

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, 2018**



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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, 2018.

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, stylized font. Below the signature is a single, long, horizontal, slightly wavy line that serves as a flourish or underline.

Chartered Professional Accountants, Licensed Public Accountants

London, Canada

January 18, 2019

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. KPMG confirmed with Division Manager III, Corporate Security and Emergency Management that 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 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 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 noted one instance where the recording that was provided to us differed from the sample that was requested. This instance is described below:

- *Wednesday December 5, 2018 – Camera 2, 4:00PM-4:15PM – The segment provided was for Camera 3. In response, KPMG performed the following procedures:*
 - *Reviewed the December 5, 2018 log book for indications of instances of non-compliance. None identified.*
 - *Selected an alternative sample for testing – Thursday December 20, 2018, 4:00PM-4:15PM, Camera 2 – no instances of non-compliance were identified as a result of alternative procedures performed.*

We have noted no instances in the reviewed recordings where segments of data are missing.

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, 2018 to December 31, 2018.

- 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.