

**Subject:** Delegation By-Law Amendments

**Staff Report No.** CAO-002-24

**Department/  
Commission:** Office of the CAO

**Date:** December 11, 2024

**Recommendation:**

- 1) That Council enact Delegation By-law 2024-140-RE to reflect recent organizational changes to the Legal Services Department.

**Report Highlights**

- Amend the Delegation By-Law to reflect the recent organizational decision to outsource our legal counsel activities

**1. Purpose:**

This report provides Council with proposed amendments to the Town of Stouffville's Delegation By-law 2024-123-RE to reflect the recent organizational change to the Legal Services Department to outsource our legal counsel activities.

**2. Background:**

During the budget process, Town staff consistently seeks out opportunities to improve processes, enhance efficiencies, and identify cost-saving initiatives to drive continuous improvement and organizational success. As part of budget reviews undertaken this year, the decision was made to outsource all legal counsel activities.

**3. Analysis:**

As a result of the recent organizational changes, by-law amendments are required to transfer delegated authority from the Town Solicitor to the Chief Administrative Officer (in consultation with external legal counsel, where required) in all instances where the Town Solicitor was previously referenced.

#### **4. Options:**

##### **4.1 Option A (Recommended)**

That Council enact Delegation By-law 2024-140-RE to reflect recent organizational changes to the Legal Services Department.

#### **5. Financial Implications:**

N/A

#### **6. Broader Intergovernmental Impacts and/or Considerations:**

N/A

#### **7. Communication:**

Current legal firms that the Town is currently engaged with have been notified of the organizational changes.

#### **8. Alignment with Strategic Plan:**

1. Good Governance  
Provide Good Governance
2. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

#### **9. Attachments:**

None

#### **10. Related Reports:**

None

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