

# DECISION/DIRECTION NOTE

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**Title:** Closure of Commercial Property Tax Allowance Report

**Date Prepared:** December 8, 2020

**Report To:** Audit Committee

**Councillor and Role:** N/A

**Ward:** N/A

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## Decision/Direction Required:

To approve the removal of the Commercial Property Tax Allowance audit report from Internal Audit's follow-up list.

## Discussion – Background and Current Status:

Current practice of the Office of the City Internal Auditor is to remove a report from the follow-up list after five years. The reasons for this practice are:

- changes occurring in an area over five years (i.e. new management, systems, processes, etc.) can make recommendations outdated
- perceived lack of importance of recommendations that are not acted upon over such a long period
- lack of resources available to internal audit that could be better spent in other areas

Management indicates the recommendations made in the Commercial Property Tax Allowance audit report are now substantially implemented (i.e. 83%). Five recommendations remain outstanding and these recommendations are linked as changes are required to by-laws, policies, and forms. In addition, some of the changes will depend on regulations. Management indicated that after these regulations are published staff will regroup to address a path forward. To ensure audit resources are optimally utilized it is now recommended to remove this report from the follow-up list.

## Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders: N/A

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3. Alignment with Strategic Directions/Adopted Plans: N/A
4. Legal or Policy Implications: N/A
5. Privacy Implications: N/A
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: N/A
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

That Council approve the removal of the Commercial Property Tax Allowance audit report from Internal Audit's follow-up list.

**Prepared by:** Sean Janes, City Internal Auditor

**Approved by:** Sean Janes, City Internal Auditor

**Report Approval Details**

Document Title:	Closure of Commercial Property Tax Allowance Report.docx
Attachments:	
Final Approval Date:	Dec 11, 2020

This report and all of its attachments were approved and signed as outlined below:

**Kevin Breen - Dec 11, 2020 - 3:10 PM**