

**THE CORPORATION OF  
THE CITY OF LONDON**

**REPORT ON THE RESULTS OF APPLYING AGREED-UPON PROCEDURES FOR  
THE LONDON DOWNTOWN CLOSED CIRCUIT TELEVISION PROGRAM FOR THE  
YEAR ENDING DECEMBER 31, 2023**



**KPMG LLP**

140 Fullarton Street, Suite 1400  
London, ON N6A 5P2  
Canada  
Telephone 519 672 4880  
Fax 519 672 5684

## **AGREED-UPON PROCEDURES REPORT**

To the Corporation of the City of London

### ***Purpose of this Agreed-Upon Procedures Report***

Our report is solely for the purpose of performing the agreed-upon procedures set forth in the accompanying Schedule in connection with the Code of Practice related to the London Downtown Closed-Circuit Television Program for the year ended December 31, 2023 (“Subject matter”) (“Purpose”) and may not be suitable for another purpose.

### ***Responsibilities of the Engaging Party***

The Corporation of the City of London has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

The Corporation of the City of London is responsible for the subject matter on which the agreed-upon procedures are performed.

### ***Practitioner’s Responsibilities***

We have conducted the agreed-upon procedures engagement in accordance with the Canadian Standard on Related Services (CSRS) 4400, *Agreed-Upon Procedures Engagements*.

An Agreed-upon procedures engagement involves our performing the procedures that have been agreed with the Corporation of the City of London and reporting the findings, which are the factual results of the agreed-upon procedures performed.

We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

### ***Professional Ethics and Quality Management***

We have complied with ethical requirements, including those pertaining to independence, relevant to assurance engagements in Canada.

Our firm applies Canadian Standard on Quality Management 1, which requires the firm to design, implement and operate a system of quality management, including policies or procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.



### **Procedures and Findings**

We have performed the procedures described below, which were agreed upon with the Corporation of the City of London

- 1 Obtain and review the London Downtown Closed-Circuit Television (CCTV) Program Code of Practice.

*KPMG obtained and reviewed the Code of Practice. KPMG confirmed with Mike Bessegato – Manager of Corporate Security, that updates to the document were made in the first quarter of 2023.*

- 2 Ensure that adequate camera monitoring staff are present at the time the specified audit procedures are being performed.

*KPMG observed at least one camera monitoring staff was present in the camera room while the specified audit procedures were being performed, as required by the Code of Practice.*

- 3 On a monthly basis, select a sample of four recordings, each for a 15-minute period, from 17 cameras located in the Core AREA. Review the recordings for compliance with Section 12 of the Code of Practice and ensure the recordings have not monitored individuals in any manner that would constitute a violation of the Code of Practice.

*KPMG selected a total sample of 48 recordings for testing throughout the year.*

During the year, there were two instances where the City was not able to burn the footage for the dates and times that were randomly selected, as follows:

*Finding 1: There was missing footage on April 30, 2023. The video was not burned because Camera #6 had been out of service and was going to be removed. Alternate dates were requested and provided.*

*Finding 2: There was missing footage on October 30, 2023. The City was not able to burn the footage. The server was down for about an hour due to major firmware updated to Milestone. Alternate dates were requested and provided.*

*We have noted that all recordings reviewed comply with Section 12 of the Code of Practice for camera use.*

- 4 Obtain the camera monitoring logbook and review for the following information:

- a) Reported incidents were properly recorded in accordance with Section 16 of the Code of Practice

*We have examined the camera monitoring logbook. KPMG noted that reported incidents were recorded in accordance with Section 16 of the Code of Practice.*

- b) Only authorized staff had access to the Security Office

*We have examined the camera monitoring logbook and noted that only authorized staff had access to the Security Office during the period of January 1, 2023 to December 31, 2023.*



Page 3

- c) Recorded information was released according to the Code of Practice requirements for release of information contained in section 15 of the Code of Practice.

*We have examined the camera monitoring logbook and noted that recorded information was released according to the Code of Practice requirements for release of information.*

- d) Confirm that entries are complete and entered in a consistent manner.

*We have examined the camera monitoring logbook and noted that entries are complete and entered in a consistent manner.*

A handwritten signature in black ink that reads 'KPMG LLP' in a cursive, slanted font. A horizontal line is drawn underneath the signature.

Chartered Professional Accountants, Licensed Public Accountants

London, Canada  
January 22, 2024