



City of Hamilton
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November 22, 2020

Ms. Kirsten Stevenson
Administrator
Hamilton Police Services Board
155 King William Street
Hamilton, ON
L8N 4C1

Subject: 2021 Budget Submission for the Hamilton Police Services Board

Dear Kirsten:

This letter is to request that your organization submit a draft budget to the City of Hamilton; along with a copy of your organization's most recent audited financial statements, to the **attention of Cyrus Patel, Senior Financial Analyst, Budget and Finance Division, 71 Main Street West, Hamilton, Ontario L8P 4Y5, on or before December 21, 2020.**

As well, please be advised that at its meeting of November 11, 2020, Council approved sub-section (d) of Item 1 to the General Issues Committee (Budget) Report 20-017, as amended, which reads as follows:

1. **2021 Budget Guidelines, Outlook and Process (FCS20087) (City Wide) (Item 7.1)**
 - (d) That the Hamilton Police Services Board, Hamilton Library Board, Conservation Authorities, Royal Botanical Gardens and Hamilton Beach Rescue Unit target a 2021 tax operating budget guideline, based on an increase of 2%; with any increase beyond that guideline to be provided, with an explanation, to the General Issues Committee for consideration;

If you have any questions respecting your budget submission, please contact Cyrus Patel at (905) 546-2424 Ext.7698 or at cyrus.patel@hamilton.ca.

Your organization has been scheduled to provide a presentation respecting their 2020 budget submission on **Thursday, January 21, 2021 at approximately 10:45 a.m. Due to COVID-19 and the closure of City Hall, this meeting will be held virtually.**

Therefore, please forward the names, titles and emails of all parties from your organization that need to be included in the WebEx invitation as soon as possible to ensure that they have access.

Please provide an electronic copy of your **final presentation no later than 12 noon on Monday, January 4, 2021** to my attention at Stephanie.paparella@hamilton.ca.

Should you have any questions respecting the meeting process or your presentation, please feel free to contact me.

Sincerely,

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

Copied: Mike Zegarac, General Manager, Finance & Corporate Services
Brian McMullen, Director, Financial Planning, Administration & Policy
Kirk Weaver, Manager, Budgets & Financial Policy
Cyrus Patel, Senior Financial Analyst