Agenda – Executive Policy Committee – September 16, 2025

REPORTS

Item No. 5 Plain Language Communications Policy Review

WINNIPEG PUBLIC SERVICE RECOMMENDATION:

That the Public Service be granted an extension of time to September 2026 to report back on the Plan Language Policy Review.

DECISION MAKING HISTORY:

COUNCIL DECISION:

On September 29, 2023, Council adopted the Plain Language Policy, which includes the following:

"5. The Policy will be reviewed, at minimum, every two (2) years via an administrative report brought forward to City Council. Performance will be reviewed using Key Performance Indicators (KPIs)/ and or performance metrics that will be developed by the public service within 6 months upon the adaptation of the plain language policy.

This will ensure public-facing written materials will be at a grade 8 reading level or lower so that most individuals can understand the information."

NOTICE OF EXTENSION REQUEST

Title: Plain Language Communications Policy Review

Critical Path: Executive Policy Committee

AUTHORIZATION

Author	Department Head
D. Driedger	D. Driedger

RECOMMENDATION

That the Public Service be granted an extension of time to September 2026 to report back on the matter.

REASON FOR THE EXTENSION

In September 2023, Council resolved that the Department report back every two years with a review of the Plain Language Policy, with the first review scheduled for September 2025.

As the key performance indicators were approved by Council on December 4, 2024, additional time is required for the Public Service to collect enough data to present a fulsome review to Council. An extension to September 2026 will align the reporting with the intended two-year review timeframe established through the Plain Language Policy.

DECISION MAKING HISTORY

On September 21, 2023, Council concurred in the recommendation of the Executive Policy Committee and adopted the following:

C. Delete Section 5 in its entirety and replace with the following:

"5. The Policy will be reviewed, at minimum, every two (2) years via an administrative report brought forward to City Council. Performance will be reviewed using Key Performance Indicators (KPIs)/ and or performance metrics that will be developed by the public service within 6 months upon the adaptation of the plain language policy. This will ensure public-facing written materials will be at a grade 8 reading level or lower so that most individuals can understand the information."