



## 2020 to 2023 Business Plan

### Service: Information and Archive Management

**\$0.02**

Cost per day for the average rate payer (2020 to 2023)

**0.25%**

Percentage of the 2020 to 2023 City of London Net Property Tax Supported Budget

#### Who we are:

- Information and Archive Management oversees the City's records from creation through retention to disposition.
- It also administers the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), handling access to information requests and privacy related matters.
- It manages the documentation execution process for all formal documents.

#### What we do:

- The MFIPPA and Records Management programs contribute towards the efficiency, effectiveness and transparency of governance by maintaining appropriate records and documentation of governance decisions and providing a right to access information under the Act.
- It also ensures the privacy related matters are appropriately dealt with in accordance with legislation and best practice.

#### Why we do it:

- **Mandatory** - Documentation management, including responding to information requests, are required to be delivered by regulation or legislation (MFIPPA and Municipal Act).

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

Budget Summary (\$000's)	2020	2021	2022	2023	2020 to 2023 TOTAL
Gross Operating Expenditures	\$1,681	\$1,728	\$1,776	\$1,810	<b>\$6,995</b>
Other Revenues	-\$32	-\$33	-\$33	-\$34	<b>-\$132</b>
<b>Net Tax Levy Supported Operating Budget</b>	<b>\$1,649</b>	<b>\$1,695</b>	<b>\$1,743</b>	<b>\$1,776</b>	<b>\$6,863</b>
Total Capital Expenditures	\$0	\$0	\$0	\$0	<b>\$0</b>
Full-Time Equivalents (FTE's)	9	9	9	9	N/A

Reflects 2020 to 2023 Council Approved Budget - January 12, 2021.

The following section provides an overview of the key activities the service plans to undertake from 2020 to 2023 to implement the Corporation's 2019 to 2023 Strategic Plan, as well as an overview of the risks and challenges the service is anticipated to experience during this period:

## Service Highlights 2020 to 2023

### Strengthening Our Community

- Increase opportunities for residents to be informed and participate in local government.
- Continue to invest in culture and conserve the City's archival records.

### Leading in Public Service

- Increase opportunities for residents to be informed and participate in local government and the Freedom of Information (FOI) process.
- Continue to maintain, build, and enhance a high-performing and secure computing environment for internal electronic records.
- Support and engage with other municipalities on FOI and Records Retention trends and information.

## Risks and Challenges Anticipated in 2020 to 2023

- Changes to Legislation regarding the Municipal Freedom of Information and Protection of Privacy Act.
- Changes to the City of London's Records Retention By-Law and Records Management Policy.

**Other reference information and links:**

- [Records Management Policy](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56](#)

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