



2024 to 2027 Business Plan

Service: Secretariat Support

\$6.55

Annual cost for the
average rate payer
(2024 to 2027)

0.17%

Of the 2024 to 2027
City of London Net
Property Tax
Supported Budget

Who we are:

- Secretariat Support provides agenda, report and minute production for City Council, its Standing Committees, Community Advisory Committees, Task Forces and Working Groups.

What we do:

- Secretariat Support contributes towards the efficiency, effectiveness and transparency of governance by maintaining appropriate records and documentation of governance decisions.
- The City Clerk acts as the parliamentarian at Council meetings and provides procedural advice and assistance to Council.

Why we do it:

- **Mandatory** - The Municipal Act establishes the requirement for a Municipal Clerk.

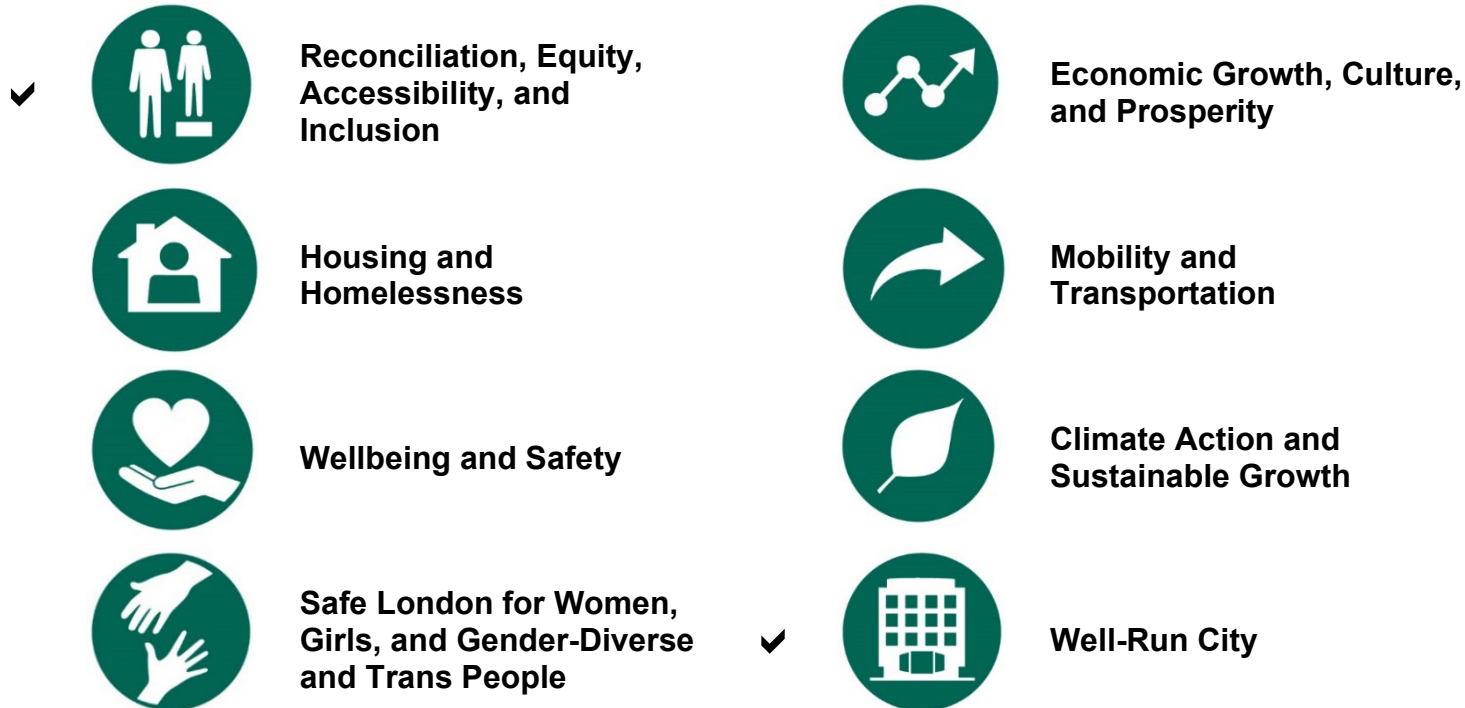
The following table provides an overview of the budget for this service:

Budget Summary (\$000's)	2024	2025	2026	2027	2024 to 2027 TOTAL
Gross Operating Expenditures	\$1,512	\$1,533	\$1,552	\$1,557	\$6,154
Other Revenues	-\$27	-\$28	-\$29	-\$29	-\$113
Net Tax Levy Supported Operating Budget	\$1,485	\$1,505	\$1,523	\$1,528	\$6,041
Total Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Full-Time Equivalents (FTE's)	10.1	10.1	11.0	11.0	N/A

Reflects 2024 to 2027 adopted City budget as of December 1, 2025.

Linkage to the 2023 to 2027 Strategic Plan

This service supports the following Strategic Areas of Focus in the 2023 to 2027 Strategic Plan:



Environmental, Socio-economic Equity and Governance (ESG) Considerations

Environmental, Socio-economic Equity and Governance Profile for this service:

Environmental:

- The reduction in the production of paper agendas and reports as well as the provision of remote and hybrid participation in public meetings.

Socio-economic Equity:

- As an inclusive and accessible City, Secretariat Support endeavours to identify and remove barriers faced by equity-denied groups in participating in local government through Council, Standing Committees, and our Community Advisory Committees.

Governance:

- As a Well-Run City, the City of London establishes and maintains written policies, minutes, and by-laws as part of its commitment to ensure people have trust and confidence in the municipal government.

The following section provides an overview of the key activities the service plans to undertake from 2024 to 2027 to implement the Corporation's 2023 to 2027 Strategic Plan, as well as an overview of the risks and challenges the service is anticipated to experience during this period:

Service Highlights 2024 to 2027

- Supporting citizen engagement through administrative support for Community Advisory Committees. This includes expanded accessibility to participate in person and remotely.
- Provide legislative support to Council, Standing Committees and various Task Forces and Working Groups.
- Review best practices and identify gaps and opportunities to deliver open and transparent governance.

Risks and Challenges Anticipated in 2024 to 2027

- Updating and maintaining existing agenda and meeting management software to deliver effective meeting administration and functionality.
- Maintaining expanded meeting participation through hybrid meeting format.

Other reference information and links:

- Link to the [Council Procedure By-law A-61](#)
- Link to the [Municipal Act, 2001](#)

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