



PARKS AND RECREATION DEPARTMENT

Recreation

Program

Proposals

We are always interested expanding the recreation, sports and leisure programs offered by the City of Orillia. If you would like to teach a program, or have a great idea for a new program, please read and fill out the following program proposal.

Program Information

Program ideas should reflect the needs and wants of the residents of the City of Orillia and the surrounding area. In general, we are interested in proposals that focus on the four different program areas:

1. Leadership Development
2. Wellness and Personal Development
3. Arts and Cultural Activities
4. Sports and Recreation

The Parks and Recreation Department's long-term program goals are:

1. To offer quality recreation programs, led by qualified, committed and effective leaders.
2. To offer participants a wide-ranging continuum of learning opportunities.
3. To provide a reasonably priced recreational experience for residents of the City of Orillia and surrounding area.
4. To motivate participants to learn and develop their personal interests and skills, while having meaningful and challenging opportunities in which practice and apply them.

Staffing Criteria

The City of Orillia Parks and Recreation Department works in partnership with program leaders at two different levels:

1. **Partnerships with Individuals & Organizations** -This is a shared cost model. This includes costs such as facility fees, administrative support, shared program costs, advertising costs etc. This model requires you to have a business number and business bank account in order for you to invoice the City of Orillia through your business for your services.
2. **Consultant Services** - This is a paid staff model. The City of Orillia hires individuals with unique expertise at an hourly rate dependent on the type of service offered. In this model, the Parks and Recreation Department covers all administrative and program costs. You will be required to be on the City's payroll where deductions will be applied to your pay cheque and a T4 will be issued at the end of the year.

To run a program for the City of Orillia Parks and Recreation Program all individuals must meet the following qualifications:

1. Experience working with the specific target market for your proposed program.
2. A strong commitment to developing recreation opportunities for the City of Orillia and the surrounding area.
3. Guarantee to provide services within the policies and procedures of Parks and Recreation.
4. Commitment and continued availability to your program.
5. High level of expertise and above average people skills.
6. Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious, sexual orientations, and generational backgrounds.
7. Ability to manage stress and adapt to fast-paced environments.
8. Familiarity with the City of Orillia.
9. Current police records check.

Program Standards

Our programs generally run Monday-Friday, between 6:00 PM and 10:00 PM; however we do offer some programs during the day and on the weekends. Programs may run once, or multiple times a week, on a seasonal basis. Normally the duration of the fall, winter and spring program sessions is approximately 8-10 weeks. Specific program details, such as day, time and frequency may be negotiated; however there must be a continuity of service within a program (i.e. consistent program time each week).

All program leaders are accountable to incorporate the following program standards into every program design:

1. All programs must enroll and retain a suitable number of participants in order to ensure cost recovery. **Therefore, please include the minimum and maximum number of participants that your program can serve in your proposal.**
2. All recreation proposals must have a clear program plan, including program goals and objectives, weekly lesson plans, and other special concepts (e.g., guest speakers, fieldtrips).
3. All children and youth programs must incorporate the High Five principles in their design (for more information about the High Five program, please contact Roz Llewellyn at 329-7251).
4. Program proposals must be open to all persons, regardless of ability or background, and should provide opportunities for meaningful interactions between participants.
5. All Parks and Recreation program participants, (including adults, young adults and youth), understand, practice, and uphold our Safety Rules and Safety Guidelines, which were created to ensure a recreation environment for all.

PROGRAM NEEDS TO BE ADDRESSED

Please explain the purpose for providing this program and what specific needs it will address within Orillia.

PROGRAM GOALS

Please provide specific goals and measurable objectives for your program. Identify a list of activities that will take place within your program in order for participants to meet these goals.

PROGRAM EVALUATION

How will you evaluate/assess your activities to show that your program has succeeded? Please attach any tools (surveys, forms, etc.) that you will use.

PROGRAM FACILITY REQUIREMENTS

Please provide specific information regarding your facility needs, including type of space (classroom, gym, etc.) and other considerations like access to electrical outlets, availability of tables and chairs, etc.

PROGRAM BUDGET

Please submit attached a detailed program budget with budget justifications. Please consider the following when calculating/justifying your costs:

<u>COSTS</u>	<u>ORGANIZATIONS AND INDIVIDUALS</u>	<u>STAFF</u>
PERSONAL COSTS	Proposals should include a total budget for personal costs including a breakdown of pay rate on a per hour basis or per individual basis. Please specify the amount you expect to receive from Parks and Recreation as well as what you foresee the total cost of the program to be for the end user. Individuals volunteering their time should include an estimate of the total value of their donated time.	Pay rates vary depending on credentials, level of experience, longevity within the organization and the cost of the program. Your budget will need to be modified to reflect this. The City of Orillia Parks and Recreation Department will pay 1 hour of planning time for an 8-10 week class. Please provide a breakdown of total hours/week including planning and meeting time.
PROGRAM COSTS	These costs include paper materials, food, beverages, student expenses, events, field trips etc. Proposals should include a total budget for program costs and specify the amount you are providing and the amount you expect Parks and Recreation to provide.	These costs include paper materials, food, beverages, student expenses, events, field trips etc. Proposals should include a total budget for program costs and specify the amount you are providing and the amount you expect Parks and Recreation to provide.
OPERATIONAL COSTS	Parks and Recreation may add on 20 – 30% on top of the total budget to cover administration costs. These include Visa & Debit charges, registration processing fees, advertising, invoicing, paper and other office supplies, etc. Do not include these prices within your budget.	Parks and Recreation will add on 20 – 30% on top of the total budget to cover administration costs. These include Visa & Debit charges, registration processing fees, advertising, invoicing, paper and other office supplies, etc. Do not include these prices within your budget.

**If you have any questions regarding this application form, please contact
 Roz Llewellyn, Recreation Program Supervisor at 705-329-7251 or
 rllewellyn@city.orillia.on.ca**