

# Corporate Policies

SECTION: Finance		POLICY 13.0.1
SUBJECT: Controllership - Under Review		
EFFECTIVE: November 28, 2007	REPLACES: n/a	PAGE: 1 of 4
APPROVED BY: CW493-2007, C292-2007	PROCEDURAL UPDATES: n/a	

## POLICY STATEMENT

The Council of the Corporation of the City of Brampton desires to ensure that its decisions are implemented in accordance with controllership policies, practices and procedures.

There are many references/definitions of the terms “controller” and “controllership” ranging from a vary narrow to a vary broad focus. For example, Webster’s dictionary provides the following narrow definition of a Comptroller (Controller) as “*an official who audits and supervises expenditures and accounts*”.

The 2003 Annual Report of the Office of the Provincial Auditor of Ontario, identified the following four key elements of modern controllership as determined by a federal panel known as the “Independent Review Panel on Modernization of Comptrollership in the Government of Canada”.

### Key Elements (Principles) of Modern Controllership

1. Integrated performance information
2. Appropriate control systems
3. A sound approach to risk management, and
4. A shared set of ethical practices and organizational values

The Council of the City of Brampton has adopted the four key elements of modern controllership as described above in order to achieve the requirements of Section 224 (d) of the Municipal Act, 2001 which states:

*“It is the role of council to ensure controllership policies, practices and procedures are in place to implement the decisions of council”.*

In the municipal setting, a primary responsibility for administration of City Council’s Controllership Policy is rooted in Section 286 of the *Municipal Act, 2001* which states:

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**286.** (1) *A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality,*

The City of Brampton has also established a variety of policies addressing the principle of “A shared set of ethical practices and organizational values” including an Employee Code of Conduct Policy and a set of Corporate Values.

## PURPOSE

The purpose of this policy to set of the basic principles by which City controllership policies, by-laws, policies, procedures and practices shall be developed to ensure that the policy statement can be achieved.

## SCOPE

This policy applies to Members of Council, City employees and departments.

## PROCEDURES

In the development of a by-law, policy, procedure, practice and activity, consideration shall be given to the controllership principles as defined under the Policy Statement.

## ACCOUNTABILITY

Each Member of Council and member of staff shall be responsible to ensure that the principles are addressed in the manner in which they conduct their activities.

The Treasurer is responsible to provide leadership, oversight, and guidance to departments in the management of the City of Brampton’s financial affairs; to efficiently and effectively operate financial systems and processes, apply the applicable laws and

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rules, and supply accurate and timely financial information to the City's users and stakeholders.

The Finance Department led by the Treasurer will endeavour to ensure City departments are in compliance with all applicable financial laws, regulations, and Generally Accepted Accounting Principles (GAAP) as established by the Public Sector Accounting Board (PSAB). The Finance Department will apply financial expertise through the design/redesign of City wide processes that result in innovative solutions, which add value, maximize performance, and improve results in a measurable, accountable, and responsible manner. The Treasurer shall establish policies, procedures and practices necessary to achieve the principles as defined under the Policy Statement.

It is recognized that all departments of the City of Brampton have responsibilities respecting controllership. The Treasurer, through the Finance Department, shall provide guidance and input to other departments on broader corporate policies affecting controllership.

All City staff are responsible to ensure:

- They follow all applicable laws rules and GAAP as established by the PSAB.
- That financial and non-financial information and operating metrics are reported accurately and on a timely basis.
- Maintain complete, accurate and timely records and accounts to reflect business transactions.
- Safeguard all physical, financial, informational and other City assets.
- Use economic, risk based criteria in context with City Council directions, to make decisions.
- Provide timely, candid forecasts and assessments to management.
- Maintain sound processes and controls.

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- Comply with the City's document management procedures, as well as all applicable laws and regulations relating to the preservation and privacy of documents and records.
- They apply the City of Brampton's Corporate Policies such as the Employee Code of Conduct as well as the Corporate Values in all financial matters affecting the City of Brampton.

## ADMINISTRATION

This policy shall be administered by the Finance Department.

## CONTACT

Finance