

**REPORT ON INVESTIGATION INTO  
UNAUTHORIZED DISCLOSURE & DISTRIBUTION OF CITY DOCUMENTS**

**Recommendation**

The City Manager recommends:

1. That appropriate action be taken where the Employee Code of Conduct is found to have been breached;
2. That a process be implemented to ensure staff regularly review their responsibilities under the City's relevant confidentiality policies;
3. That policies relating to confidentiality and disclosure of corporate documents be reviewed and the Commissioner of Legal and Administrative Services and City Solicitor report back with any recommended revisions.

**Contribution to Sustainability**

Not applicable.

**Economic Impact**

Not applicable.

**Communications Plan**

Human Resources will undertake a process to ensure staff regularly review their responsibilities under the Employee Code of Conduct particularly in regard to maintaining confidentiality of corporate information and documents. Corporate Communications has prepared key messages related to this report.

**Purpose**

To report on findings and make recommendations following completion of the investigation into the inappropriate disclosure and distribution of City documents.

**Background – Analysis and Options**

In November 2008 the City became aware that certain City of Vaughan documents had been inappropriately disclosed and distributed. The documents in question consist of cheques and internal backup documentation.

The security of City property and assets, which includes documents, is in the public interest and is of the utmost importance. The inappropriate and unauthorized disclosure and distribution is a serious concern.

**Cheques Handling Procedures Changed**

When the breach of this security first became apparent, administration conducted an internal review of the current cheque signing and handling processes. This review resulted in changes to the administrative procedures for the handling and signing of cheques requiring manual signatures.

### Unauthorized Disclosure Investigated by External Investigator

Subsequent to the internal review, the City Manager was directed by Council to undertake an investigation. To determine the origin of the unauthorized disclosure, an external professional investigator was sought. Ben Soave Associates Inc. was selected following a Request for Proposals to conduct an independent investigation into the matter of the unauthorized disclosure which had occurred.

The purpose of the investigation was to determine who copied the documents in question; who disclosed them; to whom, how, when and why they were disclosed. In addition to examining all relevant documentation, the investigation included interviews of staff, elected officials, members of the public, and members of the media.

The Report on the Investigation into the Unauthorized Disclosure & Distribution of City of Vaughan Documents, by Ben Soave Associates Inc. dated June 19, 2009, is provided to the Audit and Operational Review Committee under separate cover, as it is Strictly Private and Confidential. Notwithstanding the public interest around this highly publicized issue, the City is obligated to protect the personal privacy of identifiable individuals and as such the Report will not be publicly available.

Administration will undertake a process to ensure staff regularly review their responsibilities under the Employee Code of Conduct particularly in regard to maintaining confidentiality of corporate information and documents. Staff will also be reviewing policies relating to confidentiality and disclosure of corporate documents, and will report back in the event revisions are appropriate.

Where it is found that the Employee Code of Conduct has been breached, appropriate action will be taken.

### Relationship to Vaughan Vision 2020/Strategic Plan

Not applicable.

### Regional Implications

Not applicable.

### Conclusion

As a result of the internal review of cheques handling and signing procedures, the processing of cheques requiring manual signatures has been modified. Following the BSA investigation, it is appropriate that administration undertake a review of policies relating to confidentiality and disclosure of corporate documents, and report back with any recommendations. A process should be implemented to ensure staff regularly review their responsibilities in this regard.

### Attachments

None

### Report prepared by:

Michael DeAngelis

Respectfully submitted,

Michael DeAngelis, City Manager