



City of Orillia

Program Proposal Information Package



orillia.ca/programproposals

Introduction

The City of Orillia Parks and Recreation Division aims to partner with individuals and organizations to run programs that are affordable and accessible to residents of Orillia and surrounding areas.

Our goal is to offer introductory programs that allow participants to try new activities at an affordable cost while giving individuals and organizations an opportunity to reach a wider audience with their skills and expertise.



Guiding Principles:

When the City of Orillia Parks and Recreation Division is deciding on a program partnership, they take the following directives into account (Municipal Policy Number 7.3.7.1)

- A partnership should be established to provide a broader range of programs than already offered through the Corporate Services Department – Parks and Recreation Division.
- A partnership should enhance programs by offering expertise in instruction, use of specialized equipment or facilities not otherwise available through existing City programs or facilities.
- The partnership should be beneficial to the community and to the City.
- There should be a community or participant need expressed, either solicited or unsolicited, for a given type of program or service not presently offered through our existing programs.
- A partnership should allow for cost effective programming as the partner will supply equipment or expertise needed for the program and/or qualified and trained staff.

Creating a Program

When determining the cost for a patron to participate in a program the City of Orillia takes into account various costs associated with a program which included but are not limited to the cost of the room, wages, administration costs, and equipment. Once we have determined the total expenses for a program, we then establish an appropriate price for the course and a minimum number of participants required to run the program without incurring a loss. This ensures that we remain fiscally responsible while offering valuable programming to the community.



How it Works

1 Submit a Program Proposal
Complete the [online form at orillia.ca/programproposals](https://orillia.ca/programproposals) providing details about your proposed program, including objectives, target audience, schedule, and any special requirements. If assistance is needed, reach out to us.

2 Review Process
The City will review submissions to determine if the program aligns with the division's values and directives.

3 Program Review Meeting
If the program aligns with our goals, a meeting will be scheduled to discuss the proposal, available space, and next steps. This meeting will consist of a short interview process and discussion of program details.

4 Wage Negotiation
Compensation is negotiable, ranging from minimum wage up to \$55/hour based on skill and expertise. The more an instructor earns, the higher the cost to the participants.

5 Price Negotiation
Any equipment or supplies costs should be included in the price of the course to the participant. The course cost will take into account the cost of the room, wages, administration costs, and equipment when determining the cost for a patron to participate in your program.

6 Employment with the City of Orillia
If approved, the instructor will transition to become a City of Orillia employee with an hourly pay rate and must complete mandatory paid training (Health & Safety, Human Resources, and Orientation). Once all details are agreed upon, the City of Orillia will begin the onboarding process with the instructor.

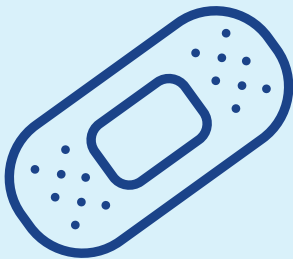
7 Becoming a City of Orillia Staff Member

- Instructors will be covered under the City's insurance and WSIB, eliminating the need for personal insurance.
- Paid hourly, with wages ranging from minimum wage up to \$55 per hour, based on experience and negotiations.
- Completion of mandatory paid training, including health and safety, emergency procedures, and program-specific topics (approximately 8 hours of paid training).

8 Outside Contracts
In rare cases, the City of Orillia and the instructor may agree that the instructor will operate as a contractor for the City. In this arrangement, the instructor remains an independent contractor and must provide proof of insurance with a \$5 million liability limit, naming the City of Orillia as an additional insured. The instructor will invoice the City for a predetermined amount for their services. While the instructor's insurance covers their own operations, the City's liability insurance applies to program participants but does not extend to the instructor.

Requirements to Instruct with the City of Orillia (at the Expense of the Instructor)

To be eligible to instruct a program, individuals must provide the following:



Standard First Aid with CPR-C certification (WSIB-approved)

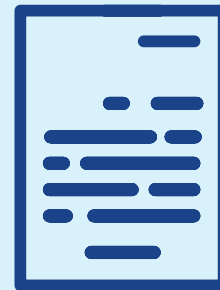


Acceptable Vulnerable Sector Check (VSC)



Certification in the applicable field or course they are instructing

(e.g., Group Fitness Instructor, Coaching Certification, degree in Finance)



A copy of their resume and two professional references

City of Orillia Responsibilities

City of Orillia Provides:



Compliance with City Procedures

The Instructor must follow all City of Orillia and Division procedures, policies, and guidelines related to program delivery, safety, and and quality assurance.



Insurance Coverage

Instructors are covered under the City's insurance policy.



Facilities & Equipment

Approved programs will be granted access to City facilities and, if pre-approved, City-owned equipment. All equipment and supplies should be known prior to the start of the program and accounted for in the cost of the course. Set up and take down of all equipment remains the instructor's responsibility and set up time should be communicated in advance.



Advertising

Program listings in the City's seasonal program guide with a commitment of four seasons (as long as there are no disciplinary issues). Enrollment and engagement with the program are dependent on community needs, and we cannot guarantee enrollment in any course.



Feedback Forms

The City will distribute and collect participant feedback forms.



Promotional Support

Up to \$200 worth of boosted social media promotion for the program's first season.



Administrative Support

The City will handle program registration and related administrative tasks.



Instructor Responsibilities

Instructor Responsibilities:



Program Delivery

Instructors are responsible for the effective operation and delivery of their programs. All program-related content must be reviewed and approved by the City of Orillia's Communications Department.



Marketing Beyond City Promotion

Instructors must promote their programs in addition to the \$200 worth of boosted social media promotion provided by the City. All promotions done by the instructor must be pre-approved by the City of Orillia Communications Division.



Representation of the City

The Instructor is a representative of the City of Orillia while conducting the program and is expected to adhere to all City policies and standards of professionalism.



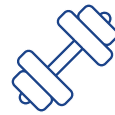
Complaint Handling

Any complaints received will be forwarded to the instructor for response.



No Unauthorized Advertising

Instructors may not sell or advertise their products or services during the program unless authorized by the City of Orillia.



Equipment Responsibility

Any equipment not owned by the City is the instructor's responsibility. The City is not liable for lost, stolen, or damaged equipment. Equipment purchased by the City remains City property.



Program Outline

Instructors must submit a written outline of the program content prior to its launch.

Questions?

For any questions or additional information, please contact the City of Orillia Parks and Recreation Division.



705-325-4386



recreation@orillia.ca



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