

COMMITTEE OF THE WHOLE DECEMBER 8, 2003

REVISED TEMPLATE FOR STAFF REPORTS

Recommendation

The City Clerk recommends:

That the template for staff reports be revised to include the header "Relationship to Vaughan Vision 2007" (Attachment 2).

Purpose

To obtain Council approval for the inclusion of the header "Relationship to Vaughan Vision 2007" in the template for staff reports.

Background - Analysis and Options

On April 30, 2001 Council approved the "Revised Format and Procedures – Committee of the Whole / Council Agendas and Minutes" which included a standardized format for items (refer to Attachment 1). The revised template for staff reports (Attachment 2) includes the header "Relationship to Vaughan Vision 2007".

Vaughan's new strategic plan, *Vaughan Vision 2007*, sets out the priorities, goals and objectives that will guide the future course of Vaughan. It is a blueprint of Vaughan's future, based on the City's commitment to service excellence for its citizens and businesses.

It is being proposed that staff reports include a statement on the relationship to Vaughan Vision under the header in the template entitled "Relationship to Vaughan Vision 2007". As well, staff reports will include one of the following two statements:

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved; or

This report recommends a change from the priorities previously set by Council and the necessary resources have not been allocated.

The Region has a similar practice of identifying in their staff reports the relationship to its vision.

Conclusion

Should Council concur, staff will revise the current template for staff reports to include the header referencing Vaughan Vision 2007.

Attachments

1. Attachment 1 – Format and Specifications for Committee Items
2. Attachment 2 – Revised Template

Report prepared by:

Sybil Fernandes, Manager of Administrative Services/Deputy City Clerk, Ext. 8628

Respectfully submitted,

John D. Leach

City Clerk

26.2

FORMAT AND SPECIFICATIONS FOR COMMITTEE ITEMS Attachment 1

COMMITTEE OF THE WHOLE (WORKING SESSION) APRIL 18, 2001

Specific meeting and date

REVISED FORMAT AND PROCEDURES
COMMITTEE OF THE WHOLE / COUNCIL AGENDAS AND MINUTES

Title of report

Recommendation

A clear recommendation for Council's consideration

Purpose

A very brief statement of the origin of the report – ie. At Council's request, resident's request, etc.

Background – Analysis and Options

The essence of the report reflecting Staff's analysis of the situation and options (if any) to consider

Conclusion

A brief explanation of what the results of Council's decision will be.

Attachments

A listing of all attachments to the report.

Report Prepared by:

Staff name and extension #

Respectfully submitted

Attachment 2
26.3

REVISED TEMPLATE FOR STAFF REPORTS

COMMITTEE OF THE WHOLE [DATE GOES HERE]

[TITLE GOES HERE]

Recommendation

[Recommendation goes here]

Purpose

[Purpose goes here]

Background - Analysis and Options

[Background goes here]

Relationship to Vaughan Vision 2007

Describe relationship to Vaughan Vision.

[One of the following two statements should also be made]

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

OR

This report recommends a change from the priorities previously set by Council and the necessary resources have not been allocated.

Conclusion

[Conclusion goes here]

Attachments

[Attachments go here]

Report prepared by:

[Report prepared by goes here]

Respectfully submitted,

[Names goes here]