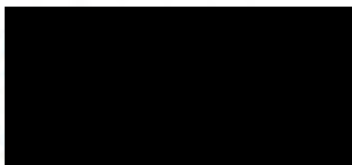


January 29, 2016



Dear 

**Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act*
PB/62/2016**

On January 22, 2016, the *City of St. John's* received your request for access to the following records/information:

"Records related to the audit done in 2015 on the Commercial Vacancy Allowance process. Request includes any reports generated, along with internal correspondence, in any and all formats (including paper and electronic)."

The City's Department of Finance has advised us that the first draft of the report is not yet ready to come to Council and therefore, we are not in a position at this time to disclose the requested information. As such, the above cited file will now be closed.

If you have any further questions, please feel free to contact me by telephone at 576-8202 or by e-mail at ehenley@stjohns.ca.

Yours very truly,

A handwritten signature in cursive script that reads "Elaine D. Henley".

Elaine Henley
City Clerk

ST. JOHN'S