

Community Recreation Branch New Proposal Application & Guidelines for External Organizations

Thank you for expressing an interest in providing new opportunities to Parks, Forestry & Recreation. To gain a full understanding of your program idea and for future follow-up, please provide the following information. Please submit your application and any questions to:

Christy Parker
Parks, Forestry & Recreation
Community Recreation Branch - Standards & Innovation
Cedarbrook Community Centre
91 Eastpark Boulevard
Scarborough, ON M1H 1C6
416-396-7424
cparker2@toronto.ca

Mission – Community Recreation Branch

The Community Recreation Branch staff is responsive to the leisure needs of individuals and diverse communities. We are committed to the healthy development of residents by providing safe, accessible, quality programs and services that engage the public in a welcoming environment.

Overview

Title/Type of Proposal:
Target Age Group:
Preferred Location(s):

Organization Information

Contact Name:
Organization:
Address:
E-mail:
Type of Organization (<i>e.g. not for profit, charitable, private, government, etc.</i>):
Percentage of members that reside in Toronto:

Mission Statement

Community Recreation Branch

The Community Recreation Branch staff is responsive to the leisure needs of individuals and diverse communities. We are committed to the healthy development of residents by providing safe, accessible, quality programs and services that engage the public in a welcoming environment.

1. What is the Mission statement of your organization?
2. Describe how this proposal will complement or reflect Parks, Forestry & Recreation's mission.

Proposal Description

What are the purpose and goals of this proposal?
What skills will be developed?
What distinguishes your proposal from other opportunities that The City currently provides?

Background

What is the need and demand for this proposal? How will your proposal benefit citizens of The City of Toronto?
How many participants do you expect will be interested in this proposal?
How will you accommodate this number of participants?
Who is the largest participant group (e.g. age, cultural group, etc.) for your proposal?
How will participant registrations be processed?

Staffing

Please identify the type and number of staff required to run the program.
If there is a volunteer complement, how will they be involved?

Timeframe

What are the time lines you are planning for each stage of this proposal (e.g. consultation, development, planning, training, marketing, implementation, and evaluation)?

What season do you recommend this be offered? How many times per week and hours per day / evening?

Facility, Equipment & Supplies

1. What type of facility (room / space) will be needed to run this program?

2. List the equipment and supplies that will be needed to implement this proposal. Who will provide the equipment and supplies?

How much storage space will be needed?

4. Is there a standard curriculum needed to offer this program? Would the City be required to purchase this curriculum?

Budget

1. How much money will the City need to contribute if your proposal is accepted? Or, what expenses will the City have to cover if your proposal is accepted?

2. What fee(s) will participants be expected to pay?

3. Outline any funding you are receiving from other sources.

Partnership

If this is a partnership, how will The City of Toronto and your organization, work together to implement this proposal?

What responsibilities will each party have?

Will there be a committee, work group or planning group? Who will be involved?

For Office Use Only

Proposal matches OCG Recommendation numbers:

Barriers:

Other organizations that could partner with PFR in delivering this program / service:

Comments:

Further Discussion:

- Projected budget including space / room rental fees, equipment fees, instructor fees, etc.
- Pilot program
- Staff - roles, responsibility, availability, training, certification
- Data collection and management
- Evaluation for improvements

If you would like to pursue this proposal with the City, please be aware that there are Corporate Human Resource policies such as the following that must be adhered to.

Human Rights and Harassment Policy

Policy Statement

Under the Ontario Human Rights Code, every person has a right to equal treatment by the City of Toronto, its agencies, boards, commissions and its citizen advisory committees, with respect to services and facilities, accommodation, contracts and employment.

In continuing its leadership in the recognition of the dignity and worth of each person, the City of Toronto has adopted this Human Rights and Harassment Policy to ensure ethical and respectful service and employment practices which incorporate equitable treatment for all employees, residents, and recipients of municipal services.

The goal of the Policy is the creation of a climate of understanding and mutual respect where each person feels a part of the community and is able to contribute fully to the development and well-being of the City of Toronto.

The City of Toronto will not tolerate, ignore, or condone any form of discrimination or harassment. All employees are responsible for respecting the dignity and rights of their co-workers and the public they serve. Discrimination and harassment are serious forms of employee misconduct which may result in disciplinary action up to and including discharge.

Members of the public, visitors to City facilities, or individuals conducting business with the City of Toronto, are expected to adhere to this Policy, including refraining from harassment of employees, elected officials, and persons acting on behalf of the City of Toronto. If such harassment occurs, the City will take any steps available to ensure a harassment-free workplace, including barring the harasser from its facilities, where appropriate, or discontinuing business with contractors or consultants.

Application

Every person has a right to equal treatment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, family status, receipt of public assistance, political affiliation, disability or level of literacy.