

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 17, 2015

Item 19, Report No. 7, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on February 17, 2015, as follows:

By approving the recommendation set out in Communication C10 from the City Clerk, dated February 12, 2015, as follows:

1. ***That the recommendation of the Committee of the Whole be replaced with the following:***
 - 1) ***That by May 2015, a brief plain language synopsis or executive summary be included in complex reports submitted to committees; and***
 - 2) ***That report-writing refresher training be provided to all authors of committee reports.***

**19 IMPROVING CITIZEN UNDERSTANDING OF COUNCIL RECOMMENDATIONS
AND REPORTS**

The Committee of the Whole recommends:

- 1) That recommendation 2. and 3. contained in the following resolution submitted by Councillor Shefman, dated February 3, 2015, be approved;
- 2) That recommendations 1. and 3. be replaced with the following:
 1. That a new section be required for technical and complex reports coming before Committee, that provides for a short plain language synopsis of the item; and
 3. That this addition to the standard report template be implemented by May 2015; and
- 3) That examples of the new section of the template be provided to the Council meeting of February 17, 2015.

Member's Resolution

Submitted by Councillor Alan Shefman

Whereas, reports and recommendations brought before Committee of the Whole are often complicated and technical, and

Whereas, even with experience it can be difficult to fully understand these items as they are considered by Committee, and

Whereas, it is important to communicate with our residents the work of the City as it flows through our governance structure, and

Whereas, there have been a variety of initiatives at different levels of government to communicate using a more plain and understandable language approach,

It is therefore recommended:

1. ***That a new section be required for all recommendations coming before Committee, that provides for a short plain language synopsis of the item, and***

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 17, 2015

Item 19, CW Report No. 7 – Page 2

2. *That staff consider the details of this requirement, and*
3. *That this addition to the standard recommendation template be implemented by May 2015, and*
4. *That this initiative be facilitated by the Communications Department, including providing guidance for the other Departments and Commissions on plain language writing.*