

**THE CORPORATION OF THE CITY OF LONDON**

**REPORT ON THE RESULTS OF APPLYING SPECIFIED  
AUDITING PROCEDURES FOR THE LONDON DOWNTOWN  
CLOSED CIRCUIT TELEVISION PROGRAM FOR THE YEAR  
ENDING DECEMBER 31, 2017**



KPMG LLP  
140 Fullarton Street Suite 1400  
London ON N6A 5P2  
Canada  
Tel 519 672-4800  
Fax 519 672-5684

## REPORT ON SPECIFIED AUDITING PROCEDURES

To the Corporation of the City of London

As specifically agreed, we have performed the following specified auditing 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 ending December 31, 2017.

Our engagement was performed in accordance with the Canadian generally accepted standards for specified auditing procedures engagements.

We make no representation regarding the appropriateness and sufficiency of the specified auditing procedures. These specified auditing procedures do not constitute an audit or review and therefore we are unable to and do not provide any assurance on the financial information and related data assessed. Had we performed additional procedures, an audit or a review, other matters might have come to light that would have been reported. The attached findings relate only to the elements, accounts, items or financial information in the specified procedures and do not extend to any of the Corporation of the City of London's financial statements taken as a whole.

Our report is intended solely for the Management of the Corporation of the City of London and should not be distributed or used by parties other than the Corporation of the City of London.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and extends to the right, ending under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

London, Canada

January 26, 2018

## SCHEDULE

### SPECIFIED AUDITING PROCEDURES AND FINDINGS

- 1 Obtain and read the “Code of Practice” dated December 13, 2004, related to the London Downtown Closed Circuit Television Program.

*KPMG obtained and read the Code of Practice dated December 13, 2004. Per discussion with Dave O’Brien there have been no recent updates to the document.*

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

*KPMG viewed 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 City of London downtown core. Review the recordings for compliance with Section 12 of the Code of Practice for camera use and ensure the recordings have not monitored individuals in any manner that would constitute a violation of the Code of Practice.

*KPMG selected four recordings from each month of the year for a total sample selected of 48 recordings.*

*We have noted eight instances in the reviewed recordings where segments of data are missing. These instances are listed below:*

<i>Instance</i>	<i>Day</i>	<i>Month</i>	<i>Date</i>	<i>Year</i>	<i>City of London Record Number</i>	<i>Camera</i>	<i>Missing Segment</i>
1	Monday	January	9	2017	17-001	1	13:23:19 – 13:23:37
2	Monday	January	9	2017	17-001	6	3:41:34 – 3:41:48
3	Monday	January	9	2017	17-001	9	9:02:25 – 9:02:47
4	Thursday	April	20	2017	17-054	4	8:22:53 – 8:23:12
5	Monday	May	1	2017	17-000939	2	7:42:38 – 7:43:00
6	Tuesday	August	8	2017	17-00121	5	18:44:34 – 18:44:51
7	Wednesday	September	13	2017	17-140	16	3:21:33 – 3:21:43
8	Thursday	October	26	2017	17-175	1	14:20:41 – 14:21:00

*We have noted that all recordings that we were able to review are in compliance 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 and 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, 2017 to December 31, 2017.*

- 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.*