

Council Information Memo

To: Mayor Burton and Members of Council

From: Lily Lei, Manager, Right of Way Management

CC: Jane Clohecy, CAO
Phoebe Fu, Commissioner, Community Infrastructure
Paul Cripps, Acting Director, Transportation and Engineering

Date: April 26, 2025

Subject: Public Education about Permitted and Prohibited Activities in the Municipal Right of Way

Purpose:

There had been recent updates to the Municipal Right of Way (MRW) By-law and associated policy and procedures. To raise awareness of the various permitted and prohibited activities within the MRW, staff has initiated a public education plan. The purpose of this memo is to advise council of the plan, and that such plan is underway.

Background

Road corridor permits are required for a number of activities, including driveway modifications, road closures, outdoor displays, patio permits and more.

The MRW By-law 2024-002 was passed in November 2024. Subsequently, the associated procedures were updated in February 2025 and the associated policy update is included in the May 1, 2025 Council Agenda. A report is also being submitted to Council on May 1, 2025 for an amending by-law to address some housekeeping items in the MRW By-law. While there were no major changes to the by-law provisions through the earlier updates, more clarity was provided about the do's and don'ts in the by-law, the procedures were updated, and new regulations were introduced.

Comments

For the purpose of this public education outreach, the various types of road corridor activities are identified in three categories based on the target audience, permit required or not required, and if they are part of another town process.

Category 1 – Seasonal public reminders

The target audience for this category is the general public of Oakville. Examples of these activities include modification to private property driveway aprons, boulevard gardens, sprinklers, fence encroachments, snow storage, etc. To supplement the existing guidelines available on the town's [Road Corridor Permits](#) page, the town will

provide seasonal reminders through community advisories, social media posts and others. On April 15, 2025, the town issued an [educational advisory](#) about road corridor and building construction activities. The content is focused on informing the public about the do's and don'ts within the MRW, when permits may be required, and where to obtain more information.

Category 2 – Direct communication to trades and commercial entities

The target audiences for this category are the contracting industry, developers, and commercial businesses. Examples of these permits include the annual renewals for oversize/overweight vehicle permits, temporary street occupation permits, special event permits, etc. This audience generally has a good awareness of the permits that are required and how to source the information through the town's website. Helpful reminders will be provided through direct communication at the time of application and before their permit renewal dates. As part of the Road Corridor team's current permitting processes, standard letters/emails are sent to applicants at the appropriate times throughout the year. Staff will work with the Communications team to review the current templates and timing of issuance to identify areas for improvement.

Category 3 – Cross-promotional messages to businesses

The target audiences for this category are retailers, businesses, developers and contractors. The examples of such activities are outdoor displays of merchandise, restaurant/bistro patio permits, filming permits, development-related excavation and temporary street occupation (TSO) permits, etc. Other departments at the town are the direct point of contact for these audiences, and their permits are regulated by the MRW By-law. Staff will collaborate with the Economic Development, Building Services and other such town departments, to share road corridor permit details for their audience to make the messaging more fulsome to the applicants. For example, the patio permits and A-frame sign permits will be provided through the Economic Development team's channels, newsletters and patio application guide. Similarly, information about driveway, excavation and temporary street occupation permits that are often required as part of the development construction can be shared through Building Services newsletters and channels. In 2024, staff also reached out the BIA Executive Directors for their assistance to bring awareness to the A-frame sign permit requirements. Staff will continue to explore more ways to enhance communication between the BIAs and town staff and so maintain the safety and enjoyment of the BIAs.

Contact

Please contact the author if you have any questions regarding this memo.