBER

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E-MAIL ADDRESS

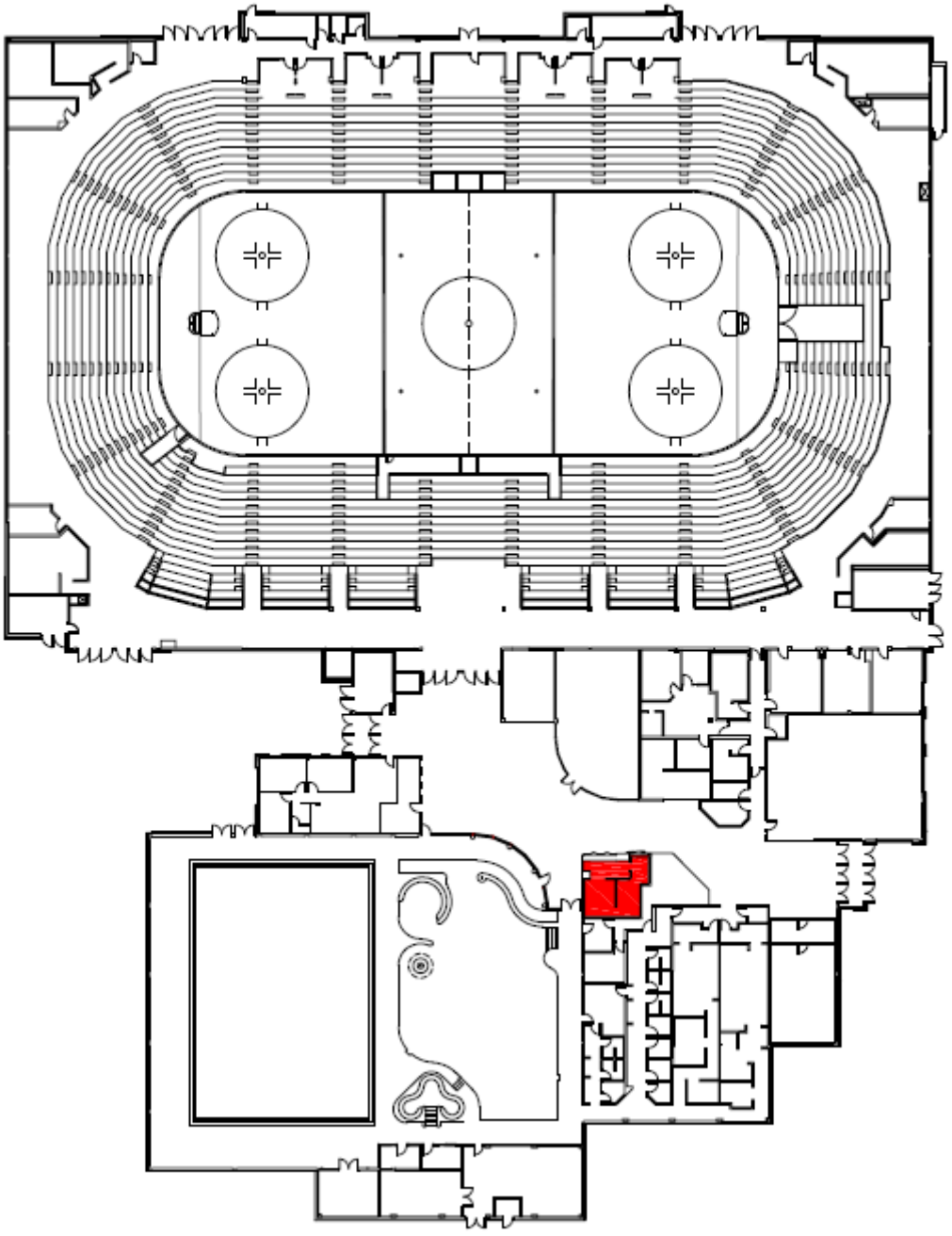
**SIGNATURE OF AUTHORIZED OFFICIAL**

PLEASE PRINT NAME

DATE

## **Schedule 'A'**

Site Plan



***The proposed space (RED) available for lease is approximately 432 square feet.**