

# **Suggested changes to the City's Procedural By-law**

**Governance Review Sub-Committee**

September 9, 2022

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# What are the issues?

1

Members of Council aren't using their time at Standing Committee meetings as efficiently as possible

2

The Procedural Bylaw is too long, difficult to understand, and challenging to apply

# What's the solution?

1

Restructure Council's  
Standing Committee  
meeting commitments

2

Rewrite the Procedural  
Bylaw to improve  
clarity, accessibility,  
and usability

# Why listen to me?

1

I have extensive professional experience in reviewing bylaws, policies, and procedures for efficiencies; I have been working with Council on this since 2017

2

I have studied Clear Writing Principles, successfully completed degrees in English and teaching at the post-secondary level, and am a certified Laubach Literacy Tutor



**1**

# Changes to the meeting schedule

# Where is your time spent?

**General Issues**

**All members of Council**

**AF & A - 8/16**

**E & CS - 6/16**

**Planning - 8/16**

**Public Works - 11/16**

**38% - 69% of Council**

# What am I suggesting?

~~General Issues~~

**Eliminate GIC entirely**

.....

**AF & A - 16/16**

**E & CS - 16/16**

**Planning - 16/16**

**Public Works - 16/16**

**All members of Council**

# What am I suggesting?

## 4 mtgs

100.00%

87.5% of current Council = 3 or more



# What are the benefits?

**All members of council are at  
all meetings**

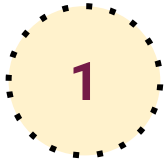
**Not as much repetition  
and "catching up"**

# **What are the benefits?**

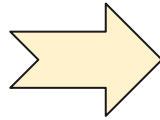
**All members of council are at  
all 4 Standing Committees**

**More inclusion, awareness, and  
representation**

# Overview of suggested changes



All members of Council should attend all Standing Committees of Council - Audit, Finance and Administration; Emergency and Community Services; Planning; Public Works



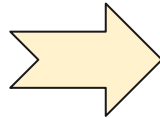
## Why does this matter?

Every member of Council will be more aware of the important issues facing the City; this will speed up and clarify the selection process in December

# Overview of suggested changes

2

The General Issues Committee should be eliminated and all items that don't find a home in the 4 Standing Committees would be referred to the "Administration" part of AF & A



## Why does this matter?

This will permit a more routine schedule that, if reorganized effectively, will provide more time for everyone on Council to read and prepare for meetings



**2**

# Rewriting the Procedural Bylaw

# Readability of current bylaw

- **Flesch-Kincaid / Gunning Fog - 12.0**
  - Good scores are less than 10.0
- **Flesch Reading Ease - 40.1**
  - Good scores are over 60.0
- **Sentences with more than 30 syllables - 42%**
  - Good scores are less than 6%

# Readability of current bylaw

- **Sentences with more than 20 syllables - 56%**
  - Good scores are less than 12%
- **Words with more than 12 letters - 0%**
  - Good scores are less than 3%
- **Words with more than 4 syllables - 2%**
  - Good scores are less than 3%

# Was the bylaw made clearer?

**B**

2010

**B**

2014

**C**

2021

**-1 full letter grade in readability**

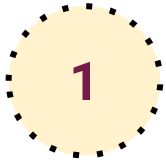


# Has the bylaw gotten longer?

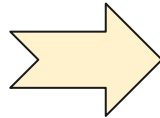
45 pgs	52 pgs	67 pgs
13k wds	14k wds	20k wds
2010	2014	2021

**+50% increase in # of pgs / wds**

# Overview of suggested changes



The entire bylaw should be reworded using **Clear Writing** principles and standards and in language that is accessible to as many Hamiltonians as possible



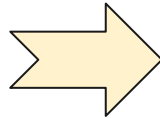
## Why does this matter?

The easier the document is to read, the easier it will be to interpret and use by **everyone**, including City Council, staff, and the general public

# Overview of suggested changes

2

The bylaw should be reorganized, shortened, and similar things should be grouped together; in general, the bylaw should spell out anything that's **unclear**, **missing**, or requires another **source**



## Why does this matter?

Members of Council will be able to rely on the bylaw as a complete document and it will be easier to navigate and find specific wording

# What am I asking you to do?

1

Change the Procedural By-law so that all members of Council attend all Standing Committee meetings

2

Eliminate the General Issues Committee to avoid repetition and make things more efficient

3

Rewrite, reorganize, and shorten the Procedural Bylaw to make it easier for Council to use, apply, and read it