

# Memo

To: Members of Council  
From: Andrea Coyne, Manager, Elections, Policy, Print Services  
CC: Vicki Tytaneck, Town Clerk, Lily Lei, Manager, Right-of-Way Management  
Date: February 14, 2024  
Subject: Corporate Procedure Updates – Q1 2025

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As part of the ongoing policy and procedure review, this memo is to provide an update of the corporate procedures under the authority of the CAO, or delegate, that have been introduced, updated, or reconfirmed. All policies and procedures are reviewed in accordance with established review periods and all policies continue to be submitted to Council for approval.

This report addresses the procedures which have been addressed by the Policy Review Administration Group since January 15, 2025.

## *Municipal Services / Permits*

At the Policy Review Administrative Group (PRAG) meeting of January 15, 2025, updates to the [Use of Municipal right of Ways and Municipal Parking Lots Policy](#) and related procedures were reviewed.

The following procedures have been updated, under the authority of the CAO:

[Driveway Permits Procedure](#), [Encroachment Agreement Permits Procedure](#), [Excavation Permits Procedure](#), and [Newspaper Box Permit Procedure](#).

The following new procedures have been established, under the authority of the CAO:

[Temporary Street Occupation Permits Procedure](#) was established to outline the Temporary Street Occupation (TSO) Permit process and address public safety, traffic egress and ingress and the availability of the proposed location in conjunction with other approved Town of Oakville (town) activities or other uses of the right of way. This procedure was previously combined with the Excavation Permits Procedure.

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[Oversize/Overweight Vehicle Permit on a Municipal Right of Way Procedure](#) was established to outline the oversize/overweight vehicle permit process and address public safety, traffic egress and ingress and the availability of the proposed location in conjunction with other approved Town of Oakville (town) activities or other uses of the right of way.

Should you have any questions, please feel free to contact me.

Andrea Coyne  
Manager, Elections, Policy, Print Services  
Clerk's Department