



**City of Hamilton**  
**Report for <Information or Consideration>**

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

**Date:** Month DD, YYYY

**Report No:** <Number>

**Subject/Title:** <Title>

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

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**Recommendations**

- 1) One sentence, using numbered bullet points for all recommendations:
  - a) Using numbers sub-bullet points as required.
- 2) Ensuring that any actions such as **BE APPROVED** and **BE DIRECTED** are bolded and capitalized.

**Key Facts**

- This section will consist of a maximum of five bullet points.
- Typically each bullet point will not exceed one sentence.
- The first bullet point states the purpose of the Report.
- Use a point or two to state high level why the recommendation(s) were made.
- Not a background section, or for storytelling, facts that point to the recommendations only.

**Financial Considerations**

Highlight the budget impact(s) and costs associated with the recommendation(s). Include financial impacts of not making a decision or impacts of alternatives. Use this section to identify any FTE impacts.

**Background**

Include if necessary. If there was previous Council direction asking for this report, or directing aspects of it, the wording of that direction/motion needs to be included here:

Note – there is a section below to list previous reports on this matter.

**Commented [MT1]:** NOTE: If this is an Information Report (Item for Information) the Recommendation reads: 1) That Report <Number> respecting <Title> **BE RECEIVED** for information.

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## Analysis

Use this section to address the evaluation of data/facts/information used to make the Report's recommendations. Include data collection, impact assessments, benchmarking including, and performance measurement/KPIs as applicable. Address the following:

- Legal implications or legislated requirements
- Corporate Policy implications
- Staffing Considerations (work priorities)

Outline who you have consulted with (internal and external as necessary) and the results of the consultation.

## Alternatives

Provide Committee with options available to the recommendation (if any) should Committee not wish to approve the staff recommendation.

Reference the Financial considerations and any applicable staffing resource or legal implications together with the pros and cons for each alternative you are proposing and include both positive and negative options.

Do not submit "status quo" as an option to the recommendation.

## Relationship to Council Strategic Priorities

Discuss how the recommendation(s) will strategically enforce/improve that priority (why this report is being brought forward).

See [2022-2026 Council Priorities, Outcomes & Measures of Success | City of Hamilton](#) for more information on Council's Priorities.

1. Sustainable Economic & Ecological Development
  - 1.1. Reduce the burden on residential taxpayers
  - 1.2. Facilitate the growth of key sectors
  - 1.3. Accelerate our response to climate change
  - 1.4. Protect green space and waterways
2. Safe & Thriving Neighbourhoods
  - 2.1. Increase the supply of affordable and supportive housing and reduce chronic homelessness
  - 2.2. Make sure people can safely and efficiently move around by food, bike, transit or car
  - 2.3. Provide vibrant parks, recreation and public space
3. Responsiveness & Transparency
  - 3.1. Prioritize customer service and proactive communication
  - 3.2. Get more people involved in decision making and problem solving
  - 3.3. Build a high performing public service
  - 3.4. Modernize City systems

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### **Previous Reports Submitted**

Bullet list of reports that relate to this topic/subject/issue. Hyperlinks should point to public facing.

### **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>

