



## City of Hamilton Memorandum

**To:** <Chair OR Mayor> and Members of  
<X Committee> OR <Council>

**Date:** Month DD, YYYY

**Report No:** <Number>

**Subject/Title:** <Title>

**Ward(s) Affected:** <Ward Number(s) or (City Wide)>

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### Information

- This is a free form template. You can use sub-headings, or merely write in a paragraph form. But Memorandums are intended for information updates only, and should be a singular topic that requires no more than 2 pages of information.
- These are best to publicly respond to a question asked at Council or Committee, or to provide an update to a previous report or item. Rather than revising the original item, you can merely add the additional information in a memo format.

### Consultation

*This section should list the individuals, Divisions, and/or external organizations/bodies that were consulted. Staff should be listed as <Name>, <Title>, <Department>.*

### Appendices and Schedules Attached

Appendix A: <Title>

Appendix B: <Title>

**Prepared by:** <Name>, <Title>  
<Department>, <Division/Program Area>

**Submitted and recommended by:** <Name>, <Title>  
<Department>, <Division/Program Area>