CITY OF BROCKVILLE

Rotary Park Outdoor Arena Opportunity
Expression of Interest (EOI)

Purpose

The City of Brockville is seeking expressions of interest from businesses, entrepreneurs, community organizations, and operators interested in activating the Rotary Park Outdoor Arena during the non-ice season, which is generally between May and October.

This EOI is intended to gather information, assess market interest, and explore potential business and programming opportunities for the space.

The information collected will help the City better understand potential uses, operational requirements, business models, and community benefits associated with the facility.

This EOI is intended to solicit ideas and expressions of interest from the marketplace. The City reserves the right, at its sole discretion, to pursue discussions with, seek additional information from, or enter into negotiations with one or more respondents. Submission of a response to this EOI does not create any obligation on the part of the City to proceed with any proposal, agreement, or procurement process.

General Description

The Rotary Park Outdoor Arena is a covered, open-air facility that provides a flexible environment suitable for a wide range of seasonal activities.

The City is seeking ideas and proposals that:

- Activate an underutilized community space
- Attract residents and visitors
- Enhance recreation, tourism, and community engagement
- Support local economic activity
- Complement existing amenities within Rotary Park

Potential uses may include, but are not limited to:

- Entertainment and event-based activities
- Family recreation and attractions
- Markets and vendor experiences
- Fitness, sport, and wellness programming
- Food and beverage services
- Arts, culture, and tourism initiatives
- Educational or community-focused programming

The City welcomes a range of ideas, from short-term activations to seasonal operations. Respondents are encouraged to share concepts that are practical, community-focused, and well suited to the facility.

Facility Information

The venue benefits from several on-site and nearby amenities, including:

- Covered outdoor arena space with a large open floor area approximately 16,150 sq. ft. surrounded by a cement walking path and small bleacher-style seating area
- Public washroom facilities located within a few steps
- Adjacent Rotary Park Splash Pad
- Convenient parking and accessibility (parking spaces are public, not dedicated)
- Strong seasonal traffic from residents and visitors
- Location within a well-used community gathering space

Restrictions

Proposed uses must:

- Be compatible with the facility's seasonal conversion to an outdoor ice rink;
- Not damage the arena, surrounding amenities, or supporting infrastructure;
- Obtain City approval for signage, alterations, or installations;
- Comply with all applicable laws, regulations, and City policies.

- The City will require proof of insurance for an executed contract. Interested parties must take into account the costs for Commercial General Liability (CGL) coverage naming the City as Additionally Insured for their business operations.

Business Model Information

To assist the City in understanding potential operating models, respondents are invited to provide information regarding any rental, licensing, revenue-sharing, or other financial arrangements they believe would be appropriate for their proposed use.

Respondents are encouraged to identify:

- Preferred operating season
- Duration of use
- Scheduling requirements
- Occupancy model
- Any proposed improvements or investments
- Utility or infrastructure requirements
- Proposed participant/user fees, including pricing structure, anticipated fee ranges, and any planned discounts, memberships, or subsidized access programs.

Information provided will help the City understand the operational and financial considerations associated with future uses of the facility.

City Services and Utilities

The facility currently includes:

- Electrical service
- Interior and exterior lighting
- Multiple electrical receptacles
- Storage space

Should the City proceed with future occupancy discussions, detailed utility and facility information will be made available.

Existing Utilities: electrical panel, receptacles, interior/exterior lighting. However, any repairs or renovation upgrades will be at the Respondent’s expense to be approved prior by the city representative.

Potential Occupancy Period

Respondents are encouraged to identify their preferred operating season, duration of use, and any scheduling requirements associated with their proposed concept. The City anticipates that any future use of the facility would be needed to accommodate the seasonal installation and operation of the outdoor ice rink.

Products, Supplies and Equipment

The respondent will be responsible for supplying and maintaining all products, inventory, furnishings, and equipment required to operate their proposed business.

Staffing

The respondent will be responsible for all staffing, training, payroll, insurance, WSIB coverage, and compliance with applicable employment legislation.

Equipment Maintenance

The Respondent will be responsible for the care and maintenance of all equipment supplied by the city, such as:

Any equipment required to support the proposed business concept would be the responsibility of the respondent.

Any future installation of equipment would require review and approval by the City. If such equipment requires permanent wiring it must be installed according to the current building code standards and inspected prior to use, at the lessee’s expense.

Products being stored in an organized fashion will need to be stored safely either by approved storage shelving, racking or other safe storage equipment. It is a must that all pathways are kept free of product/supplies not to impede movement in case of fire (exit).

Janitorial Services

The respondent will be responsible for cleanliness, waste management, pest control, and routine maintenance of the leased space.

Maintenance and Repair

Respondents should identify any maintenance, repair, renovation, or infrastructure requirements associated with their concept. Any future modifications to the facility would be subject to City review and approval.

Sales Tax and Permits

Respondents should identify any permits, licenses, approvals, or regulatory requirements associated with their proposed operation.

General

Any future operator will be required to comply with all applicable municipal, provincial, and federal legislation, regulations, by-laws, health requirements, and safety standards.

Respondent Proposal

Respondents are invited to provide information about their organization, proposed concept, and vision for the space. **Please complete Attachment B - Respondent Information Form.**

The City is seeking enough information to understand the concept and its potential fit for the facility. Detailed business plans are not required at this stage.

1. Business name and contact information
2. Business concept
3. Relevant experience
4. Proposed operating season and hours
5. Proposed use of the space
6. Proposed compensation model
7. Expected community benefits
8. Any required improvements or investments

Email proposals cannot contain file sizes totalling more than 6MB. Emails with attachments larger than 6MB are too large and will not reach the inbox of city staff. All submissions will be sent a confirmation of receipt. If proponents do not receive a confirmation of receipt, it is their responsibility to ensure that the documents are received by the city.

Evaluation Considerations

The City may consider the following when reviewing submissions:

- Compatibility with the facility and surrounding park
- Community benefit
- Innovation and uniqueness
- Operational feasibility
- Seasonal suitability
- Ability to attract residents and visitors

- Alignment with City objectives
- Financial and operational sustainability

The City may use the information gathered through this EOI to inform future decisions regarding the space. The City reserves the right to undertake additional consultation, negotiation, or a future procurement process.

Accessibility

The City of Brockville is committed to providing accessible services and information in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Alternative formats and communication supports are available upon request. Respondents requiring accommodation or assistance to participate in this EOI process are encouraged to contact the City as early as possible.

Accessibility Contact:

Clerk's Department - City of Brockville
Email: clerks@brockville.com
Telephone: 613-342-8772

Privacy and Confidentiality

Information submitted in response to this EOI is collected by the City of Brockville for the purpose of evaluating market interest and exploring potential future opportunities for the Rotary Park Outdoor Arena.

Submissions may become part of the City's records and may be subject to disclosure in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Respondents should clearly identify any information they consider confidential. While the City will make reasonable efforts to protect confidential information, the City cannot guarantee that all information submitted will be exempt from disclosure requirements under applicable legislation.

By submitting an EOI response, respondents acknowledge and consent to the collection, use, and disclosure of information as required for the administration of this process.

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Important Notice

This EOI is intended solely as an information-gathering and market-sounding exercise. The City of Brockville is seeking to better understand potential opportunities for the space and reserves the right to determine future steps based on the information received. The issuance of this EOI does not constitute a commitment to proceed with a lease, license agreement, operating agreement, or any other arrangement.

ATTACHMENT A – SUPPORTING DOCUMENTATION

Location at 185 George Street

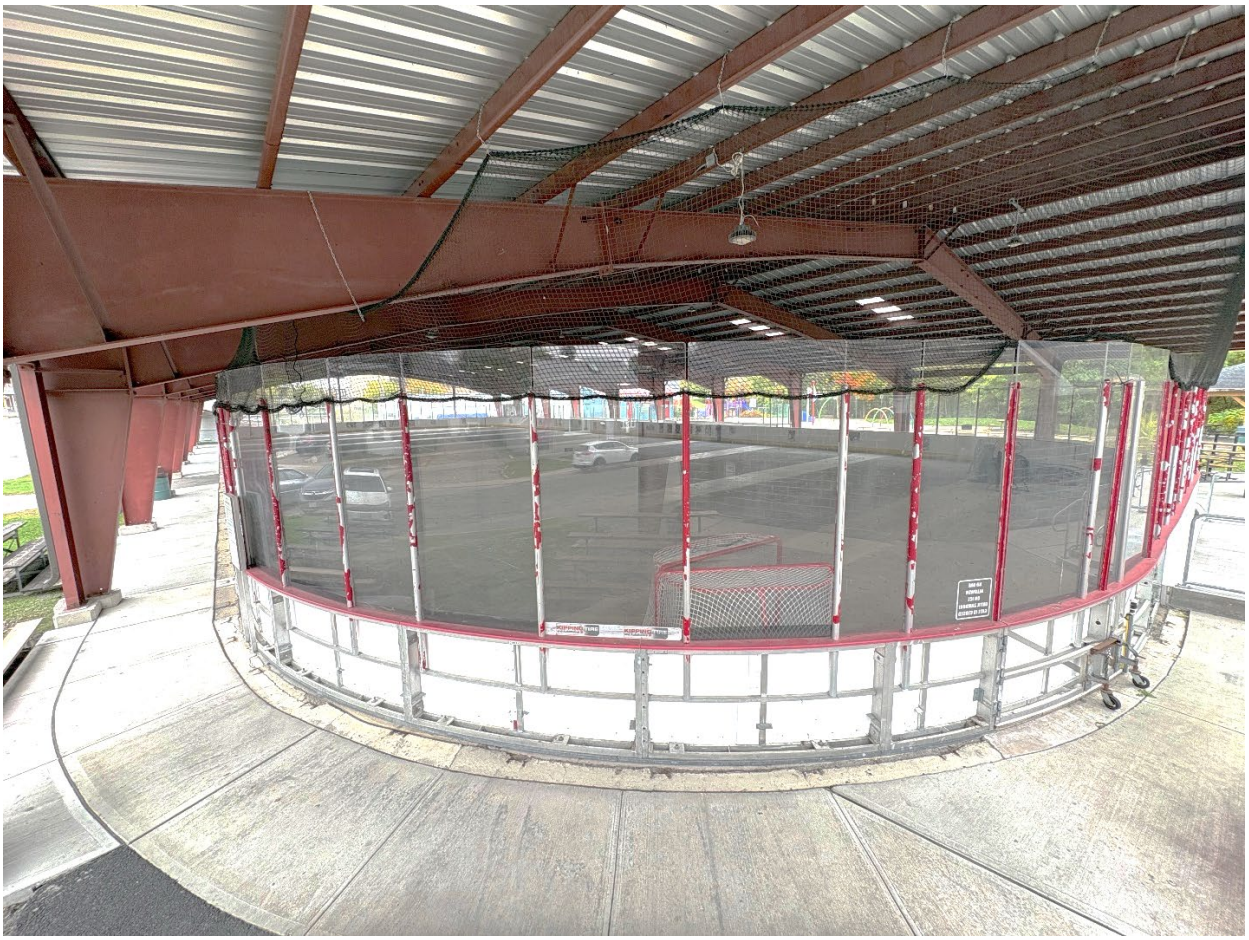
Exterior Photos





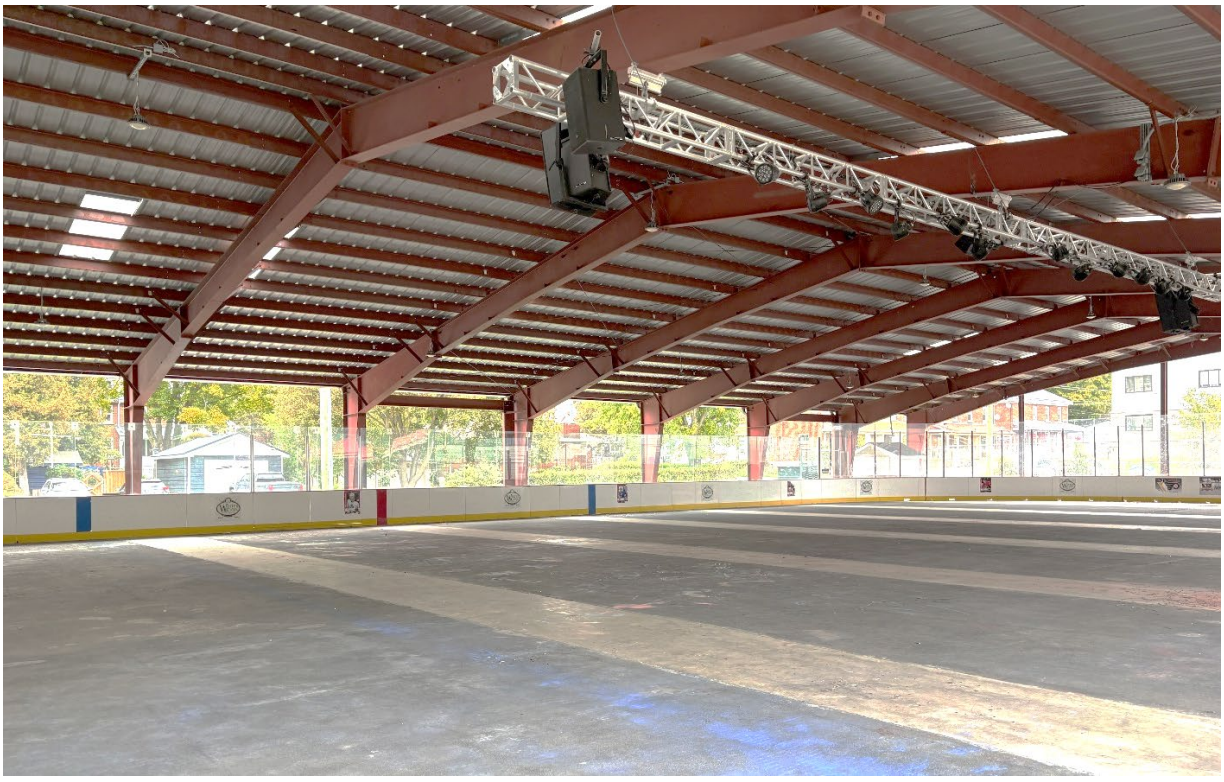






Interior Photos





Location Map

