



## REPORT

### Council

**Meeting Date: May 1, 2025**

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**FROM:** Clerk's Department

**DATE:** April 15, 2025

**SUBJECT:** Corporate Policy Update

**WARD:** Town-wide

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#### **RECOMMENDATION:**

1. That Council approve the updated Elections Policy;
2. That Council approve the updated Council Vacancies Procedure; and
3. That Council approve the existing Use of Municipal Right of Ways Policy.

#### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- The corporate policy and procedure review is an ongoing process facilitated by the Clerk's department to assist departments in bringing policies forward for Council review as part of Council's governance initiatives.
- All policies and procedures listed in this report have been reviewed by the Policy Review Administration Group.
- Unless otherwise noted, updated documents included in the appendices of this report have tracked changes to easily identify updates.

#### **BACKGROUND:**

As part of the ongoing corporate policy and procedure review, staff continue to present reports to introduce new policies, update and reconfirm current policies, and recommend the replacement or rescinding of former policies. Current policies and procedures are reviewed in accordance with established review periods and updates are provided to Council, as required. All policies, along with any procedures established under Council's authority, are submitted to Council for approval. New or significantly updated procedures under the CAO's authority will be shared with Council for information via a memo through the Council Information process, on a quarterly basis. Reporting outside of this schedule will occur as needed, particularly for issues involving public awareness or health and safety.

The corporate policy process aims to optimize operations and improve responsiveness to evolving requirements. It strengthens decision-making efficiency and enables Council to focus on policy-setting and strategic governance, aligning with the town's commitment to continuous improvement and organizational efficiency. This report addresses the policies and procedures which have been addressed by the Policy Review Administration Group since the last report to Council in January 2025. All departments are continuing to address policy requirements. Future policy reports will be coordinated through the Clerk's department or submitted departmentally, as required.

**COMMENT/OPTIONS:****Governance***Elections*

The Elections Policy (G-ELE-001) provides for the introduction of procedures to ensure transparent and equitable services are provided relating to municipal elections. It has been reviewed in accordance with Council-approved timelines, and no significant updates are proposed.

The related Council Vacancies Procedure (G-ELE-001-003) outlines the process for filling vacancies on Town of Oakville Council during the term of Council. It has been reviewed in line with Council-approved timelines, with updates including confirming steps in the case of a vacancy for the position of Mayor, referencing the Public Notice and Engagement Policy, removal of details better suited for an internal operating procedure, and minor revisions to align with legislation and business requirements.

**Municipal Services***Permits*

The Use of Municipal Right of Ways Policy (MS-PER-004), formerly titled Use of Municipal Right of Ways and Municipal Parking Lots, has been reviewed and updated. The policy now aligns with the Municipal Right of Ways (MRW) By-law, which regulates the use of MRWs, including prohibitions, permit requirements, and enforcement regulations. Regulations for municipal parking lots have been separated from both the MRW By-law and the Use of MRW Policy.

Several related town procedures that outline permitted uses and activities within MRWs have also been reviewed and updated to reflect the revised by-law and current practices. These updates were detailed in the Corporate Procedure Updates – Q1 2025 Memo, provided to Council on February 13, 2025.

**CONSIDERATIONS:**

**(A) PUBLIC**

Corporate policies and related procedures are posted to the town website for public information. Public notification is issued prior to Council's consideration of policies and procedures having a direct impact on the public.

**(B) FINANCIAL**

There are no financial considerations with respect to the consideration of policies and procedures. The administration of procedures which relate to financial matters, grants and financial incentives will be subject to annual budget approval.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

Corporate policies and procedures impact all members of Council and staff. Departments are continuing to review existing policies within their departments to ensure, where applicable, that a corporate view is presented in all new or revised policies and procedures.

**(D) COUNCIL STRATEGIC PRIORITIES**

This report addresses the corporate strategic priority of accountable government. The established corporate policy process promotes accountable governance and service excellence, by promoting consistency, minimizing inefficiencies, and ensuring proper controls and compliance.

**(E) CLIMATE CHANGE/ACTION**

This matter does not impact climate change.

**APPENDICES:**

Appendix A – Elections Policy

Appendix B – Council Vacancies Procedure

Appendix C – Municipal Right of Ways Policy

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Approved by:

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