

# Memo

To: Members of Council  
From: Andrea Coyne, Manager, Elections, Policy, Print Services  
CC: Will Short, Town Clerk, K. Wiedekowsky, Legal, S. Falola, Clerk's  
Date: June 25, 2025  
Subject: Corporate Policy Update – Q2 2025

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As part of the ongoing corporate policy and procedure review, this memo provides an update of the corporate procedures under the authority of the Chief Administrative Officer (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 March 19, 2025.

## *Municipal Services / Regulatory*

At the Policy Review Administrative Group (PRAG) meeting of March 19, 2025, updates to the [Administrative Penalties Procedure](#) were reviewed and approved under the authority of the CAO. These revisions address modifications to virtual and written hearings, reflecting changes in the method of tendering evidence, and the implementation of automated speed enforcement.

## *Governance / General*

At the Policy Review Administrative Group (PRAG) meeting of April 16, 2025, updates to [Protection of Privacy Procedure](#) were reviewed and approved under the authority of the CAO. These revisions reflect a process that has been established for individuals to request redaction of their personal information from the website, before or after publication, through written request with clear rationale. Requests will be assessed individually, balancing legal obligations, privacy concerns, and public transparency. Approved redactions apply only to the Town's website, and unredacted records may still be viewed in person upon request.

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

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

**Town of Oakville** | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca